

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

January 18, 2022

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.

Chairwoman Louise A. Colodne offered prayer.

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of December 20, 2021.

Vice Chairman Cleveland Burton, Jr. 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. Matturro gave his report.

- As of December 31, 2021, excess of revenue over expenses of \$107,926 vs. \$49,511 through November.
- AMP 1 delinquent and poor rent collections. Rent collection rate should be at least 95% and occupancy should be at 96% or higher.
- As of December 31, 2021, the Authority spent all of its Supplemental Covid Subsidy Funds and will not have to return any unspent funds.

Under **Bills and Contract Payments**, Chairwoman Louise A. Colodne asked for a motion to approve the bills. Commissioner Joseph M. Ruffin made a motion to approve. Chairwoman Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9263** for consideration.

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

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Wood said we did receive the Family Self-Sufficiency (FSS) Grant.

Under **Counsels Report**, Dan S. Smith said we had eight (8) new cases to go into mediation and eight (8) new cases to be filed.

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**, none.

Under **Unfinished Business**: none.

Under **New Business**: Mr. Wood said there is one (1) resolution and proceeded to read **RESOLUTION NO. 9264** authorizing to approve to join New Jersey Public Housing Authority Joint Insurance Fund (JIF) for additional lines of coverage.

Commissioner Joseph M. Ruffin asked why the resolution was not in its regular format and Dan S. Smith, Counsel explained it is a boiler plate from JIF they use.

All Commissioners agreed to have the resolution changed to the regular format and will vote on the resolution with the amended change.

Chairwoman Louise A. Colodne asked for a motion to approve.

Commissioner Joseph M. Ruffin 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, except Commissioner Bridget Rivers who did not vote.

Comments from the floor: There was a discussion about an anonymous letter that was received and what is being done regarding it. It was decided to have a Special Board Meeting via ZOOM on Thursday, January 27 at 7:00 p.m. to discuss.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 8:19 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

February 22, 2022

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

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

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

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 Bridget Rivers offered prayer.

Mr. Randall M. Wood, Executive Director asked for a motion to approve the minutes of January 18, 2022.

Commissioner Bridget Rivers made a motion. 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. Matturro gave his report.

- As of January 2022, excess of expenses over revenue of appx \$37K.
- AMP 1 low occupancy rate (92%) below the acceptable HUD. AMP 1 charges running below budget and collection rate is only 78%.

- Electric and gas charges are higher during Jan-March (winter months).
- COVID subsidies have expired. We were given special set aside subsidy for 2022 in the amount of \$174K which we will use to improve collections, occupancy and reduce water consumption.

There was an open discussion regarding a large sum of money (\$300,00.00) and Mr. Paul Maturro was asked to provide a breakdown to the Commissioners.

Mr. Maturro said he will provide the breakdown to them as soon as possible.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion. Chairwoman Louise A. Colodne made a motion to approve the bills. Chairwoman Bridget Rivers seconded the motion and offered the attached following **RESOLUTION NO. 9265** 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 a scheduled court date for Monday, and we have eight (8) courses for trial.

Under **Chairperson's Report**, Chairwoman Louise A. Colodne mentioned that the Commissioners board retreat will be in May.

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.

Mr. Wood then said there are two resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9266** to approve the Joanne Hollis Gardens Resident Association Budget for the Fiscal Year 2022.

Chairwoman Louise A. Colodne asked for a motion to approve.

Commissioner Bridget Rivers made the motion. Commissioner Viola Barco seconded the motion.

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

RESOLUTION NO. 9267 Resolution of 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.

Chairwoman Louise A. Colodne asked for a motion to approve.

Commissioner Bridget Rivers 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 **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 resolution coming out of this committee and proceeded to read **RESOLUTION NO. 9268** to award a contract in the amount not to exceed \$20,000.00 per year to B.C. Landscaping, L.L.C., 382 Harvey Place, Plainfield, NJ 07062 for snow plowing services at Richmond Towers and Joanne Hollis Gardens for two years.

Mr. Randall M. Wood, Executive Director asked for a motion to approve.

Chairwoman Louise A. Colodne 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 **Personnel Committee**, none.

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

Under **Unfinished Business**: none.

Under **New Business**: Mr. Wood said there are two (2) resolutions and proceeded to read the first **RESOLUTION NO. 9269** in Commemoration of Charlene L. Jenkins.

Chairwoman Louise A. Colodne asked for a motion to approve.

Commissioner Bridget Rivers made the motion. Commissioner Joseph M. Ruffin seconded the motion.

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

RESOLUTION NO. 9270 in Commemoration of Jaami Shariff.

Chairwoman Louise A. Colodne asked for a motion to approve.

Commissioner Bridget Rivers made the motion. 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. Sheila Caver, resident of Joanne Hollis Gardens had two concerns:

- A letter she received from Ms. Smith, Manager of Joanne Hollis Gardens, regarding her utilities.
- Will the water be tested for lead at Joanne Hollis Gardens.

Ms. Smith will set up a meeting with Ms. Caver to discuss. Mr. Wood said yes, the water has been tested but he will also have it re-tested.

