

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**January 17, 2017**

The Board of Commissioners of the Housing Authority of Plainfield met in the HAP (Housing Authority of Plainfield) Center located at 543 West Third 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, Joanne Hollis Gardens and Richmond Towers.

**PRESENT:** Chairwoman Pamela Dunn-Hale, Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne and Jeanette M. Edghill

**ABSENT:** Commissioner (s) Bernard J. Horner, Joylette Mills-Ransome and Dollie S. Hamlin

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

Mr. Wood took a roll call and declared a quorum present. Chairwoman Pamela Dunn-Hale asked Commissioner Louise A. Colodne for prayer. Commissioner Louise A. Colodne offered prayer.

Chairwoman Pamela Dunn-Hale asked Mr. Wood to amend the minutes of December 19, 2016 to reflect:

- There was a discussion in reference to having a Commissioners' board retreat in the upcoming months and the Executive Director will canvass for a date no later than March 2017.
- There was a discussion on the upcoming mid-year review of the Executive Director performance.

Mr. Wood noted.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of December 19, 2016.

Commissioner Jeanette M. Edghill 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**, Chairwoman Pamela Dunn-Hale asked Mr. Wood to amend the bills and contract payments; all reference made to West End Gardens change to Joanne Hollis Gardens.

Mr. Wood noted.

Chairwoman Pamela Dunn-Hale then asked a question regarding page 1 of the bills list of the Housing Authority of Plainfield Central Office Cost Center under Elmwood regarding a payment made to Anco Environmental Services. What was the payment for?

Mr. Wood explained it was for topsoil testing as an additional requirement from the State of New Jersey and it was done about two months ago. The payment should come out of Capital expense.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Vice Chairperson Joseph Ruffin made a motion to approve the bills. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NUMBER 9060** for consideration.

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

Chairwoman Pamela Dunn-Hale said on the agenda **No. 10. Unfinished Business:**

**b. Resolution PHFC** and **c. Resolution No. 9059** are withdrawn.

Under **Correspondence**, none.

Under **Financial Report**, Mr. Paul Matturro gave his report and stated we are at a strong financial position.

Under **Executive Directors Report**, Mr. Wood said he had no report but he would like to meet with Chairwoman Pamela Dunn-Hale to set up a date for the board retreat.

Chairwoman Pamela Dunn-Hale asked if the retreat will be on a Saturday and what time.

Mr. Wood said yes it will be on a Saturday and the time will be from 9:00 a.m. – 1:00 p.m.

Chairwoman Pamela Dunn Hale asked Mr. Wood to send a date as soon as possible to all the Commissioners.

Under **Counsels Report**, Dan S. Smith said last month we had seven (7) cases, and five (5) warrants of removal. We have fifteen (15) scheduled for this month.

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

Under **Housing Management and Resident Services Committee**, Chairwoman Pamela Dunn-Hale asked did everyone receive the report and is it available to the public. Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairwoman Pamela Dunn-Hale said there is a resolution to authorize the purchase of a new truck. Mr. Wood then read **RESOLUTION NO. 9061** the Board of Commissioners of the Housing Authority of Plainfield to authorize the purchase of a new 2016 Ford F-350 regular cab 4x4 dump truck with 9' (2-3) yard) dump body with snow plow package from Tom's Ford, 200 RT 35, South Keyport, New Jersey 07735 in the amount of \$38,914. to maintain the properties, transporting goods and snow removal for Joanne Hollis Gardens and Richmond Towers.

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

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

Under **Personnel Committee**, Chairwoman Pamela Dunn-Hale asked Mr. Wood to set up a date for his mid-year review and have date by next meeting.

Under **Finance Committee**, report already given.

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

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

Under **Unfinished Business**, Chairwoman Pamela Dunn-Hale said there is a Resolution No. 9054.

Mr. Wood then read **RESOLUTION NO. 9054** Housing Authority of Plainfield to authorize the Executive Director of the Authority to take all steps necessary or appropriate to request and designate a development partner, in conjunction with the Premier Community Development Corporation for Elmwood Gardens Redevelopment.

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

Commissioner Jeanette M. Edghill made a motion to approve. Commissioner Louise A.

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

Under **New Business**, Chairwoman Pamela Dunn-Hale said there is a resolution to commemorate Beatrice Davis who was a former employee of the Housing Authority of Plainfield.

Mr. Wood read **RESOLUTION NO. 9062** resolution of the Board of Commissioners of the Housing Authority of Plainfield in Commemoration of Beatrice G. Davis.

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

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

**Comments from the Floor:** Claire Johnson, resident of Joanne Hollis Gardens had a question regarding her status on the Joanne Hollis Resident Association Board why was she removed because her term is not up until May, can Vincent Richardson, President of the Association remove her.

Chairwoman Pamela Dunn-Hale asked Mr. Wood to meet with Mr. Richardson.

Chairwoman Pamela Dunn-Hale also stated to Mr. Wood to have a report of the outcome at the next Commissioners meeting.

Tamika Goffe, resident of Joanne Hollis Gardens, 504 W Third St., had some complaints/concerns:

- She stated she had not paid rent for four months due to repairs needed in her apt., i.e., no heat, ceiling leaks
- Violence in area, shooting
- Too many cats in area urinating by her outside stairs

Chairwoman Pamela Dunn-Hale asked Ms. Goffe to meet with the manager, Ms. Smith and Mr. Wood.

