

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**January 21, 2020**

The Board of Commissioners of the Housing Authority of Plainfield met in the Housing Authority of Plainfield (HAP) Center located at Joanne Hollis Gardens, 543 West Third Street, Plainfield, New Jersey for its regularly scheduled monthly meeting.

Mr. Wood 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:** Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Viola Barco, Jeanette M. Edghill, Cleveland Burton, Jr. and Charles Simmons

**ABSENT:** Commissioner Dollie S. Hamlin

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

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

Commissioner Viola Barco offered prayer.

Chairman Joseph M. Ruffin mentioned that Dan S. Smith, Esq. did swear in the new board members of Joanne Hollis Gardens Resident Association.

Chairman Joseph M. Ruffin then asked for a motion to approve the board meeting minutes of December 16, 2019.

Randall Wood said it was discussed we have to add to the minutes Under Financial Report, after Frank Glien's summary, "all areas were in compliance and favorable."

Chairman Joseph M. Ruffin asked for a motion. Commissioner Charles Simmons made a motion. Commissioner Viola Barco seconded.

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

Under **Financial Report**, Paul Matturro gave a brief synopsis and stated we had a strong financial position for year ended 2019. Our 2020 budget has been approved by the State and the resolution has been provided for the Commissioner board's approval.

Chairman Joseph M. Ruffin said himself and the Commissioners commend Mr. Wood and appreciates the staff for all of their efforts.

Chairman Joseph M. Ruffin then stated he will no longer be on the Finance Committee and Commissioner Cleveland Burton, Jr. will be on the Finance committee along with Commissioners Jeanette M. Edghill and Dollie S. Hamlin.

Mr. Wood then read **RESOLUTION NO. 9175** Housing Authority of Plainfield Adopted Budget fiscal year: Period January 1, 2020 to December 31, 2020.

Chairman Joseph M. Ruffin asked for a motion. Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Jeanette M. Edghill seconded. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin said this resolution is different than resolution no. 9175 and mentioned the sentence where it says Commissioner \_\_\_\_\_ submitted the following Resolution: what is the reason? Dan S. Smith, Esq said it is for a Commissioner who initiated the resolution, but because no Commissioner initiated it we can remove. For future reference, if a Commissioner does initiate it, then we can put it back on the resolution. All Commissioners agreed to have it removed from resolution nos. 9176 and 9177. Then Commissioner Charles Simmons questioned the total amount of the bills, where did the amount come from. Mr. Hurd said it is from the bills list and it is not including the addendum amount. All Commissioners agreed to add after (attached hereto) not including the addendum amount.

Chairman Joseph M. Ruffin asked for a motion to approve the bills.

Commissioner Charles Simmons made a motion to approve. Vice Chairwoman Louise A.

Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9176** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Directors Report**, none.

Under **Counsel Report**, Dan S. Smith, Esq. said at Joanne Hollis Gardens we had seven (7) matters for last month; three (3) judgements and four (4) warrant of removals. No cases for Richmond Towers.

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

Under **Housing Management and Resident Services Committee**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Mr. Lewis Hurd gave a verbal report and said he did meet with Vice Chairwoman Louise A. Colodne and sent out an email to the committee regarding the RFP for landscaping.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Lewis Hurd gave a verbal report. He stated they had a conference call meeting and went over their agenda:

- Black History Program
- Sale of three (3) properties
- Fundraiser
- Purchase 1010 Park Avenue, Plainfield, NJ

Under **Unfinished Business**, Mr. Wood read **RESOLUTION NO. 9177** the Board of Commissioners of the Housing Authority of Plainfield to adopt the attached meeting schedule

of the board of Commissioners for 2020.

The Commissioners agreed to lift the table off of resolution and add “optional” under the dates for the months of August and November.

Chairman Joseph M. Ruffin asked for a motion with the amended changes. Commissioner Charles Simmons made a motion to approve. Commissioner Cleveland Burton, Jr. seconded. Upon a call of the roll, all present voted in favor of the motion.

Under **New Business**, Chairman Joseph M. Ruffin asked when will the groundbreaking ceremony take place for Elmwood. Mr. Wood said sometime in March he is still waiting for the County.

Commissioner Charles Simmons said he is working on updating the by-laws and they should be done by April for review.

Comments from the floor: Claire Johnson resident of Joanne Hollis Gardens thanked Mr. Wood for the lighting at Joanne Hollis Gardens.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Jeanette M. Edghill so moved. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

The time of adjournment was 8:17 p.m.

