

July 8, 2021

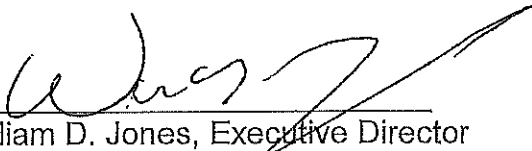
MEMO TO: Chairman Elizabeth Pollard
Vice Chairman Wynona Ancrum
Commissioner Wilson Cano
Commissioner Jose Capita
Commissioner Denise George-Carroll
Commissioner Nelson Gonzalez
Commissioner Victor Trujillo
Carmine J. Liotta, Attorney
Hon. Yolanda Roberts, City Clerk
The Star Ledger
File

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, July 12, 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 4:30 p.m.

AGENDA

REGULAR MEETING

JULY 12, 2021

- 1 Public Session
- 2 Adoption of the Minutes of the June 14, 2021 Meeting
- 3 Approving the Payment of bills dated July 12, 2021
- 4 Communications
- 5 Report of the Executive Director, William D. Jones
- 6 Old Business
- 7 New Business

RESOLUTIONS

- 8 Awarding a Purchase Order for Security Systems Consulting Services for the Housing Authority of the City of Elizabeth.
- 9 Awarding a Contract for Roof Repairs at Mravlag Manor and the Administration Building.
- 10 Awarding a Purchase Order/Contract for Plumbing Repair Services at all Housing Authority of the City of Elizabeth Sites.
- 11 Amending Resolution #6231 – Cancelling the August 9th, 2021 Commissioner's Meeting.
- 12 Authorizing the Executive Director to Write-Off Certain Uncollectable Tenant Accounts Receivable.
- 13 Adjournment.

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

July 12, 2021

The regular meeting of the Housing Authority of the City of Elizabeth was held on Monday evening, July 12, 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, Capitao, Pollard and Trujillo. "Absent": Commissioners Denise George-Carroll and Nelson Gonzalez.

Others presents: William D. Jones, 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 Capitao moved for the adoption of the minutes of the regular meeting of June 14, 2021 Seconded by Commissioner Cano.

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

Commissioner Capitaio moved for the payment of the bills in the amount of: \$2,140,429.94 dated July 12, 2021 and Seconded by Commissioner Ancrum.

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

Communications:

A email was handed out about the Leo Dauwer and the Housing & Development Law Institute seminar on Effective PHA Governance During & Post-Pandemic: September 9-12, 2021; September 13-14, 2021 and September 16-17, 2021. All the sessions will be held virtually on Zoom. Mr. Jones stated that if anyone wanted to attend the conference to contact Ana Maria.

Report of the Executive Director:

HACE and the Jobs Plus Program team members hosted a Job Fair at Mravlag Manor on June 17th, 2021. Nearly twenty employers attended the fair including Amazon, Council for Airport Opportunity, Lineage Logistics, Wellcare and Zelmetric to name a few. One of our Mravlag Manor residents was hired on the spot by Amazon along with many other interested candidates who filled out applications and had preliminary interviews conducted. The event served in part to not only give people some one-on-one interactions with potential employers but gave people a chance to enjoy some outdoor fun, including hamburgers, hot dogs, drinks, and music. Kids were welcomed too and shared in some craft activities as well as face painting.

HACE in conjunction with the JOBS PLUS initiative is creating a Culinary Arts Program to be hosted by Celebrity Chef Ameer Natson. The program will be funded through a collaboration with Community Access. The outline of program is below:

COOK, LEARN, GROW
CULINARY TRAINING PROGRAM

CLG brings world-class culinary resources to the Mravlag Manor community in partnership with Celebrity Chef Ameer and the Housing Authority of the City of Elizabeth (HACE) Jobs Plus Program in a 12 Week Fully Immersive Adult Culinary Training Program and pathway to a career in culinary arts.

In this part-time Certificate Course Clients will learn important principles and practical techniques for operating a food business or establishing a professional career as a food professional:

Client(s) Will Learn:

- The Art of Professional Cooking
- Culinary Foundations
- Food Safety and Sanitation
- Hands on Cooking Instruction
- Interactive Food Production Tours
- Servsafe Standards

At the conclusion of the program each participant will receive a Certificate of Skill Attainment and A Workplace Readiness Assessment.

Mr. Jones explained to the Board that this will be a 12 week program. Monday thru Thursday's from 10:00am – 2:00pm starting with an orientation session that will be held on July 12, 2021. The program will begin on July 19th, 2021 ending on October 21st, 2021 with a graduation ceremony and dinner.

