

**REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF TRENTON
HELD WEDNESDAY, JUNE 10, 2020 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: Nikesia Dotts, Lee Ingram, Gary Gentry, John C. Raines, Shenette Gray, Clifton Anderson, Commissioners; and Jelani B. Garrett, Secretary/Executive Director

LATE:

ABSENT: Kim Taylor, Commissioner

Also Present: Grant Wright, Hill Wallack, LLP; Clifford Godfrey, Deputy Executive Director; Latrice Leggett, Finance Director; Chrysti Huff, Redevelopment Project Manager; Pamela Brooks, Resident Services Manager; Audrey Walker, Manager of Admissions & Occupancy; Andrew Nwadike, Petrona Jerome, Asset Managers; Ken Martin Manager of Procurement & Contracts; Francine Nalbone, Human Resources Specialist.

Chairman Anderson asked for a motion to adopt the agenda. Commissioner Raines moved the motion to adopt the agenda for June 10, 2020; the motion was seconded by Commissioner Gray 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		
Chairman Anderson	1		
Total	6	0	0

Agenda approved

Chairman Anderson stated next is the approval of the minutes for the Regular Meeting held on May 13, 2020. Chairman Anderson asked for a motion to move the minutes. Commissioner Raines moved the

motion for approval of the minutes; Commissioner Gray seconded the motion. Chairman Anderson asked if there were any questions, seeing there were none, Chairman Anderson called 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		
Chairman Anderson	1		
Total	6	0	0

Minutes Approved

Chairman Anderson then asked for the report of the Secretary.

Jelani B. Garrett, Executive Director/Secretary called on Latrice Leggett to introduce Resolution 20-19 and 20-20.

Latrice Leggett, Finance Director stated Resolution 20-19 authorizes the approval of disbursements in the amount of \$389,615.80 (GF \$383,365.80 and CF \$6,250.00) for the month of May 2020. She recommended that the Board approve Resolution 20-19 approving the disbursements for May 2020.

Chairman Anderson stated he would take a motion for Resolution 20-19. Commissioner Raines moved the motion and Commissioner Ingram seconded the motion. Chairman Anderson asked if there were any questions. Seeing there were none, he asked for the roll to be called and upon roll call the motion carried as follows:

<u>RESOLUTION 20-19</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		
Chairman Anderson	1		
Total	6	0	0

Resolution Passed.

Latrice Leggett, Finance Director stated Resolution 20-20 authorizes the adoption of the 2020 State budget which was previously approved by the Commissioners at an open public meeting held on February 12, 2020. Latrice recommended that the Board approve Resolution 20-20 adopting the State Budget.

RESOLUTION 20-20

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

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary, called on Kenneth Martin, Procurement and Contracts Manager to introduced Resolution 20-21, general counsel legal services. He stated that five (5) firms requested proposals and two (2) firms submitted responses by the May 27, 2020 closing date. After review by the Evaluation Committee, it was determined that Hill Wallack, LLP submitted the highest rated proposal. It is recommended that the Board of Commissioners approve Resolution 20-21 authorizing the Executive Director to enter into an agreement with Hill Wallack, LLP for general counsel legal services for an amount not to exceed \$96,000.

Chairman Anderson asked for a motion to approve Resolution 20-21. Commissioner Raines moved Resolution 20-21; Commissioner Ingram seconded the motion. Chairman Anderson asked if there were any questions; seeing there were none he called for the roll to be called and upon roll call the motion carried as follows:

RESOLUTION 20-21

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

Resolution Passed.

Kenneth Martin, Manager of Procurement and Contracts introduced Resolution 20-22 tenancy and occupancy legal services. He stated that five (5) firms requested proposals and three (3) firms submitted proposals by the due date of May 27, 2020. After review by the Evaluation Committee, it was determined that Szaferman, Lakind, Blumstein & Blader was the highest rated respondent. It is recommended that the Board approve Resolution 20-22 authorizing the Executive Director to enter into an Agreement with Szaferman, Lakind, Blumstein & Blader to provide tenancy and occupancy legal services for an amount not to exceed \$95,000.

Chairman Anderson stated he would take a motion for Resolution 20-22. Commissioner Gray moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions. Seeing there were none, he asked for the roll to be called and upon roll call the motion carried as follows:

	<u>RESOLUTION 20-22</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		
Chairman Anderson	1		
Total	6	0	0

Resolution Passed.

Kenneth Martin, Manager of Procurement and Contracts introduced Resolution 20-23 for service and maintenance of the elevators at the three (3) senior buildings. He stated that eight (8) firms requested proposals and one (1) firm submitted proposals by the due date of May 27, 2020. After review by the Evaluation Committee, it was determined that Standard Elevator Corporation was the highest rated respondent. It is recommended that the Board approve Resolution 20-23 authorizing the Executive Director to enter in to a Contract with Standard Elevator to provide service and maintenance of the elevators at the three (3) senior buildings for one (1) year with the options for two (2) additional years for an amount not to exceed \$117,222.53 for the three (3) year period.