Vice Chairman Joseph Ruffin asked Ms. Goffe to let us know the outcome at the next board meeting.

Randall Wood stated that any resident that has an issue should come to the Housing Management Resident Services Committee meeting which we have once a month.

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

The time of adjournment was 7:54 p.m.

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**February 21, 2017**

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 7:08 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 Pamela Dunn-Hale, Vice Chairman Joseph Ruffin,  
Commissioner (s) Louise A. Colodne, Dollie S. Hamlin and Jeanette M. Edghill

ABSENT: Commissioner (s) Bernard J. Horner and Joylette Mills-Ransome

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

Mr. Wood took a roll call and declared a quorum present. Chairwoman Pamela Dunn-Hale asked Commissioner Dollie S. Hamlin for prayer. Commissioner Dollie S. Hamlin offered prayer.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of January 17, 2017.

Commissioner Jeanette M. Edghill made a motion to approve the minutes. Vice Chairman Joseph Ruffin 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 Dollie S. Hamlin made a motion to approve the bills. Commissioner Louise A. Colodne seconded the motion and offered the attached

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following **RESOLUTION NUMBER 9063** for consideration.

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

Under **Correspondence**, Chairwoman Pamela Dunn-Hale said there is a upcoming NJNAHRO Annual Conference & Trade Show – April 2-5, 2017 in Atlantic City. Also in that conference there is information regarding RAD and Ben Carson will be there to do a presentation on RAD. Please let Mr. Wood know if you would like to attend. Mr. Wood said the RAD Program is something he might consider for family housing. He has a young man coming to the Commissioners' Board Retreat to do a presentation on RAD.

Under **Financial Report**, Mr. Paul Maturro gave his report and stated we are at a strong financial position. DCA accepted the 2017 budget and we have a good operating position.

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

Under **Counsels Report**, Dan S. Smith said we had seventeen (17) complaints and eight (8) warrants of removal. We have seven (7) evictions for this month.

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

Under **Housing Management and Resident Services Committee**, Chairwoman Pamela Dunn-Hale asked did everyone receive the report and is it available to the public. Mr. Wood said yes.

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

Under **Personnel Committee**, Chairwoman Pamela Dunn-Hale there was no committee meeting but she did have a meeting with Dan S. Smith, Counsel. to review the criteria for the Executive Directors' evaluation.

Under **Finance Committee**, Mr. Wood read **RESOLUTION NO. 9050 Housing**

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**Authority of Plainfield 2017 Adopted Budget.**

The Commissioners questioned the date; it is dated January 16, 2017 which the office was closed; it was a Holiday (Martin Luther King, Jr.). Mr. Wood said Mr. Hurd reminded him that he asked the state and they said to change the date to January 17, 2017.

The Commissioners agreed to table the resolution until they get clarity on the date it should be. Mr. Wood asked Dan S. Smith, Esq. to research and canvass the Commissioners for approval when date is confirmed.

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

Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Louise A.

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 **Premier Community Development Corporation**, no report

Under **Unfinished Business**, Chairwoman Pamela Dunn-Hale said **RESOLUTION NO. 9054** that was presented December 2016 has to be rescinded because of incorrect language for HUD purposes.

Chairwoman Pamela Dunn-Hale asked for a motion to rescind **RESOLUTION NO. 9054**.

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

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

Chairwoman Pamela Dunn-Hale then said **RESOLUTION NO. 9054** that is presented should be changed to **9064**.

Chairwoman Pamela Dunn-Hale asked for a motion to approve. Commissioner Dollie S.

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



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

Under **New Business**, Chairwoman Pamela Dunn-Hale said Mr. Wood received a letter via email from Commissioner Joylette Mills-Ransome stating she resigned from the Housing Authority of Plainfield Board of Commissioners effective February 20, 2017.

Vice Chairman Joseph Ruffin asked if the complaints from the tenant at last month's meeting resolved.

Mr. Wood said yes they have been resolved.

**Comments from the Floor:** Mr. Willie Gray resident of Richmond Towers, 520 7H said the back drive thru gate is open.

Mr. Wood said they are in the process of getting it repaired.

A presentation was made by Mr. Andre Yates, President of Veterans for Homeless Veterans of the Yates House in Plainfield.

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

The time of adjournment was 8:01 p.m.

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**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**March 25, 2017**

The Board of Commissioners of the Housing Authority of Plainfield met in the Board 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 1:35 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.

Chairwoman Pamela Dunn-Hale stated this meeting is a carryover from the meeting that was scheduled for Monday, March 20, 2017 but there was no quorum. The meeting had to be rescheduled for today, Saturday, March, 25, 2017.

**PRESENT:** Chairwoman Pamela Dunn-Hale, Vice Chairman Joseph Ruffin,  
Commissioner (s) Louise A. Colodne, Dollie S. Hamlin and Jeanette M. Edghill

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

Mr. Wood took a roll call and declared a quorum present. Chairwoman Pamela Dunn-Hale offered prayer.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of February 21, 2017.

Commissioner Jeanette M. Edghill made a motion to approve the minutes. Vice Chairman

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

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Under **Bills and Contract Payments**, Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve the bills. Vice Chairman Joseph Ruffin seconded the motion and offered the attached following **RESOLUTION NUMBER 9065** for consideration. Upon a call of the roll, all present voted in favor of the motion.

