

**REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF TRENTON  
HELD WEDNESDAY, MARCH 10, 2021 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, John C. Raines, Kim Taylor, Sonya Wilkins, Darlene Weldon-Gordon, Commissioners; and Jelani B. Garrett, Secretary/Executive Director

**ABSENT:** Nikesia Dotts, Commissioner

**LATE:** Gary Gentry, 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, Audrey Walker, Manager of Admissions & Occupancy, Petrona Jerome, Asset Manager, Darren “Freedom” Green, Community Liaison

Chairman Anderson asked for a motion to adopt the agenda. Commissioner Wilkins moved the motion to adopt the agenda for March 10, 2021; the motion was seconded by Commissioner Weldon 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 Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Anderson	1		
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>

Agenda Approved

Chairman Anderson stated next is the approval of the minutes for the Regular Meeting held on February 10, 2021. Commissioner Wilkins 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 Raines	1		
Commissioner Taylor	1		
Commissioner Weldon			1
Commissioner Wilkins	1		
Commissioner Anderson	1		
<b>Total</b>	<b>4</b>	<b>0</b>	<b>1</b>

Minutes Approved.

Chairman Anderson then asked for the report of the Secretary.

Jelani B. Garrett, Executive Director/Secretary, called upon Deputy Executive Director Clifford Godfrey to provide an update on Operations.

Clifford Godfrey, Deputy Executive Director, stated he wanted to provide an update into the plans that agencies are experiencing now. Currently, we have 115 vacant units which reflect skip outs, Covid, and upward mobility. We have entered phase one of the Vacancy Reduction Plan; we have a number of contractors on site that have been contracted to turn over units and at this time they have turned over 28 units at a cost of approximately \$4000 per unit which is significantly less than the \$12,000 to \$20,000 per unit we were paying previously. This has allowed us to establish what is called an inventory of vacant ready units which are units that have been turned over and are ready for people to move in but due to Covid and unforeseen circumstances people have been turning down the units based on location, excess inventory in the Trenton area, other opportunities where they felt it was safer, or more amenities being offered for units in the area therefore have had between 13 and 15 potential prospects for tenants turn down units. So, we are coming up with different ideas to fill these units. Ms. Walker is looking into advertising in the papers, purging our wait list, and opening our wait list for seniors.

We are moving into initiating our Summer Security plan. Director Glover has been working with the police chief on coming up with a plan, whether we add more Housing Authority services or more Trenton Police department services. On a more positive note, we have taken an internal effort by kicking off the next phase of our security camera providing more eyes. Cameras are now active at Lincoln; we have completed the procurement process to have gates installed at the entrance to Donnelly Homes. Last year we had a big issue with persons taking over Donnelly Homes and having Club Donnelly. We are trying to prevent these issues by having manned security gates as well as at pedestrian entry points.

Commissioner Wilkins asked if Donnelly Homes is the only one that will have the gate check-in.

Deputy Director Godfrey explained that we are starting with Donnelly and then we will complete site assessments. For instance, at Wilson Homes, you have multiple entry points so we need to look to see if it will be cost effective and will it reduce the amount of traffic as we had last year. At Wilson you can just walk up on the property as where here at Donnelly you have the fencing and gates around the property.

David Truelove, Attorney, stated for the record Commissioner Gentry joined the meeting during Mr. Godfrey's presentation.

Jelani B. Garrett, Executive Director/Secretary, called on Ronald Glover to piggyback on Mr. Godfrey's presentation on Security.

Ronald Glover, Director of Security, just to highlight some of the things Cliff talked about, we are also working on lease enforcement regarding quality-of-life issues and illegal dumping. We are also working with the police department on trespassing. I am working with the Director on enhancing a Trespassing policy without violating anyone's rights. With the Police department we are doing what is called a Direct Patrol where they go to different points throughout the day and do a walk and ride which is that they get out of the vehicle, walk around, and then go on their way. I would like to publicly thank Freedom Green for his help. Freedom will call me 4:30-5:00 in the morning to let me know what is going on in the area which helps me when I am dealing with the police department. Some other things we are looking at is lighting and possible putting strobe lights on one of our vehicles as a deterrent.

Commissioner Wilkins stated that with regards to the illegal dumping, the police can enforce but you may want to build a rapport with the Department of Inspections because they will also come out. She provided Director Glover with the name and number of the person he should contact.

Director Glover thanked her for the information.

Commissioner Weldon first asked if the parking on the street is our issue or a City issue. She then spoke about the loud music that can be heard from around the corner all hours of the night. She wanted to know what we can do or how we can change this.

Director Glover stated that the parking is a City issue, but the music is a quality-of-life issue and asked her to see him to discuss it further and then we can investigate it.

Jelani B. Garrett, Executive Director/Secretary then called on Chrysti Huff, Project Redevelopment Manager to provide an update of redevelopment.

Chrysti Huff, Project Redevelopment Manager, provided an update on Turner Pointe and the Choice Neighborhood Planning Grant. She stated that the Turner Pointe project is 100% complete and is 91% occupied. There are only 7 more units to occupy by the end of the month. We have a great team over their and thanked Keith Jones and Keyosha Bauldock for their effort in making sure we completed things on time.

Jelani B. Garrett, Executive Director/Secretary stopped Chrysti to introduce Keith Jones. He stated that he was hired in June of last year as an Asset Manager and oversees Donnelly Homes and now Turner Pointe. He then introduced Petrona Jerome as the Asset Manager for the Senior Buildings and stated that Andrew Nwadike is the other Asset Manager who oversees Wilson Homes. He stated that Andrew was unable to be with us today.