Commissioner Joseph M. Ruffin commended Mr. Wood for his Executive Leadership with residents and staff.

All Commissioners, Councilman Barry Goode, Pedro Estevez, President of the Richmond Towers Resident Association and Sheila Caver agreed and commended him as well.

Mr. Wood thanked them all.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 9:07 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

March 21, 2022

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

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

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

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of February 22, 2022.

Chairman Cleveland Burton, Jr. made a motion. Commissioner Bridget Rivers seconded the motion.

Commissioner Joseph M. Ruffin said on page two of the minutes let the record reflect that under Financial Report, Mr. Matturro said he would have the breakdown at the next board meeting not as soon as possible. Also, on page four under comments pertaining to Sheila Caver Mr. Wood gave details of lead testing.

Upon a call of the roll, all present voted in favor of the motion with the corrections to be made.

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

- As of February 2022, PHA is reporting an excess of Expenses over Revenue of appx \$69K vs. \$37K in January.
- Electric and gas charges are significantly higher during Jan-March (winter months)
- AMP 1 has a low occupancy rate (92%) well below the recommended acceptable HUD 96-98% level.
- During February, the Section 8 Department made significant progress in collecting the large outstanding balance due from the County on its Shelter Care Program. Collections of over \$280K were received during the month.
- Our overall bills list is less than last month.
- Our financial status is sound and improving as our collections continue to improve.

Under **Bills and Contract Payments**, Chairwoman Louise A. Colodne asked for a motion. Commissioner Bridget Rivers made a motion to approve the bills. Commissioner Dollie S. Scott-Bey seconded the motion and offered the attached following **RESOLUTION NO. 9271** for consideration.

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

Under **Correspondence**, Mr. Wood said we received a notice from HUD Deputy Secretary Adrienne Todman congratulating the FSS graduates and FSS teams. Mr. Wood also congratulated Mrs. Sutton, Mr. Hurd and Mr. Hare for a job well done. He also stated there is a NJNAHRO MARC-NAHRO Conference & Trade Show to be held in Atlantic City, May 1-4, 2022 and if anyone would like to sign up, they still have time to do so.

Under **Executive Directors Report**, Mr. Wood said he did not have a report. Commissioner Joseph M. Ruffin asked Mr. Wood for an update of Elmwood Square; how many units are occupied. Mr. Wood said there have been 8-9 families that have moved in as per Catholic Charities which is part of a mandate for those who are handicapped and disabled. The Alpert Group will be moving other people in. That is their responsibility.

Chairwoman Louise A. Colodne asked what our responsibility is and what is there

responsibility. She also asked if a chart could be made up.

Mr. Wood said he is still working with their development attorney and our general counsel, Mr. Smith will be involved. As soon as that is done, he will have a formal report and he will know what the responsibilities are after that. We do not own the brick & mortar, but we do own the land.

Under **Counsels Report**, Dan S. Smith said eight residents did pay their arrears in full over \$50,000.00 in collectibles, and DCA helped two (2) of our residents. We also have eight (8) landlord tenant matters.

Under **Chairperson's Report**, Chairwoman Louise A. Colodne asked should we change the board meeting from the 18th to the 19th due to the Easter Holiday. Please let Mr. Wood know when decided.

Chairwoman Louise A. Colodne also asked Mr. Wood when will the Community Room be open.

Mr. Wood said due to COVID-19 we must be very cautious. We will be opening it up for an exercise program to start.

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.

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**: none

Under **Unfinished Business:** Commissioner Joseph M. Ruffin asked Mr. Wood to please give an update on the status of the Joanne Hollis Gardens Resource Center.

Mr. Wood said it is being utilized by the police department. He is also waiting for a meeting with the new Director of Public Safety.

Under **New Business:** none.

Comments from the floor:

- Pedro Estevez, resident of Richmond Towers asked when and how the training for the new intercom system is going to take place.

Mr. Marsh said there are signs posted in Spanish and English with the date and time in both buildings. They will be doing two floors at a time on Wednesday & Thursday in the lobby by the elevators.

- Tameka Goffe, 522 W 4th Street, resident of Joanne Hollis Gardens, said her work orders have not been done.

Mr. Wood said the Manager, Ms. Smith and Mr. Brown, Maintenance Supervisor, will make an appointment with her to do an inspection of her apartment.

There being no further business at hand, Chairwoman Louise A. Colodne asked for a motion to adjourn. Vice Chairman 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. The time of adjournment was 8:53 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

April 18, 2022

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

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

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

Vice Chairman Cleveland Burton, Jr. offered prayer.

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of March 21, 2022.

Commissioner Bridget Rivers made a motion. 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 March 2022, PHA is reporting an excess of Expenses over Revenue of appx. \$193K vs. \$69K in February.
- AMP 1 has a low occupancy rate (92%) well below the recommended acceptable HUD 96-98% level.
- Our Jan-March utility costs are significantly higher during these months than the rest of the year.

- Our financial condition and Operating cash and other current assets are solid and sufficient to meet our expected future Operating costs.

Under **Bills and Contract Payments**, Mr. Wood asked for a motion. Commissioner Dollie S. Scott-Bey made a motion to approve the bills and recommended that a separate resolution be done for the addendum to the bills list with the total amount and then be canvassed for vote because there should be a record kept.

