

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

January 20, 2015

The Board of Commissioners of the Housing Authority of Plainfield met in the HAP Center at West End Gardens, 543 W 3rd Street, Plainfield, New Jersey, for its regularly scheduled monthly meeting.

Mr. Wood called the meeting to order at 7:00 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

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

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

ABSENT: Commissioner (s) Dollie S. Hamlin and Joylette Mills-Ransome

Mr. Wood took a roll call and declared a quorum present. Commissioner Bernard J. Horner offered prayer.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of December 15, 2014.

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

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

to approve the bills. Commissioner Bernard J. Horner seconded the motion and offered the attached following **RESOLUTION NUMBER 8996** for consideration.

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

Under **Correspondence**, Mr. Wood said we received a letter from HUD approving the Annual Plan. Chairwoman Pamela Dunn-Hale said she would like all the Commissioners to receive a copy of the Plan. Mr. Wood said he will make sure they receive a copy.

Under **Financial Report**, Mr. Matturro said results for year end;

- Low Income Housing- small loss – salary, benefits & utilities
- We have sufficient cash
- Financial health is stable

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

Under **Counsels Report**, Dan Smith said last month we had a total of seventeen (17) cases; twelve (12) were from West End Gardens and five (5) from Richmond Towers. Seven (7) cases were lockouts from West End Gardens. The Declaration of Trust was also prepared to rename West End Gardens to Joanne Hollis Gardens and a Resolution was prepared. Mr. Wood said the Resolution is under the Housing Management and Resident Services Committee on the agenda.

Under **Chairwoman's Report**, Pamela Dunn-Hale said she attended the PHADA conference it was very informative and she urged the Commissioners to attend any upcoming conferences.

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

Mr. Wood then said there are two resolutions coming out of this Committee and proceeded to read **RESOLUTION NO. 8997** Board of Commissioners of the Housing Authority of Plainfield to approve the West End Gardens Resident Association Budget for the fiscal year 2015.

Chairwoman Pamela Dunn-Hale asked for a motion to approve. Commissioner Jeanette Edghill made a motion to approve. Commissioner Bernard J. Horner seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 8998 Board of Commissioners of the Housing Authority of Plainfield authorizing to change the name from West End Gardens Plainfield, New Jersey and renamed Joanne Hollis Gardens.

Chairwoman Pamela Dunn-Hale asked for a motion to approve. Commissioner Bernard J. Horner made a motion to approve. Vice Chairman Joseph Ruffin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

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

Under **Personnel Committee**, No report.

Under **Finance Committee**, Report.

Under the **Plainfield Housing Finance Corporation**, Mr. Wood went over the report;

- Schedule a re-organization meeting
- All members will receive a copy of the Elmwood Gardens Redevelopment Plan
- A 2013-2015 general ledger in Quick Books format will be put together
- They will put together a financial reasonable conference training budget for grant funding and development.

Chairwoman Pamela Dunn-Hale asked Mr. Wood to have the Final Elmwood Gardens Redevelopment Plan sent to all Commissioners.

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

Mr. Wood said yes.

Under **Unfinished Business**, Clyde Hare said the old website is still operational. As soon as we complete all the changes and get some additional information for the new website we are going to release the old website within the next 30 days.

Chairwoman Pamela Dunn-Hale asked if the Commissioners have HAP email addresses.

Clyde Hare said yes and when they become active he will notify each Commissioner.

Under **New Business**, Mr. Wood read **RESOLUTION NO. 8999** 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.

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

Comments from the Floor: Sheila Caver, 308 Liberty St., resident of West End Gardens had a question regarding the calculation of her rent. She is scheduled to be evicted on Thursday and would like to meet with Mr. Wood.

Chairwoman Pamela Dunn-Hale asked Mr. Wood and Ms. Smith to set up a time to meet with her as soon as possible.

Michelle Stewart, Acting President of the West End Gardens Resident Association, thanked the Commissioners for passing the resolutions to rename West End Gardens Joanne Hollis Gardens and the West End Gardens Resident Association Budget.

Brother John, resident of West End Gardens, mentioned he would like the Housing Authority to hire the youth from West End Gardens for the Summer Program before other children in the

community.

Chairwoman Pamela Dunn-Hale asked him to work with the resident association to make sure the children are from West End Gardens.

Michelle Stewart said he is on the committee.

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

Commissioner Louise Colodne made a motion to approve. Commissioner Joseph Ruffin seconded the motion.

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

The time of adjournment was 8:05 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

February 17, 2015

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

Mr. Wood called the meeting to order at 7:00 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

PRESENT: Chairwoman Pamela Dunn-Hale, Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Bernard J. Horner, Dollie S. Hamlin and Joylette Mills-Ransome

ALSO: Randall M. Wood, Executive Director; Lewis Hurd, Director of Development; Paul Matturro, Financial Advisor, Keith Harvest, Attorney; staff and interested public.

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

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of January 20, 2015.

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

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

to approve the bills. Commissioner Louise Colodne seconded the motion and offered the attached following **RESOLUTION NO. 9000** for consideration.

