

**REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF TRENTON
HELD WED. OCTOBER 11, 2017 12:00 PM
ADM. BLDG., 875 NEW WILLOW STREET**

The meeting was called to order by Chairman, John Raines, who announced it was to be noted in the Book of Minutes that the required 48 hours notice of this meeting was mailed to the offices of *The Times*, the *Trentonian* and the Clerk of the City of Trenton, as well as, having been posted in the main entrance of the Housing Authority in accordance with the New Jersey Open Public Meetings Law also known as the Sunshine Law.

ROLL CALL:

PRESENT: Shenette Gray, Kim Taylor and Jessie Tossie, Commissioners; Darlene Weldon-Gordon, Vice Chair; John Raines, Chairman; and Jelani B. Garrett, Secretary/Executive Director

ABSENT William Fitzgerald and Gary Gentry, Commissioners

ALSO

PRESENT: Rocky Peterson, Legal Counsel, Clifford Godfrey, Interim Deputy Executive Director, Latrice Leggett, Acting Director of Finance, Chrysti Huff, Redevelopment Project Manager, Vance Thompson, Acting Chief of Security, Amy Fleming, Asset Manager, Kenneth King,, Asset Manager, Pamela Brooks, Director of Resident and Community Services and Francine Nalbone, Human Resources.

Chairman Raines stated that we have a quorum. Chairman Raines then asked for a motion to adopt today's amended agenda.

Vice-chair Weldon-Gordon moved that the agenda for October 11, 2017 be approved; the motion was seconded by Commissioner Taylor and upon a voice vote, as follows, the motion carried:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	5	0	0

Chairman Raines stated the agenda has been adopted.

Chairman Raines stated next is approval of the minutes from our regular meeting and the executive session held on September 13, 2017. Chairman Raines then asked for a motion to move the minutes. Vice-chair Weldon-Gordon moved that the minutes be approved; the motion

was seconded by Commissioner Gray. Chairman Raines stated he knew that Commissioner Taylor was not at that meeting. Commissioner Taylor stated that she read the minutes. Chairman Raines asked if there were any questions. Seeing there were none Chairman Raines asked for a voice vote. Upon the voice vote, the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	5	0	0

Chairman Raines stated that we amended our agenda, so we are going on to public comments now and then an executive session after public comments. We will be coming back after the executive session to conduct the business of the Board.

PUBLIC COMMENTS

Janice Miner, Abbott Building – Ms. Miner stated she was here today because the lady who lived in the apartment next to her had passed in July and the apartment still has not been cleaned out. She stated she has gone to the office several times about the situation. The odor is bad in there, she has gnats in her apartment because of it. She put in a work order for the exterminator to get rid of the gnats. The office keeps telling her that maintenance said there is not smell in there. My complaint is I am still paying my rent, but I can't stay in my apartment. She stated that she put bombs in there to try and get rid of the gnats because they are biting her. Every time she asked about it she is told they can't get in touch with the family or the family hasn't come to get her things yet. I am trying to find out what the law is that says that they have to come and clean out the apartment after someone passes away.

Executive Director Garrett asked Ms. Miner for her apartment number and the apartment number of the woman she was referring to. Ms. Miner stated her apartment is 305 and the apartment she was referring to was 304. Executive Director Garrett stated that we would look at it immediately and he would stay in touch with the staff to see what the process is and where we are at in that process.

Ms. Miner asked if someone will get back to her. Executive Director Garrett stated that we will get back to her. He went on to say that based on her question, by law, when someone passes away we need to allow their heirs 33 days to vacate the apartment. So, we are really not allowed to touch anything during the 33-day period. He went on to say that he wasn't sure of what was going on with this specific unit, but we will definitely find out and we will let you know.

Ms. Miner went on to say that there are some other little things such as Security. We have people coming in and out of the building standing around in the hallways. Security is not tight enough in the building. She also commented on the laundry room. She said that when you wash your clothes the water comes out all over the floors, the elevators are a problem, we got stuck on the elevators last month and the elevator kept jumping up and down. The company has been out several times and the elevator is still not working right.

