

**REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF TRENTON
HELD WEDNESDAY, DECEMBER 18, 2019 12:00 PM
ADMINISTRATION BUILDING, 875 NEW WILLOW STREET**

The meeting was called to order by Chairman, Clifton Anderson, 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: Clifton Anderson, Chairman, Nikki Dotts, Lee Ingram, Gary Gentry, Shenette Gray, John C. Raines, Kim Taylor, Commissioners; and Jelani B. Garrett, Secretary/Executive Director

LATE:

ABSENT:

Also Present: Grant Wright, Hill Wallack, LLP; Clifford Godfrey, Deputy Executive Director; Petrona Jerome and Andrew Nwadike, Asset Managers; Pamela Brooks, Manager of Resident Services; Kenneth Martin, Manager of Procurement & Contracts; Chrysti Huff, Redevelopment Project Manager; Darren “Freedom” Green, Security Manager, Francine Nalbone, Human Resources Specialist, Fateema Kirk, Administrative Assistant, Santiago Rodriguez, Councilman.

Chairman Anderson asked for a motion to adopt the agenda. Commissioner Raines moved the motion to adopt the agenda for December 18, 2019; the motion was seconded by Commissioner Dotts and upon roll call the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Anderson	1		
Total	7	0	0

Chairman Anderson stated next is the approval of the minutes for the Regular Meeting held on October 9, 2019. Chairman Anderson then asked for a motion to move the minutes. Commissioner Dotts moved the motion for approval of the minutes; Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions, seeing there are none he asked for the roll to be called and upon roll call the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Anderson	1		
Total	7	0	0

Minutes Approved.

Chairman Anderson then asked for the report of the Secretary.

Executive Director/Secretary called on Mr. Godfrey to provide a report on the various upgrades to the agency.

Clifford Godfrey, Deputy Executive Director, explained that in addition to the upgrades that the Board can see such as the Café, the Donnelly Management Office, the Board and the Conference Room, many upgrades have been completed throughout the agency. To date, we have modernized 44 Kitchens which included the replacement of cabinets, flooring, countertops and sinks; 65 Bathrooms which included replacing tub surrounds, window kits, vanities, toilets and bath lighting; painting of 61 senior units. In addition to those upgrades, we have installed 2,553 smoke detectors, 35 entry doors, replaced 72% of the hot water tanks which were nearing the end of service life, and site lighting. Additionally, we have upgraded the Agency's Network Infrastructure including computer hardware and software. We have updated our printers and enabled network printing; upgraded the phone system, and the Security Camera infrastructure is expected to be completed by February.

Commissioner Taylor stated that previously there were issues, at the senior buildings, with the stove being right next to the walls. Was this ever addressed? Mr. Godfrey addressed her question letting the Board know that the senior buildings are included in the next round of modernization and this issue will be addressed. Right now, there was a plate that was put up on some of the walls.

Executive Director/Secretary Garrett called upon Chrysti Huff to provide an update on redevelopment. Chrysti Huff, Redevelopment Project Manager, provided the Board with an update on the progress of THA's Redevelopment and Modernization projects. She started with Page Homes redevelopment. The Asbestos abatement is completed. Demolition is almost completed there is only ½ building that remains. The new hires are Section 3 hires and one Section 3 business was hired to perform the air monitoring. Currently 22% are Section 3, 22% are local business, and 35% are MBE/WBE suppliers.

Next, she provided an update on the Choice Neighborhood Planning Grant. She stated that on October 22, 2019 a press event was held. The event was well attended with many dignitaries such as HUD Regional Administrator Lynne Patton, Lt. Governor Sheila Oliver, Mayor Gusciora, Senator Shirley Turner, Assemblyman Verrelli, Assemblywoman Reynolds-Jackson and members of City Council. On December 9th and 10th, there was a HUD site visit. Day 1 consisted an introduction and opening remarks, orientation to the City and neighborhood which included a bus tour as well as task force meetings and a Donnelly Homes resident meeting. On day 2, HUD provided feedback and a debriefing with the Choice Neighborhood Team. She also informed them that we are in the process of working to develop a needs assessment for the Donnelly Homes residents and the North Trenton Battle Monument neighborhood.

Next, she spoke on the Authority-wide RAD Conversion. She informed the Board that the THA awarded a contract to AEI Consultants to complete the RPCAs. Currently, we are waiting for reports from AEI in order to determine the best project structure.

Next, she spoke on Frazier Courts. She informed the Board that we will be preparing and releasing an RFP for a Development Partner in the first quarter of 2020.