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

Mr. Wood said yes.

Under **Financial Report**, Chairwoman Pamela Dunn-Hale said Mr. Maturro had already presented his report and stated we are a little over budget due to utility cost and legal cost from Department of Justice (DOJ).

Under **Executive Directors Report**, Mr. Wood said the annual Black History Program was a success. We honored two of our residents here at Richmond Towers and a young lady from Plainfield.

Under **Counsels Report**, Dan S. Smith said we had seven (7) warrants of removal and eight (8) new complaints.

Under **Chairwoman's Report**, Chairwoman Pamela Dunn-Hale said she will be attending the NAHRO Conference in DC and Ben Carson is the guest speaker.

Chairwoman Pamela Dunn-Hale also asked Mr. Wood to contact the City regarding the pending candidates' replacements for Commissioner (s) Joylette Mills-Ransome and Bernard J. Horner.

Open discussion regarding Commissioners' appointments, reappointments. Commissioner Bernard J. Horner is no longer a Commissioner. His term ended July 1, 2015. His picture in lobby will be removed and his name from all HAP correspondence i.e.

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resolution, board meeting agenda etc. Dan S. Smith, Counsel will send a letter to the Honorable Mayor Adrian Mapp and City Council members to find out when Commissioner(s) Joylette Mills-Ransome and Bernard J. Horner will be replaced and the reappointment for Commissioner Dollie S. Hamlin. Also Vice Chairman Joseph Ruffin whose term is up 7-1-2017 and Commissioner Louise A. Colodne, Governor Appointee, holdover

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

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

Under **Personnel Committee**, Chairwoman Pamela Dunn-Hale asked Mr. Wood to reschedule meeting for April.

Under **Finance Committee**, Chairwoman Pamela Dunn-Hale said there are two resolutions. Mr. Wood then read **RESOLUTION NO. 9066** 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.

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

Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Mr. Wood then read **RESOLUTION NO. 9067** the Board of Commissioners of the Housing Authority of Plainfield authorizing the acceptance of the audit for the year ended December 31, 2015 prepared by the Firm of Frank L. Glien, Jr., CPA, 130 Dietz Street, Cranford, NJ 07016 Vice Chairman Joseph Ruffin stated the dates on the resolutions should be March 25, 2017 not March 20, 2017. All Commissioners agreed to approve the resolutions today with the

understanding the resolutions will be amended with the correct date, March 25, 2017.

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

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Vice Chairman Joseph Ruffin made a motion to approve. Commissioner Louise A.

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 **Premier Community Development Corporation**, No report

Under **Unfinished Business**, none.

Under **New Business**, Chairwoman Pamela Dunn-Hale asked Mr. Wood to reschedule the board meeting in April from Monday, April 17, 2017 to Monday, April 24, 2017; due to Holiday.

**Comments from the Floor:** Vice Chairman Joseph Ruffin stated he would like his middle initial "M" included on all HAP correspondence i.e., board meeting agenda, minutes, etc.

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

The time of adjournment was 2:02 p.m.

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**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**April 24, 2017**

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 7:03 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 Pamela G. Dunn-Hale, Vice Chairman Joseph M. Ruffin, Commissioner (s) Louise A. Colodne, Dollie S. Hamlin and Jeanette M. Edghill

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

Mr. Wood took a roll call and declared a quorum present. Commissioner Louise A. Colodne offered prayer.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of March 25, 2017. Chairwomen Pamela G. Dunn-Hale then stated on the minutes please remove where it says **ABSENT:** Bernard H. Horner. He is no longer a Commissioner.

Mr. Randall Wood said noted.

Commissioner Dollie S. Hamlin made a motion to approve the minutes. Vice Chairman

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

Under **Bills and Contract Payments**, Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve

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the bills. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NUMBER 9068** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Financial Report**, Mr. Paul Maturro gave some highlights:

- 2017 may be a challenging due to the new administration
- Reduce subsidy
- REAC expenses
- Slight excess of expenses over revenue
- Utility costs more than normal at Joanne Hollis Gardens

Under **Executive Directors Report**, Randall Wood said regarding the federal budget we will not know anything until after April 28, 2017.

Under **Counsels Report**, Dan S. Smith said we had eight (8) cases this month and four (4) lockouts. He also stated that he did send correspondence to the city regarding the Commissioners appointments and reappointments last month and has not received anything from them. Chairwoman Pamela G. Dunn-Hale asked Dan S. Smith, Counsel to please continue to follow-up with them and asked the Executive Director, Randall M. Wood to also send them a letter. She expressed her concern that we as a board cannot perform our duties fully for the Housing Authority of Plainfield when two seats are vacant.

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

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

Mr. Wood said yes.

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

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Under **Personnel Committee**, Dan S. Smith, Counsel stated there was a meeting regarding the evaluation of the Executive Director, a draft was drawn up and will revisit in May for final.

Under **Finance Committee**, report already given.

Under the **Plainfield Housing Finance Corporation**, No report

Under the **Premier Community Development Corporation**, Chairwoman Pamela Dunn-Hale asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Commissioner Louise A. Colodne asked who the new officers were.

Lewis Hurd said we have one new officer George Gore.

Chairwoman Pamela G. Dunn-Hale asked to provide the Commissioners with the names and term of office of the Premier Community Development Corporation (PCDC) board members.

