

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

March 8, 2021

The regular meeting of the Housing Authority of the City of Elizabeth was held on Monday evening, March 8, 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 Ancrum, Cano, Capitaio, Pollard and Trujillo. "Absent": Commissioners George-Carroll and Gonzalez.

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 February 8th, 2021. Seconded by Commissioner Cano.

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

Commissioner Capitaio moved for the payment of the bills in the amount of: \$1,986,694.22 dated March 4, 2021 and Seconded by Commissioner Trujillo.

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

Communications:

2021 Capital Fund Grant awarded to HACE in the amount of \$3,580,448.00 was presented to the board.

United States Census 2020 Thank you Certificate was sent to HACE. Mr. Jones stated to the Board that the Housing Authority participated in getting the residents involved in the Census of 2020.

Report of the Executive Director:

In the mid-month of January 2021, HACE received notification that we will be eligible to host distribution clinics for the COVID-19 vaccines at our senior citizen buildings. Since January 11th each building including Farley Towers, Kennedy Arms, Ford-Leonard Towers, O'Donnell-Dempsey Towers and 205 First Street have distributed close to 600 vaccines to residents, staff and volunteers. The Second dose clinics have continued throughout the month of February and with the final round of clinics offered late February and beginning in March. To date HACE has vaccinated nearly 1500 individuals.

Because of HACE's involvement with the vaccine distribution, we were asked by TRINITAS hospital to assist in advertising and marketing vaccination clinics hosted by the hospital. Trinitas will conduct clinic at the Dunn Sports Center, Elizabeth High School on alternating days from the CITY FEMA distributions. Since discussions HACE has directly provided computer link to TRINITAS patient portal site for registration to more than 10 agencies that serve Elizabeth and Union County particularly those agencies that serve our most vulnerable populations and senior citizens.

HACE is participating with Robert Wood Jonson, New Jersey Health Initiatives, and the State of New Jersey Departments of Health and Age-Friendly Communities to design programming and funding opportunities around the pandemic and COVID-19 vaccines and to provide communities with both knowledge based resources as well as financial support. It is hoped that we can assist in the design of programming that will allow each community in the State to have the necessary resources they need to create specific programming that will be targeted to their community's needs. With best practices shared by HACE's initial vaccination distribution, the team is outlining templates of service that can be customizable for each program. How to get the message of importance out to community, how best to encourage people and reduce fears, how to quiet the misinformation, etc. The end goal is to get as many people in the State vaccinated and resume "normal" day-to-day-living.

Also, as part of our commitment and involvement in Age-friendly initiative with the State, HACE staff co-wrote an article pointing to the ways in which New Jersey's vaccine struggles are endemic to older-adult service systems. The case was made for why an age-friendly model could help the state better coordinate strategies for emergent issues (such as COVID-19 vaccines) while also tackling long-standing challenges that keep too many older adults from living their best lives.

Regarding Jobs Plus Program, since the official program commencement on February 1st, the Jobs Plus team has hosted several orientations to educate the residents of Mravlag Manor about the Jobs Plus Program. Thirteen residents have officially been assessed for the Jobs Plus program and have been working towards the goals that they have worked to set for themselves with their Case Manager. We have hosted several successful Jobs Plus University Classes, including two sessions of Psychology of Money hosted by Investors Bank which is a part of the Financial Literacy series residents will be participating in, as well as a Job Preparation Class which focused on how to write a cover letter which was hosted by the Elizabeth Public Library. With the help of the Jobs Plus Program, one resident was accepted into the Home Health Aide program offered by Jewish Family Services and will begin classes soon, and another resident is set to begin a 16 week class with Npower where he will have the opportunity to earn certifications recognized throughout the IT industry; the online, instructor led classes will be completely free to this resident and will culminate in a paid internship. Finally, through the Jobs Plus Earned Income Disregard, we have a resident who will be saving \$646.00 monthly in her rent due to being a part of the Jobs Plus Program.

A kick-off meeting with ARCO construction on February 11th, 2021 for the Façade Restoration project occurred at Ford Leonard Towers. The contractor has begun to mobilize this project.

Mr. Jones stated that on Tuesday, March 9th HACE was doing a walk thru on the First Street project.

Commissioner Ancrum stated that the project was looking very nice.

She also wanted to know if cameras were going to be put up on the Third Street project. Mr. Jones stated that he believed cameras will be install at the Third Street project.

Old Business:

None.

New Business:

Commissioner Cano asked if HACE was working on the Web Site. Mr. Jones stated that yes, HACE is working with the company and updating the web site.