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

Under **Correspondence**, Mr. Wood said we received a letter from New Jersey Housing & Mortgage Finance Agency approving the Declaration of Intent for Elmwood Gardens.

Under **Financial Report**, Mr. Matturro said we have a strong cash position for the month of January. The DCA approved the State Budget for the Housing Authority of Plainfield.

Mr. Wood then read **RESOLUTION NO. 9001** to Adopt the Housing Authority of Plainfield State Budget fiscal year period January 1, 2015 to December 31, 2015.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the budget. Commissioner Joylette Mills-Ransome made a motion. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

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

Under **Counsels Report**, Keith Harvest, (representing Dan Smiths' office) said we had some landlord tenant matters that were to be presented to the court on February 23, 2015 are rescheduled due to inclement weather. We had two cases for Robert Edwards. One was dismissed and one is pending through the Plainfield court.

Under **Chairwoman's Report**, Pamela Dunn-Hale said she attended the PHADA Commissioners' conference. It was very informative and she urged the Commissioners to attend next year's conference.

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

Mr. Wood said yes.

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

Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Mr. Wood then said there are two resolutions coming out of this Committee and proceeded to read **RESOLUTION NO. 9002** Board of Commissioners of the Housing Authority of Plainfield to authorize and approve the emergency purchases of the six (6) individual heating boilers retroactively for the residents of West End Gardens during December of 2014 prior to the solicitation of the individual heating supply from the public source.

RESOLUTION NO. 9003 Board of Commissioners of the Housing Authority of Plainfield to award a contract in the amount of \$26,952.50 to American Boiler Company to replace Lochinvar hot water unit at Richmond Towers.

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

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

Under **Personnel Committee**, No report.

Under **Finance Committee**, see under Financial Report.

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

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

Pamela Dunn-Hale asked did everyone receive the report.

Mr. Wood said yes.

Under **Unfinished Business**, Chairwoman Pamela Dunn-Hale asked the Commissioners to review the audit report.

Under **New Business**, none.

Comments from the Floor: Claire Johnson, resident of West Gardens stated the Maintenance Department did a great job of snow removal. She also had questions and concerns to be addressed:

- Parking spaces; are they assigned
- PC Richards; can resident (s) purchase appliances at a discount
- Paint; how often can resident (s) get their apartment painted

Mr. Wood and Ms. Smith addressed those concerns:

- One parking space per unit
- P.C. Richards is a state contractor, and only purchases can be made through the Housing Authority not individual.
- It is called cycle painting and it is every 5 years. If you would like to have your apartment painted before that time, call the manager to make an appointment for an inspection of your unit.

Dorothy Williams, resident of Richmond Towers asked what is the procedure to rent an apartment here at Richmond Towers and how will it take.

Mr. Wood said you go to the Admissions Department, fill out an application to see if you qualify, if you qualify you will be put on the waiting list. As far as, how long it will take, he will have to follow-up with the Manager and get back to her.

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

Commissioner Louise Colodne made a motion to approve. Commissioner Joseph Ruffin seconded the motion.

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

The time of adjournment was 8:05 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

March 23, 2015

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

Mr. Wood called the meeting to order at 7:00 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

PRESENT: Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Bernard J. Horner, Dollie S. Hamlin and Joylette Mills-Ransome

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

ABSENT: Chairwoman Pamela Dunn-Hale

Mr. Wood took a roll call and declared a quorum present. Commissioner Bernard J. Horner offered prayer.

Vice-Chairman Joseph Ruffin asked for a motion to approve the board meeting minutes of February 17, 2015.

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

Under **Bills and Contract Payments**, Vice-Chairman Joseph Ruffin asked for a motion to approve the bills. Commissioner Joylette Mills-Ransome made a motion to approve the bills. Commissioner Dollie S. Hamlin seconded the motion and offered

the attached following **RESOLUTION NO. 9004** for consideration.

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

Under **Correspondence**, Mr. Wood said we received a letter from County of Union stating your request to receive CDBG funds for the project entitled, “Demolition Funds for Elmwood Gardens” has received preliminary approval in the amount of \$60,000.00 and an invitation from the Orange Housing Authority to attend their 75th Anniversary celebration on Thursday, May 7, 2015, 6:00 p.m. – 9:00 p.m. located at Washington Manor, 340 Thomas Boulevard, Orange, NJ.

Under **Financial Report**, Mr. Matturro said he submitted the FDS (financial disclosure statement) to HUD. He is waiting for them to review and approve.

Under **Executive Directors Report**, Mr. Wood said the annual Black History Event, with guest speaker Dick Gregory will be held at the Plainfield High School on Saturday, April 11, 2105 from 3:00 p.m. – 7:00 p.m. also we will be honoring former Commissioners Barbara Johnson and Joanne Hollis, posthumous. He would like everyone to attend this special event.

Under **Counsels Report**, Dan Smith said the prior pending case was dismissed and that same individual has another case on the 31st of this month. On landlord tenant matters seven (7) lockouts resulting from seven (7) defaults.

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

Under **Housing Management and Resident Services Committee**, Vice Chairman Joseph Ruffin asked did everyone receive the report.
Mr. Wood said yes.