Executive Director Garrett stated that first he and his Deputy Executive Director Mr. Godfrey are going to look into the situation at 305 and then we will reach out to you and have a conversation about the different things you are saying are a problem.

Chairman Raines stated that one of the things Mr. Garrett has done is he has put in a process to inform the entire Board. So, he will look into her problems and will let the Board know where we stand with that, so you don't have to worry about us not knowing what is going on because he gives us a follow-up memo for everything the residents bring up in these meetings.

Joseph Mason, 490 Hoffman Avenue, Apt 903 – he stated he is having the same kind of problems. The residents on the 9th floor have roaches running out from under their doors. I keep my house clean and they (roaches) keep running into my apartment and I feel that it is not right. I have 4 people on my floor that are nasty.

Clarence Willets, 490 Hoffman Avenue – I have a letter for Mr. Garrett. I gave it to Mr. Godfrey, Ms. Brooks and Mr. Shabazz. I have no comment, I just want to submit the letter and I will give one to the Board too.

Chairman Raines stated it was not necessary for him to give a copy of the letter. Mr. Garrett will make sure they have it.

Chairman Raines asked if there were any other public comments. There being none, he called for a motion to end public comment. Vice-chair Weldon-Gordon moved the motion, Chairman Raines seconded and upon a voice vote the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	5	0	0

Chairman Raines stated he would take a motion to go into Executive Session to discuss Contracts and Property Management. Commissioner Gray moved the motion, Chairman Raines seconded the motion and upon a voice voter the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	5	0	0

Chairman Raines stated that they would be returning following the executive session.

Chairman Raines thanked everyone for their patience; he stated that they have returned and are back in session. He then turned it over to the report of the Secretary.

Jelani Garrett, Secretary/Executive Director stated the first Resolution is 17-34 the approval of disbursements for the month of September 2017.

Chairman Raines stated he would take a motion for Resolution 17-34. Commissioner Taylor moved the motion for approval of Disbursements for the month of September; Chairman Raines seconded the motion. Chairman Raines asked if there were any questions. Seeing there are none, he asked for a roll call. Upon roll call the motion carried as follows:

RESOLUTION 17-34 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed.

Executive Director Garrett then presented Resolutions 17-35 authorizes the Executive Director to submit the annual plan for the fiscal year 2018 to the U.S. Department of Housing and Urban Development. This is our strategic plan that is submitted every year for our operations as well as our capital plan for the year 2018. We have met all the requirements; we met with the Resident Advisory Board; we had a public meeting and we got all the appropriate consultation done with the City. The Mayor signed off and this is approving the submission the of the Annual Plan.

Chairman Raines stated he will take a motion for Resolution 17-35. Commissioner Taylor moved Resolution 17-35; Commissioner Gray seconded the motion. Chairman Raines stated it has been moved and properly seconded and asked if there were any questions. Seeing there are none he asked for a roll call. Upon roll call the motion carries as follows:

RESOLUTION 17-35 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed.

Executive Director Garrett stated that he was going to have Chrysti Huff speak on Resolution 17-36.

Chrysti Huff, Redevelopment Project Manager, stated that Resolution 17-36 authorizes the Executive Director to submit the Inventory/Removal Application for the demolition of Page Homes. This is in connection to our redevelopment project and Rental Assistance Demonstration (RAD) grant. A part of the Inventory Removal and Demolition process we need to receive formal approval from HUD so we need to submit our application and as well we need to receive approval from the Board. We are going to submit two applications, one for the seventy-seven units that we will replace essentially with the new Rental Assistance Demonstration Grant and then the other one will be for eighty-two units that we will not replace and for the eighty-two units that will be demolished we expect to receive five years of DDTF funds which is Demolition Disposition Transitional Funding so as a result we need the Boards approval for the submission of these applications.

