

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON JANUARY 12, 2021 AT ONLINE VIRTUAL MEETING.

1. OPEN PUBLIC MEETING ACT & ROLL CALL

The meeting was called to order at 6:15 PM by Chairperson Waters. The Open Public Meeting Act was read by the Secretary.

PRESENT:

Vice-Chairman W.G. Harris
Commissioner Fred Shaw
Commissioner Wanda Watson
Commissioner Cassandra Chatman

ABSENT:

Chairperson Walter Waters
Commissioner Joshua Brown

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britton, Development Project Manager
Ms. Kassem Jones, Project Manager
Ms. Denise Milton, HCVP Manager
Mr. Ronald Hunt, Esq., Legal Counsel

2. OPEN DISCUSSION

Commissioner Harris asked why there is a change from ADP to Paychex. Mr. Gill explained the contract terms, services and payment terms were better.

Commissioner Harris asked for an update regarding Ms. Bynam. Mr. Gill sent the information over to the attorneys. Mr. Hunt responded that he contacted her attorney to set up a meeting. Her

attorney didn't respond yet. Mr. Gill said she became hostile when he spoke to her.

Commissioner Harris asked about check #10746, reimbursement of loss, \$500, to Jorge (indiscernible). Mr. Gill explained that it's an employee reimbursement. There was an issue with some type of "phishing" email.

Commissioner Harris asked about a payment, check #10793, to Damian Thomas. Mr. Gill explained there was a banking problem and another check had to be issued.

Commissioner Harris asked about Eaton Place closing. The closing date was extended for the closing. Mr. Britton explained the EOHA got a reduction and extension of the deadline for closing on the loan. It helps the EOHA because it's been a slow process working with the city.

Commissioner Shaw asked about getting a new supervisor. Mr. Gill responded there was only one prospect and the person was not interested.

Commissioner Shaw asked about the cyber-attack. Mr. Gill explained that many people got phishing emails. The emails looked official, but they were bogus. There has since been some cyber security training.

3. ADJOURNMENT

Work Session adjourned at 6:32 PM.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON JANUARY 14, 2021 VIA CONFERENCE CALL.

The Board of Commissioners of the Housing Authority of the City of East Orange met in a Regular Meeting, via conference call, on the 12th day of January, 2021. Chairperson Walter Waters called the meeting to order at 7:06 PM.

This meeting is called to order and is being conducted in conformity with the Open Public Meeting Act. Notice of this meeting was e-mailed to Worrell Community Newspapers (East Orange Record) and NJ Advance Media (Star-Ledger) on Thursday, December 3, 2020. This notice was e-mailed to the City Clerk of East Orange on Thursday, December 3, 2020. This notice was posted at the administrative office and the Authority's two public housing developments and the EOHA website on Tuesday, December 8, 2020. Due to the Covid-19 pandemic, 2021 annual/regular meetings will be held virtually by dial-in number: 1-201-479-3015, Conference ID: 11875113#. Any changes will be posted on EOHA's website: EOHA.org at least 48 hours prior to the meeting date. The meeting will begin promptly at 7:00 p.m.

PRESENT:

Chairperson Walter Waters
Vice-Chairman W.G. Harris
Commissioner Wanda Watson
Commissioner Cassandra Chatman
Commissioner Fred Shaw
Commissioner Joshua Brown (arrived at 7:10 pm)

ABSENT:

None

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britton, Development Project Manager
Ms. Kassem Jones, Project Manager
Ms. Denise Milton, HCVP Manager
Mr. Ronald Hunt, Esq., Legal Counsel

PUBLIC NOTICE OF REGULAR MEETING

TO: BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE, CITY CLERK OF EAST ORANGE, EAST ORANGE RECORD AND NEWARK STAR LEDGER

Notice is hereby given pursuant to the Open Public Meetings Act, that a Regular Meeting of the Board of Commissioners of the Housing Authority of the City of East Orange, will be held on January 12, 2021, via conference call, for the purpose of acting upon:

- 2021-01 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF DECEMBER 2020**
- 2021-02 RESOLUTION WRITING OFF RENTS OWNED BY FORMER TENANTS DEEMED UNCOLLECTIBLE**
- 2021-03 LOCAL FINANCE BOARD SUBMISSION OF 2019 AUDIT REPORT**
- 2021-04 RESOLUTION EXTENDING THE CONTRACT WITH FCC CONSULTING SERVICES FOR INFORMATION TECHNOLOGY SUPPORT SERVICES FOR A PERIOD NOT TO EXCEED 90 DAYS**
- 2021-05 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MONTH-TO-MONTH CONTRACT WITH PAYCHEX TO PROVIDE PAYROLL AND HUMAN RESOURCE MANAGEMENT SERVICES**
- 2021-06 RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR REDEVELOPMENT LEGAL SERVICES FOR THE NORTH WALNUT STREET DEVELOPMENT PROJECT**
- 2021-07 RESOLUTION AUTHORIZING THE TRANSFER OF \$750,000 OF UNRESTRICTED FUNDS TO THE EAST ORANGE HOUSING & COMMUNITY DEVELOPMENT**

**CORPORATION FOR SOLE PURPOSE OF PAYING DOWN A
CONSTRUCTION LOAN WHICH THE LOCAL INITIATIVE
DEVELOPMENT CORPORATION ("LENDER") TO BE
PROVIDED TO THE EOHCDC FOR THE CONSTRUCTION OF
THE EATON PLACE SINGLE FAMILY PROJECT**

And for the purpose of transacting any other business related hereto or which may properly come before each meeting.

