

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

January 17, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Vice Chairwoman Viola Barco, Commissioner (s) Cleveland Burton, Jr., Jeanette M. Edghill, Dollie S. Scott-Bey and Louise A. Colodne

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Maturro, Finance Director, Dan S. Smith, Counsel, staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Commissioner Dollie S. Scott-Bey then offered prayer.

Mr. Randall M. Wood asked for a motion to approve the minutes of December 19, 2022.

Commissioner Dollie S. Scott-Bey. made a motion. Commissioner Louise A. Colodne second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Maturro gave his report.

- As of December 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$406K vs. a loss of \$253K in November. The consistent losses can be attributable to excessive maintenance payroll and repair costs. Poor occupancy and lower dwelling charges in AMP 1. (appx \$51K under budget)
- As of the end of December our AMP 1 received appx \$46K in rental assistance payments from the DCA and in January we also received appx \$6K from XXX it should be noted that since 2021 AMP 3 has yet to receive any rental assistance payments.

- We will continue to monitor our spend and costs given current economic and operating challenges as well as recent unexpected increase in inflation and changes to certain costs that were previously charged to CFP that in 2022 must be charged to operations (Landscaping).
- Our occupancy is down, and our utility costs continue to escalate due to inflation.
- Over the last several months, we had several repairs and improvements in both AMP 1 and AMP 3.
- Overall, our financial condition and Operating cash has diminished during 2022 due to the Operating losses sustained, however we have recently accessed our 2022 CFP Operating and Administrative fees and as such we have sufficient Cash to meet our project Operating expenses going forward.

Mr. Randall M. Wood, Executive Director then read **RESOLUTION NO. 9312** the board of Commissioners of the Housing Authority of Plainfield accepting and awarding emergency repair of major water leak at Joanne Hollis Gardens 507-509 West Third Street, Plainfield, New Jersey. Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Dollie S. Scott-Bey made a motion. Chairwoman Bridget Rivers second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Chairwoman Bridget Rivers made a motion to approve. Commissioner Cleveland Burton, Jr. seconded the motion and offered the attached following **RESOLUTION NO. 9309** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director then asked for a motion to approve the addendum to the bills. Commissioner Dollie S. Scott-Bey made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9310** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Randall M. Wood, Executive said there is a NJ/NAHRO Annual Meeting & Trade Show to be held in Atlantic City April 23-26, please let Ms. Miller

know if you will be attending.

Under **Executive Directors Report**, Mr. Randall M. Wood, Executive Director said we are still transitioning, and he will have an update next month.

Under **Counsels Report**, Dan S. Smith said this month we have four (4) matters, two (2) resolved, one (1) under review and one (1) default.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

He then said we have a resolution coming out of this committee and proceeded to read **RESOLUTION NO. 9311** the Board of Commissioners of the Housing Authority of Plainfield authorizing the contract award to Dominion Diligence Group, 201 Wylderose Drive, Midlothian, VA 23113 for physical needs assessment to determine obsolescence at Joanne Hollis Gardens, Plainfield NJ 07060 in amount not to exceed seven thousand five hundred dollars. (\$7,500.00)

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Cleveland Burton, Jr. made a motion. Commissioner Louise A. Colodne second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under Personnel Committee: none

Under **Premier Community Development Corporation**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public. Commissioner Louise A. Colodne mentioned the Grant for Black History is still available.

Mr. Wood so noted.

Under **Unfinished Business:** none.

Under **New Business:** none.

Comments from the floor:

- Michael Robinson, Vice President of the Richmond Towers Resident Association said in the Community Room we have exercise class every Thursday and every Friday we have music, games, bingo etc.
- Lorraine MacNamara, resident of Richmond Towers said she also takes blood pressure every Tuesday and Thursday for anyone who wants to check their blood pressure.
- Darryl Clark, Richmond Towers Resident Association ROSS Grant Coordinator thanked Mr. Wood, Commissioners and staff for their ongoing support of the Frontiers International Plainfield Area Club.

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. Commissioner Dollie S. Scott-Bey made the motion. Commissioner Cleveland Burton, Jr. seconded the motion. Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 7:45 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

February 21, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Vice Chairwoman Viola Barco, Commissioner (s) Cleveland Burton, Jr., Jeanette M. Edghill, and Louise A. Colodne

ABSENT: Chairwoman Bridget Rivers and Commissioner Dollie S. Scott-Bey

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Dan S. Smith, Counsel, Councilman Barry Goode, staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Mr. Darryl Clark then offered prayer.

Mr. Randall M. Wood asked for a motion to approve the minutes of January 17, 2023.

Commissioner Cleveland Burton, Jr. made a motion. Vice Chairwoman Viola Barco second the motion. Upon a call of the roll, all present voted in favor of the motion.

Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Matturro gave his report.

- As of January 2023, PHA is reporting an excess of Revenue over Expenses (profit) of appx \$36K.
- We are reporting favorable variances in Admin and Maintenance salaries due to retirement and a resignation.
- Rent collections associated with AMP 1 Jan 2023 collections came in at only 90% of our rent charges. AMP 3 came in at 96%. High tenant receivables balances are still an issue.
- Occupancy in AMP 1 continue to be below HUD standards of 95%.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Louise A. Colodne made a motion to approve. Vice Chairwoman Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9313** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director then asked for a motion to approve the addendum to the bills. Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9315** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Randall M. Wood, Executive stated there is a NJ/NAHRO Annual Meeting & Trade Show to be held in Atlantic City April 23-26, please let Ms. Miller know if you will be attending.

Under **Executive Directors Report**, Mr. Randall M. Wood, Executive Director thanked Chairwoman Bridget Rivers and the Sisters of Solomon for their dinner that was held Sunday for the residents of Richmond Towers. We also are having a Black History Program this Friday from 6:00 p.m. – 8:00 p.m. The Reverend Derrick Green will be the guest speaker.

Under **Counsels Report**, Dan S. Smith said last month we had five (5) cases which three (3) were warrants of removal.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, none.

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**, Mr. Randall M. Wood, Executive Director read the report.

Under **Unfinished Business**: none.

