

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

January 21, 2014

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

Mr. Wood called the meeting to order at 7:06 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, West End Gardens and Richmond Towers.

PRESENT: Acting Chairperson Pamela Dunn-Hale, Commissioners Joseph Ruffin, Dollie S. Hamlin, Joylette Mills-Ransome and Louise A. Colodne

ABSENT: Commissioner (s) Joanne Hollis and Rickey Williams

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development; Paul Matturo, Financial Advisor, Dan S. Smith, Attorney; staff and interested public.

Mr. Wood took a roll call and declared a quorum present. Commissioner Dollie S. Hamlin offered prayer.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the regular board meeting minutes of January 21, 2014.

Commissioner Joseph Ruffin made a motion to approve the minutes. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Louise A. Colodne made a motion to approve the bills.

Commissioner Joseph Ruffin seconded the motion and offered the attached following **RESOLUTION NUMBER 8954** for consideration.

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

Under **Correspondence**, Acting Chairperson Pamela Dunn-Hale asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Under **Financial Report**, Mr. Paul Matturo gave a brief synopsis.

Under **Executive Directors Report**, none.

Under **Counsel's Report**, Mr. Smith said last month we had nine (9) tenant matters, we received seven (7) judgments and two (2) settlements with the court.

Under **Chairman's Report**, Acting Chairperson Pamela Dunn-Hale introduced herself as the Acting Chairperson. She then introduced and welcomed the new Commissioners; Dollie S. Hamlin, Joylette Mills-Ransome and Louise A. Colodne.

Under **Housing Management and Resident Services Committee**, Acting Chairperson Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Mr. Wood said we have four resolutions and offered the first **RESOLUTION NO. 8955** the Board of Commissioners of the Housing Authority of Plainfield to award a contract to P.C. Richard for a period of two years.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Joseph Ruffin made a motion to approve. Commissioner Joylette Mills-Ransome seconded.

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

RESOLUTION NO. 8956 the Board of Commissioners of the Housing Authority of Plainfield to guarantee a loan of \$500,000.00 from the New Jersey Redevelopment Authority to the Plainfield Community Development Corporation to go toward the cost of the Elmwood Redevelopment Project.

Acting Chairperson Pamela Dunn-Hale asked for a motion.

Commissioner Joylette Mills-Ransome made a motion to approve. Commissioner Ruffin seconded.

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

RESOLUTION NO. 8957 the Board of Commissioners authorize revisions to the annual plan of 2014 and five year plan from 2014 to 2018 of the Capital Fund Program prior to the submission to HUD.

Acting Chairperson Pamela Dunn-Hale asked for a motion.

Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Ruffin seconded.

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

RESOLUTION NO. 8958 the Board of Commissioners authorize the approval of updating Administrative Plan for the Housing Choice Voucher Program.

Acting Chairperson Pamela Dunn-Hale asked for a motion.

Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Joylette Mills-Ransome seconded.

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, no report.

Under the **Plainfield Housing Finance Corporation**, no report.

Under the **Plainfield Community Development Corporation**, Acting Chairperson Pamela Dunn-Hale asked if there was a report.

Mr. Wood said out of that committee Resolution No. 8956 was derived and was approved by the Commissioners.

Under **Unfinished Business**, none.

Under **New Business**, Mr. Wood said **RESOLUTION NO. 8959** to appoint a fund Commissioner to the New Jersey Public Housing Authority (NJPHA) Joint Insurance Fund. Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution. Commissioner Joseph Ruffin made a motion to approve. Commissioner Louise A. Colodne seconded.

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

Mr. Wood then read two resolutions; for former Commissioner(s) Mary Ann Anderson and Hattie Williams recognizing them and honoring them for their time served on the board. Audience applauded.

Hattie Williams, President of the Richmond Towers Resident Association, thanked the Housing Authority of Plainfield staff and Richmond Tower residents. She will continue to work diligently and periodically with management and congratulations to the new board. Audience applauded.

Comments from the Floor: Clara Johnson, 558 A W 4th St. said she was very happy this year with the snow removal from the Maintenance Department.

Acting Chairperson Pamela Dunn-Hale thanked her for recognizing them.

Mr. Wood thanked Clyde Hare, James Marsh and Renada Smith as well.

Acting Chairperson Pamela Dunn-Hale asked the staff to stand and introduce themselves to the new Commissioners.

Clyde Hare, Maintenance Manager, Jacqueline Miller, Administrative Secretary, Renada Smith, Housing Manager of West End Gardens, Zena Sutton, Tenant Selection Supervisor Section 8/Admissions Department, Eric Graham, Public Housing Family Self-Sufficiency Coordinator and James Marsh, Housing Manager of Richmond Towers.

