

March 7, 2023

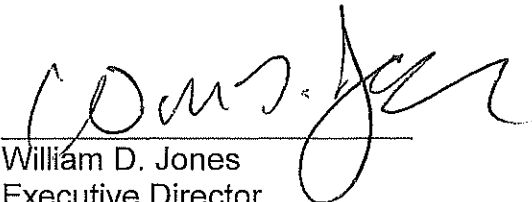
MEMO TO: Chairman Wilson Cano
 Vice Chairman Victor Trujillo
 Commissioner Wynona Ancrum
 Commissioner Jose Capitaio
 Commissioner Denise George-Carroll
 Commissioner Nelson Gonzalez
 Commissioner Elizabeth Pollard
 Carmine J. Liotta, Attorney
 Hon. Yolanda Roberts City Clerk
 The Star Ledger
 File

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 March 13, 2023 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 4:00p.m.**

REVISED AGENDA

REGULAR MEETING

MARCH 13, 2023

- 1 Public Session
- 2 Adoption of the Minutes of the February 6, 2023 Meeting
- 3 Approving the Payment of Bills dated March 9, 2023
- 4 Communications
- 5 Report of the Executive Director, William D. Jones
- 6 Old Business
- 7 New Business

RESOLUTIONS

- 8 Certifying that the Commissioners of the Housing Authority of the City of Elizabeth have reviewed and approved the Auditors Report for FYE ending June 30, 2022
- 9 Authorizing the Executive Director to Adopt and Execute the Annual/Five Year Plan for Submission to the U.S. Department of Housing & Urban Development (July 1, 2023-June 30, 2024)
- 10 Resolution awarding a contract/purchase order for Ford Leonard Surveillance System and Mravlag Manor Security Video Management System Upgrade
- 11 Amending Resolution #6200 Contract (20C-05) with Standard Elevator
- 12 Authorizing a HACE Scholarship Fund committing Five (5) Scholarships to HACE residents/section 8 tenant annually
- 13 Adjournment

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

March 13, 2023

The regular meeting of the Housing Authority of the City of Elizabeth was held on Monday evening, March 13, 2023 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 Wilson Cano at 6:00pm with a Pledge of Allegiance to the Flag.

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

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

Chairman Cano 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 2023 Annual Meeting Schedule to the newspapers circulating within the County of Union and designated to receive such notice, and by posting the 2023 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 and the Housing Authority of the City of Elizabeth Website.

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 Jose Capitao moved for the adoption of the minutes of the regular meeting of February 6, 2023 Seconded by Commissioner Wynona Ancrum.

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

Commissioner Capita moved for the payment of the bills in the amount of: \$2,794,329.06 dated March 8, 2023 and Seconded by Commissioner Victor Trujillo.

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

Communications:

Information was handed out about the Nelrod Company Conference being held in Las Vegas, April 19-23, 2023. Mr. Jones stated that if anyone was interested in attending to contract Ana Maria.

Report of the Executive Director:

HACE has been working with the Union County emergency Rental Assistance Program (UCERAP) in efforts to assist residents with completing applications for past due rent owed and accumulated during the pandemic/and/or between 2021 and 2022. As of the end of February 2023 HACE has recouped nearly \$50,000 in past due rent through this assistance program with County.

Beginning February 1, 2023 HACE's partnership with Kean University expanded into another semester of programming for residents at Farley Towers. Kean with assistance of staff at Farley Towers began with recruitment of seniors for information sessions and occupational therapy guidance regarding diabetes and foot care. Sixteen residents participated in initial interviews the past month with Bi-lingual services provided. Kennedy Arms is next and tentatively scheduled for initial interviews the 3rd week of March 2023.

The first phase of the HACE/Kean AARP Challenge Grant funded banner project was completed with the installation of thought-provoking banners hung on 6 different buildings throughout Mravlag Manor complex. The next phase of the project will begin with a design meeting on March 16th and a grand reveal for the entire project to be scheduled in April or May.

The 24-unit senior project has identified a new source of funds from the State of New Jersey. As such, with the new source and an increase in the amount we will receive, HACE will be able to get the project back on track. HACE is currently waiting for the execution of the grant agreement at which time the project will go out to bid to begin screening contractors for the building construction. New timelines for project milestones will be identified upon awarding a Construction contract.

Old Business:

Commissioner Ancrum inquired if the program with Kean University that is being done at Farley Towers with the residents could also be done at 205 First Street. Mr. Jones stated that it will eventually be held at 205 First Street, but he will keep her informed on the date. Commissioner Ancrum also inquired if HACE could do the Sight and Sound trip with the seniors again. Mr. Jones stated that yes it could be done again.

New Business:

None.

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The following resolutions were adopted by a motion.

Commissioner Gonzalez introduced the following resolution for its adoption:

RESOLUTION NO. 6354
By: Commissioner Nelson Gonzalez

**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, 2022
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, 2022 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.

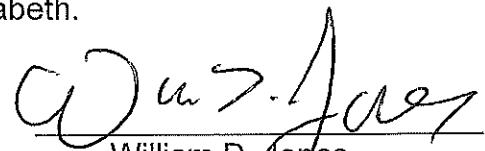
**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE
RESOLUTION PASSED AT THE MEETING HELD ON MARCH 13, 2023.**

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 March 13, 2023 and contained in the minutes of the Housing Authority of the City of Elizabeth.