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

Under **Personnel Committee**, No report.

Under **Finance Committee**, Mr. Wood read **RESOLUTION NO. 9005** giving

authorization for the Executive Director to take action in the name of the Housing Authority with respect to a loan of five hundred thousand dollars (\$500,000.00) from the New Jersey Redevelopment Authority to the Premier Community Development Corporation to go toward the cost of the Elmwood Redevelopment Project.

Vice-Chairman Joseph Ruffin asked for a motion to approve the resolution. Commissioner Joylette Mills-Ransome made a motion to approve. Commissioner Bernard J. Horner seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

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

Under the **Premier Community Development Corporation**, Vice-Chairman Joseph Ruffin asked did everyone receive the report.

Mr. Wood said yes.

Under **Unfinished Business**, none.

Under **New Business**, none.

Comments from the Floor: Sharyn Jordan, resident of Richmond Towers asked when are we going to receive a new security desk for the 520 building?

Mr. Wood said we are in the process of either repairing the desk or replacing it. Please make an appointment to speak with Mr. Marsh for further information.

Hattie Williams, President of the Richmond Towers Resident Association, thanked the maintenance staff for the snow removal and the manager for painting the laundry rooms.

There being no further business at hand, Vice Chairman Joseph Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Joylette Mills-Ransome seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:33 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

April 28, 2015

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

Mr. Wood called the meeting to order at 7:00 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

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

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

ABSENT: Commissioner Joylette Mills-Ransome and Paul Matturro, Financial Advisor.

Mr. Wood took a roll call and declared a quorum present. Commissioner Bernard J. Horner offered prayer.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of March 23, 2015.

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

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

to approve the bills. Commissioner Jeanette Edghill seconded the motion and offered the attached following **RESOLUTION NO. 9006** for consideration.

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

Under **Correspondence**, Mr. Wood said regarding Orange Housing Authority 75th Anniversary Celebration, the date has been changed to Thursday, May 21 and also included is a letter to put in an ad for their journal. Chairwoman Pamela Dunn-Hale asked the Commissioners if they were willing to contribute \$20.00 toward a ½ page ad for the journal. The Commissioners agreed.

Mr. Wood then said there is a Mental Health First Aid USA certificate for Ms. Hattie Williams, President of the Richmond Towers Resident Association for a class she attended.

Under **Financial Report**, Mr. Wood gave a brief synopsis.

Under **Executive Directors Report**, Mr. Wood said the NJNAHRO Conference was very informative.

Under **Counsels Report**, Dan Smith said last month we had four (4) cases with two (2) defaults and this month we have ten (10) cases from West End Gardens. Also, there were three (3) pending cases from one individual and they were all dismissed.

Under **Chairwoman's Report**, Chairwoman Pamela Dunn-Hale said the Black History Event with guest speaker, Dick Gregory was very successful and she commended the Committee and all vendors who participated.

(Mr. Wood also thanked Commissioner Dollie S. Hamlin for the journal she put together for the event.)

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

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairwoman Pamela Dunn-Hale said there are two resolutions. Mr. Wood read **RESOLUTION NO. 9007** to award the contract in the mount of \$26,952.50 to American Boiler Company to replace lochinvar hot water heater at Richmond Towers on an emergency basis.

The Commissioners agreed they will approve and vote on the resolution tonight with the understanding the resolution will be amended to state in the body of the resolution it is an emergency need for the replacement of the hot water unit at Richmond Towers and the corrected resolution will be emailed to them.

Mr. Wood agreed.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the resolution. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll all present voted in favor of the motion. Mr. Wood then read **RESOLUTION NO. 9008** to award the contract in the amount of \$49,400 to Plymouth Environmental Co., Inc. to remove asbestos materials before demolition of buildings at Elmwood Gardens.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the resolution. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Bernard J. Horner seconded the motion. Upon a call of the roll all present voted in favor of the motion

Under **Personnel Committee**, No report.

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

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

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

Mr. Wood said yes.

Under **Unfinished Business**, Vice Chairman Joseph Ruffin asked what the status is for renaming West End Gardens to Joanne Hollis Gardens.

Dan S. Smith, Esq. said the Declaration of Trust has been filed and HUD has a copy.

Mr. Wood also mentioned the ceremony should be in June.

Chairwoman Pamela Dunn-Hale asked what is the estimated date for the demolition of Elmwood Gardens.

Mr. Wood said the estimated date is July 1st.

Under **New Business**, none

Comments from the Floor, Hattie Williams thanked the Committee, Commissioners and staff for the success of the Black History event.

There being no further business at hand, Chairwoman Pamela Dunn-Hale asked for a motion to adjourn. Commissioner Bernard J. Horner made a motion to approve. Vice-Chairman Joseph Ruffin seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:45 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

May 18, 2015

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

Mr. Wood called the meeting to order at 7:00 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

PRESENT: Chairwoman Pamela Dunn-Hale, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Dollie S. Hamlin and Bernard J. Horner

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

ABSENT: Vice-Chairman Joseph Ruffin and Commissioner Joylette Mills-Ransome

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

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of April 28, 2015.

