

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON JANUARY 8, 2019 AT 7 GLENWOOD AVENUE, EAST ORANGE, NEW JERSEY.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:50 PM by Chairperson Harris. The Open Public Meeting Act was read by the Recording Secretary.

PRESENT:

Chairperson W.G. Harris
Vice-Chairman Walter Waters
Commissioner Fred Shaw
Commissioner Joshua Brown

ABSENT:

Commissioner Cassandra Chatman
Commissioner Wanda Watson (excused)

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britain, Manager of Real Estate Dev.
Ms. Kassem Jones, Project Manager
Ms. Yadira Duran, Esq., Legal Counsel
Mr. William Jones, Consultant (arrived at 6:48PM)

2. OPEN DISCUSSION

Chairman Harris asked about Resolution #5, the 4th "Whereas", the unrestricted net position. Mr. Gill explained there are no unrestricted capital funds, that's why it is zero.

Commissioner Harris asked about Resolution #3, do they come to the buildings monthly. Mr. Gill responded he wanted to get something formalized and

they have been dropping stuff off.

There was discussion regarding, LISC, the Local Initiative Support Corp. Mr. Gill explained is a non-profit that supports community development corporations.

3. ADJOURNMENT

Work Session adjourned at 6:59 PM.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON JANUARY 8, 2019 AT 7 GLENWOOD AVENUE, SUITE 309, 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, Suite 309 East Orange, New Jersey, on the 8th day of January, 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 Tuesday, December 11, 2018. The notice was e-mailed and faxed to the City Clerk Office on Monday, December 24, 2018 and Public Information Office of the City of East Orange on Wednesday, December 26, 2018. The notice was posted at the administrative office and the Authority's two public housing developments on Monday, December 24, 2018.

PRESENT:

Chairperson W.G. Harris
Vice-Chairperson Walter Lewis Waters
Commissioner Joshua Brown
Commissioner Fred Shaw

ABSENT:

Commissioner Cassandra Chatman
Commissioner Wanda Watson (excused)

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britain, Manager of Real Estate Development
Ms. Yadira Duran, Esq., Legal Counsel
Mr. William Jones, Consultant

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, January 9, 2019, at 7:00 p.m. at the 7 Glenwood Avenue, Suite 309, East Orange, New Jersey for the purpose of acting upon:

2019-01 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF DECEMBER 2019

2019-02 RESOLUTION WRITING OFF RENTS OWNED BY FORMER TENANTS DEEMED UNCOLLECTIBLE

2019-03 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A PARTNER AGENCY FOOD RECEIPT AND DISTRIBUTION AGREEMENT WITH THE COMMUNITY FOODBANK OF NEW JERSEY

2019-04 RESOLUTION AUTHORIZING WILBERT GILL AND PHILLIP BRITTON FOR ATTENDING THE NEIGHBORWORKS AMERICA TRAINING INSTITUTE CONFERENCE IN CLEVELAND, OH FEBRUARY 18-22, 2019

2019-05 2019 ADOPTED BUDGET RESOLUTION

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-Chairperson Walter Lewis Waters
Commissioner Joshua Brown
Commissioner Fred Shaw

ABSENT:

Commissioner Cassandra Chatman
Commissioner Wanda Watson (excused)

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britain, Manager of Real Estate Dev.
Ms. Yadira Duran, Esq., Legal Counsel
Mr. William Jones, Consultant

2. **MINUTES**

MOTION: Commissioner Waters moved to approve the minutes of the previous meeting in October of 2018. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

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

The Resolution was approved 3-0-1.

3. **APPROVAL OF THE BILLS**

MOTION: Commissioner Brown moved to approve the payment of bills. Commissioner Waters

seconded.

Commissioner Brown asked about the RAD conversion and was the plumbing part of it. Mr. Gill explained the expenses were incurred due to drainage and backup issues. It will be partly reimbursed by the contractor.

Commissioner Harris asked about check #9174. Mr. Gill explained that the lowest bid came back too high, so he wanted to get a cost estimation.

Commissioner Shaw asked about consulting and is it to consult tenants when they're leaving. Mr. Gill explained that there are compliance issues that must be covered. Their pay is covered under the project. They help to make sure everything is reported to the state properly.

Commissioner Brown asked about check #9190, Bedbug Specialists. On check #9186 it is specified which unit the treatment is for. Commissioner Brown asked for the bills to be itemized so the board knows which apartment it is for. Mr. Gill explained that during the move there were pods where tenant possessions were stored to prevent cross contamination.

Chairman Harris asked about the check to Chelsea Cook. Mr. Gill explained that she is an employee. She didn't get into the payroll cycle, so there was a payment made to her.