Chairman Anderson stated he would take a motion for Resolution 20-23. Commissioner Gray moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions. Seeing there were none, he asked for the roll to be called and upon roll call the motion carried as follows:

RESOLUTION 20-23

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

Resolution Passed.

Kenneth Martin, Manager of Procurement and Contracts introduced Resolution 20-24 to amend the contracts with Commercial Cleaning for janitorial services due to COVID. He stated that due to the pandemic, the Authority is unable to release a new RFP which allows interested contractors to have a complete walkthrough of the sites involved. The amended contract will include the current scope of work plus additional cleaning days for the Administration Building, Community Centers and Laundry Rooms. It is recommended that the Board approve Resolution 20-24 authorizing the Executive Director to execute and addendum to the contracts with Commercial Cleaning Corporation.

Chairman Anderson stated he would take a motion for Resolution 20-24. Commissioner Gray moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Ingram asked what the total amount of the contract was. Kenneth Martin stated that the total amount of the contract for a one (1) year period is \$177,921. This amount includes cleaning five (5) days a week due to COVID. Commissioner Ingram then asked about the cleaning of one building on Sunday. Ken Martin stated that Ms. Brooks, Resident Services Manager previously asked if we could have the Prospect Village Community Center cleaned on Sundays as that facility is rented out on the weekends for events. Jelani B. Garrett then stated that at this time, we are not renting out any of the facilities due to COVID however we included it in the contract in the event we are able to rent the facility prior to the end of the one (1) year contract. Chairman Anderson asked if there were any more questions. Seeing there were none, he asked for the roll to be called and upon roll call the motion carried as follows:

RESOLUTION 20-24

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

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary introduced Resolution 20-25 authorizing the Executive Director to renew the agreement with Risk Strategy Solutions, LLC to provide a customized, innovative claims support and advisory system tailored to the unique experiences of Trenton Housing Authority. Executive Director Garrett explained that having a Risk Management Consultant will provides the Authority with a strategic way of handling claims and reduce the Authority's exposure allowing for a more effective risk management program.

Chairman Anderson stated he would take a motion for Resolution 20-25. Commissioner Gray moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Raines stated he noticed that the Workers Comp has gone down significantly and was wondering if this was a result of these services. Jelani B. Garrett stated he does not attribute the decrease to these services. The consultant had several trainings scheduled however due to COVID they were unable to provide these trainings. He stated that he believes next year we will see change because of these services. Chairman Anderson asked if there were any more questions. Seeing there were 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		
Chairman Anderson	1		
Total	6		

Jelani B. Garrett, Executive Director/Secretary introduced Resolution 20-26 authorizing the renaming of the Housing Authority's Page Homes Redevelopment Project Turner Pointe in honor of Senator Shirley K. Turner. He asked the Commissioner if they had received the Resolution and then read the first two (2) and the last two (2) Whereas.

Chairman Anderson stated he would take a motion for Resolution 20-26. Commissioner Raines moved the motion and Commissioner Ingram seconded the motion. Commissioner Raines then changed his motion to be a unanimous affirmation by acclimation of the Board. Jelani B. Garrett, Executive Director/Secretary then asked all in favor say Aye. All commissioners in attendance voted to rename Page Homes to Turner Pointe.

RESOLUTION 20-26

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

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary, stated that concludes the secretary's report.

Commissioner Ingram asked if there was anything else, he was needed for as he had to return to work. Mr. Ingram then left the meeting.

NEW BUSINESS

No new business.

REPORT FROM THE CHAIR

Chairman Anderson stated that today was Shenette Gray's last meeting and asked her to give a personal synopsis. Commissioner Gray state that she was going back to school for her Doctorate's in Education. In August she will be a full-time student at Harvard University. She is excited for the opportunity and it has been a pleasure to serve on the Board. All in attendance congratulated her and wished her well.

Following Chairman Anderson's report, Commissioner Gentry stated that it came to his attention, while at the Home Depot last night, that contractors were dismissed from the redevelopment site. He wanted to know who it was, why it was and if the Housing Authority was party to them being dismissed.

At that point, Jelani B. Garrett, Executive Director/Secretary asked the staff that was on to leave the meeting as this was a discussion that should be held in closed session as it deals with contracting. Chrysti Huff, Redevelopment Manager asked if she should leave and Mr. Garrett stated no you should stay.

Commissioner Raines made a motion to go into Executive Session the motion was seconded by Commissioner Gray 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 Raines	1		
Chairman Anderson	1		
Total	5	0	0

PUBLIC COMMENT

There was no public in attendance.

Jelani B. Garrett.

Board of Commissioners
Housing Authority
of the
City of Trenton