

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON DECEMBER 10, 2019 AT 7 GLENWOOD STREET, EAST ORANGE, NEW JERSEY.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:20 PM by Chairperson Harris. The Open Public Meeting Act was read by the Recording Secretary.

PRESENT:

Chairperson W.G. Harris
Commissioner Fred Shaw
Commissioner Wanda Watson
Commissioner Walter Waters

ABSENT:

Commissioner Cassandra Chatman
Commissioner Joshua Brown (excused)

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britton, Manager of Real Estate Dev.
Mr. Dennis Hickerson-Breedon, Esq., Legal Counsel

2. OPEN DISCUSSION

Chairman Harris asked about check #1316. Mr. Gill explained it is for repair supplies to the apartments. There were major repairs done.

Chairman Harris asked about check #1328. Mr. Gill explained there was a levy against the apartment which needed to be paid. All of the violations were corrected.

Chairman Harris asked about the court tracking

sheet. Mr. Hickerson-Breedon explained the status of the cases.

3. ADJOURNMENT

Work Session adjourned at 6:39PM.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON DECEMBER 10, 2019 AT 7 GLENWOOD AVENUE, EAST ORANGE, NEW JERSEY.

The Board of Commissioners of the Housing Authority of the City of East Orange met in a Regular Meeting at 7 Glenwood Avenue, East Orange, New Jersey, on the 10th day of December, 2019, the place, date and hour duly established for the holding of such meeting. Chairperson W.G. Harris called the meeting to order at 7:00 PM.

The Recording Secretary stated that this meeting is being conducted in conformity with the Open Public Meeting Act. Notice of this Regular Meeting was e-mailed to Worrell Community Newspapers (East Orange Record) and NJ Advance Media on December 11, 2018. The notice was e-mailed and faxed to the City Clerk Office on December 24, 2018 and Public Information Office of the City of East Orange on December 26, 2018. The notice was posted at the administrative office and the Authority's two public housing developments on December 24, 2018.

PRESENT:

Chairperson W.G. Harris
Vice-Chairman Walter Waters
Commissioner Wanda Watson
Commissioner Fred Shaw

ABSENT:

Commissioner Joshua Brown (excused)
Commissioner Cassandra Chatman

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britton, Manager of Real Estate Dev.
Mr. Hickerson-Breedon, Esq., Legal Counsel

PUBLIC NOTICE OF REGULAR MEETING

TO: BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE, CITY CLERK OF EAST ORANGE, EAST ORANGE RECORD AND NEWARK STAR LEDGER

Notice is hereby given pursuant to the Open Public Meetings Act, that a Regular Meeting of the Board of Commissioners of the Housing Authority of the City of East Orange, will be held on Tuesday, December 10, 2019, at 7:00 p.m. At 7 Glenwood Avenue, East Orange, New Jersey for the purpose of acting upon:

- 2019-50 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF NOVEMBER 2019**
- 2019-51 RESOLUTION DESIGNATING DUANGRAT SIMPKINS AS A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR THE EAST ORANGE HOUSING AUTHORITY FOR THE YEAR ENDING 2020**
- 2019-52 RESOLUTION APPOINTING DUANGRAT SIMPKINS AS ITS FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE FUND YEAR 2020**
- 2019-53 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE PROPERTY MANAGEMENT AGREEMENT WITH PTGH-EO URBAN RENEWAL, LLC PROPERTIES FOR MANAGEMENT OF PARK TERRACE APARTMENTS AND GROVE HOUSE APARTMENTS FOR A PERIOD OF ONE YEAR**
- 2019-54 RESOLUTION AUTHORIZING RENEWAL OF A SHARE SERVICES AGREEMENT WITH THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH TO PROVIDE DEVELOPMENT AND TECHNICAL CONSULTING SERVICES TO THE EAST ORANGE HOUSING AUTHORITY**
- 2019-55 RESOLUTION APPOINTING WILBERT GILL AS THE QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT \$40,000**