(SEAL)

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Randall M. Wood  
Secretary/Treasurer

Action Items

- Richmond Towers – security guards, intercom system
- Update HAP by-laws
- Elmwood Groundbreaking Ceremony

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**February 18, 2020**

The Board of Commissioners of the Housing Authority of Plainfield met in the Community Room at Richmond Towers, 510 East Front Street, Plainfield, New Jersey for its regularly scheduled monthly meeting.

Mr. Wood called the meeting to order at 7:21 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: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Viola Barco, Jeanette M. Edghill, Cleveland Burton, Jr. and Dollie S. Hamlin

ABSENT: Commissioner Charles Simmons

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

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

Commissioner Dollie S. Hamlin offered prayer.

Chairman Joseph M. Ruffin then asked for a motion to approve the board meeting minutes of January 21, 2020.

All Commissioners agreed to approve the minutes with the amended change on page 7267

Under Financial Report, it states Charles Burton, Jr. will be on the Finance committee it should be Cleveland Burton Jr. (incorrect first name was typed in error)

Chairman Joseph M. Ruffin asked for a motion. Commissioner Viola Barco made a motion. Commissioner Jeanette M. Edghill seconded.

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

Under **Financial Report**, Paul Matturro gave a brief synopsis.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Dollie S. Hamlin seconded the motion and offered the attached following **RESOLUTION NO. 9179** for consideration.

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

Under **Correspondence**, Mr. Wood said we have a new Housing Authority of Plainfield liaison Councilman Barry Goode. He also stated we have an upcoming MARC NAHRO Conference to be held in Atlantic City May 3-6, 2020. If you would like to attend, please contact Ms. Jacqueline Miller.

Chairman Joseph M. Ruffin then acknowledged and welcomed Councilman Barry Goode who was in the audience.

Under **Executive Directors Report**, none.

Under **Counsel Report**, Dan S. Smith, Esq. said at Joanne Hollis Gardens we had six (6) matters for last month; four (4) warrant of removals and two (2) lockouts. No cases for Richmond Towers.

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

Under **Housing Management and Resident Services Committee**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public. Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, no report.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Lewis Hurd

gave a verbal report and stated the properties on West Third Street were sold.

Under **Unfinished Business**, none.

Under **New Business**, none.

Comments from the floor: Dan S. Smith, Counsel thanked Premier Community Development Corporation and the Housing Authority of Plainfield for their support of his lodge recognition.

Councilman Barry Goode asked what is the procedure for lockouts of residents. Listed below is the procedure from Dan S. Smith, Counsel:

- The manager sends the tenant a 14 day letter
- 20<sup>th</sup> of the month court list is created by the manager
- Tenant Appear in court
- If tenant does not have at least ½ of the rent then proceed with Warrant of Removal

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin so moved. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

The time of adjournment was 7:40 p.m.

(SEAL)

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Randall M. Wood  
Secretary/Treasurer





**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**March 16, 2020**

The Board of Commissioners of the Housing Authority of Plainfield met in the Housing Authority of Plainfield (HAP) Center located at Joanne Hollis Gardens, 543 West Third Street, Plainfield, New Jersey for its regularly scheduled monthly meeting.

Mr. Wood 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. Mr. Wood then said we are under the jurisdiction State of Emergency. No public is allowed based on the State of New Jersey.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne,  
Commissioner (s) Dollie S. Hamlin, Viola Barco, Cleveland Burton, Jr. and  
Charles Simmons

ABSENT: Commissioner Jeanette M. Edghill

ALSO: Randall M. Wood, Executive Director; Lewis Hurd, Acting Finance Director and  
Dan S. Smith, Counsel

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

Commissioner Viola Barco offered prayer.

Commissioner Charles Simmons made a statement regarding a conflict of interest due to his partnership with a law firm and said he will resign.

Chairman Joseph M. Ruffin thanked him for his work as a Commissioner and accepted his resignation and said his resignation does not have anything to do with his duties as

Commissioner but by obtaining a position as Partner with a law firm who is counsel to the City is a conflict.

All Commissioners and Mr. Wood thanked him for his service on the board.

Commissioner Charles Simmons thanked them and left the meeting.

Chairman Joseph M. Ruffin then said he will speak with Councilman Barry Goode who is the liaison for the Housing Authority about the next appointee.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of February 18, 2020.

