

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON SEPTEMBER 13, 2016 AT 160 HALSTED STREET, EAST ORANGE, NEW JERSEY.

The Board of Commissioners of the Housing Authority of the City of East Orange met in a Regular Meeting at 70 South Burnett Street, East Orange, New Jersey, on the 13th day of September, 2016, the place, date and hour duly established for the holding of such meeting. Chairperson Keely Freeman 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 Friday, December 18, 2015. The notice was also faxed to the City Clerk Office and Public Information Office of the City of East Orange on December 31, 2015. The notice was posted at the administrative office and the Authority's two public housing developments on December 31, 2015.

PRESENT:

Chairperson Keely Freeman
Vice-Chairman Fred Shaw
Commissioner Walter Lewis Waters
Commissioner Joshua Brown
Commissioner Wanda Watson
Commissioner W.G. Harris
Commissioner Ted Green

ABSENT:

None

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Mr. William Jones, Consultant
Ms. Elena Coley, Director of Operations
Mr. Juan Bido, Maintenance Repairer
Mr. Greyson Hannigan, 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, September, 13, 2016, at 7:00 p.m. at 160 Halsted Street, East Orange, New Jersey for the purpose of acting upon:

- 2016-41 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF JULY AND AUGUST 2016**
- 2016-42 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE ANNUAL SUPPORT AGREEMENT WITH TENMAST SOFTWARE IN AN AMOUNT OF \$29,825.00**
- 2016-43 AUTHORIZING RATIFYING THE RENEWAL OF THE ANNUAL COMMERCIAL LIABILITY INSURANCE COVERAGE WITH HOUSING AUTHORITY INSURANCE GROUP (HAI GROUP)**
- 2016-44 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE ANNUAL PROPERTY INSURANCE COVERAGE WITH HOUSING AUTHORITY INSURANCE GROUP (HAI GROUP)**
- 2016-45 RESOLUTION RATIFYING THE RENEWAL OF THE PRESCRIPTION DRUG INSURANCE COVERAGE WITH BOLLINGER SPECIALTY GROUP**

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 Keely Freeman
Vice-Chairman Fred Shaw
Commissioner Walter Lewis Waters
Commissioner Joshua Brown
Commissioner Wanda Watson
Commissioner Ted Green
Commissioner W.G. Harris

ABSENT:

None

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Mr. William Jones, Consultant
Ms. Elena Coley, Director of Operations
Mr. Juan Bido, Maintenance Repairer
Mr. Greyson Hannigan, Esq., Legal Counsel

2. MINUTES

MOTION: Commissioner Waters moved to approve the minutes of the previous meeting. Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Watson, Brown, Harris, Shaw,
Freeman.
Nays: None.
Abstentions: Green.

The motion carried 6-0-1.

3. APPROVAL OF THE BILLS

MOTION: Commissioner Harris moved to approve

the payment of bills. Commissioner Waters seconded.

Commissioner freeman asked if all of the bills through June were included. Mr. Gill responded they are.

Commissioner Watson asked about check #6293 for East Orange Hand Carwash, and why is the receipt from last year. Mr. Gill explained they were issues regarding the tax id number, so the payment was delayed.

ROLL CALL:

Ayes: Waters, Watson, Harris, Brown, Shaw,
Freeman.

Nays: None.

Abstentions: Brown, Green.

The motion carried 5-0-2.

4. VISITORS

Ms. Gregory, Vista Village, asked about the procedure when someone is injured if a light fixture fell on a tenant. Mr. Gill explained, in the case of an accident, it would be an operational issue. If someone is injured emergency services would be called and it would rise to the level of the Executive Director and paperwork would need to be filed accordingly.

Ms. Louise Parrish said there was an accident that happened, she burned her hand with hot water, and she called Ms. Jones. She asked for a copy of the report that was filed. She said Ms. Jones told

her that she doesn't need a copy of the report. Ms. Jones explained the situation to the board, which she is taking care of.

(Mr. Jones arrived at 7:19 pm)

5. REPORTS

COMMITTEE REPORTS

PERSONNEL: Commissioner Harris stated there was no meeting, but there are some things to discuss in closed session.

FINANCE: Commissioner Waters stated there was no meeting.

BUILDINGS & GROUNDS: There was no report.

REAL ESTATE DEVELOPMENT: Commissioner Watson stated there was no meeting.

BY-LAWS & PROCUREMENT: Commissioner Brown said there was no report.

CHAIRPERSON' S REPORT

Chairperson Freeman stated there was an article in the paper regarding a group of buildings sold in East Orange. She and Mr. Gill met with the new owners regarding availability to Section 8 tenants. They went to four sites.