There being no further business at hand, Acting Chairperson Pamela Dunn-Hale asked for a motion to adjourn.

Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:28 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

February 18, 2014

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

Mr. Wood called the meeting to order at 7:06 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, West End Gardens and Richmond Towers.

PRESENT: Acting Chairperson Pamela Dunn-Hale, Commissioners Joseph Ruffin, Dollie S. Hamlin, Joylette Mills-Ransome, Louise A. Colodne and Jeanette Edghill

ABSENT: Commissioner Joanne Hollis

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development; Paul Matturo, Financial Advisor, Dan S. Smith, Attorney; staff and interested public.

Mr. Wood took a roll call and declared a quorum present. Commissioner Dollie S. Hamlin offered prayer.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the regular board meeting minutes of February 18, 2014.

Commissioner Joseph Ruffin made a motion to approve the minutes. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Mills-Ransome made a motion to approve the bills.

Commissioner Joseph Ruffin seconded the motion and offered the attached following **RESOLUTION NUMBER 8960** for consideration.

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

Under **Correspondence**, Acting Chairperson Pamela Dunn-Hale asked Mr. Wood to read the correspondence.

Mr. Wood said there is a letter from HUD approving the annual five year plan and a flyer on The Housing Authority of Plainfield's upcoming Black History Program that will be held in March.

Under **Financial Report**, Mr. Paul Matturo gave a brief synopsis and said we have a fairly strong financial position and will have to evaluate on a month to month basis.

Under **Executive Directors Report**, said the maintenance department has been trying their best to keep up with the snow removal and will continue to do so.

Under **Counsel's Report**, Mr. Smith said last month we had several judgments. Three (3) paid and we have four (4) lock-outs. There are eight (8) complaints to file for this month.

Under **Chairman's Report**, Acting Chairperson Pamela Dunn-Hale introduced and welcomed the new Commissioner, Jeanette M. Edghill.

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

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, no report.

Under the **Plainfield Housing Finance Corporation**, no report.

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

Under **Unfinished Business**, none.

Under **New Business**, Mr. Wood said Wendell Martin and Cecil Sanders will do a presentation for the Commissioners on the COVE Development. This is for informational purposes only.

Comments from the Floor: Clara Johnson, 558 A W 4th St. said she was very happy this year with the snow removal from the Maintenance Department. She also stated she has had no heat in her apartment for a couple of months.

Mr. Wood said this is the first time he has heard of this and next time inform the Manager; and it will be abated in 24 hours.

There being no further business at hand, Acting Chairperson Pamela Dunn-Hale asked for a motion to adjourn.

Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:40 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

March 17, 2014

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

Mr. Wood called the meeting to order at 7:15 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, West End Gardens and Richmond Towers.

PRESENT: Commissioners Joseph Ruffin, Joylette Mills-Ransome, Louise A. Colodne and Jeanette M. Edghill

ABSENT: Acting Chairperson Pamela Dunn-Hale, Commissioner (s) Joanne Hollis and Dollie S. Hamlin

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development; Paul Matturo, Financial Advisor, Dan S. Smith, Attorney; staff and interested public.

Mr. Wood took a roll call and declared a quorum present. Commissioner Jeanette Edghill offered prayer.

Chairman Joseph Ruffin asked for a motion to approve the regular board meeting minutes of February 18, 2014.

Commissioner Mills-Ransome made a motion to approve the minutes. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Chairman Joseph Ruffin asked for a motion to approve the bills. Commissioner Mills-Ransome made a motion to approve the bills.

Commissioner Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NUMBER 8961** for consideration.

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

Under **Correspondence**, Mr. Wood said we had our Black History Program on Friday, March 14. It was sponsored by the Housing Authority of Plainfield, Plainfield Community Development Corporation (PCDC) and the Richmond Towers Resident Association. He commended Hattie Williams, President of the Richmond Towers Resident Association and the Housing Authority of Plainfield staff. Dan Smith, Esq. was the guest speaker, who gave us a great history lesson on the legal standpoint of civil rights.

Under **Financial Report**, Mr. Paul Matturo said for the month of January and February we are running significantly over budget in utilities. However, it can be absorbed by amps 1 & 3. We still have sufficient cash in operating funds to meet our needs for the next several months.

Under **Executive Directors Report**, Mr. Wood said the NAHRO Legislative Conference in Washington DC was very informative and he will provide the commissioners with a written report.

Under **Counsel's Report**, Mr. Smith said we had four (4) lockouts which they paid. We are waiting to close the deal with Unison regarding the rooftop antennae at Richmond Towers within 22 days.

