

**REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF TRENTON
HELD WEDNESDAY, JUNE 9, 2021, 12:00 PM
ADMINISTRATION BUILDING, 875 NEW WILLOW STREET**

AN AUDIO RECORDING OF THE MEETING IS ON FILE WITH THE TRENTON HOUSING AUTHORITY

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, Darlene Weldon-Gordon, Vice Chair, John C. Raines, Kim Taylor, Sonya Wilkins, Gary Gentry, Commissioners; and Jelani B. Garrett, Secretary/Executive Director

ABSENT:

LATE: Cherie Garrette, Commissioner

Also Present: David Truelove, Hill Wallack, LLP; Clifford Godfrey, Deputy Executive Director; Latrice Leggett, Finance Director; Ron Glover, Director of Security; Pamela Brooks, Manager of Resident Services; Kenneth Martin, Manager of Procurement & Contracts; Chrysti Huff, Redevelopment Project Manager; Francine Nalbone, Human Resources Specialist, Petrona Jerome, Keith Jones, Andrew Nwadike Asset Managers, Audrey Walker, Manager of Admissions & Occupancy, Darren “Freedom” Green, Community Liaison

Chairman Anderson asked for a motion to adopt the agenda. Commissioner Raines moved the motion to adopt the agenda for June 9, 2021; 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 Garrette			
Commissioner Gentry			1
Commissioner Raines	1		
Commissioner Taylor	1		
Commission Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	5	0	1

Agenda Approved

Chairman Anderson stated next is the approval of the minutes for the Regular Meeting held on May 12, 2021. Commissioner Raines moved the motion for approval of the minutes; Commissioner Weldon seconded the motion. Chairman Anderson asked if there were any questions.

Commissioner Wilkins had a question regarding the minutes.

Jelani B. Garrett, Secretary/Executive Director, responded.

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 Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins		1	
Chairman Anderson	1		
Total	5	1	

Minutes Approved.

Chairman Anderson asked for the report of secretary.

REPORT OF SECRETARY

Clifford Godfrey, Deputy Executive Director, provided a report on housing operations, maintenance and modernization projects.

Chrysti Huff, Redevelopment Project Manager, provided a report on the Choice Neighborhood Planning Grant.

Audrey Walker, Manager of Admissions & Occupancy, provided a report on the Eviction Moratorium and the status of rents.

Pamela Brooks, Resident Services Manager, provided an update on Summer Camp, the Family Self Sufficiency (FSS) program, a mural project, and other events being sponsored by our partners.

Ron Glover, Director of Security and Asset Protection, provided a report on security operations, No Trespass Policy and partnering with the Trenton Police Department.

Jelani B. Garrett, Secretary/Executive Director, introduced Resolution 21-15, approval of disbursements for May 2021 in the amount of \$1,009,541.37.

Chairman Anderson asked for a motion to move Resolution 21-15. Commissioner Taylor moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions.

Commissioner Wilkins had a question concerning the capital funding.

Jelani B. Garrett, Secretary/Executive Director responded to her question.

Commissioner Garrette had a question regarding some of the reimbursements.

Jelani B. Garrett, Secretary/Executive Director responded to her questions.

Commissioner Weldon asked what the purpose of A-Z checks and balances was along with vendors.

Jelani B. Garrett, Secretary/Executive Director and Commissioner Taylor both responded to her question.

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>RESOLUTION 21-15</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	7	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director introduced Resolution 21-16 authorizing the Executive Director to enter into a contract with BDO USA, LLP for the provision of Accounting and Financial Consulting services.

Chairman Anderson asked for a motion to move Resolution 21-16. Commissioner Weldon moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions.

Commissioner Garrette posed a question regarding Resolution 21-16.

Jelani B. Garrett, Secretary/Executive Director responded to her question.

Chairman Anderson asked again 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 21-16

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	7	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director called on Clifford Godfrey, Deputy Executive Director to introduce Resolution 21-17, authorizing the Executive Director to enter into a Direct Purchase Agreement with Yardi Systems, Inc. to provide product and services in the form of Enterprise Software for tenant and asset management. Clifford Godfrey, Deputy Executive Director provided the details related to Resolutions 21-17.

Commissioner Taylor and Commissioner Garrette posed questions regarding Resolution 21-17.

Clifford Godfrey, Deputy Executive Director responded to their questions.

Chairman Anderson asked for a motion to move Resolution 21-17. Commissioner Raines moved the motion and Commissioner Taylor seconded the motion. 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 21-17

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	7	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director called on Clifford Godfrey to introduce Resolution 21-18, authorizing the Executive Director to continue to utilize the services of three (3) general contractors for vacant reconditioning.

Clifford Godfrey, Deputy Executive Director, provided details related to Resolution 21-18.

Chairman Anderson asked if there were any questions.

Commissioner Wilkins and Commissioner Garrette posed questions related to the resolution.

David Truelove, Hill Wallack, LLP responded to their questions.

Commissioner Weldon had questions regarding a tour of vacant units that was led by Clifford Godfrey.

Jelani B. Garrett, Secretary/Executive Director responded to her question.

Chairman Anderson called for the motion to adopt Resolution 21-18. Commissioner Raines moved the motion and Commissioner Weldon seconded the motion. 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>RESOLUTION 21-18</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	7	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director, called upon Ken Martin, Manager of Procurement and Contracts, to introduce Resolution 21-19, authorizing the Executive Director to execute an agreement with GE Appliances to provide ranges and refrigerators.

Ken Martin, Manager of Procurement & Contracts, provided details related to Resolution 21-19.

Chairman Anderson asked for a motion to move Resolution 21-19. Commissioner Wilkins moved the motion and Commissioner Taylor seconded the motion. Chairman Anderson asked if there were any questions.

