

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

January 19, 2021

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 7:00 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, Commissioners Jeanette M. Edghill, Dollie S. Scott-Bey, Cleveland Burton, Jr., and Bridget Rivers

ABSENT: Commissioner Viola Barco

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.

Vice Chairwoman Louise A. Colodne offered prayer.

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

Commissioner Jeanette M. Edghill said she did not vote on **Resolution No. 9205** to award a legal service contract of general counsel, to the law firm of Dan S. Smith, LLC. Mr. Wood so noted and said he will have the minutes sent out to everyone with the correction.

Then Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of December 21, 2020 with the amended change.

Commissioner Cleveland Burton Jr. made a motion to approve the minutes with the amended change. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Maturro gave a brief synopsis.

Commissioner Bridget Rivers said she did not receive the financial report and she is on the finance committee as per Chairman Joseph M. Ruffin. Mr. Wood apologized and stated he will find out why she did not receive the report.

There was also a discussion regarding the Corrective Action Plan regarding finance that must be submitted to HUD. All Commissioners will receive a copy after HUD reviews.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Dollie S. Scott-Bey made a motion to approve. Vice Chairwoman Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9222** 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**, no report.

Under **Counsel Report**, Dan S. Smith said the Housing Authority hired a Social Worker, MSSW to service the residents of public housing and she will be located at Richmond Towers. He also stated tenant repayment agreements are ongoing.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin said Councilman Barry Goode has been reappointed as our liaison.

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

Mr. Wood said yes.

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

Chairman Joseph M. Ruffin asked did the vacant apartments at Joanne Hollis Gardens receive

new windows.

Mr. Hurd said no there is a delay in delivery.

There was an open discussion regarding the window contract:

- Breach of contract?
- Counsel Dan S. Smith, will send a letter to the contractor (to be discussed in Executive Session)
- Send copy of contract to Commissioner Bridget Rivers

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Mr. Hurd gave a brief synopsis.

Under Unfinished Business, none.

Under New Business: none.

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

Vice Chairwoman Louise A. Colodne so moved. Commissioner Jeanette M. Edghill 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 8:15 p.m.

The time to come out of executive session was 9:29 p.m.

Comments from the floor:

Councilman Barry Goode stated he will continue to be the liaison for the Housing Authority for another year.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Bridget Rivers made a motion. Commissioner

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

The time of adjournment was 9:35 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

February 16, 2021

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 7:00 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, Commissioners Jeanette M. Edghill, Dollie S. Scott-Bey, Cleveland Burton, Jr., and Bridget Rivers

ABSENT: Commissioner Viola Barco

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 Cleveland Burton, Jr. offered prayer.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of January 19, 2021.

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

Commissioner Jeanette M. Edghill seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Matturro gave a brief synopsis:

- As of January 2021 excess of expenses over revenue of approx. \$20k
- Gas & Electric charges are higher during Jan-March (winter months)
- Falling behind on our tenant account receivables (rents)
- Positive cash flow

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a

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motion to approve the bills. Commissioner Cleveland Burton, Jr. questioned the total amount of the bills. The amount should be \$384,352.24 not \$384,325.24. All Commissioners agreed to approve the resolution with the total amount to be corrected.

Commissioner Dollie S. Scott-Bey made a motion to approve. Commissioner Cleveland Burton, Jr. seconded the motion and offered the attached following **RESOLUTION NO. 9224** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Mr. Wood stated all Commissioners will receive a copy of the resolution with the correction.

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**, Mr. Wood said the Elmwood Project projected completion date should be August.

Under **Counsel Report**, Dan S. Smith said there are some concerns that must be addressed in executive session.

Under **Chairperson's Report**, Mr. Ruffin said himself, Mr. Wood and Counsel, Dan Smith met with city of Plainfield officials, and a developer who made a presentation to redevelop Richmond Towers.

No action was taken.

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

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Personnel Committee**, no report.

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

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

Commissioner Dollie S. Scott-Bey so moved. Commissioner Jeanette M. Edghill 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 8:12 p.m.

The time to come out of executive session was 8:53 p.m.

Under Unfinished Business:

Chairman Joseph M. Ruffin stated the items listed below were discussed in executive session and all were satisfied:

- The windows at Joanne Hollis Gardens
- Spreader
- Funding

Under New Business: Mr. Wood read **RESOLUTION NO. 9223** In Commemoration of Jennifer Harvey.

All Commissioners approved and upon a call of the roll, all present voted in favor of Resolution No. 9223.

Comments from the floor: There was an open discussion regarding the seniors at Richmond Towers receiving the COVID-19 Vaccine.

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

The time of adjournment was 9:14 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

March 15, 2021

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 7:11 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, Commissioners Jeanette M. Edghill, Dollie S. Scott-Bey, Cleveland Burton, Jr., and Viola Barco

ABSENT: Commissioner Bridget Rivers

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 Viola Barco offered prayer.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of February 16, 2021. 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.

Under **Financial Report**, Mr. Matturro gave a brief synopsis:

- As of February 2021, excess of expenses over revenue of \$70K
- Electric and gas charges are higher during Jan-March (winter months)
- Lower income in AMP 1, our actual rent collection, continue to be problematic.
- System issues with both Tenmast and PHA Web due to not being able to access any historical information.

All Commissioners approved the financial report.

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 Cleveland Burton, Jr. seconded the motion and offered the attached following **RESOLUTION NO. 9225** for consideration. Upon a call of the roll, all present voted in favor of the motion, except for Commissioner Dollie S. Scott-Bey. (Commissioner Scott-Bey was not present at time of the vote)

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Wood gave a brief synopsis:

- Complex is 41.22% complete.
- Foundation slabs and framing have gone up.
- Affirmative Action and Section 3 Plan is in place

Under **Counsel Report**, Dan Smith stated:

- Repayment agreements have been sent out to residents who are behind in their rents by the Managers, Mr. Marsh and Ms. Smith
- Residents who are in non-compliance will go to court.
- The MSSW would like to expand her services to the residents of Joanne Hollis Gardens.

