

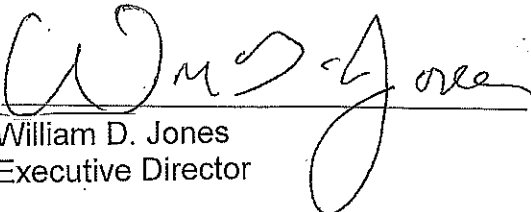
December 28, 2022

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

FROM: William D. Jones, Executive Director

RE: REORGANIZATION MEETING
HOUSING AUTHORITY OF THE CITY OF ELIZABETH NEW JERSEY

Pursuant to Article III, Section I of the by-laws of the Housing Authority of the City of Elizabeth, the annual Meeting of this Authority will be held on **Thursday, January 5th, 2023 at the Administration Office, 688 Maple Ave., Elizabeth, NJ at 5:30p.m.**


William D. Jones
Executive Director

COMMISSIONERS NOTE: If you cannot attend the meeting, please contact this office prior to 4:00pm.

AGENDA

REORGANIZATION MEETING

JANUARY 5th, 2023

1. Meeting is called to order by the Secretary-Treasurer.
2. Salute to the Flag.
3. Secretary-Treasurer reads the Sunshine Law.
4. Secretary-Treasurer calls the Roll.
5. The Secretary-Treasurer states the first Order of Business.
6. Nominations for Temporary Chairman.
7. Secretary-Treasurer announces the result of the vote for Temporary Chairman.
8. The Temporary Chairman calls for nominations for Permanent Chairman.
9. The Secretary-Treasurer announces the result of the vote for the Permanent Chairman.
10. The Chairman calls for the nomination of a Vice-Chairman.
11. The Secretary-Treasurer announces the result of the vote for Vice-Chairman.

RESOLUTIONS:

12. Establishing the Board of Commissioners meeting dates for The Housing Authority of the City of Elizabeth monthly meetings, February 2023 thru December 2023 and the Annual Meeting Date January 4th, 2024.
13. Awarding a Contract for Testing & Inspecting Fire Alarms at all HACE Sites
14. Authorizing the Executive Director to amend HACE's 2022-2023 Annual Plan
15. Adjournment.

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

January 5, 2023 – 5:30pm

The annual meeting of the Housing Authority of the City of Elizabeth was held on the 5th, day of January 2023 at the Administration Offices of the Housing Authority of the City of Elizabeth, 688 Maple Avenue, Elizabeth, New Jersey 07202.

The meeting was called to order by the Executive Director at 5:30p.m.with the Pledge of Allegiance to the Flag.

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

Others present: William D. Jones, Executive Director, Catherine Hart, Deputy Director and Carmine Liotta, Esq.

The Executive Director announced that pursuant to the requirements of N.J.S.A. 10: 4-10 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 2022 Annual Meeting schedule to the newspapers circulating within the County of Union and designated to give such notice, and by posting the 2022 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 Executive Director requested that the above statement be entered in full in the minutes of this meeting by the Secretary of the Housing Authority.

PAGE TWO ANNUAL MEETING MINUTES JANUARY 5, 2023

The Secretary-Treasurer, William D. Jones called for the nomination of a temporary Chairman.

Commissioner Ancrum nominated Commissioner Capitaio for temporary Chairman. Seconded by Commissioner George-Carroll. There being no further nominations the Secretary-Treasurer declared the nominations closed.

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

RESULTS: Six (6) votes cast for Commissioner Capitaio.

RESULTS: Commissioner Capitaio becomes the temporary Chairman.

The temporary Chairman Capitaio called for the nomination of a permanent Chairman.

Commissioner Trujillo nominated Commissioner Cano and Commissioner Ancrum nominated Commissioner Capitaio.

Commissioner Capitaio thanked Commissioner Ancrum but respectfully declined the nomination. Commissioner Ancrum nominated Commissioner Cano also.

At this time there were no other nominations for permanent Chairman. The Secretary-Treasurer declared the nominations closed.

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

RESULTS: Six (6) votes for Commissioner Cano.

RESULTS: Commissioner Cano assumes the position of Chairman.

PAGE THREE ANNUAL MEETING MINUTES JANUARY 5, 2023

Chairman Cano calls for nomination of a Vice-Chairman.

