

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON DECEMBER 10, 2024 AT 160 HALSTED STREET, EAST ORANGE, NEW JERSEY.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:30PM by Chairperson Watson. The Open Public Meeting Act was read by the Secretary.

PRESENT:

Chairperson Wanda Watson
Commissioner W.G. Harris
Commissioner Fred Shaw
Commissioner Maria Moss

ABSENT:

Commissioner Nicole Amos
Commissioner Walter Waters
Commissioner Beth Coleman

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Kassem Jones, Project Manager
Ms. Eva Irby, Asst. Mgr. at Vista Village
Ms. Denise Milton, Section 8 Manager
Ms. Celeste Spivey, HR Generalist
Ms. Tuesday Whitney, FSS Coordinator
Ms. Ashley Mitchell, Asst. Property Manager
Mr. Ronald Hunt, Esq., Legal Counsel

2. OPEN DISCUSSION

Commissioner Shaw asked about the payments owed to the City. One payment was for \$83,000 and one for \$128,000. Mr. Gill explained that one check

was voided and reissued.

There was discussion about Section 8 tenant payments.

Commissioner Harris asked about a bill for kitchen cabinets and mobility. Mr. Gill explained the payment procedure and the vendor will get the balance when the work is completed.

Commissioner Watson asked about the evacuation plan. Ms. Whitney explained the plan for 160 Halsted.

Commissioner Harris asked about the boilers and transformers issue and has it been fixed. Mr. Gill explained that there should be some resolution on Thursday when a new boiler is delivered.

3. ADJOURNMENT

Work Session was adjourned at 6:57 PM.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON DECEMBER 10, 2024 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, on the 10th day of December, 2024. Chairperson Wanda Watson called the meeting to order at 7:00 PM.

This meeting is called to order and is being conducted in conformity with the Open Public Meeting Act. Notice of this meeting was e-mailed to the Worrell Community Newspapers (EAST ORANGE RECORD) and NJ Advance Media (STAR-LEDGER) on Friday, December 29, 2023. This notice was e-mailed to the City Clerk Office and Public Information Office of the City of East Orange on Wednesday, January 3, 2024. This notice was posted at the Administrative Office and the Authority's two public housing developments and the EOHA website on Monday, January 8, 2024.

PRESENT:

Chairperson Wanda Watson
Commissioner Fred Shaw
Commissioner W.G. Harris
Commissioner Maria Moss

ABSENT:

Commissioner Beth Coleman
Commissioner Walter Waters
Commissioner Nicole Amos

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Kassema Jones, Project Manager
Ms. Eva Irby, Asst. Mgr. at Vista Village
Ms. Denise Milton, Section 8 Manager
Ms. Celeste Spivey, HR Generalist
Ms. Ashley Mitchell, Asst. Property Manager
Ms. Tuesday Whitney, FSS Coordinator
Mr. Ronald Hunt, 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 10, 2024, for the purpose of acting upon:

- 2024-40 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF NOVEMBER 2024**
- 2024-41 RESOLUTION APPROVING THE MEETING DATES FOR THE 2025 CALENDAR YEAR OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE**
- 2024-42 RESOLUTION APPROVING HOLIDAY DATES FOR THE 2025 CALENDAR YEAR ON WHICH THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE WILL BE OFFICIALLY CLOSED**
- 2024-43 RESOLUTION APPOINTING WILBERT GILL AS THE QUALIFIED PURCHASING AGENT FOR THE EAST ORANGE HOUSING AUTHORITY AND TO SET THE BID THRESHOLD AT \$44,000**
- 2024-44 RESOLUTION APPOINTING DONNA MATOZZI AS ITS FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE FUND YEAR ENDING DECEMBER 31, 2025**
- 2024-45 RESOLUTION DESIGNATING TUESDAY WHITNEY AS A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR THE EAST ORANGE HOUSING AUTHORITY FOR THE YEAR ENDING DECEMBER 31, 2025**