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

Under **Housing Management and Resident Services Committee**,

Commissioner Joseph Ruffin asked did everyone receive the report.

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Mr. Wood offered **RESOLUTION NO. 8962** Emergency resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the bed bug treatment work at Richmond Towers before obtaining approval from HUD for the contract award to Bug Eliminators Termite & Pest Control in the amount of \$39,675.

Chairman Joseph Ruffin asked for a motion to approve the resolution.

Commissioner Mills-Ransome made a motion to approve. Commissioner Colodne seconded.

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, no report.

Under the **Plainfield Housing Finance Corporation**, no report.

Under the **Plainfield Community Development Corporation**, Commissioner Joseph Ruffin asked did everyone receive the report.

Mr. Wood said yes.

Under **Unfinished Business**, none.

Under **New Business**, Mr. Wood offered **RESOLUTION NO. 8963** to determine the successful proposer for Section 8 Project Based assistance for up to 65 units.

Chairman Joseph Ruffin asked for a motion to approve the resolution.

Commissioner Mills-Ransome made a motion to approve. Commissioner Colodne seconded.

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

Comments from the Floor: Elestine Randolph, resident of Richmond Towers, expressed her concerns regarding the bed bug mattress covers; who was going to buy them. Mr. Wood said HUD said we cannot provide covers i.e., or replace furniture. Mr. Clark, Mr. Marsh and the Richmond Towers Resident Association is working on a solution to the problem.

Hattie Williams said our problem seems to be, according to what Pablo has said, after they spray everyone should have mattress covers put on their mattresses. A lot of the residents are not complying.

Frances Rosa and Sharyn Jordan residents of Richmond Towers, made a comment regarding the floors; they need to be cleaned.

Mr. Wood said we will get on top of it. The procedure is to speak with the Manager first. If he does not comply, then come and see me before you bring to the Commissioners Board meeting. Every second Wednesday of each month we have a Housing Management & Resident Service Committee meeting you are welcome to attend to address your concerns.

There being no further business at hand, Chairman Joseph Ruffin asked for a motion to adjourn.

Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 8:00 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

April 21, 2014

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

Mr. Wood called the meeting to order at 7:00 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, West End Gardens and Richmond Towers.

PRESENT: Acting Chairperson Pamela Dunn-Hale, Commissioner (s) Joanne Hollis, Dollie S. Hamlin, Joseph Ruffin, Joylette Mills-Ransome, Louise A. Colodne and Jeanette M. Edghill

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development; Paul Matturo, Financial Advisor, Dan S. Smith, Attorney; staff and interested public.

Mr. Wood took a roll call and declared a quorum present. Commissioner Dollie S. Hamlin offered prayer.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the regular board meeting minutes of March 17, 2014.

Commissioner Louse A. Colodne made a motion to approve the minutes. Commissioner Joseph Ruffin seconded the motion. Upon a call of the roll, all present voted in favor of the motion except Acting Chairperson Pamela Dunn-Hale and Commissioner Joanne Hollis who abstained.

Under **Bills and Contract Payments**, Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Joseph Ruffin made a motion to approve the bills.

Commissioner Joylette Mills-Ransome seconded the motion and offered the attached following **RESOLUTION NUMBER 8964** for consideration.

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

Under **Correspondence**, Acting Chairperson Pamela Dunn-Hale asked Mr. Wood did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Mr. Wood also mentioned we received a score of 92% (High Performer) for SEMAP (Section 8). When the letter comes in he will make sure all Commissioners receive a copy.

Under **Financial Report**, Mr. Paul Matturo said overall our revenues exceeded budget but our expenses are also exceeding. Currently we are running our excess of expenses over revenue of about \$59,000.00 which is due to excessive utility cost due to the very severe weather we had this past winter. We have made improvements in reducing our payroll. As of February, we are running a deficient of \$89,000.00 and we reduced that to \$59,000.00. We will be receiving a \$590,000.00 additional Capital Fund Grant during 2014. Based on that we should be financially sound for the rest of the year and we have a surplus of \$90,000.00 to meet our operating needs.

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

Under **Counsel's Report**, Mr. Smith said at Richmond Towers we had eight (8) cases; three (3) were dismissed, two (2) were in default which are scheduled for lock-out and three (3) were settled. At West End Gardens we had four (4) cases; three were dismissed and one (1) warrant of removal.

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

Under **Housing Management and Resident Services Committee**, Acting Vice-Chairperson Pamela Dunn-Hale asked did everyone receive the report. Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Mr. Wood offered **RESOLUTION NO. 8965** the Board of Commissioners of the Housing Authority of Plainfield authorizing the contract award of the installation of perimeter fencing at Elmwood Gardens in the amount of \$75,644 to Carjen Fence, 1223 Park Street, Peekskill, NY 10566.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Joanne Hollis made a motion to approve. Commissioner Louise A. Colodne seconded.

