

**REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF TRENTON
HELD WEDNESDAY, October 14, 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: Darlene Weldon-Gordon, Sonya A. Wilkins, John C. Raines, Kim Taylor, Gary Gentry, Clifton Anderson, Commissioners; and Jelani B. Garrett, Secretary/Executive Director

LATE:

ABSENT: Nikesia Dotts, Commissioner

Also Present: Vicky Flynn, 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; 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 October 14, 2020; the motion was seconded by Commissioner Weldon and upon roll call the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Gentry	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Raines	1		
Commissioner Taylor	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 September 9, 2020. Chairman Anderson asked for a motion to move the minutes. Commissioner Weldon moved the motion for approval of the minutes; Commissioner Raines 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 Gentry	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Raines	1		
Commissioner Taylor	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 upon Pam Brooks, Resident Services Manager to provide a brief update on what is happening with her department.

Pamela Brooks, Resident Services Manager stated that we are very busy are doing some amazing things. As you know we held a National Night Out which was very well attended. We had fourteen (14) partners in attendance providing important information to our residents. I want to thank those of you who attended and helped to make the event such a success. We have a couple of partners who are offering voter registration seminars. Mr. Raines is hosting one tonight at our Abbott Apartments and will be at French tomorrow evening and Ms. Darlene Weldon had a successful day on Sunday outside the Josephson and Abbott Apartments. We also have another coming up that is being hosted by Darlene Weldon on October 24th here at Donnelly from 2 to 4 p.m. on the outside field. We are having a Senior Bingo Night which will take place here at Donnelly Homes gymnasium from 6 to 8 p.m. Those in attendance will be required to wear mask and social distance. If this goes well then, we will look at having them at the other locations. Our partnership with the Trenton Health Team and Snipes provided our seniors with vegetable bags over the last 8 weeks. Due to additional funding, for the next 8 weeks, they will provide vegetable bags for fifty (50) residents here at Donnell Homes. At our next meeting I will have more information on the upcoming events specifically our partnership with Change Church and feeding 250 families for the Thanksgiving holiday.

Commissioner Weldon stated that Pam and her department our doing a great job. Commissioner Wilkins stated that the National Night Out was phenomenal and very well attended. Ms. Brooks thanked them both.

Jelani B. Garrett, Executive Director called on Chrysti Huff, Redevelopment Manager to give an update on redevelopment.

Chrysti Huff, Redevelopment Manager stated that the Ribbon Cutting Ceremony for Turner Point will be Thursday, October 15th at 10:00 a.m. She provided the Agenda for the ceremony We will be ready to move tenants in on October 20th. We have 21 tenants lined up to move in and the remainder of the site will be completed by December 31st.

The Choice Neighborhood Planning Grant – to date, we have participated in six (6) task force meetings and we have three (3) more meetings scheduled for October 22, 28, and 29, 2020. We also participated in National Night Out and the residents seemed to like that so we will be looking at doing more things like that.

Jelani B. Garrett, Executive Director/Secretary, stated that prior to this meeting they had a Trenton City Housing and Redevelopment Corporation meeting which Commissioner Gentry, Commissioner Raines, and Commissioner Taylor sit on along with Chrysti and myself. As you know, we participated in the Turner Pointe Development and we are working on getting the 501C3 for that Corporation. He went on to express that he perceives that the members of the Trenton City Housing and Redevelopment Corporation would be a sub-committee of the Board on redevelopment.

Jelani B. Garrett, Executive Director/Secretary called on Latrice Leggett to introduce Resolution 20-29.

Latrice Leggett, Finance Director stated Resolution 20-29 authorizes the approval of disbursements in the amount of \$698,083.91 for the month of September 2020. She recommended that the Board approve Resolution 20-29 approving the disbursements for September 2020.

Chairman Anderson stated he would take a motion for Resolution 20-29. Commissioner Weldon moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Wilkins had a few questions regarding some of the disbursements (General Flooring and GE Appliances). Executive Director Garrett provided insight on her questions. Commissioner Wilkins also suggested that disbursement be listed by vendor as oppose to check number. Chairman Anderson asked if anyone else had any questions. Seeing there were no more questions, he asked for the roll to be called and upon roll call the motion carried as follows:

	<u>RESOLUTION 20-29</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Gentry	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Chairman Anderson	1		
Total	6	0	0

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary called on Clifford Godfrey, Deputy Executive Director, to present Resolution 20-30.