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

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

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Mr. Hurd read his report and stated Kim Montford is the new member of the board.

Under Unfinished Business: none.

Under New Business: none.

Comments from the floor:

- Mr. Vincent Richardson, President of the Joanne Hollis Resident Association (JHGRA) and resident of Joanne Hollis Gardens asked does the Housing Authority have enough manpower to assist the contractors with window replacements and do daily work orders. Mr. Wood said yes.

- Mr. Richardson also said he submitted his 2020 Unit Funds Expenditure Report and 2021 Unit Funds Budget and asked when he will receive.

Mr. Hurd said he did receive the report and budget. It will be presented at next months board meeting.

- Ms. Bobby Moss, resident of Joanne Hollis Gardens, 514 W 4th Street, stated her she had an overflow (toilet) in her apartment and nothing has been done.

Ms. Smith, Manager of Joanne Hollis Gardens asked Ms. Moss to call her tomorrow morning so she can resolve the matter.

- Commissioner Viola Barco said Ms. Kennedy, Vice President of Richmond Towers Resident Association was fired, and she would like Mr. Wood to follow-up regarding this matter as well as Counsel, Dan S. Smith.

Mr. Wood said he will follow-up.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Vice Chairwoman Louise A. Colodne made a 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 8:55 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

April 19, 2021

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 7:11 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, Commissioners Jeanette M. Edghill, Cleveland Burton, Jr., and Bridget Rivers

ABSENT: Commissioner Viola Barco & Dollie S. Scott-Bey

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 Cleveland Burton, Jr. offered prayer.

Chairman Joseph M. Ruffin asked Mr. Wood to proceed with the agenda.

Mr. Wood asked if there were any questions regarding the minutes of March 15, 2021.

There being none, upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Mr. Matturro gave a brief synopsis:

- As of March 2021, excess of expenses over revenue of \$202K vs. \$70K through February.
- Significant increase in utilities; electric and gas charges are higher during Jan-March (winter months)
- Our cash position is sufficient to meet expected needs throughout the remainder of the year and our financial position is above average.

Commissioner Cleveland Burton, Jr. then asked on the addendum why was there a duplicate

payable for Panoramic Window in the amount of \$116,718.00.

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Mr. Matturro said that was an error and it will be corrected.

All Commissioners agreed to approve the financial report with the correction to be made.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills.

Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9226** 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 Smith said there were five (5) repayment agreements and they have been reconciled. No further action to be taken. There was an incident that occurred on Easter Sunday but it was not on Housing Authority of Plainfield property. He is waiting for the police report.

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

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

Mr. Wood said yes.

Mr. Wood then said there are two (2) resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9227** 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.

RESOLUTION NO. 9228 the Board of Commissioners of the Housing Authority of Plainfield to approve the Joanne Hollis Gardens Resident Association budget for the fiscal year 2021.

Vice Chairwoman Louise A. Colodne had a question as to why HAIG Security was on both reports.

Mr. Wood said he will follow-up with Vincent Richardson, President of Joanne Hollis Gardens Resident Association and get back to the board.

All Commissioners agreed to table both resolutions for further review.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Personnel Committee**, no report.

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

Under Unfinished Business: Chairman Joseph M. Ruffin had a couple of questions from the minutes of March 15, 2021: 1.) A resident at Joanne Hollis Gardens said she has a toilet overflow in her apartment and there was also a plumbing issue in one of the other apartments? Have they been taken care of?

Ms. Smith, Manager of Joanne Hollis Gardens said yes it has been resolved.

2.) Was there a meeting held with Mr. Wood, Counsel and Ms. Kennedy, Vice President of Richmond Towers Resident Association.

Mr. Wood said no her husband passed and will follow-up with her later.

Under New Business: none.

Comments from the floor:

- Councilman Barry Goode commended Mr. Wood, Commissioners, and staff for a job well done. He also commended Ms. Matthewson for the Easter Egg Hunt that was held at Joanne Hollis Gardens for the children.

- Commissioner Bridget Rivers commended Ms. Smith for a job well done for a situation

that she handled with the Police Department.

- Bobby Moss, resident of Joanne Hollis Gardens, 514 W 4th Street, stated her apartment has not been completed she still has issues with the plumbing, and there is mold and mildew. She also stated she called the board of health and they came. They told her it was unstable for her to live there and she now resides with her daughter, who also lives at Joanne Hollis Gardens. Ms. Smith is aware the health department came to her apartment.

Chairman Joseph M. Ruffin asked Mr. Wood and Ms. Smith to resolve.

Mr. Wood said he was unaware the health department came to her apartment and he will follow-up.

- Reverend Sam Campbell, resident of Joanne Hollis Gardens, 316 Liberty Street mentioned that when he had a plumbing issue, Ms. Smith took care of it right away. He then asked Mr. Wood if they could designate an area for grilling for the residents. Mr. Wood said he will have to contact the insurance company and meet with Counsel, Mr. Smith regarding this.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Bridget Rivers made a motion. Commissioner Jeanette M. Edghill seconded. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 8:47 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

May 17, 2021

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 7:11 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, Commissioners Jeanette M. Edghill, Cleveland Burton, Jr., Bridget Rivers, Viola Barco & Dollie S. Scott-Bey

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

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

Vice Chairwoman Louise A. Colodne offered prayer.

Chairman Joseph M. Ruffin asked Mr. Wood to proceed with the agenda.

Mr. Wood asked if there were any questions regarding the minutes of April 19, 2021.

There being none, Chairman Joseph M. Ruffin asked for a motion to approve the minutes.

Vice Chairwoman Louise A Colodne made a motion to approve the minutes. Commissioner Jeanette M. Edghill seconded the motion.

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

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

- As of April 2021, excess of expenses over revenue of \$159K vs. \$202K through March.