Under **New Business**: Mr. Randall M. Wood, Executive Director said there are two (2) resolutions for new business. Then proceeded to read the first **RESOLUTION NO. 9314** resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the contract award to Reliance Insurance Group as the Risk Management Consultant for the Housing Authority of Plainfield at no cost from 1/1/2023 to 12/31/2023. Mr. Randall M. Wood, Executive Director asked for a motion. Vice Chairwoman Viola Barco made a motion. Commissioner Louise A. Colodne second the motion. Upon a call of the roll, all present voted in favor of the motion.

Then read **RESOLUTION NO. 9316** resolution of the Board of Commissioners of the Housing Authority of Plainfield to adopt policies with respect to the Execution and recording of all Declaration of Trust documents and the Accounting for and use of disposition proceeds.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Cleveland Burton, Jr. made a motion. Vice Chairwoman Viola Barco second the motion. Upon a call of the roll, all present voted in favor of the motion.

Comments from the floor:

- Michael Robinson, Vice President of the Richmond Towers Resident Association said please keep Pedro Estevez's mother in your prayers.
- Councilman Barry Goode thanked Bridget Rivers and the Sisters of Solomon, Commissioners and Mr. Wood for a job well done.
- Chairwoman Bridget Rivers joined the meeting and thanked Councilman Barry Goode and staff. (She was having technical difficulties)
- Vice Chairwoman Viola Barco also thanked everyone.

- Sheila Caver, resident of Joanne Hollis Gardens said she now has Section 8 and Ms. Smith knows about it. She needs a letter from Ms. Smith stating how much she owes.

Mr. Wood said she must arrange a meeting with Ms. Smith to discuss.

- Rose Diggs, resident of Joanne Hollis Gardens said the Food Pantry went well on Saturday and as of March 1st no food stamps will be given out and she wants to make sure they have enough food for everyone.

Mr. Wood commended her on a job well done and thanked her.

There being no further business at hand, Randall M. Wood, Executive Director asked for a motion to adjourn. Vice Chairwoman Viola Barco made the motion.

Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 7:53 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

March 20, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Vice Chairwoman Viola Barco, Commissioner (s) Cleveland Burton, Jr., Jeanette M. Edghill, Louise A. Colodne and Dollie S. Scott-Bey

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Dan S. Smith, Counsel, Councilman Barry Goode, staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Mr. Clyde Hare then offered prayer.

Mr. Randall M. Wood asked for a motion to approve the minutes of February 21, 2023.

Commissioner Cleveland Burton, Jr. made a motion. Chairwoman Bridget Rivers second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Matturro gave his report.

- As of February 2023, PHA is reporting an excess of Revenue over Expenses (profit) of appx \$24K.
- We are reporting favorable variances in Admin and Maintenance salaries due to retirement and a resignation.
- Rent collections associated with AMP 1 Feb 2023 collections came in at only 77% of our rent charges. AMP 3 came in at 92%. High tenant receivables balances are still an issue.

- February Occupancy in AMP 1 continues to be below HUD acceptable standards of 95% or better and is still only 90% (13 vacant units)
- On March 14, 2023, we successfully submitted our unaudited 3-31-2022 Financial Data Schedule as required. Our overall results were not as positive as previous years due to various economic, social and regulatory reasons. The major factors contribution to these results are 1) The end of Pandemic Subsidy relief 2) Significant increase in inflation and utility, maintenance, and other operating expenses 3) Significant reduction in our average rental charges (especially in AMP 1) due to many tenants' loss of wages.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Chairwoman Bridget Rivers made a motion to approve. Vice Chairwoman Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9317** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director then said we are going to table **RESOLUTION NO. 9320** due to the amount is incorrect. We will correct and will canvass the Commissioners for vote to approve. All Commissioners agreed.

Under **Correspondence**, none.

Under **Executive Directors Report**, none.

Under **Counsels Report**, Dan S. Smith said the 15th of this month we went to court. We had twelve (12) matters. Eight (8) were dismissed, residents paid their rent, and four (4) were warrants of removal for non-payment.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, none.

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**, none.

Under **Unfinished Business**: none.

Under **New Business**: Mr. Randall M. Wood, Executive Director said there are two (2) Resolutions. Then proceeded to read the first **RESOLUTION NO. 9318** resolution of the Board of Commissioners of the Housing Authority of Plainfield to adopt a Procurement Policy.

Mr. Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Louise A. Colodne second the motion. Upon a call of the roll, all present voted in favor of the motion.

Then read **RESOLUTION NO. 9319** resolution of the Board of Commissioners of the Housing Authority of Plainfield to adopt a Policy regarding Third-Party Agreements.

Mr. Randall M. Wood, Executive Director asked for a motion. Vice Chairwoman Viola Barco made a motion. Commissioner Jeannette M. Edghill second the motion. Upon a call of the roll, all present voted in favor of the motion.

Comments from the floor:

- Vice Chairwoman Viola Barco said the repass for Pedro Estevez, President of Richmond Towers Resident Association, was very nice and attended by some of the residents here at Richmond Towers.

Pedro Estevez, President of Richmond Towers Resident Association thanked Commissioner Viola Barco and the residents who attended.

- Pedro Estevez, President of Richmond Towers Resident Association asked when will the compactor room chute in the 520 building be repaired.

Tracy Brown, Maintenance Supervisor said the unit must be replaced. Hopefully on Monday March 27th but don't quote him on the date, he has to check his calendar. But it will be repaired soon.

- Avonelle Bergan-Phillips, President of Joanne Hollis Gardens Resident Association thanked Darryl Clark, Richmond Towers Resident Association ROSS Grant Coordinator, with his assistance in submitting the application for the Gardening Grant.

- Councilman Barry Goode thanked everyone for a job well done!
- Wendy Green, resident of Joanne Hollis Gardens, said in April she would like to start an afterschool program for one hour a day on Tuesdays and Thursdays. She did reach out to Ms. Smith; Manager of Joanne Hollis Gardens and she is waiting for her response.

Mr. Randall M. Wood, Executive Director, said the after-school program is a good idea. Please set up a meeting with Ms. Renada Smith, Manager of Joanne Hollis Gardens.