Also, where it states **This amount is not including the addendum to the bills** on the resolution for the account payables list be taken out.

All agreed.

Mr. Wood said he will have a separate resolution drawn up and canvassed for vote with the total amount of the addendum to the bills list.

Chairwoman Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9273** 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 said Ms. Zena Sutton from the Section 8/Admissions Department has resigned to pursue a new endeavor. Ms. Monique Brown will be the Acting Tenant Selection Supervisor.

All welcomed Ms. Brown.

Mr. Wood also stated for Elmwood Square he will have a Matrix by the end of May for Occupancy and we are still working on the Contract. Both should be done by the end of May.

Under **Counsels Report**, Dan S. Smith said last month we had eight (8) cases; one (1) case was paid and as of today there were two (2) lockouts. The remaining five (5) cases will be in court tomorrow.

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.

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**: none

Under **Unfinished Business**: none

Under **New Business**: Mr. Wood read **RESOLUTION NO. 9272** in Commemoration of Mrs. Barbara G. Johnson.

Chairwoman Louise A. Colodne asked for a motion to approve.

Vice Chairman Cleveland Burton, Jr. made the motion. 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: none.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 7:38 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

May 16, 2022

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

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

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

ABSENT: Commissioners Joseph M. Ruffin 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; staff and interested public.

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

Mr. Randall M. Wood offered prayer.

Mr. Randall M. Wood asked for a motion to approve the minutes of April 18, 2022.

Chairwoman Louise A. Colodne made a motion. Commissioner Viola Barco seconded the motion.

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

Under **Financial Report**, Mr. Frank Glien, CPA presented and gave a summary of the audit report year ending December 31, 2020. All areas were in compliance and favorable.

Chairwoman Louise A. Colodne thanked Mr. Glien for his report.

Mr. Wood then read **Resolution No. 9275** authorizing the acceptance of the audit for the year ended December 31, 2020, prepared by the firm of Frank Glien, Jr., CPA 130 Dietz Street,

Cranford, NJ 07016.

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

Mr. Paul Maturro then gave his report.

- As of April 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$202,737 vs. \$193K in March. This is due to excessive maintenance and repair costs with poor occupancy and lower than projected charges in AMP 1. The end of April our AMP 1 receivable balance is in excess of \$200K while AMP 3 is in excess of \$100K (excluding credit balances)
- Our Jan-March utility costs are higher during these months.
- Our financial condition and operating cash and other current assets are solid and sufficient to meet our expected future operating costs.

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.

Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9276** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Mr. Wood then read **RESOLUTION NO. 9278** authorizing the approval of the addendum to the accounts payable list for May 2022. Chairwoman Louise A. Colodne asked for a motion to approve the addendum. Vice Chairman Cleveland Burton, Jr. made a motion to approve.

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

Under **Correspondence**, Mr. Wood said there is an upcoming NAHRO Conference to be held in September in San Diego, CA. Please let Ms. Miller know if you would like to attend.

Under **Executive Directors Report**, Mr. Wood said the conference that was held in Atlantic City, was informative.

Under **Counsels Report**, Dan S. Smith said last month we had five (5) cases. Two (2) were defaulted and three (3) are going to trial this Wednesday. We have twenty-two (22)

upcoming cases for Richmond Towers and none for Joanne Hollis Gardens.

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.

(Commissioners Bridget Rivers and Joseph M. Ruffin joined the meeting.)

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 said we do have a resolution coming out of this committee and proceeded to read

RESOLUTION NO. 9277 authorizing the contract award of apartment painting of Joanne Hollis Gardens and Richmond Towers for a period of two years to K&B Contracting, LLC, 5 Vetrone Drive, Woodland Park, NJ 07424, and the contract amount for the two years is not to exceed \$50,000 per year.

Chairwoman Louise A. Colodne asked for a motion. Commissioner Dollie S. Scott-Bey made a motion. Commissioner Viola Barco seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**: Mr. Wood read the report.

Under **Unfinished Business**: It was mentioned that at the board retreat there is a report that Chairwoman Louise A. Colodne has to complete, and she said it will be forthcoming.

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 8:30 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

June 21, 2022

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

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

PRESENT: Chairwoman Louise A. Colodne, Vice Chairman Cleveland Burton, Jr.
Commissioners Viola Barco and Joseph M. Ruffin

ABSENT: Commissioners Dollie S. Scott-Bey, Bridget Rivers and Jeanette M. Edghill

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

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

Mr. Randall M. Wood then offered prayer.

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of May 16, 2022.

Upon a call of the roll, all present voted in favor of the motion except Commissioner Joseph M. Ruffin who abstained.

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

- As of May 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$244K vs. \$203K in April. The losses are excessive maintenance payroll and repair costs with poor occupancy and lower dwelling charges in AMP 1.
- AMP 1 occupancy is down to 90%

- Our financial condition and operating cash we still have sufficient cash to meet our short-term needs.