1. **OPEN PUBLIC MEETING ACT and ROLL CALL**

PRESENT:

Chairperson Walter Waters
Vice-Chairman W.G. Harris
Commissioner Wanda Watson
Commissioner Cassandra Chatman
Commissioner Fred Shaw
Commissioner Joshua Brown (arrived at 7:10 pm)

ABSENT:

None

ALSO PRESENT:

Mr. Wilbert Gill, Executive Director
Ms. Elena Coley, Director of Operations
Mr. Phil Britton, Development Project Manager
Ms. Kassem Jones, Project Manager
Ms. Denise Milton, HCVP Manager
Mr. Ronald Hunt, Esq., Legal Counsel

2. **MINUTES**

MOTION: Commissioner Harris moved to approve the minutes of the previous meeting in December 2020. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Chatman, Watson, Shaw, Harris, Waters.
Nays: None.
Abstentions: None.

The Resolution was approved 5-0-0.

3. **APPROVAL OF THE BILLS**

MOTION: Commissioner Harris moved to approve the payment of September bills. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Watson, Shaw, Chatman, Harris,
Waters.
Nays: None.
Abstentions: None.

The Resolution was approved 6-0-0.

4. VISITORS

None

5. REPORTS

COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT: There was no report.

FINANCE: There was no report.

BUILDINGS & GROUNDS: There was no report.

BY-LAWS & PROCUREMENT: There was no report.

PERSONNEL: There was no report.

NON-PROFIT COMMITTEE: There was no report.

EOHCDC BOARD OF DIRECTORS: There was no report.

LEGAL REPORT (Board Attorneys)

There was no report.

EXECUTIVE DIRECTOR

The report stood. Mr. Gill highlighted his report, portions of the executive reports and answered questions from the Commissioners. Mr. Britton gave an update of the Halsted Street Project. Ms. Jones highlighted her report. Ms. Coley highlighted her report. Ms. Middleton highlighted her report.

6. OLD BUSINESS

There was no Old Business.

7. NEW BUSINESS

There was no New Business.

8. RESOLUTIONS

**2021-02 RESOLUTION WRITING OFF RENTS OWED BY FORMER
TENANTS DEEMED UNCOLLECTIBLE**

Commissioner Harris moved to approve.
Commissioner Brown seconded.

Commissioner Shaw asked if the stimulus checks given out will affect the tenants. Mr. Gill responded that it will not affect the tenants. There were no further questions.

ROLL CALL:

Ayes: Brown, Chatman, Watson, Shaw, Harris, Waters.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

2021-03 LOCAL FINANCE BOARD SUBMISSION OF 2019 AUDIT REPORT

Commissioner Chatman moved to approve.
Commissioner Brown seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Chatman, Watson, Shaw, Harris, Waters.
Nays: None.
Abstentions: None.

The Resolution was approved 6-0-0.

2021-04 RESOLUTION EXTENDING THE CONTRACT WITH FCC CONSULTING SERVICES FOR INFORMATION TECHNOLOGY SUPPORT SERVICES FOR A PERIOD NOT TO EXCEED 90 DAYS

Commissioner Watson moved to approve.
Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Chatman, Watson, Shaw, Harris, Waters.
Nays: None.
Abstentions: None.

The Resolution was approved 6-0-0.

2021-05 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MONTH-TO-MONTH CONTRACT WITH PAYCHEX TO PROVIDE PAYROLL AND HUMAN RESOURCE MANAGEMENT SERVICES

Commissioner Watson moved to approve.
Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Chatman, Watson, Shaw, Harris, Waters.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2021-06 RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR
AND OPEN CONTRACT FOR REDEVELOPMENT LEGAL
SERVICES FOR THE NORTH WALNUT STREET
DEVELOPMENT PROJECT**

Commissioner Harris moved to approve.
Commissioner Watson seconded. There were no questions.

ROLL CALL:

Ayes: Brown, Chatman, Watson, Shaw, Harris, Waters.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

**2021-07 RESOLUTION AUTHORIZING THE TRANSFER OF
\$750,000 OF UNRESTRICTED FUNDS TO THE EAST
ORANGE HOUSING & COMMUNITY DEVELOPMENT
CORPORATION FOR SOLE PURPOSE OF PAYING DOWN A
CONSTRUCTION LOAN WHICH THE LOCAL INITIATIVE
DEVELOPMENT CORPORATION ("LENDER") TO BE
PROVIDED TO THE EOHDCDC FOR THE CONSTRUCTION OF
THE EATON PLACE SINGLE FAMILY PROJECT**

Commissioner Harris moved to approve.
Commissioner Brown seconded.

Commissioner Brown asked about the 1.2 million.

Mr. Gill said the non-profit will get a loan for 1.2 million. He explained the terms of the loan and another \$750,000. There were no other questions.

ROLL CALL:

Ayes: Brown, Chatman, Watson, Shaw, Harris, Waters.

Nays: None.

Abstentions: None.

The Resolution was approved 6-0-0.

9. ADJOURNMENT

MOTION: Chairman Brown moved to adjourn.

Commissioner Watson seconded. There were no questions. By unanimous acclamation, the meeting was adjourned at 8:15 PM.