

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

October 21, 2019

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

Mr. Wood called the meeting to order at 7:10 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Viola Barco, Jeanette M. Edghill, Cleveland Burton, Jr. and Dollie S. Hamlin

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

ABSENT: Commissioner Charles Simmons*

*Commissioner Charles Simmons was excused by Chairman Joseph M. Ruffin.

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

Commissioner Jeanette M. Edghill offered prayer.

Chairman Joseph M. Ruffin then asked for a motion to approve the board meeting minutes of September 17, 2019. Commissioner Jeanette M. Edghill made a motion to approve the minutes. Commissioner Viola Barco seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Chairman Joseph M. Ruffin mentioned Vice Chairwoman Louise A. Colodne did not receive her board packet.

Mr. Wood said Mr. Tracy Brown is in charge of delivering the packets and his mother passed.

He had another person deliver the packets. He apologized and said he will make sure it doesn't

happen again.

The board gave their condolences.

Under **Financial Report**, Paul Matturro, Financial Consultant, gave a brief synopsis and stated the budget for 2020 to the State of NJ must be submitted before October 31, 2019 and then said **RESOLUTION NO. 9161** has to be approved.

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

Chairman Joseph M. Ruffin then said going forward please make note of any **action items** to reflect in the minutes to follow-up.

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

Commissioner Joseph M. Ruffin asked to have the total dollar amount added to resolution and add to **action items**. Commissioners had questions on these items: Repayment Audit, Repair 2015 Ford and Verizon bill.

Chairman Joseph M. Ruffin asked to add to **action items**.

Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9162** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, there was none, but Mr. Wood mentioned there will be an upcoming NJNAHRO Conference to be held in Atlantic City on November 18-21, 2019.

Under **Executive Directors Report**, Mr. Wood said the play For Better or For Worse which was a Fundraiser sponsored by Premier Community Development Corporation (PCDC) held at the Plainfield High School on October 19 went very well.

Under **Counsel Report**, Dan S. Smith, said we have six matters; three evictions

and three are pending for Joanne Hollis Gardens and no cases for Richmond Towers.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin said he attended the play. It was very good and he enjoyed it.

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

Mr. Wood said yes.

Chairman Joseph M. Ruffin asked Mr. Wood if a master calendar can be provided to Commissioners with all upcoming events.

Mr. Wood said yes.

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

Mr. Wood said yes.

Under **Personnel Committee**, Chairman Joseph M. Ruffin stated the committee met regarding a personnel matter; they have to reconvene either October 29 or 30 to complete. He asked Dan Smith, Counsel to canvass which date the Commissioners from the committee can attend. After they meet they will then have a Special Board meeting on November 13 to finalize the personnel matter.

Under the **Plainfield Housing Finance Committee**, Randall Wood stated the Corporation has been dissolved and Dan Smith, Counsel will provide the documentation. (It will be removed from the agenda.)

Under the **Premier Community Development Corporation**, Chairman Joseph M. Ruffin asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Chairman Joseph M. Ruffin also thanked the staff for volunteering their time to work the play.

Under **Unfinished Business**, Commissioner Dollie S. Hamlin mentioned the Commissioners will be updating the Housing Authority of Plainfield by-laws. The last time it was done in 2010.

Chairman Joseph M. Ruffin asked to add to **action items**.

Vice Chairwoman Louise A. Colodne had some items listed below to also add to **action items**.

Joanne Hollis Gardens – security lighting, banisters on porches, ROSS Grant, election

Richmond Towers – security guard (s), landscaping, intercom

Chairman Joseph M. Ruffin then stated he would like periodic updates on the **action items**.

Under **New Business**, Chairman Joseph M. Ruffin said we have two resolutions and asked Mr. Wood to read.

RESOLUTION NO. 9163 the board of Commissioners of the Housing Authority of Plainfield in Commemoration of Reverend James Hutchins, Sr.

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

Chairman Joseph M. Ruffin asked to have the resolutions canvassed to vote for future.

Mr. Wood so noted.

Mr. Wood then proceeded to read **RESOLUTION NO. 9164** the board of Commissioners of the Housing Authority of Plainfield in Commemoration of former Commissioner, Reverend Robert A. Dixon.

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

Comments from the floor: Bradley Sinclair, resident of Joanne Hollis Gardens, 538 W 4th Street had some complaints and concerns i.e., heat repair issues, air coming in window, toilet and bathtub leak. He also complained about the manager telling the residents that if they do not pay their excess utilities their lease will not be renewed.

Robert Edwards, resident of Joanne Hollis Gardens, 510A W 4th St complained about his neighbor upstairs; machine making a lot of noise and smoke smell coming into his apartment. Also he has electrical (surge) issues in his apartment.