- Water consumption have risen; will continue to see until we install low flow valves. Significant increase in electric due to severe December-March temperatures.

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- The vacancy rate in AMP 1 for January-April rent income is below budget and our apartment turnover costs have exceeded budget.
- Will continue to draw down additional COVID Supplemental Subsidy.
- Our cash position is sufficient to meet our current and projected future needs.
- HUD has notified us that we have been approved for additional shortfall subsidy funding and will be required to submit a detailed financial improvement plan prior to receiving the award.

Chairman Joseph M. Ruffin asked if the new kitchens at Richmond Towers will have low flow valves installed.

Mr. Wood said he will get back to the Commissioners.

Chairman Joseph M. Ruffin then asked for a motion to approve the Financial Report.

Commissioner Dollie S. Scott-Bey made a motion. 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 asked for a motion to approve the bills.

Commissioner Dollie S. Scott-Bey made a motion to approve. Vice Chairwoman Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9229** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Wood said the Section 8 Department received a SEMAP Final Score 93% High Performer and congratulated Mrs. Zena Sutton. He also said Commissioner Viola Barco has been reappointed to the board.

Chairman Joseph M. Ruffin said that is good news that Commissioner Barco has been reappointed.

Under **Executive Directors Report**, Mr. Wood gave an update on the Elmwood Square Project.

- He met with the general contractor and partner developer, and we are 50% into the project.
- Projected opening time is October 1.
- Applications will be taken in July.

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Under **Counsel Report**, Attorney Avram White (who is filling in for Dan Smith, Counsel) said there are five (5) landlord tenant matters and they have not been resolved due to court being closed. Currently, there has been no increase.

Under **Chairperson's Report**, Mr. Ruffin mentioned upcoming items on the yearly calendar; a personnel item, performance appraisal for the Executive Director and the date for the board retreat. He also asked with the election coming up in June, will Richmond Towers still serve as a polling place and will there be any protocols taking place. Mr. Wood said yes, the election will take place at Richmond Towers and the Housing Authority will have Protocols. He has not received anything from the election board as of yet and he then yielded to Vice Chairwoman Louise A. Colodne for her guidance.

Vice Chairwoman Louise A. Colodne gave some protocols that will take place regarding the election process:

- Bathrooms should only be used by the poll workers.
- The Community Room should be exterminated.
- No residents walking through the Community Room.
- All required to wear masks.

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

Under **Capital Improvement and Procurement Committee**, Mr. Wood said there are two (2) resolutions coming out of this committee and proceed to read the first **RESOLUTION NO. 9230** resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the contract award for intercom system

installation for all units at Richmond Towers to Alarm Communication Technology Inc.,
25 Ross Street, Wharton, NJ 07885 in the amount not to exceed two hundred and seventy-eight

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thousand, three hundred and forty-one dollars (\$278,341.00).

The Commissioners agreed to table the resolution until further review.

Chairman Joseph M. Ruffin asked for a motion to table **RESOLUTION NO. 9230**.

Vice Chairwoman Louise A. Colodne made a motion. Commissioner Bridget Rivers seconded.

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

RESOLUTION NO. 9231 resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the contract award of project Manager for the installation of intercom systems for all the units at Richmond Towers to DCDA Design Services, LLC, 150 Maple Avenue, Suite 254, South Plainfield, NJ 07080 in amount not to exceed ten thousand seven hundred and fifty dollars (\$10,750.00). This resolution was also tabled until further review.

Chairman Joseph M. Ruffin then asked for a motion to table **RESOLUTION NO. 9231**

Vice Chairwoman Louise A. Colodne made a motion. Commissioner Cleveland Burton, Jr. 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 gave a brief synopsis and stated the property on Sloane Blvd has been sold.

Under **Unfinished Business**: Mr. Wood said there are two (2) resolutions and proceeded to read the first **RESOLUTION NO. 9227** 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.

Chairman Joseph M. Ruffin asked for a motion. Commissioner 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.

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RESOLUTION NO. 9228 the Board of Commissioners of the Housing Authority of Plainfield to approve the Joanne Hollis Gardens Resident Association budget for the fiscal year 2021.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Bridget Rivers made a motion. Commissioner Jeanette M. Edghill seconded the motion.

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

Under **New Business:** none.

Comments from the floor:

- Ms. Harris, a former resident of Joanne Hollis, had a question regarding excess utilities; why she was charged for an air conditioner when it does not state on the lease that you must pay for an air conditioner. She cannot apply for any other apartment because this is on her report that she owes the Housing Authority of Plainfield for excess utilities.

Attorney White advised not to comment because they have nothing in writing from the courts in front of them to state that fact.

- Ms. Bridget Graham, resident of Joanne Hollis Gardens, 509-C West Third Street, stated her car was damaged due to the shooting that took place on Saturday. There is a lot of loitering and trespassing on the premises.

- Ms. Moss, resident of Joanne Hollis Gardens 514 W 4th Street, said Ms. Smith did not set up a meeting with her.

Chairman Joseph M. Ruffin asked Ms. Moss to reach out to Ms. Smith to set up a meeting.

- Pastor Campbell, resident of Joanne Hollis Gardens, 316 Liberty St., said there is still loitering and trespassing taking place. He also sees mice in his apartment.

- Ms. Celeste Gilliard, resident of Joanne Hollis Gardens 523-D West Third St, said the

people who are causing problems do not live at Joanne Hollis Gardens. She also said the residents should go to City Hall to address their concerns.

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Chairman Joseph M. Ruffin and Vice Chairwoman Louise A. Colodne asked Mr. Wood to set up an emergency meeting with the Director of Public Safety and the Mayor and they would like to attend the meeting.

Mr. Wood said he will set up a virtual meeting with the Director of Public Safety and the Captain. He will also reach out to the mayor. He then asked the residents to attend the City Council meeting to address their concerns as well, we must all work together.

- Mr. Vincent Richardson, President of Joanne Hollis Gardens Resident Association and resident of Joanne Hollis Gardens, 555-D West Third Street, asked why his access to the cameras were taken away.