Chrysti Huff, Project Redevelopment Manager continued with her report. She updated the Board on the final dollar amounts for the project. She noted that 43 of the 80 new hires on this project were local Section 3 employees.

Jelani B. Garrett, Executive Director, stated that Conifer and Chase took two of the contractors and one of the workers with them. He said this is how it is supposed to work.

Chrysti Huff, Project Redevelopment Manager, informed the Board of where we were with the Choice Neighborhood Planning Grant. She spoke about the upcoming leadership meetings planned for the next 7

weeks. The meeting will be held on Wednesdays beginning March 24<sup>th</sup> and run through May 5<sup>th</sup>. As of right now we have not confirmed all the speakers so I will share the flyer with you at the next meeting.

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

Pam Brooks, Resident Service Manager, stated that we had a very successful COVID-19 Vaccination Clinic in Donnelly Homes on February 23<sup>rd</sup>. Through our partnership with Omni Care and CVS Pharmacy 206 residents and staff received their first dose of the Pfizer vaccine. These same residents and staff will receive the second dose on Tuesday, March 16, 2021. UPI, Inc. and Safe Haven are partnering to host an Easter Egg hunt at both Lincoln Homes and Wilson Homes. They continue to offer a food pantry on Mondays and Wednesdays at both locations as well. Our newest partner, Greater Mount Zion AME Church, is distributing grocery bags full of non-perishable foods at both the Donnelly Homes and the Josephson apartments. They meet every other Saturday at both these locations.

Trenton Health Team has contacted me, and we are talking about trying to get a grant so that we can provide fresh fruit and vegetables to our residents like we did last year. We are still working to provide our residents with insurance information. We had a representative go out today, set up a tent, and provide important information to the residents at Josephson and Abbott, they were also at French Towers this past Monday.

Commissioner Taylor asked what vaccine was given? Ms. Brooks stated that it was the Pfizer vaccine. She also stated that in addition to the vaccine, we provided transportation to over 30 residents. Our van holds 15 passengers however due to Covid, Mr. Green only transported 5 residents and a time.

Commissioner Wilkins asked if they were still working on the credit union listed in her report.

Ms. Brooks stated that Algernon Ward is working on opening a Trenton Community Credit Union and has been visiting our senior/disabled buildings to survey the residents regarding participation.

Jelani B. Garrett, Executive Director/Secretary, called on Petrona Jerome, Asset Manager to introduce Resolution 21-04

Petrona Jerome, Asset Manager, introduced Resolution 21-04 authorizing the Executive Director to enter into an agreement with Corbett Exterminating for integrated pest management services for a term of one year for an amount not to exceed \$193,027.00 with the option of two additional one-year terms. Year two would not exceed \$195,317.86 and year three would not exceed \$197,677.44 for a total amount of \$586,022.30 for the three-year period. She recommended that the Board approve Resolution 21-04.

Commissioner Wilkins stated that in Mr. Martin's report he stated that in January 2021, of the 12 packages picked up on one submission was received and it was rejected so the RFP was cancelled and readvertised. She wanted to know why the submission was rejected.

Chairman Anderson asked for a motion for Resolution 21-04. Commissioner Weldon moved the motion and Commissioner Wilkins 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 then called for the roll to be called and upon roll call the motion carried as follows:

**RESOLUTION 21-04**

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

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary, called upon Latrice Leggett, Finance Director, introduce Resolution 21-03 Disbursements and 21-05.

Latrice Leggett, Finance Director introduced Resolution 21-03 approval of disbursements for the month of February in the amount of \$790,635.39.

Chairman Anderson stated he would take a motion for Resolution 21-03. Commissioner Wilkins moved the motion Commissioner Weldon 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 21-03**

	<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSTAINS</u></b>
Commissioner Gentry	1		
Commissioner Raines	1		
Commissioner Taylor			1
Commissioner Weldon	1		
Commissioner Wilkins			1
Commissioner Anderson	1		
<b>Total</b>	<b>4</b>	<b>0</b>	<b>2</b>

Resolution passed.

Latrice Leggett, Finance Director introduced Resolution 21-05 authorizing the Executive Director to enter into an agreement with Aprio LLP to provide auditing services for the fiscal year ending December 30, 2020 in an amount not to exceed \$39,222. She explained that the US Department of Housing and Urban Development requires Housing Authorities to be audited by an Independent Public Accountant each year.

Chairman Anderson stated he would take a motion for Resolution 21-05. Commissioner Weldon moved the motion 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 21-05**

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

Resolution Passed.

Jelani B. Garrett, Executive Director/Secretary took time to thank each of the staff members present in the meeting for a job well done.

This concluded the Report of the Secretary.

**NEW BUSINESS**

There was no new business.

**REPORT FROM THE CHAIR**

Chairman Anderson thanked everyone for the outstanding job they are doing. He stated that he took his first vaccination shot here at Trenton Housing Authority's vaccination clinic.

**PUBLIC COMMENT**

No public in session

Chairman Anderson then called for a motion to adjourn the meeting. Commissioner Weldon moved the motion; Commissioner Wilkins seconded the motion 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 Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Commissioner Anderson	1		
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>

---

Jelani B. Garrett.

Board of Commissioners  
Housing Authority  
of the  
City of Trenton