Commissioner George-Carroll nominates Commissioner Trujillo. Seconded by Commissioner Capitaio.

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

RESULTS: Six (6) votes for Commissioner Trujillo.

RESULT: Commissioner Trujillo assumes the position of Vice-Chairman.

PAGE FOUR ANNUAL MEETING MINUTES JANUARY 5, 2023

The following Resolutions were approved for adoption

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

RESOLUTION NO. **6338**
By: Commissioner Wynona Ancrum

RESOLUTION ESTABLISHING THE BOARD OF COMMISSIONERS MEETING DATES FOR THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH FEBRUARY 2023 THROUGH DECEMBER 2023 AND THE ANNUAL MEETING DATE OF JANUARY 4th, 2024

WHEREAS; in accordance with the "Open Public Meeting Act" that became law in January 1976, the Authority has compiled a list of regular monthly meeting dates, now therefore;

BE IT AND IS HEREBY RESOLVED; that the following meeting dates will be designated as the regular monthly meeting dates of this Authority to be held on the second Monday of the month at 6:00p.m., at the Administration Office – 688 Maple Avenue, Elizabeth, NJ (unless otherwise specified), for the year 2023 and the annual meeting date of January 4th, 2024 at 5:30p.m.;

February 6, 2023	June 12, 2023	October 2, 2023
March 13, 2023	July 10, 2023	November 13, 2023
April 10, 2023	*August 14, 2023	December 11, 2023
May 8, 2023	September 11, 2023	
Annual Meeting Thursday, January 4, 2024		

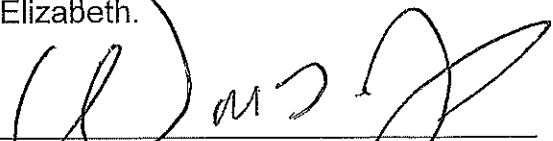
*August 14, 2023 (If Needed)

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)	()	()	()

This is to certify that the above resolution was adopted at the annual meeting held on Thursday, January 5, 2023 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. 6339
By: Commissioner Wynona Ancrum

**RESOLUTION AWARDING A CONTRACT/PURCHASE ORDER
FOR THE TESTING AND INSPECTING OF FIRE ALARMS AT ALL
HOUSING AUTHORITY OF THE CITY OF ELIZABETH SITES**

BE IT and IT IS HEREBY RESOLVED; that a Contract/Purchase Order for the testing and inspection of fire alarm systems at all Housing Authority of the City of Elizabeth sites shall be awarded to:

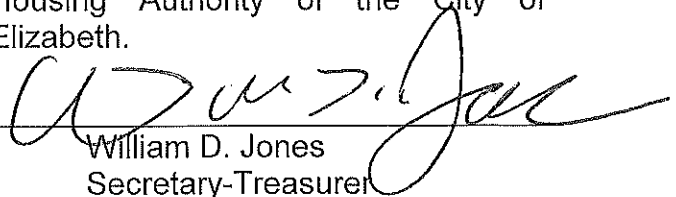
Innovative Fire Technologies, LLC
P. O. BOX 326
Union, NJ 07083

In an amount not to exceed forty thousand dollars (\$40,000.00). Fourteen thousand and nine hundred dollars (\$14,900.00) for testing and inspection and twenty five thousand and one hundred dollars (\$25,100.00) as needed for repairs. 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 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)	()	()	()

This is to certify that the above resolution was adopted at the annual meeting held on January 5, 2023 and contained in the minutes of the Housing Authority of the City of Elizabeth.


William D. Jones
Secretary-Treasurer

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

RESOLUTION NO. 6340

By: Commissioner Denise George-Carroll

**AMENDMENT OF 2022-2023 ANNUAL PLAN
FOR THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH**

WHEREAS; this Amendment to the Housing Authority of the City of Elizabeth's 2022-2023 Annual Plan is required to provide for the implementation of RAD conversions of properties managed by Conifer – Westport Homes and Portside Homes AMP 5 and Community Investment Strategies – AMP 8 Wester's Edge, Portside Homes II, Heritage Village; AMP 6 and Westminster Heights, AMP 10.

