

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

May 10, 2021

The regular meeting of the Housing Authority of the City of Elizabeth was held on Monday evening, May 10, 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 Cano, Capitaio, Gonzalez, Pollard and Trujillo. "Absent": Commissioners Ancrum and George-Carroll.

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

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 April 12, 2021 Seconded by Commissioner Gonzalez.

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

Commissioner Capitao moved for the payment of the bills in the amount of: \$2,228,761.77 dated May 6, 2021 and Seconded by Commissioner Gonzalez.

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

Communications:

Award letter from HUD Congratulating HACE on the Capital Fund Emergency Safety and Security Grant for \$244,844.

Mrs. Hart stated to the Board that HACE was awarded an additional 33 Section 8 Vouchers.

Report of the Executive Director:

The Jobs Plus Program (JPP) has progressed with increased job opportunities as well as educational programming. At this stage in the program, 26 residents have been assessed and been assigned a case manager. We are continuing orientations 2 times a week offered at two different time slots to accommodate the schedules of our residents. Four residents completed job interviews resulting in two placements of full time employment and one part time position. Lineage Logistics and Evergreen Cemetery are currently employing residents who gained training through participation on our JPP program. Several residents have successfully completed intakes with the American Job Center and began their classes which include a Soft Skills class along with still training for their individualized career path they would like to begin. We are nearing the end of our first cycle of our Financial Literacy classes which will culminate in participants creating vision boards. The next cycle of Financial Literacy programming is set to start in July. So far in the second quarter of the program, there is a total of \$1,175.00 of rent being disregarded monthly through the Jobs Plus Earned Income Disregard incentive. The incentive component allows for residents to increase their earnings and NOT increase their rent portion. The amount that would be increased is calculated and paid by the JPP grant funds.

HACE received news in early April 2021 from NJ transit regarding a new bus service. For the past several years, HACE staff along with representatives from the Bayway Family Success Center and City have lobbied for increased routes. As such the 58 bus has been re-instituted on Sundays. The 58 bus provides direct access for residents of Mravlag Manor and surrounding community.

The building on First Street is scheduled to be completed by June 2021. The elevator, site work, kitchens and flooring work has been completed. The property management team is meeting on a weekly basis to transition the building to lease up. The water company (AmWater) will be installing the new water main on May 10th, 2021 and will improve the water flow in the neighborhood.

HACE has submitted the application as required by DCA through SAGE for the 170-176 First Street project. HACE expects to be notified of a decision from DCA by July 2021. If the application is approved our next step will be to prepare the construction documents to be approved by July and we anticipate a closing date by October-November 2021.

Submittals and some demolition work have started on the Façade Restoration project at Ford Leonard. The contractor is fully mobilized. An issue has been encountered regarding the substrate for the new panel replacement. There is a question on whether the existing material can handle the new panels. A representative from the manufacturer has visited the site and looked at the problem. A report and recommendation is pending.

Jose Sabater, Director of Redevelopment spoke to the Commissioner Board on the EPort Family Homes Apartment Project (158-168 First Street and 200-214 Third Street Elizabeth, NJ). Between both buildings there will be 60 units in total. Both building have one and two bedroom units, laundry room and parking space for the resident. Also, 15 units will be allocated for special needs population. The first building will be done in June and the application process is underway.

Old Business:

None.

New Business:

None.

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The following resolutions were adopted by a motion.

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

RESOLUTION NO. **6242**
By: Commissioner Nelson Gonzalez

RESOLUTION AWARDING CONTRACT/PURCHASE ORDER FOR THE ANNUAL SERVICE AND REPAIR OF THE HEATING SYSTEMS AT ALL HOUSING AUTHORITY OF THE CITY OF ELIZABETH SITES

BE IT and IT IS HEREBY RESOLVED; that a contract/purchase order for the Annual Service and Repair of Heating Systems at all Housing Authority of City of Elizabeth sites shall be awarded to:

Manhattan Welding Company, Inc.
1434 Chestnut Avenue
Hillside, NJ 07205

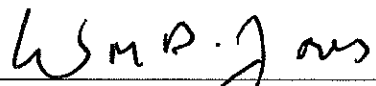
In an amount not to exceed one hundred and fifty thousand dollars (\$150,000.00) for a one (1) year period from Date of Notice to Proceed. This is in compliance with NJSA: 40A:11 which requires any contract (purchase order) over seventeen thousand five hundred dollars (\$17,500.00) be approved by the 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 May 10, 2021 and contained in the minutes of the Housing Authority of the City of Elizabeth.