Mr. Wood explained he is not a Housing Authority of Plainfield employee and yielded to Attorney White for comment.

Attorney White explained it is a liability for a resident who is not an employee to view the cameras. They have access to computers, etc. and must be trained properly and supervised.

- Ms. Rose Diggs, resident of Joanne Hollis Gardens, 551 West Third St., stated she is in charge of the Food Pantry at Joanne Hollis Gardens and she received a letter and a check (donation) from Ms. Patricia Barksdale thanking her for her service.

All thanked Ms. Diggs for her service.

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

The time of adjournment was 9:40 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

June 21, 2021

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 7:11 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, Commissioners Jeanette M. Edghill, Cleveland Burton, Jr., Bridget Rivers, Viola Barco & Dollie S. Scott-Bey

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 Dollie S. Scott-Bey offered prayer.

Vice Chairwoman Louise A. Colodne asked for a motion to approve the minutes of May 17, 2021.

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

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

- As of May 2021, excess of expenses over revenue of \$63K vs. \$159K through April.
- Water and electric consumption have risen.
- The vacancy rate in AMP 1 for January-April rent income is below budget and our apartment turnover costs have exceeded budget.
- Will continue to draw down additional COVID Supplemental Subsidy.
- Our cash position is sufficient to meet our current and projected future needs.

- HUD has notified us that we have been approved for additional shortfall subsidy funding and will be required to submit a detailed financial improvement plan prior to receiving the award.

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Mr. Wood then said there are three resolutions coming out of Financial Report and proceeded to read the first **RESOLUTION NO. 9232** 2021-2022 Housing Authority of Plainfield Adopted Budget for fiscal year from January 1, 2021 to December 31, 2021.

Vice Chairwoman Louise A. Colodne asked for a motion.

Commissioner Dollie S. Scott-Bey made a motion to approve. Chairman Joseph M. Ruffin seconded the motion.

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

RESOLUTION NO. 9233 the board of Commissioners of the Housing Authority of Plainfield to award the contract in the amount of \$18,100.00 annually to Frank Glien LLC, 130 Dietz Street, Cranford, NJ 07080 to perform audit services for the federal fiscal year 2020 in the amount not to exceed eighteen thousand and one hundred dollars (\$18,100.00).

Vice Chairwoman Louise A. Colodne asked for a motion. Commissioner Dollie S. Scott-Bey 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.

RESOLUTION NO. 9234 the board of Commissioners of the Housing Authority of Plainfield to retain the Firm of Polcari & Company Certified Public Accountants, 2035 Hamburg Turnpike, Unit H, Wayne, NJ 07470 for Fee Accounting Services for the period beginning July 1, 2021 and ending June 30, 2023, for an amount not to exceed \$100,000.00 annually.

Commissioner Dollie S. Scott-Bey said she is not aware of a professional service contract being allowed more than 12 months. Please provide her with some documentation that states otherwise. Mr. Hurd said he will have to research. Mr. Wood then said we can amend the resolution to one (1) year instead of (2) years.

All Commissioners agreed to approve the resolution with the amended changes to read in the

TITLE: for the period beginning July 1, 2021 and ending June 30, 2022.

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Vice Chairwoman Louise A. Colodne asked for a motion. Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Dollie S. Scott-Bey seconded the motion.

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

Under **Bills and Contract Payments**, Vice Chairwoman Louise A. Colodne asked for a motion to approve 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. 9235** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Wood gave an update on the Elmwood Square Project.

- The project is 51% complete.
- Complying with Section 3 and Affirmative Action and we have seven community workers at the Elmwood Project site.
- Applications will be taken in mid-July/August.

Chairman Joseph M. Ruffin asked Mr. Wood to brief everyone on the meeting with the Director of Public Safety on his behalf.

Mr. Wood said we did meet with the Director of Public Safety, (she has since resigned) and Captain Williams will be our liaison. We did address the loitering and trespassing issues and we informed them we do have signs up that say no loitering and trespassing to keep loiterers off the premises. There are also containers we have to move because we have individuals that are gambling behind them.

Under **Counsels Report**, Dan S. Smith said the governor issued a moratorium – continued health emergency due to COVID-19; must continue to wear masks inside – will be revisited in

September. At the Housing Management and Resident Service Committee meeting we discussed the grilling policy for Joanne Hollis Gardens and a resolution has been drawn up to

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that fact to be approved by the board.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin thanked the Commissioners and Mr. Wood for the meeting with the Director of Public Safety.

Under **Housing Management and Resident Services Committee**, Vice Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Mr. Wood then said there are also three resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9236** to adopt a Grilling Policy for Joanne Hollis Gardens Residents and Joanne Hollis Gardens Resident Association.

Vice Chairwoman Louise A. Colodne asked for a motion. Commissioner Cleveland Burton, Jr. made a motion. Chairman Joseph M. Ruffin seconded.

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

RESOLUTION NO. 9237 Richmond Towers Resident Association in order to receive their unit funds they must provide their current year budget and the previous year Financial Report.

Vice Chairwoman Louise A. Colodne asked for a motion. Commissioner Dollie S. Scott-Bey made a motion. Vice Chairwoman Louise A. Colodne seconded.

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

RESOLUTION NO. 9238 to approve the Richmond Towers Resident Association Budget for the Fiscal Year 2021.

Vice Chairwoman Louise A. Colodne asked for a motion. Commissioner Cleveland Burton, Jr. made a motion. Commissioner Jeanette M. Edghill seconded.

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

Under **Capital Improvement and Procurement Committee**, Vice Chairwoman

Louise A. Colodne asked did everyone receive the report and is it available to the public.

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Mr. Wood said yes. Mr. Wood then said there are two resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9239** to award a contract to D&G Custom Painting LLC, 83 Broadway, Elizabeth, NJ 07206 for repairing the hallway ceilings and painting the ceiling on each floor at Richmond Towers cost not to exceed seventeen thousand and sixteen cents (\$17,000.16).