William D. Jones
Secretary-Treasurer

cc: CH
CM

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

RESOLUTION NO. **6355**
By: Commissioner Elizabeth Pollard

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ADOPT AND EXECUTE THE PHA ANNUAL/FIVE YEAR PLAN FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

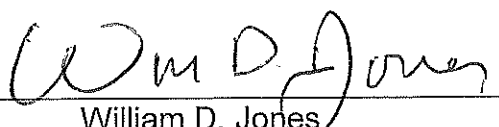
WHEREAS; as required by the U.S. Department of Housing and Urban Development (HUD), the Housing Authority of the City of Elizabeth (HACE) is required to prepare and submit a revised five (5) year plan and one (1) year Public Housing Agency (PHA) plan from July 1, 2023 to June 30, 2024. The PHA plan will serve as a comprehensive guide to HACE policies, programs, operations and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan; the 5-year Plan, which HACE submits to HUD once every Five PHA fiscal year, and the Annual Plan, which is submitted to HUD every year.

BE IT and IT IS HEREBY RESOLVED; that the Executive Director is authorized to adopt, execute and submit the public Housing Agency (PHA) annual/five year plan to the U.S. Department of Housing and Urban Development (HUD).

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

CC: MM
CM

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

RESOLUTION NO. **6356**
By: Commissioner Jose Capitao

**RESOLUTION AWARDING A PURCHASE ORDER/CONTRACT
FOR FORD LEONARD TOWERS SURVEILLANCE SYSTEM AND
MRAVLAG MANOR SECURITY VIDEO MANAGEMENT SYSTEM UPGRADE**

BE IT and IT IS HEREBY RESOLVED; that a purchase order/contract for Ford Leonard Towers Surveillance System and Mravlag Manor Security Video Management System upgrade shall be awarded to:

Helix Technology Group
P. O. Box 401
Cedar Grove, NJ 07009

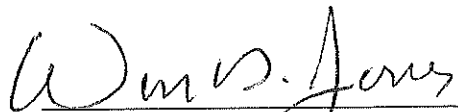
This contract will be for the full amount of \$284,907.25 of which \$249,622.00 will be for the installation of Security Cameras throughout Ford Leonard Towers and \$35,285.25 for partial licensing needed to upgrade the Housing Authority's Video Management System to Milestone Software for the Mravlag Manor Complex. This is to be done in a one (1) year period from Date of Notice to Proceed and it is in compliance with NJSA 40A:11 which requires any purchase order over seventeen thousand five hundred dollars (\$17,500.00) be approved by the governing body.

Seconded by Commissioner Gonzalez.

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 Ancrum introduced the following resolution and moved for its adoption:

cc: JV
MM
CM

RESOLUTION NO. 6357
By: Commissioner Wynona Ancrum

**RESOLUTION AMENDING RESOLUTION #6200 CONTRACT #20C-05
FOR ELEVATOR MAINTENANCE SERVICES AT ALL
THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH SITES**

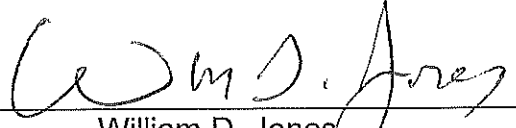
BE IT and IT IS HEREBY RESOLVED; that Resolution #6357, Contract #20C-05, for Elevator Maintenance Services at all Housing Authority of the City of Elizabeth Sites (HACE) with Standard Elevator, 81 Franklin Street, Belleville, NJ 07109 shall be amended through Change Order No. #1 in an increased amount of \$4,000.00 to the original contract amount. This contract modification is because HACE is reaching the contract amount of \$20,000.00 and the contract does not end until May 13, 2023. New Jersey Public Contract Laws 40A:11 allows up to 20% increase of the contract.

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

cc:cm

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

RESOLUTION NO. 6358
By: Commissioner Victor Trujillo

**RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH
A SCHOLARSHIP FUND FOR FIVE (5) RESIDENTS/SECTION 8 TENANTS ANNUALLY**

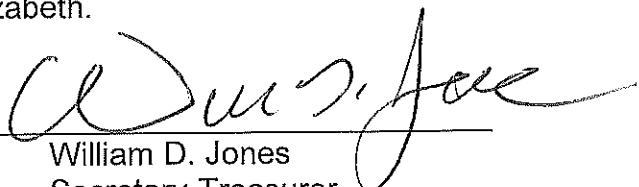
WHEREAS; The Housing Authority of the City of Elizabeth (HACE) will like to contribute to the education of HACE Residents and Section 8 Tenants by providing five (5) scholarships to offset college and technical school expenses.

BE IT and IT IS HEREBY RESOLVED; that the Executive Director is authorizing the scholarship for five (5) HACE residents or Section 8 Tenants in the amount of \$2,000.00 per each.

Seconded by Commissioner Ancrum. 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

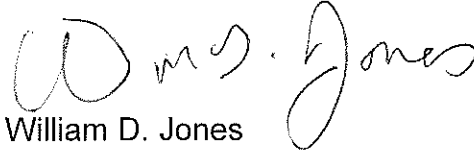
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There being no further business to discuss, Commissioner Jose Capita moved to adjourn the meeting. Seconded by Commissioner Victor Trujillo.

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

The meeting was therefore adjourned at 6:35p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "W.D. Jones". The signature is written in a cursive, flowing style.

William D. Jones
Secretary-Treasurer