

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

January 18, 2022

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

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

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

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

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

Chairwoman Louise A. Colodne offered prayer.

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

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

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

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

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

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

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

Under **Correspondence**, none.

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

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

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

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

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

Under **Personnel Committee**, none.

Under the **Premier Community Development Corporation**, none.

Under **Unfinished Business**: none.

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

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

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

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

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

Upon a call of the roll, all present voted in favor of the motion, except Commissioner Bridget Rivers who did not vote.

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

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

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

February 22, 2022

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

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

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

ABSENT: Commissioner Dollie S. Scott-Bey

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

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

Commissioner Bridget Rivers offered prayer.

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

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

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

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

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

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

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

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

Under **Bills and Contract Payments**, Mr. Randall M. Wood, Executive Director asked for a motion. Chairwoman Louise A. Colodne made a motion to approve the bills. Chairwoman Bridget Rivers seconded the motion and offered the attached following **RESOLUTION NO. 9265** for consideration.

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

Under **Correspondence**, none.

Under **Executive Directors Report**, none

Under **Counsels Report**, Dan S. Smith said we have a scheduled court date for Monday, and we have eight (8) courses for trial.

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

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

Mr. Wood said yes.

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

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

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

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

RESOLUTION NO. 9267 Resolution of the Board of Commissioners of the Housing Authority of Plainfield that Joanne Hollis Gardens Resident Association in order to receive their unit funds they must provide their current year budget and the previous year financial report.

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

Commissioner Bridget Rivers made the motion. Commissioner Jeanette M. Edghill seconded the motion.

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

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

Mr. Wood said yes.

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

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

Chairwoman Louise A. Colodne made the motion. Vice Chairman Cleveland Burton, Jr. seconded the motion.

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

Under **Personnel Committee**, none.

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

Under **Unfinished Business**: none.

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

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

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

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

RESOLUTION NO. 9270 in Commemoration of Jaami Shariff.

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

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

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

Comments from the floor:

Ms. Sheila Caver, resident of Joanne Hollis Gardens had two concerns:

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

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

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

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

Mr. Wood thanked them all.

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

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

March 21, 2022

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

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

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

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

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

Commissioner Dollie S. Scott-Bey offered prayer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We also have eight (8) landlord tenant matters.

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

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

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

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

Mr. Wood said yes.

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

Mr. Wood said yes.

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**: none

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

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

Under **New Business:** none.

Comments from the floor:

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

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

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

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

There being no further business at hand, Chairwoman Louise A. Colodne asked for a motion to adjourn. Vice Chairman Cleveland Burton, Jr. made a motion. Commissioner Jeanette M. Edghill seconded. Upon a call of the roll all present voted in favor of the motion. The time of adjournment was 8:53 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

April 18, 2022

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

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

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

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

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

Vice Chairman Cleveland Burton, Jr. offered prayer.

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

Commissioner Bridget Rivers made a motion. Commissioner Dollie S. Scott-Bey seconded the motion.

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

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

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

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

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

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

All agreed.

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

Chairwoman Louise A. Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9273** for consideration.

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

Under **Correspondence**, none.

Under **Executive Directors Report**, Mr. Wood said Ms. Zena Sutton from the Section 8/Admissions Department has resigned to pursue a new endeavor. Ms. Monique Brown will be the Acting Tenant Selection Supervisor.

All welcomed Ms. Brown.

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

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

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

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

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

Mr. Wood said yes.

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

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

Mr. Wood said yes.

Under **Personnel Committee**: none

Under **Premier Community Development Corporation**: none

Under **Unfinished Business**: none

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

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

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

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

Comments from the floor: none.

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

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

May 16, 2022

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

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

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

ABSENT: Commissioners Joseph M. Ruffin and Bridget Rivers

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

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

Mr. Randall M. Wood offered prayer.

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

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

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

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

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

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

Cranford, NJ 07016.

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

Mr. Paul Maturro then gave his report.

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

Under **Bills and Contract Payments**, Chairwoman Louise A. Colodne asked for a motion to approve the bills. Commissioner Dollie S. Scott-Bey made a motion to approve.

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

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

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

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

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

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

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

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

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

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

Mr. Wood said yes.

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

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

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

Mr. Wood said yes.

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

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

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

Under **Personnel Committee**: none

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

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

Under **New Business**: none.

Comments from the floor: none

There being no further business at hand, Chairwoman Louise A. Colodne said the time of adjournment is 8:30 p.m.

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

June 21, 2022

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

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

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

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

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

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

Mr. Randall M. Wood then offered prayer.

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

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

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

- As of May 2022, PHA is reporting an excess of Expenses over Revenue (LOSS) of appx. \$244K vs. \$203K in April. The losses are excessive maintenance payroll and repair costs with poor occupancy and lower dwelling charges in AMP 1.
- AMP 1 occupancy is down to 90%
- Our financial condition and operating cash we still have sufficient cash to meet our short-term needs.

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

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

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

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

Under **Correspondence**, none.

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

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

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

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

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

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

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

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

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

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

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

Mr. Wood said yes.

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

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

Mr. Wood said yes.

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

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

Resolution No. 9283 to award the contract in the amount of \$18,100.00 annually to Frank Glien, LLC, 130 Dietz Street, Cranford, NJ 07080 to perform audit services for the federal Fiscal year 2021 in the amount not to exceed eighteen thousand and one hundred dollars (\$18,100.00).

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

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

Resolution No. 9284 to award contract to Town Appliance Inc., 10 South Clinton Avenue, Lakewood, NJ 08701 in the amount not to exceed thirty thousand dollars (\$30,000.00) per year for two years.

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

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

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

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

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

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

Under **Unfinished Business**: none.

Under **New Business:** none.

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

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