Under **Unfinished Business**, none.

Under **New Business**, Chairwoman Pamela G. Dunn-Hale said there is a **Resolution No. 9069**. Mr. Wood proceeded to read **RESOLUTION NO. 9069**; Resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing to approve and adopt the Reasonable Rent Policy.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Louise A. Colodne seconded the motion.



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

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**Comments from the Floor:** Residents from Richmond Towers had some issues and/or concerns:

- Sharyn Jordan, President of the Richmond Towers Resident Association asked when will the machines in the laundry room be repaired or replaced in both buildings.
- Leslie Wright stated it is also a health issue; mold and mildew from the washing machines.
- Lorraine MacNamara said in the Community Room ladies room the commode does not work and she did report it to Management. Also it is too low.
- David Fowler said there is an odor in his apartment from the plumbing. The piping in the bathroom needs to be replaced.
- Barbara Taylor asked if there was going to be any transportation provided to the residents instead of using outside sources.

All concerns will be addressed by the Manager, Mr. James Marsh, Mr. Clyde Hare, Maintenance Manager and Mr. Randall M. Wood, Executive Director.

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

The time of adjournment was 7:55 p.m.

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**May 15, 2017**

The Board of Commissioners of the Housing Authority of Plainfield met in the HAP (Housing Authority of Plainfield) Center located at 543 West Third 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, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Pamela G. Dunn-Hale, Vice Chairman Joseph M. Ruffin, Commissioner (s) Dollie S. Hamlin, Louise A. Colodne and Jeanette M. Edghill

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

Mr. Wood took a roll call and declared a quorum present. Vice Chairman Joseph M. Ruffin offered prayer.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the board meeting minutes of April 24, 2017.

Commissioner Jeanette M. Edghill 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**, Chairwoman Pamela G. Dunn-Hale asked

for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve the bills. Vice Chairman Joseph M. Ruffin seconded the motion and offered the attached

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following **RESOLUTION NUMBER 9070** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Chairwoman Pamela G. Dunn-Hale asked did everyone receive the correspondence regarding Section 8 Management Assessment Program SEMAP Score – 97% High Performer.

Mr. Wood said yes.

Chairwoman Pamela G. Dunn-Hale commended the staff for a job well done.

Under **Financial Report**, Mr. Paul Matturro gave some highlights:

- REAC expenses
- Operation in deficit due to HUD budget cut
- Reduction in revenue
- Utility costs higher than normal

Chairwoman Pamela G. Dunn-Hale asked Mr. Wood to send a letter to all residents advising them to make sure they take care of their apartments or they will be responsible for any damages.

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

Under **Counsels Report**, Dan S. Smith said last month we had six (6) cases and all paid. This month we have eight (8) cases. He also stated regarding the Commissioner appointments and reappointments Mayor Adrian Mapp said no action will take place until after election.

Chairwoman Pamela G. Dunn-Hale asked Mr. Wood to please continue to follow-up with the Mayor and City Council.

Under **Chairwoman's Report**, Chairwoman Pamela G. Dunn-Hale said she is pleased

the laundry equipment came in for Richmond Towers.

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

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Pamela G. Dunn-Hale asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

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

Pamela G. Dunn-Hale asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Personnel Committee**, Chairwoman Pamela G. Dunn-Hale said to schedule a meeting sometime in June regarding the evaluation of the Executive Director. Commissioners Dollie S. Hamlin, Louise A. Colodne and Vice Chairman Joseph M. Ruffin are on the Committee.

Under **Finance Committee**, report already given.

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

Under the **Premier Community Development Corporation**, Chairwoman

Pamela G. Dunn-Hale asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Unfinished Business**, none.

Under **New Business**, none.

**Comments from the Floor:** Residents from Joanne Hollis Gardens had some issues and/or concerns:

- Claire Johnson – tenants do not take care of their apartment, management needs to follow up after tenant, smoking in apartment
- Bradley Sinclair – dogs, cats, noise, loud music day/night, suspicious abandoned green car parked on 4<sup>th</sup> St. playing loud music
- Vincent Richardson – tenants worried about their safety

- Ethel Huggins, dogs defecating on lawn

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All concerns will be addressed by the Manager, Ms. Renada Smith. Mr. Wood did mention the budget cuts will affect the Summer Camp and regarding the safety of the residents, he will meet with the Director of Public Safety.

There being no further business at hand, Chairwoman Pamela G. Dunn-Hale asked for a motion to adjourn. Commissioner Dollie S. Hamlin so moved. Vice Chairman Joseph M. Ruffin seconded the 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**

**June 21, 2017**

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 7:05 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 Pamela G. Dunn-Hale, Vice Chairman Joseph M. Ruffin, Commissioner (s) Dollie S. Hamlin, Louise A. Colodne and Jeanette M. Edghill

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

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

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the board meeting minutes of May 15, 2017.

Vice Chairman Joseph M. 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.

Under **Bills and Contract Payments**, Chairwoman Pamela G. Dunn-Hale asked

for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve the bills. Vice Chairman Joseph M. Ruffin seconded the motion and offered the attached

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following **RESOLUTION NUMBER 9071** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Financial Report**, in the absence of Mr. Paul Matturro, Mr. Lewis Hurd gave a brief synopsis.