Chairman Raines asked if there were any questions; there being no questions, Chairman Raines asked for a motion on Resolution 17-36. Commissioner Taylor moved Resolution 17-36; Chairman Raines seconded the motion. Chairman Raines stated it has been moved and properly seconded and asked for a roll call. Upon roll call the motion carries as follows:

RESOLUTION 17-36 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed.

Executive Director Garrett presented Resolution 17-37 authorizes the Executive Director to enter into a Collective Bargaining Agreement with LIUNA Residential Construction and General Services Workers Local Union No 55 for the provision of temporary labor on an as needed basis. This is part of our strategy currently and going forward to address vacancies as they arise. In a perfect world when we have our normal turn-over of vacant units we can handle it with our maintenance staff. There are times in a year for example last month we had 28 move outs, the highest number of move outs for the year and fortunately we hustled up and we had twenty-eight move ins as well so we held the line but there are those cases when those type of months come up when we have a glut of vacant units. In those situations, we want to be able to not only rely on maintenance staff but to rely on contractors and this is another tool that we used in the past that worked well. A relationship with Local 55 where they can provide labor to turn units as well. We did a brief cost analysis based on the estimated time that it takes to turn a unit and it is less expensive to do it with Local 55 labor than it would be to do it with maintenance overtime so there is a couple of considerations the expense consideration and you are really hurting your productivity. When you have the guys working ten twelve-hour days 5 days a week it is going to hurt their productivity. So, we want to have a couple of different tools in place to be able to address those situations when they arise. We estimated about twenty five percent of our

vacancies for now. This contract would go into effect in 2018 and run for the 2018 calendar year and again we estimate that twenty five percent of our vacancies will be handled in this way. So, with that we are asking for the approval of Resolution 17-37.

Chairman Raines asked for a motion on Resolution 17-37. Commissioner Weldon-Gordon moved Resolution 17-37; Chairman Raines seconded the motion. Chairman Raines stated it has been moved and properly seconded and asked if there were any questions. Upon roll call the motion carries as follows:

Commissioner Taylor asked how did you come about to choose them did we have previous.

Executive Director Garrett stated yes, we worked with them in 2011 and 2012. I think we were one of the first Housing Authorities if not the first Housing Authority that agreement with them. The agreement worked well, we got stuff under control and since that time the union has been able to recruit more members, they have more history and they are more efficient, so we want to try it again.

Commissioner Taylor stated that you said it would help with the turn-around; what would the difference be?

Executive Director Garrett stated that the difference would be when you have a situation like we have now with a glut of vacancies, if we were to proceed now with just maintenance staff to turn vacancies we will always be behind the eight ball and we would essentially be paying your maintenance overtime which is more costly than doing it this way. So, doing it this way we will be able to get units online faster because are able to task out multiple teams. You have a team of Local 55 doing it then you have a maintenance team doing it and in some cases, we would still go out and get contractors.

Commissioner Taylor asked what are the expectations to go from say a ninety day turn around to a sixty day turn around?

Executive Director Garrett stated that we expect to turn a vacant unit in really 30 days. We want to be able to have what we call one vacant unit month. That is the best-case scenario. If we can turn a unit around in 30 days, we are doing well. With a ninety-eight percent occupancy here, you are talking a consistent 30 vacant units on a normal basis you would have fifteen to twenty per month so that is fifteen to twenty turns per month.

Chairman Raines asked if there were any other questions, comments or concerns? There being none he asked for the roll call and upon roll call the motion carried as follows:

RESOLUTION 17-37 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed.