Ms. Huff asked if there were any questions; Commissioner Taylor asked if we will be keeping the name Page Homes? Ms. Huff stated the name will change; however, a name has not yet been decided on. Commissioner Raines asked if there was any remediation or environmental clean-up that was needed. Ms. Huff stated that it has already been completed. Commissioner Taylor asked if Security will be provided once the building starts going up and plumbing starts to go in. Ms. Huff stated that Conifer is responsible for providing security services. There will most likely be a contract for security.

Jelani B. Garrett, Executive Director/Secretary called on Pam Brooks, Resident Services Manager to provide an update.

Pam Brooks, Resident Services Manager, provided the Board with an update of her department. She stated that THA sponsored 61 seniors to attend the Mayors Senior Holiday Gala; the Resident Services department along with Local 105 PBA, Women in Blue, TCHS Class of 1988 and the Trenton Policewomen in Law Enforcement hosted a Christmas Party for THAs Afterschool Program on December 12th. All gifts were donated by the ladies of these Organizations. On December 12th, the State of New Jersey Human Resources Department hosted an Aids Awareness Workshop at French Towers and on December 15th, THA sponsored 10 Seniors to attend a play at the Mill Hill Playhouse and transportation was provided for THA seniors. She updated the Board of the Census 2020 job fair held at Prospect Village in November. The next two job fairs are scheduled for December 18th and January 8th. Thus far we had 51 residents come out and apply. This year the Resident Councils from each of the Senior Buildings will be hosting their own Christmas Party for the residents of their buildings.

Jelani B. Garrett, Executive Director/Secretary stated that before we move on to the Resolutions, he wanted to let them know that Cliff, Chrysti, and himself met with Lt. Sheila Oliver and her Director of Policy Development. It was a very positive meeting, she was very interested in the things we are doing at the Trenton Housing Authority and she made a verbal commitment to me that she we support the Housing Authority having a Section 8 Program and in January we are going to be working out the details of that. We also had a meeting with the Hugh Bailey, Assistant Commissioner of the Department of Labor regarding 220 Southard Street as a Certified Training Center. We are shopping around, as you know we went out twice for offers on that building and we didn't get anything, so I think we must think creatively. We also spoke to the City and that area is designed for Social Services so a training center would fit in with the City's footprint.

Commissioner Raines stated that Hugh Bailey does a lot of out of the box thinking.

Executive Director Garrett stated he was surprised with how much he knew about THAs operations.

Commissioner Taylor asked if we were still going to try for 25 Section 8 vouchers. Director Garrett stated that in his conversations with them they asked what the minimum he was looking for and he said 250. With RAD, there are a number of things we have to look at. He went into some detail about this.

Commissioner Taylor stated with regards to obtaining those vouchers, we also have a commitment from Senator Shirley Turner, Assemblywoman Verlina Reynolds-Jackson, and Assemblyman Anthony Verreli.

Jelani B. Garrett, Executive Director/Secretary, called on Latrice Leggett to present Resolution 19-42, 19-43 and 19-44.

Latrice Leggett, Finance Director introduced Resolution 19-42; approval of the disbursements for the month of October and November 2019 in the amount of \$1,809,857.19 and asked that the Board approve the Resolution.

Chairman Anderson stated he would take a motion for Resolution 19-42. Commissioner Raines moved the motion and Commissioner Gentry seconded the motion for Resolution 19-42. Chairman Anderson asked if there were any questions. Seeing there were none he then called for the roll to be called and upon roll call the motion carried as follows:

	<u>RESOLUTION 19-42</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Anderson	1		
Total	7	0	0

Resolution Passed.

Latrice Leggett, Finance Director introduced Resolution 19-43 authorizing the adoption of the Annual Audit prepared by Aprio Independent Auditors.

Chairman Anderson stated he would take a motion for Resolution 19-43. Commissioner Raines moved the motion to adopt the audit and Commissioner Dotts seconded the motion. Chairman Anderson asked if there were any questions, Commissioner Ingram stated he did not receive a copy of the Audit. Director Garrett stated it went out in October, it was included in the Board Packet. Commissioner Ingram stated he did not receive one and Director Garrett stated he would get him a copy. He also asked if when the packets are delivered if they can knock on the door as opposed to leaving it on the front porch. Director

Garrett asked Finance Director Leggett to point out anything that stands out about the Audit. Ms. Leggett stated that there were no findings and the audit was in compliance with federal regulations. seeing there are none he asked for the roll to be called and upon roll call the motion carried as follows:

RESOLUTION 19-43

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor			1
Commissioner Anderson	1		
Total	6	0	1

Resolution passed.