Mr. Wood will follow-up with Ms. Smith, Manager of Joanne Hollis Gardens regarding both complaints.

Chairman Joseph M. Ruffin and Commissioner Dollie S. Hamlin stated when a resident puts in a work order they should receive a copy of the work order.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin so moved. Vice Chairwoman 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 8:39 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

Action Items

- Add total dollar amount of bills on Resolution
- Master calendar of events for Commissioners, conferences, etc.
- Joanne Hollis Gardens – security lighting, ROSS Grant, election, banisters on porches
- Richmond Towers – security guards, landscaping, intercom system
- Update HAP by-laws

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

December 16, 2019

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 7:10 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Viola Barco, Jeanette M. Edghill, Cleveland Burton, Jr. and Charles Simmons

ABSENT: Commissioner Dollie S. Hamlin

ALSO: Randall M. Wood, Executive Director; Lewis Hurd, Finance Director, Avram D. White, Counsel; staff and interested public.

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

Commissioner Jeanette M. Edghill offered prayer.

Mr. Wood said in lieu of the absence of Counsel, Dan S. Smith, Attorney Avram D. White will be taking his place also in the absence of Mr. Paul Matturro Mr. Lewis Hurd will be sitting in.

Chairman Joseph M. Ruffin then said before we proceed with the approval of the minutes he asked Mr. Wood if the **action items** were addressed on the October minutes. Mr. Wood said yes.

Chairman Joseph M. Ruffin then asked for a motion to approve the board meeting minutes of October 21, 2019. Commissioner Charles Simmons stated let the minutes reflect that he was

not absent but was excused by Chairman Joseph M. Ruffin. Randall Wood so noted.

All Commissioners approved the minutes with the amended change.

Chairman Joseph M. Ruffin then asked for a motion to approve the special board meeting minutes of November 13, 2019.

Commissioner Charles Simmons made a motion to approve the minutes. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion, except Commissioner Cleveland Burton, Jr. who abstained.

Under **Financial Report**, Chairman Joseph M. Ruffin acknowledged Mr. Frank Glien, CPA and stated he will be doing a presentation of the audit report on the Financials of the Housing Authority for the year ended December 31, 2018. Mr. Frank Glien, CPA stated he had three reports and he gave a brief summary. All areas were in compliance and favorable.

Chairman Joseph M. Ruffin thanked Mr. Glien for his report.

Then Mr. Wood read **RESOLUTION NO. 9167** authorizing the acceptance of the audit for the year ended December 31, 2018 prepared by the firm of Frank L. Glien, CPA 130 Dietz Street, Cranford, NJ 07016.

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

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Cleveland Burton, Jr. made a motion to approve. Commissioner Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9168** 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 he will have a full report on the progress of Elmwood Gardens in January. Mr. Wood also stated in the next 45 days he should have a date for the groundbreaking ceremony.

Under **Counsel Report**, Avram D. White, Esq. said at Joanne Hollis Gardens we had six (6) matters for last month; five (5) judgements and one (1) stipulation. No cases for Richmond Towers.

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

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

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin asked Mr. Wood to read the two resolutions.

Mr. Wood read the first **RESOLUTION NO. 9169** authorizing the contract award of kitchen renovation of thirty-five kitchens at Richmond Towers to M&N Construction Services, 199 Regis Drive, Staten Island, NY 10314 in the amount not to exceed \$400,000.00.

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

RESOLUTION NO. 9170 authorizing the contract award to F.W. Webb to be the supplier of gas fired individual heating boilers for Joanne Hollis Gardens to F.W. Webb Company, 180 Centennial Avenue, Piscataway, NJ 08854, in the amount not to exceed \$30,000.00.

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

Under **Personnel Committee**, Chairman Joseph M. Ruffin asked Attorney Avram

D. White to read **RESOLUTION NO. 9174**. Counsel, Avram D. White, Esq. proceeded to read; resolution of the Board of Commissioners of the Housing Authority of Plainfield authorizing the annual salary increase and bonus payment of \$7,050.00 to Randall M. Wood as Executive Director for the year 2018.

The Commissioners agreed to approve the resolution with the amended changes; the year 2018 to be changed to August 1, 2018 – July 31, 2019. Also on the resolution to change the signature of Randall M. Wood as Secretary/Treasurer to Counsel, Avram D. White, Esq. Chairman Joseph M. Ruffin asked for a motion. Commissioner Charles Simmons made a motion to approve. Commissioner Viola Barco seconded. Upon a call of the roll, all present voted in favor of the motion.

Under the **Premier Community Development Corporation**, Lewis Hurd gave a verbal report; all three properties on Third Street are under contract and should be closing the 1st quarter of 2020.

Under **Unfinished Business**, Chairman Joseph M. Ruffin asked Mr. Wood when will the master calendar be provided to Commissioners with all upcoming events.