Vice Chairwoman Louise A. Colodne made a motion to approve the minutes.

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

Chairman Joseph M. Ruffin then asked for a motion to go into Executive Session.

Vice Chairwoman Louise A. Colodne so moved. Commissioner Viola Barco seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

The time to go into executive session was 7:34 p.m.

The time to come out of executive session was 7:52 p.m.

Under **Financial Report**, Lewis Hurd gave a brief synopsis.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Viola Barco made a motion to approve. Vice Chairwoman Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9180** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Wood summarized the letter from HUD rescinding the PHAS Score of zero in the criteria of financial. HUD rescinded due to their IT issues. The score was changed to standard.

Under **Executive Directors Report**, Mr. Wood gave some highlights of his report: Due to the COVID-19 pandemic we are following all guidance published by healthcare authorities and our federal and local government. The health and safety of our residents and employees. Also focusing on minimizing any disruptions caused by this

pandemic and continue to serve our residents.

Under **Counsel Report**, Dan S. Smith, Esq. said at Joanne Hollis Gardens we had eleven (11) matters last month; and two (2) warrant of removals. No cases for Richmond Towers.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin stated due to this COVID-19 pandemic, our next meeting will be virtual.

Under **Housing Management and Resident Services Committee**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public. Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin stated there are two resolutions coming out of this committee and asked Mr. Wood to read them. Mr. Wood then proceeded to read the first **RESOLUTION NO. 9181** the Board of Commissioners of the Housing Authority of Plainfield authorizing a Contract Award to Murray Paving and Concrete, 210 South Newman Street, Hackensack, NJ for paving services For a section of the front driveway area at Richmond Towers. All paving work included in the Scope of service not to exceed \$37,743.57.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Dollie S. Hamlin made a Motion to approve. Vice Chairwoman Louise A. Colodne seconded. Upon a call of the roll, all Present voted in favor of the motion.

**RESOLUTION NO. 9182** the Board of Commissioners of the Housing Authority of Plainfield authorizing a contract award to NetConnect, 111 Storer Avenue, Staten Island, NY, for providing computer hardware for the Authority. All the computer hardware is included not to exceed \$17,215.00

Chairman Joseph M. Ruffin asked for a motion. Commissioner Cleveland Burton, Jr. made a motion to approve. Vice Chairwoman Louise A. Colodne seconded. Upon a call of the roll, all

present voted in favor of the motion.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Lewis Hurd gave a verbal report.

Under **Unfinished Business**, Chairman Joseph M. Ruffin asked Mr. Wood for an update on the groundbreaking ceremony for Elmwood Gardens. Mr. Wood said hopefully Spring or late Summer.

Under **New Business**, Chairman Joseph M. Ruffin asked Mr. Wood to read the resolution.

Mr. Wood then read **RESOLUTION NO. 9183** the Board of Commissioners of the Housing Authority of Plainfield authorizing to declare an emergency due to public health concerns and to modify the agenda for the March regular board meeting of the Authority accordingly. There was a discussion regarding the resolution with Counsel and the Commissioners agreed to approve the resolution with the amended change to add after regular “and future board meetings as the Governor Executive Order Dictates.”

Chairman Joseph M. Ruffin asked for a motion. Commissioner Dollie S. Hamlin made a motion to approve. Vice Chairwoman Louise A. Colodne seconded. Upon a call of the roll, all present voted in favor of the motion.

Comments from the floor: none.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Cleveland Burton, Jr. so moved. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 9:11 p.m.

(SEAL)

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Randall M. Wood  
Secretary/Treasurer



**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**April 20, 2020**

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

Chairman Joseph M. Ruffin opened the meeting and asked the Commissioners did they receive their board packets.

They responded yes.

Mr. Wood then called the meeting to order at 7:20 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. Mr. Wood then read the Public Notice. Due to emergency procedures required to respond to COVID-19 restrictions, the regular meeting of the board of commissioners of the Housing Authority of Plainfield, scheduled for April 20, 2020 at 7:00 p.m. will be facilitated through internet and telephone opportunity for public participation. The public can access the meeting by telephone by dialing (646) 876-9923 and entering meeting ID 819 1580 8241 and password 042020 when prompted. Please note that this is not a toll-free number and members of the public may incur charges to participate using this number. Members of the public may submit questions or comments in advance online at [www.hapnj.org](http://www.hapnj.org)

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne,  
Commissioner (s) Dollie S. Hamlin, Jeanette M. Edghill and Cleveland Burton, Jr.