Latrice Leggett, Finance Director stated that Resolution 19-44 authorizing the approval of the Trenton Housing Authority Budget for the fiscal year beginning January 1, 2020 and ending December 31, 2020. Finance Director Leggett provided an overview of the budget.

Chairman Anderson asked for a motion to approve Resolution 19-44 approving the budget for the fiscal year beginning January 20, 2020 and ending on December 31, 2020. Commissioner Raines moved the motion to the motion to approve the budget and Commissioner Dotts seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Taylor asked what was the total budget and Finance Director Leggett stated \$18,513,284. Commissioner Taylor then asked if this incorporated Capital and Latrice Leggett stated it includes 1406 which is a part of Capital. Commissioner Taylor asked if the budget increased this year. Latrice Leggett stated that it increased by \$1.3 million. Commissioner Raines asked if this was the budget that goes to DCA and Director Garrett stated it was not this is our real budget. Chairman Anderson asked if there were any more questions; seeing there are none he asked for the roll to be called and upon roll call the motion carried as follows:

RESOLUTION 19-44

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Anderson	1		
Total	7	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director called on Kenneth Martin, Procurement Manager to introduce Resolution 19-45.

Kenneth Martin, Procurement Manager, introduced Resolution 19-45, authorizing the Executive Director to execute a contract with William Smith to replace the boiler at Wilson Homes.

Chairman Anderson asked for a motion to move Resolution 19-45. Commissioner Raines moved Resolution 19-45 and Commissioner seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Ingram said you are saying that one of the boilers are off-line at this time then asked how many residents were affected by this and Ken Martin stated that one boiler is still running. Commissioner Gentry asked for the size of the replacement boiler. Ken Martin stated at this time he didn't have that information with him. Gentry asked what parts were included or if it was just the boiler. Ken Martin stated it was just the boiler, the holding tank, etc has already been done. Commissioner Gentry then asked if it was oil or gas. Ken Martin stated it had been converted to gas. Chairman Anderson asked if there were any other questions, seeing there are none he called for the roll to be called and upon roll call the motion carried as follows:

	<u>RESOLUTION 19-45</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Anderson	1		
Total	7	0	0

Resolution passed.

Executive Director Garrett called upon Chrysti Huff to introduce Resolution 19-46.

Chrysti Huff, Redevelopment Manager, introduced Resolution 19-46 authorizing the Executive Director to enact the updated flat rents in accordance with the Quality Housing and Work Responsibility Act of 1998. She also stated that the new rents will be effective January 1, 2020.

Chairman Anderson asked for a motion to move Resolution 19-46. Commissioner Raines moved Resolution 19-46 and Commissioner Gray seconded the motion. Chairman Anderson asked if there were any questions. Chairman Anderson asked if there were any questions. Commissioner Ingram asked if all the residents were notified. Commissioner Raines asked if the increase takes effect at the time of recertification. Commissioner Gray asked what percentage of residents are on flat rent. Director Garrett stated all residents were informed of the rent increases and he further explained how this works. Residents have the option of 30% of income or flat rents. He also explained that the rent increase takes effect at the next recertification, the percentage of residents on flat rent is very small. Chairman Anderson

asked if there were any other questions, seeing there are none he called for the roll to be called and upon roll call the motion carried as follows:

RESOLUTION 19-46

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Anderson	1		
Total	7	0	0

Resolution passed.

This concluded the Report of the Secretary.

NEW BUSINESS

No new business

REPORT FROM THE CHAIR

Chairman Anderson welcomed everyone to the meeting. He stated that it is an honor and a privilege to serve all of you and I will do that to the best of my ability. There is nothing further to report from the chair.

PUBLIC COMMENT

Councilman Santiago Rodriguez questioned the number of Latinos living in Trenton Housing Authority. He stated that 5 years ago he came to speak with Director Leggett regarding the lack of Latino's living in the Housing Authority and was told that he was going to open up the list. He further explained what transpired in the past 5 years and asked what Mr. Garrett was going to do to increase the percentage of Latino's living in the Housing Authority. Mr. Garrett explained that at the present time, the wait list was closed and stated that when it opens, he would notify him directly. He also stated that it would be up to the Councilman to assist his people with applying.

There being no further public comments, Chairman Anderson asked he for a motion to close public session and adjourn the meeting. Commissioner Raines moved the motion and Commissioner Gray seconded the motion and upon a voice vote the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Dotts	1		
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Anderson	1		
Total	7	0	0

Jelani B. Garrett.

Board of Commissioners
Housing Authority
of the
City of Trenton