- Chairwoman Bridget Rivers congratulated Ms. Rose Diggs for a job well done running the Food Pantry at Joanne Hollis Gardens

There being no further business at hand, Randall M. Wood, Executive Director asked for a motion to adjourn. Chairwoman Bridget Rivers made the motion. Vice Chairwoman Viola Barco seconded.

Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 7:50 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

April 17, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Commissioner (s) Cleveland Burton, Jr., Jeanette M. Edghill, Donald Davis and Cliff Simon

ABSENT: Vice Chairwoman Viola Barco

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Dan S. Smith, Counsel, staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Mr. Clyde Hare then offered prayer.

Mr. Randall M. Wood, Executive Director said please keep Chairwoman Viola Barco in your prayers she is still in the hospital. He then welcomed the new Commissioners Donald Davis and Cliff Simon. Everyone welcomed them.

Mr. Randall M. Wood asked for a motion to approve the minutes of March 20, 2023.

Chairwoman Bridget Rivers made a motion. Commissioner Cleveland Burton, Jr.

seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Matturro gave his report.

- As of March 31, 2023, PHA is reporting an excess of Revenue over Expenses (profit) of appx \$56K.
- We are reporting favorable variances in Admin and Maintenance salaries due to retirement and a resignation.

- During March 2023 we experienced a significant improvement in our rent collections from both AMPS.
- Our Tenant Receivable balance is still very high in comparison to our rent charges and increased by over \$25K for the first quarter of 2023.
- Occupancy in AMP 1 continues to be below HUD acceptable standards of 95% or better and is still only 90% (13 vacant units)
- Due to the departure of our Finance and CFP Manager we have encountered several time sensitive challenges that require immediate attention. These issues are being addressed.

Then Mr. Randall M. Wood, Executive Director read **RESOLUTION NO. 9321** Housing Authority of Plainfield Adopted Budget for fiscal year period January 1, 2022, to December 31, 2022. Mr. Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Donald Davis second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Chairwoman Bridget Rivers made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9322** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Randall M. Wood, read his report and stated it is available to the public.

Under **Counsels Report**, Dan S. Smith, Esq. said this month we had five (5) warrants of removal and two (2) were dismissed. We also had a personnel committee meeting to discuss the Executive Director's contract. Further discussion should be held in Executive session.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M.

Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, none.

Under **Personnel Committee**:

Under **Premier Community Development Corporation**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public. He also explained to the new commissioners that it is a 501C3 if you need additional information, please contact him.

Chairwoman Bridget Rivers then asked for a motion to go into Executive Session to discuss **RESOLUTION NO. 9323** to award legal services contract of general counsel to the law firm of Dan S. Smith, LLC, and **RESOLUTION NO. 9325** authorizing the contract of Randall M. Wood, as Executive Director. Commissioner Cleveland Burton, Jr. so moved.

Upon a call of the roll all present in favor of the motion.

The time to go into Executive Session was 7:30 p.m.

The time to come out of Executive Session was 8:18 p.m.

Under **Unfinished Business: Resolution No. 9323 and 9325** were tabled for further discussion.

Under **New Business**: none

Comments from the floor: none

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. Commissioner Jeanette M. Edghill made the motion. Commissioner Cleveland Burton, Jr. seconded.

Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 8:20 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

May 15, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Commissioner (s) Cleveland Burton, Jr., Jeanette M. Edghill, Donald Davis and Cliff Simon

ABSENT: Chairwoman Bridget Rivers and Vice Chairwoman Viola Barco

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Dan S. Smith, Counsel, Councilman Barry Goode, staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Mr. Clyde Hare then offered prayer.

Mr. Randall M. Wood asked for a motion to approve the minutes of April 17, 2023.

Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr.

second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Matturro gave his report.

- As of April 30, 2023, PHA is reporting an excess of Revenue over Expenses (profit) of appx \$69K vs. a March 2023 profit of \$56K.
- We are reporting favorable variances in Admin and Maintenance salaries due to retirement and a resignation.
- During April 2023 we experienced a significant drop in our collection rate which resulted in a further deterioration of our receivable aging and increase in total balances due the Authority.

- As of the end of April our total tenant and repayment agreement balances owed to the Authority are now in excess of \$433K. This represents an increase of \$48K from our 12/31/2022 year end closing balance.
- We are still awaiting a reply from HUD HQ related to our request for an extension obligating appx \$600K of CFP 2021 Funds. It has now been over 14 weeks since this request was made.
- In Summary the Financial results for the Authority through April are comparable to prior years and under the current economic, social and geopolitical environment well above standard with the exception of our collection and occupancy issues.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Donald Davis made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9324** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the addendum to the bills. Commissioner Donald Davis made a motion to approve. Commissioner Cleveland Burton, Jr. seconded the motion and offered the attached following **RESOLUTION NO. 9326** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Randall M. Wood, Executive Director said there is a letter from HUD regarding our Section 8 Management Assessment Program (SEMAP) rating the Housing Authority as a High Performer. He thanked Ms. Monique Brown who is the new Supervisor of the Section 8 Department.

Under **Executive Directors Report**, Mr. Randall M. Wood, said we will have an upcoming Resource Center at Joanne Hollis Gardens, located at 535 West Third Street. There will be Coordinator for the Center who will also be working with our FSS Coordinator who oversees our FSS Program. Financial Management and Home Ownership which will tie in

with the City, County, State and Federal and will also be working with the Plainfield Police

Page No. 7417

Department.

Under **Counsels Report**, Dan S. Smith, Esq. said we had nine (9) cases, three (3) warrants of removal issued for this past month, seven (7) default cases for small claims court for excess utilities and two (2) cases were dismissed.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, none.

Under **Personnel Committee**: none.

Under **Premier Community Development Corporation**, Mr. Randall M. Wood, Executive Director said Elmwood Square is 100% occupied and we did receive our second development fee and our first management fee.

Under **Unfinished Business**: Mr. Randall M. Wood said we have two resolutions that were tabled last month. He then proceeded to read **RESOLUTION NO. 9323** to award a legal service contract of General Counsel to the Housing Authority and landlord tenant matter services at Richmond Towers and Joanne Hollis Gardens to the Law Firm of Dan S. Smith, LLC, 523 Park Avenue, 3rd floor, Orange, NJ 07050 effective March 20, 2023, for a period of six (6) months.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr. second the motion. Upon a call of the roll, all present voted in favor of the motion.