Page No. 7376

Mr. Wood said there is resolution coming out of the committee for write-offs and proceeded to read **Resolution No. 9280** Resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the attached lists of doubtful accounts to be written off according to Federal and State law.

After some discussion the Commissioners agreed the Resolution will be amended to read Resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the attached lists of doubtful accounts to be written off according to Federal, State Law and Pursuant to HUD Guidelines. Also, on the third paragraph, **WHEREAS** it should read the Executive Director is **requesting** that a resolution be passed not **recommending**.

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

Under **Bills and Contract Payments**, Randall M. Wood asked for a motion to approve the bills. Chairwoman Louise A. Colodne made a motion to approve. Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9281** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Dan S. Smith, Counsel then said there is a personnel matter that must be discussed in executive session.

The time to go into executive session was 7:36 p.m.

The time to come out of executive session was 8:57 p.m.

Under **Executive Directors Report**, Mr. Wood gave his report.

- We have two (2) FSS Graduates

- The two (2) Foodbanks are ongoing
- CHSP is ongoing
- Richmond Towers Community Room soft opening started May 23

Page No. 7377

- The Health & Wellness with Dr. OJ office is scheduled

Under **Counsels Report**, Dan S. Smith gave his report.

- We have 22 cases upcoming
- One (1) person is being removed
- We had three (3) cases being funded through DCA

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 we do have four (4) resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9282** to award a contract in the amount not to exceed \$45,000.00 per year to B.C. Landscaping, L.L.C., 382 Harvey Place, Plainfield, NJ 07062 for lawn mowing, hedge trimming, and fall clean-up services at Richmond Towers and Joanne Hollis Gardens for two years.

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

Resolution No. 9283 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 2021 in the amount not to exceed eighteen thousand and one hundred dollars (\$18,100.00).

Randall M. Wood asked for a motion to approve. Commissioner Joseph M. Ruffin made a

Page No. 7378

motion. Vice Chairman Cleveland Burton, Jr. seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Resolution No. 9284 to award contract to Town Appliance Inc., 10 South Clinton Avenue, Lakewood, NJ 08701 in the amount not to exceed thirty thousand dollars (\$30,00.00) per year for two years.

Randall M. Wood asked for a motion to approve. 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.

Resolution No. 9285 to award a contract to Somerset Plumbing Supply Company, 169 Somerset Street, North Plainfield, NJ 07060 in the amount not to exceed thirty thousand dollars (\$30,000.00) per year for two years.

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

Under **Personnel Committee**: Dan S. Smith, Counsel read **Resolution No. 9286** the board of commissioners of the Housing Authority of Plainfield authorizing the annual salary increase for the year 2022-2023 pursuant to the contract and a bonus of 2.9% based upon his current salary, to Randall M. Wood as Executive Director for the period of July 31, 2021, through July 31, 2022.

Dan S. Smith, Counsel asked for a motion to approve. Vice Chairman Cleveland Burton, Jr. made a motion. Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion except Commissioner Joseph M. Ruffin who abstained.

Under **Premier Community Development Corporation**: Mr. Wood read the report.

Under **Unfinished Business:** none.

Page No. 7379

Under **New Business:** none.

Comments from the floor: Mr. Wood said if the Commissioners are still having trouble with their HAP email addresses to please contact Ms. Miller or Peter Louie from NetConnect.

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 9:30 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

July 18, 2022

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

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

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

ABSENT: Chairwoman Louise A. Colodne

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

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

Mr. Randall M. Wood then offered prayer.

Vice Chairman Cleveland Burton, Jr asked for a motion to approve the minutes of June 21, 2022.

Commissioner Joseph M. Ruffin asked why the city liaison for the Housing Authority of Plainfield is not mentioned in the minutes as to whether or not he is in attendance,

It is important that we know if our actions are shared with the City.

Mr. Wood so noted.

Vice Chairman Cleveland Burton, Jr. asked if there were any other questions. There being none he asked for a motion to approve the minutes of June 21, 2022. Commissioner Joseph M. Ruffin moved that we accept the minutes with the correction to be made to include the city

liaison in the minutes as in attendance or not in attendance.

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

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

- As of June 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$230K vs. \$244K in May. The consistent losses are excessive maintenance payroll and repair costs with poor occupancy and lower dwelling charges in AMP 1.
- We are incurring significant legal expenses associated with tenant collections.
- As of the end of June our AMP 1 Tenant Receivables balance continues to exceed \$200K while AMP 3 is in excess of \$100K.
- AMP 1 occupancy is still at 90% occupancy with 12 vacant units as of 7/14/2022. HUD standard occupancy should be 95 % or above.
- Our financial condition and operating cash we still have sufficient cash to meet our short-term needs.

Vice Chairman Cleveland Burton, Jr. then acknowledge City Councilman Barry Goodes' arrival.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director 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. 9287** for consideration.

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

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the addendum to the bills list. Vice Chairman Cleveland Burton, Jr. made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9288** 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 some reminders:

- There will be no meetings in August
- The reorganization meeting will be held in September
- The financials for the month of August will be sent out for approval

Under **Counsels Report**, Dan S. Smith said we have 22 cases for Richmond Towers. A meeting was held with Mr. James Marsh, Manager of Richmond Towers and the City with residents of Richmond Towers who were in arrears with their rent. The city came to do a presentation as to how to apply for rental assistance. He also intends to do the same for the residents of Joanne Hollis Gardens.