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, report.

Under the **Plainfield Housing Finance Corporation**, no report.

Under the **Plainfield Community Development Corporation**, Commissioner Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Unfinished Business**, none.

Under **New Business**, Mr. Wood offered **RESOLUTION NO. 8966** the Board of Commissioners of the Housing Authority of Plainfield to authorize the approval of updated version of the Admission and Continued Occupancy Policy for the Public Housing Program.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Mills-Ransome made a motion to approve. Commissioner Joseph Ruffin seconded.

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

Comments from the Floor: Mr. Davis, resident of Richmond Towers mentioned there will be a fashion show for Mothers' Day here in the Community Room on May 3, 2014.

There being no further business at hand, Acting Chairperson Pamela Dunn-Hale asked for a motion to adjourn.

Commissioner Jeannette M. Edghill made a motion to approve. Commissioner Joanne Hollis seconded.

Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:16 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

May 19, 2014

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

Mr. Wood called the meeting to order at 7:14 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, West End Gardens and Richmond Towers.

PRESENT: Acting Chairperson Pamela Dunn-Hale, Commissioner (s)
Joanne Hollis, Dollie S. Hamlin, Joseph Ruffin, Joylette Mills-Ransome,
Louise A. Colodne and Jeanette M. Edghill

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development;
Paul Matturo, Financial Advisor, Dan S. Smith, Attorney; staff and
interested public.

Mr. Wood took a roll call and declared a quorum present. Commissioner Joylette Mills-Ransome offered prayer.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the special board meeting minutes of April 12, 2014.

Commissioner Joseph Ruffin made a motion to approve the minutes. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve resolution (s) to enter into executive session and to come out of executive session and asked if we could approve the resolutions as one.

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

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the regular board meeting minutes of April 21, 2014.

Commissioner Joylette Mills-Ransome made a motion to approve the minutes. Commissioner Joseph Ruffin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Mills-Ransome made a motion to approve the bills.

Commissioner Ruffin seconded the motion and offered the attached following

RESOLUTION NUMBER 8969 for consideration.

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

Under **Correspondence**, Acting Chairperson Pamela Dunn-Hale asked Mr. Wood did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Then Acting Chairperson Dunn-Hale said included in the correspondence was a letter addressed to her from Andrew Heller General Partner of Liberty Community Associates on the good relationship between the Housing Authority of Plainfield and the Liberty Village Owners and she then asked to have a copy of the letter forwarded to City Council members.

Also, a letter from HUD stating that Section 8 (SEMAP) received a score as High Performer. She then congratulated the staff.

Under **Financial Report**, Mr. Paul Matturo said April 2014 was a difficult month from a financial standpoint:

- High degree of expenditures
- A lot of maintenance improvements i.e., repairs, painting, etc. -\$150k over budget
- Excessive utility costs due to weather: snow removal, heating units and electricity - \$140k over budget

Those costs should drop dramatically over the next few months. Hopefully, we can recoup and get back on track. We did have some operating cash of \$100,000.00 so we will be able to meet our needs going forward and we should be able to pay our bills without any issues. There was another additional change, HUD notified us they are changing how the funds are facilitated with the Section 8 Program. We are going to be on a pay as you go basis. They are not leaving us with much reserves. Our subsidies and our expenditures are pretty much in line so we should be able to meet these needs going forward.

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

Under **Counsel's Report**, Mr. Smith said we had five (5) matters for tenant landlord cases that had to be adjourned due to the upcoming REAC and the Managers were not available. It has been rescheduled for June 19, 2014. Regarding UNISON (rooftop rental for Richmond Towers) there is a legal matter pending and as soon as that is settled, I will inform the Commissioners and Mr. Wood.

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

Under **Housing Management and Resident Services Committee**, Acting Vice-Chairperson Pamela Dunn-Hale asked did everyone receive the report. Mr. Wood said yes.

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, report.

Under the **Plainfield Housing Finance Corporation**, Commissioner Pamela

Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under the **Plainfield Community Development Corporation**, Commissioner Pamela

Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Unfinished Business**, Mr. Wood said there is a Resolution of the Board of Trustees of the Plainfield Housing Finance Corporation authorizing the NJRA Grant Reimbursement.

Acting Chairperson Dunn-Hale said the resolution is contingent upon clarification to vote by telephone poll.

Mr. Wood then offered **RESOLUTION NO. 8970** the Board of Commissioners of the Housing Authority of Plainfield reviewing and approving payment by the Plainfield Housing Finance Corporation of legal and consulting fees for Elmwood Gardens Demolition and Development Fees.