ABSENT: Commissioner Viola Barco (Mr. Wood said she did want to vote by proxy)

ALSO: Randall M. Wood, Executive Director; Paul Matturro, Finance Director, Lewis Hurd,  
Director of Redevelopment and Dan S. Smith, Counsel

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

Randall M. Wood, Executive Director then offered prayer.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of March 16, 2020.

Vice Chairwoman Louise A. Colodne made a motion to approve the minutes.

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 a brief synopsis and stated we are in a strong financial position.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9184** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

There was an open discussion regarding the HAP Protocol. Listed below are some items that should be added:

- Use of mask – when you enter both buildings you should have one on.
- 6ft social distances should be taped on the floor in front of the elevators.
- Notice should be posted on resident mailboxes at Richmond Towers to wear gloves when opening their mail

Mr. Wood said he will update the HAP Protocol and resend.

Under **Executive Directors Report**, Mr. Wood said let the record show that he commends the staff for coming to work during this COVID-19 Pandemic.

Under **Counsel Report**, Dan S. Smith, Esq. said seven (7) cases were filed for Joanne



Hollis Gardens and we have two (2) warrant of removals. Cases are pending due to court being closed.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin asked Attorney Dan Smith did he receive a letter of resignation for Commissioner Charles Simmons. He also asked Councilman Barry Goode, the housing authority liaison, when will the City Council and/or the Mayor appoint a new Commissioner in place of former Commissioner Charles Simmons. Attorney Dan Smith said he did not receive former Commissioner Charles Simmons letter of resignation.

Councilman Barry Goode said he will get back to the Commissioners as soon as he finds out.

Under **Housing Management and Resident Services Committee**, no report.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin stated there are two resolutions coming out of this committee and asked Mr. Wood to read them. Mr. Wood then proceeded to read the first **RESOLUTION NO. 9185** the Board of Commissioners of the Housing Authority of Plainfield to Award a Contract in the amount of not to exceed \$45,000.00 to B.C. Landscaping, LLC 382 Harvey Place, Plainfield, NJ 07062 for lawn mowing, hedge trimming and fall clean-up services at Richmond Towers and Joanne Hollis Gardens.

Chairman Joseph M. Ruffin asked for a motion. Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Dollie S. Hamlin seconded. Upon a call of the roll, all present voted in favor of the motion.

**RESOLUTION NO. 9186** the Board of Commissioners of the Housing Authority of Authority of Plainfield to award a contract in the amount no to exceed \$30,000.00 to See-more TV & Appliance, 1320 South Avenue, Plainfield, NJ 07062.

Chairman Joseph M. Ruffin asked for a motion. Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Cleveland Burton, Jr. seconded. Upon a call of the roll, all

present voted in favor of the motion.

Mr. Lewis Hurd thanked Commissioner Dollie S. Hamlin for her assistance with the procurement process.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, no report.

Under **Unfinished Business**, Chairman Joseph M. Ruffin stated there are two resolutions and asked Mr. Wood to read.

Mr. Wood then read **RESOLUTION NO. 9187** the Board of Commissioners of the Housing Authority of Plainfield that Joanne Hollis Gardens Resident Association in order to receive their unit funds they must provide their current year budget and the previous year financial report.

Commissioner Dollie S. Hamlin said in the **TITLE** of the resolution the dollar amount should be part of the resolution and the number of units. She also stated on the second **WHEREAS** Frank Glien's name should be on the resolution since he is the one who reviewed the budget and the financial report. The Commissioners agreed to have **RESOLUTION NO. 9187** amended by Counsel Dan S. Smith and canvassed for vote.

**RESOLUTION NO. 9188** the Board of Commissioners of the Housing Authority of Plainfield to approve the Joanne Hollis Gardens Resident Association budget for the fiscal year 2020.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Dollie S. Hamlin made a motion to approve. Vice Chairwoman Louise A. Colodne seconded. Upon a call of the roll, all present voted in favor of the motion.

**Under New Business:** Chairman Joseph M. Ruffin said this is the new normal. We will be dealing with virtual meetings until September. The Housing Authority of Plainfield should be prepared with resources they need and skill set be provided.

**Comments from the floor:**

Councilman Barry Goode commended the Director, Mr. Wood and staff. He also had a few questions and/or comments listed below:

- Signage of notices – English/Spanish
- Enforcement of elevator capacity
- Community Room access

Mr. Wood said we do have signs posted. We have security guards at both buildings who guide residents as well as visitors that only two people can get on at a time. The Community Room is closed but the residents do have access to the ATM and vending machines which the guard is also monitoring.

