

February 2, 2021

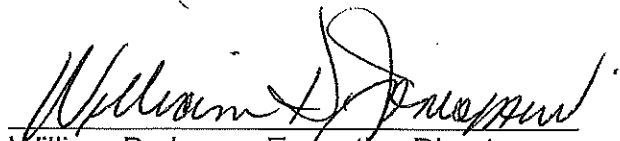
MEMO TO: Chairman Elizabeth Pollard
Vice-Chairman Wynona Ancrum
Commissioner Wilson Cano
Commissioner Jose Capitao
Commissioner Denise George-Carroll
Commissioner Nelson Gonzalez
Commissioner Victor Trujillo
Carmine J. Liotta – Attorney
Hon. Yolanda Roberts – City Clerk
The Star Ledger
File

FROM: William D. Jones, Executive Director

RE: REGULAR MEETING

The regular monthly meeting of the Housing Authority of the City of Elizabeth will be held on **Monday evening, February 8, 2021 at 6:00pm.**

PLEASE NOTE: ALL COMMISSIONERS MEETINGS WILL BE HELD AT THE ADMINISTRATION OFFICES, 688 MAPLE AVENUE, AT 6:00PM AS PER RESOLUTION #5640


William D. Jones, Executive Director

COMMISSIONERS NOTE: If you cannot attend the meeting, please contact the Administration Office prior to 4:30pm

AGENDA

REGULAR MEETING

FEBRUARY 8, 2021

- 1 Public Session
- 2 Adoption of the Minutes of the December 14, 2020 Meeting
- 3 Adoption of the Minutes of the January 7, 2021 Annual Meeting
- 4 Approving the Payment of bills dated February 4, 2021
- 5 Communications
- 6 Report of the Executive Director, William D. Jones
- 7 Old Business
- 8 New Business

RESOLUTIONS

- 9 Awarding a Contract for Fee Accounting Services for all Programs Administered by the Housing Authority of the City of Elizabeth.
- 10 Awarding a Contract for Management Information System Consultant.
- 11 Awarding Contract for Legal Services for all Housing Authority of the City of Elizabeth related matters.
- 12 Awarding a Purchase Order for Sidewalk Replacement at Kennedy Arms.
- 13 Authorizing the Executive Director to Purchase a New Vehicle (Ford Explorer).
- 14 Adjournment.

**MINUTES OF THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE CITY OF ELIZABETH**

February 8, 2021

The regular meeting of the Housing Authority of the City of Elizabeth was held on Monday evening, February 8th, 2021 at the Housing Authority of the City of Elizabeth Administration Building, 688 Maple Avenue, Elizabeth, NJ 07202.

The meeting was called to order by Chairman Elizabeth Pollard at 6:00pm with a Pledge of Allegiance to the Flag.

On roll call the following Commissioners answered present: Commissioners Capitaio, George-Carroll, Gonzalez, Pollard and Trujillo. "Absent": Commissioners Ancrum and Cano.

Others presents: William D. Jones, Executive Director and Carmine Liotta, Esquire, Attorney.

***Please note that the Commissioner Board was present via a telephone conference for this meeting.

Chairman Pollard announced that pursuant to the requirements of N.J.S.A. 10:4-10 of the Open Public Meeting Act, adequate notice of this meeting of the Housing Authority of the City of Elizabeth has been given by mailing the January 2021 Annual Meeting Schedule to the newspapers circulating within the County of Union and designated to receive such notice, and by posting the 2021 Annual Meeting Schedule on the Housing Authority office bulletin board and further by filing the Annual Meeting Schedule with the office of the City Clerk.

The Chairman requested that the above statement be entered in full in the minutes of the meeting by the Secretary of the Housing Authority.

Public Session:

None.

Commissioner Capitaio moved for the adoption of the minutes of the regular meeting of December 14, 2020. Seconded by Commissioner George-Carroll.

Adopted by the following vote: "AYES": Commissioners Capitaó, George-Carroll, Pollard and Trujillo. "NAYS": None. "ABSTAINED": Commissioner Gonzalez. "ABSENT": Commissioners Ancrum and Cano.