General Counsel Dan S. Smith proceeded to read **RESOLUTION NO. 9325** authorizing the contact of Randall M. Wood, as Executive Director to the year 2023-2028.

General Counsel Dan S. Smith asked for a motion. Commissioner Donald Davis

made a motion. Commissioner Cleveland Burton, Jr. second the motion. Upon a call of the

Page No. 7418

roll, all present voted in favor of the motion.

Commissioner Donald Davis said for the record he would like to thank Chairwoman Bridget Rivers for providing all necessary documents to vote on it.

Mr. Wood thanked the body.

Under **New Business:** none

Comments from the floor:

- Councilman Barry Goode, congratulated Mr. Wood.

There being no further business at hand, Mr. Randall M. Wood, Executive Director asked for a motion to adjourn. Commissioner Donald Davis made the motion. Commissioner Cleveland Burton, Jr. seconded.

Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 7:45 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

June 20, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Commissioner (s) Cleveland Burton, Jr., Donald Davis, Cliff Simon and Geraldine Harvey

ABSENT: Vice Chairwoman Viola Barco and Commissioner Jeanette M. Edghill

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Dan S. Smith, Counsel, staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Mr. Darryl Clark then offered prayer.

Mr. Randall M. Wood asked for a motion to approve the minutes of May 15, 2023.

Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr.

second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Matturro gave his report.

- As of May 31, 2023, PHA is reporting an excess of Revenue over Expenses (profit) of appx \$37K vs. a April 2023 profit of \$69K.
- We are reporting favorable variances in Admin and Maintenance salaries due to retirement and a resignation. We expect these positions to be filled or replaced by Contractors by the end of June.
- During May we experienced an improvement in our collection rate which came in at 96% of our monthly rent charges. Our collection rate amounts to only 90% and is still below the HUD minimum standard of 95%.

- As of the end of May our total tenant repayment balances owed to the Authority are now in excess of \$440K. This represents an increase of \$45K from our 12/31/2022 year end closing balance.
- As previously stated, the Authority needs to explore other collection options.
- As of the end of May, occupancy I AMP 1 continues to be below the HUD acceptable standard rate of 95% or better and is still only 90% (13 vacant units). We did have three new move ins in June.
- We are well above standard with the exception of our collection and occupancy status issues.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Donald Davis made a motion to approve. Chairwoman Bridget Rivers seconded the motion and offered the attached following **RESOLUTION NO. 9329** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the addendum to the bills. Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Donald Davis seconded the motion and offered the attached following **RESOLUTION NO. 9330** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Randall M. Wood said he had no report. He then welcomed Geraldine Harvey the new Commissioner to the board. Everyone welcomed her.

Under **Counsels Report**, Dan S. Smith, Esq. said this past month we had eleven (11) cases. The Governor is pushing (DCA) to approve money for residents who are delinquent in their rent. Eight of our residents have applied and they are awaiting payment.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Mr. Randall M. Wood, Executive Director asked to go into executive session to discuss **Resolution No. 9328** and **Resolution No. 9329**. Chairwoman Bridget Rivers approved.

General Counsel Dan S. Smith, so noted. All in favor.

The time to go into Executive Session was 7:30 p.m.

The time to come out of Executive Session was 7:59 p.m.

Under **Capital Improvement and Procurement Committee**, Mr. Randall M. Wood, Executive Director then read **RESOLUTION NO. 9328** to retain Quin H. Martin, as Consultant of the Contract Procurement Specialist for the Authority in the amount of not to exceed \$50,000.00 per year.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr. second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Personnel Committee**: General Counsel Dan S. Smith asked is there a motion to accept **RESOLUTION NO. 9329** authorizing the annual salary increase for the year 2023-2024 pursuant to the contract and a bonus of 5.7% based upon his current salary to Randall M Wood as Executive Director for the period of July 1, 2022, through July 1, 2023.

Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr. second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Premier Community Development Corporation**, Mr. Randall M. Wood, Executive Director said the report will be forthcoming. Their meeting was rescheduled to Thursday, June 22.

Under **Unfinished Business**: none.

Under **New Business:** Mr. Randall M. Wood, Executive Director then turned the meeting over to Counsel, Dan S. Smith, to swear in the three new Commissioners; Donald Davis, Cliff Simon and Geraldine Harvey.

Counsel Dan S. Smith proceeded to swear in all three new Commissioners.

Comments from the floor: none.

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. Commissioner Donald Davis made the motion. Commissioner Cleveland Burton, Jr. seconded.

Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 8:10 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

July 17, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Commissioner (s) Cleveland Burton, Jr., Donald Davis, Cliff Simon and Jeanette M. Edghill

ABSENT: Vice Chairwoman Viola Barco and Commissioner Geraldine Harvey

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Maturro, Finance Director, Dan S. Smith, Counsel, Councilwoman Vice-President Terri Briggs-Jones and Councilman Barry Goode; staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Mr. Darryl Clark then offered prayer.

Mr. Randall M. Wood asked for a motion to approve the minutes of June 20, 2023.

Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr.

second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Maturro gave his report.

- As of June 30, 2023, PHA is reporting an operating loss of (\$20,590) versus an operating profit of \$37K through May 2023. The primary reason for the change is a result of recording a prior period adjustment of \$60K during June. This adjustment is from settlement payments associated with the termination of our Ten Mast software provider and a union claim and payout of a 2022 terminated employee.
- In comparison to budget we are reporting favorable variances in Admin and Maintenance salaries due to retirements and a resignation.

- As of the end of June our total tenant and repayment agreement balances owed to the Authority are now in excess of \$440K. This represents an increase of \$45K from our 12/31/2022 year end closing balance. However, due to improved collections in June (98%) our balance has not increased from May.
- As previously stated, the Authority needs to explore other collection options.
- As of the end of June, occupancy I AMP 1 continues to be below the HUD acceptable standard rate of 95% or better and is still only 91% (11 vacant units).
- HUD has approved our 2021 CFP obligation extension request. We can now restart the Richmond Towers kitchen renovation project.
- We are well above standard.