Avonelle Bergen-Phillips, Vice President of Joanne Hollis Gardens Resident Association asked Mr. Wood could he install a sanitizing station at the HAP Center.

Vice Chairwoman Louise A. Colodne asked about usage of the Community Room for Election Day in July. Due to the COVID-19 Pandemic.

Mr. Wood said it is premature at this time and he will have to research.

Mr. Wood said we are in the process of buying sanitizing stations for both sites.

Commissioners Jeanette M. Edghill and Dollie S. Hamlin said they will send Mr. Wood information as to where he can buy masks. (K95- N95).

Mr. Wood then thanked the governing body and Councilman Barry Goode.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Cleveland Burton, Jr. so moved. Vice Chairwoman Louise A.

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

The time of adjournment was 9:11 p.m.

(SEAL)

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Randall M. Wood  
Secretary/Treasurer



**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**May 18, 2020**

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

Mr. Randall M. Wood called the meeting to order at 7:12 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.

Chairman Joseph M. Ruffin then asked the Commissioners did they receive their board packets. They responded yes.

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

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Mr. Lewis Hurd, Director of Redevelopment and Dan S. Smith, Counsel

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

Commissioner Jeanette M. Edghill offered prayer.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of April 20, 2020.

Vice Chairwoman Louise A. Colodne said let the minutes reflect that we did receive Commissioner Charles Simmons letter of resignation after the April 20 board meeting.

Vice Chairwoman Louise A. Colodne then made a motion to approve the minutes.

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

Under **Financial Report**, Mr. Paul Matturro said we are in a very good financial position and gave some highlights of his report:

- Electrical bills are high due to the winter months but expect them to be lower when it gets warmer.
- HUD is giving housing authority's \$250,000.00 in additional COVID-19 pandemic related expenses also \$150,000.00 to Section 8 for their COVID-19 pandemic related expenses.
- We have hired a FEMA Grant Writer due to the COVID-19 Pandemic to help with safety.

Chairman Joseph M. Ruffin commended the staff and Mr. Randall M. Wood for his leadership.

Mr. Randall M. Wood said thank you.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Vice Chairwoman Louise A. Colodne made a motion to approve.

Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9189** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Under **Executive Directors Report**, none.

Under **Counsel Report**, Dan S. Smith, Esq. said court is still closed and landlord tenant cases that were submitted are still pending.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin said he has a written report that he will submit later but he did give some highlights of the report:

- This is our second zoom meeting and he thanked Peter Briggs for hosting the meeting.
- He thanked Mr. Wood for the COVID-19 Pandemic HAP Protocol.
- He stated we are short two Commissioners, Dollie S. Hamlin who did submit a letter of resignation & Charles Simmons. Mr. Wood has contacted City Hall regarding this.

Mr. Wood then thanked the staff for their attendance during the COVID-19 Pandemic and said he could not do this without them.

Chairman Joseph M. Ruffin thanked Ms. Smith, Manager of Joanne Hollis Gardens and

Mr. Wood for making sure the food that was offered from the food bank to the residents of Joanne Hollis Gardens were distributed.

Under **Housing Management and Resident Services Committee**, no report.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin stated there are two resolutions coming out of this committee and asked Mr. Wood to read them. Mr. Wood then proceeded to read **RESOLUTION NO. 9190** the Board of Commissioners of the Housing Authority of Plainfield to Award a Contract in the amount of \$15,900.00 for a period of one (1) year to Frank Glien LLC., 130 Dietz Street, Cranford, NJ 07080 to perform audit services for the federal fiscal year 2019.

Chairman Joseph M. Ruffin made a motion to approve. Commissioner Cleveland Burton, Jr. seconded. Upon a call of the roll, all present voted in favor of the motion.

**RESOLUTION NO. 9191** the Board of Commissioners of the Housing Authority of Plainfield authorizing the contract award for purchase, replacement and installation of approximately one thousand and five windows and screens at Joanne Hollis Gardens to Panoramic Window and Door Systems Inc., 712 Sergeantsville Road, Stockton, NJ in the amount not to exceed \$570,000.00.

Mr. Wood asked to have the resolution amended to read where it states number 1 last sentence, completed on or before 45 days after execution of this **agreement**; completed on or before 45 days after execution of this **contract**.