- 2024-46 RESOLUTION TO EXPAND LINES OF COVERAGE FROM WORKERS COMPENSATION ONLY TO ALL LINES OF COVERAGE AS PART OF MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
- 2024-47 RESOLUTION AWARDDING A CONTRACT TO GIBSON TECHNOLOGY SOLUTIONS FOR COMPUTER CONSULTING AND MAINTENANCE SERVICES FOR A PERIOD OF ONE YEAR WITH RENEWAL OPTION FOR YEAR 2 AND YEAR 3
- 2024-48 RESOLUTION AUTHORIZING THE AMENDMENT OF THE ADMINISTRATIVE PLAN OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE TO ESTABLISH THE HCV PAYMENT STANDARD 100% OF HUD'S 2025 FAIR MARKER RENTS (FMR) FOR THE ESSEX COUNTY, NJ AREA
- 2024-49 RESOLUTION WRITING OFF RENTS OWNED BY FORMER TENANTS DEEMED UNCOLLECTIBLE
- 2024-50 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE LEASE AGREEMENT OF THREE (3) COPIER MACHINES WITH XEROX COOPERATION
- 2024-51 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE LEASE AGREEMENT OF A COPIER MACHINE FOR GENESIS CONCORD VISTA LLC
- 2024-52 RESOLUTION ELECTING COMMISSIONER SHAW FOR THE POSITION OF CHAIRPERSON FOR THE BOARD OF COMMISSIONERS FOR 2025
- 2024-53 RESOLUTION ELECTING COMMISSIONER WATSON FOR THE POSITION OF VICE-CHAIRPERSON FOR THE BOARD OF COMMISSIONERS FOR 2025
- 2024-54 RESOLUTION ELECTING COMMISSIONER HARRIS FOR THE POSITION OF TREASURER FOR THE BOARD OF COMMISSIONERS FOR 2025

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 Wanda Watson
Commissioner Fred Shaw
Commissioner W.G. Harris
Commissioner Maria Moss

ABSENT:

Commissioner Nicole Amos
Commissioner Beth Coleman
Commissioner Walter Waters

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Kassem Jones, Project Manager
Ms. Eva Irby, Asst. Mgr. at Vista Village
Ms. Denise Milton, HCVP 8 Manager
Ms. Celeste Spivey, HR Generalist
Ms. Ashley Mitchell, Asst. Property Manager
Ms. Tuesday Whitney, FSS Manager
Mr. Ronald Hunt, Esq., Legal Counsel

2. **MINUTES**

MOTION: Commissioner Harris moved to approve the minutes of the previous meeting in November of 2024. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Shaw, Coleman, Waters, Moss, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

3. APPROVAL OF THE BILLS

MOTION: Commissioner Harris moved to approve the payment of the bills for November. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Shaw, Coleman, Waters, Moss, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

4. VISITORS

There were no visitors.

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 a 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

Mr. Gill highlighted his report and answered questions from the Commissioners.

Ms. Spivey highlighted her report and answered questions from the Commissioners.

Ms. Milton highlighted her report and answered questions from the Commissioners.

Ms. Whitney highlighted her report and answered questions from the Commissioners.

Ms. Jones highlighted her report and answered questions from the Commissioners.

Ms. Mitchell highlighted her report and answered questions from the Commissioners.

Ms. Irby highlighted her report and answered questions from the Commissioners.

6. OLD BUSINESS

There was no Old Business.

7. NEW BUSINESS

There was no New Business.