Vice Chairwoman Louise A. Colodne asked for a motion. Commissioner Cleveland Burton, Jr. made a motion. Commissioner Dollie S. Scott-Bey seconded.

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

RESOLUTION NO. 9240 to award a contract to Vali Construction LLC, 2007 Westfield Avenue, Scotch Plains, NJ 07076 for repairing the front and rear porches at Joanne Hollis Gardens, cost not to exceed six thousand dollars (\$6,000.00).

Vice Chairwoman Louise A. Colodne asked for a motion. Chairman Joseph M. Ruffin made a motion. 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**, Mr. Hurd gave his report.

Under **Unfinished Business**: Mr. Wood said there are two resolutions and proceeded to read the first **RESOLUTION NO. 9230** authorizing the contract award for intercom system installation for all units at Richmond Towers to Alarm Communication Technology, Inc. 25 Ross Street, Wharton, NJ 07885 in the amount not to exceed two hundred and seventy-eight thousand, three hundred and forty-one dollars (\$278,341.00).

Vice Chairwoman Louise A. Colodne asked for a motion. Vice Chairwoman Louise A. Colodne made a motion. Commissioner Cleveland Burton, Jr. seconded.

Upon a call of the roll, all present voted in favor of the motion, except Commissioner Dollie S. Scott-Bey who did not vote.

RESOLUTION NO. 9231 authorizing the contract award of Project Manager for the installation of intercom system for all the units at Richmond Towers to DCDA Design Services, LLC., 150 Maple Avenue, Suite 254, South Plainfield, NJ 07080 in amount not to exceed ten thousand seven hundred and fifty dollars. (\$10,750.00).

Vice Chairwoman Louise A. Colodne asked for a motion. Commissioner Jeanette M. Edghill made a motion. Commissioner Dollie S. Scott-Bey seconded.

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

Under **New Business:** none.

Comments from the floor: Bridgette Graham, 509-C West Third Street, resident of Joanne Hollis Gardens, said her work order was not completed.

Ms. Smith, Manager of Joanne Hollis Gardens said, please call her tomorrow morning.

Mr. Brown, Supervisor of the Maintenance Department then said it should be completed this week.

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

The time of adjournment was 8:02 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

July 19, 2021

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 7:11 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, Commissioners Jeanette M. Edghill, Cleveland Burton, Jr., Bridget Rivers, Viola Barco & Dollie S. Scott-Bey

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 Dollie S. Scott-Bey offered prayer.

Chairman Joseph M. Ruffin asked for a motion to approve the minutes of June 21, 2021.

Commissioner Bridget Rivers made a motion to approve the minutes. Commissioner

Dollie S. Scott-Bey seconded the motion.

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

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

- As of July 2021, excess of revenue over expenses of \$22,546 vs. loss of \$426.00 through June.
- Water and electric consumption have risen.
- The vacancy rate in AMP 1 for January-April rent income is below budget and our apartment turnover costs have exceeded budget.
- Will continue to draw down additional COVID Supplemental Subsidy.
- Our cash position is sufficient to meet our current and projected future needs.

- HUD has notified us that we have been approved for additional shortfall subsidy funding and will be required to submit a detailed financial improvement plan prior to receiving the award.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills.

Commissioner Dollie S. Scott-Bey made a motion to approve. Commissioner Bridget Rivers seconded the motion and offered the attached following **RESOLUTION NO. 9241** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Wood said we did receive from the City reappointment of Commissioner Dollie S. Scott-Bey and we are waiting for the reappointment for Commissioner Jeanette M. Edghill.

All Commissioners congratulated her.

Under **Executive Directors Report**, Mr. Wood said we did have our July 16th meeting with some staff, residents and Commissioners Bridget Rivers and Louise Colodne as well as Vincent Richardson, President of Joanne Hollis Gardens Resident Association.

He asked Counsel, Dan Smith to brief everyone on the meeting.

Under **Counsels Report**, Dan S. Smith gave a report on the meeting of July 16, 2021.

- In attendance were Commissioners Bridget Rivers and Louise A. Colodne, as well as some staff, Union Representation and Vincent Richardson, President of the Joanne Hollis Gardens Resident Association.
- Two residents and their concerns were met, their comments were presented after the meeting and were resolved by Ms. Smith and Mr. Wood.
- The protocol for the maintenance procedure was discussed.
- Management will follow-up with all resident concerns.
- All emergency work orders will be addressed. Even during the COVID-19 Pandemic.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin stated for the record the reason this meeting took place is because he had a discussion with Commissioners Louise A. Colodne and Bridget Rivers.

Chairman Joseph M. Ruffin then asked Dan Smith, Counsel what is the protocol for the workorder procedure.

Dan Smith, Counsel gave a brief synopsis:

- Residents call in the workorder to Management.
- Management puts in the workorder.
- Management then gives to the Maintenance Department.

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

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Mr. Hurd gave his report.

Under **Unfinished Business**: none.

Under **New Business**: none.

Comments from the floor: Vincent Richardson, President of Joanne Hollis Gardens Resident Association and resident of Joanne Hollis Gardens asked for clarity on the work order procedure.

Ms. Renada Smith gave a brief synopsis:

- The resident must call the management office to put in the work order.
- The work order is generated and then given to the maintenance department.

If the resident wants a copy of the work order, they can call the management office to receive a copy by email or mail.

Mr. Tracy Brown, Maintenance Supervisor, then said a notice is left on the resident's doorknob letting them know that maintenance was there.

Mr. Wood also said they have 24 hours to abate all emergency workorders and 45 days for non-emergency work orders.

- Councilman Barry Goode asked how quickly the communication starts with the tenant and if the tenant does not want maintenance in the apartment when they are not home is that honored.

Mr. Tracy Brown, Maintenance Supervisor, said it is on the workorder yes or no if you want maintenance in your apartment if you are not home.