Under **Executive Directors Report**, Mr. Wood said the grand opening of the Doctor's office was a success. The laundry room (s) are now open and the Greenhouse is on its way.

Under **Counsels Report**, Dan S. Smith said last month we had eleven (11) matters and seven (7) lockouts for July 1, 2017.

Under **Chairwoman's Report**, Chairwoman Pamela G. Dunn-Hale said the grand opening of the Doctor's office went very well and she mentioned Commissioners Dollie Hamlin and Jeanette Edghill also attended. She hopes the residents of Richmond Towers utilize it.

Under **Housing Management and Resident Services Committee**, Chairwoman Pamela G. Dunn-Hale asked did everyone receive the report and is it available to the public. Mr. Wood said yes.

Chairwoman Pamela G. Dunn-Hale commended the Richmond Towers Resident Association on their Calendar of Events. She also commended Marie Bethea, resident of Richmond Towers, for receiving the Union County Board of Chosen Freeholders Outstanding Achievement Award Senior Volunteer of the Year. Chairwoman Pamela G. Dunn-Hale was also pleased with the Premier Community Development Corporation (PCDC) Yes Girl Institute Program that was held on May 27, 2017. Mr. Wood said it is a mentoring program that

work with young ladies to build self-esteem, educate them in financial literacy and leadership skills.

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

Under **Personnel Committee**, Dan S. Smith, Esq. read **Resolution No. 9072**

Resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the annual salary increase and bonus payment of \$7,312.00 to Randall M. Wood as Executive Director for the year 2016-2017.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve.

Commissioner Dollie S. Hamlin made a motion. Commissioner Louse A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Finance Committee**, Randall M. Wood read **Resolution No. 9073**

Resolution of the Board of Commissioners of the Housing Authority of Plainfield to award a contract in the amount of \$15,250.00 to Frank Glien, LLC to perform annual audit services of federal fiscal year 2016, from 1/1/2016 to 12/31/2018 for low income Public Housing Programs, Section 8 Rental Assistance Programs and Plainfield Housing Finance Corporation. Commissioners agreed to vote on resolution with the amendment to read to perform annual audit services of federal fiscal year 2016, 2017 & 2018.

Randall Wood will have resolution amended and email all Commissioners for approval.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Vice Chairman Joseph M. Ruffin 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 **Premier Community Development Corporation**, no report.

Under **Unfinished Business**, Chairwoman Pamela G. Dunn-Hale commented on the



completion of the laundry rooms and bathrooms at Richmond Towers.

Under **New Business**. Mr. Wood read **Resolution 9074** to award a legal service

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contract of general counsel of the Housing Authority and landlord tenancy matter services at Richmond Towers to the Law Firm of Dan S. Smith, 339 Main Street, Suite 2A, Orange, NJ 07050 effective July 1, 2017 and **Resolution No. 9075** to award the legal service contract of landlord tenancy matters and One Strike Policy at Joanne Hollis Gardens to the law office of Vernita E. Sias-Hill, 1812 Front Street, Scotch Plains, NJ 07076 effective July 1, 2017.

Commissioners agreed to table both resolutions. They asked for the fee schedule and ending term of the contracts. The resolutions will be revised and presented at the next board meeting.

Commissioner Louise A. Colodne asked if Ms. Sias-Hill could attend the board meeting which will be held at Joanne Hollis Gardens to meet the residents.

Mr. Wood said yes.

**Comments from the Floor:** Residents from Richmond Towers had some issues and/or concerns:

- Garnetta Dickens, 520-9C complained of mold, no ventilation and we need more security in the building; a lot of trafficking.
- Lorraine MacNamara, 520-2G would like access to cleaning supplies i.e., mop and bucket in case of spills or accidents in elevator

All issues and/or concerns will be addressed by the Manager, James Marsh.

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

The time of adjournment was 7:43 p.m.

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**July 17, 2017**

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

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

**PRESENT:** Chairwoman Pamela G. Dunn-Hale, Vice Chairman Joseph M. Ruffin, Commissioner (s) Dollie S. Hamlin, Louise A. Colodne and Jeanette M. Edghill

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

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

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the board meeting minutes of June 21, 2017.

Commissioner Dollie S. Hamlin 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**, Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the bills. Vice Chairman Joseph M. Ruffin made a motion to approve

the bills. Commissioner Dollie S. Hamlin seconded the motion and offered the attached

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following **RESOLUTION NUMBER 9076** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Financial Report**, Mr. Paul Matturro said as of June 20, 2017;

- Exceeding revenue below budget
- Salaries exceeding budget
- Reduce overtime – maintenance department
- We will receive capital funds at the end of August.
- We do have sufficient operating funds.

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

Under **Counsels Report**, Dan S. Smith said last month we had eleven (11) matters and seven (7) lockouts for July 1, 2017. We have no cases this month.

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

Under **Housing Management and Resident Services Committee**, Chairwoman Pamela G. Dunn-Hale asked did everyone receive the report and is it available to the public. Mr. Wood said yes.

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, report already given.

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

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

Under **Unfinished Business**, Chairwoman Pamela Dunn-Hale said we have three (3) resolutions. Randall M. Wood read **Resolution No. 9073** Resolution of the Board of Commissioners of the Housing Authority of Plainfield to award a contract in the amount of

\$15,250.00 annually to Frank Glien, LLC 130 Dietz Street, Cranford, NJ 07080 to perform

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audit services of federal fiscal year 2016, and federal fiscal year 2017 for a period of two (2) years.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve.