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

Under **Bills and Contract Payments**, Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Jeannette M. Edghill made a motion to approve the bills. Commissioner Bernard J. Horner seconded the motion and offered

the attached following **RESOLUTION NO. 9009** for consideration.

(At this time, Commissioner Joylette Mills-Ransome entered the meeting.)

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

Under **Correspondence**, Mr. Wood said the City Council approved the Elmwood Redevelopment Plan and we can move forward with the demolition. The anticipated date will be in August. Mr. Wood said the Section 8 Management Assessment Program (SEMAP) is a High Performer once again.

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

Under **Financial Report**, Mr. Matturro said we are running a little behind due to the estimated PSE&G bills but we do have significant cash. We are pretty much on budget.

Chairwoman Pamela Dunn-Hale asked can we be put on a payment plan with PSE&G.

Paul Matturro said yes we will be challenging them on the bills and they have already agreed to work with us on a payment plan.

Under **Executive Directors Report**, Mr. Wood said included in your package should be a letter from Mr. James Harless, Construction Analyst from Housing & Urban Development, Office of PIH-REAC / PASS Division commending him for his complete package of information he requested regarding the REAC Inspection.

(The Commissioners stated they did receive it via email)

Mr. Wood said we should receive our REAC score in the next few days.

Chairwoman Pamela Dunn-Hale commended Mr. Wood and staff for a job well done.

Mr. Wood also said we are working on a MOU with Pillar College which Dan Smith will give us an update.

Under **Counsels Report**, Dan Smith said, we had two (2) lock-outs this month and this Friday ten (10) cases. We are working on a MOU with Pillar College to utilize some

space and offer the public housing residents to receive certificates and diplomas. He also stated he is checking liability insurance and we should have more information by next month.

Chairwoman Pamela Dunn-Hale asked Dan Smith the ten cases that are coming up, are they for non-payment.

Dan Smith said yes and stated four of them have already paid.

Chairwoman Pamela Dunn-Hale asked if we are carrying tenants that have not paid in excess of six months.

Renada Smith answered no.

Under **Chairwoman's Report**, Pamela Dunn-Hale said Commissioner Jeanette Edghill and she attended the Richmond Towers resident meeting and it was very informative.

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

Mr. Wood said yes.

Under **Capital Improvement and Procurement Committee**, Chairwoman Pamela Dunn-Hale said there is a prototype of the new sign renaming West End Gardens to Joanne Hollis Gardens. She asked for more options so the committee can review and asked to bring them to the next Committee meeting.

Mr. Wood agreed.

Chairwoman Pamela Dunn-Hale said let the minutes reflect there was no meeting but more of an update.

Under **Personnel Committee**, No report.

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

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

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

Mr. Wood said yes.

Under **Unfinished Business**, Chairwoman Pamela Dunn-Hale asked Mr. Wood when will the Commissioners email address be operational?

Mr. Wood asked Mr. Hare to address.

Mr. Hare said he is working with Errol Blake, VP of Sales from Netconnect and it should be operational by Friday.

Mr. Wood said there were some infrastructure problems and he is not sure it will be operational by Friday. Mr. Hare and Mr. Blake have to meet.

Chairwoman Pamela Dunn-Hale said as the Chairperson, please keep me informed.

Commissioner Joylette Mills-Ransome asked the status of the guard desk located in the 520 building.

Mr. Wood asked Mr. Marsh to address.

Mr. Marsh said it is on order and he is waiting for shipment.

Commissioner Joylette Mills-Ransome asked if the board meeting will be at the HAP Center at West End Gardens next month.

Mr. Wood said yes.

Mr. Wood then said regarding the new sign, it has to be presented to the zoning board for approval.

Under **New Business**, none.

Comments from the Floor:

- Commissioner Hamlin asked about the Family Self-Sufficiency (FSS) Program what does it consist of i.e., typing etc.

Mr. Wood explained that we have one employee and a consultant who are in charge of that program and it is a Grant Funded Program.

- Chairwoman Pamela Dunn-Hale asked if they could attend the Housing Management Resident Service Committee (HMRSC) meeting on June 10 to make a presentation.

Mr. Wood said yes.

- Mr. Hurd then said on Saturday, June 6 from 12 noon – 4:00 p.m. the FSS Program is having an event at the HAP Center and a flyer will be sent out regarding the event with more information.
- Ms. McNamara, resident of Richmond Towers, expressed her concern regarding finding used syringes outside on the grounds. It is a danger to the residents.

Chairwoman Pamela Dunn-Hale asked Mr. Wood and Mr. Marsh to address her concerns.

Mr. Marsh said he is researching to find a bio-waste company that has containers to put them in.

There being no further business at hand, Chairwoman Pamela Dunn-Hale asked for a motion to adjourn. Commissioner Bernard J. Horner made a motion to approve. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:40 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

June 15, 2015

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

Mr. Wood called the meeting to order at 7:00 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, West End Gardens and Richmond Towers.

PRESENT: Chairwoman Pamela Dunn-Hale, Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Joylette Mills-Ransome and Bernard J. Horner

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

ABSENT: Commissioner Dollie S. Hamlin

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

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of May 18, 2015.