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**, none.

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

Under **Unfinished Business**: Mr. Wood said if your HAP email address is not working please contact him or Ms. Miller.

Under **New Business**: none.

Comments from the floor:

- City Councilman Barry Goode asked are the rodents and roaches consistent at Joanne Hollis Gardens.

Mr. Wood said we do have an exterminating company that comes out once a month for roaches and rodents. Maintenance is also on top of all calls from residents that call in. For the mice issues, maintenance also look for holes in apartments, check basements and crawl spaces.

- Commissioner Joseph M. Ruffin said that he would like to recognize Commissioner Dollie S. Scott-Bey retirement from Plainfield Municipal Utility Authority.

Everyone applauded.

- Bridget Graham, resident of Joanne Hollis Gardens asked when will the fence be repaired and railings on porches.

Mr. Wood and Ms. Renada Smith, Manager of Joanne Hollis Gardens said the Supervisor of Maintenance will be handling the fence and the railings will be repaired by a contractor.

- Rose Diggs, resident of Joanne Hollis Gardens said the Food Pantry will be held on Saturday.

Mr. Wood asked her to please keep him abreast of it.

There being no further business at hand, Vice Chairman Cleveland Burton, Jr. asked for a motion to adjourn. Commissioner Bridget Rivers made a motion. Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 8:00 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

September 19, 2022

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

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

PRESENT: Chairwoman Louise A. Colodne, Vice Chairman Cleveland Burton, Jr.
Commissioners Viola Barco, Dollie S. Scott-Bey, and Bridget Rivers

ABSENT: Commissioner Jeanette M. Edghill

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Mr. Lewis Hurd, Director of Redevelopment, Dan S. Smith, Counsel, Council President Barry Goode, Former Commissioner Joseph M. Ruffin; staff and interested public.

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

Commissioner Dollie S. Scott-Bey then offered prayer.

Chairwoman Louise A. Colodne asked for a motion to approve the minutes of July 18, 2022.

Commissioner Dollie S. Scott-Bey made a motion. Vice Chairman Cleveland Burton, Jr.

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

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

- As of August 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$213K vs. a loss of \$248K in July. The consistent losses are excessive maintenance payroll and repair costs with poor occupancy and lower dwelling charges in AMP 1.
- We are incurring significant legal expenses associated with tenant collections.
- As of the end of August our AMP 1 Tenant Receivables balance continues to exceed \$200K while AMP 3 is in excess of \$100K.

- AMP 1 occupancy is still at 90% occupancy with 13 vacant units as of 8/31/2022. HUD standard occupancy should be 95 % or above.
- Our financial condition and operating cash continue to diminish but we still have sufficient cash to meet our short-term needs.

Mr. Randall M. Wood, Executive Director then read **RESOLUTION NO. 9290** Housing Authority of Plainfield Adopted Budget fiscal year: Period January 1, 2022, to December 31, 2022.

Mr. Randall M. Wood, Executive Director asked for a motion to approve **RESOLUTION NO. 9290**. Chairwoman Louise A. Colodne made a motion. Commissioner Dollie S. Scott-Bey second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Dollie S. Scott-Bey made a motion to approve. Commissioner Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9291** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the addendum to the bills list. Chairwoman Louise A. Colodne made a motion to approve. Commissioner Dollie S. Scott-Bey seconded the motion and offered the attached following **RESOLUTION NO. 9293** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Chairwoman Colodne said next, we will go to No. 10 **New Business** on the agenda.

Under **New Business**: Mr. Randall M. Wood, Executive Director read **RESOLUTION NO. 9292** commending Joseph M. Ruffin for his dedicated service as Commissioner of the Housing Authority of Plainfield from July 1, 2012, to August 14, 2022. Former Commissioner Joseph M. Ruffin then read his certificate/plaque he received.

“Thank you for your service as Chairman and Commissioner of the Housing Authority of Plainfield Board of Commissioners overseeing policy and creating a better living environment for our residents and City - July 1, 2012 – August 14, 2022, Randall M. Wood, Executive Director, September 19, 2022.”

He then thanked everyone.

Everyone thanked him for his service as a Commissioner and Chairman.

Chairwoman Louise A. Colodne said at this time we are going into Executive Session.

Chairwoman Louise A. Colodne then turned the meeting over to Dan S. Smith, Counsel.

Dan S. Smith asked for a motion to go into executive session. Vice Chairman Cleveland Burton, Jr made the motion. Chairwoman Louise A. Colodne, 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 8:05 p.m.

Dan S. Smith, Counsel said the new Chairperson is Commissioner Bridget Rivers and the new Vice Chairperson is Commissioner Viola Barco and he proceeded to swear them in.

All congratulated them.

The meeting was then turned over to Chairwoman Bridget Rivers and she asked Dan S. Smith, Counsel to proceed. Dan S. Smith, Counsel turned the meeting over to Mr. Randall M. Wood, Executive Director.