Commissioner Jeanette M. Edghill made a motion to approve. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Mr. Wood then read **Resolution 9074** to award a legal service contract of general counsel of the Housing Authority and landlord tenant matter services at Richmond Towers to the Law Firm of Dan S. Smith, 339 Main Street, Suite 2A, Orange, NJ 07050 effective July 1, 2017 for a period of two (2) years.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve.

Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Mr. Wood then proceeded to read **Resolution No. 9075** to award the legal service contract of landlord tenant matters and One Strike Policy at Joanne Hollis Gardens to the law office of Vernita E. Sias-Hill, 1812 Front Street, Scotch Plains, NJ 07076 effective July 1, 2017 for a period of one (1) year.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve.

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

Chairwoman Pamela Dunn-Hale acknowledged Attorney Vernita E. Sias-Hill who was in the audience and thanked her for attending.

**Under New Business**, none

**Comments from the Floor:** Residents from Joanne Hollis (JHG) had some issues and/or concerns:

- Bradley Sinclair, 538 W 4th Street
  - 1.) He would like to get his apartment painted
  - 2.) Shades needed in his apartment
  - 3.) Beautify the grounds
  - 4.) Illegal green car parked on the property

Mr. Wood said he will contact Ms. Smith regarding all of his issues and/or concerns.

- Claire Johnson, 558-B W 4<sup>th</sup> Street

Tenant above her makes a lot of noise and she has spoken with Ms. Smith and Mr. Wood and she will speak with Mr. Wood after the meeting.

Chairwoman Pamela G. Dunn-Hale asked them to let the Commissioners know when all issues and/or concerns have been resolved at the next board meeting.

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

The time of adjournment was 7:43 p.m.

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**September 28, 2017**

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 7:19 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 Pamela G. Dunn-Hale, Vice Chairman Joseph M. Ruffin, Commissioner (s) Dollie S. Hamlin, Louise A. Colodne and Jeanette M. Edghill

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

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

Chairwoman Pamela G. Dunn-Hale asked Dan S. Smith, Counsel to open the floor for reorganization of Board Members of the Housing Authority of Plainfield. Dan S. Smith, Counsel, said the floor is now open for nomination for Chairperson. Commissioner Dollie S. Hamlin nominated Chairwoman Pamela G. Dunn-Hale for Chairperson. Vice Chairperson Joseph M. Ruffin seconded. Dan S. Smith, Counsel 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 G. Dunn-Hale thanked the body.

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

Commissioner Jeanette M. Edghill nominated Vice Chairman Joseph M. Ruffin for Vice Chairperson. Commissioner Louise A. Colodne seconded. Chairwoman Pamela G. 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 M. Ruffin thanked the body.

Chairwoman Pamela G. Dunn-Hale then asked for a motion to approve the board meeting minutes of July 17, 2017.

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

Under **Bills and Contract Payments**, Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve the bills. Vice Chairman Joseph M. Ruffin seconded the motion and offered the attached following **RESOLUTION NUMBER 9078** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Chairwoman Pamela G. Dunn Hale asked did everyone receive the correspondence.

Mr. Wood said yes.

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

- efficient funds for the end of the year
- 2018 Budget is ready

- 2016 audit report will be submitted to HUD this week

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Under **Executive Directors Report**, Mr. Wood said he will review the Smoke Free Policy at the next Housing Management & Resident Services Committee Meeting. He will also be meeting with Constellation Energy.

Under **Counsels Report**, Dan S. Smith said for Richmond Towers we had eight (8) cases; three (3) paid, three (3) were dismissed and two (2) in default. For Joanne Hollis Gardens there were twelve (12) cases; three (3) cases dismissed, three (3) cases had judgements and six (6) cases in default.

Under **Chairwoman's Report**, Chairwoman Pamela G. Dunn-Hale asked about the Housing Authority of Plainfield's annual Golf Outing.

Mr. Wood said it was very successful and sixty-six (66) golfers attended.

Under **Housing Management and Resident Services Committee**, Chairwoman Pamela G. Dunn-Hale asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, report already given.

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

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

Mr. Wood said yes.

Under **Unfinished Business**, Chairwoman Pamela G. Dunn-Hale asked was the lighting issue resolved at Joanne Hollis Gardens



Mr. Wood said yes.

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Under **New Business**, Mr. Wood read **RESOLUTION NO. 9079** the board of Commissioners of the Housing Authority of Plainfield in Commemoration of Clarence C. “RED” Privott.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve.

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

**Comments from the Floor:** Residents from Joanne Hollis (JHG) had some issues and/or concerns: ceiling leaks, porch lights, drug trafficking, squatters, illegal parking. There was also a question about applicants; are they being screened.

All issues and concerns will be addressed by the Manager, Ms. Renada Smith.

Mr. Wood will contact Director Riley to attend the next board meeting, which will be held at Joanne Hollis Gardens.

Randy Wilson, resident of Richmond Towers stated that when he attends the Richmond Towers Resident Association meeting he is treated disrespectfully.

Chairwoman Pamela G. Dunn-Hale asked him to meet with Mr. Wood, Mr. Marsh and Sharyn Jordan, President of the Association. Chairwoman Pamela G. Dunn-Hale then asked Mr. Wood to inform the Commissioners when all issues and/or concerns have been resolved.