- 2019-56 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW A LEASE AGREEMENT WITH 7 GLENWOOD AVE. ASSOC. LLC FOR HOUSING AUTHORITY ADMINISTRATIVE OFFICES FOR 18 MONTHS - PERIOD JANUARY 1, 2020 TO JUNE 30, 2021, WITH A MONTH TO MONTH OPTION THEREAFTER
- 2019-57 RESOLUTION APPROVING CREATION OF A PART-TIME, EXEMPT POSITION OF ACCOUNTING MANAGER WITH A SALARY RANGE OF \$70,000 - \$80,000 PER YEAR, EFFECTIVE JANUARY 1, 2020
- 2019-58 RESOLUTION AUTHORIZING PAYMENT OF 2019 DISCRETIONARY PAYMENT TO STAFF IN AN AMOUNT NOT TO EXCEED \$25,000 IN AGGREGATE
- 2019-59 RESOLUTION ELECTING COMMISSIONER HARRIS FOR THE POSITION OF CHAIRPERSON FOR THE BOARD OF COMMISSIONERS FOR 2020
- 2019-60 RESOLUTION ELECTING COMMISSIONER WATERS FOR THE POSITION OF VICE-CHAIRPERSON FOR THE BOARD OF COMMISSIONERS FOR 2020
- 2019-61 RESOLUTION ELECTING COMMISSIONER SHAW FOR THE POSITION OF TREASURER FOR THE BOARD OF COMMISSIONERS FOR 2020
- 2019-62 RESOLUTION AWARDED A CONTRACT TO COTO'S MASON LLC FOR PAINTING THE APARTMENTS UNITS AT CONCORD TOWERS

And for the purpose of transacting any other business related hereto or which may properly come before each meeting.

1. **OPEN PUBLIC MEETING ACT and ROLL CALL**

PRESENT:

Chairperson W.G. Harris
Vice-Chairman Walter Waters
Commissioner Fred Shaw
Commissioner Wanda Watson

ABSENT:

Commissioner Joshua Brown (excused)
Commissioner Cassandra Chatman

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britton, Manager of Real Estate Dev.
Ms. Hickerson-Breedon, Esq., Legal Counsel

2. **MINUTES**

MOTION: Commissioner Waters moved to approve the minutes of the previous meeting in November of 2019. Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.
Nays: None.
Abstentions: None.

The Resolution was approved 4-0-0.

3. **VISITORS**

Ellis Little, 73 Brighton Avenue, landlord of 46 Boyden Street. Mr. Little said he spoke with Mr. Gill and his matter was resolved.

4. EXECUTIVE SESSION

The following statement was read prior to Executive Session...

BE IT HEREBY RESOLVED that, pursuant to Chapter 231, P.L., 1975 of the laws of the State of New Jersey, the "Open Public Meeting Act", the East Orange Housing Authority meets in closed session for the purpose of matters of confidentiality and attorney/client privilege. It is expected that the matters discussed in this closed session can be made public at the time that the need for confidentiality no longer exists.

Commissioner Waters moved to go into Executive Session to discuss confidential personnel, contract and litigation issues. Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Watson, Shaw, Harris.

Nays: None.

Abstentions: None.

The motion carried 4-0-0. The Commissioners went into Executive Session at 7:04 PM.

MOTION: Commissioner Shaw moved to return to open session, after discussing personnel and litigation matters. Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Watson, Shaw, Harris.

Nays: None.

Abstentions: None.

The motion carried 4-0-0. The Commissioners returned to Open Session at 7:34 PM.

5. APPROVAL OF THE BILLS

MOTION: Commissioner Waters moved to approve the payment of bills. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

6. REPORTS

COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT: There was no report.

FINANCE: There was no report.

BUILDINGS & GROUNDS: There was no report.

BY-LAWS & PROCUREMENT: There was no report.

PERSONNEL: There was no report.

NON-PROFIT COMMITTEE: There was no report.

EOHCDC BOARD OF DIRECTORS: There was no report.

LEGAL REPORT (Board Attorneys)

There was no report.

EXECUTIVE DIRECTOR

The report stood. Mr. Gill and Ms. Coley highlighted his report and answered questions from the Commissioners.

7. OLD BUSINESS

There was no Old Business.

8. NEW BUSINESS

There was no New Business.

9. RESOLUTIONS

**2019-51 RESOLUTION DESIGNATING DUANGRAT SIMPKINS AS A
PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR
THE EAST ORANGE HOUSING AUTHORITY FOR THE YEAR
ENDING 2020**

Commissioner Waters moved to approve.
Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2019-52 RESOLUTION APPOINTING DUANGRAT SIMPKINS AS ITS

**FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC
HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE
FUND YEAR 2020**

Commissioner Waters moved to approve.
Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.
Nays: None.
Abstentions: None.

The Resolution was approved 4-0-0.

**2019-53 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE
PROPERTY MANAGEMENT AGREEMENT WITH PTGH-EO URBAN
RENEWAL, LLC PROPERTIES FOR MANAGEMENT OF PARK
TERRACE APARTMENTS AND GROVE HOUSE APARTMENTS
FOR A PERIOD OF ONE YEAR**

Commissioner Shaw moved to approve. Commissioner
Waters seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.
Nays: None.
Abstentions: None.

The Resolution was approved 4-0-0.