Mr. Wood said by the end of this month.

Chairman Joseph M. Ruffin then asked about the **action items**; were they addressed.

Mr. Wood said one out of the two banisters at Joanne Hollis Gardens is repaired, and lights on all the porches were replaced. Commissioner Louise A. Colodne said the ROSS Grant is not resolved at Joanne Hollis Gardens. Mr. Hurd said we will be going out for RFP next month for the intercom system at Richmond Towers and we will also be advertising for two professional security guards next month.

Chairman Joseph M. Ruffin then said he would like periodic updates on the **action items**.

Under **New Business**, Chairman Joseph M. Ruffin said we have three resolutions and asked Mr. Wood to read.

Mr. Wood read **RESOLUTION NO. 9171** the Board of Commissioners of the Housing Authority of Plainfield to appoint a Fund Commissioner to the New Jersey Public Housing Authority (NJPHA) Joint Insurance Fund.

Commissioner Charles Simmons said according to the by-laws **No. 1 Appointment:**

b. Alternate: Each member may appoint one (1) alternate to attend either regular or special meetings on behalf of the local unit in the absence of the Commissioner. He asked to have Lewis Hurd be the alternate Fund Commissioner. Chairman Joseph M. Ruffin then asked to amend the resolution to read in the heading; to appoint a Fund Commissioner and an alternate Fund Commissioner and in the body that Lewis Hurd will be the alternate Fund Commissioner.

Chairman Joseph M. Ruffin asked for a motion with the amended changes. Commissioner Charles Simmons made a motion to approve. Commissioner Jeanette M. Edghill seconded. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 9172 the Board of Commissioners of the Housing Authority of Plainfield to adopt the attached meeting schedule of the Board of Commissioners for 2020.

Chairman Joseph M. Ruffin said on the schedule two months out of the year there is no meeting scheduled and according to the resolution it states the Board of Commissioners of the Housing Authority of Plainfield meet each month in compliance with the State of New Jersey Open Public Meetings Act. Also Commissioner Charles Simmons mentioned on the schedule it states that meetings are held on alternate dates at Richmond Towers Community Room and Joanne Hollis Gardens. In the by-laws it states they should be held at Richmond Towers.

Commissioner Charles Simmons made a motion to have the by-laws suspended until further review so that the meeting can be held at Joanne Hollis Gardens January 21, 2020. All Commissioners agreed. Resolution was **TABLED** upon further review.

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

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

RESOLUTION NO. 9173 the Board of Commissioners of the Housing Authority of Plainfield establishing the Holiday Calendar for fiscal year 2020.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Viola Barco made a motion to approve. Commissioner Charles Simmons seconded. Upon a call of the roll, all present voted in favor of the motion.

Comments from the floor: Hattie Williams, 520 E. Front St., Apt. 7-B resident of Richmond Towers, said she needs committee members (resident participation from Richmond Towers and Joanne Hollis Gardens) for the upcoming Black History Program. Commissioner Viola Barco suggested she reach out to the residents to let them know she needs their participation. Avonelle Bergan, 545-C W Third St., resident of Joanne Hollis Gardens and newly appointed Vice President of Joanne Hollis Gardens asked when the Installation of elected board members will be. Mr. Wood said Dan S. Smith, Esq. should be contacting the President Vincent Richardson and yourself.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Jeanette M. Edghill so moved. Vice Chairwoman 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 9:00 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

Action Items

- Joanne Hollis Gardens – ROSS Grant
- Richmond Towers – security guards, intercom system
- Update HAP by-laws
- Board of Commissioners Meeting Schedule

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

January 22, 2019

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

Mr. Wood called the meeting to order at 6:55 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

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

ABSENT: Commissioner Cleveland Burton, Jr. and Paul Maturro, Financial Consultant

ALSO: Randall M. Wood, Executive Director; Lewis Hurd, Acting Finance Director, 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.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of December 17, 2018. Commissioner Pamela G. Dunn-Hale made a motion to approve the minutes. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Louise A. Colodne seconded the motion and offered the attached

following **RESOLUTION NO. 9134** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Lewis Hurd, Acting Finance Director, gave a brief synopsis.

Under **Correspondence**, Mr. Wood said we have two new liaisons appointed from the City of Plainfield for the Housing Authority of Plainfield, Steve Hockaday and Joylette Mills-Ransome.

Under **Executive Directors Report**,

Under **Counsels Report**, Dan Smith said at Joanne Hollis Gardens we have five (5) cases scheduled for January 31, 2019. Richmond Towers has seven (7) upcoming cases for this month.