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

Under **Financial Report**, Mr. Matturro said we have a good cash position. We are pretty much on budget. There is still a discrepancy with the utility bills. PSE&G have not

provided us with a bill from December – March for Richmond Towers.

Chairwoman Pamela Dunn-Hale had some questions regarding the bills list.

- Regarding the commode; were the repairs a structural issue or a quality issue?

Mr. Wood responded a structural issue because of the design of the toilet. A decorative block of wood has to be placed underneath the commode for support.

- Why is Al Dixon charging us \$1,500.00?

Mr. Wood responded he is working with the youth for the Summer Camp Program

Chairwoman Pamela Dunn-Hale then made a motion to enter into Executive Session.

Commissioner Joylette Mills-Ransome so moved. Vice Chairman Joseph Ruffin seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

The board entered into Executive Session at 7:10 p.m.

Chairwoman Pamela Dunn-Hale made a motion to come out of Executive Session.

Commissioner Joylette Mills-Ransome so moved. Vice Chairman Joseph Ruffin seconded the motion. Upon a call of the roll, all present voted in favor of the motion

The board came out of Executive Session at 7:46 p.m.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of May 18, 2015.

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

Under **Bills and Contract Payments**, Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Joylette Mills-Ransome made a motion to approve the bills. Commissioner Bernard J. Horner seconded the motion and offered the attached following **RESOLUTION NUMBER 9010** for consideration.

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

Under **Correspondence**, Chairwoman Dunn-Hale said we have information for the Upcoming N.J.A.H.R.A. 2015 Annual Conference & Trade Show which will be held in Atlantic City, September 27-29.

Under **Executive Directors Report**, none.

Under **Counsels Report**, Dan Smith said, we had three (3) cases for June and two (2) lock-outs. Dan Smith then said there is a Resolution for Randall Wood for a salary adjustment. Dan Smith then read **RESOLUTION NO. 9012** the board of Commissioners of the Housing Authority of Plainfield authorizing the annual salary increase and bonus payment of \$9,455.00 to Randall Wood as Executive Director for the year 2015-2016.

Chairwoman Pamela Dunn-Hale asked for a motion. Commissioner Bernard J. Horner made a motion. Commissioner Louise A. Colodne seconded the motion.

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

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

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

Mr. Wood said yes.

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

Mr. Wood said yes.

Mr. Wood then read **RESOLUTION NO. 9011** the board of Commissioners of the Housing Authority of Plainfield to award a contract in the amount of \$78,881 to Dresdner Robin, 1 Evertrust Plaza, Suite 901, Jersey City, NJ 07302 for the design of plans and specifications and oversee multi-tasks to be prepared and implemented prior to the demolition of buildings at Elmwood Gardens

Commissioners agreed that the resolution needs to be re-written for clarity.

Randall Wood said Dan Smith will re-write and canvass the Commissioners.

Under **Personnel Committee**, already addressed in counsels report.

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

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

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

Under **Unfinished Business**, Chairwoman Pamela Dunn-Hale had some questions/
concerns to be addressed:

- Was the medical waste dispenser ordered for Richmond Towers?

James Marsh responded it has been ordered and waiting for shipment.

- When does Pillar College start?

Mr. Wood said the target date is September.

- Status of the guard desk located in the 520 building.

James Marsh said we are still waiting for shipment and will follow-up with a phone call.

Under **New Business**, none.

Comments from the Floor:

- Commissioner Bernard Horner said the Father's Day event here at Richmond Towers was successful.

- Claire Johnson, resident of West End Gardens, asked if she could have her parking space changed because there are some damages to her car and people keep leaning on it.
- Robert Edwards, resident of West End Gardens said he completed and passed his Public Housing Management test. He also stated he is concerned about the bed bugs, roaches, etc., at West End Gardens and he notified the Housing Authority and the Health Department.
- Ms. Moss, resident of West End Garden said she has bed bugs.

- Ms. Huggins, resident of West End Gardens said there is a lot of people congregating outside around her apartment.

Randall Wood and Renada Smith, Manager of West End Gardens, will address all these concerns.

There being no further business at hand, Chairwoman Pamela Dunn-Hale asked for a motion to adjourn. Commissioner Bernard J. Horner made a motion to approve. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 8:30 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

August 17, 2015

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, West End Gardens and Richmond Towers.

PRESENT: Chairwoman Pamela Dunn-Hale, Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Joylette Mills-Ransome, Dollie S. Hamlin and Bernard J. Horner

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

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

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of June 15, 2015.

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

Under **Bills and Contract Payments**, Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Vice Chairman Joseph Ruffin made a motion to approve the bills. Commissioner Bernard J. Horner seconded the motion and offered

the attached following **RESOLUTION NUMBER 9014** for consideration.

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

Under **Correspondence**, Chairwoman Pamela Dunn-Hale said there is a certificate award that the Richmond Towers Resident Association received from the National Night Out Block Association and the Housing Authority staff had their annual Summer Outing.

