

**REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF TRENTON  
HELD WEDNESDAY, MAY 13, 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:** Lee Ingram, Gary Gentry, Kim Taylor, John C. Raines, Shenette Gray, Clifton Anderson, Commissioners; and Jelani B. Garrett, Secretary/Executive Director

**LATE:**

**ABSENT:** Nikesia Dotts, 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 May 13, 2020; the motion was seconded by Commissioner Ingram and upon roll call the motion carried as follows:

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

Chairman Anderson stated next is the approval of the minutes for the Regular Meeting held on April 15, 2020. Chairman Anderson asked for a motion to move the minutes. Commissioner Gray moved the motion for approval of the minutes; Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions. Grant Wright, Legal Counsel, stated he had one comment, on page 3

the first full paragraph the word interrogatories should be changed to injunction. Commissioner Raines then moved that the minutes with the change suggested by Legal Counsel be approved, Commissioner Gentry seconded and upon roll call the motion carried as follows:

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

Minutes Approved

Chairman Anderson then asked for the report of the Secretary.

Jelani B. Garrett, Executive Director called on Pam Brooks, Resident and Community Services Manager to provide a brief update on the community services supportive activities.

Pam Brooks, Resident and Community Services Manager, stated that the City of Trenton provided 4,000 protective masks and Change Church in Ewing provided 1,000 protective mask and we were able to take those mask put them in sealed baggies along with other pertinent information and send them out to every head of household here at the Housing Authority which was approximately 1,300.

Arm & Arm which is a local agency is providing 75 non-perishable food boxes here at Donnelly Homes tomorrow, so we are contacting families to let them know. This is in addition to the breakfast and lunches already provided by the YMCA.

We are partnering with a local agency who is providing diapers for newborns and pull-ups for toddlers and Tonya Grant is coordinating with the families with children.

Local churches and other organizations provided services to our residents.

VC Construction gave \$300 in cash, so we identified 3 families with 3 or 4 children and went to their homes and surprised them with \$100; Grace Cathedral gave a \$100 Shoprite gift card to a Donnelly resident.

Trenton Corrections Officers provided Shoprite gift cards which we have distributed to the families.

About 3 weeks ago we sent out mailing to our residents about the FSS program and we have had about 8 families contact us stating they were interested in participating.

Jelani B. Garrett, Executive Director/Secretary, additionally, by the end of the week, I will be emailing a draft copy of the Business Continuity Plan outlining business hours, staff reporting, employees eligible to telework, office management and building functions, maintenance and modernization activities, resident and community services and staff leave due to COVID 19. Additionally, by the next meeting we will have a draft budget to the Board for the expenditures of the additional funds we are receiving under the operating grant directly related to the things we can due related to COVID. We have been kicking it

around with some staff and some great ideas have come out and we want to share that with the Board and get your ideas and thoughts as well.

Director Garrett then stated that today there are only two (2) resolutions on the agenda. He then called on Latrice Leggett to introduce Resolution 20-17.

Latrice Leggett, Finance Director stated Resolution 20-17 authorizes the approval of disbursements in the amount of \$989,184.24 (GF \$402,959.89 and CF \$586,224.35) for the month of April 2020. She recommended that the Board approve Resolution 20-17 approving the disbursements for April 2020.

Chairman Anderson stated he would take a motion for Resolution 20-17. Commissioner Raines moved the motion and Commissioner Gray 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:

	<b><u>RESOLUTION 20-17</u></b>		
	<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAINS</u></b>
Commissioner Gentry	1		
Commissioner Gray	1		
Commissioner Ingram	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Chairman Anderson	1		
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary, called on Chrysti Huff, Redevelopment Manager to introduced Resolution 20-18.