ROLL CALL:

Ayes: Waters, Brown, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

4. VISITORS

Ollie Brown, no apartment. Mr. Brown said he wants something in senior housing. He explained his situation. Ms. Coley explained the housing demand and the regulations to get an apartment.

5. REPORTS

COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT: There was no meeting or report.

FINANCE: There was no meeting or report.

BUILDINGS & GROUNDS: There was no meeting or report.

BY-LAWS & PROCUREMENT: There was no meeting or report.

PERSONNEL: There was some discussion regarding personnel issues.

NON-PROFIT COMMITTEE: There was no report.

EOHCDC BOARD OF DIRECTORS: There was no meeting or report.

EXECUTIVE DIRECTOR

The report stood. Mr. Gill provided his summary for the Commissioners. He explained the new format of the report and covered some of the details.

There was discussion regarding HUD procedures and how things have changed administratively and how projects are funded.

Mr. Britain explained the status of the Eaton Place Project.

LEGAL REPORT (Board Attorneys)

There was no report. There was discussion regarding the court tracking sheet and specific cases.

6. OLD BUSINESS

1. RAD Conversion - Vista Village construction financing closed August 23, 2018. Renovations are in progress. The Concord Towers conversion has been delayed in order to apply for 9% Tax Credit financing to allow for greater scope of work. Tax credits not awarded. Will reapply in 2019.
2. Halsted Street Update - 9% tax credits not awarded on December 14, 2017. Relocation of Housing Authority from Halsted Street on July 31, 2018. City's Substance Abuse program vacated over the veteran's day weekend. Construction financing delayed due to RHF financing issue.
3. Eaton Place Project - Site control secured for six (6) Eaton Place. Construction/design drawings completed. Advertisement for contractor RFP issued December 12, 2017. Lowest bid was over budgeted cost of project and will be rebid. \$750K of unrestricted HCV funds approved by the board. CDGB \$300K grant approved by City Council on January 22, 2018. Demolition of two structures to be completed

by December 31, 2018. Planning Board approval to be secured. Construction and permanent financing being arranged.

4. Walnut/William Street Project - J.G. Petrucci Company and TD+ Partners selected as Development Partners. Weekly planning meetings being held with developer on project planning. Goal is to have City Council and Planning Board approval by March 31, 2018. A 9% LIHTC financing application will be submitted in Spring 2019.
5. Amherst Project - Site control of four properties secured. Two by direct purchase from property owner and two by condemnation. Secured \$160K commitment from City of East Orange for renovation of two properties -four units. Construction and permanent financing being secured. RFP issued for general contractor. Work to commence in January 2019.

7. NEW BUSINESS

1. Approval of the Bill List for The Month of December 2019.
2. Resolution Writing Off Rents Owned by Former Tenants Deemed Uncollectible
3. Resolution Authorizing the Executive Director to Enter into a Partner Agency Food Receipt and Distribution Agreement with the Community FoodBank of New Jersey
4. Resolution Authorizing Wilbert Gill and Phillip Britton for Attending the NeighborWorks America Training Institute Conference in Cleveland, OH February 1822, 2019
5. Adoption of 2019 State Budget

8. RESOLUTIONS

**2019-02 RESOLUTION WRITING OFF RENTS OWNED BY FORMER
TENANTS DEEMED UNCOLLECTIBLE**

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

ROLL CALL:

Ayes: Brown, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**2019-03 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR
TO ENTER INTO A PARTNER AGENCY FOOD RECEIPT AND
DISTRIBUTION AGREEMENT WITH THE COMMUNITY
FOODBANK OF NEW JERSEY**

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

ROLL CALL:

Ayes: Brown, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**2019-04 RESOLUTION AUTHORIZING WILBERT GILL AND PHILLIP
BRITTON FOR ATTENDING THE NEIGHBORWORKS AMERICA
TRAINING INSTITUTE CONFERENCE IN CLEVELAND, OH
FEBRUARY 18-22, 2019**

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

ROLL CALL:

Ayes: Brown, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2019-05 2019 ADOPTED BUDGET RESOLUTION

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

Commissioner Harris said the titles were wrong in the actual document and they should be updated.

Commissioner Harris asked for an explanation on page N6 regarding "dollar value of accrued compensation liability". Mr. Gill explained it is due with accrued vacation or sick time and a value must be put to it.

ROLL CALL:

Ayes: Brown, Waters, Shaw, Harris.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

9. ADJOURNMENT

MOTION: Commissioner Waters moved to adjourn.
Commissioner Brown seconded. There were no questions.
By unanimous acclamation, the meeting was adjourned at 8:28PM.

