

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON FEBRUARY 13, 2018 AT 70 SOUTH BURNETT STREET, EAST ORANGE, NEW JERSEY.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:33 PM by Chairperson Shaw. The Open Public Meeting Act was read by the Recording Secretary.

PRESENT:

Chairperson Fred Shaw
Commissioner Keely Freeman
Commissioner Cassandra Chatman
Commissioner Wanda Watson

ABSENT:

Vice-Chairman W.G. Harris (excused)
Commissioner Joshua Brown
Commissioner Walter Waters

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Ms. Yadira Duran, Esq., Legal Counsel

2. OPEN DISCUSSION

There was discussion regarding relocation in preparation for a new office building. Commissioner Freeman asked about mobile offices or trailers to use. Mr. Gill responded how that would affect visitors and parking.

Chairman Shaw asked about the ETC companies for the RAD conversion. Mr. Gill responded there will be a developer and construction company (ETC Companies) and Genesis will be involved.

Chairman Shaw asked about the additional money charged for the Christmas Party. There was discussion regarding the service

Commissioner Watson asked about a \$10,102.04 check #8131 and what was it for. Mr. Gill responded it was for Worker's Compensation Insurance for half of the year.

Commissioner Watson asked about Nationwide Retirement Solution and how many signed up. Mr. Gill said there was another workshop in December. Another five or so signed up, so in total there are about ten.

Commissioner Watson asked about EO senior citizens, what is the \$77K check. Mr. Gill responded it's the landlord payment for the building.

Chairman Shaw asked about the MOU for college. Ms. Coley responded it will be awarded to the families of the applicants and the school will award it.

Commissioner Freeman asked about reserves for Section 8. Mr. Gill responded we get money for admin fees to run the program and money to pay the landlords. Money for landlords are unrestricted dollars.

3. ADJOURNMENT

Work Session adjourned at 6:59 PM.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON FEBRUARY 13, 2018 AT 70 SOUTH BURNETT 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 160 Halsted Street, East Orange, New Jersey, on the 13th day of February, 2018, the place, date and hour duly established for the holding of such meeting. Chairperson Fred Shaw 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 Tuesday, December 15, 2017. The notice was also faxed to the City Clerk Office and Public Information Office of the City of East Orange on Wednesday, December 27, 2017. The notice was posted at the administrative office and the Authority's two public housing developments on Thursday, December 28, 2017.

PRESENT:

Chairperson Fred Shaw
Commissioner Keely Freeman
Commissioner Cassandra Chatman
Commissioner Wanda Watson
Commissioner Walter Lewis Waters (arrived 7:25 p.m.)

ABSENT:

Vice-Chairman W.G. Harris (excused)
Commissioner Joshua Brown

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Ms. Kasseema Jones, Project Manager
Ms. Yadira Duran, 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, February 13, 2018, at 7:00 p.m. at 70 South Burnett Street, East Orange, New Jersey for the purpose of acting upon:

2018-06 RESOLUTION AUTHORIZING THE PAYMENT OF THE BILL LIST FOR THE MONTH OF JANUARY 2018

2018-07 RESOLUTION APPOINTING WILBERT GILL AS THE QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT \$40,000

2018-08 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING TO DEVELOP A PARTNERSHIP BETWEEN BLOOMFIELD COLLEGE AND THE EAST ORANGE HOUSING AUTHORITY TO CREATE AND NURTURE PROGRAMS, PROJECTS, AND ACTIVITIES THAT WILL ADDRESS COLLEGE ACCESS AND PERSISTENCE CHALLENGES FOR STUDENTS UNDER THE PURVIEW OF THE EOHA

2018-09 RESOLUTION RATIFYING PAYMENT OF 2017 STAFF PERFORMANCE BONUSES TOTALING \$13,400

2018-10 RESOLUTION TO AMEND 2018 BUDGET (INTRODUCED RESOLUTION) PRIOR TO ADOPTION

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 Fred Shaw
Commissioner Cassandra Chatman
Commissioner Keely Freeman
Commissioner Walter Lewis Waters (arrived 7:25 PM)
Commissioner Wanda Watson

ABSENT:

Vice-Chairperson W.G. Harris (excused)
Commissioner Joshua Brown

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Ms. Kassem Jones, Project Manager
Ms. Yadira Duran, Esq., Legal Counsel

2. **MINUTES**

MOTION: Commissioner Watson moved to approve the minutes of the previous meeting in December of 2017. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Chatman, Watson, Shaw.
Nays: None.
Abstentions: Freeman.

The motion carried 3-0-1.

3. **APPROVAL OF THE BILLS**

MOTION: Commissioner Freeman moved to approve

the payment of bills. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Chatman, Freeman, Watson, Shaw.