William D. Jones
Secretary-Treasurer

Commissioner Capitaio introduced the following resolution for its adoption:

RESOLUTION NO. **6243**
By: Commissioner Jose Capitaio

RESOLUTION CERTIFYING THAT THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH HAVE REVIEWED AND APPROVED THE AUDITORS REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2020 BY HYMANSON, PARNES AND GIAMPAOLO, CPA'S

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the City of Elizabeth hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2020 and specifically has reviewed the sections of the audit report entitled **“Financial Statements”**, **“Supplementary Information”** and **“Other Reports and Comments”** and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

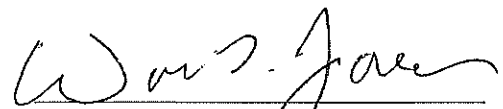
BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON MAY 10, 2021.

Seconded by Commissioner Trujillo. 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

cc: MM

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

RESOLUTION NO. 6244
By: Commissioner Nelson Gonzalez

RESOLUTION AWARDING A CONTRACT FOR THE PURCHASING OF CLEANING SUPPLIES FOR ALL THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH SITES

BE IT and IT IS HEREBY RESOLVED; that a contract for the purchase of Cleaning Supplies for all Housing Authority of the City of Elizabeth Sites shall be awarded to:

Spruce Industries
759 E. Lincoln Avenue
Rahway, NJ 07036

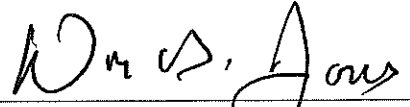
In an amount not to exceed forty five thousand dollars (\$45,000.00) for a one (1) year period from Date of Notice to Proceed. This is in accordance with State Contract regulations NJSA 40A:11 which requires any purchase order (contract) over \$17,500.00 must be approved by the Governing Body.

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)	()	()	()
Cristina Pinzon	(X)	()	()	()
Elizabeth J. Pollard	(X)	()	()	()

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William D. Jones
Secretary-Treasurer

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

RESOLUTION NO. 6245
By: Commissioner Jose Capitaio

**RESOLUTION APPROVING THE SUBMISSION OF THE FYE JULY 1, 2021 TO
JUNE 30, 2022 OPERATING BUDGET AND FISCAL POLICIES TO
THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

WHEREAS; the Annual Budget and Capital Budget/Program for the Housing Authority of the City of Elizabeth for the fiscal year beginning July 1, 2021 and ending June 30, 2022 has been presented before the governing body of the Housing Authority of the City of Elizabeth at its open public meeting held May 10, 2021; and

WHEREAS; the Annual Budget as introduced reflects Total Revenues of \$26,765,741, Total Appropriations, including any Accumulated Deficit if any of \$26,511,994 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS; the Capital Budget as introduced reflects Total Capital Appropriations of \$6,200.000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

WHEREAS; the schedule of rents, fees and other chargers in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS; the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law;

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the City of Elizabeth, at an open public meeting held on **May 10, 2021** that the Annual Budget, including all related Schedules, and the Capital Budget/Program of the Housing Authority of the City of Elizabeth for the fiscal year beginning July 1, 2021 and ending June 30, 2022 is hereby **approved**; and

RESOLUTION #6245
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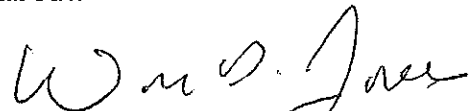
BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT AND IT IS FURTHER RESOLVED, that the governing body of the Housing Authority of the City of Elizabeth will consider the Annual Budget and Capital Budget/Program for adoption on June 14, 2021.

Seconded by Commissioner Gonzalez. Adopted by the following vote:

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

This is to certify that the above resolution was adopted at the regular meeting held on May 10, 2021 and contained in the minutes of the Housing Authority of the City of Elizabeth.



