

**REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF TRENTON  
HELD WED. AUGUST 9, 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:** William Fitzgerald, Gary Gentry, Shenette Gray, Kim Taylor, and Jessie Tossie, Commissioners; Darlene Weldon-Gordon, Vice Chair; John Raines, Chairman; and Jelani B. Garrett, Secretary/ Interim Executive Director

**ALSO**

**PRESENT:** Rocky Peterson, Legal Counsel to the Board, 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, Acting Director of Housing Management Services, Audrey Walker, Manager of Admissions & Occupancy, Pamela Brooks, Director of Resident and Community Services and Francine Nalbene, Human Resources.

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

Commissioner Gentry moved that the agenda for August 9, 2017 be approved; the motion was seconded by Commissioner Fitzgerald and upon a voice vote, as follows, the motion carried:

	<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAINS</u></b>
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 and the executive session held on June 14, 2017; the minutes from the special meeting held on July 26, 2017 and the minutes from the executive sessions held on June 14, July 5, July 12, and July 26, 2017. 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><b>AYES</b></u>	<u><b>NAYS</b></u>	<u><b>ABSTAINS</b></u>
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		
<b>Total</b>	<b>4</b>	<b>1</b>	<b>1</b>

Vice-chair Weldon Gordon stated she was abstaining since she was not there for the entire meeting on July 26, 2017.

Chairman Raines asked for the report of the Secretary.

Jelani Garrett, Secretary/Interim Executive Director stated we have one resolution today on the agenda but before we get to the resolution, I would like to update the Board on a few items. One of the critical issues has been vacancies; since April we have had a reduction of twenty-two percent in vacancies and we anticipate that by the end of October we will be back in a good position in term of vacancies. We have had three requests from HUD that we had to respond to; we have responded to two of those and we are working on the third response right now. We got some additional time because I had a conversation with members of HUD and they are very happy with the vacancy reduction and the direction it is going in. So, we will work on that last response which has to do with coming up with a recovery plan specifically related to occupancy and I think we are in a good position on that.

Jelani B. Garrett, Secretary/Interim Executive Director called on Clifford Godfrey, Deputy Executive Director to provide an update on a few things.

Clifford Godfrey, Deputy Executive Director started off with our voice and data network. He stated that we are currently updating our voice and data network to address our infrastructure issues. We are working with our current contractor Line Systems and we are looking at reducing our spending by approximately thirty-six thousand dollars a year. We are also looking into different options for the doors. We started on June 20<sup>th</sup> and our contractor that we had in place, COMTEC, was not as reliant as we expected so we are looking at different opportunities to address our systems.

Commissioner Taylor asked if we are keeping a report of the breakdown on the areas we are saving the most.

Clifford Godfrey, Deputy Executive Director, stated that we are currently spending about seven thousand nine hundred a month and that will be reduced to approximately four-thousand a month.

Commissioner Taylor asked if we are counting the phone system because she knew that there was a need to revamp the phone system.

Clifford Godfrey, Deputy Executive Director, we are looking at replacing the current technology that we have for our phone system as it is nearing the end of its useful life and we will be cutting out some of the pot lines that we have in place that we are being charged for monthly. We are at currently at 65 pot lines and we are going to bring that down to about 40.

Vice-chair Weldon-Gordon stated that she just wants to make sure she understands what is being done. She wanted to know if the phones will be set up so that if she calls someone and they don't answer will it go to someone else in that department or will you automatically go to a voicemail where you can leave a message.

Clifford Godfrey, Deputy Executive Director stated you will be able to leave a message or be directed back to the main line.

Vice-chair Weldon Gordon stated that because if you do that now you get no one.

Jelani B. Garrett, Secretary/Interim Executive Director explained that a lot of that is administrative more than technology.

Jelani B. Garrett, Secretary/Interim Executive Director then called upon Acting Finance Director Latrice Leggett.

Latrice Leggett, Acting Finance Director, stated that for the month of June we did receive additional operating subsidy. She explained that we were originally funded at eighty-five percent and now we are being funded at ninety-two percent so that gives us a net year to date of approximately four-hundred three thousand dollars. She went on to explain our projected loss for May and June as well as our cash on hand.

Commissioner Gray asked why the increase.

Latrice Leggett, Acting Finance Director explained that they usually do an estimate at the beginning of the year and as the year goes on they provide you with your actual amount. It may increase a bit more but right now we are at ninety-two percent.

Chairman Raines asked if when Congress enacted the sequester and because we are on a different fiscal year they had to prorate our subsidy. He is if he was correct?

Jelani B. Garrett, Secretary/Interim Executive Director stated that subsidy has been prorated for years, even before the sequester. Following the sequester, it went down to the low eighties. If you look back the last twenty-five years, the only time we had one hundred percent was back in 2008-2009 when Obama came in. He further explained how and why the subsidy is prorated.