Commissioner Gonzalez moved for the adoption of the minutes of the Annual Meeting of January 7th, 2021. Seconded by Commissioner Jose Capitaó.

Adopted by the following vote: "AYES" Commissioners Capitaó, Gonzalez and Pollard. "NAYS": None. "ABSTAINED": Commissioners George-Carroll and Trujillo; "ABSENT": Commissioners Ancrum and Cano.

Commissioner Capitaó moved for the payment of the bills in the amount of: \$3,204,474.63 dated February 4th, 2021 and Seconded by Commissioner George-Carroll.

Adopted by the following vote: "AYES": Commissioners Capitaó, George-Carroll, Gonzalez, Pollard and Trujillo. "NAYS": None. "ABSTAINED": None. "ABSENT": Commissioners Ancrum and Cano.

Communications:

NONE

Report of the Executive Director:

HACE JOBS PLUS Program will officially kick off on Monday, February 1st, 2021 with an event that will be live-streamed on Facebook for those interested in attending. (if missed the event can be viewed at any time on Facebook page for Elizabeth Housing Authority). The staff have been working since last March with the receipt of the award of \$2.3 million dollars to create a jobs program to benefit the eligible residents of Mravlag Manor. As such, HACE has formed a strong team of skilled professionals to bring opportunities to the residents. They are as follows:

Project Director: LaChelle Thompson; Case Management Coordinator and Social Worker: Margaret Church; two college interns; Property Manager: Michael Buckley; Administrative Assistant Nathalie Bernier; Director of Administration Barbara Johnson and Accountant Curtis Myers; Deputy Executive Director: Catherine Hart.

HUD conducted 2 virtual site visits, one with all of our partnering agencies and one with residents interested in the program. These two visits were part of the protocols whereby HUD could evaluate HACE and see that we have accomplished all required milestones as outlined in the JOBS PLUS Program.

HACE is looking into the opportunity to partner with Revolution Foods and do a meal program for seniors who are Medicaid eligible and living in our buildings. Meetings have been scheduled to discuss the protocols of program to see if it will be both feasible and beneficial for HACE residents and staff.

The contract for Façade Restoration at Ford Leonard has be awarded to ARCO Construction. A notice to proceed has been issued and a kick-off meeting is being scheduled to formally start the project.

Under the E'port Homes project, the General Contractor, ARC Construction is moving forward with the construction of both buildings. We are at 53% completion on First Street and 40% completion on Third Street. The City of Elizabeth agreed to replace the water main on First Street in order to increase the water flow in the area. They will also be installing a new catch basin for the separation of the storm water. Helix Technology Group was retain to install the conduits and security system in both buildings. ARC will be completing the site work this month on First Street. Insulation was installed and the sheet rocking started. The building on Third Street is approximately one month behind.

The City of Elizabeth Planning Board approved our site plan for the 170-176 First Street project. The application for the PILOT was submitted to the City. We are waiting for the final requirements for the Housing Trust Fund application to DCA. We anticipate submitting the application in February.

Commissioner Gonzalez stated to the Board that he has attended the vaccine clinics at the Senior Sites and wanted to say that HACE has done a great job in organizing and vaccinating the seniors.

Mr. Jones also stated he was made aware that FEMA will be coming to administer vaccines. Residents of Elizabeth would have to register thru their church in order to get vaccinated.

Commissioner Cano joined the meeting at 6:12pm.

Old Business:

None.

New Business:

Commissioner George-Carroll stated that she viewed the live stream on Facebook for the Job Plus Program and that she enjoyed it very much and that it was well put together. She ask Mr. Jones how many of the residents have responded to this initiative. Mr. Jones responded that there were residents interested in the program but more initiative programs will be done.

Commissioner Gonzalez inquired if there were Senior Citizen applications still available. Mr. Jones stated that no, the list has been closed.