- Ms. Bobby Moss, resident of Joanne Hollis Gardens said her apartment is still not finished and when will it be completed.

- Ms. Sheila Caver, resident of Joanne Hollis Gardens, 308 Liberty St., stated her apartment is not completed.

Ms. Renada Smith, Assistant Housing Manager said she will call them as soon as she finds out from the maintenance department when they will be completed.

- Councilman Barry Goode asked how often are these apartments inspected.

Mr. Wood said due to the COVID-19 Pandemic HUD issued a waiver that did not allow us to do annual inspections, but prior to the Pandemic we did do inspections on an annual basis.

Mr. Wood then said Ms. Smith will be starting the annual inspections next week.

(There was an open discussion to have someone monitor the cameras every day and provide another satellite office on-site at Joanne Hollis Gardens)

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

The time of adjournment was 8:45 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

September 20, 2021

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 7:11 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, Commissioners Jeanette M. Edghill, Cleveland Burton, Jr., Bridget Rivers & Dollie S. Scott-Bey

ABSENT: Commissioner Viola Barco

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 Dollie S. Scott-Bey offered prayer.

Chairman Joseph M. Ruffin then said their reorganization (annual) meeting was held and he chose not to run again for Chairman of the board. He thanked everyone for the opportunity and he then turned the meeting over to legal Counsel, Dan S. Smith.

Dan S. Smith, Counsel, then read Article II-Officers – Section 1. Officers from the Housing Authority of Plainfield By-Laws. The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer. Dan S. Smith then said the floor is open for nomination for Chairperson.

Chairman Joseph M. Ruffin then nominated Vice Chairwoman Louise A. Colodne as Chairperson. Dan S. Smith, Counsel asked are there any other nominations, hearing none –

closed. Commissioner Cleveland Burton, Jr. seconded.

Dan S. Smith, Counsel then said we have an open nomination for Vice Chairperson.

Commissioner Joseph M. Ruffin nominated Cleveland Burton, Jr.

Dan S. Smith, Counsel asked are there any other nominations, hearing none – closed.

Chairwoman Louise A. Colodne seconded.

Dan S. Smith, Counsel then proceeded to swear them both in.

Audience applauded.

Chairwoman Louise A. Colodne and Vice Chairman Cleveland, Burton, Jr. thanked the body.

Chairwoman Louise A. Colodne asked Mr. Wood to proceed with the agenda.

Mr. Wood asked if there were any questions regarding the minutes of July 19, 2021. There being none, upon a call of the roll, all present voted in favor.

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

- As of August 2021, excess of revenue over expenses of \$69,012 vs. \$22,546 through July.
- Water and electric consumption have risen.
- The vacancy rate in AMP 1 for January-June rent income is below budget and our apartment turnover costs have exceeded budget.
- Will continue to draw down additional COVID Supplemental Subsidy.
- Our cash position is sufficient to meet our current and projected future needs.

Chairwoman Louise A. Colodne then asked Mr. Wood to proceed with the agenda.

Under **Bills and Contract Payments**, Mr. Wood asked if there were any questions.

Commissioner Dollie S. Scott-Bey asked do we have to approve the addendum to the bills list that we received today, she did not get a chance to review them. Mr. Wood said no we can have them canvassed at a later date. Then Mr. Wood asked for a motion to approve the bills. Chairwoman Louise A. Colodne made a motion to approve. Vice Chairman Cleveland Burton, Jr. seconded the motion and offered the attached following **RESOLUTION NO. 9245** 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 **Counsels Report**, Dan S. Smith said we have eleven (11) landlord tenant matters and since the moratorium, has been lifted, we can now proceed with the court. There was also a personnel matter that was brought up at the commissioner's board retreat that must be discussed in executive session.

The time to go into executive session was 7:45 p.m.

The time to come out of executive session was 8:08 p.m.

Under **Chairperson's Report**, none

Under **Housing Management and Resident Services Committee**, Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Mr. Wood then said there is a resolution coming out of this committee and proceeded to read **RESOLUTION NO. 9246** Authorizing the contract award of General Contractor for the renovation work of units at Joanne Hollis Gardens to REJ Construction Maintenance repair, 18 Oakland Street, Irvington, NJ 07111 in the amount not to exceed fifty thousand dollars.

Mr. Wood then said are there any questions.

Commissioner Dollie S. Scott-Bey asked that the dollar amount on the resolution be also put numerically (\$50,000.00) and asked for a copy of the proposal be sent to her tomorrow, she would like to review the proposal to see if all proper documentation has been included.

After a brief discussion, Chairwoman Louise A. Colodne asked for a motion to table Resolution No. 9246 to add the dollar amount numerically (\$50,000.00) and for further review of all

documents. Commissioner Joseph M. Ruffin made the motion. Commissioner Dollie S. Scott-Bey so moved. Upon a call of the roll, all present voted in favor of the motion except Commissioner Bridget Rivers, who was not on the ZOOM call the time of the vote. Mr. Wood said that Counsel, Dan S. Smith will canvass all Commissioner's on Wednesday, September 22, 2021, for vote so the table can be lifted. Dan S. Smith, Counsel agreed.

Under **Personnel Committee**, no report.

Under the **Premier Community Development Corporation**, Mr. Hurd gave his report.

Under **Unfinished Business**: none.

Under **New Business**: Chairwoman Louise A. Colodne said there are two resolutions.

Mr. Wood then read the first **RESOLUTION NO. 9247** to authorize an additional bank account solely for Capital Funds with Unity Bank for the Housing Authority of Plainfield. Chairwoman Loise A. Colodne stated she would like the address of Unity Bank included on the resolution.

Mr. Wood agreed.

Chairwoman Louise A. Colodne asked for a motion to table Resolution No. 9247 due to the address not provided on the resolution. Commissioner Joseph M. Ruffin made the motion. Commissioner Dollie S. Scott-Bey so moved. Upon a call of the roll, all present voted in favor of the motion.