Executive Director Garrett presented Resolution 17-38 authorizing the Executive Director to enter into an agreement with five Architectural and Engineering firms to provide services to the THA on an as needed basis for one year. These are indefinite quantity contracts that we do with Architectural and Engineering firms; we solicited for this and five firms submitted. So, what we decided to do is, it is not a lot of money there are not a lot of big projects that we are doing but again we wanted to have the same kind of thinking we wanted to have the ability to have as many tools in our tool chest as possible. So, the way we worked this is if we have a project we ask for a task order from the different Architectural and Engineering firms and we will assign it by task order. All five of the firms were found to be responsive and responsible. The highest rated firm was OCA Architects, the second highest was Habitech Architects, third Josph McKernan, fourth was DLB Associates and fifth was Vaughn Collaborative. So again, the idea was we get all of these firms on board and as projects come up we have a route that we can go to for the type of assistance that we need.

Chairman Raines asked for a motion on Resolution 17-38. Commissioner Weldon-Gordon moved Resolution 17-38; Chairman Raines seconded the motion. Chairman Raines stated it has been moved and properly seconded and asked if there were any questions. Seeing there are none he asked for the roll call and upon roll call the motion carries as follows:

	<u>RESOLUTION 17-38 (Attached)</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed:

Executive Director Garrett presented Resolution 17-39 appointing the Executive Director as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund (JIF). He explained that this resolution is required as JIF requires someone from the Housing Authority to be on the Commission and historically it has been the Executive Director.

Chairman Raines asked for a motion on Resolution 17-39. Commissioner Taylor moved Resolution 17-39; Commissioner Taylor seconded the motion. Chairman Raines stated it has been moved and properly seconded and asked if there were any questions. Seeing there are none he asked for the roll call and upon roll call the motion carries as follows:

RESOLUTION 17-39 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed:

Executive Director Garrett presented Resolution 17-40 adopting the Risk Control Management Policy. He explained that whenever there is a change in leadership at the Housing Authority that we re-adopt our Risk Control Management Policy. So, this is on the same line as with the JIF and we are doing what is required of us.

Chairman Raines asked for a motion on Resolution 17-40. Commissioner Taylor moved Resolution 17-40; Commissioner Weldon-Gordon seconded the motion. Chairman Raines asked if there were any questions; seeing there are none he asked for the roll call and upon the roll call the motion carries as follows:

RESOLUTION 17-40 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed:

Executive Director Garrett presented Resolution 17-41 authorizing the Executive Director to take the necessary actions required to form a non-profit instrumentality.

Chairman Raines asked for a motion on Resolution 17-41. Commissioner Taylor moved Resolution 17-40; Commissioner Gray seconded the motion. Chairman Raines asked if there were any questions; seeing there are none he asked for the roll call and upon the roll call the motion carries as follows:

RESOLUTION 17-41 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Jessie Tossie	1		
Com. Darlene Weldon-Gordon	1		
Com. John Raines	1		
Total	5	0	0

Resolution passed:

That concludes the report of the Secretary.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

Chairman Raines stated he noticed that new residents came after we had public comment and he would allow them to speak if they wished to do so.

Nelson Sousa, Organizer for Local 55, introduced two members one of which is a resident of Trenton Housing Authority and thanked the Board for the opportunity

REPORT FROM THE CHAIR

Chairman Raines congratulated Commissioner Taylor. She has been doing some work with NAHRO gaining some knowledge and experience that she is going to bring back to this Board. She will be attending the National Convention in Pittsburgh on October 27th. A reminder to this Board that there is a local NAHRO conference in New Jersey on November 13th through November 17th. Get your information to Fran so she can sign us up. Vice-chair Weldon Gordon spoke to me about some classes she wants to attend, and I will get that information to you Fran. Vice chair Weldon-Gordon and I spoke about having a retreat in January 2018 and her and I are going to be planning that.

Chairman Raines asked for a motion to go into Executive Session and we will not be coming back. Commissioner Gray moved the motion, Vice-chair Weldon Gordon seconded the motion and upon a voice vote the motion carries as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Shenette Gray	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	5	0	0

Jelani B. Garrett
Board of Commissioners
Housing Authority
of the
City of Trenton