Commissioner Garrette, Commissioner Wilkins and Commissioner Raines had questions.

Kenneth Martin, Manager of Procurement and Contracts, responded to their questions.

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 21-19

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	7	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director introduced Resolution 21-20 which authorizes Executive Director to execute an Agreement with three Architectural and Engineering Firms to provide services on an as needed basis. He provided details related to Resolution 21-20.

Chairman Anderson asked for a motion to move Resolution 21-20. Commissioner Wilkins moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions.

Commissioner Garrette posed a question related to Resolution 21-19

Jelani B. Garrett, Secretary/Executive Director, responded to her question.

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 21-20

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor			1
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	5	0	1

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director, introduced Resolution 21-21 authorizing the Executive Director to enter into an agreement with The Brooke Group, LLC for Redevelopment Management Consultant Services for one year not to exceed \$75,000.00. He provided details as it relates to Resolution 21-21.

Chairman Anderson called for a motion to move Resolution 21-21. Commissioner Wilkins moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions.

Commissioner Wilkins posed a question related to Resolution 21-21.

Jelani B. Garrett, Secretary/Executive Director, responded to her question.

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>RESOLUTION 21-21</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	6		0

Resolution passed.

Chairman Anderson asked for a motion to amend the agenda to add resolution 21-22. Commissioner Raines moved the motion and Commissioner Taylor 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>Amend the Agenda to add Resolution 21-22</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	6		0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director called upon Kenneth Martin, Manager of Procurement & Contracts to present Resolution 21-22 authorizing the Executive Director to enter into an agreement with Commercial Cleaning Corporation.

Kenneth Martin, Manager of Procurement & Contracts provided details related to Resolution 21-22.

Chairman Anderson asked for a motion to move Resolution 21-22. Commissioner Wilkins moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions.

Commissioner Garrette, Commissioner Wilkins and Commissioner Taylor posed questions.

Kenneth Martin, Manager of Procurement & Contracts, responded to their questions.

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>RESOLUTION 21-22</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	6		0

Resolution passed.

Commissioner Taylor requested to speak. Commissioner Taylor stated that she is on the Board of Trustees for MARC NAHRO, for which Trenton Housing is a member and MARC NAHRO has instituted a scholarship program, The Mary E. Paumen Leadership Scholarship, for domestic or international studies. MARC NAHRO is asking each Housing Authority to donate \$1,000 to this program. Housing Authority residents can apply and the deadline for applications is July 16, 2021.

Chairman Anderson called for a motion to donate \$1,000 to MARC-NAHRO Scholarship fund. Commissioner Wilkins moved the motion and Commissioner Raines seconded the motion. Chairman Anderson asked if there were any questions.

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

Motion to Donate \$1000 to MARC-MAHRO Scholarship

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

Motion approved.

NEW BUSINESS

Commissioner Taylor stated that NAHRO is asking for nominations for Commissioner of the Year for 2021. Nominations can be made by members of NAHRO, and she will forward that information directly to the Director. Nominations are due by July 23rd and the winner will be presented at the October conference in San Antonio.

Commissioner Taylor stated that she was invited to the Pride flag raising at City Hall on Monday where the mayor recognized Trenton Housing Authority. It was attended by Assemblywoman Verlina Jackson and Councilwoman Marge Caldwell as well as other members of the community.

David Truelove, Attorney, stated that the Chairman asked about the discussion on changing the by-laws. David Truelove stated that it could happen in public or if there were other issues of a confidential nature they should go into executive session and then come out to vote.

Chairman Anderson asked Jelani B. Garrett, Executive Director to go over the procedures.

Jelani B. Garrett, Executive Director stated that the Bylaws state that to amend the bylaws, Commissioners must be given 7-day notice prior to any vote. So, you can discuss it today, however, you would not be able to vote on it until the next meeting. The bylaws do state the Regular Meeting is held the 2nd Wednesday of the month at 12 noon. So, if you want to change the date and time of the meeting, you must amend the bylaws.

Jelani B. Garrett, Secretary/Executive Director, stated that the Trenton City Housing and Redevelopment Corporation which is our Non-Profit and consist of 3 Board members, myself, and Chrysti Huff. Since Commissioner Taylor has resigned from the Board, we need to make an appointment today.

Commissioner Garrette asked if we had someone in mind. She was told that it is up to the Board to make that appointment. Commissioner Garrette then asked when they meet. Commissioner Raines stated the second Wednesday of the month prior to the Regular Board meeting. Commissioner Garrette said so you meet today. Commissioner Raines stated that they meet quarterly at either 10:00 or 11:00 am depending on how much is on the agenda.

Commissioner Raines nominated Chairman Anderson for this position.

Chairman Anderson called for a motion to nominate Commissioner Anderson to the Trenton City Housing and Redevelopment Corporation. Commissioner Raines moved the motion and Commissioner Wilkins 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:

**Motion to nominate Commissioner Anderson to the
Trenton City Housing and Redevelopment Corporation**

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor			1
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	5		1

Motion Approved.

REPORT FROM THE CHAIR

Chairman Anderson thanked the Executive Director and the Deputy Executive Director for the outstanding job they do and asked them to keep up the good work that they are doing.

PUBLIC COMMENT

Chairman Anderson asked if there was anyone from the public that would like to speak. Since there was no request to speak the public session was closed.

Chairman Anderson called for a motion to go into Executive Session. Commissioner Wilkins moved the motion and Commissioner Garrette 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:

Motion to go into Executive Session

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Raines		1	
Commissioner Taylor	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	4	1	0

Motion approved.

Jelani B. Garrett.

Board of Commissioners
Housing Authority
of the
City of Trenton