Chairwoman Pamela Dunn-Hale also mentioned the Housing Authority received their Public Housing Assessment System (PHAS) score report which is 81 out of 100.

She then proceeded to congratulate staff for a job well done.

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

Under **Executive Directors Report**, none.

Under **Counsels Report**, Dan Smith said, we had ten (10) cases all were dismissed, all paid. The case with NJ American Water Co. was also dismissed.

Under **Chairwoman's Report**, Chairwoman Pamela Dunn-Hale said to all Commissioners, any upcoming NAHRO, NJNAHRO etc., seminar/training that you would like to attend please contact Mr. Wood.

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

Mr. Wood said yes.

Chairwoman Pamela Dunn-Hale said there are two resolutions coming out of this committee.

Mr. Wood proceeded to read **RESOLUTION NO. 9015** the board of Commissioners of the Housing Authority of Plainfield Richmond Towers Resident Association in order to receive their unit funds they must provide their current year budget and the previous year audit statement.

Chairwoman Pamela Dunn-Hale said the word audit statement on the resolution should be changed to financial statement. Commissioner Joylette Mills-Ransome stated she would like a more detailed (itemized) financial statement.

Commissioners then agreed the resolution and the financial statement will be amended contingent upon supporting documentation based on Ms. Hattie Williams, President of the Richmond Towers Resident Association providing information stated by Commissioners. Mr. Wood then said after the resolution is revised and the information from Ms. Williams is received he will forward to all Commissioners and canvass them for approval.

Mr. Wood then read **RESOLUTION NO. 9016** the board of Commissioners of the Housing Authority of Plainfield to approve the Richmond Towers Resident Association budget for the fiscal year 2015.

Chairwoman Pamela Dunn-Hale asked for a motion. Commissioner Dollie S. Hamlin made a motion. Commissioner Bernard J. Horner seconded the motion.

Upon a call of the roll, all present voted in favor of the motion, except Chairwoman Pamela Dunn-Hale, Commissioner (s) Joylette Mills-Ransome and Jeanette M. Edghill.

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

Mr. Wood said yes.

Chairwoman Pamela Dunn-Hale said there are two resolutions coming out of this committee. Mr. Wood then read **RESOLUTION NO. 9017** the board of Commissioners of the Housing Authority of Plainfield to award a contract in the amount of four hundred and twenty eight thousand dollars (\$428,000.00) to Two Brothers Contracting Inc., 11 Vreeland Avenue, Totowa, NJ 07512 for the Phase II of asbestos abatement at Elmwood Gardens prior to the demolition of buildings of Elmwood Gardens.

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

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

Under **Personnel Committee**, No report.

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

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

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

Under **Unfinished Business**, Chairwoman Pamela Dunn-Hale said she would like to make a comment about old business: She thanked James Marsh, manager of Richmond Towers for getting the disposal waste containers and the new security guard desk on the 520 side.

Under **New Business**, Randall Wood read **RESOLUTION NO. 9018** the board of Commissioners of the Housing Authority of Plainfield to continue membership in the New Jersey Public Housing Authority Joint Insurance Fund for another three years.

(There was a comment about the date of the Trust Agreement it should not be dated and signed until the Commissioners approve)

Randall Wood will amend the agreement and forward a copy to the Commissioners.

Chairwoman Pamela Dunn-Hale asked for a motion. Commissioner Dollie S. Hamlin made a motion. Commissioner Bernard J. Horner seconded the motion.

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

Comments from the Floor: Garnetta Dickens resident of Richmond Towers had a few questions and/or concerns:

- Can any resident attend the conferences that are being held
- How does the unit funds work
- When will the computers be available to use

Mr. Wood said:

- Unit funds are allocated every year at the discretion of the Housing Authority for the Tenant Association.
- In reference to training, the Tenant Association committee decides who should attend
- Darryl Clark is opening up a computer center

Ernest Davis resident of Richmond Towers, thanked Mr. Marsh, Mr. Wood and the Commissioners for their attendance at William Monroe's funeral.

Hattie Williams, President of the Richmond Towers Resident Association thanked the Commissioners and Mr. Wood for all their support.

There being no further business at hand, Chairwoman Pamela Dunn-Hale asked for a motion to adjourn. Commissioner Bernard J. Horner made a motion to approve. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 8:05 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

September 21, 2015

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

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

PRESENT: Chairwoman Pamela Dunn-Hale, Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Joylette Mills-Ransome and Bernard J. Horner

ABSENT: Commissioner Dollie S. Hamlin

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

Mr. Wood took a roll call and declared a quorum present. Chairwoman Pamela Dunn-Hale asked for a motion to amend the agenda to remove item no. 11 New Business: Board Reorganization for Chairperson and Vice-Chairperson to the Octobers' meeting. Commissioner Joylette Mills-Ransome so moved and Jeanette Edghill second. Upon a call of the roll, all present voted in favor of the motion. Chairwoman Pamela Dunn-Hale asked Bernard J. Horner for prayer. Bernard J. Horner offered prayer.

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of August 17, 2015.

