

**REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF TRENTON
HELD WED. MAY 10, 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.

Chairman Raines welcomed Jelani B. Garrett, Interim Executive Director who was appointed at the last meeting.

ROLL CALL:

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

ALSO

PRESENT: Grant C. Wright, Legal Counsel to the Board, Clifford Godfrey, Interim Deputy Executive Director, Latrice Leggett, Acting Director of Finance, Kenneth King, Acting Asset Manager, Vance Thompson, Acting Chief of Security, Amy Fleming, Acting Director of Housing Management Services, Audrey Walker, Manager of Admissions & Occupancy, Dwayne Tucker, Casterline Associates, and Francine Nalbone, Human Resources.

Chairman Raines stated that we have a quorum. Chairman Raines then asked for a motion for the adoption of the agenda.

Commissioner Fitzgerald moved that the agenda for May 10, 2017 be approved; the motion was seconded by Vice Chair Weldon-Gordon and upon a voice vote, as follows, the motion carried:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. William Fitzgerald	1		
Com. Shenette Gray	1		
Com. Gary Gentry	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	7	0	0

Chairman Raines stated the agenda has been adopted.

Chairman Raines stated next is approval of the minutes from our regular meeting the executive session held on April 12, 2017 and the Special Meeting held on April 19, 2017. He stated that the minutes for April 19, 2017 are in your books; the other two were in your packets. Chairman Raines then asked for a motion to move the minutes. Commissioner Fitzgerald moved that the minutes be approved; the motion was seconded by Commissioner Gray. Chairman Raines asked if there were any questions. Seeing there are none Chairman Raines asked for the roll call. Upon roll call the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Fitzgerald	1		
Com. Shenette Gray	1		
Com. Gary Gentry	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	7	0	0

Chairman Raines stated that before we go on, Rocky Peterson, Legal Counsel is on a well-deserved vacation and Grant Wright will be sitting in for him today. Chairman Raines then asked for the report of the secretary.

Jelani Garrett, Secretary/Interim Executive Director said that before he goes onto the resolutions he wanted to do a few introductions. You see a couple of new faces in the audience; first I would like to introduce our Interim Deputy Executive Director, Clifford Godfrey; Clifford comes to us with a wealth of experience and he is filling in some gaps for me so we have great success during this period; really sharp guy. Then we have Vance Thompson, Acting Chief of Security. I know that we have had some issues with our security operations so we are tightening up our security operations; then we have Kenny, who is our Acting Asset Manager and he is really doing a great job right now managing his team of maintenance and reducing these vacant units and getting them done. We are at full court press and he is touching base two to three times a day making sure that we are doing what we need to do. Also Latrice Leggett is Acting Finance Director. She is going to be stepping up to the plate to deal with our financials and Dwayne is still here because he is providing training. She did many things in that department but there are some things that he has knowledge on so we are transitioning her to that position with some assistance. The other faces you know but I just wanted to point out the others who have kind of been deputized so to speak.

Chairman Raines congratulated everyone and welcomed them aboard. Also this is to the Board; Jelani has sent me an organizational chart, which is one of my pet peeves, effective May 1st. I will email it to all of you after the meeting. I have hard copies here but it is easier to look at it on a computer.

Jelani B. Garrett, Secretary/Interim Executive Director introduced Resolution 17-19 authorizing disbursements for the month of April in the amount of \$838,636.59.

Chairman Raines stated he would take a motion for Resolution 17-19. Commissioner Fitzgerald moved the motion for approval of Disbursements for the month of April; Vice-Chair Weldon-Gordon seconded the motion. Chairman Raines then asked if there were any questions.

Commissioner Taylor stated she had a question about the payments to Hill Wallack on their contract. She thought that we had paid them before for the months that are listed.

Jelani B. Garrett stated so these are for both Szaferman and Hill Wallack for the months of February and March and next month we will bring a resolution because they were out of contract for some time. This is so that we are in compliance and the Board will have to approve those payments that were made to them that were out of contract. We have signed both of those contracts so they are under contract now. But the payments listed are for January and February.

Chairman Raines asked if there were any other questions; seeing there are none, he asked for the roll call and upon roll call the motion carries as follows:

RESOLUTION 17-19 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Fitzgerald	1		
Com. Shenette Gray	1		
Com. Gary Gentry	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	7	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Interim Executive Director stated that Resolution 17-20 was a resolution we were asked to do and essentially it is just a support resolution for our participation in the annual book fair sponsored by Shirley Turners office and also the movie nights sponsored by the City of Trenton. So it is an affirmative resolution stating that we are going to participate cooperatively with those two entities.

Chairman Raines stated that as a Board we have agreed to do this and we just wanted to formalize it so it was on record. I know we took a voice vote back in October; I will accept a motion to move Resolution 17-20. Vice-Chair Weldon-Gordon moved the motion Commissioner Gentry seconded the motion. Chairman Raines then asked if there were any questions. He stated he would like to do this as a Board by acclamation. Will all those in favor say Aye; he then asked if there were any abstentions.