**2019-54 RESOLUTION AUTHORIZING RENEWAL OF A SHARE
SERVICES AGREEMENT WITH THE HOUSING AUTHORITY OF
THE CITY OF ELIZABETH TO PROVIDE DEVELOPMENT AND
TECHNICAL CONSULTING SERVICES TO THE EAST ORANGE
HOUSING AUTHORITY**

Commissioner Waters moved to approve.
Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.
Nays: None.
Abstentions: None.

The Resolution was approved 4-0-0.

**2019-55 RESOLUTION APPOINTING WILBERT GILL AS THE
QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE
HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT
\$40,000**

Commissioner Waters moved to approve.
Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.
Nays: None.
Abstentions: None.

The Resolution was approved 4-0-0.

**2019-56 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
RENEW A LEASE AGREEMENT WITH 7 GLENWOOD AVE.
ASSOC. LLC FOR HOUSING AUTHORITY ADMINISTRATIVE
OFFICES FOR 18 MONTHS - PERIOD JANUARY 1, 2020 TO
JUNE 30, 2021, WITH A MONTH TO MONTH OPTION
THEREAFTER**

Commissioner Shaw moved to approve. Commissioner
Waters seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.
Nays: None.
Abstentions: None.

The Resolution was approved 4-0-0.

**2019-57 RESOLUTION APPROVING CREATION OF A PART-TIME,
EXEMPT POSITION OF ACCOUNTING MANAGER WITH A**

**SALARY RANGE OF \$70,000 - \$80,000 PER YEAR,
EFFECTIVE JANUARY 1, 2020**

Commissioner Shaw moved to approve. Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Shaw, Harris.

Nays: None.

Abstentions: Watson.

The Resolution was approved 3-0-1.

**2019-58 RESOLUTION AUTHORIZING PAYMENT OF 2019
DISCRETIONARY PAYMENT TO STAFF IN AN AMOUNT NOT
TO EXCEED \$25,000 IN AGGREGATE**

Commissioner Shaw moved to approve. Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

NOMINATIONS FOR CHAIRMAN:

Commissioner Watson nominated Commissioner Harris to be Chairman of the EOHA Board of Commissioners. Commissioner Shaw seconded.

As there were no other nominations, Commissioner Watson moved to close the nominations. Commissioner Harris seconded.

ROLL CALL TO CLOSE NOMINATIONS FOR CHAIRMAN:

Ayes: Waters, Watson, Harris, Shaw.
Nays: None.
Abstentions: None.

The motion was approved 4-0-0.

**2019-59 RESOLUTION ELECTING COMMISSIONER HARRIS FOR THE
POSITION OF CHAIRPERSON FOR THE BOARD OF
COMMISSIONERS FOR 2020**

Commissioner Waters moved to approve.
Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.
Nays: None.
Abstentions: None.

The Resolution was approved 4-0-0.

NOMINATIONS FOR VICE-CHAIRMAN:

Commissioner Watson nominated Commissioner Waters to be Vice-Chairman of the EOHA Board of Commissioners. Commissioner Shaw seconded.

As there were no other nominations, Commissioner Harris moved to close the nominations. Commissioner Watson seconded.

ROLL CALL TO CLOSE NOMINATIONS FOR VICE-CHAIRMAN:

Ayes: Waters, Watson, Harris, Shaw.
Nays: None.
Abstentions: None.

The motion was approved 4-0-0.

**2019-60 RESOLUTION ELECTING COMMISSIONER WATERS FOR THE
POSITION OF VICE-CHAIRPERSON FOR THE BOARD OF
COMMISSIONERS FOR 2020**

Commissioner Waters moved to approve.
Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

NOMINATIONS FOR TREASURER:

Commissioner Harris nominated Commissioner Shaw to
be Chairman of the EOHA Board of Commissioners.
Commissioner Watson seconded.

As there were no other nominations, Commissioner
Harris moved to close the nominations. Commissioner
Watson seconded.

ROLL CALL TO CLOSE NOMINATIONS FOR TREASURER:

Ayes: Waters, Watson, Harris, Shaw.

Nays: None.

Abstentions: None.

The motion was approved 4-0-0.

**2019-61 RESOLUTION ELECTING COMMISSIONER SHAW FOR THE
POSITION OF TREASURER FOR THE BOARD OF
COMMISSIONERS FOR 2020**

Commissioner Waters moved to approve.
Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**2019-62 RESOLUTION AWARDING A CONTRACT TO COTO'S MASON
LLC FOR PAINTING THE APARTMENTS UNITS AT CONCORD
TOWERS**

Commissioner Waters moved to approve.
Commissioner Shaw seconded.

There was discussion regarding the specifics of
the contract.

ROLL CALL:

Ayes: Watson, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

10. ADJOURNMENT

MOTION: Commissioner Shaw moved to adjourn.
Commissioner Waters seconded. There were no questions.
By unanimous acclamation, the meeting was adjourned at
8:32 PM.