BE IT AND IS HEREBY RESOLVED; The Housing Authority of the City of Elizabeth is authorized to implement RAD conversions in accordance with Significant Plan Amendment (the "Plan") document dated January 5, 2023 and subject to receipt of financial feasibility analysis; and

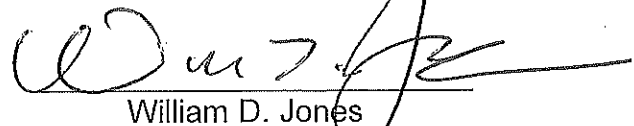
BE IT AND IS HEREBY RESOLVED; the Executive Director, or his designee, is authorized to execute such documents as required to implement the Plan.

Second 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 annual meeting held on Thursday, January 5, 2023 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 January 10, 2023.

RESOLUTION NO. 6341

By: Telephone Poll

RESOLUTION AWARDING 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 for Plumbing Repair Services at all Housing Authority of the City of Elizabeth sites shall be awarded to:

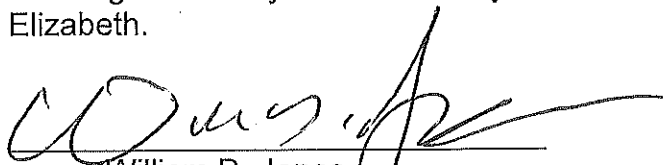
Magic Touch Construction Co., Inc.
59 West Front Street
Keyport, NJ 07735

In an amount not to exceed two hundred thousand dollars (\$200,000.00) 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.

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 January 10, 2023 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 January 10, 2023:

RESOLUTION NO. **6342**

By: Telephone Poll

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH
TO AWARD A CONTRACT FOR LEGAL SERVICES FOR
THE RENTAL ASSISTANCE DEMONSTRATION ("RAD") PROGRAM**

WHEREAS, The Housing Authority of the City of Elizabeth (HACE) is currently in the process of converting numerous public housing developments to project based vouchers through the Rental Assistance Demonstration ("RAD") program, which transactions require extensive, time-consuming and specialized legal review and actions, HACE has a need for the services of special RAD legal counsel; and

WHEREAS, a Request for Proposal was developed for the selection of a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that the contract be awarded to:

**Ballard Spahr LLP
111 S Calvert Street, 27th Floor
Baltimore, MD 21202**

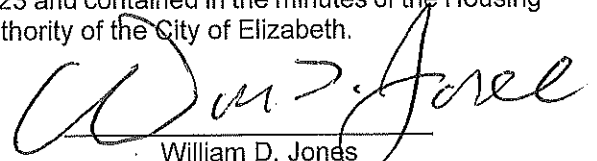
WHEREAS, the hourly rates are as follows: Partner rate \$650.00 an hour; Senior Attorney rate \$550.00 an hour; Associate rate \$425.00 an hour and Paralegal rate \$235.00 an hour.

BE IT and IT IS HEREBY RESOLVED, that this contract is for a one (1) year period from Date of Notice to Proceed or for the length of the project.

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 January 10, 2023 and contained in the minutes of the Housing Authority of the City of Elizabeth.


William D. Jones
Secretary-Treasurer

PAGE FIVE ANNUAL MEETING MINUTES JANUARY 5, 2023

Mr. Jones also thanked the outgoing Chairman Wynona Ancrum and the Vice-Chairman Wilson Cano and the remaining Board members as well, for their knowledge, dedication and hard work the past challenging year. He also wished all the Board of Commissioners a Happy and Safe New Year.

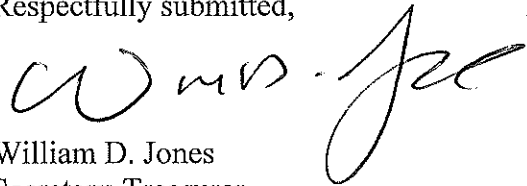
Deputy Director Catherine Hart also thanked the Board for their work during this challenging year.

There being no further business to discuss Chairman Cano asked for an adjournment. Moved by Commissioner Ancrum. Seconded by Jose Capitaio.

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

The meeting was adjourned at 5:50pm.

Respectfully submitted,

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

William D. Jones
Secretary-Treasurer