Commissioner George-Carroll introduced the following resolution and moved for its adoption:

RESOLUTION NO. **6233**
By: Commissioner George-Carroll

**RESOLUTION AWARDING CONTRACT FOR
FEE ACCOUNTING SERVICES FOR ALL
PROGRAMS ADMINISTERED BY
THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH**

BE IT and IT IS HEREBY RESOLVED: that a contract for fee accounting services shall be awarded to:

Polcari & Company
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470

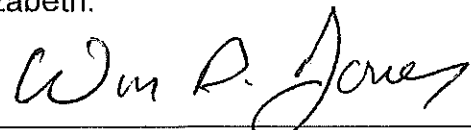
In an amount not to exceed seventy five thousand dollars (\$75,000.00) in accordance with Cost Proposal (hourly rate) submitted. This is in accordance with bids received on Wednesday, January 20th, 2021 and shall be for a one (1) year period from Date of Notice to Proceed.

Seconded by Commissioner Cano:

Adopted by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	()	()	()	(X)
Wilson Cano	(X)	()	()	()
Jose Capita	(X)	()	()	()
Denise George-Carroll	(X)	()	()	()
Nelson Gonzalez.	(X)	()	()	()
Elizabeth J. Pollard	(X)	()	()	()
Victor Trujillo	(X)	()	()	()

This is to certify that the above resolution was adopted at the regular meeting held on February 8th, 2021 and contained in the minutes of the Housing Authority of the City of Elizabeth.



William D. Jones
Secretary-Treasurer

Commissioner Gonzalez introduced the following resolution and moved for its adoption:

RESOLUTION NO. **6234**
By: Commissioner Nelson Gonzalez

**RESOLUTION AWARDING A CONTRACT FOR
A MANAGEMENT INFORMATION SYSTEM CONSULTANT**

BE IT and IT IS HEREBY RESOLVED; that a contract for a management information system consultant shall be awarded to:

All Covered
7000 Commerce Parkway – Suite A
Mt. Laurel, NJ 08054

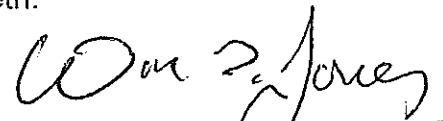
This contract will provide management information system services and not exceed \$64,060.00. The base service contract will not exceed the amount of \$39,060.00 (\$3,255.00 per month) with additional services at \$150.00 per hour not to exceed \$25,000.00. This is in accordance with bids received on Wednesday, December 23rd, 2020 and shall be for a one (1) year period from Date of Notice to Proceed.

Seconded by Commissioner Trujillo:

Adopted by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	()	()	()	(X)
Wilson Cano	(X)	()	()	()
Jose Capita	(X)	()	()	()
Denise George-Carroll	(X)	()	()	()
Nelson Gonzalez	(X)	()	()	()
Elizabeth J. Pollard	(X)	()	()	()
Victor Trujillo	(X)	()	()	()

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William D. Jones
Secretary-Treasurer

Commissioner George-Carroll introduced the following resolution and moved for its adoption:

RESOLUTION NO. 6235

By: Commissioner Denise George-Carroll

**RESOLUTION AWARDING CONTRACT FOR
LEGAL SERVICES FOR ALL
HOUSING AUTHORITY OF THE CITY OF ELIZABETH MATTERS**

BE IT and IT IS HEREBY RESOLVED: that a professional contract to provide legal services for the Housing Authority of the City of Elizabeth shall be awarded to:

**O'Brien, Liotta
1435 Morris Avenue
Union, New Jersey 07083**

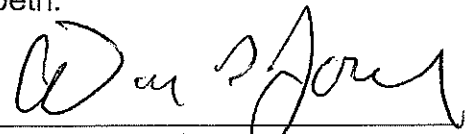
In an amount not to exceed fifty four thousand dollars (\$54,000.00) for a one (1) year period from Date of Notice to Proceed. This contract is to provide legal services for all Housing Authority of the City of Elizabeth related matters. This is in accordance with proposals received on Tuesday, January 20th, 2021 at the Housing Authority of the City of Elizabeth Administration offices.

Seconded by Commissioner Capitaio.