William D. Jones
Secretary-Treasurer

cc: BT

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

RESOLUTION NO. **6246**
By: Commissioner Jose Capitao

**TO RATIFY LATE INTRODUCTION AND SUBMISSION OF
THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH
BUDGET FOR THE FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022**

WHEREAS; the regulatory deadline for introduction of the Authority's Budget (May 1) is two months prior to the beginning of the Authority's Fiscal Year (July 1) and

WHEREAS; the Authority's budget projections are substantially affected by HUD's Operating Subsidy Calculations and Formulas and,

WHEREAS; details related to additional funding provided by HUD in response to the Ross Grant and the Emergency Safety and Security Grant were not made available to the Housing Authority of the City of Elizabeth until April 5, 2021 and April 13, 2021 respectively, the Authority was required to take additional time in estimating its total 2021 and 2022 operating subsidy amounts, and

WHEREAS; said Housing Authority Budgets are each now ready for introduction,

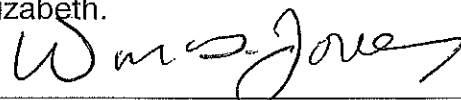
NOW THEREFORE, BE IT RESOLVED; by the Commissioners of the Housing Authority of the City of Elizabeth as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Housing Authority of the City of Elizabeth's budget for the fiscal year July 1, 2021 to June 30, 2022.

Seconded by Commissioner Cano:

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

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William D. Jones
Secretary-Treasurer

cc: *HH*

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

RESOLUTION NO. **6247**
By: Commissioner Nelson Gonzalez

**AMENDING RESOLUTION #6215 CONTRACT #20C-09
WINDOW REPLACEMENT AT FARLEY TOWERS AND KENNEDY ARMS
CHANGE ORDER NO. 2**

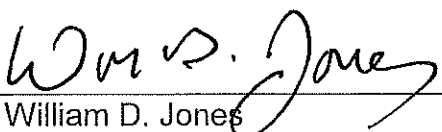
BE IT and IT IS HEREBY RESOLVED; that Resolution #6215, Contract #20C-09, for Window Replacement at Farley Towers and Kennedy Arms with Premier Group Inc. 306-A Capitol Street, Saddle Brook, NJ 07663 shall be amended thru Change Order No. 2 in an increased amount of \$36,491.71. This change order is for a credit due to a change in one of the windows being installed as well as additional cost for removal and installation of new window security screens on the First Floor of Farley Towers.

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)	()	()	()

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William D. Jones
Secretary-Treasurer

CC: MM
JV

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

RESOLUTION NO. 6248
By: Commissioner Victor Trujillo

**AMENDING RESOLUTION #6228 CONTRACT #20C-15
FAÇADE RESTORATION AT FORD-LEONARD TOWERS
CHANGE ORDER #1**

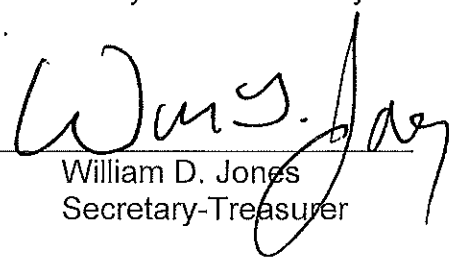
BE IT and IT IS HEREBY RESOLVED; that Resolution #6228 for Façade Restoration at Ford-Leonard Towers with ARCO Construction Inc., 15 Fairfield Place, West Caldwell, NJ 07066 shall be amended thru Change Order No. 1 in an increased amount of \$103,350.00. This change order is for the replacement of existing exterior sheathing with new exterior sheathing. The existing sheathing was found to be brittle and is inadequate to provide a proper weather barrier along with the new composite metal panels.

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

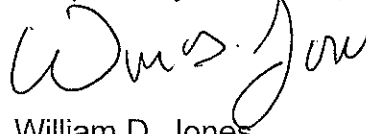
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There being no further business to discuss, Commissioner Gonzalez moved to adjourn the meeting. Seconded by Commissioner Cano.

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

The meeting was therefore adjourned at 6:45p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Wm D. Jones". The signature is written in a cursive style with a large, looped "J" at the end.

William D. Jones
Secretary-Treasurer