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

Under **Bills and Contract Payments**, Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Bernard J. Horner made a motion to approve the bills. Vice Chairman Joseph Ruffin seconded the motion and offered the attached following **RESOLUTION NUMBER 9019** for consideration.

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

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

Mr. Wood said yes.

Mr. Wood then read resolution of the Board of Commissioners of the Housing Authority of Plainfield to express their wish for a Happy Retirement to Wilfredo Velez.

Commissioner Bernard J. Horner made a motion to accept the resolution. Commissioner 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 read his report.

Under **Executive Directors Report**, Mr. Wood said we did mourn the passing of Ms. Maude Phillips. The ceremony was beautiful and thanked everyone for their attendance. Also, in regards to candidates that come to Richmond Towers, it is very important for the public to understand, we want to be fair to every candidate that is running from Republicans to Democrats to independent. Anytime we have anything here at Richmond Towers in reference to campaigning all three candidates have to be contacted, so it is done on one accord. We are not going to allow anymore separatism

and we want to have a third party that is not bias to anyone.

Under **Counsels Report**, Dan Smith said, we had thirteen (13) cases eleven (11) were dismissed and two (2) were lockouts. This month we have seven (7) cases.

Under **Chairwoman's Report**, Chairwoman Pamela Dunn-Hale said she did attend Maude's' funeral and she will be greatly missed. She then asked can we do a resolution for her so we can present to her family.

Mr. Wood said we will contact her family and present at next months' meeting.

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

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

Under **Personnel Committee**, No report.

Under **Finance Committee**, 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**, Board Reorganization meeting will be rescheduled for October.

Comments from the Floor: Claire Johnson, resident of West End Gardens said even though there is a sign that says no ball playing. Some of the children are still playing ball and have hit her car.

Randall Wood said to make an appointment with Ms. Renada Smith the Manager of West End Gardens.

Garnetta Dickens, resident of Richmond Towers said she is attending Pillar College.

She also had some concerns she would like addressed:

- Illegal activity
- Windows in the community room bathrooms are not locked

She then congratulated Mr. Wood and Mr. Marsh for a job well done.

Mr. Wood stated they will check the windows before they leave tonight.

There being no further business at hand, Chairwoman Pamela Dunn-Hale asked for a motion to adjourn. Commissioner Bernard J. Horner made a motion to approve. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:36 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

October 26, 2015

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

Mr. Wood called the meeting to order at 7:06 p.m. and announced that notice of this meeting had been satisfied as required under the Open Public Meetings Act through notification to the press, City Clerk, and posting of notices on the bulletin boards at City Hall, Joanne Hollis Gardens and Richmond Towers.

PRESENT: Chairwoman Pamela Dunn-Hale, Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Joylette Mills-Ransome, Dollie S. Hamlin and Bernard J. Horner

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

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

Chairwoman Pamela Dunn-Hale asked for a motion to approve the board meeting minutes of September 21, 2015.

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

Under **Bills and Contract Payments**, Chairwoman Pamela Dunn-Hale asked for a motion to approve the bills. Commissioner Joylette Mills-Ransome made a motion to approve the bills. Commissioner Dollie S. Hamlin seconded the motion and offered the attached

following **RESOLUTION NUMBER 9020** for consideration.

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

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

Mr. Wood said yes.

Under **Financial Report**, Mr. Matturro read his report. Then Mr. Wood read **RESOLUTION NO. 9022** Housing Authority of Plainfield Adopted Budget Fiscal Year: Period January 1, 2016 to December 31, 2016. Whereas, the Annual Budget and Capital Budget for the Housing Authority of Plainfield for the fiscal year period beginning January 1, 2016 and ending December 31, 2016 has been presented before the Members of the Housing Authority at its meeting of October 26, 2015.

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

Commissioner Dollie S. Hamlin made a motion. Commissioner Louise A. Colodne seconded the motion.

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

Under **Executive Directors Report**, Mr. Wood said he was very pleased and honored to be a part of the renaming of West End Gardens to Joanne Hollis Gardens. The event was successful and he thanked Ms. Chang, Mr. Hurd, Mr. Hare, Ms. Williams, President of the Richmond Towers Resident Association as well as Chairwoman Pamela Dunn-Hale.

Under **Counsels Report**, Dan Smith said, we had seven (7)) cases. Six (6) were defaults one (1) paid.

Under **Chairwoman's Report**, Chairwoman Pamela Dunn-Hale said in regards to Joanne Hollis event it was very well received. She asked Mr. Wood to make sure these items are addressed:

- Make sure all documentation is changed from West End Gardens to Joanne Hollis Gardens
- Regarding the Joanne Hollis sign on the 3rd Street side, the O in Joanne has to be realigned
- Readjust the sign on the 3rd St. side – cannot see it the way it is faced/facing
- Fencing
- Lighting
- Landscaping

Chairwoman Pamela Dunn-Hale then said the NAHRO conference in Los Angeles was very informative and the guest speaker was Magic Johnson. There was also a session on Financing that we will revisit.

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

Under **Capital Improvement and Procurement Committee**, Chairwoman Pamela Dunn-Hale asked did everyone receive the report and is it available to the public. Mr. Wood said yes.