Adopted by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	()	()	()	(X)
Wilson Cano	(X)	()	()	()
Jose Capitaio	(X)	()	()	()
Denise George-Carroll	(X)	()	()	()
Nelson Gonzalez.	(X)	()	()	()
Elizabeth J. Pollard	(X)	()	()	()
Victor Trujillo	(X)	()	()	()

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William D. Jones
Secretary-Treasurer

Commissioner Trujillo introduced the following resolution and moved for its adoption:

RESOLUTION NO. **6236**
By: Commissioner Victor Trujillo

**RESOLUTION AWARDING A PURCHASE ORDER FOR SIDEWALK
REPLACEMENT AT KENNEDY ARMS**

BE IT and IT IS HEREBY RESOLVED; that a Purchase Order for Sidewalk Replacement at Kennedy Arms shall be awarded to:

Murray Paving
210 S. Newman Street
Hackensack, NJ 07601

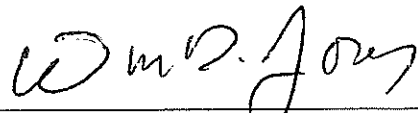
In an amount not to exceed thirty nine thousand twenty seven dollars and ninety seven cents (\$39,027.97) and to be completed within sixty days (60) from Date of Notice to Proceed. This is in compliance with NJSA 40A:11 which requires any purchase order over \$17,500.00 must be approved by the Governing Body.

Seconded by Commissioner George-Carroll.

Adopted by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	()	()	()	(X)
Wilson Cano	(X)	()	()	()
Jose Capita	(X)	()	()	()
Denise George-Carroll	(X)	()	()	()
Nelson Gonzalez	(X)	()	()	()
Elizabeth J. Pollard	(X)	()	()	()
Victor Trujillo	(X)	()	()	()

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William D. Jones
Secretary-Treasurer

Commissioner Gonzalez introduced the following resolution and moved for its adoption:

RESOLUTION NO. 6237
By: Commissioner Nelson Gonzalez

**AUTHORIZING THE EXECUTIVE DIRECTOR
TO PURCHASE A NEW VEHICLE**

BE IT and IT IS HEREBY RESOLVED; that this Board authorizes the Executive Director to purchase one (1) 2021 Ford Explorer (K8D) XLT. This vehicle will be purchased from:

**Beyer Ford
170 Ridgedale Avenue
Morristown, New Jersey 07962**

In an amount not to exceed thirty five thousand one hundred and fifty dollars and five cent (\$35,150.05) and to be delivered in one hundred fifty (150) days from Date of Notice to Proceed.

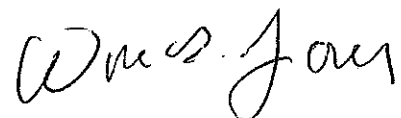
The new vehicle is being purchased under the Middlesex County COOP #ESCNJ 20/21-09. NJSA 40A:11 requires any purchase order (contract) over seventeen thousand five hundred dollars (\$17,500.00) must be approved by the Governing Body.

Seconded by Commissioner Capitaó.

Adopted by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	()	()	()	(X)
Wilson Cano	(X)	()	()	()
Jose Capitaó	(X)	()	()	()
Denise George-Carroll	(X)	()	()	()
Nelson Gonzalez	(X)	()	()	()
Elizabeth J. Pollard	(X)	()	()	()
Victor Trujillo	(X)	()	()	()

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William D. Jones
Secretary-Treasurer

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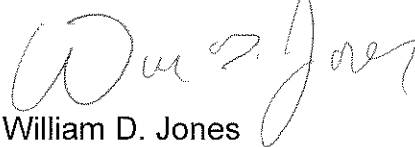
The following resolutions were adopted by a motion.

There being no further business to discuss, Commissioner George-Carroll moved to adjourn the meeting. Seconded by Commissioner Capítao.

Adopted by the following vote: "AYES": Commissioners Cano, Capítao, George-Carroll, Gonzalez, Pollard and Trujillo "NAYS": None. "ABSTAINED": None. "ABSENT": Commissioner Ancrum.

The meeting was therefore adjourned at 6:39p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Wm D. Jones". The signature is written in a cursive, flowing style.

William D. Jones
Secretary-Treasurer