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

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

Under **Capital Improvement and Procurement Committee**, Mr. Wood said we have two resolutions coming out of this committee and proceeded to read the first **RESOLUTION NO. 9135** to award the contract in the amount of \$44,000 to Haig Service Corporation, 211 A Route 22, Greenbrook, NJ 08812 to replace the expiring 240 multi-criteria sensors with co detection at Joanne Hollie Gardens.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Jeanette M. Edghill made the motion. Commissioner Dollie S. Hamlin seconded. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 9136 authorizing the Housing Authority of Plainfield to enter into a Cooperative Pricing Agreement.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Louise A. Colodne made the motion. Commissioner Pamela G. Dunn-Hale seconded. Upon a call of the roll, all present voted in favor of the motion.

Under **Personnel Committee**, no report.

Under **Finance Committee**, report already given by Mr. Hurd.

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

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

Under **Unfinished Business**, none.

Under **New Business**, Mr. Wood said we have one resolution in new business;

RESOLUTION NO. 9137 In commemoration of Malcolm R. Dunn.

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

Comments from the floor: A few residents of Joanne Hollis Gardens had some workorder concerns that will be addressed by the Manager, Ms. Renada Smith i.e.; ceiling repairs, rodents, new windows, (weatherproofing, window seals).

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to go into executive session.

Chairwoman Louise A. Colodne so moved. Commissioner Jeanette M. Edghill seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

The time to go into executive session was 7:46 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

February 19, 2019

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 7:10 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne,
Commissioner (s) Jeanette M. Edghill, Viola Barco and Dollie S. Hamlin

ABSENT: Commissioner Pamela G. Dunn-Hale

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.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of January 22, 2019. Vice Chairwoman Louise A. Colodne made a motion to approve the minutes. Commissioner Viola Barco seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached

following **RESOLUTION NO. 9138** for consideration. Upon a call of the roll, all present voted in favor of the motion.

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

Under **Correspondence**, Mr. Wood said we have two upcoming conferences, one in Washington, DC and the other in Atlantic City.

Under **Executive Directors Report**, none

Under **Counsels Report**, Dan Smith said for Joanne Hollis Gardens we had five cases for nonpayment of rent; two dismissed, two default for warrant of removal and one paid. For Richmond Towers we had seven cases, five paid and two default.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin said there are some matters they must discuss in executive session.

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

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

Under **Personnel Committee**, no report.

Under **Finance Committee**, Mr. Wood read **RESOLUTION NO. 9139** Housing Authority of Plainfield adopted budget for fiscal year period January 1, 2019 to December 31, 2019.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Dollie S. Hamlin made the motion. Vice Chairwoman Louise A. Colodne seconded. 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**, Chairman Joseph M. Ruffin acknowledged newly appointed Commissioner Charles Simmons, who was in the audience. He also gave condolences to Vice Chairwoman Louise A. Colodne passing of her husband.

(Commissioner Cleveland Burton, Jr. arrived.)

Comments from the floor: Vice President and Councilman Steve G. Hockaday introduced himself as the new liaison for the Housing Authority of Plainfield appointed by the City. He gave a brief history of himself as it relates to housing.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to go into executive session.

Vice Chairwoman Louise A. Colodne 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 to go into executive session was 7:31 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

March 18, 2019

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

Mr. Wood called the meeting to order at 7:10 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Jeanette M. Edghill, Viola Barco, Cleveland Burton, Jr., Dollie S. Hamlin and Charles Simmons

ALSO: Randall M. Wood, Executive Director; Paul Maturro, 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.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of February 19, 2019. Vice Chairwoman 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.

Under **Financial Report**, Paul Maturro, Financial Consultant, gave a brief synopsis and stated we are in good financial standing.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve. Vice Chairwoman Louise A. Colodne seconded the motion and offered the attached

following **RESOLUTION NO. 9140** 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 he attended a Special Joint Land Use Board meeting on Saturday, March 16. He also had Ms. Miller email all the Commissioners the agenda. It was very informative and went well.

Under **Counsels Report**, Dan Smith said we have no tenancy matters.

Under **Chairperson's Report**, Chairman Joseph M. Ruffin said on Saturday, March 9 the Commissioners had a retreat and it was very informative. They will have another retreat in September.

Chairman Joseph M. Ruffin then introduced the new Commissioner Charles Simmons. Vice Chairwoman Louise A. Colodne mentioned she would like to see tenants from Joanne Hollis Gardens attend the Housing Management Resident Service Committee meeting they have once a month.

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

Under **Capital Improvement and Procurement Committee**, Mr. Wood read **RESOLUTION NO. 9141** 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 and the contract amount for the two years is not to exceed \$50,000.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Dollie S. Hamlin made the

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

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**, Mr. Hurd read the report.

Vice Chairwoman Louise A. Colodne had some questions about the role and function of Premier Community Development Corporation (PCDC) for the Elmwood Development.