Counsel, Dan S. Smith will also canvass all Commissioner's on Wednesday, September 22, 2021, for vote so the table can then be lifted.

RESOLUTION NO. 9248 to continue membership in the New Jersey Public Housing Authority Joint Insurance Fund for another three years.

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

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

Comments from the floor:

- Ms. Rashelle Matthewson, resident of Joanne Hollis Gardens, 555 W 3rd Street, said she would like to have a Halloween Party for the children of Joanne Hollis gardens and asked for any donations from the Commissioners that they can provide, and she will be emailing them.

Chairwoman Louise A. Colodne asked her to reach out to Mr. Vincent Richardson, President of Joanne Hollis Gardens Resident Association as well as the members.

- Bobby Moss, resident of Joanne Hollis Gardens said she would like a meeting with Mr. Wood and Ms. Smith regarding her rent.

Mr. Wood asked her to contact Ms. Smith.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 8:48 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

October 18, 2021

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 7:11 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 Louise A. Colodne, Vice Chairman Cleveland Burton, Jr.
Commissioners Jeanette M. Edghill, Joseph M. Ruffin, Bridget Rivers and Viola Barco

ABSENT: Commissioner Dollie S. Scott-Bey

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.

Mr. Wood asked for a moment of silence for the passing of General Colin Powell.

Commissioner Joseph M. Ruffin then stated there is a correction to the minutes on the first page where it states he resigned as Chairman of the board. He did not resign he chose not to run again.

Mr. Wood so noted and said it will be corrected.

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of September 20, 2021. Commissioner Jeanette M. Edghill made a motion. Commissioner Joseph M. Ruffin seconded the motion.

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

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

- As of September 2021, excess of revenue over expenses of \$15,821 vs. \$69,012 through August.
- Water and electric consumption have risen.
- The vacancy rate in AMP 1 for January-June rent income is below budget and our apartment turnover costs have exceeded budget.
- Will continue to draw down additional COVID Supplemental Subsidy to match our COVID expenses in the month following our expenditures.
- HUD notified us that the Authority has been approved for additional Shortfall Subsidy Funding and will be required to submit a detailed financial improvement plan prior to receiving the award.
- Our cash position is still sufficient and reasonable to meet our current and projected future needs.

Under **Bills and Contract Payments**, Chairwoman Louise A. Colodne asked for a motion to approve the bills. Vice Chairman Cleveland Burton, Jr. made a motion to approve. Commissioner Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9249** for consideration.

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

Under **Correspondence**, Mr. Wood said a ribbon cutting ceremony will be held on October 28 for the new Elmwood Square Apartments located at 532 West Second Street, Plainfield, NJ.

Under **Executive Directors Report**, Mr. Wood said there will also be a ribbon cutting ceremony for the new police substation to be held on Saturday, November 13 at 535 West Third Street, Plainfield, NJ.

Under **Counsels Report**, Dan S. Smith said we have eleven (11) matters filed for non-payment and three (3) one strikes which were filed in court.

Under **Chairperson's Report**, Chairwoman Louise A. Colodne took a vote to have the board meeting which is scheduled for the 15 of November to be rescheduled to November 22 due to the NJNAHRO Fall conference, which is being held November 15-17 in Atlantic City, NJ at the Tropicana Casino & Resort. All present agreed.

Under **Housing Management and Resident Services Committee**, Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Mr. Wood then said there are two (2) resolutions coming out of this committee and proceeded to read **RESOLUTION NO. 9250** Authorizing the contract award for electrical services to Magic Touch Construction, LLC located at 59 West Front Street, Keyport, NJ 07735 for all the Authority properties in amount not to exceed forty thousand dollars (\$40,000.00) per year for two-year agreement.

Chairwoman Louise A. Colodne made a motion to approve. Commissioner Bridget Rivers seconded the motion.

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

RESOLUTION NO. 9251 Authorizing the contract award for plumbing and heating services to Magic Touch Construction, LLC located at 59 West Front Street, Keyport, NJ 07735 for all the Authority properties in amount not to exceed fifty thousand dollars (\$50,000.00) per year for two-year agreement.

Chairwoman Louise A. Colodne asked for a motion to approve. Vice Chairman Cleveland Burton, Jr. made the motion. Commissioner Jeanette M. Edghill seconded the motion.

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 gave his report.

Under **Unfinished Business**: There was an open discussion regarding the procedure of

the election process for Joanne Hollis Gardens Resident Association. Counsel Dan S. Smith will set up a meeting with their board.

Under **New Business:** none.

Comments from the floor: none.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 8:07 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

November 22, 2021

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 7:11 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 Louise A. Colodne, Vice Chairman Cleveland Burton, Jr. Commissioners Jeanette M. Edghill, Joseph M. Ruffin, Bridget Rivers, Viola Barco and Commissioner Dollie S. Scott-Bey

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.

Chairwoman Louise A. Colodne offered prayer.

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of October 18, 2021.

Commissioner Joseph M. Ruffin made a motion. Vice Chairman Cleveland Burton, Jr. seconded the motion.

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

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

- As of October 2021, excess of revenue over expenses of \$43,302 vs. \$15,821 through September.
- Water and electric consumption have risen.
- The vacancy rate in AMP 1 for January-October rent income is below budget and our apartment turnover costs have exceeded budget.

- Will continue to draw down additional COVID Supplemental Subsidy to match our COVID expenses in the month following our expenditures.
- Our cash position although diminished vs. prior to the Pandemic is still sufficient and reasonable to meet our current and projected future needs.
- Our Section 8 and Shelter Plus Care Program continue to have issues with being reimbursed on a regular basis from the County.
- As of October 31, 2021, we have approximately \$240K of unspent Section 8 COVID Admin Subsidy that must be spent before December 31, 2021, or we will be required to return these funds.

Mr. Wood then said a resolution will be drawn up for the 2022 Housing Authority Budget and canvassed to the Commissioners for approval by tomorrow.