Page Five March 8th, 2021 Minutes

The following resolutions were adopted by a motion.

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

RESOLUTION NO. 6238

By: Commissioner Wynona Ancrum

**AUTHORIZING THE EXECUTIVE DIRECTOR
TO PURCHASE OF A MINI SKID STEER**

BE IT and IT IS HEREBY RESOLVED; that this Board authorizes the Executive Director to purchase one (1) Mini Skid Steer from:

JESCO Inc.
118 Saint Nicholas Avenue
South Plainfield, NJ 07080

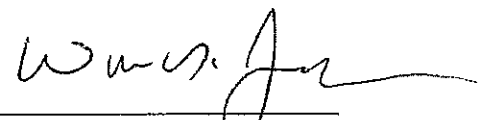
The Mini Skid Steer would primarily be used for snow removal but this is a multifunction unit that can be used for a variety of other tasks. To be purchased in an amount not to exceed twenty six thousand five hundred and eighty four dollars and thirty two cents (\$26,584.32) and to be delivered in one hundred fifty (150) days from Date of Notice to Proceed. This is being purchased under the Middlesex County COOP #ESCNJ 18/19-25. 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 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)	()	()	()

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



William D. Jones
Secretary-Treasurer

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

RESOLUTION NO. 6239
By: Commissioner Wynona Ancrum

**RESOLUTION AWARDING A CONTRACT FOR
LANDSCAPING SERVICES AT ALL HOUSING AUTHORITY OF
THE CITY OF ELIZABETH SITES**

BE IT and IT IS HEREBY RESOLVED; that a contract for landscaping services at all Housing Authority of the City of Elizabeth sites shall be awarded to:

Choppers Landscaping & Masonry Inc.
931 E. Elizabeth Avenue
Linden, NJ 07036

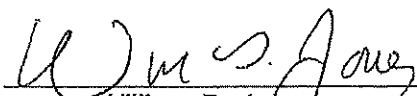
In an amount not to exceed \$104,145.00 for a one year period from Date of Notice to Proceed with the option for second and third year at the sole discretion of the Housing Authority of the City of Elizabeth. This is in accordance with State Contract regulations NJSA 40A:11 which requires any purchase order/contract over \$17,500.00 must be approved by the Governing Body.

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 through a telephone poll on March 8, 2021 and contained in the minutes of the Housing Authority of the City of Elizabeth.


William D. Jones
Secretary-Treasurer

The following resolution was approved for adoption through a telephone poll conducted on March 30, 2021:

RESOLUTION NO. 6240

By: Telephone Poll

RESOLUTION AWARDING A CONTRACT FOR APARTMENT TURNOVER FOR ALL HOUSING AUTHORITY OF THE CITY OF ELIZABETH SENIOR SITES

BE IT and IT IS HEREBY RESOLVED; that a contract for apartment turnover for all Housing Authority of the City of Elizabeth (HACE) senior sites shall be awarded to:

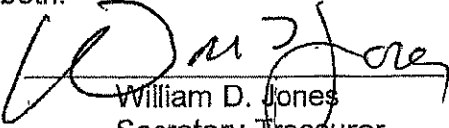
Magic Touch Construction Co., Inc.
59 W. Front Street
Keyport, NJ 07735

This is in an effort to alleviate backlog of vacancies occurred as result of impact of COVID-19 Pandemic particularly the vacancies at the Senior Sites. HACE will contract with named vendor to perform all necessary work-orders to repair and rehab units in effort to make ready for lease-up. The Contractor has agreed to a seven (7) day turnaround of each unit. The contract is in an amount not to exceed one hundred and fifty thousand dollars (\$150,000.00) from date of Notice to Proceed. This is in accordance with State Contract Regulations NJSA 40A:11 requires any purchase order /contract over \$17,500.00 must be approved by the Governing Body.

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 March 30, 2021 and contained in the minutes of the Housing Authority of the City of Elizabeth.


William D. Jones
Secretary-Treasurer

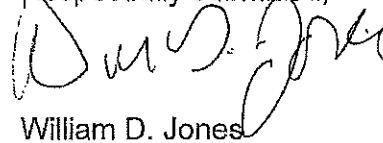
Page Six March 8th, 2021 Minutes

There being no further business to discuss, Commissioner Capitao moved to adjourn the meeting. Seconded by Commissioner Ancrum.

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

The meeting was therefore adjourned at 6:25p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W.D. Jones", written over a printed name.

William D. Jones
Secretary-Treasurer