Mr. Wood mentioned he will schedule a Joint Board meeting with the Commissioners and the PCDC board in May.

Under **Unfinished Business**, none.

Under **New Business**, none.

Comments from the floor: Chairperson Joseph M. Ruffin announced Vice President and Councilman Steve G. Hockaday, was in the audience. Vice President and Councilman Steve G. Hockaday said he is the new liaison for the Housing Authority of Plainfield appointed by the City. He gave a brief history of himself as it relates to housing.

Vincent Richardson, resident President of Joanne Hollis Gardens Resident Association asked There are bills (old) in the name of Elmwest, he wants to change name to Joanne Hollis Gardens. Is the organization still responsible of past debt.

Mr. Wood said check with our accounting department or their accountant that does there financials.

Claire Johnson asked did the Smoke Free Policy take effect, because there are still residents smoking.

Mr. Wood said to make an appointment to speak with your Manager, Ms. Smith.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin 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 7:58 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

April 15, 2019

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: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Jeanette M. Edghill, Viola Barco, Cleveland Burton, Jr., Dollie S. Hamlin and Charles Simmons

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

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

Commissioner Jeanette M. Edghill offered prayer.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of March 18, 2019. Commissioner Jeanette M. Edghill made a motion to approve the minutes. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Chairman Joseph M. Ruffin thanked Mr. Wood for getting the board minutes to them two days early.

Under **Financial Report**, Lewis Hurd, Acting Finance Director gave a brief synopsis. Commissioners had questions pertaining to the electric and telephone bills to be itemized. They also requested the REAC expenses to be separate for the year.

Lewis Hurd said he will accommodate.

All Commissioners approved the Financial Report.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Dollie S. Hamlin seconded the motion and offered the attached following **RESOLUTION NO. 9142** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Under **Executive Directors Report**, Mr. Wood said he attended the NAHRO Conference in Washington D.C. It was very informative and the operating budget will be funded at 100%.

Under **Counsel Report**, Dan Smith said we had six (6) matters for Joanne Hollis Gardens. No cases for Richmond Towers. There is also an insurance matter to discuss in Executive Session.

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

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

Mr. Wood said yes.

Commissioner Dollie S. Hamlin expressed her concern for security at Richmond Towers; the residents need to be provided with better security for their safety.

Vice Chairwoman Louise A. Colodne stated there are no smoking cessation classes for residents of Joanne Hollis Gardens and also mentioned she would like to see some residents

from Joanne Hollis Gardens attend the HMRSC meeting with any concerns they may have. Mr. Randall M. Wood said he has contacted several security firms for Richmond Towers and they are very costly but of course he will continue to research. He is also very concerned for their safety. He will also contact the Manager, Ms. Renada Smith regarding the smoking cessation classes for residents of Joanne Hollis Gardens; which he thought was already in progress.

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

Under **Personnel Committee**, no report. Chairman Joseph M. Ruffin asked Mr. Wood are the managers required to attend the board meeting (s) Mr. Wood said it is not mandatory for them to attend.

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

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

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

Under **Unfinished Business**, none.

Under **New Business**, none.

Comments from the floor: Ethel Huggins and Claire Johnson, residents of Joanne Hollis Gardens had concerns regarding parking, screens and dog poop.

Mr. Wood said they should contact their manager, Ms. Renada Smith with their concerns and also try to attend the Housing Management Resident Service Committee (HMRSC) meeting held once a month to have their concerns addressed.

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

go into executive session.

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

The time to go into executive session was 7:50 p.m.

The time to come out of executive session was 9:37 p.m.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin 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 9:38 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

May 20, 2019

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

Mr. Wood called the meeting to order at 7:10 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Jeanette M. Edghill, Viola Barco, Cleveland Burton, Jr., Dollie S. Hamlin and Charles Simmons

ALSO: Randall M. Wood, Executive Director; Paul Maturro, 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.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of April 15, 2019. Commissioner Jeanette M. Edghill made a motion to approve the minutes. Vice Chairwoman Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Under **Financial Report**, Paul Maturro, Financial Consultant, gave a brief synopsis.

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Jeanette M. Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9143** for consideration. Upon a call of the roll, all

present voted in favor of the motion.

Under **Correspondence**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Mr. Wood announced the Plainfield PHA final Section 8 Management Assessment Program (SEMAP) for the fiscal year ended 12/31/18 is 97%. Overall performance rating is **High Performer**.

Chairman Joseph M. Ruffin asked on Indicator No. 8 Payment Standards, why is there a zero.

Mr. Wood specified that the zero was due to a wrong box checked as technical error and they will submit a 45 day corrective action.

Commissioners asked Mr. Wood to have the Corrective Action sent to them.