8. RESOLUTIONS

**2024-41 RESOLUTION APPROVING THE MEETING DATES FOR THE
2025 CALENDAR YEAR OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE
CITY OF EAST ORANGE**

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**2024-42 RESOLUTION APPROVING HOLIDAY DATES FOR THE
2025 CALENDAR YEAR ON WHICH THE HOUSING
AUTHORITY OF THE CITY OF EAST ORANGE WILL BE
OFFICIALLY CLOSED**

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**2024-43 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 Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**2024-44 RESOLUTION APPOINTING DONNA MATOZZI AS ITS
FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC
HOUSING AUTHORITY JOINT INSURANCE FUND FOR THE
FUND YEAR ENDING DECEMBER 31, 2025**

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

**2024-45 RESOLUTION DESIGNATING TUESDAY WHITNEY AS A
PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)
FOR THE EAST ORANGE HOUSING AUTHORITY FOR THE
YEAR ENDING DECEMBER 31, 2025**

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2024-46 RESOLUTION TO EXPAND LINES OF COVERAGE FROM WORKERS COMPENSATION ONLY TO ALL LINES OF COVERAGE AS PART OF MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2024-47 RESOLUTION AWARDING A CONTRACT TO GIBSON TECHNOLOGY SOLUTIONS FOR COMPUTER CONSULTING AND MAINTENANCE SERVICES FOR A PERIOD OF ONE YEAR WITH RENEWAL OPTION FOR YEAR 2 AND YEAR 3

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2024-48 RESOLUTION AUTHORIZING THE AMENDMENT OF THE ADMINISTRATIVE PLAN OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE TO ESTABLISH THE HCV PAYMENT STANDARD 100% OF HUD'S 2025 FAIR MARKER RENTS (FMR) FOR THE ESSEX COUNTY, NJ AREA

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2024-49 RESOLUTION WRITING OFF RENTS OWNED BY FORMER TENANTS DEEMED UNCOLLECTIBLE

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2024-50 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE LEASE AGREEMENT OF THREE (3) COPIER MACHINES WITH XEROX COOPERATION

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

2024-51 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE LEASE AGREEMENT OF A COPIER MACHINE FOR GENESIS CONCORD VISTA LLC

Commissioner Harris moved to approve the resolution. Commissioner Shaw seconded. There were no questions.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

The Resolution was approved 4-0-0.

NOMINATIONS FOR EAST ORANGE HOUSING AUTHORITY OFFICERS:

Mr. Hunt asked for nominations for Chairman, Vice-Chair and Treasurer of the East Orange Housing Authority.

Commissioner Watson nominated Commissioner Shaw for Chairman of the East Orange Housing Authority. Commissioner Harris seconded. There were no other nominations.

Commissioner Harris moved to close the nominations for Chairman. Commissioner Watson seconded.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

Nominations for Chairman were closed by a vote of 4-0-0.

Commissioner Shaw nominated Commissioner Watson for Vice-Chair of the East Orange Housing Authority. Commissioner Harris seconded. There were no other nominations.

Commissioner Shaw moved to close the nominations for Vice-Chair. Commissioner Watson seconded.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

Nominations for Vice-Chair were closed by a vote of 4-0-0.

Commissioner Watson nominated Commissioner Harris for Treasurer of the East Orange Housing Authority. Commissioner Shaw seconded. There were no other nominations.

Commissioner Shaw moved to close the nominations for Treasurer. Commissioner Watson

seconded.

ROLL CALL:

Ayes: Moss, Shaw, Harris, Watson.

Nays: None.

Abstentions: None.

Nominations for Treasurer were closed by a vote of 4-0-0.

2024-52 RESOLUTION ELECTING COMMISSIONER SHAW FOR THE POSITION OF CHAIRPERSON FOR THE BOARD OF COMMISSIONERS FOR 2025

2024-53 RESOLUTION ELECTING COMMISSIONER WATSON FOR THE POSITION OF VICE-CHAIRPERSON FOR THE BOARD OF COMMISSIONERS FOR 2025

2024-54 RESOLUTION ELECTING COMMISSIONER HARRIS FOR THE POSITION OF TREASURER FOR THE BOARD OF COMMISSIONERS FOR 2025

By unanimous acclamation Commissioner Shaw was approved as Chairman; Commissioner Watson was approved as Vice-Chair; and Commissioner Harris was approved as Treasurer.

9. ADJOURNMENT

Commissioner Harris moved to adjourn. Commissioner Waters seconded. By unanimous acclamation the meeting was adjourned at 8:23pm.