

**REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF TRENTON
HELD WEDNESDAY, MAY 12, 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, Cherie Garrette, Commissioners; and Jelani B. Garrett, Secretary/Executive Director

ABSENT: Gary Gentry, Commissioner

LATE: Darlene Weldon, 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, 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 May 12, 2021; the motion was seconded by Commissioner Raines and upon roll call the motion carried as follows:

	<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	5	0	0

Agenda Approved

Chairman Anderson asked for a motion to approve the minutes for the Regular Meeting held on April 14, 2021. Commissioner Raines moved the motion to approve the minutes; Commissioner Wilkins seconded the motion. Chairman Anderson asked if there were any questions, Commissioner Weldon stated that on page 5, roll call for the adjournment of the meeting, her name was not listed. The minutes should be updated to include both her name and Chairman Anderson’s name since he did arrive late to the meeting and was present for the roll call to adjourn the meeting. Chairman Anderson then asked if there

were any more questions. Seeing there were none, he then asked for a motion to approve the amended minutes. Commissioner Wilkins 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 Garrette	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	6	0	

Amended Minutes Approved.

Chairman Anderson asked for the report of secretary.

REPORT OF SECRETARY

Jelani B. Garrett, Secretary/Executive Director called upon Latrice Leggett, Finance Director, to present Resolution 21-08 Disbursements.

Latrice Leggett, Finance Director, presented Resolution 21-08, disbursements in the amount of \$1,152,865.70 for the month of April 2021. She recommended that the Board of Commissioners adopt Resolution 21-08 approving the disbursements from the general and capital fund for the month of April 2021.

Chairman Anderson called for a motion to adopt Resolution 21-08 approval of the disbursements for the month of April 2021. Commissioner Wilkins moved the motion to approve the disbursements; Commissioner Weldon seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Garrette had questions related to disbursements, utilities, and rent collections. Executive Director Garrett along with the Finance Director and the Resident Services Managers responded with detailed explanations. Commissioner Wilkins had questions related to the check register and Contract section. Jelani B Garrett, Secretary/Executive Director responded to her questions and provided information related to the budget. 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:

	<u>RESOLUTION 21-08</u>		
	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>
Commissioner Garrette	1		
Commissioner Raines	1		
Commissioner Taylor	1		
Commissioner Weldon	1		
Commissioner Wilkins	1		
Chairman Anderson	1		
Total	6	0	0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director, called upon Latrice Leggett to present Resolution 21-09 approval of the 2019 Annual Audit.

Latrice Leggett, Finance Director presented Resolution 21-09 authorizing the approval of THA's 2019 Annual Audit. She stated that there was one finding which was related to Page Homes fixed asset schedule. Trenton Housing Authority would generally remove the fixed asset at the end of demolition, which was in 2020, however, the auditors stated that since we entered into a ground lease in 2019, we should have removed at the end of 2019. The auditors recommended that we review our fixed assets periodically throughout the year.

Chairman Anderson called for a motion to adopt Resolution 21-09, Approval of THA's 2019 Annual Audit. Commissioner Raines moved the motion to adopt Resolution 21-09; Commissioner Wilkins seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Garrette had questions regarding the financial increase for the 2018 to 2019 Jelani B. Garrett Secretary/Executive Director explained that it is from development fees and move ins. Commissioner Garrette then asked about the Energy Performance Contract. Jelani B. Garrett Secretary/Executive Director briefly explained the program. He further identified the changes made at the three (3) senior building from 2011 through 2013. Commissioner Garrette asked if the action plan was submitted to HUD. Latrice Leggett, Finance Director confirmed that it was. Commissioner Wilkins had a question regarding the findings for the 2019 audit and Campbell Homes. Latrice Leggett, Finance Director, explained how THA will deal with this type of situation moving forward. 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 21-09

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

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director called on Latrice Leggett, Finance Director to present Resolution 21-10 approving the corrective action plan.