Mr. Wood also read the Joint Meeting Elmwood Square Report that was held on May 9 in the board room.

Under **Executive Directors Report**, Mr. Wood read his report; U.S. Senators Bob Menendez and Cory Booker announced the awarding of federal funding from HUD to assist New Jersey's public housing agencies.

Under **Counsel Report**, Dan Smith said there is an insurance matter to discuss in Executive Session.

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

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

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Mr. Wood read **RESOLUTION NO. 9144** to award a contract in the amount of \$15,250 to Frank Glien, LLC to perform annual audit services of federal fiscal year 2018, from 1/1/2018 to 12/31/2018 for

low income Public Housing Programs, Section 8 Rental Assistance Program, Plainfield Housing Finance Corporation and Premier Community Development Corporation. Chairman Joseph M. Ruffin asked for a motion. Commissioner Charles Simmons made the motion. Commissioner Viola Barco seconded. Upon a call of the roll, all present voted in favor of the motion.

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**,

Commissioners asked Mr. Wood to have all their mail that is being sent to the Housing Authority forwarded to their address.

Chairman Joseph M. Ruffin acknowledged Vice President and Councilman Steve Hockaday who was in the audience.

Comments from the floor:

Sharyn Jordan, President of the Richmond Towers Resident Association said they won the appeal and was awarded the Richmond Towers ROSS Grant for 3 years.

Avonelle Bergan, 545C W 3rd Street resident of Joanne Hollis Gardens had concerns regarding the election process, by-laws etc.

(A meeting was schedule to be held on 5/21/19 at 9:30 a.m. at the HAP Center to discuss.)

Robert Edwards, 510A W 4th Street, resident of JHG said he is having electrical surges in his apartment and hears a humming noise. He also requested the Elmwood Square Report.

Ms. Smith, Manager said the electrician came to his apartment and found no reason for his

concern. As for the humming noise, it is his neighbor's dryer.

Mr. Wood said he can come to the main office and pick up the Elmwood Square Report.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to go into Executive Session.

Commissioner Charles Simmons so moved. Commissioner Viola Barco seconded the motion.

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

The time to go into Executive Session was 8:13 p.m.

The time to come out of Executive Session was 9:37 p.m.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin 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 9:38 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

June 17, 2019

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: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Jeanette M. Edghill, Viola Barco, Cleveland Burton, Jr., Dollie S. Hamlin and Charles Simmons

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.

Vice Chairwoman Louise A. Colodne offered prayer.

Chairman Joseph M. Ruffin asked for a motion to approve the board meeting minutes of May 20, 2019. Commissioner Jeanette M. Edghill made a motion to approve the minutes. Commissioner Charles S. Simmons seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

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

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Jeanette M. Edghill made a motion to approve. Commissioner Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9145** for consideration. Upon a call of the roll, all

present voted in favor of the motion except Commissioner Charles Simmons who abstained.

Under **Correspondence**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Chairman Joseph M. Ruffin asked for a motion to go into executive session.

Commissioner Dollie S. Hamlin so moved. Commissioner Charles Simmons seconded the motion.

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

The time to go into executive session was 7:15 p.m.

The time to come out of executive session was 8:35 p.m.

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

Under **Counsel Report**, Dan Smith said we have nine (9) upcoming matters for Joanne Hollis Gardens.

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

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

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin stated there are several resolutions coming out of this committee and asked Mr. Wood to read them. Mr. Wood then proceeded to read **RESOLUTION NO. 9146** to Award Contract to B.C. Landscaping, LLC. 382 Harvey Place, Plainfield, NJ 07062 for lawn mowing, hedge trimming and fall clean-up services from July 2019 to May 2020 at Richmond Towers and Joanne Hollis Gardens not to exceed \$40,000.00.

Chairman Joseph M. Ruffin asked for a motion to table the resolution until further review.

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

RESOLUTION NO. 9147 to Award Legal Service Contract of the Housing Authority and Landlord tenant matter services at Richmond Towers and Joanne Hollis Gardens to the Law Firm of Dan S. Smith, LLC 523 Park Avenue, 3rd Floor, Orange NJ 07050 effective July 1, 2019 for a period of one (1) year.

Chairman Joseph M. Ruffin asked for a motion to table the resolution until further review.

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

RESOLUTION NO. 9148 to Award Contract to NetConnect, 111 Storer Avenue, Staten Island, NY 10309 in the amount not to exceed \$30,000.00.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Charles Simmons made a motion to approve. Commissioner Viola Barco seconded. Upon a call of the roll, all present voted in favor of the motion except Commissioner Dollie S. Hamlin who abstained.

