

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON JULY 11, 2017 AT 80 SOUTH BURNETT STREET, EAST ORANGE, NEW JERSEY.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:35 PM by Chairperson Shaw. The Open Public Meeting Act was read by the Recording Secretary.

PRESENT:

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

ABSENT:

Commissioner Wanda Watson (excused)

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Ms. Kassem Jones, Project Coordinator
Ms. Denise Simmons, Section 8 Coordinator
Ms. Yadira Duran, Esq., Legal Counsel
Mr. William Jones, Consultant

2. OPEN DISCUSSION

Commissioner Harris asked about staff contributions and are they directly taken out of the paychecks. Mr. Gill responded that the EOHA takes the money out, then remits it to the investment company.

Commissioner Harris asked about the \$20,000, two checks to the State of New Jersey, is that reimbursable. Mr. Gill responded it is part of the properties that were taken through eminent domain.

Commissioner Brown asked how often are we doing salt for water softening. Mr. Gill replied twice per year.

Commissioner Freeman asked about the outstanding PSEG bill and water bill, who is responsible to pay. Mr. Gill responded it is coming from the project funds.

Commissioner Harris asked why did lease up stats change. Ms. Simmons responded there were some absorptions from other agencies and explained the process.

3. ADJOURNMENT

The Work Session was adjourned at 6:59 PM.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON JULY 11, 2017 AT 80 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 80 South Burnett Street, East Orange, New Jersey, on the 11th day of July, 2017, 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 27, 2016. The notice was also faxed to the City Clerk Office and Public Information Office of the City of East Orange on Wednesday, December 28, 2016. The notice was posted at the administrative office and the Authority's two public housing developments on Thursday, December 29, 2016.

PRESENT:

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

ABSENT:

Commissioner Wanda Watson (excused)

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Mr. William Jones, Consultant
Ms. Yadira Duran, Esq., Legal Counsel
Ms. Elena Coley, Director of Operations
Ms. Duangrat Simpkins, Office Manager
Ms. Kassem Jones, Project Coordinator
Ms. Denise Simmons, Section 8 Coordinator
Ms. Shaunda Snyder, Executive Administrative Assistant
Mr. Craig Gardner, Superintendent
Ms. Suline Jankie, Accounting Analyst
Ms. Shonette Trotman, Housing Assistant Technician
Ms. Felicia Davis, Assistant

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, July 11, 2017, at 7:00 p.m. at 80 South Burnett Street, East Orange, New Jersey for the purpose of acting upon:

- 2017-41 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF MAY 2017**
- 2017-50 RESOLUTION TO JOIN NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING**
- 2017-51 RESOLUTION AUTHORIZING COMMISSIONER WANDA WATSON TO ATTEND THE LEO DAUWER'S CONFERENCE FOR EXECUTIVE DIRECTOR/COMMISSIONER PROFESSIONAL DEVELOPMENT PROGRAM ON MARTHA'S VINEYARD IN EDGARTOWN, MA, SEPTEMBER __, 2017**
- 2017-52 RESOLUTION AUTHORIZING THE EAST ORANGE HOUSING AUTHORITY TO SOLICIT BIDS FOR SALE AN INOPERABLE VEHICLE**
- 2017-53 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE TO AMEND THE PERSONAL POLICY AND PROCEDURES MANUAL (EMPLOYEE HANDBOOK)**
- 2017-54 RESOLUTION AUTHORIZING THE USE OF PROCUREMENTS CARD ("P" CARD) FOR THE PURPOSES OF TRAVEL, ACCOMMODATION AND EMERGENCY PURCHASES IN ACCORDANCE WITH N.J.S.A 40A:5-16 AND N.J.A.C. 5:30-9A**
- 2017-55 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY**

**OF THE CITY OF EAST ORANGE TO GRANT 15%
INCENTIVE BONUS TO FULL-TIME EMPLOYEES
WISHING TO WAIVE THE HEALTH COVERAGE OFFERED
BY THE HOUSING AUTHORITY UNDER ITS EMPLOYEE
BENEFITS PROGRAM**

**2017-56 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY
OF THE CITY OF EAST ORANGE'S 60TH
ANNIVERSARY CELEBRATION AND ALL RELATED
CONTRACTS, EXPENDITURES AND ACTIVITIES**

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

ABSENT:

Commissioner Wanda Watson (excused)

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Mr. William Jones, Consultant
Ms. Yadira Duran, Esq., Legal Counsel
Ms. Elena Coley, Director of Operations
Ms. Duangrat Simpkins, Office Manager
Ms. Kassema Jones, Project Coordinator
Ms. Denise Simmons, Section 8 Coordinator
Ms. Shaunda Snyder, Executive Assistant
Mr. Craig Gardner, Superintendent
Ms. Suline Jankie, Accounting Analyst
Ms. Shonette Trotman, Housing Assistant Technician
Ms. Felicia Davis, Assistant

2. **MINUTES**

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

ROLL CALL:

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

The motion carried 6-0-0.