Nays: None.

Abstentions: None.

The motion carried 4-0-0.

4. VISITORS

Commissioner Waters arrived at 7:25PM.

Ms. Gibson, 210 North Grove Street, discussed a problem with Natasha White, who moved in two or three months. She has been rude, belligerent, threatening and Ms. Gibson had to call the police several times. Ms. Gibson produced a petition, with 28 signatures, from the tenants to ask Ms. White to move out.

Lousie Parrish, Vista Village, asked about applying for a voucher to move. Ms. Jones responded it's under the RAD program.

Ms. Gregory, shared the tenant association bank account with the Commissioners. She questioned the allegations of misappropriation of funds. Ms. Jones responded regarding the procedures. Mr. Gill responded the Tenant's Association is an autonomous entity and how it should operate.

Johnnie Mae Goode, Vista Village, talked about a problem with the staff being burned out with too

much work. Jobs are being started and not completed. Ms. Jones responded there are three maintenance staff assigned to Vista Village.

Ms. Holmes, Vista Village, complained that three people are not enough to run the building.

Ms. Hatton, Vista Village, complained about the bed bugs. She only had one treatment and she requested more. Ms. Jones told her when she will get another treatment.

Mr. Louis, Vista Village, stated he is a CWEB and talked about what he does at the building.

Ms. Parrish, stated someone put feces in the washing machine. Ms. Jones explained why it is difficult to monitor the washing room.

Debra Alexander, Secretary of the Tenants Association, asked can someone clean the machines during the evening and the morning. Ms. Jones responded that since the tenants want the laundry room open 24 hours, it's difficult to monitor.

Ms. Benson, Vista Village, complained about the handrails, which are never cleaned.

5. REPORTS

COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT: Chairman Shaw gave an overview of the Real Estate Committee Report, which met on February 6th.

FINANCE: There was no report.

BUILDINGS & GROUNDS: There was no report.

BY-LAWS & PROCUREMENT: There was no report.

PERSONNEL: Commissioner Waters read the Personnel Committee Report.

EXECUTIVE DIRECTOR

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

Ms. Jones reported on the Section 8 program.

LEGAL REPORT (Board Attorneys)

There was no report.

6. OLD BUSINESS

There was no Old Business.

7. NEW BUSINESS

There was no New Business.

8. RESOLUTIONS

2018-07 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 Freeman seconded.

Commissioner Waters asked what the \$40,000 means. Mr. Gill explained if you go over three quotes, it must go to public bid.

Commissioner Watson asked if Mr. Gill, as the E.D. and C.P.A. at the authority, can he be the purchasing agent as well. There was discussion regarding checks and balances in the EOHA.

ROLL CALL:

Ayes: Waters, Freeman, Shaw.

Nays: None.

Abstentions: Chatman, Watson.

The resolution was approved 3-0-2.

2018-08 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING TO DEVELOP A PARTNERSHIP BETWEEN BLOOMFIELD COLLEGE AND THE EAST ORANGE HOUSING AUTHORITY TO CREATE AND NURTURE PROGRAMS, PROJECTS, AND ACTIVITIES THAT WILL ADDRESS COLLEGE ACCESS AND PERSISTENCE CHALLENGES FOR STUDENTS UNDER THE PURVIEW OF THE EOHA

Commissioner Freeman moved to approve.
Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Watson, Freeman, Shaw.

Nays: None.

Abstentions: None.

The resolution was approved 5-0-0.

**2018-10 RESOLUTION TO AMEND 2018 BUDGET
(INTRODUCED RESOLUTION) PRIOR TO ADOPTION**

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

ROLL CALL:

Ayes: Waters, Chatman, Watson, Freeman, Shaw.

Nays: None.

Abstentions: None.

The resolution was approved 5-0-0.

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 Freeman seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Watson, Chatman, Freeman, Shaw.

Nays: None.

Abstentions: None.

The motion carried 5-0-0. The Commissioners went into Executive Session at 8:38 PM.

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

ROLL CALL:

Ayes: Waters, Watson, Chatman, Freeman, Shaw.

Nays: None.

Abstentions: None.

The motion carried 5-0-0. The Commissioners returned to Open Session at 8:46 PM.

10. RESOLUTIONS

2018-09 RESOLUTION RATIFYING PAYMENT OF 2017 STAFF PERFORMANCE BONUSES TOTALING \$13,400

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

ROLL CALL:

Ayes: Waters, Watson, Freeman, Shaw.

Nays: None.

Abstentions: Chatman.

The resolution was approved 4-0-1.

11. ADJOURNMENT

MOTION: Commissioner Waters moved to adjourn. Commissioner Watson seconded. There were no questions.

By unanimous acclamation, the meeting was adjourned at 8:50 PM.