Under **Bills and Contract Payments**, Chairwoman Louise A. Colodne asked for a motion to approve the bills. Commissioner Dollie S. Scott-Bey made a motion to approve. Chairwoman Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9252** for consideration.

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

Under **Correspondence**, Mr. Wood said a ribbon cutting ceremony for the new Community Resource Center located at Joanne Hollis Gardens will be held on Saturday, December 11 at 535 West Third Street, from 12 noon – 2:00 p.m.

Under **Executive Directors Report**, no report.

Under **Counsels Report**, Dan S. Smith said court will reopen and there are three (3) cases pending.

Under **Chairperson's Report**, no report.

Under **Housing Management and Resident Services Committee**, Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Mr. Wood then said there is one (1) resolution coming out of this committee for legal service and proceeded to read **RESOLUTION NO. 9253** to award a legal service contract of general counsel of the Housing Authority and Landlord Tenant Matters service 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 December 23, 2021, for a period of one (1) year.

Chairwoman Louise A. Colodne asked for a motion to approve. Commissioner Viola Barco made the motion. Commissioner Bridget Rivers seconded the motion.

Upon a call of the roll, all present voted in favor of the motion except Commissioner Dollie S. Scott-Bey who abstained.

Under **Personnel Committee**, no report.

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

Under **Unfinished Business**: none.

Under **New Business**: Mr. Wood read **RESOLUTION NO. 9254** to appoint a Fund Commissioner and an alternate Fund Commissioner to the New Jersey Public Housing Authority (NJPHA) Joint Insurance Fund.

Vice Chairwoman Louise A. Colodne made the motion. Commissioner Bridget Rivers and Viola Barco seconded the motion.

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

Comments from the floor:

- Commissioner Joseph M. Ruffin mentioned can commissioners receive flyers of events ahead of time. Also, can the resolutions they receive be tabulated.

Mr. Wood said yes.

- Commissioner Bridget Rivers said the Sisters of Solomon will be giving out toys and books on December 16 at Ducrea Art School.
- Vice Chairwoman Louise A. Colodne said she will also have books and toys for the children at the Ribbon Cutting Ceremony.
- Rose Diggs resident of Joanne Hollis Gardens said she has turkeys and hams to give away.
- Councilman Barry Goode thanked everyone for their hard work and effort they put forward and said have a Happy Thanksgiving.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 8:15 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

December 20, 2021

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: Chairwoman Louise A. Colodne, Vice Chairman Cleveland Burton, Jr.
Commissioners Jeanette M. Edghill, Joseph M. Ruffin, Viola Barco, Dollie S. Scott-Bey, and Bridget Rivers

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.

Councilman Barry Goode offered prayer.

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of November 22, 2021.

Vice Chairman Cleveland Burton, Jr. made a motion. Commissioner Jeanette M. Edghill seconded the motion.

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

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

- As of November 30, 2021, excess of revenue over expenses of \$49,511 vs. \$43,302 through October.
- Water and electric consumption have risen.
- The vacancy rate in AMP 1 for January-October rent income is below budget and our apartment turnover costs have exceeded budget.

- Will continue to draw down additional COVID Supplemental Subsidy to match our COVID expenses in the month following our expenditures.
- Our cash position is sound and similar to last years.
- HUD approved for additional shortfall subsidy funding.

Mr. Wood then read **RESOLUTION NO. 9260** authorizing the attached list of doubtful accounts to be written off according to federal and state law.

Chairwoman Louise A. Colodne asked for a motion to approve. Commissioner Dollie S. Scott-Bey made the motion. Vice Chairman 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**, Chairwoman Louise A. Colodne asked for a motion to approve the bills. Vice Chairman Cleveland Burton, Jr. made a motion to approve. Commissioner Dollie S. Scott-Bey seconded the motion and offered the attached following **RESOLUTION NO. 9256** for consideration.

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

Under **Correspondence**, Mr. Wood said the Housing Authority of Plainfield Holiday Luncheon went very well.

Under **Counsels Report**, Dan S. Smith said we had eleven (11) lockouts and received three (3) judgements for the one strike.

Under **Chairperson's Report**, no report.

Under **Housing Management and Resident Services Committee**, Chairwoman Louise A. Colodne asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

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

Under **Personnel Committee**, none.

Under the **Premier Community Development Corporation**, Mr. Hurd gave a brief

synopsis.

Under **Unfinished Business:** none.

Under **New Business:** Mr. Wood said there are three (3) resolutions and proceeded to read the first **RESOLUTION NO. 9257** commemoration of Nathaniel Hargrove.

Chairwoman Louise A. Colodne asked for a motion to approve. Commissioner Jeanette M.

Edghill made the motion. Commissioner Dollie S. Scott-Bey seconded the motion.

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

RESOLUTION NO. 9258 establishing the Holiday calendar for fiscal year 2022.

Chairwoman Louise A. Colodne asked for a motion to approve. Vice Chairman Cleveland

Burton, Jr. made the motion. Commissioner Dollie S. Scott-Bey seconded the motion.

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

RESOLUTION NO. 9259 to adopt the attached meeting schedule of the board of commissioners for 2022.

Chairwoman Louise A. Colone asked Counsel, Dan S. Smith to add in the second paragraph. meetings shall be via ZOOM until further notice.

He so noted.

Chairwoman Louise A. Colodne then asked for a motion and made the motion to approve.

Commissioner Dollie S. Scott-Bey seconded the motion.

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

Mr. Wood then mentioned there will be two resolutions that will be canvassed to the commissioners regarding a purchase of a vehicle for the Section 8 Department and a Kiosk Machine.

Comments from the floor:

- Councilman Barry Goode commended and thanked the Commissioners, Mr. Wood, and

their staff for their hard work and effort they put forward and then said Happy Holidays to all.

- All the Commissioners and Mr. Wood said Happy Holidays to all.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 8:21p.m.