Clifford Godfrey, Deputy Executive Director, stated that since 2017 THA and outside contractors have made assessments of the agency's surveillance system portfolio wide. We have abandoned Comtec System which is obsolete by industry standards. Upgrades to the Agency's Data Network & infrastructure has made it possible to efficiently operate each property's surveillance system as an independent node. The Agency's network capacity and scalability has increased, and we are prepared to extend coverage across Lincoln Homes, Prospect Village, and Wilson Homes. We are seeking to direct purchase products for install from the EAW Securities under GSA Advantage contract where no other solicitation is required. Resolution 20-30 authorizes the Executive Director to execute the purchase of products from EAW Securities under a purchase agreement not to exceed \$297,346 from the 2020 Capital fund budget line item.

Chairman Anderson stated he would take a motion for Resolution 20-30. Commissioner Raines moved the motion and Commissioner Weldon seconded the motion. Chairman Anderson asked if there were any questions. Seeing there are none, he called for the roll to be called and upon roll call the motion carried as follows:

RESOLUTION 20-30

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Gentry	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Chairman Anderson	1		
Total	6	0	0

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary presented Resolution 20-31 which authorizes the Executive Director to obtain the services of three (3) general contractors to complete vacant unit reconditioning. He explained the reasoning for such a contract and the details of how it would work. He also stated that several meetings were held to determine the fee structure for the level of repairs required. THA would supply materials and contractors would supply the skilled labor to make the necessary improvements to the units.

Chairman Anderson stated he would take a motion for Resolution 20-31. Commissioner Raines moved the motion and Commissioner Weldon seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Gentry stated he did not understand the pricing structure on what was just explained. For example, qualifications what are you looking at besides MBE. Mr. Garrett explained that they looked at the work they have done in the past, references, and the quality of the work completed. We are familiar with all three (3) of the contractors. Mr. Gentry then asked what happens if they go into a unit and open it up and realize that it calls more work than was originally called for due to hidden damage. Clifford Godfrey, Deputy Executive Director, explained how it was set up. He stated it was set up as a task order. THAs maintenance are required to go into the unit once vacated and determine what is necessary and task it out to the contractor as either a light, moderate or difficult job. The contractor will

then either accept the unit or state that it requires more than was is being asked and then that is when we would go back and look at the work description. Commissioner Gentry then asked he is concerned with hidden damage. He asked if there was a change order piece in there. Clifford Godfrey explained that we would then look at it and it could be a change order, or it could be something we should consider putting in our MOD program. Commissioner Gentry then asked how does a new contractor get inside. Jelani B. Garrett, Executive Director, explained the process.

Chairman Anderson asked if there were any more questions, seeing there are none, he asked that the roll be called and upon roll call the motion carried as follows:

RESOLUTION 20-31

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Gentry	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Chairman Anderson	1		
Total	6	0	0

Resolution Passed.

That concluded the report of the secretary.

Chairman Anderson called for a motion to amend the agenda to include a closed session. Commissioner Raines moved the motion and Commissioner Weldon seconded the motion and upon roll call the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Gentry	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Chairman Anderson	1		
Total	6	0	0

NEW BUSINESS

Chairman Anderson asked if there was any new business.

Commissioner Taylor stated that even though things were partially shut down due to the pandemic, she has been busy with NAHRO and MARC NAHRO. In June, I wrote an article on race and housing, in August I was asked to be on a panel for a discussion in race and housing. I was also appointed to the Board of Directors for Marc NAHRO. Commissioners congratulated her.

Commissioner Gentry suggested that we take her article and put it on THAs website.

Chairman Anderson asked Commissioner Taylor to forward the article to the Executive Director.

Chairman Anderson introduced Victoria Flynn as the new attorney. She replaces Grant Wright who has left the firm.

Executive Director Garrett introduced the Director of Security and Asset Protection, Ron Glover. Mr. Glover comes to us with over 25 years in law enforcement. We are looking for him to upgrade our security operations. Mr. Garrett asked Mr. Glover to say a few words. Mr. Glover stated that he looks forward to getting to know them and to hear any ideas, concerns or issues they may have. He should have his email tomorrow.

Commissioner Wilkins asked what his background was. Mr. Glover provided her with an overview of what areas of law enforcement he worked in.

Commissioner Weldon asked if he was recommended and he said no he applied.

REPORT FROM THE CHAIR

Nothing further to report.

PUBLIC COMMENT

There was no public in attendance.

Chairman Anderson then asked for a motion to close the public session and go into Executive Session. Commissioner Weldon moved the motion, Commissioner Wilkins seconded the motion and upon roll call the motion carried as follows:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Gentry	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Chairman Anderson	1		
Total	6	0	0

Jelani B. Garrett.

Board of Commissioners
Housing Authority
of the
City of Trenton