RESOLUTION 17-20 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Fitzgerald	1		
Com. Shenette Gray	1		
Com. Gary Gentry	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	7	0	0

Resolution Passed.

Jelani B. Garrett, Secretary/Interim Executive Director stated that we have one walk on resolution which is related to our process in submitting the budget to DCA. At the last meeting you approved a DCA budget for 2016 and 2017 and we submitted it to DCA and we received some comments from DCA. One of the comments were that they never actually received a 2015 budget or the 2016 budget so until they receive an actual approved 2015 and 2016 budget from us they cannot give us the approval to adopt the 2017 budget. So what this does is we already approved 2016 and 2017 at the last meeting this is an approval of 2015 so we have a complete package for DCA.

Chairman Raines stated he would take a motion for Resolution 17-21. Commissioner Fitzgerald moved the motion; Vice-Chair Weldon-Gordon seconded the motion. Chairman Raines stated it was moved and properly seconded and then asked if there were any questions. Seeing there are none, Chairman Raines asked for the roll call and upon roll call the motion carries as follows:

RESOLUTION 17-21 (Attached)

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Fitzgerald	1		
Com. Shenette Gray	1		
Com. Gary Gentry	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines	1		
Total	7	0	0

Resolution Passed.

This concludes the report of the secretary.

UNFINISHED BUSINESS

Chairman Raines asked if there was any unfinished business; any questions, comments or concerns.

NEW BUSINESS

Chairman Raines asked if there was any new business.

Commissioner Taylor stated that she did and she is counting this as new business because it is an updated report regarding statement of the annual budget where we talk about the bad debts and there is an unfavorable amount. She wanted to know how that would be addressed.

Jelani B Garrett, Interim Executive Director stated that there is an unfavorable amount for the month ending year to date. Let me just back up we talked about this particular format today with Latrice and Dwayne so just a little bit about the process. Going forward, you will get the report for one month previous to the Board meeting at the Board meeting we will have the opportunity to go through all those questions and between internal staff so that we can have all of those questions thoroughly answered for you. In this case, for your particular question, the bad debts is not listed in the monthly line item you see it is in the annual budget but it is unfavorable because it is not in the monthly line item. That is just some clean-up we have to do. Usually they don't budget for bad debt it is something that they do at the end of the fiscal year or at the end of particular quarters. So for the year it is under budget. We will make sure that we do an estimated monthly budget for the bad debt.

Commissioner Taylor then asked about the year to date snow contract, the unfavorable amount. Is that unfavorable because it wasn't expended or what.

Jelani B Garrett, Interim Executive Director explained that it is unfavorable because you had snow in January or February. Someone said March. Mr. Garrett went on to explain that this is on a straight line budget so as with those types of things as with utilities and things it will skew at different times of the year. So of course we are not going to have snow in May, June, July, August, September or October so that will balance out as the year goes on. That “unfavorable” amount.

Dwayne Tucker, Casterline Associates, Financial Consultant asked to speak. He explained that the way the system works we can allocate it monthly if you guys would like it like that but as long as we do our bad debt write off at the end of the year so that bad debt amount will show at that time but if a manager goes in and writes something off it will happen throughout the year as well so that is why there is an unfavorable variance. As for the snow removal, we did our budget a little late so most of the snow budget is prorated towards the end of the year because we were thinking we weren't going to have any snow then we had that one late snow storm so that is why it is a little unfavorable now but the bulk of the snow budget is going to hit in November December.

Commissioner Taylor stated so basically that is just how it is carried even when you look at the maintenance expense and the operating income loss.

Dwayne Tucker stated that most of the time the way that this system works is you can budget it annually with everything one twelfth or you can try to anticipate when the expenditures are going to hit. Right now, it is budgeted the way we normally post our expenses.

Commissioner Taylor said okay; I noticed that there was a comment on a couple of the items because our expenses were more than our operating revenue.

Jelani B. Garrett, Interim Executive Director stated that there is a line Operating Transfer-in. See it is seven hundred seventy two thousand dollars; that has not been put into the budget but that is money that sits in the Capital Fund that can be allocated to the operating subsidy. So like Dwayne was saying at the end of the year when we see how we managed we will either take all of that to cover whatever loss or a portion of it if we did better than anticipated. So that revenue hasn't been plugged in yet.

Commissioner Taylor then asked what accounts for the TD Bank EPC payment being higher than originally budgeted.

Dwayne Tucker stated that is probably because the payment changed from 136 to 143 and it was probably just budgeted evenly throughout the year but since it changed it will be the 143 thousand for the next few months and it was 136 so it will be exact at the end of the year but it is just the time and how it was implemented.

Commissioner Taylor said she has one question but it does go back to the old. She stated she had asked about the Capital budget and expenditures and you said there

hadn't been any. Do we count the transfer from the Capital to the Operating budget as expenditure?

Dwayne Tucker stated it could be revenue or public housing side. It is a wash on the Capital side; it is an expense then it is revenue so it is neutral on the Capital fund side but it is revenue on the public housing side.