Acting Chairperson Pamela Dunn-Hale said the resolution will be approved but has to be re-written for clarification and Commissioners will be canvassed by phone.

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

Mr. Wood then offered **RESOLUTION NO. 8971** Plainfield Housing Authority Budget for fiscal year: period January 1, 2014 to December 31, 2014.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the budget.

Commissioner Dollie Hamlin made a motion to approve the budget. Commissioner Joylette Mills-Ransome 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: Mr. Bernard Horner, resident of Richmond Towers and Sergeant at-arms of the Richmond Towers Resident Association thanked the Commissioners for purchasing tickets for six people to attend the fashion show for the Mothers' Day event that was held on May 3, 2014.

Commissioner Joanne Hollis said that her pastor Donald Nichols passed away and asked if the Housing Authority can do a resolution for him. She commended the Manager and the Maintenance Staff for working so hard to prepare for the upcoming REAC Inspection. Also she asked that we save the date for the upcoming 25th Anniversary Celebration on Friday, November 7, 2014 presented by the Elm-West Resident Association.

Acting Chairperson Dunn-Hale also thanked all the managers and maintenance staff for their hard work.

There being no further business at hand, Acting Chairperson Pamela Dunn-Hale asked for a motion to adjourn.

Commissioner Joanne Hollis made a motion to approve. Commissioner Dollie S. Hamlin seconded.

Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:46 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

June 16, 2014

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

Mr. Wood called the meeting to order at 7:12 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

PRESENT: Acting Chairperson Pamela Dunn-Hale, Commissioner (s) Joanne Hollis, Dollie S. Hamlin, Joseph Ruffin, Joylette Mills-Ransome, Louise A. Colodne and Jeanette M. Edghill

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development; Paul Matturo, Financial Advisor, Dan S. Smith, Attorney; staff and interested public.

Mr. Wood took a roll call and declared a quorum present. Commissioner Joanne Hollis offered prayer.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of May 19, 2014.

Commissioner Louise Colodne made a motion to approve the minutes. Commissioner Joseph Ruffin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Joanne Hollis made a motion to approve the bills. Commissioner Joylette Mills-Ransome seconded the motion and offered the attached following **RESOLUTION NUMBER 8972** for consideration.

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

Under **Correspondence**, none.

Under **Financial Report**, Mr. Paul Matturo said we are over budget of \$140,000.00 in utility expenses. There are some unexpected cost pertaining to Elmwood Gardens location – fence installation and security costs – over budget. However, we have gotten 89% of our subsidy and we have sufficient cash flow to meet our needs for the next two months.

At this time Darryl Clark, ROSS Grant Coordinator did his presentation on the Ross Grant Program, a dedicated resource for the residents of Richmond Towers. (See attached ROSS Program brochure) Mr. Wood mentioned the original presentation was held June 10 at 1:00 p.m. in the Community Room which Kelly Peterson, P.H. Revitalization Specialist, from U.S. Department of Housing & Urban Development (HUD) was in attendance.

Acting Chairperson Dunn-Hale thanked Darryl Clark for his presentation.

Under **Executive Directors Report**, Mr. Wood mentioned we are the only one in the State of NJ that has this Grant. He also commended Darryl Clark and Ms. Hattie Williams on a job well done.

Acting Vice-Chairperson Dunn-Hale asked if we could recognize the Grant nationally.

Mr. Wood said yes we will.

Under **Counsel's Report**, Mr. Smith said regarding the excess utilities i.e., a/c, w/d

- Notice to Cease – 2 weeks to make payments for the arrears
- Notice to Quit – 30 days
- Court

Regarding UNISON:

- HUD has some certain environmental questions and Declaration of Trust issues.
- Unison can change the contract language to appease HUD.

On landlord tenant cases, we had eleven (11) matters for West End Gardens, which we will be going to court this Thursday. (for rent only) Last month two (2) residents paid out of five (5).

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

Under **Housing Management and Resident Services Committee**,

Acting Vice-Chairperson Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Mr. Wood then offered **RESOLUTION NO. 8973** the Board of Commissioners of the Housing Authority of Plainfield retain Elm-West Resident Association to oversee the Summer Camp activities for resident children and Summer Youth Employment Programs for a period of six weeks.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Dollie Hamlin made a motion to approve. Commissioner Joylette Mills-Ransome seconded the motion.

Upon a call of the roll, all present voted in favor of the motion except Commissioner Joanne Hollis who abstained.