Mr. Wood then read **RESOLUTION NO. 9021** the board of Commissioners of the Housing Authority of Plainfield to award a contract for the base bid in the amount of \$1,069,200.00 to Two Brothers Contracting, Inc. for the demolition of Elmwood Gardens.

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

Commissioner Joylette Mills-Ransome made a motion. Commissioner Jeanette M. Edghill seconded the motion.

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

Under **Personnel Committee**, No report.

Under **Finance Committee**, report already given and resolution already approved.

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

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

Under **Unfinished Business**, none.

Under **New Business**, none.

Comments from the Floor: Hattie Williams, President of the Richmond Towers Resident Association said job well done by Commissioners and HAP staff. She commended Chairwoman Pamela Dunn-Hale and Mr. Wood on letting the residents know at Joanne Hollis event this is not the “Projects” this is where they live. Randall Wood asked Hattie Williams to coordinate with Commissioner Louise A. Colodne regarding the Greenhouse here at the Towers. There being no further business at hand, Chairwoman Pamela Dunn-Hale asked for a motion to adjourn. Commissioner Bernard J. Horner made a motion to approve. Commissioner Dollie S. Hamlin seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:39 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

HOUSING AUTHORITY OF PLAINFIELD

Regular Board Meeting Minutes

December 21, 2015

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: Vice Chairman Joseph Ruffin, Commissioner (s) Louise A. Colodne, Jeanette M. Edghill, Joylette Mills-Ransome, Dollie S. Hamlin and Bernard J. Horner

ABSENT: Chairwoman Pamela Dunn-Hale.

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

Mr. Wood took a roll call and declared a quorum present. Vice Chairman Joseph Ruffin asked Dollie S. Hamlin for prayer. Dollie S. Hamlin offered prayer.

Vice Chairman Joseph Ruffin asked for a motion to approve the board meeting minutes of October 26, 2015.

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

Under **Bills and Contract Payments**, Vice Chairman Joseph Ruffin asked for a motion to approve the bills. Commissioner Dollie S. Hamlin made a motion to approve

the bills. Commissioner Bernard J. Horner seconded the motion and offered the attached following **RESOLUTION NUMBER 9024** for consideration.

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

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

Mr. Wood said yes.

Under **Financial Report**, Mr. Matturro said he met with the finance committee and stated the results through November 15 show a slight excess on expenses over revenue. Some additional costs incurred with the demolition and the closing of Elmwood Gardens and the Capital funds have been designated for the demolition. So we have to absorb some of these costs. We do have sufficient cash to cover our operating expenses.

Under **Executive Directors Report**, Mr. Wood said last month he appeared in front of City Council to give them a brief update regarding the Elmwood Gardens demolition:

- The demolition should start December 28, 2015.
- Kenny Environmental will do air monitoring, hazardous material and dust control
- There will be traffic control
- Section 3 – three (3) qualified applicants were hired
- Permits are ready

Under **Counsels Report**, Dan Smith said this month we had nineteen (19) cases for both amps. Last month we had seven (7) warrants of removal for lockouts.

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

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

Mr. Wood said yes.

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

Under **Personnel Committee**, No report.

Under **Finance Committee**, Mr. Wood read **RESOLUTION NO. 9025** 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.

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

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

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

Under the **Premier Community Development Corporation**, Vice-Chairman Joseph Ruffin asked did everyone receive the report and is it available to the public. Mr. Wood said yes.

Commissioner Louise A. Colodne asked if she could attend the next Premier Community Development Corporation (PCDC) meeting.

Mr. Wood said he will schedule a retreat meeting with PCDC/PHFC/ & HAP Commissioners. Also, PCDC board members will attend the next Capital Improvement & Procurement Committee meeting to give a brief synopsis.

Under **Unfinished Business**, none.

Under **New Business**, Vice-Chairman Joseph Ruffin said there are three (3) resolutions and asked Randall Wood to read them.

Mr. Randall Wood read **RESOLUTION NO. 9026** The Board of Commissioners of the Housing Authority of Plainfield to adopt the attached meeting schedule of the Board of

Commissioners for 2016.

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

Commissioner Bernard J. Horner made a motion. Commissioner Louise A. Colodne seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

RESOLUTION NO. 9027 The Board of Commissioners of the Housing Authority of Plainfield establishing the Holiday Calendar for fiscal year 2016.

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

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

RESOLUTION NO. 9028 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.

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

Commissioner Jeanette M. Edghill made a motion. Commissioner Joylette Mills-Ransome seconded the motion. Upon a call of the roll, all present voted in favor of the motion.

Comments from the Floor: Hattie Williams, resident and President of the Richmond Towers Resident Association wished all Commissioners, staff and Mr. Wood a Merry Christmas and Happy New Year.

There being no further business at hand, Vice-Chairman Joseph Ruffin asked for a motion to adjourn. Commissioner Dollie S. Hamlin made a motion to approve. Commissioner Bernard J. Horner seconded the motion. Upon a call of the roll, all present voted in favor of the motion. The time of adjournment was 7:50 p.m.

(SEAL)

Randall M. Wood
Secretary/Treasurer