Then Mr. Wood proceeded to read the last **RESOLUTION NO. 9149** Award of Architecture and Engineering services to Aparri Engineering LLC, 131 Main Street, Hackensack, NJ 07601 in the amount not to exceed \$25,000.00 for the renovations of forty-five kitchens in Richmond Towers.

The Commissioners agreed to approve the resolution with the amended changes added to the body of the resolution: **WHEREAS**, Aparri Engineering will have two designs of the kitchens to fit the apartments.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Charles Simmons made a motion to approve. Vice Chairwoman Louise A. Colodne seconded. Upon a call of the roll, all

present voted in favor of the motion.

Under **Personnel Committee**, no report.

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

Chairman Joseph M. Ruffin asked Mr. Wood to move on the agenda no. 7.

Reports: 4) Finance Committee to 4a under 4. Financial Report.

Mr. Wood so noted.

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

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

Under **Unfinished Business**, none.

Under **New Business**, none

Comments from the floor: Lorraine MacNamara, 520 E. Front St., apt. 2-D resident of Richmond Towers, made a comment regarding the floors in the community room; the floors could not be cleaned properly because the cleaning machine is broken.

Hattie Williams, 520 E. Front St., Apt. 7B, resident of Richmond Towers thanked the Commissioners and Mr. Wood for the upcoming kitchen renovations at Richmond Towers.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin 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 8:55 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

July 9, 2019

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

Mr. Wood called the meeting to order at 7:20 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Viola Barco, Cleveland Burton, Jr., and Dollie S. Hamlin

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

ABSENT: Commissioner(s) Jeanette M. Edghill and Charles Simmons*

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

Commissioner Louise A. Colodne offered prayer.

*Commissioner Charles Simmons arrived at 7:25 p.m.

Chairman Joseph M. Ruffin said the June Minutes are not on the agenda.

Mr. Wood said due to the board meeting being early this month, they will have the minutes emailed to them sometime next week as well as the Financial Report and Bills and Contract Payments for approval.

Chairman Joseph M. Ruffin also explained the meeting was early due to a conflict in schedule and did not want to cancel meeting.

Under **Financial Report**, none

Under **Bills and Contract Payments**, none

Under **Correspondence**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Then Mr. Wood commended Mr. James Marsh for assisting Ms. Olga Leiva a resident of Richmond Towers. Mr. Marsh received a call from Officer Caminiti of the Federal Building in Newark and asked if he knew Ms. Leiva, because she appeared to be lost and did not know her way back home. He said yes and he went to the Federal Building and picked her up. Ms. Leiva was very happy to see him.

Audience applauded.

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

Under **Counsel Report**, Dan Smith said we have eleven (11) matters; eight (8) defaults, two (2) dismissed and one (1) settlement.

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

Under **Housing Management and Resident Services Committee**, none.

Mr. Wood said we did not have time to have a meeting. We will schedule a meeting sometime next week.

Under **Capital Improvement and Procurement Committee**, Chairman Joseph M. Ruffin said there are two (2) resolutions coming out of this committee and asked Mr. Wood to read them. Mr. Wood then proceeded to read **RESOLUTION NO. 9147** to Award Legal Service Contract of the Housing Authority and Landlord tenant matter services at Richmond Towers and Joanne Hollis Gardens to the Law Firm of Dan S. Smith, LLC 523 Park Avenue, 3rd Floor, Orange NJ 07050 effective August 1, 2019 for a period of one (1) year.

The Commissioners agreed to approve the resolution with the amended change of the effective date from August 1 to July 1. Also the resolution must be signed and/or reviewed by another

Attorney other than Dan S. Smith, Esq.

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

Then Mr. Wood read **RESOLUTION NO. 9146** to Award Contract to B.C. Landscaping, LLC, 382 Harvey Place, Plainfield, NJ 07062 for lawn mowing, hedge trimming and fall clean-up services from July 2019 to May 2020 at Richmond Towers and Joanne Hollis Gardens not to exceed \$40,000.00.

Chairman Joseph M. Ruffin asked for a motion. Vice Chairwoman Louise A. Colodne made a motion to approve. Commissioner Viola Barco seconded. Upon a call of the roll, all present voted not in favor of **Resolution No. 9146**, except Commissioner Cleveland Burton, Jr.

Resolution No. 9146 did not pass.

Under **Personnel Committee**, no report.

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

Under **Unfinished Business**, There was a discussion regarding the cameras and garden at Joanne Hollis Gardens

Under **New Business**, none

Comments from the floor: A few residents had some concerns regarding the grills, screens, landscaping, cameras on property (what is the procedure on who is monitoring them) and cars being vandalized.

Chairman Joseph M. Ruffin suggested developing a policy on reviewing the cameras.

Commissioner Charles Simmons said he will look into developing a policy.