HACE staff has once again partnered with GROUNDWORK Elizabeth and will be hosting the HACE Housing Environmental Action Team (HEAT) Program for youth ages 14-18. The program will be a paid internship for youth; a 7 week program beginning July 7th through August 23rd from 10am to 3pm daily. Program activities include: beach clean-up and kayaking; science explorations at Rutgers University; hiking the Watchung Mountains; learning how to garden and use basic power tools; nature walks at Kean's Skyland campus. The interest in the program can result into HACE youth engaging with Groundworks' Greenteam as well as completing a job resume and exploring local and regional environments in a safe and educational manner.

Full demolition work is under way for the Façade Restoration at Ford Leonard Towers. A change order has been approved to fully replace the substrate on the building façade. This will allow the new paneling to be properly installed and make a complete vapor barrier. We are considering a power wash to the brick façade section of the building. A

proposal has been requested from ARCO. Power washing the building will help blend the new brick work to the existing bricks.

The Commissioner's requested a tour of the new building that is being constructed when done. Mr. Jones will advise on a date for the tour.

Old Business:

None.

New Business:

None.

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The following resolutions were adopted by a motion.

cc: MM
BJ
CH

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

RESOLUTION NO. 6257
By: Commissioner Wynona Ancrum

**RESOLUTION AWARDING A PURCHASE ORDER FOR
SECURITY SYSTEMS CONSULTING SERVICES**

BE IT and IT IS HEREBY RESOLVED; that a purchase order for Security Systems Consulting Services for the Housing Authority of the City of Elizabeth shall be awarded to:

Unified Technology Partners (UTP)
P.O. BOX 401
Cedar Grove, NJ 07009

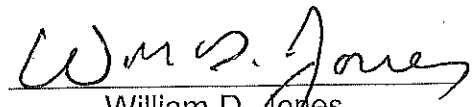
In an amount not to exceed forty thousand dollars (\$40,000.00) for services to assist with maintaining the cameras as needed and to design additional coverage when required. This purchase order is for a one year from Date of Notice to Proceed. This is in accordance with State Contract regulations NJSA 40A:11 requires any purchase order (contract) over \$17,500.00 must be approved by the Governing Body.

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)	()	()	()

This is to certify that the above resolution was adopted at regular meeting held on July 12, 2021 and contained in the minutes of the Housing Authority of the City of Elizabeth.


William D. Jones
Secretary-Treasurer

cc: MM
BT
JV

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

RESOLUTION NO. 6258
By: Commissioner Jose Capitao

**RESOLUTION AWARDING A CONTRACT FOR ROOF REPAIRS AT MRAVLAG MANOR
AND THE ADMINISTRATION BUILDING**

BE IT and IT IS HEREBY RESOLVED; that a contract for roof repairs at Mravlag Manor and the Administration Building shall be awarded to:

S & A General Contracting
207 Shelley Avenue
Elizabeth, NJ 07208

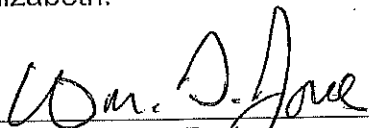
This is for various roof repairs for all Mravlag Manor buildings and the Administration building. In an amount not to exceed eighteen thousand five hundred and ninety five hundred dollars (\$18,595.00) and to be completed within a ninety day (90) period from Date of Notice to Proceed. This is in accordance with State Contract regulations NJSA40A: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 Capitao	(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: UM
BJ

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

RESOLUTION NO. **6259**
By: Commissioner Wynona Ancrum

RESOLUTION AWARDING A CONTRACT/PURCHASE ORDER FOR PLUMBING REPAIR SERVICES AT ALL HOUSING AUTHORITY OF THE CITY OF ELIZABETH SITES

BE IT and IT IS HEREBY RESOLVED; that a Contract/Purchase Order for plumbing repair services at all Housing Authority of the City of Elizabeth sites shall be awarded to:

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


In an amount not to exceed one hundred and twenty five thousand dollars (\$125,000.00) for a one (1) year period from Date of Notice to Proceed. This is in compliance with NJSA 40A:11 which requires any purchase order over \$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 Capitao	(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 Capitao introduced the following resolution and moved for its adoption:

RESOLUTION NO. 6260
By: Commissioner Jose Capitao

AMENDING RESOLUTION #6231, ESTABLISHING HOUSING AUTHORITY OF THE CITY OF ELIZABETH BOARD OF COMMISSIONERS MEETING DATES, FEBRUARY THROUGH DECEMBER 2021 AND ANNUAL MEETING DATE OF JANUARY 6, 2022

WHEREAS; the Housing Authority of the City of Elizabeth Board of Commissioners, at the annual meeting January 7th, 2021, adopted the meeting dates for the year 2021 including an August 9th, 2021 meeting through Resolution #6231;

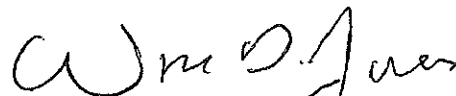
BE IT AND IS HEREBY RESOLVED; that the meeting date of Monday, August 9th, 2021 shall be **cancelled** at this time, and Commissioners meetings will resume on Monday, September 13th, 2021 at 6:00pm.

Seconded by Commissioner Ancrum:

Adopted by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	(X)	()	()	()
Wilson Cano	(X)	()	()	()
Jose Capitao	(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: BT

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

RESOLUTION NO. 6261
By: Commissioner Wynona Ancrum

**AUTHORIZING THE EXECUTIVE DIRECTOR TO WRITE OFF CERTAIN
UNCOLLECTABLE TENANT ACCOUNTS RECEIVABLES**

BE IT and IT IS HEREBY RESOLVED; that the Executive Director, in accordance with the U.S. Department of Housing and Urban Development guidelines, is authorized to write-off the following uncollectable balances on vacated apartments for a total amount of fifty three thousand eight hundred and thirty eight dollars and eighty cents (\$53,838.80) covering thirty six (36) cases for the fiscal year ending June 30th, 2021.

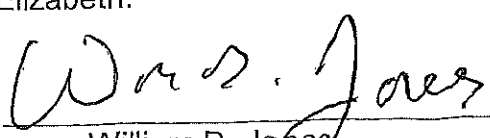
Mravlag Manor	NJ 3-1	\$ 16,841.00
Farley Towers	NJ 3-4	\$ 10,491.00
Kennedy Arms	NJ 3-5	\$ 1,750.00
Ford-Leonard	NJ 3-6	\$ 6,049.50
O'Donnell Dempsey	NJ 3-8	<u>\$ 18,707.30</u>
	TOTAL:	\$ 53,838.80

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

cc: HM
JV
BJ

The following resolution was approved for adoption through a telephone poll conducted on July 26, 2021:

RESOLUTION NO. 6262
By: Telephone Poll

RESOLUTION AWARDING A CONTRACT/PURCHASE ORDER FOR MISCELLANEOUS ENGINEERING SERVICES AT ALL HOUSING AUTHORITY OF THE CITY OF ELIZABETH SITES

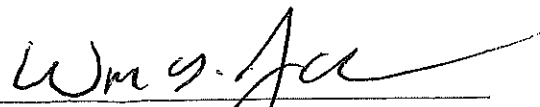
BE IT and IT IS HEREBY RESOLVED; that a Contract/Purchase Order for Miscellaneous Engineering Services at all Housing Authority of the City of Elizabeth sites shall be awarded to:

CME Associates
3141 Bordentown Ave.
Parlin, NJ 08859

In an amount not to exceed twenty five thousand dollars (\$25,000.00) for a one (1) year period from Date of Notice to Proceed. This is in compliance with NJSA 40A:11 which requires any purchase order over \$17,500.00 must be approved by the Governing Body.

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	(X)	()	()	()
Wilson Cano	()	()	()	(X)
Jose Capiao	()	()	()	(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 July 26, 2021 and contained in the minutes of the Housing Authority of the City of Elizabeth.



William D. Jones
Secretary-Treasurer

C.C.M.A.

The following resolution was approved for adoption through a telephone poll conducted on July 26, 2021:

RESOLUTION NO. 6263
By: Telephone Poll

**RESOLUTION AWARDING A CONTRACT FOR
SUPPLY OF COIN OPERATED LAUNDRY ROOM SERVICES
AT ALL HOUSING AUTHORITY OF THE CITY OF ELIZABETH SENIOR SITES**

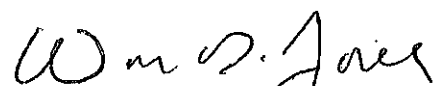
BE IT and IT IS HEREBY RESOLVED; that a Contract for Coin Operated Laundry Room Services at all Housing Authority of the City of Elizabeth (HACE) Senior Sites shall be awarded to:

**Caldwell & Gregory
129 Broad Street Road
Manakin-Sbot, VA 23103**

This contract is for the replacement of all washers and dryers at all HACE Senior Sites Laundry Rooms. The contractor shall pay a firm, fixed percentage share of 75% to HACE. This is for a period of three (3) years from Date of Notice to Proceed with the option to renew for a Fourth and Fifth year at the sole discretion of the Housing Authority of the City of Elizabeth. This is in compliance with NJSA 40A:11 which requires any purchase order over \$17,500.00 must be approved by the Governing Body.