Vice Chair Weldon-Gordon said she had a question and please correct her if she is wrong. She said before when we did write offs for tenants moving out we used to do it quarterly so are we still doing it quarterly or are we now waiting until the end of the year.

Dwayne Tucker stated that it is really a management decision. We can do it quarterly or we can do it annually.

Jelani B. Garrett, Interim Executive Director stated his view is I want my information as up to date as possible because in the environment that we are dealing with we need to have good information. So those types of things we will move to quarterly and even with some of these budget line items, if we can, we will probably even though the cash flow hasn't gone out the door we will move more to trying to track expenses in a more up to date fashion so that you can see the snap shot that you see even though the cash flow may be a little different. We have some limitations with the software system but we are definitely going to get more up to date information.

Commissioner Gray asked if it would be possible to get a statement of cash flow.

Jelani B. Garrett, Interim Executive Director stated absolutely we can do that.

Commissioner Gray stated she sees the variances but I guess it would be good to see what you are anticipating when the snow versus the actual. That might be helpful.

Jelani B. Garrett, Interim Executive Director stated he didn't see a problem with that.

Chairman Raines asked if there were any other questions.

Commissioner Taylor stated she had one more regarding the rehabilitation of the 11 rehabilitation units.

I noticed in your notes to the Board that there was a 2 year hold up. Now that it has been resolved what is the timeline for completion?

Jelani B. Garrett, Interim Executive Director, stated it is 60 days from the Notice to Proceed and they received the Notice to Proceed today.

Chairman Raines asked if there was any other new business.

REPORT FROM THE CHAIR

Chairman Raines stated he had two things and he would provide a copy of this after since he didn't get a chance to make copies. I have asked the Vice-chair to follow up on the sub committees. We have one active which is the Human Resources Committee. We are also looking at a Planning and Redevelopment Committee and a Finance Committee so she will be reaching out to you to see which ones you want to be on. Sub Committees are 3 people so we have to keep it below a quorum. The committee for Human Resources Committee had their first meeting and it was real helpful moving forward in the process that we are doing. I have reached out to HUD and I will be working with the Vice-chair on the Lead the Way Board training. I want to target July but with the busy schedule we have going on it will probably be July or August. That is all I have.

Chairman Raines said we will now move onto Public Comments.

PUBLIC COMMENT SESSION

Chairman Raines asked for a motion to go into public comment. Commissioner Fitzgerald moved the motion and Vice-Chair Weldon-Gordon seconded the motion. Chairman Raines asked all in favor and all the Commissioner responded Aye.

Chairman Raines then asked that the public keep their comments to two minutes and address the Board please.

Kim McCrae, French Towers – West State Street, Back in November, my daughter was barred from the premises because she cussed out one of the guards. Before this happened, I kept calling Mrs. Bernardo and leaving messages for Mr. Leggett letting them know that this guard was harassing my daughter. Mrs. Bernardo said she was going to straighten it out and she wanted to know who the guard was that was giving her problems. It never stopped. Then I was told, after she was barred, that I would have to talk to Amy to resolve it. I have been calling Amy ever since November and I have not talked to her. When I call I leave messages for her to return my call so that this can be resolved. She stated that is the only daughter living here in New Jersey. My daughter has not been to my home since then and I think it is time for her to return back there.

Jelani B. Garrett, Interim Executive Director asked Ms. McCrae to speak with Mr. Godfrey and Mr. Thompson after the meeting and they will take the particulars so we can get this straightened out for you.

Kim McCrae continued on to say that some of the guards use profanity and when they go outside and come back in they smell like pure reefer. That needs to be addressed also.

Jelani B. Garrett, Interim Executive Director told her to please speak to the gentleman on your left.

Susan Pickett, Josephson Building wanted say thank you on behalf of the residents, the resident council and myself for doing in a very timely manner what you said you were going to do (with regard to putting the blinds up).

Chairman Raines stated for the record it is the Administration that does the work. We are happy you brought it to our attention but again it is the Administration that does the work.

Steven Hines, French Towers, we do not have any blinds in our pool room. It is right there in the driveway and you don't know what is going to come through those windows.

Jelani B. Garrett, Interim Executive Director told him to talk with Mr. King and we will take care of what you need.

Chairman Raines said he will take a motion to end public comments. Commissioner Fitzgerald moved the motion and Vice-chair Weldon Gordon seconded the motion and the motion carries as follows.

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Com. Fitzgerald	1		
Com. Shenette Gray	1		
Com. Gary Gentry	1		
Com. Kim Taylor	1		
Com. Darlene Weldon-Gordon	1		
Com. Jessie Tossie	1		
Com. John Raines			
Total	7	0	0

Chairman Raines stated that it is on the agenda but we do not have an executive session. Therefore, I will take a motion for adjournment. Commissioner Fitzgerald moved the motion and Vice-chair Weldon Gordon seconded the motion and all responded in favor of the motion.

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