Latrice Leggett, Finance Director explained that the approval of the corrective action plan is a part of the annual audit process. The purpose is to ensure proper and timely accounting for all asset dispositions. Chairman Anderson called for the motion to adopt Resolution 21-10. Commissioner Wilkins moved the motion to Adopt Resolution 21-10; Commissioner Raines seconded the motion. Chairman Anderson asked again 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 21-10

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

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director called on Clifford Godfrey, Deputy Executive Director, to present Resolution 21-11.

Clifford Godfrey, Deputy Executive Director, stated that Resolution 21-11 for services of a qualified information technology firm to provide support services to Trenton Housing Authority These services include 24/7 assistance, virus protection, onsite servicing. A total of 51 firms obtained proposals however only 5 firms submitted responses by the deadline of March 11, 2021. Following evaluation of all proposals submitted, the evaluation team determined that the proposal submitted by Ocellus Tech, was the highest rated respondent with a fee proposal within the competitive range. Funding is available from the Operating Fund and the contract is not to exceed \$96,240 each year with a renewal option for the 2nd and 3rd year bringing the total contract amount not to exceed \$288,720. Clifford Godfrey, Deputy Executive Director recommended that the Board of Commissioners authorize the Executive Director to execute an Agreement with Ocellus Tech.

Chairman Anderson called for motion to adopt Resolution 21-11. Commissioner Wilkins moved the motion to adopt Resolution 21-11; Commissioner Weldon seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Garrette asked who was the current provide. Clifford Godfrey, Deputy Executive Director, responded to Commissioner Garrett's question. Commissioner Wilkins asked if the renewal is automatic or would have to be voted on each year. Jelani B. Garrett, Secretary/Executive asked Kenneth Martin to respond. Ken Martin, Manager of Procurement and Contracts stated that it would be automatic unless there were issues regarding the renewal. 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 21-11

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

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director introduced Resolution 21-12 authorizing the Executive Director to execute an Agreement with Hill Wallack, LLP, for General Counsel Legal Services in an amount not to exceed \$96,000,00.

Chairman Anderson called for a motion to adopt Resolution 21-12. Commissioner Raines moved the motion to adopt Resolution 21-12; Commissioner Weldon seconded the motion. Commissioner Garrette had a couple of questions. Jelani B. Garrett, Secretary/Executive Director responded to her 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 21-12</u>		
	<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

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director introduced Resolution 21-13 authorizing the Executive Director to execute an Agreement with Szaferman, Lakind, Blumstein & Blader, P.C. for Tenancy and Occupancy Legal Services in an amount not exceed \$95,000.00.

Chairman Anderson called for a motion to adopt Resolution 21-13. Commissioner Wilkins moved the motion to adopt Resolution 21-13; Commissioner Garrette seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Garrette asked how long this legal team has been working for Trenton Housing Authority. Jelani B. Garrett, Secretary/Executive Director stated that they have been with the Housing Authority for over a decade. 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 21-13

	<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	5		0

Resolution passed.

Jelani B. Garrett, Secretary/Executive Director introduced Resolution 21-14 authorizing the Executive Director to implement a Trespass Policy.

Chairman Anderson called for a motion to adopt Resolution 21-14 Commissioner Raines moved the motion to implement a Trespass Policy; Commissioner Garrette seconded the motion. Chairman Anderson asked if there were any questions. Commissioner Garrette asked about the gate being installed and wanted to know if the speed bumps have made a difference. Jelani B. Garrett, Secretary/Executive Director responded to both of Commissioner Garrette's 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 21-14

	<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	5		0

Resolution passed.

NEW BUSINESS

There was no new business.

REPORT FROM THE CHAIR

Chairman Anderson thanked everyone for the outstanding job they are doing.

PUBLIC COMMENT

There was no public in attendance.

Chairman Anderson called for a motion to adjourn the meeting. Commissioner Wilkins moved the motion to adjourn the meeting; Commissioner Taylor seconded the motion and upon roll call the motion carried as follows:

	<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	5	0	0

Jelani B. Garrett.

Board of Commissioners
Housing Authority
of the
City of Trenton