Under **Correspondence**, Mr. Randall M. Wood, Executive Director read the correspondence.

Under **Executive Directors Report**, no report

Under **Counsels Report**, Dan S. Smith said he had seven (7) judgments and five (5) upcoming cases. Two matters regarding the election process at Joanne Hollis Gardens and Richmond Towers.

Joanne Hollis Gardens resident election will take place September 21, 2022. There was a meeting facilitated and moderated by Mary Rhone who is from the State Board Resident Association to consult the Richmond Towers Resident Association if they could extend their term of office due to COVID-19 Pandemic. It was recommended Richmond Towers resident election will be held off until August 2023 due to the COVID-19 Pandemic.

There was then an open discussion regarding this:

- What do the By-laws state
- Were all the residents informed and did they have a say in this decision
- Dan Smith, Counsel said there will be a meeting held with all the residents of Richmond Towers to discuss the election process

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

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

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

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

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

Under **Premier Community Development Corporation**: Report will be forthcoming

Under **Unfinished Business**: none

Comments from the floor: Resident concerns at Joanne Hollis Gardens that will be addressed by management and Mr. Randall M. Wood, Executive Director will contact the Plainfield Police Director of Public Safety for the loitering.

- Rodents
- Parking issues
- Stove not working
- Loitering

There being no further business at hand, Chairwoman Bridget Rivers asked for a motion to adjourn. Commissioner Dollie S. Scott-Bey made a motion. Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 8:39 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

October 17, 2022

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

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

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

ABSENT: Vice Chairwoman Viola Barco and Commissioner Louise A. Colodne

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

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

Commissioner Dollie S. Scott-Bey then offered prayer.

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

Commissioner Dollie S. Scott-Bey made a motion. Chairwoman Bridget Rivers second the motion. Upon a call of the roll, all present voted in favor of the motion.

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

- As of September 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$179K vs. a loss of \$213K in August. The consistent losses are excessive maintenance payroll and repair costs with poor occupancy and lower dwelling charges in AMP 1.
- We are incurring significant legal expenses associated with tenant collections.

- As of the end of September our AMP 1 Tenant Receivables balance has increased to over \$220K while AMP 3 is in excess of \$100K.

Page No. 7388

- AMP 1 occupancy is still at 90% occupancy with 12 vacant units as of 9/30/2022. HUD standard occupancy should be 95 % or above. October 14, we did add one new move into AMP 1 leaving 11 vacant units. This low occupancy will have a negative impact on our 2023 subsidy.
- Will continue to monitor our spend and costs given current economic and operating challenges as well as recent unexpected increase in inflation and changes to certain costs that were previously charged to CFP that in 2022 must be charged to operations. (Landscaping)
- Our financial condition and operating cash continue to diminish but we still have sufficient cash to meet our short-term needs.
- Our Shelter Plus Care receivable due from Union County has grown to over \$425K again as several contracts have expired and need to be renewed, coupled with some historical old unpaid charges that need to be researched.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Dollie S. Scott-Bey seconded the motion and offered the attached following **RESOLUTION NO. 9294** for consideration. (With the stipulation that on the bills list there was a duplicate payment that will be corrected) Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the addendum to the bills list. Commissioner Dollie S. Scott-Bey made a motion to approve. Commissioner Cleveland Burton, Jr. seconded the motion and offered the attached following **RESOLUTION NO. 9296** for consideration. (With the same stipulation that on the bills list there was a duplicate payment that will be corrected) Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Randall M. Wood mentioned the upcoming NJNAHRO Conference and the League of Municipalities which will be held in Atlantic City at the Tropicana Hotel November 14-17.

Under **Counsels Report**, Dan S. Smith said there were fourteen (14) stipulations and

Page No. 7389

eight matters (8) for small claims. The election process at Joanne Hollis Gardens which was facilitated and moderated by Mary Rhone who is from the State Board Resident Association. took place and went very well.

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

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

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

Under **Premier Community Development Corporation**: Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Unfinished Business**: none

Under New Business: Mr. Wood said there is a resolution and he proceeded to read. **RESOLUTION NO. 9295** the Board of Commissioners of the Housing Authority of Plainfield authorizing the Housing Authority of Plainfield to participate in the Union County Cooperative Pricing Agreement.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Dollie S. Scott-Bey made a motion. Commissioner Jeanette M. Edghill second the motion. Upon a call of the roll, all present voted in favor of the motion.

Comments from the floor: Ms. Ava Bergen-Phillips resident of Joanne Hollis Gardens and resident President made several comments.

- Still transitioning in office
- Need tax id# and non-profit license
- Certificate of Formation
- We have two temporary appointments that were filled by Bradley Sinclair and Wendy Green. In 60 days, an election will take place to fill those two appointments.

Mr. Randall M. Wood, Executive Director thanked her for the information and said he will be

Page No. 7390

working on the Certificate of Formation.

Ms. Wendy Green, resident of Joanne Hollis Gardens asked do you need a sticker to park and are there any assigned parking spaces.

Ms. Renada Smith, Assistant Manager of Joanne Hollis Gardens said you do need a sticker and there are no assigned spaces. There is one sticker per household because there are not enough parking spaces.

