

**MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON SEPTEMBER 12, 2017 AT 160 HALSTED 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 Walter Waters  
Commissioner Wanda Watson  
Commissioner Joshua Brown

**ABSENT:**

Commissioner Ted Green  
Commissioner Keely Freeman

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Yadira Duran, Esq., Legal Counsel

**2. OPEN DISCUSSION**

Commissioner Harris asked why the insurance premiums increased. Mr. Gill explained it's a 5% increase which increases every year.

Commissioner Watson asked about D&O insurance. Mr. Gill responded it's included in the general liability insurance. The premium is around \$3,000 to \$4,000.

Commissioner Brown asked about deferred maintenance under the capital fund. Mr. Gill responded the RAD project is supposed to address maintenance issues. Certain work was deferred.

Commissioner Watson asked what type of additional financing will be done. Mr. Gill explained the tax credit award. There were four additional awards to projects at 4%, which is what the EOHA is asking for. It's a process of forward allocation through HMFA.

### **3. ADJOURNMENT**

The Work Session was adjourned at 6:59 PM.

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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON September 12, 2017 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 160 Halsted Street, East Orange, New Jersey, on the 12<sup>th</sup> day of September, 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 Wanda Watson  
Commissioner Joshua Brown

**ABSENT:**

Commissioner Ted Green

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
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, September 12, 2017 at 7:00 p.m. at 160 Halsted Street, East Orange, New Jersey for the purpose of acting upon:

- 2017-58      AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTHS OF JULY AND AUGUST 2017**
  
- 2017-59      RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE ANNUAL SUPPORT AGREEMENT WITH TENMAST SOFTWARE IN AN AMOUNT OF \$32,865.00**
  
- 2017-60      RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE ANNUAL PROPERTY INSURANCE COVERAGE WITH HOUSING AUTHORITY INSURANCE GROUP (HAI GROUP)**
  
- 2017-61      RESOLUTION AUTHORIZING DUANGRAT SIMPKINS AND DENISE MILTON TO ATTEND THE NJNAHRO CONFERENCE & NETWORKING IN ATLANTIC CITY, NJ, NOVEMBER 13-16, 2017**

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 Keely Freeman  
Commissioner Wanda Watson

**ABSENT:**

Commissioner Ted Green

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Yadira Duran, Esq., Legal Counsel

2. **MINUTES**

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

ROLL CALL:

Ayes: Brown, Waters, Watson, 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 Brown seconded.

Commissioner Freeman asked what is McMannimon & Scotland doing. Mr. Gill responded they have worked on the Eden Place condemnation, the Amhearst condemnation, the NJRA Loan and the Park Terrace deal.

Commissioner Brown asked about check #7646 for black boiler training. Mr. Gill responded one of the maintenance guys attended.

Commissioner Harris asked about the payment to TD Equipment Finance. Mr. Gill responded it's a quarterly payment because it's an energy conservation loan the EOHA received.

Commissioner Watson asked about check #7686 for elevator maintenance and why was there an emergency call and extra charge, at Vista Village. Mr. Gill responded the contract doesn't cover emergencies outside of regular hours.

**ROLL CALL:**

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

Nays: None.

Abstentions: None.

The motion carried 6-0-0.

**4. VISITORS**

There were no visitors.

**5. 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.

**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

### **6. OLD BUSINESS**

There was no Old Business.

### **7. 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, Watson, Waters, Brown, Freeman, Shaw.

Nays: None.

Abstentions: None.

The motion carried 6-0-0.

The Commissioners went into Executive Session at 8:05 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 9:11 pm.

**10. RESOLUTIONS**

**2017-59 RESOLUTION AUTHORIZING THE EXECUTIVE  
DIRECTOR TO RENEW THE ANNUAL SUPPORT  
AGREEMENT WITH TENMAST SOFTWARE IN AN  
AMOUNT OF \$32,865.00**

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

ROLL CALL:

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

The Resolution was approved 5-0-0.

**2017-60 RESOLUTION AUTHORIZING THE EXECUTIVE  
DIRECTOR TO RENEW THE ANNUAL PROPERTY  
INSURANCE COVERAGE WITH HOUSING AUTHORITY  
INSURANCE GROUP (HAI GROUP)**

Commissioner Waters moved to  
approve. Commissioner Freeman seconded.

There were no questions.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 5-0-0.

**2017-61 RESOLUTION AUTHORIZING DUANGRAT SIMPKINS, DENISE MILTON AND JOSHUA BROWN TO ATTEND THE NJNAHRO CONFERENCE & NETWORKING IN ATLANTIC CITY, NJ, NOVEMBER 13-16, 2017**

Commissioner Harris moved to approve. Commissioner Waters seconded.

Commissioner Watson asked if Ms. Simpkins went to this conference before. Mr. Gill said she will get additional training, other than what she had before.

ROLL CALL:

Ayes: Waters, Freeman, Harris, Shaw.

Nays: Watson.

Abstentions: None.

The Resolution was approved 4-0-1.

## **11. ADJOURNMENT**

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

By unanimous acclamation the meeting was  
9:27pm.

