

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON APRIL 11, 2017 AT 210 NORTH GROVE STREET, EAST ORANGE, NEW JERSEY.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:31 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 Wanda Watson
Commissioner Joshua Brown
Commissioner Keely Freeman (arrived at 6:57 PM)
Commissioner Walter Waters (arrived at 6:48 PM)

ABSENT:

Commissioner Ted Green

ALSO PRESENT:

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

2. OPEN DISCUSSION

Commissioner Harris asked about check #7154 for a new desk. Mr. Gill responded it's an adjustable desk which allows you to stand. It is for those who have back issues.

Commissioner Harris asked about check #7137 for mailings for \$1400.00. Mr. Gill responded that it depends on what is happening at any particular

time. It may have been a mass mailing for Section 8 or for some other purpose.

Mr. Kevin W. Cassidy, Senior Retirement Specialist with Nationwide, gave a presentation regarding retirement accounts for employees.

(Commissioner Waters arrived at 6:48PM,
Commissioner Freeman arrived at 6:57PM)

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 APRIL 11, 2017 AT 210 NORTH GROVE 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 11th day of April, 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 Joshua Brown
Commissioner Walter Lewis Waters
Commissioner Keely Freeman
Commissioner Wanda Watson

ABSENT:

Commissioner Ted Green

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. William Jones, Consultant
Ms. Kassema Jones, Project Coordinator
Mr. 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, April 11, 2017, at 7:00 p.m. At 210 North Grove Street, East Orange, New Jersey for the purpose of acting upon:

- 2017-27 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF MARCH 2017**

- 2017-28 RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE APPOINTING NATIONWIDE INSURANCE COMPANY FOR IMPLEMENTATION OF A PUBLIC EMPLOYER 457 DEFERRED COMPENSATION PLAN**

- 2017-29 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL AGREEMENTS OR INSTRUMENTS PERTAINING TO THE \$500,000 LOAN FROM THE NJRA**

- 2017-30 RESOLUTION AUTHORIZING DENISE MILTON TO ATTEND NAN MCKAY HCV EXECUTIVE MANAGEMENT, SPRINGFIELD, MA, MAY 22-26, 2017**

- 2017-31 RESOLUTION AWARDDING A CONTRACT TO HYMANSON, PARNES & GIAMPAOLO FOR PROFESSIONAL AUDITING SERVICES OF LOW INCOME PUBLIC HOUSING PROGRAM AND HOUSING CHOICE VOUCHER PROGRAM FOR THE FISCAL YEAR 2016 IN AN AMOUNT OF \$10,695.00**

- 2017-32 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH POLCARI & CO. TO PROVIDE FEE ACCOUNTING SERVICES FOR A PERIOD OF ONE (1) YEAR AT A**

COST NOT TO EXCEED \$38,000.00

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 Joshua Brown
Commissioner Walter Lewis Waters
Commissioner Keely Freeman
Commissioner Wanda Watson

ABSENT:

Commissioner Ted Green

ALSO PRESENT:

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

2. **NATIONWIDE PRESENTATION**

Mr. Kevin W. Cassidy, Senior Retirement Specialist with Nationwide, continued his presentation from the Work Session regarding retirement accounts for employees.

3. **MINUTES**

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The motion carried 6-0-0.

4. APPROVAL OF THE BILLS

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

Commissioner Harris pointed out a typo regard that the Bills List, that it should say March and not December.

Commissioner Brown pointed out a typo regarding check #7147. It says "paid" and should say "repaired"

Commissioner Freeman asked about check #7228. Mr. Gill responded it was a reimbursement check.

There was discussion regarding check #7137. It was pointed out that the description is misleading. The lease is with NY Finance and the check is for the first quarter payment.

ROLL CALL:

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

Nays: None.

Abstentions: None.

The motion carried 6-0-0.

5. VISITORS

Richard Kelly, Renwood Communications. Mr.

Kelly told the Commissioners about his communications platforms. He was directed to speak with the Executive Director.

Peggy Keer. Ms. Keer expressed her concerns about the rats outside the building.

6. REPORTS

COMMITTEE REPORTS

PERSONNEL: Commissioner Harris said the only thing for consideration was the presentation by Mr. Cassidy from Nationwide.

FINANCE: There was no report.

BUILDINGS & GROUNDS: There was no report.

REAL ESTATE DEVELOPMENT: Commissioner Freeman said Mr. Gill summarized everything in his report.

BY-LAWS & PROCUREMENT: Commissioner Brown asked about any information regarding how long Commissioners could stay on a committee which is not in the by-laws.

NON-PROFIT: Commissioner Freeman said a fundraising event it being planned regarding the 60th year anniversary of the EOHA. They are actively looking for a consultant.

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.

9. RESOLUTIONS

**2017-28 RESOLUTION OF THE HOUSING AUTHORITY OF
THE CITY OF EAST ORANGE APPOINTING
NATIONWIDE INSURANCE COMPANY FOR
IMPLEMENTATION OF A PUBLIC EMPLOYER 457
DEFERRED COMPENSATION PLAN**

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

ROLL CALL:

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

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

2017-29 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL AGREEMENTS OR INSTRUMENTS PERTAINING TO THE \$500,000 LOAN FROM THE NJRA

Commissioner Waters moved to approve.
Commissioner Harris seconded.

Commissioner Brown asked if the money is being used exclusive for the referenced property. Mr. Gill confirmed that it was.

ROLL CALL:

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

The Resolution was approved 6-0-0.

2017-30 RESOLUTION AUTHORIZING DENISE MILTON TO ATTEND NAN MCKAY HCV EXECUTIVE MANAGEMENT, SPRINGFIELD, MA, MAY 22-26, 2017

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

ROLL CALL:

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

The Resolution was approved 6-0-0.

2017-31 RESOLUTION AWARDING A CONTRACT TO HYMANSON, PARNES & GIAMPAOLO FOR PROFESSIONAL AUDITING SERVICES OF LOW INCOME PUBLIC HOUSING PROGRAM AND HOUSING CHOICE VOUCHER PROGRAM FOR THE FISCAL YEAR 2016 IN AN AMOUNT OF \$10,695.00

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

ROLL CALL:

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

Nays: None.

Abstentions: Freeman.

The Resolution was approved 5-0-1.

2017-32 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH POLCARI & CO. TO PROVIDE FEE ACCOUNTING SERVICES FOR A PERIOD OF ONE (1) YEAR AT A COST NOT TO EXCEED \$38,000.00

Commissioner Waters moved to approve. Commissioner Freeman seconded.

Commissioner Harris asked who the other firms were. Commissioner Brown asked about the difference in the price because another firm came in lower. Mr. Gill responded that nine firms requested packets, but only six responded. The pricing doesn't reflect everything that Polcari offers, including Polcari has

housing authority experience.

ROLL CALL:

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

Nays: None.

Abstentions: Freeman.

The Resolution was approved 5-0-1.

10. ADJOURNMENT

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

By unanimous acclamation the meeting was adjourned at 8:35 PM.