Mr. Wood then read **RESOLUTION NO. 9335** authorizing the attached lists of doubtful accounts to be written off according to Federal, State Law and Pursuant to HUD Guidelines.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr. second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Donald Davis made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9331** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director then read **RESOLUTION NO. 9336** authorizing the approval of the addendum to the accounts payable list for July 2023.

The Commissioners did not have time to review the addendum to the accounts payable list because it came on the day of the board meeting. They asked the resolution to be tabled for review.

Mr. Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Cleveland Burton, Jr. second the motion. Upon a call of the

roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Randall M. Wood, Executive Director said the Union County Emergency Rental Assistance Program (ERAP) will be at Joanne Hollis Gardens to help the residents with rental assistance on Thursday, July 20, 2023, from 4:00-7:00 p.m.

Under **Executive Directors Report**, Mr. Randall M. Wood said he had no report and there will be no board meeting for the month of August.

Under **Counsels Report**, Dan S. Smith, Esq. went over some highlights of the Union County Emergency Rental Assistance Program:

- To help low and moderate-income households
- Provide rental arrears, temporary rental, and utility arrears assistance.

Under **Chairperson's Report**, Chairwoman Bridget Rivers said she had no report but she had a question regarding the young man whose mother had bed bugs was under the impression the apartment was going to be available today. He did call me to inform that he received a call and was informed the apartment was not ready but his mother can move her stuff in today even though the apartment was not ready. I did reach out to Mr. Marsh.

Mr. Randall M. Wood then yielded to Mr. James Marsh.

Mr. James Marsh said he did reach out to Mr. Luke Burroughs and said the apartment is ready only thing not ready is the tub. It needs resurfacing and we did reach out to a contractor which he said will come out on Wednesday.

THERE WAS THEN AN OPEN DISCUSSION REGARDING THIS.

The end result was to have Ms. Burroughs tub resurfaced and when completed she can move into the apartment.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, Mr. Randall M. Wood

said there are three (3) resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9332** to award a contract to Frank Glien, CPA, LLC to perform audit services of the federal fiscal year 2022 for the Housing Authority in the amount of eighteen thousand nine hundred dollars.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Donald Davis made a motion. Commissioner Cleveland Burton, Jr. second the motion. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 9333 to award a contract to S.D. Abramowitz Architects to provide services for the construction contract award phase and the Administration/Management Phase during the seventy kitchen renovations at Richmond Towers in the amount not to exceed forty-seven thousand one hundred and seventy-five dollars.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Cleveland Burton, Jr. made a motion. Commissioner Donald Davis second the motion. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 9334 to approve the payment of thirty-five thousand dollars to NT&T Construction, LLC for the installation of the new air conditioning system in the Community Room at Richmond Towers under the emergency declaration for the benefit of residents.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Donald Davis made a motion. Chairwoman Bridget Rivers second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Personnel Committee:** none.

Under **Premier Community Development Corporation,** Mr. Randall M. Wood, Executive Director said the report will be forthcoming.

Under **Unfinished Business:** none.

Under **New Business:** none.

Comments from the floor: Councilwoman Vice-President Terri Briggs-Jones had a few questions:

- How do you determine which residents' amounts get written off.
- Do residents have representation when they are summoned to go to court i.e., legal aid etc.
- If they do get help from ERAP, does the summons get removed.
- After the residents get help with their rent do they get some type of counselling.
- Do we target people that need the most help first or first come first serve.
- The tiles in the community room at Richmond Towers are they going to be repaired.

Mr. Randall M. Wood, Executive Director then answered some of her questions:

- Regarding the tiles, that is a workorder and any tiles that are loose should be repaired by now. Our maintenance department also cleans them every other day and we will also go out for proposal to get a professional company to do a deep cleaning.
- We are not in the business of making residents homeless, we target higher balances, and just because we take you to court does not mean you will be evicted, we try to work out a deal through court stipulations with the court. We give them every opportunity to rectify their balances. If they do not abide by the stipulation, then that is on them. The Housing Authority of Plainfield is very benevolent when it comes to residents not being evicted.
- We don't have a counsellor on board. Our managers provide them with the names of services they need. We do have a Family Self Sufficiency (FSS) Program headed by Clyde Hare, Resident Opportunity Self Sufficiency (ROSS) Program headed by Darryl Clark, and we also just started a Family Resource Center headed by Eric Graham that will assist the residents with their needs.

Dan S. Smith, Counsel said if any resident is seeking help with ERAP we will not litigate the case while that is pending.

Ms. Renada Smith, Assistant Housing Manager of Joanne Hollis Gardens (JHG), said write-offs are for residents who are no longer here, i.e., moved out, died etc. and left with a balance.

Councilman Barry Goode said he appreciated the Housing Authority is not against those who are coming up with hard times and working with the residents.

Mr. Randall M. Wood, Executive Director, then turned the meeting back over to Chairwoman Bridget Rivers and she asked were there any more comments from the floor. There being none.

and no further business at hand, she turned the meeting back over to Mr. Randall M. Wood, Executive Director. Mr. Randall M. Wood, Executive Director asked for a motion to adjourn. Commissioner Donald Davis made the motion. Commissioner Cleveland Burton, Jr. seconded.

Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 9:07 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

September 18, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Commissioner (s) Donald Davis, Geraldine Harvey, Jeanette M. Edghill and Cliff Simon

ABSENT: Vice Chairwoman Viola Barco and Commissioner Cleveland Burton, Jr.

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Dan S. Smith, Counsel, Councilwoman Vice-President Terri Briggs-Jones; staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Mr. Darryl Clark then offered prayer.

Mr. Randall M. Wood, Executive Director asked for a motion to approve the minutes of July 17, 2023. Commissioner Donald Davis made a motion. Chairwoman Bridget Rivers second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Paul Matturro gave his report.