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

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William D. Jones
Secretary-Treasurer

The following resolution was approved for adoption through a telephone poll conducted on September 7, 2021:

RESOLUTION NO. 6264
By: Telephone Poll

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE THE REVISION OF THE SECTION 8 RENTAL ASSISTANCE ADMINISTRATIVE PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH

WHEREAS; the Housing Authority of the City of Elizabeth (HACE) is required by federal regulation to establish and adopt written policies for the Section 8 Rental Assistance Administrative Plan residents; and

WHEREAS; HACE must update its plans and policies in order to meet local policy changes; and

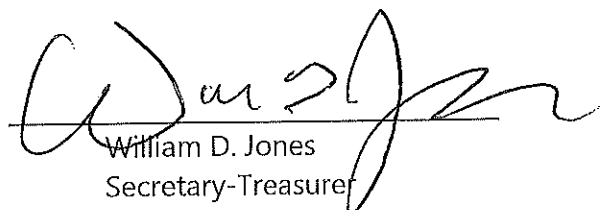
WHEREAS; the Department of Housing and Urban Development (HUD) regulations require HACE's Board of Commissioners to approve all revisions made to policies affecting the operations of the Section 8 Rental Assistance Program; and

BE IT AND IT IS HEREBY RESOLVED; that HACE will establish category of "Involuntary Displacement Preference" and formally adopt the proposed revisions to the Section 8 Rental Assistance Administrative Plan and in accordance with Section Method 4-III.C.24CFR 982.202(d) and 24CFR 982.207 regarding the establishment of the resident selection process to include a preference to be given to families displaced as a result of a natural disaster or government action. (The displacement must have occurred within six months of requesting the involuntary displacement preference.)

Adopted by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Wynona J. Ancrum	(X)	()	()	()
Wilson Cano	(X)	()	()	()
Jose Capitao	(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 September 7, 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 September 7, 2021:

RESOLUTION NO. 6265
By: Telephone Poll

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE THE REVISION OF THE PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY FOR THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH

WHEREAS; the Housing Authority of the City of Elizabeth (HACE) is required by federal regulation to establish and adopt written policies for the admission and continued occupancy of Public Housing Program residents; and

WHEREAS; HACE must update its existing admission and continued occupancy plans and policies in order to meet local policy changes; and

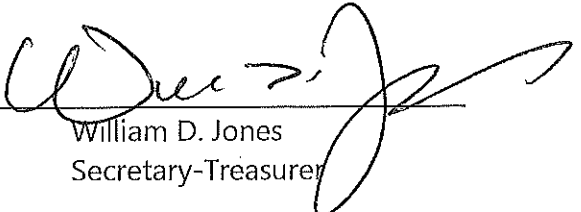
WHEREAS; the Department of Housing and Urban Development (HUD) regulations require HACE's Board of Commissioners to approve all revisions made to policies affecting the operations of the Public Housing Programs; and

BE IT AND IT IS HEREBY RESOLVED; HACE will establish category of "Involuntary Displacement Preference" and formally adopt the proposed revisions to the Admissions and Occupancy Policy and in accordance with Section Method 4-III.B. 24CFR 960.206 regarding the establishment of the resident selection process to include a preference to be given to families displaced as a result of a natural disaster or government action. (The displacement must have occurred within six months of requesting the involuntary displacement preference.

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

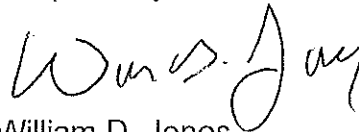
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There being no further business to discuss, Commissioner Ancrum moved to adjourn the meeting. Seconded by Commissioner Cano.

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

The meeting was therefore adjourned at 6:21p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Wm D. Jones". The signature is written in black ink and is positioned above the printed name and title.

William D. Jones
Secretary-Treasurer