Under **Capital Improvement and Procurement Committee**, Mr. Wood offered **RESOLUTION NO. 8974** the Board of Commissioners of the Housing Authority of Plainfield approving a contract award to Constellation, 810 7th Ave., New York, NY to conduct Energy

Investment Grade Audit in the amount of \$68,374 at West End Gardens and Richmond Towers for the Energy Performance Contracting Program.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Joylette Mills-Ransome made a motion to approve.

Commissioner Hamlin seconded the motion.

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, Mr. Wood offered **RESOLUTION NO. 8975** the Board of Commissioners of the Housing Authority of Plainfield to Award the contract in the amount of \$21,000 to Frank Glien, LLC for the audit services of 2013 Federal Fiscal Year from 1/1/2013 to 12/31/2013 for Low Income Public Housing Programs, Plainfield Finance Corporation and Plainfield Community Development Corporation.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Dollie Hamlin made a motion to approve. Commissioner Jeanette Edghill seconded the motion.

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

RESOLUTION NO. 8976 Lists of doubtful accounts to be written off according to Federal and State Law to be tabled until further review.

Under the **Plainfield Housing Finance Corporation**, no report.

Under the **Plainfield Community Development Corporation**, Commissioner Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Lewis Hurd then said we were awarded funding from the County to do another house.

Under **Unfinished Business**, Darryl Clark, Ross Grant Presentation previously done at the beginning of meeting.

Under **New Business**, Acting Chairperson Dunn-Hale said there are two resolutions. Mr. Wood offered the first **RESOLUTION NO. 8977** the Board of Commissioners of the Housing Authority of Plainfield Authorizing the Authority to enter into a contract Agreement with Plainfield Area YMCA to provide and administer 30 Section 8 Rental Assistance Vouchers for 30 efficiency apartments to be built in the existing facility at 518 Watchung Avenue, Plainfield, NJ.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Louise Colodne made a motion to approve. Commissioner Joylette Mills-Ransome seconded the motion.

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

Mr. Wood then offered the second **RESOLUTION NO. 8978** the Board of Commissioners of the Housing Authority of Plainfield to award a contract in the amount of \$23,750 to B.C. Landscaping, LLC, 302 Harvey Place, Plainfield, NJ 07062 for lawn mowing, hedge trimming and fall clean-up services from June to December 2014 at West End Gardens and Richmond Towers.

Acting Chairperson Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Joseph Ruffin made a motion to approve. Commissioner Dollie Hamlin seconded the motion.

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

Comments from the Floor: Ms. Garnetta Dickens, resident of Richmond Towers made a statement regarding the grandchildren that come to visit; are very disruptive. Hattie Williams, President of the Richmond Towers Resident Association thanked everyone for their support on the Gospel Show that was held on Saturday, June 7. Commissioner Joanne Hollis, President of the Elm-West Resident Association thanked everyone for passing the resolution for the Summer Camp Program.

There being no further business at hand, Acting Chairperson Pamela Dunn-Hale asked for a motion to adjourn.

Commissioner Joanne Hollis made a motion to approve. Commissioner Dollie S. Hamlin seconded.

Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 8:00 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

August 25, 2014

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

Mr. Wood called the meeting to order at 7:12 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

PRESENT: Acting Chairwoman Pamela Dunn-Hale, Commissioner (s) Dollie S. Hamlin, Joylette Mills-Ransome, Louise A. Colodne and Jeanette M. Edghill

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development; Dan S. Smith, Attorney; staff and interested public.

ABSENT: Commissioner (s) Joanne Hollis and Joseph Ruffin
Paul Matturo, Financial Advisor

Mr. Wood took a roll call and declared a quorum present. Commissioner Joylette Mills-Ransome offered prayer.

Acting Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of June 16, 2014 and the special board meeting minutes of July 22, 2014.

Commissioner Joylette Mills-Ransome made a motion to approve the minutes. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Acting Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Joylette Mills-Ransome made a motion to approve the bills. Commissioner Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NUMBER 8980** for consideration.

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

Under **Correspondence**, Acting Chairwoman Pamela Dunn-Hale said if you would like to attend the N.J.A.H.R.A. 2014 Annual Conference & Trade Show that will be held in Atlantic City, September 28-30, please contact Jackie, the Executive Directors' secretary. Also, she said I attended the Housing Authority of Plainfield's' summer outing which was held at Forest Lodge on Friday was very nice.

Under **Financial Report**, Acting Chairwoman Pamela Dunn-Hale said Paul Matturo is on vacation, but he was available via phone to provide the report and if the Commissioners have any questions, he is available next week.

Under **Executive Directors Report**, none.

Under **Counsel's Report**, Mr. Smith read his report:

- We had two (2) stipulations last month
- Fifteen (15) eviction matters this month for West End Gardens.
- UNISON: We are still waiting for HUD approval.