There being no further business at hand, Chairwoman Pamela G. Dunn-Hale asked for a motion to adjourn. Commissioner Dollie S. Hamlin so moved. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

The time of adjournment was 8:28 p.m.

**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**October 23, 2017**

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

Mr. Wood called the meeting to order at 7:01 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 Pamela G. Dunn-Hale, Vice Chairman Joseph M. Ruffin, Commissioner (s) Dollie S. Hamlin, Louise A. Colodne and Jeanette M. Edghill

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

Mr. Wood took a roll call and declared a quorum present.

Vice Chairman Joseph M. Ruffin said at this time we are going to amend the agenda and then asked for a motion to go into executive session. Commissioner Dollie S. Hamlin seconded the motion. Vice Chairman Joseph M. Ruffin so moved.

The Board of Commissioners then entered into executive session at 7:02 p.m. The executive session part of the meeting was adjourned at 7:10 p.m. and Chairwoman Pamela G. Dunn-Hale then left and the board returned to public session.

Dan S. Smith, Esq. then said no action taken in Executive Session; nothing to report from the

body.

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

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Commissioner Dollie S. Hamlin offered prayer.

Vice Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of September 28, 2017. Commissioner Louise A. Colodne 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.

Vice Chairman Joseph M. Ruffin said we are going to amend the agenda again and go to the Financial Report.

Under **Financial Report**, Mr. Paul Matturro gave a brief synopsis and stated the 2018 State Budget has been reviewed and approved by the Commissioners of the Finance Committee and a resolution has to be approved by all Commissioners so it can be submitted.

Then presented were two resolutions to be approved; the first **RESOLUTION NO.**

**9081** authorizing the acceptance of the audit for the year ended December 31, 2016 prepared by the Firm of Frank L. Glien, Jr., CPA, 130 Dietz Street, Cranford, NJ 07016.

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

The second; **RESOLUTION NO. 9082** the Annual Budget and Capital Budget for the Housing Authority of Plainfield for the fiscal year period beginning January 1, 2018 and ending December 31, 2018.

Vice Chairman Joseph M. Ruffin asked for a motion to approve. Commissioner Jeanette M. Edghill made a motion to approve. 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**, Vice-Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Louise A. Colodne made a motion to approve

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the bills. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NUMBER 9080** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Randall M. Wood said at the September 28 board meeting there were some resident concerns, regarding ceiling leaks, lighting, illegal parking and squatters. Some of the concerns have been addressed; lighting, ceiling leaks and some are an ongoing process. He also stated that he has spoken with Director Riley and the Plainfield Police Department and they are working with the Housing Authority. Mr. Wood also mentioned Richmond Towers will no longer be designated as 55 disabled or 62. It will be designated only as 62 as it was designed to be. It will be changed in our (ACOP) Admissions & Occupancy Policy and there will be a resolution presented at the board meeting in December for the Commissioners approval and the resolution will come out of the Housing Management and Resident Services Committee. He also mentioned there was a news article pertaining to properties that failed the REAC inspection in New Jersey. Joanne Hollis Gardens and Richmond Towers was not one of them.

Under **Counsels Report**, Dan S. Smith said for Richmond Towers we had no cases. For Joanne Hollis Gardens this month there were sixteen (16) cases; seven (7) cases dismissed, five (5) cases had judgements and four (4) cases in default.

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

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

Mr. Wood said yes.

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

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Under **Personnel Committee**, no report.

Under **Finance Committee**, report already given.

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

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

Under **Unfinished Business**, none.

Under **New Business**, Mr. Wood read **RESOLUTION NO. 9083** in recognition of 23 years of outreach ministry to Reverend James H. Hutchins, Sr. of Rose of Sharon Community Church.

Vice Chairman Joseph M. Ruffin asked for a motion to approve. Commissioner Dollie S.

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

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

**Comments from the Floor:** Residents from Joanne Hollis (JHG) had some issues and/or concerns:

- Bradley Sinclair, 538 W 4<sup>th</sup> St., presented a list of all front porch lights that are out, he asked why it took three weeks to get his stove and he painted his apartment can he get reimbursed for paint
- Celeste Gilliard, 523-D W 3<sup>rd</sup> St., kitchen floor needs to be repaired, hole in bedroom ceiling and rodents
- Bobby Moss, 514 W 4<sup>th</sup> St., asked why does the courtyard where she lives has no grass, just dirt and no gate around it
- Robert Edwards, 510-A W 4<sup>th</sup> St., pole lights on Liberty Street side are out, bad odor coming out of his kitchen sink and rodents. He also asked for the PHAS Report 2015-2016
- Ethel Huggins, 592 W 4<sup>th</sup> St. asked could the hedges and trees be trimmed or cut down - for security purposes
- Woress Green, 516 W 4<sup>th</sup> St., steps inside apartment need to be repaired/replaced
- Vincent Richardson, 555-B W 3<sup>rd</sup> St., asked if the fiscal budget for next year includes hiring more grounds men and maintenance men.

All issues and concerns will be addressed by the Manager, Ms. Renada Smith and Mr. Randall M. Wood, Executive Director and Mr. Wood will have present a report at the next board meeting.

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Mr. Wood, then acknowledged Sgt. Fusco in the audience and said he is here to address any concerns the residents have.