3. APPROVAL OF THE BILLS

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The motion carried 6-0-0.

4. VISITORS

There were no visitors.

5. SHAKIRA JOHNSON PRESENTATION

Ms. Johnson (Johnson PR & Events) gave a presentation regarding the 60th anniversary celebration of the EOHA.

6. REPORTS

COMMITTEE REPORTS

PERSONNEL: There was no report.

FINANCE: There was no report.

BUILDINGS & GROUNDS: There was no report.

REAL ESTATE DEVELOPMENT: There was no report. Commissioner Freeman said Congressman Payne and Assemblyman Giblin met with Mr. Gill and Commissioner Freeman regarding tax housing credit information.

BY-LAWS & PROCUREMENT: There was no report.

NON-PROFIT: There was no report.

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

7. OLD BUSINESS

There was no Old Business.

8. NEW BUSINESS

There was no New Business.

Commissioner Green left the meeting at 8:07 PM.

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The motion carried 5-0-0.

The Commissioners went into Executive Session at 8:10 PM.

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The motion carried 5-0-0. The Commissioners returned to Open Session at 9:47 pm.

10. RESOLUTIONS

**2017-50 RESOLUTION TO JOIN NEW JERSEY
SUSTAINABLE ENERGY JOINT MEETING**

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**2017-51 RESOLUTION AUTHORIZING COMMISSIONER
WANDA WATSON TO ATTEND THE LEO DAUWER'S
CONFERENCE FOR EXECUTIVE
DIRECTOR/COMMISSIONER PROFESSIONAL
DEVELOPMENT PROGRAM ON MARTHA'S VINEYARD
IN EDGARTOWN, MA, SEPTEMBER __, 2017**

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

ROLL CALL:

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

The Resolution was approved 5-0-0.

**2017-52 RESOLUTION AUTHORIZING THE EAST ORANGE
HOUSING AUTHORITY TO SOLICIT BIDS FOR
SALE OF AN INOPERABLE VEHICLE**

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

ROLL CALL:

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

The Resolution was approved 5-0-0.

**2017-53 RESOLUTION AUTHORIZING THE HOUSING
AUTHORITY OF THE CITY OF EAST ORANGE TO
AMEND THE PERSONAL POLICY AND PROCEDURES
MANUAL (EMPLOYEE HANDBOOK)**

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

ROLL CALL:

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

The Resolution was approved 5-0-0.

**2017-54 RESOLUTION AUTHORIZING THE USE OF
PROCUREMENTS CARD ("P" CARD) FOR THE
PURPOSES OF TRAVEL, ACCOMMODATION AND
EMERGENCY PURCHASES IN ACCORDANCE WITH
N.J.S.A 40A:5-16 AND N.J.A.C. 5:30-9A**

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

ROLL CALL:

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

The Resolution was approved 5-0-0.

**2017-55 RESOLUTION AUTHORIZING THE HOUSING
AUTHORITY OF THE CITY OF EAST ORANGE TO
GRANT 15% INCENTIVE BONUS TO FULL-TIME
EMPLOYEES WISHING TO WAIVE THE HEALTH
COVERAGE OFFERED BY THE HOUSING
AUTHORITY UNDER ITS EMPLOYEE BENEFITS
PROGRAM**

Commissioner Waters moved to
approve. Commissioner Harris seconded.

Commissioner Harris asked why the
bonus. Mr. Gill responded every year
that you opt out you get the bonus.

ROLL CALL:

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

The Resolution was approved 4-1-0.

**2017-56 RESOLUTION AUTHORIZING THE HOUSING
AUTHORITY OF THE CITY OF EAST ORANGE'S
60TH ANNIVERSARY CELEBRATION AND ALL
RELATED CONTRACTS, EXPENDITURES AND
ACTIVITIES**

Commissioner Waters moved to approve. Commissioner Brown seconded.

Commissioner Freeman opined she doesn't think the EOHA needs to be rebranded, the branding should be for the non-profit. There was discussion regarding which way to do it.

There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

11. ADJOURNMENT

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

By unanimous acclamation the meeting was adjourned at 10:23pm.