Under **Chairwoman's Report**, she stated there was an ordinance that was written by the City Council of the City of Plainfield. The Housing Authority of Plainfield had absolutely nothing to do with that ordinance; which awards to give land to the Plainfield Housing Authority.

Brief Summary:

- July 7, Mr. Wood was invited to the City Council meeting to give a discussion on the ordinance not a presentation.
- The Council moved forward on its action.
- Acting Chairwoman Dunn-Hale received a letter from the Mayor.
- Acting Chairwoman Dunn-Hale responded with a letter to the Mayor asking to meet with him.
- The Mayor met with her, Mr. Wood and Commissioner Mills-Ransome (August 20) on how we could work together to collaborate with the City on the West Second St. property.
- The Mayor said to collaborate on the project between the Housing Authority, and the City of Plainfield and other housing entities within the City to see what can be done with that property.

In conclusion, Acting Chairwoman Dunn-Hale said she is hoping the Mayor will formulate a task force between the Housing Authority of Plainfield and other entities to see what we can do to improve that property and other properties within the City for the betterment of the City of Plainfield and its residents.

Also, the Housing Authority of Plainfield received an award from the Malcolm Mills Foundation. This program provided children that are going back to school with 2100 book bags, school supplies and 800 vouchers for haircuts. They recognized the Housing Authority of Plainfield for its contribution in helping out with the program and making a donation.

Mr. Wood said the award will be displayed in the board room.

Under **Housing Management and Resident Services Committee**, Acting Chairwoman Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Acting Chairwoman Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Personnel Committee**, Acting Chairwoman Pamela Dunn-Hale said we met last week to begin the phase of the evaluation of Mr. Wood. We have another meeting scheduled for tomorrow to finalize. A full report will be at the September board meeting.

Under **Finance Committee**, Mr. Wood offered **RESOLUTION NO. 8981** 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.

Acting Chairwoman Pamela Dunn-Hale asked for a motion to approve the resolution.

Commissioner Dollie Hamlin made a motion to approve. Commissioner Louise Colodne seconded the motion.

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

Under the **Plainfield Housing Finance Corporation**, no report.

Under the **Plainfield Community Development Corporation**, Acting Chairwoman Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Unfinished Business**, none

Under **New Business**, Mr. Wood said the Summer Camp youth are here to do a presentation which we will ask them to do last.

Comments from the Floor: Alan Goldstein, resident of Plainfield expressed his concerns on the ordinance by the City of Plainfield.

Sharon Jordan, 520-11-H and Garnetta Dickens residents from Richmond Towers said there is no door remote for the 520 building. Garnetta Dickens also stated the 520 building floor in the lobby and by the guards desk needs to be cleaned and they have no hot water.

Clyde Hare, Maintenance Manager, apologized for the inconvenience and said the hot water has been repaired by contractors.

Celeste Heyward, resident of Richmond Towers, 520-5I said she had bed bugs and threw away all her furniture.

Hattie Williams, President of the Richmond Towers Resident Association stated the Housing Authority of Plainfield has done their share the residents have to do theirs. Residents have to purchase mattress covers to protect them from bed bugs as well as follow instructions that was given to them by Management and the extermination company.

Mr. Wood then said we exterminate every month for bed bugs, roaches etc.

Bernard Horner, resident of Richmond Towers, 510-10-F said the Housing Authority of Plainfield and Mr. Marsh are doing an excellent job. The reason they don't have a door remote for the 520 building is because it is broken.

Commissioner Joylette Mills-Ransome and Acting Chairwoman Pamela Dunn-Hale said to have the door remote replaced for the 520 building.

Michelle Stewart, Vice President of the Elm-West Resident Association and Supervisor of the Elm-West Summer Camp said on behalf of our Director Joanne Hollis, in her absence we want to thank each and every one of the Commissioners for approving our Summer Camp Program.

Because it was one of the best yet, the children want to know why camp had ended so soon.

I especially want to thank Ms. Wan Chang, Mr. Hare, Mr. Hurd and Mr. Wood.

(A presentation was given by Ms. Shawnee and Ms. Tiffany from the Summer Camp and pamphlets were handed out to Commissioners and Mr. Wood)

Acting Chairwoman Pamela Dunn-Hale commended the staff from the Elm-West Summer Camp Program on a job well done.

There being no further business at hand, Acting Chairwoman Pamela Dunn-Hale asked for a motion to adjourn.

Commissioner Joylette Mills-Ransome made a motion to approve. Commissioner Dollie Hamlin seconded.

Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 8:15 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

September 15, 2014

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

Mr. Wood called the meeting to order at 7:04 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, West End Gardens and Richmond Towers.