Jelani B. Garrett, Secretary/Interim Executive Director then called on Chrysti Huff, Project and Redevelopment Manager for an update.

Chrysti Huff, Project and Redevelopment Manager provided the Board with an up-date on the Page Homes project. She stated that we submitted an application for a nine percent low income tax credit; we recently received questions regarding our application which the developer says is a very good sign meaning that they are looking to fund it hopefully. We will find out on August 16<sup>th</sup> if we are funded or not. If we are funded we plan to invite the developer to the Board to do an updated presentation and to discuss goals and objectives especially concerning

Section 3. Campbell Homes is still an idle project so there is nothing to report on that. She updated the Board on the modernization units. We are working on developing a plan to break down the trades for each unit and then assign them to Section 3 contractors and THA staff. We are hoping to have that assessment done by the end of August.

Commissioner Gray asked if THA will let them know on August 16<sup>th</sup>.about the funding.

Jelani B. Garrett, said he would let them know.

Chrysti Huff, Project and Redevelopment Manager state that the Annual plan meeting is scheduled for Wednesday, September 20<sup>th</sup> and we did meet with the Resident Advisory Board (RAB) to discuss the plan.

Chairman Raines encouraged the Board members to attend if they are available to show their support.

Jelani B. Garrett, Secretary/Interim Executive Director then called upon Pam Brooks, Director of Resident and Community Services for an update.

Pam Brooks, Director of Resident and Community Services provided an update on what her department had been doing. She stated that we completed our co-ed flag football with approximately 40 kids participating. She stated that we are in our 5<sup>th</sup> and final week of summer camp and gave an update of some of the various things that occurred during summer camp such as Lexia reading program, college tours for the older campers. She provided an update on the robotics program at the Wilson Homes. Shirley Turner did come out for what she called a book fair here. She came to visit our summer campers; she brought over 600 books and our campers were extremely excited to meet her and take pictures with her and to receive as many books as they could possible hold in plastic bags. We also organized a movie night for that same night with free hotdogs and popcorn and as many books as they wanted. Unfortunately, when it was time for the movie to start it began to rain. However, we did come back on August 3<sup>rd</sup> and let the children watch the movie here in the gymnasium and despite the rain that night again we had about 40 participants again that night. We also had a six-week fundamental basketball clinic here for children ages 8 – 13 and there was no cost to attend.

We are continuing our effort to assist the Abbott Homes with setting up a Resident Council.

There will be a nomination meeting on September 7<sup>th</sup>. Josephson, Abbott, and French Towers did participate in our National Night Out. It was very well attended.

We are participating in the Family and Friends night with the City of Trenton employees at Trenton Thunder on August 21<sup>st</sup>.

Vice-chair Weldon Gordon asked Ms. Brooks if she knew how many children are here at Donnelly Homes.

Pam Brooks, Director of Resident Services said if she had to guess she would say that between the ages of 6 and 16, which most of our programs are geared to, there are probably about 560.

Jelani B. Garrett, Secretary/Interim Executive Director introduced Resolution 17-29 authorizing disbursements for the month of June and July.

Chairman Raines stated he would take a motion for Resolution 17-29. Commissioner Gentry moved the motion for approval of Disbursements for the month of June and July; Commissioner Fitzgerald seconded the motion. 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:

**RESOLUTION 17-29 (Attached)**

	<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAINS</u></b>
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		
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>

Resolution passed.

Chairman Raines stated that the report of the Secretary also covered New Business however he does want to state for the record that was a tremendous job on the reduction of vacancies. A reduction of twenty two percent in less than ninety days; you and your staff need to be commended.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

New Business was covered in the report of the Secretary.

**REPORT FROM THE CHAIR**

Chairman Raines stated that he only had two things; first the NAHRO fall conference is being held in Pittsburgh October 27<sup>th</sup> – 29<sup>th</sup>. He encourages anyone interested to attend. He stated that this is around the time the federal budget will be done and there are a lot of changes coming out of Washington. This is a good time to network and get some good information. Second, I will be meeting with the vice chair after this meeting and we will be working on our sub-committees so if you haven't joined one please do. We have three, finance, human resources, and redevelopment.

**PUBLIC COMMENT SESSION**

Chairman Raines asked if there was anyone from the public who wished to speak. There was no one wishing to speak.

Ms. Pickett, Resident Council President of Josephson Homes invited the Board to attend their meeting tomorrow night (8/10/2017).

Chairman Raines asked for a motion to go into Executive Session. Commissioner Fitzgerald moved the motion, Vice-chair Weldon Gordon seconded the motion and upon a voice vote the motion carries as follows:

	<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAINS</u></b>
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		
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>

Chairman Raines stated that the Board would not be returning to public session.

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