Chairman Joseph M. Ruffin asked for a motion. Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Viola Barco seconded. Upon a call of the roll, all present voted in favor of the motion.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Mr. Hurd read the report that was provided.

Under **Unfinished Business**, Mr. Wood read **RESOLUTION NO. 9192**

the Board of Commissioners of the Housing Authority of Plainfield to ratify actions previously taken for the Elmwood Gardens Redevelopment and to authorize Executive Director, Mr. Randall M. Wood to take further action in accordance herewith.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Viola Barco seconded. Upon a call of the roll, all present voted in favor of the motion.

**Under New Business:** none.

**Comments from the floor:** Ms. Avonelle Bergen-Phillips, Vice President of the Joanne Hollis Gardens Resident Association who resides at 545 West Third St. asked what the timeline was for the window and screen replacement at Joanne Hollis Gardens.

Mr. Lewis Hurd said as soon as the contract is signed, it should be 45 days from that date.

Ms. Phillips also mentioned that on May 15 they were able to work in partnership with Plainfield Action Services who provided emergency food boxes to over 100 families at Joanne Hollis Gardens.

Chairman Joseph M. Ruffin, Mr. Wood and Ms. Smith thanked Ms. Phillips for her leadership in the process.

Mr. Wood then said in answer to Ms. Phillips correspondence she sent him regarding getting an additional dumpster at Joanne Hollis Gardens; PMUA will be coming out to measure to see if the pad will accommodate and if not, they will provide another one.

There being no further business at hand, Mr. Wood asked for a motion to adjourn. Upon a call of the roll, all present voted in favor of the motion.

The time of adjournment was 9:11 p.m.

(SEAL)

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Randall M. Wood  
Secretary/Treasurer





**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**June 15, 2020**

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

Mr. Randall M. Wood 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 Louise A. Colodne, Commissioner (s) Viola Barco, Jeanette M. Edghill and Cleveland Burton, Jr.

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Mr. Lewis Hurd, Director of Redevelopment and Dan S. Smith, Counsel

ABSENT: Chairman Joseph M. Ruffin

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

Commissioner Viola Barco offered prayer.

Vice Chairwoman Louise A. Colodne asked for a motion to approve the board meeting minutes of May 18, 2020.

Commissioner Cleveland Burton, Jr. made a motion to approve the minutes.

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

Under **Financial Report**, Mr. Paul Matturro gave a brief synopsis and stated we are on budget.

Under **Bills and Contract Payments**, Vice Chairwoman Louise A. Colodne asked for a motion to approve the bills. Commissioner Jeanette M. Edghill made a motion to approve.

Commissioner Cleveland Burton, Jr. seconded the motion and offered the attached following

**RESOLUTION NO. 9193** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Vice Chairwoman Louise A. Colodne asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Under **Executive Directors Report**, Mr. Wood said there is a medical lab coming out tomorrow to do door to door COVID-19 free testing for the residents of Richmond Towers.

Under **Counsel Report**, Dan S. Smith, Esq. said the case for Golda Harris has been dismissed as per the courts, she was in prison and she was trying to get back into the Housing Authority. He will also be meeting with the Joanne Hollis Gardens Resident Association regarding their by-laws and there are no landlord tenant cases due to court is still closed.

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

Under **Housing Management and Resident Services Committee**, no report.

Under **Capital Improvement and Procurement Committee**, no report.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, no report.

Under **Unfinished Business**, none.

**Under New Business:** Mr. Wood said we are moving forward with the Elmwood Project. The new projected date for the ground-breaking should be sometime in August and construction should start in September.

**Comments from the floor:** Councilman Barry Goode, liaison to the Housing Authority of Plainfield said he would like to inform the Housing Authority there are no more Commissioner vacant seats. The City Council has appointed two (2) Commissioners. Ms. Bridget Rivers and Ms. Dollie Hamlin has been reinstated.

The Commissioners and Mr. Wood thanked him for the information.

He also stated the Housing Authority has been successful dealing with this pandemic. Kudos to the Commissioners, Mr. Wood and staff. “We Appreciate You!”

The Commissioners and Mr. Wood thanked him.

There being no further business at hand, Vice Chairwoman Louise A. Colodne asked for a motion to adjourn. Upon a call of the roll, all present voted in favor of the motion.

The time of adjournment was 7:30 p.m.

(SEAL)

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Randall M. Wood  
Secretary/Treasurer