Chrysti Huff, Redevelopment Manager, stated that Resolution 20-18 authorizes the Executive Director to enter into an agreement with the Brooke Group to provide redevelopment program management services. She stated that an RFP was advertised on March 23, 2020, twenty-six (26) packages were requested and three (3) firms submitted proposals. The Brooke Group was the highest rated respondent whose proposal was both responsive and responsible. The Brooke Group has been working with Trenton Housing Authority since 2012 providing a plethora of expertise and supportive services for various redevelopment projects. They assisted THA with developing our comprehensive Section 3 policy; the closing process for our first RAD deal; and the Page Homes Development. She stated that the agreement is for one (1) year and not to exceed \$75,000.

Chairman Anderson stated he would take a motion for Resolution 20-18. 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:

### **RESOLUTION 20-18**

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

Resolution Passed.

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

### **NEW BUSINESS**

Jelani B. Garrett, Executive Director/Secretary stated with respect to the naming of the development, I know we had talked about naming the development after the former Mayor Doug Palmer. I reached out to Doug Palmer and he declined having the development named after him, he stated that he would agree to having the community room named after him similar to what we did at Rush Crossings when we named the community room after Executive Director Wayne Lartigue. He said that if we were to do that, he would commit to funding educational programs out of the community room. Now that leaves us again with limited time to come up with another name. We are pushing up against the deadline because we will be sending out promotional materials early June, so we need to agree on a name for the development. So, I am putting that back in the Commissioners laps. We need something by June 1<sup>st</sup>.

Chairman Anderson asked if there were any suggestions. Commissioner Raines suggested that since Commissioner Gray did such a good job before that we think about it and get back to her. Commissioner Raines then asked if we still have time. The Executive Director stated that they need the information by June 1<sup>st</sup> so we may have to have a special call. Commissioner Gray stated that there were two (2) other suggestions. I forget then name that Commissioner Raines suggested; Commissioner Ingram suggested A New Beginning. So, we can use those two (2) or we can open it up to other suggestions. Commissioner Anderson suggested that we open it up to other suggestions and follow the same procedures as we did before. Commissioner Gray stated she would send out a request for suggestions by Friday giving everyone until Monday to get their suggestions in, then she will send out another email for them to vote. Commissioner Gray stated that the Commissioners will receive two (2) emails one asking for suggestions and then one (1) to vote.

Chairman Anderson asked if there were any questions. He then stated that we will follow Commissioner Gray's lead and hopefully we can get this task achieved by June 1<sup>st</sup>.

Chairman Anderson stated that we are moving towards Zoom meeting and we are hoping that the Executive Director will have everything in place to have a Zoom meeting next month. He asked if there were any questions. Hearing none, he called for a conference regarding Zoom. Commissioner Gray voted yes for Zoom. She stated that she thought it was more appropriate; Commissioners Ingram, Gentry and Anderson voted for Zoom, Commissioner Raines stated he felt that

with the conference call the public has a better chance of calling however he would go with whatever the Board decides. Commissioner Gray stated that Zoom has an audio function too. Chairman Anderson suggested that we go with Zoom and see where we go from there. Commissioner Gray then asked Commissioner Taylor if she was okay with Zoom. Commissioner Taylor stated whatever the majority decides.

### **REPORT FROM THE CHAIR**

Chairman Anderson stated that he had the chance to travel to the sites this week and just wanted to report that they are doing a decent job maintaining the sites. Based on the times right now the sites were pretty clean, the lawns were maintained pretty decent. Just want to wish the Commissioners the best and hope that the families are okay. He stated he spoke to Commissioner Dotts, she had a tragedy in her family, and I expressed my condolences to her. That is all I have to report at this time.

### **PUBLIC COMMENT**

There was no public in attendance.

Chairman Anderson called for a motion to adjourn the meeting. Commissioner Raines moved the motion, Commissioner Gentry seconded the motion and upon a voice vote the motion carried as follows:

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

Meeting was adjourned at 12:28 p.m.

---

Jelani B. Garrett.

Board of Commissioners  
Housing Authority  
of the  
City of Trenton