The Health Fair and Tenant Appreciation days went very well and Chairperson Freeman

commended the staff.

EXECUTIVE DIRECTOR

The report stood. Mr. Gill highlighted his report and the reports of the departments.

LEGAL REPORT (Board Attorneys)

Report was held for closed session

6. OLD BUSINESS

There was no Old Business.

7. NEW BUSINESS

There was no New Business.

8. RESOLUTIONS

2016-42 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE ANNUAL SUPPORT AGREEMENT WITH TENMAST SOFTWARE IN AN AMOUNT OF \$29,825.00

Commissioner Green moved to approve.
Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Watson, Green, Brown, Harris, Shaw,
Freeman.

Nays: None.
Abstentions: None.

The motion carried 6-0-0.

**2016-43 AUTHORIZING RATIFYING THE RENEWAL OF
THE ANNUAL COMMERCIAL LIABILITY
INSURANCE COVERAGE WITH HOUSING
AUTHORITY INSURANCE GROUP (HAI GROUP)**

Commissioner Harris moved to approve.
Commissioner Green seconded. There were
no questions.

ROLL CALL:

Ayes: Watson, Green, Brown, Harris, Shaw,
Freeman.

Nays: None.

Abstentions: None.

The motion carried 6-0-0.

**2016-44 RESOLUTION AUTHORIZING THE EXECUTIVE
DIRECTOR TO RENEW THE ANNUAL PROPERTY
INSURANCE COVERAGE WITH HOUSING
AUTHORITY INSURANCE GROUP (HAI GROUP)**

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

ROLL CALL:

Ayes: Watson, Green, Waters, Brown, Harris,
Shaw, Freeman.

Nays: None.

Abstentions: Waters.

The motion carried 6-0-1.

**2016-45 RESOLUTION RATIFYING THE RENEWAL OF THE
PRESCRIPTION DRUG INSURANCE COVERAGE
WITH BOLLINGER SPECIALTY GROUP**

Commissioner Harris moved to approve.
Commissioner Waters seconded.

Chairperson Freeman asked why there
were eleven months left. Mr. Gill said it
was a ratification and it had to be
renewed.

ROLL CALL:

Ayes: Watson, Green, Waters, Brown, Harris,
Shaw, Freeman.

Nays: None.

Abstentions: None.

The motion carried 7-0-0.

9. 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, Brown, Green, Watson, Harris,
Shaw, Freeman.

Nays: None.

Abstentions: None.

The motion carried 7-0-0.

The Commissioners went into Executive Session at 8:05 PM.

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

ROLL CALL:

Ayes: Waters, Green, Brown, Watson, Harris,
Shaw, Freeman.

Nays: None.

Abstentions: None.

The Commissioners returned to Open Session at 9:45PM.

9. ADJOURNMENT

MOTION: Commissioner Waters moved to adjourn.

Commissioner Shaw seconded. There were no questions.

By unanimous acclamation the meeting was adjourned at 9:48 pm.

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON SEPTEMBER 13, 2016 AT 160 HALSTED STREET, EAST ORANGE, NEW JERSEY.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:25 PM by Chairperson Freeman. The Open Public Meeting Act was read by the Recording Secretary.

PRESENT:

Chairperson Keely Freeman
Vice-Chairman Fred Shaw
Commissioner Wanda Watson
Commissioner W.G. Harris
Commissioner Walter Waters
Commissioner Ted Green
Commissioner Joshua Brown

ABSENT:

None

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Juan Bido, Maintenance Repairer
Mr. Greyson Hannigan, Esq., Legal Counsel

2. OPEN DISCUSSION

Commissioner Harris asked about check #6359, regarding postage on the checks and a total cost of \$3,000. Mr. Gill responded it is for the postage machine, there were many mailings sent out.

Chairperson Freeman asked about an invoice for Denise Simmons for -\$131.00. Mr. Gill explained it

was a void, not an invoice.

Commissioner Harris asked about Denise Simmons being promoted to coordinator and a question with the auditor. Mr. Gill explained Ms. Simmons' function and there were no errors found. There was further discussion of Denise being promoted.

Commissioner Harris asked why the waiting list was expanded for HCAV from 500 to 1000. Mr. Gill explained the process.

There was a question regarding the security deposit grant program for HCV program participants; and has anyone expressed interest in it. Mr. Gill confirmed there was interest.

Commissioner Watson asked were the agreements met for the court tracking system. Ms. Jones said they are still waiting for dates.

Commissioner Freeman asked about Arcadian Gardens and why still paying to cut the grass. Mr. Gill responded the EOHA still owned the property and was legally responsible for it. The cost would be \$4,100.

3. ADJOURNMENT

The Work Session was adjourned at 6:59 PM.