- As of August 31, 2023, PHA is reporting an consolidated loss of (\$42.3K) compared to loss of (\$70.4K) through July. This is a result of recording a prior period expense adjustment of \$609K during July. This represented settlement payments associated with the termination of our relationship with Ten Mast and a union claim over the final payout of a 2022 terminated employee.
- Our financial results still do not include appx \$120K of various maintenance charges as we are still awaiting final approval of these bills. If we include these expenses, we would be reporting a \$102K loss through August.

- In comparison to budget we are reporting favorable variances in Admin and Maintenance salaries due to retirements and a resignation. Most of these positions have recently been filled or replaced by Contractors.
- The following expenses categories are reporting negative variances as follows: Bad debts expense (\$27K) due to poor collection activity, Training & Travel (\$20K) due to cross training of several key employees and new commissioners, Accounting (\$32K) Consulting assuming most responsibilities of senior staff resignation offset by \$45K COCC Salary savings, Computer Operations (\$30K) Upgrading many outdated and inefficient software and hardware devices.
- Our collection rate came in at 98% of our monthly rent charges.
- Our PHAS status based on its unaudited 12/31/2022 FDS submission was rated as Troubled. We identified a specific area (Financial Score) that we believe is inaccurate and have filed an appeal.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Donald Davis made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9338** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Randall M. Wood, Executive Director said our company summer outing went very well. There is an upcoming NJNAHRO conference to be held at the Tropicana in Atlantic City, November 14-16, 2023. Please let Ms. Miller know if you would like to attend.

Under **Counsels Report**, Dan S. Smith, Esq. said we have eleven (11) cases for default and will result in a warrant of removal if the rent is not paid. Any resident seeking help with the Union County Emergency Rental Assistance Program (ERAP) we will not litigate the case while that is pending.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, none.

Under **Personnel Committee:** none.

Under **Premier Community Development Corporation,** Mr. Randall M. Wood, Executive Director said the report will be forthcoming.

Under **Unfinished Business:** none.

Under **New Business:** Randall Wood, Executive Director said there will be a reorganization meeting of commissioners which will be discussed in executive session. Chairwoman Bridget Rivers asked Mr. Wood can they get a social worker through the resource center.

Mr. Wood said he will look into it.

Comments from the floor: Michael Robinson, Vice President of the Richmond Towers Resident Association (RTRA) had a few updates:

- Happy Birthday shout out to Pedro Estevez, President of the (RTRA)
- Wish Ms. Louise MacNamara who is one of our board members well she is in the hospital.
- Welcome two new board members, Sergeant of Arms, Debra Turner and Trustee, Marie Cayo
- This past Sunday we had an Amazon giveaway, and it went well.

He would also like to thank Mr. Wood and President Estevez for scheduling to getting all the floors done.

Mr. Robert Edwards, resident of Joanne Hollis Gardens read a violation dated May 2023 from the Plainfield Fire Department that has not been addressed. He stated there is an Electromagnetic Field (EMF) in his apartment that is affecting his health.

Mr. Wood said he is not aware of it, please make an appointment with him to discuss.

Mr. Edwards agreed.

Councilwoman Vice-President Terri Briggs-Jones asked when will you have in person meetings. Chairwoman Bridget Rivers said she will be discussing that with the commissioners in executive session.

Chairwoman Bridget Rivers then asked were there any more comments from the floor. There being none, she asked for a motion to go into executive session.

Upon a call of the roll all present voted in favor of the motion.

The time to go into executive session was 7:50 p.m.

The time to come out of executive session was 8:41 p.m.

Dan S. Smith, Counsel said the Chairperson is Bridget Rivers and the Vice Chairperson is Viola Barco.

All congratulated and applauded them.

The meeting was then turned over to Chairwoman Bridget Rivers.

Chairwoman Bridget Rivers thanked them.

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. Commissioner Donald Davis made a motion. Cliff Simon seconded the motion.

All present voted in favor. The time of adjournment was 8:44 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

October 16, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Mr. Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Vice Chairwoman Viola Barco, Commissioner (s) Donald Davis, Geraldine Harvey, Jeanette M. Edghill and Cliff Simon

ABSENT: Commissioner Cleveland Burton, Jr.

ALSO: Mr. Randall M. Wood, Executive Director; Dan S. Smith, Counsel, Councilwoman Vice-President Terri Briggs-Jones; staff and interested public.

Mr. Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Former Commissioner Dollie S. Scott-Bey then offered prayer.

Chairwoman Bridget Rivers asked former Commissioner Dollie S. Scott-Bey to come to the mike.

Mr. Randall M. Wood, Executive Director read and presented a certificate of appreciation/plaque to former Commissioner Dollie S. Scott-Bey. *“Thank you for your service as Commissioner of the Housing Authority of Plainfield Board of Commissioners overseeing policy and creating a better living environment for our residents & city.”*

Then Mr. Randall M. Wood, Executive Director read **RESOLUTION NO. 9341** commending Dollie S. Scott-Bey for her dedicated service as Commissioner of the Housing Authority of Plainfield from December 11, 2013, to March 13, 2023.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Donald Davis made a motion. Chairwoman Bridget Rivers second the motion. Upon a call of the roll, all present voted in favor of the motion.

Former Commissioner Dollie S. Scott-Bey thanked everyone.

All applauded.

Chairwoman Bridget Rivers then asked for a motion to approve the minutes of September 18, 2023.

Commissioner Donald Davis made a motion. Commissioner Jeanette M. Edghill second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, none.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Donald Davis made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9339** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Chairwoman Bridget Rivers said this will be discussed in executive session.

Under **Executive Director**, Mr. Randall M. Wood said he has a meeting with HUD to discuss rent control, high rent payment standards and housing choice voucher. He will report back to the commissioners the outcome.

Under **Counsels Report**, Dan S. Smith, Esq. said we have eleven (11) cases, five (5) moved out, four (4) warrant of removal and two (2) paid. There are three (3) upcoming cases for this month for trial.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Mr. Randall M.

Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, Mr. Randall M.

Wood, Executive Director read the report and it is available to the public. Chairwoman

Bridget Rivers said there is a resolution coming out of this committee. Mr. Randall M. Wood,

Executive Director then read **RESOLUTION NO. 9340** the Board of Commissioners of the

Housing Authority of Plainfield to reject all six (6) bids which were submitted to the Housing

Authority on September 27, 2023, for the seventy (70) kitchen renovations at Richmond

Towers and recommend the work to be re-bid again in the near future.