Then Sgt. Fusco, introduced himself as the Watch Commander and spoke a little bit about his role in the Plainfield Police Department. He also asked the Housing Authority if they could remove the dump truck located here (Joanne Hollis Gardens) because there is a lot of illegal activity taking place behind it. After he finished speaking there was a question and answer session with the residents.

Below is a list of some of the concerns and/or issues:

- Cameras
- Drug trafficking
- Illegal parking
- Shootings
- Trespassing

Sgt. Fusco answered all questions pertaining to the residents' concerns and stated they have officers patrolling the area day and night. He also mentioned the new cameras at Joanne Hollis Gardens will be a great help.

The Board of Commissioners, Mr. Randall M. Wood, Executive Director and the residents thanked Sgt. Fusco. Sgt. Fusco then left the meeting.

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

The time of adjournment was 8:37 p.m.







**HOUSING AUTHORITY OF PLAINFIELD**

**Regular Board Meeting Minutes**

**December 18, 2017**

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 7:02 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 Pamela G. Dunn-Hale, Vice Chairman Joseph M. Ruffin, Commissioner (s) Dollie S. Hamlin, Louise A. Colodne, Jeanette M. Edghill and Viola Barco

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

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

Commissioner Dollie S. Hamlin offered prayer. Then Chairwoman Pamela G. Dunn-Hale acknowledged and welcomed the new resident Commissioner Viola Barco.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the board meeting minutes of October 23, 2017. Vice Chairman Joseph M. 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 except Chairwoman Pamela G. Dunn-Hale who abstained.

Under **Bills and Contract Payments**, Chairwoman Pamela G. Dunn-Hale asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve

the bills. Vice Chairman Joseph M. Ruffin seconded the motion and offered the attached following **RESOLUTION NUMBER 9085** for consideration. Upon a call of the roll, all present voted in favor of the motion.

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

Mr. Wood said yes.

Under **Financial Report**, Paul Matturro read his report and stated there are no major concerns.

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

Under **Counsels Report**, Dan S. Smith said for this month we have eight (8) cases for Richmond Towers and for Joanne Hollis Gardens we have three (3). The court date is on December 19, 2017.

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

Under **Housing Management and Resident Services Committee**, Chairwoman Pamela G. Dunn-Hale asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Chairwoman Pamela G. Dunn-Hale then said there are several resolutions coming out of this Committee.

Mr. Wood then proceeded to read all the resolutions in order; first **RESOLUTION NO. 9086** Authorizing the amendment to the Authority's Admissions and Continued Occupancy Policy for the Public Housing Program, Chapter 4.-III.B. selection method.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Jeanette M Edghill seconded the motion.

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

**RESOLUTION NO. 9087** 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 Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Jeanette M. Edghill made a motion to approve. Commissioner Dollie S. Hamlin seconded the motion.

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

**RESOLUTION NO. 9088** to approve the Joanne Hollis Gardens Resident Association budget for the fiscal year 2017.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Louise A. Colodne seconded the motion.

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

**RESOLUTION NO. 9089** Richmond Towers Resident Association in order to receive their unit funds they must provide their current year budget as the previous year Financial Report.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion.

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

**RESOLUTION NO. 9090** to approve the Richmond Towers Resident Association Budget for the fiscal year 2017.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Vice Chairman Joseph M. Ruffin seconded the motion.

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

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, Mr. Wood read **RESOLUTION NO. 9091** authorizing the attached lists of doubtful accounts to be written off according to Federal and State Law.

Commissioners tabled the resolution for further review and clarity regarding the balance of one of the residents of Richmond Towers.

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

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

Under **Unfinished Business**, none.

Under **New Business**, Chairwoman Pamela G. Dunn-Hale said there are three resolutions. Mr. Wood read the first **RESOLUTION NO. 9092** to appoint a Fund Commissioner to the New Jersey Public Housing Authority (NJPHA) Joint Insurance Fund. Commissioners agreed to vote on resolution tonight and asked Mr. Wood to provide them more information regarding the Fund Commissioner Appointment.

Mr. Wood so noted.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Louise A. Colodne made a motion to approve. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

**RESOLUTION NO. 9093** to adopt the attached meeting scheduled of the Board of Commissioners for 2018.

Chairwoman Pamela G. Dunn-Hale said although it is noted on the schedule in case of a Holiday that falls on a Monday, the meeting is held the next day, please change the dates for

the months of January and February to Tuesday's date. Mr. Wood so noted.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

**RESOLUTION NO. 9094** Board of Commissioners establishing the Holiday Calendar for fiscal year 2018.

Chairwoman Pamela G. Dunn-Hale asked for a motion to approve. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

**Comments from the Floor:**

- Celeste Gilliard, resident of Joanne Hollis Gardens, thanked the Commissioners Mr. Wood and Ms. Smith for getting her floor repaired.
  - Vincent Richardson, resident of Joanne Hollis Gardens asked about the Capital money; do the residents receive any of the funds.
- Mr. Wood said he would be happy to meet with Mr. Richardson regarding the Capital money and explain to him the process.
- Sharyn Jordan, President of the Richmond Towers Resident Association wished everyone Happy Holidays.

There being no further business at hand, Chairwoman Pamela G. Dunn-Hale asked for a motion to adjourn. Vice President Joseph M. Ruffin so moved. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

The time of adjournment was 7:50 p.m.