There being no further business at hand, Mr. Randall M. Wood, Executive Director asked for a motion to adjourn. Commissioner Cleveland Burton, Jr. made a motion. Chairwoman Bridget Rivers second. Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 7:42 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

November 21, 2022

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

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

PRESENT: Chairwoman Bridget Rivers, Commissioners Cleveland Burton, Jr., Jeanette M. Edghill and Louise A. Colodne

ABSENT: Vice Chairwoman Viola Barco and Commissioner Dollie S. Scott-Bey

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Maturro, Finance Director, Mr. Lewis Hurd, Director of Redevelopment, Dan S. Smith, Counsel, Council President Barry Goode; staff and interested public.

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

Mr. Randall M. Wood, Executive Director then offered prayer.

Chairwoman Bridget Rivers asked for a motion to approve the minutes of October 17, 2022.

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

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

- As of October 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$226K vs. a loss of \$179K in September. The consistent losses are excessive maintenance payroll and repair costs with poor occupancy and lower dwelling charges in AMP 1.
- We are incurring significant legal expenses associated with tenant collections and other corporate issues.
- We will continue to monitor our spend and costs given current economic and operating challenges as well as recent unexpected increase in inflation and changes to certain costs that were previously charged to CFP that in 2022 must be charged to operations. (Landscaping)

- We need to devise ways to cut our consumption especially water through low flow valves.
- Shelter Plus Care receivable due from Union County has grown to over \$450K as several contracts have expired and need to be renewed.
- Our financial condition and operating cash continue to diminish but we still have sufficient cash to meet our short-term needs.
-

(At this time Vice Chairwoman Viola Barco and Commissioner Dollie S. Scott-Bey attended the meeting)

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Chairwoman Bridget Rivers made a motion to approve. Vice Chairwoman Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9297** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the addendum to the bills list. Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Dollie S. Scott-Bey seconded the motion and offered the attached following **RESOLUTION NO. 9303** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Mr. Randall M. Wood, Executive Director thanked the Richmond Towers Resident Association for the Veteran's Day Breakfast which was sponsored by the Association, the Resident Opportunity Self-Sufficiency (ROSS) Program, Premier Community Development Corporation and the Housing Authority of Plainfield. The breakfast was held in the community room of Richmond Towers on November 11, 2022. It was a very good event.

Under **Executive Directors Report**, Mr. Randall M. Wood, Executive Director said two other events took place in the community room of Richmond Towers, the Sorority, Zeta Phi Beta had a pop-up grocery on November 5, Chairwoman Bridget Rivers and the

Sisters of Solomon had a pre-thanksgiving dinner for the seniors on November 18. He then said both events were a success.

Under **Counsels Report**, Dan S. Smith said he has upcoming landlord tenant matters. There will be greater prosecution for residents who are not paying their rent. They should apply for program (s) that will help them assist with their rent.

Under **Chairperson's Report**, Chairwoman Bridget Rivers said she had no report but did ask for a moment of silence for Deidre Martin who passed away. She was employed by the City of Plainfield.

Under **Housing Management and Resident Services Committee**, Mr. Randall M. Wood, Executive Director said the meeting was not held because all the managers and himself were at the NJNAHRO Conference in Atlantic City including Chairwoman Bridget Rivers.

Under **Capital Improvement and Procurement Committee**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public. There are also two resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9301** 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 December 21, 2022, and ending September 9, 2023, for an amount not to exceed one hundred thousand dollars (\$100,000.00) annually.

Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Dollie S. Scott-Bey made a motion. Chairwoman Viola Barco second the motion. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 9302 the Board of Commissioners of the Housing Authority of Plainfield

to award a contract in the amount of thirty-five thousand dollars (\$35,000.00) with amount not to exceed and additional ten percent to Netconnect, 111 Storer Avenue, Staten Island, NY 10309. Netconnect will provide computer service effective November 21, 2022, for two years. Mr. Randall M. Wood, Executive Director asked for a motion. Commissioner Cleveland Burton, Jr. made a motion. Commissioner Dollie S. Scott-Bey second the motion. Upon a call of the roll, all present voted in favor of the motion.

Under Personnel Committee: none

Under Premier Community Development Corporation: none.

Under Unfinished Business: none.

Under New Business: Mr. Wood said there are three resolution(s) and he proceeded to read the first **RESOLUTION NO. 9298** the Board of Commissioners of the Housing Authority of Plainfield that Richmond Towers Resident Association in order to receive their unit funds they must provide their current year budget and the previous year financial report.

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

RESOLUTION NO. 9299 the Board of Commissioners of the Housing Authority of Plainfield to approve the Richmond Towers Resident Association Budget for the fiscal year 2022.

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

RESOLUTION NO. 9300 the Board of Commissioners of the Housing Authority of Plainfield to appoint a Fund Commissioner and an alternate Fund Commissioner to the New Jersey Public

Housing Authority (NJPHA) Joint Insurance Fund.

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

Comments from the floor: Vice-Chairwoman Viola Barco said in the October minutes she read there will be an election to fill two appointments for Joanne Hollis Gardens Resident Association. She asked if the same rules apply to Joanne Hollis Gardens Resident Association and Richmond Towers Resident Association when it comes to an election. She asked for a copy of both Associations by-laws. Mr. Randall M. Wood, Executive Director said he will have them provided for her.