Chairwoman Bridget Rivers asked for a motion. Commissioner Donald Davis made a motion.

Chairwoman Bridget Rivers second the motion. Upon a call of the roll, all present voted in

favor of the motion.

Under **Personnel Committee**: none.

Under **Premier Community Development Corporation**, Mr. Randall M. Wood,

Executive Director said the report will be forthcoming.

Under **Unfinished Business**: none.

Under **New Business: Resolution No. 9341** was already done and certificate of appreciation presented to former Commissioner Dollie S. Scott-Bey

Comments from the floor:

There were several comments and concerns from residents of Richmond Towers and Joanne

Hollis Gardens:

- Roof leaking – Richmond Towers
- Hallway floors need to be done. – Richmond Towers
- Repair the holes in wall from the old intercom system. – Richmond Towers
- Need better Security. – Richmond Towers
- How long will it take to complete the rest of the apartment kitchen renovations. – Richmond Towers
- Need a PA System. – Richmond Towers

- Residents who cannot care for themselves, is there a program or someone that can help assist them. – Richmond Towers

Mr. Randall M. Wood, Executive Director, said that we have a Housing Management Resident Services Committee Meeting on the second Wednesday of every month that residents can attend to address all their concerns.

Mr. Randall M. Wood, Executive Director then said regarding the residents who cannot care for themselves or need assistance: Richmond Towers is not an assisted living facility, but we do have resources through Darryl Clark who is the ROSS Coordinator and also the Richmond Towers Resident Association. He understands that they are working on getting hall captains on every floor. We also have a doctor's office located in the 510 building.

Chairwoman Bridget Rivers and Commissioner Geraldine Harvey expressed their concern about a hiring a social worker for the residents.

- Ms. Sandra Huggins stated she did not receive her mother's security deposit (Margaret Charles-Huggins). – JHG

Mr. Wood said he was not aware, and he would research and give him a call.

- They don't have a resident association at Joanne Hollis Gardens (JHG).

Ms. Ava Bergen-Phillips, President of the JHGRA said they do have a board.

- Ms. Julienne Cherry from the United Way said that if a resident needs assistance with their rent, please contact her. They have assistance.
- Vice President & Councilwoman, Terri Briggs-Jones said she was pleased to see so many people out.

Chairwoman Bridget Rivers then asked were there any more comments from the floor. There being none, she asked for a motion to go into executive session.

Upon a call of the roll all present voted in favor of the motion.

The time to go into executive session was 8:30 p.m.

The time to come out of executive session was 10:26 p.m.

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. Commissioner Donald Davis made a motion. Commissioner Cliff Simon seconded the motion.

All present voted in favor. The time of adjournment was 10:26 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

November 20, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Randall M. Wood, Executive Director called the meeting to order at 7:05 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Commissioner (s) Cleveland Burton, Jr., Geraldine Harvey, and Cliff Simon

ABSENT: Commissioner(s) Donald Davis, Jeanette M. Edghill, and Vice Chairwoman Viola Barco

ALSO: Randall M. Wood, Executive Director; Paul Matturro, Financial Director, Dan S. Smith, Counsel, Councilwoman Vice-President Terri Briggs-Jones; staff and interested public.

Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Commissioner Geraldine Harvey then offered prayer.

Randall M. Wood, Executive Director then asked for a motion to approve the minutes of October 16, 2023.

Commissioner Geraldine Harvey said there is a typo on page no. 7436 Richmond Towers is not an assisted **leaving** facility should be assisted **living** facility. Randall M. Wood, Executive Director made a note and stated it will be corrected and will have the minutes resent to all the Commissioners.

Under **Financial Report**, Paul Matturro gave his report.

- As of October 31, 2023, PHA is reporting an excess of revenue over expenses of \$22K compared to a projected loss of \$25.3 through September.

Page No. 7438

- Bad Debts Expense (\$28K) due to poor collection activity
- Training & Travel (\$27K) due to cross training of several key employees and new commissioners.
- Accounting (\$30K) Consultant assuming most responsibilities of senior staff resignation offset by \$55K COCC Salary and benefits savings.
- Computer Operations (\$33K) upgrading many outdated and inefficient software and hardware devices.
- Resident Services (\$9K) provided support for both AMPS Tenant Association elections and new policies as well as additional staff.
- Over the last four months, we improved our collection rate, which came in at 99% of our monthly rent charges.
- October, we received \$210K in SPC payments from Union County.
- As of the end of October, our financial condition is solid.

Randall M. Wood, Executive Director then said we also have a resolution coming out of this committee. He then proceeded to read **RESOLUTION NO. 9346** Housing Authority of Plainfield Adopted Budget fiscal year period January 1, 2024, to December 31, 2024.

Randall M. Wood asked for a motion to approve. Commissioner Cleveland Burton, Jr. made a motion to approve. Chairwoman Bridget Rivers seconded the motion.

Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Geraldine Harvey made a motion to approve. Chairwoman Bridget Rivers seconded the motion and offered the attached following **RESOLUTION NO. 9342** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Director Report**, none,

Under **Counsels Report**, Dan S. Smith, Esq. said we have eight (8) cases for warrant of removal. There are five (5) upcoming cases for January.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Randall M.

Page No. 7439

Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, Randall M.

Wood, Executive Director read the report and it is available to the public. There are also two resolutions coming out of this committee and then read **RESOLUTION NO. 9343** the Board of Commissioners of the Housing Authority of Plainfield to award a contract to K & B Contracting, LLC 5 Vetrone Drive, Woodland Park, NJ 07424 not to exceed fifty thousand dollars (\$50,000.00) for the annual apartment painting services at both Joanne Hollis Gardens and Richmond Towers.

Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Geraldine Harvey seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 9344 the Board of Commissioners of the Housing Authority of Plainfield to award an emergency painting and apartment repair contract to Nivek Paperhanging LLC, P.O. Box 170, Roselle Park, NJ 07204 in the amount of eleven thousand, one hundred and fifty dollars (\$11,150.00) at Joanne Hollis Gardens.

Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Cleveland Burton, Jr. seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Personnel Committee**: none.

Under **Premier Community Development Corporation**, Randall M. Wood, Executive Director said the report will be forthcoming.

Under **Unfinished Business**: none.

Under **New Business:** Randall M. Wood, Executive Director read **RESOLUTION NO. 9345** the Board of Commissioners of the Housing Authority of Plainfield to appoint a fund

Page No. 7440

Commissioner to the New Jersey Public Housing Authority (NJPHA) Joint Insurance Fund.

Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Cleveland Burton, Jr. seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Comments from the floor:

- Robert Edwards, resident of Joanne Hollis Gardens said he has two issues. He received a report from PSE&G regarding radiation in his apartment that is making him ill. PSEG disconnected his stove because of a gas smell; the Fire Department put a violation on it.

Randall M. Wood, Executive Director asked him did he call in a work order for the stove.

- Robert Edwards said he sent an email to Ms. Smith, and he did receive a stove. But it is still not functioning, it has an odor.

Randall M. Wood, Executive Director then said please call my office to make an appointment with him, but he will investigate. He also asked him the report you received from PSE&G stating there is radiation in your apartment do you have a medical note from your physician stating that it is affecting your health.

- Vice President & Councilwoman, Terri Briggs-Jones asked if you review the contract with the residents regarding excess utilities.

Renada Smith, Housing Manager of Joanne Hollis Gardens, said yes, she does review with the residents and the excess utility charges are posted in the office. It is in the lease. She also puts the charges in with the rent statements every month.

- Jacquilla Lewis, resident of Joanne Hollis Gardens had some concerns: When can she get her apartment painted, excess utility charges, she feels she is being overcharged.

Renada Smith, Housing Manager of Joanne Hollis Gardens said please call the office tomorrow

to speak with her.

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. All present voted in favor. The time of adjournment was 8:40 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

December 18, 2023

The Board of Commissioners of the Housing Authority of Plainfield met for its regularly scheduled monthly meeting.

Randall M. Wood, Executive Director called the meeting to order at 7:10 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Bridget Rivers, Commissioner (s) Cleveland Burton, Jr., Geraldine Harvey, Jeanette M. Edghill and Cliff Simon

ABSENT: Commissioner Donald Davis, and Vice Chairwoman Viola Barco

ALSO: Randall M. Wood, Executive Director; Dan S. Smith, Counsel, Councilwoman Vice-President Terri Briggs-Jones, Councilman Barry Goode; staff and interested public.

Randall M. Wood, Executive Director took a roll call and declared a quorum present.

Commissioner Geraldine Harvey then offered prayer.

Randall M. Wood, Executive Director then asked for a motion to approve the minutes of October 16, 2023, and November 20, 2023.

All approved.

Under **Financial Report**, Randall M. Wood, Executive Director said we have a resolution coming out of this committee. He then proceeded to read **RESOLUTION NO. 9347** the Board of Commissioners of the Housing Authority of Plainfield authorizing the attached lists of doubtful accounts to be written off according to federal, state law and pursuant to HUD guidelines.

Randall M. Woods asked for a motion to approve. Chairwoman Bridget Rivers made a motion to approve. Commissioner Cleveland Burton, Jr. seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Randall M. Wood, Executive Director asked for a motion to approve the bills. Chairwoman Bridget Rivers made a motion to approve. Commissioner Geraldine Harvey seconded the motion and offered the attached following **RESOLUTION NO. 9348** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Director Report**, Randall M. Wood, Executive Director asked the Commissioners were there any questions; there being none he said the report is available to the public.

Under **Counsels Report**, Dan S. Smith, Esq. said there are five (5) upcoming cases for January. He also mentioned that the election for Joanne Hollis Gardens Resident Association will take place June 2024.

Under **Chairperson's Report**, none.

Under **Housing Management and Resident Services Committee**, Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Capital Improvement and Procurement Committee**, Randall M. Wood, Executive Director read the report and it is available to the public. There are also seven resolutions coming out of this committee and then read **RESOLUTION NO. 9343** the Board of Commissioners of the Housing Authority of Plainfield to award a contract
Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Geraldine Harvey seconded the motion. Upon a call of the roll, all

present voted in favor of the motion.

RESOLUTION NO. 9344 the Board of Commissioners of the Housing Authority of Plainfield

Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Cleveland Burton, Jr. seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Personnel Committee:** none.

Under **Premier Community Development Corporation,** Randall M. Wood, Executive Director said the report was emailed to the Commissioners and did they have any questions. There being none next was unfinished business.

Under **Unfinished Business:** none.

Under **New Business:** Randall M. Wood, Executive Director said we have two resolutions then read **RESOLUTION NO. 9356**

the Board of Commissioners of the Housing Authority of Plainfield to appoint a fund

Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Commissioner Cleveland Burton, Jr. seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Comments from the floor:

- Robert Edwards, resident of Joanne Hollis Gardens said he has two issues. He received a report from PSE&G regarding radiation in his apartment that is making him ill. PSEG disconnected his stove because of a gas smell; the Fire Department put a violation on it.

Randall M. Wood, Executive Director asked him did he call in a work order for the stove.

- Robert Edwards said he sent an email to Ms. Smith, and he did receive a stove. But it is still not functioning, it has an odor.

Randall M. Wood, Executive Director then said please call my office to make an appointment with him, but he will investigate. He also asked him the report you received from PSE&G

stating there is radiation in your apartment do you have a medical note from your physician stating that it is affecting your health.

- Vice President & Councilwoman, Terri Briggs-Jones asked if you review the contract with the residents regarding excess utilities.

Renada Smith, Housing Manager of Joanne Hollis Gardens, said yes, she does review with the residents and the excess utility charges are posted in the office. It is in the lease. She also puts the charges in with the rent statements every month.

- Jacquilla Lewis, resident of Joanne Hollis Gardens had some concerns: When can she get her apartment painted, excess utility charges, she feels she is being overcharged.

Renada Smith, Housing Manager of Joanne Hollis Gardens said please call the office tomorrow to speak with her.

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. All present voted in favor. The time of adjournment was 8:40 p.m.