PRESENT: Acting Chairwoman Pamela Dunn-Hale, Commissioner (s) Joylette Mills-Ransome, Louise A. Colodne, Jeanette M. Edghill, Joseph Ruffin and Dollie S. Hamlin; via telephone

ALSO: Randall Wood, Executive Director; Lewis Hurd, Director of Development; Paul Matturo, Financial Advisor, Dan S. Smith, Attorney; staff and interested public.

ABSENT: Commissioner Joanne Hollis

Mr. Wood took a roll call and declared a quorum present. Commissioner Dollie S. Hamlin offered prayer.

Acting Chairwoman Dunn-Hale said we will now have Dan Smith, Attorney open the floor for reorganization of Board Members of the Housing Authority of Plainfield. Dan Smith, Attorney said the floor is now open for nomination for Chairperson.

Commissioner Joylette Mills-Ransome nominated Acting Chairwoman Pamela Dunn-Hale for Chairwoman, Commissioner Jeanette Edghill second.

Dan Smith, Attorney asked is there any other nominations; there being none, the nominations are now closed.

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

Chairwoman Pamela Dunn-Hale thanked the body.

Chairwoman Pamela Dunn-Hale then said the floor is now open for nominations for Vice-Chairperson.

Commissioner Louise Colodne nominated Commissioner Joseph Ruffin, Commissioner Dollie S. Hamlin second.

Chairwoman Pamela Dunn-Hale asked is there any other nominations; there being none, the nominations are now closed.

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

Vice Chairman Joseph Ruffin thanked the body.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of August 25, 2014.

Vice Chairman Joseph Ruffin made a motion to approve the minutes. Commissioner Jeanette Edghill seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Joylette Mills-Ransome made a motion to approve the bills. Vice Chairman Joseph Ruffin seconded the motion and offered the attached following **RESOLUTION NUMBER 8983** for consideration.

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

Under **Correspondence**, none.

Under **Financial Report**, Mr. Matturo said for the month of August:

- We are at a break even standpoint
- Revenues we took in match the expenses - we are year to date

- We are running excess of expenses over revenue
- Budget exceeded – utilities & maintenance
- Audit report for 2013 will be completed by end of month and then sent to HUD; no adjustments, comments etc.,
- We are working on the 2015 budget
- We have sufficient cash to meet our needs for the month of October

Under **Executive Directors Report**, Mr. Wood said the Housing Authority of Plainfield/Plainfield Community Development Corporation Golf event was successful.

Under **Counsel's Report**, Mr. Smith said we had two (2) stipulations last month that were paid and there are eleven (11) matters going to court the 25th of this month.

Under **Chairwoman's Report**, Pamela Dunn-Hale said the HAP/PCDC Golf event was a success as well. The meeting with the Mayor was adjourned until further notice.

Under **Housing Management and Resident Services Committee**, Chairwoman Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

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

Under **Personnel Committee**, Chairwoman Pamela Dunn-Hale said the Committee met to discuss the Executive Directors' contract and annual review. The Committee agreed to award him an increase.

Under **Finance Committee**, no report.

Under the **Plainfield Housing Finance Corporation**, no report.

Under the **Plainfield Community Development Corporation**, Chairwoman Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Unfinished Business**, none.

Under **New Business**, none.

Comments from the Floor: Garnetta Dickens, resident of Richmond Towers thanked everyone for the door opener for the 520 bldg. She expressed her concerns regarding Security Guards smoking outside in the front of the building; when there are “no smoking” signs posted. Viola Barco, resident of Richmond Towers asked if the Housing Authority can make up a payment plan to purchase the mattress (bed bug) covers because some residents cannot afford to pay full price. Elestine Randolph, resident of Richmond Towers said regarding bed bugs, before the new residents move in what kind of plan does the Housing Authority have and asked when are they going to paint.

Chairwoman Dunn-Hale said to make an appointment with Mr. James Marsh, the Manager of Richmond Towers with all of your concerns.

Hattie Williams, President of the Richmond Towers Resident Association stated there was a flyer sent out to all the residents with the price of the mattress (bed bug covers) and they are at a reduced cost.

Chairwoman Dunn-Hale asked Mr. Wood if Mr. Marsh and/or Mr. Clark can accommodate the residents with a payment plan if need be.

Sarah Johnson, resident of West End Gardens asked if anyone could purchase the covers.

Mr. Wood said yes. Contact your Manager.

There being no further business at hand, Chairwoman Pamela Dunn-Hale asked for a motion to adjourn. Vice Chairman Joseph Ruffin made a motion to approve.

Commissioner Joylette Mills-Ransome seconded. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:38 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer