

**MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON December 8, 2020 AT ONLINE VIRTUAL MEETING.**

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

The meeting was called to order at 6:15 PM by Chairperson Harris. The Open Public Meeting Act was read by the Chairman.

**PRESENT:**

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

**ABSENT:**

Commissioner Joshua Brown

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Mr. Phil Britton, Development Project Manager  
Ms. Kassem Jones, Project Manager  
Ms. Shaunda Snyder, Assistant Housing Manager  
Mr. Dennis Hickerson-Breedon, Esq., Legal Counsel

**2. OPEN DISCUSSION**

Chairman Harris asked to differentiate the cost of the non-profit, check #10624. Mr. Gill explained the non-profit is sponsoring the program, but employees who are getting tablets are paying for them and a deduction is taken from their paychecks.

Chairman Harris asked about check #2600, professional redevelopment fees for \$150,000. Mr. Gill explained it is work for the N. Walnut Street project and the money was received from the

developer.

Chairman Harris asked about check #10716, Dell Latitude Docking Stations. Mr. Gill explained it was for 13 laptops.

Chairman Harris about PTGH bills, check #1698. Mr. Gill explained it was a total turn over due to wear and tear of the apartments.

Chairman Harris asked about check #1703, reimbursement for damaged furniture. Mr. Gill explained a tenant's furniture was damaged during the construction and she settled for \$500.00.

Commissioner Shaw asked about how much money is being allocated for the toy drive. Ms. Coley is working to get online donations. Last year a couple of thousand dollars were collected. Mr. Gill will do an outreach because it may be late to get money through the website.

### **3. ADJOURNMENT**

Work Session adjourned at 6:32 PM.

**REGULAR MEETING** OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON DECEMBER 8, 2020 VIA CONFERENCE CALL.

The Board of Commissioners of the Housing Authority of the City of East Orange met in a Regular Meeting, via conference call, on the 8<sup>th</sup> day of December 8, 2020. Chairperson W.G. Harris called the meeting to order at 7:06 PM.

The Chairman stated that this meeting is being conducted in conformity with the Open Public Meeting Act. Due to the Covid-19 pandemic, in lieu of a regular live meeting, the December 8, 2020 Board of Commissioners meeting will be conducted by conference call. The meeting will begin promptly at 7:00 PM, dial-in number: 201-479-3015, access code: 11875113#. The notice was posted on the EOHA website on November 30, 2020. The EOHA Mission Statement was read by the Recording Secretary.

**PRESENT:**

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

**ABSENT:**

Commissioner Joshua Brown

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Director of Operations  
Mr. Phil Britton, Development Project Manager  
Ms. Kassema Jones, Project Manager  
Mr. Dennis 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 December 8, 2020, via conference call, for the purpose of acting upon:

- 2020-43 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF NOVEMBER 2020**
- 2020-44 RESOLUTION DESIGNATING ELENA COLEY AS A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR THE EAST ORANGE HOUSING AUTHORITY FOR THE YEAR ENDING DECEMBER 31, 2021**
- 2020-45 RESOLUTION APPOINTING DUANGRAT SIMPKINS AS ITS FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE FUND YEAR ENDING DECEMBER 31, 2021**
- 2020-46 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW 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**
- 2020-47 RESOLUTION APPOINTING WILBERT GILL AS THE QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT \$44,000**
- 2020-48 RESOLUTION AUTHORIZING COLLABORATING WITH EAST ORANGE CDC, SIERRA HOUSE AND PROUD LIVING FOR**

THE 2020 HOLIDAY TOY DRIVE 2020-49 RESOLUTION  
APPROVING ADDITION OF A FULL-TIME HOUSING  
CHOICE VOUCHER (HCV) HOUSING ASSISTANCE  
TECHNICIAN AT SALARY RANGE OF \$38,424 -  
\$64,904 PER YEAR, EFFECTIVE JANUARY 1, 2021

2020-50 RESOLUTION APPROVING CREATION OF A PART-TIME,  
NON-EXEMPT POSITION OF ACCOUNTING ASSISTANT  
WITH A SALARY RANGE OF \$28,080 - \$39,000 PER  
YEAR, EFFECTIVE JANUARY 1, 2021

2020-51 RESOLUTION AUTHORIZING THE TRANSFER OF \$50,000  
OF DEVELOPMENT FEES EARNED ON THE HALSTED  
STREET SENIOR HOUSING PROJECT TO EAST ORANGE  
HOUSING COMMUNITY DEVELOPMENT CORPORATION FOR  
AFFORDABLE HOUSING AND OTHER COMMUNITY-BASED  
PROGRAMS

2020-52 RESOLUTION AUTHORIZING PAYMENT OF 2020  
DISCRETIONARY PAYMENT TO STAFF IN AN AMOUNT  
NOT TO EXCEED \$25,000 IN AGGREGATE

2020-53 RESOLUTION ELECTING COMMISSIONER WATERS FOR  
THE POSITION OF CHAIRPERSON FOR THE BOARD OF  
COMMISSIONERS FOR 2021

2020-54 RESOLUTION ELECTING COMMISSIONER HARRIS FOR  
THE POSITION OF VICE CHAIRPERSON FOR THE BOARD  
OF COMMISSIONERS FOR 2021

2020-55 RESOLUTION ELECTING COMMISSIONER WATSON FOR  
THE POSITION OF TREASURER FOR THE BOARD OF  
COMMISSIONERS FOR 2021

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 Wanda Watson  
Commissioner Fred Shaw  
Commissioner Cassandra Chatman

**ABSENT:**

Commissioner Joshua Brown

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Director of Operations  
Mr. Phil Britton, Development Project Manager  
Ms. Kassem Jones, Project Manager  
Mr. Dennis Hickerson-Breedon, Esq., Legal Counsel

2. **MINUTES**

**MOTION:** Commissioner Waters moved to approve the minutes of the previous meeting in November 2020. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

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

The Resolution was approved 5-0-0.

3. **APPROVAL OF THE BILLS**

**MOTION:** Commissioner Watson moved to approve the payment of September bills. Commissioner Waters

seconded. There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**4. VISITORS**

**Anita Bynam**, 17-39 Lincoln Street, East Orange. Ms. Bynam called because she has a conflict of interest with the EOHA. She has not had a hearing and her rent hasn't been paid since last year. She is on Section 8. She was directed to contact Mr. Gill directly.

**5. 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 highlighted his report, portions of the executive reports and answered questions from the Commissioners. Mr. Britton gave an update of the construction projects. Ms. Coley Sierra House. Ms. Denise Middleton\* updated the board members on the voucher situation. Ms. Jones updated the board members regarding her report.

## **6. OLD BUSINESS**

There was no Old Business.

## **7. NEW BUSINESS**

There was no New Business.

## **8. RESOLUTIONS**

**2020-44 RESOLUTION DESIGNATING ELENA COLEY AS A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR THE EAST ORANGE HOUSING AUTHORITY FOR THE YEAR ENDING DECEMBER 31, 2021**

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

ROLL CALL:

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

Nays: None.



Abstentions: None.

The Resolution was approved 5-0-0.

**2020-45 RESOLUTION APPOINTING DUANGRAT SIMPKINS AS ITS  
FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC  
HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE  
FUND YEAR ENDING DECEMBER 31, 2021**

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**2020-46 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR  
TO RENEW 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 Watson moved to approve.  
Commissioner Shaw seconded. There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**2020-47 RESOLUTION APPOINTING WILBERT GILL AS THE QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT \$44,000**

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

ROLL CALL:

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

The Resolution was approved 5-0-0.

**2020-48 RESOLUTION AUTHORIZING COLLABORATING WITH EAST ORANGE CDC, SIERRA HOUSE AND PROUD LIVING FOR THE 2020 HOLIDAY TOY DRIVE**

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

ROLL CALL:

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

The Resolution was approved 5-0-0.

**2020-49 RESOLUTION APPROVING ADDITION OF A FULL-TIME HOUSING CHOICE VOUCHER (HCV) HOUSING ASSISTANCE TECHNICIAN AT SALARY RANGE OF \$38,424 - \$64,904 PER YEAR, EFFECTIVE JANUARY 1, 2021**

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**2020-50 RESOLUTION APPROVING CREATION OF A PART-TIME,  
NON-EXEMPT POSITION OF ACCOUNTING ASSISTANT  
WITH A SALARY RANGE OF \$28,080 - \$39,000 PER  
YEAR, EFFECTIVE JANUARY 1, 2021**

Commissioner Waters moved to approve.

Commissioner Shaw seconded. There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**2020-51 RESOLUTION AUTHORIZING THE TRANSFER OF \$50,000  
OF DEVELOPMENT FEES EARNED ON THE HALSTED  
STREET SENIOR HOUSING PROJECT TO EAST ORANGE  
HOUSING COMMUNITY DEVELOPMENT CORPORATION FOR  
AFFORDABLE HOUSING AND OTHER COMMUNITY-BASED  
PROGRAMS**

Commissioner Waters moved to approve.

Commissioner Watson seconded. There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**2020-52 RESOLUTION AUTHORIZING PAYMENT OF 2020  
DISCRETIONARY PAYMENT TO STAFF IN AN AMOUNT  
NOT TO EXCEED \$25,000 IN AGGREGATE**

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**NOMINATIONS FOR CHAIRMAN OF THE EOHA:**

Commissioner Harris nominated Commissioner Waters to be Chairman of the EOHA Board of Commissioners. Commissioner Chatman 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: Chatman, Waters, Watson, Harris, Shaw.

Nays: None.

Abstentions: None.

**2020-53 RESOLUTION ELECTING COMMISSIONER WATERS FOR  
THE POSITION OF CHAIRPERSON FOR THE BOARD OF  
COMMISSIONERS FOR 2021**

Commissioner Harris moved to approve.

Commissioner Chatman seconded. There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**NOMINATIONS FOR VICE-CHAIR:**

Commissioner Harris nominated himself to be Vice-Chairman of the EOHA Board of Commissioners. Commissioner Watson seconded.

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

ROLL CALL TO CLOSE NOMINATIONS FOR VICE-CHAIRMAN:

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

Nays: None.

Abstentions: None.

**2020-54 RESOLUTION ELECTING COMMISSIONER HARRIS FOR THE POSITION OF VICE CHAIRPERSON FOR THE BOARD OF COMMISSIONERS FOR 2021**

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**NOMINATIONS FOR TREASURER:**

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

As there were no other nominations, Commissioner Shaw moved to close the nominations. Commissioner Waters seconded.

ROLL CALL TO CLOSE NOMINATIONS FOR TREASURER:

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

Nays: None.

Abstentions: None.

**2020-55 RESOLUTION ELECTING COMMISSIONER WATSON FOR THE POSITION OF TREASURER FOR THE BOARD OF COMMISSIONERS FOR 2021**

Commissioner Waters moved to approve.

Commissioner Watson seconded. There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**9. ADJOURNMENT**

**MOTION:** Chairman Harris moved to adjourn.

Commissioner Waters seconded. There were no questions. By unanimous acclamation, the meeting was adjourned at 7:54 PM.