Council President Barry Goode asked if there were any kitchen renovations going on at Richmond Towers and will they all be completed.

Mr. Randall M. Wood, Executive Director said yes, and it is being done in phases.

There being no further business at hand, Mr. Randall M. Wood, Executive Director asked for a motion to adjourn. Commissioner Cleveland Burton, Jr. made a motion. Chairwoman Bridget Rivers second. Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 7:50 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

December 19, 2022

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

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

PRESENT: Chairwoman Bridget Rivers, Vice Chairwoman Viola Barco, Commissioner (s) Cleveland Burton, Jr., and Jeanette M. Edghill

ABSENT: Commissioner (s) Dollie S. Scott-Bey and Louise A. Colodne

ALSO: Mr. Randall M. Wood, Executive Director; Mr. Paul Matturro, Finance Director, Mr. Lewis Hurd, Director of Redevelopment, Dan S. Smith, Counsel, Council President Barry Goode; staff and interested public.

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

Mr. Darryl Clark then offered prayer.

Chairwoman Bridget Rivers asked for a motion to approve the minutes of November 21, 2022.

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

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

- As of November 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$253K vs. a loss of \$226K in October. The consistent losses are excessive maintenance payroll and repair costs with poor occupancy and lower dwelling charges in AMP 1.
- We are incurring significant legal expenses associated with tenant collections and other corporate issues.
- We will continue to monitor our spend and costs given current economic and operating challenges as well as recent unexpected increase in inflation and changes to certain costs that were previously charged to CFP that in 2022 must be charged to operations. (Landscaping)

- Our occupancy is down, and our utility costs continue to escalate due to inflation.
- Over the last several months, we had several repairs and improvements in both AMP 1 and AMP 3.
- We have recently accessed our 2022 CFP Operating and Administrative Fees and as such have improved our Cash position significantly to an above average ratio.

Mr. Randall M. Wood, Executive Director then read **RESOLUTION NO. 9304**

Housing Authority of Plainfield Budget fiscal year January 1, 2023, to December 31, 2023.

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

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion to approve the bills. Chairwoman Bridget Rivers made a motion to approve. Vice Chairwoman Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9305** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director said next is the addendum and resolution to the bills list, but due to the server being down Ms. Miller could not email to the Commissioners, but she will send as soon as the server is up. Then he proceeded to read **RESOLUTION NO. 9308** and asked for a motion to approve the addendum to the bills list. Chairwoman Bridget Rivers made a motion to approve. Commissioner Cleveland Burton, Jr. seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Randall M. Wood, Executive Director said Mr. Lewis Hurd has resigned to pursue another job. We wish him much success on his new endeavor.

Under **Counsels Report**, Dan S. Smith said we have five (5) upcoming cases. He met with Joanne Hollis Gardens Resident Association to help them recover issues that have come out and found under the new administration. He will meet with them this Friday to address some of these issues.

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

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

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

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**, Mr. Randall M. Wood, Executive Director read the report and it is available to the public.

Under **Unfinished Business**: none.

Under **New Business**: Mr. Wood said there are two resolution(s) and he proceeded to read the first **RESOLUTION NO. 9306** the Board of Commissioners of the Housing Authority of Plainfield to adopt the attached meeting schedule of the Board of Commissioners for 2023. Vice Chairwoman Viola Barco said she requested information from the Tenant Association and she has not received the information, when will she receive that information. Mr. Randall Wood, Executive Director said he will make sure she receives it. Mr. Pedro Estevez, President of the Richmond Towers Resident Association asked what information she needed. Vice Chairwoman Viola Barco said the financial report.

Then Mr. Randall M. Wood, Executive Director asked for a motion. Chairwoman Bridget Rivers made a motion. Vice Chairwoman Viola Barco second the motion. Upon a call of the roll, all present voted in favor of the motion. **RESOLUTION NO. 9307** the Board of Commissioners of the Housing Authority of Plainfield establishing the Holiday Calendar for fiscal year 2023. Mr. Randall M. Wood, Executive Director asked for a motion. Chairwoman

Bridget Rivers made a motion. Vice Chairwoman Viola Barco seconded the motion.

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

Comments from the floor:

- Councilman Barry Goode, congratulated Chairwoman Bridget Rivers and the Sisters of Solomon for their 8th annual Joanne Hollis Toy Giveaway for the children they did an outstanding job.
- Michael Robinson, Vice President of the Richmond Towers Resident Association thanked their community partner AKAs for the gift giveaway for the residents of Richmond Towers that was held this past Saturday.
- Wendy Green, Secretary of the Joanne Hollis Resident Association, and resident of Joanne Hollis Gardens invited everyone to attend their Joanne Hollis Gardens Christmas giveaway which will be held on the 23rd of this month.
- Mr. Randall M. Wood, Executive Director thanked staff for a job well done during the COVID-19 Pandemic.
- Everyone wished Mr. Lewis Hurd much success and good endeavors on his new job.

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