There being no further business at hand, Chairman Joseph M. Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin so moved. Vice Chairwoman 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 8:30 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

September 17, 2019

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

Mr. Wood called the meeting to order at 7:15 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairman Joseph M. Ruffin, Vice Chairwoman Louise A. Colodne, Commissioner (s) Viola Barco, Jeanette M. Edghill, Cleveland Burton, Jr., Charles Simmons and Dollie S. Hamlin

ALSO: Randall M. Wood, Executive Director; Paul Matturro, Financial Consultant, Avram White, 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.

Chairman Joseph M. Ruffin asked Avram White, Counsel to open the floor for reorganization of Board Members of the Housing Authority of Plainfield. Avram White, Counsel, said the floor is now open for nomination for Vice Chairperson. Commissioner Joseph M. Ruffin nominated Commissioner Louise A. Colodne for Vice Chairperson. Commissioner Charles Simmons seconded. Avram White, 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.

Avram White, Counsel then said the floor is now open for nominations for Chairperson.

Commissioner Louise A. Colodne nominated Commissioner Joseph M. Ruffin for

Chairperson. Commissioner Viola Barco seconded. Avram White, 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.

Then Avram White, Counsel proceeded to swear them both in.

Chairman Joseph M. Ruffin and Vice Chairwoman Louise A. Colodne thanked the body.

Audience applauded.

Chairman Joseph M. Ruffin then asked for a motion to approve the board meeting minutes of July 9, 2019. Commissioner Jeanette M. Edghill made a motion to approve the minutes. Commissioner Viola Barco seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

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

Under **Bills and Contract Payments**, Chairman Joseph M. Ruffin asked for a motion to approve the bills. Commissioner Jeanette M. Edghill made a motion to approve. Commissioner Viola Barco seconded the motion and offered the attached following **RESOLUTION NO. 9156** for consideration. Upon a call of the roll, all present voted in favor of the motion.

Under **Correspondence**, Chairman Joseph M. Ruffin asked did everyone receive the correspondence and is it available to the public.

Mr. Wood said yes.

Under **Executive Directors Report**, Mr. Wood said on October 17 @ 12 noon there will be a groundbreaking ceremony for Elmwood Gardens. He hopes that all the Commissioners will be present. Also the Housing Authority of Plainfield and Premier Community Development Corporation (PCDC) is sponsoring an off Broadway play titled For Better or For Worse which will be held at the Plainfield High School on October 19.

Under **Counsel Report**, Attorney Avram White said we have six matters; three were

warrant of removals and three were dismissed for Joanne Hollis Gardens and no cases for Richmond Towers.

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

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

Mr. Wood said yes. Chairman Joseph M. Ruffin then asked Mr. Wood to read the two resolutions for Joanne Hollis Gardens Finance Report and Budget.

Mr. Wood then read **RESOLUTION NO. 9157** that Joanne Hollis Gardens Resident Association in order to receive their unit funds they must provide their current year budget and the previous year financial report.

Chairman Joseph M. Ruffin asked for a motion. Commissioner Jeanette M. Edghill made a motion to approve. Commissioner Viola Barco seconded. Upon a call of the roll, all present voted in favor of the motion. **RESOLUTION NO. 9158** to approve the Joanne Hollis Gardens Resident Association budget for the fiscal year 2019.

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

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

Under **Personnel Committee**, none.

Under the **Premier Community Development Corporation**, Chairman Joseph M. Ruffin asked did everyone receive the report and is it available to the public.

Mr. Wood said yes.

Under **Unfinished Business**, Mr. Wood acknowledged the new President, Pedro Estevez and Vice President, Anita Smith of the Richmond Towers Resident Association.

Audience applauded.

Under **New Business**, Chairman Joseph M. Ruffin said we have two resolutions and asked Mr. Wood to read.

RESOLUTION NO. 9159 the board of Commissioners of the Housing Authority of Plainfield in Commemoration of Bernard J. Horner.

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

RESOLUTION NO. 9160 requesting to convert all housing choice and project based vouchers to small area fair market rents.

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

Comments from the floor:

Residents of Richmond Towers addressed some concerns they have; some of the compactor room (s) are not clean, community room not mopped regularly and intercom system not working in some apartments.

Residents of Joanne Hollis Gardens also addressed some concerns they have; safety and security issues, trip hazards, sidewalks, porch lights and a few banisters on porches are loose or broken.

Randall Wood said please follow protocol; bring all your concerns to James Marsh, Manager of Richmond Towers and Renada Smith, Manager of Joanne Hollis Gardens who will address all of their concerns.

Randall Wood also expressed that residents attend our monthly Housing Management & Resident Service Committee meeting to also address any and all concerns they may have.

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

adjourn. Commissioner Dollie S. Hamlin so moved. Vice Chairwoman 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 8:40 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer