

April 5, 2023

**MEMO TO:** Chairman            Wilson Cano  
                 Vice Chairman       Victor Trujillo  
                 Commissioner       Wynona Ancrum  
                 Commissioner       Jose Capita  
                 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 April 10, 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.**

## AGENDA

### REGULAR MEETING

APRIL 10, 2023

- 1 Public Session
- 2 Adoption of the Minutes of the March 13, 2023 Meeting
- 3 Approving the Payment of Bills dated April 5, 2023
- 4 Communications
- 5 Report of the Executive Director, William D. Jones
- 6 Old Business
- 7 New Business

### RESOLUTIONS

- 8 Awarding a Contract for A/E Services for Front Door Replacement at Mravlag Manor.
- 9 Awarding a Contract/Purchase Order for Replacement of Entrance Doors and Storage Room Doors at Ford Leonard Towers.
- 10 Awarding a Contract/Purchase Order for Annual Service and Repairs of Heating Systems at all HACE Sites.
- 11 Authorizing the adoption of a formal hiring policy to Streamline the hiring process.
- 12 Authorizing a Salary Increase for Senior Staff
- 13 Adjournment

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

April 10, 2023

The regular meeting of the Housing Authority of the City of Elizabeth was held on Monday evening, April 10, 2023 at the Housing Authority of the City of Elizabeth Administration Building, 688 Maple Avenue, Elizabeth, NJ 07202.

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The meeting was called to order by Vice-Chairman Victor Trujillo at 6:00pm with a Pledge of Allegiance to the Flag.

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

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

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Vice-Chairman Trujillo 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 Vice-Chairman requested that the above statement be entered in full in the minutes of the meeting by the Secretary of the Housing Authority.

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Public Session:

None.

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Commissioner Wynona Ancrum moved for the adoption of the minutes of the regular meeting of March 13, 2023 Seconded by Commissioner Gonzalez.

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

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Commissioner Capitao moved for the payment of the bills in the amount of: \$2,799,655.14 dated April 5, 2023 and Seconded by Commissioner Gonzalez.

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

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Communications:

Communication was handed out on the Public Housing Assessment System (PHAS) Score Report. The Housing Authority of the City of Elizabeth score was of a Standard Performer.

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Report of the Executive Director:

The new windows for the Window Replacement project at the Administration Building have been delivered. HACE is now scheduling a start date with the contractor for their installation. The current start date for the installation is the last week of April 2023.

Under the bathroom renovations project at O'Donnell Dempsey, the investigation phase is completed. The ALSA Architecture Firm is expected to deliver a report as well as draft plans to the HACE this month.

The work has been completed and is under close-out for the Roof Replacement at the Mravlag Manor Garage.

This month there were over one hundred forty-five (145) clients who received services from the program. The ROSS Program Community Services Office remained open this month with in-person programs and scheduling appointments for in-person Case Management Services.

Mr. Jones also stated that the 24-unit senior project has identified a new source of funds from the State of Jersey. The cost for this construction is high.

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Old Business:

Commissioner Ancrum stated that the Seniors would like to go to Sight & Sound and see Moses in September or October, 2023.

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New Business:

Commissioner Denise George-Carroll stated that the Web-Site needed to be updated as some of the Commissioners photos are missing.

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The following resolutions were adopted by a motion.

cc: CM  
MM  
JV

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

RESOLUTION NO. **6359**

By: Commissioner Denise George-Carroll

**RESOLUTION AWARDING A CONTRACT FOR ARCHITECT/ENGINEERING SERVICES FOR FRONT DOORS REPLACEMENT AT MRAVLAG MANOR**

**BE IT and IT IS HEREBY RESOLVED;** that a contract for Architect/Engineering Services for Mravlag Manor shall be awarded to:

**S.D. Abramowitz Architects**  
**933 Middleville Rd.**  
**Newton, NJ 07860**

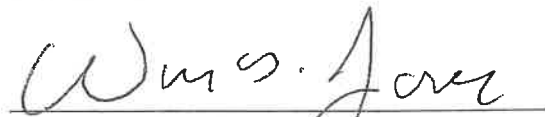
In an amount not to exceed twenty five and five hundred thousand dollars (\$25,500.00) for the purpose of the design and construction phase services for the replacement of the existing front entrance doors at Mravlag Manor. This is in accordance with State Contract regulations NJSA 40A:11 which requires any purchase order (contract) over \$17,500.00 must be approved by the Governing Body.

Seconded by Commissioner 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)	( )	( )	( )

This is to certify that the above resolution was adopted at the regular meeting held on April 10, 2023 and contained in the minutes of the Housing Authority of the City of Elizabeth.

  
William D. Jones  
Secretary-Treasurer

cc. [unclear]  
MM

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

RESOLUTION NO. **6360**  
By: Commissioner Jose Capitaio

**RESOLUTION AWARDING A CONTRACT/PURCHASE ORDER  
FOR REPLACEMENT OF ENTRANCE DOORS AND  
STORAGE ROOM DOORS AT FORD LEONARD TOWERS**

**BE IT and IT IS HEREBY RESOLVED;** that a Contract/Purchase Order for the Replacement of Entrance Doors and Storage Room Doors at Ford Leonard Towers shall be awarded to:

**Miner, Ltd. Dba New Jersey Door Works**  
**689 Ramsey Ave.**  
**Hillside, NJ 07205**

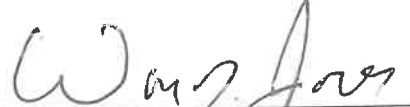
This contract is for replacing building vestibule entrance doors and its hardware. HACE will also replace the storage room doors, a total of four (4) doors will be replaced at Ford Leonard Towers. In an amount not to exceed thirty thousand and seventy five dollars (\$30,075.00) and to be completed within 90 calendars days 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 George-Carroll.

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: CM  
UM

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

RESOLUTION NO. 6361  
By: Commissioner Wynona Ancrum

**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**

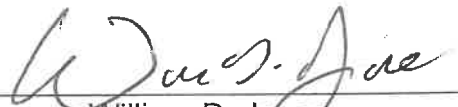
In an amount not to exceed one hundred and fifty five thousand dollars (\$155,000.00) for a one (1) year period from Date of Notice to Proceed. This is in compliance with NJSA: 40A:11 which requires any contract (purchase order) over seventeen thousand five hundred dollars (\$17,500.00) be approved by the governing body.

Seconded by Commissioner 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

W.D.M

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

RESOLUTION NO. **6362**  
By: Commissioner George-Carroll

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR THE ADOPTION OF A FORMAL HIRING POLICY TO STREAMLINE THE HIRING PROCESS AT THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH**

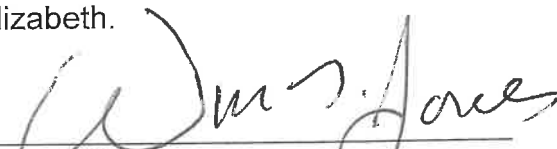
**WHEREAS;** the Housing Authority of the City of Elizabeth believes that hiring qualified individuals to fill positions contributes to the company's overall success.

**BE IT and IT IS HEREBY RESOLVED;** that the Executive Director is approving the adoption of a formal hiring policy to streamline the hiring process at the Housing Authority of the City of Elizabeth.

Seconded by Commissioner Capita. 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 April 10, 2023 and contained in the minutes of the Housing Authority of the City of Elizabeth.

  
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William D. Jones  
Secretary-Treasurer

cc: copy NJ

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

RESOLUTION NO. **6363**  
By: Commissioner Nelson Gonzalez

**RESOLUTION AUTHORIZING A SALARY INCREASE AND  
MERIT PERFORMANCE APPROVAL FOR SENIOR STAFF  
OF THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH  
(NON-UNION) EMPLOYEES**

**WHEREAS;** to award for service, cost of living and merit performance, the Board of Commissioners wishes to put in place a salary increase of 2% and merit performance increase for the Senior Staff, non-union employees, of the Housing Authority of the City of Elizabeth;

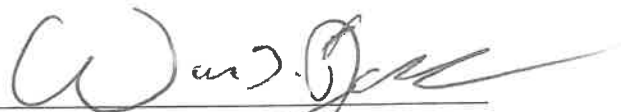
**BE IT and IT IS HEREBY RESOLVED;** that the Salary Increase shall take effect as of January 1, 2023.

Seconded by: Commissioner Victor 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 April 10, 2023 and contained in the minutes of the Housing Authority of the City of Elizabeth.



William D. Jones  
Secretary-Treasurer

cc. CM  
MM

The following resolution was approved for adoption through a telephone poll conducted on April 20, 2023.

RESOLUTION NO. **6364**  
By: Telephone Poll April 20, 2023

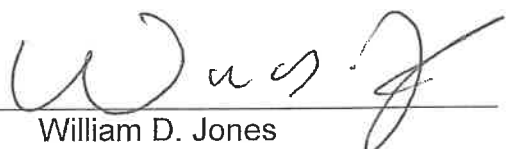
**RESOLUTION AMENDING RESOLUTION #6210 CONTRACT #20C-08  
FOR PURCHASING APPLIANCES AS NEEDED FOR REPLACEMENT AT ALL THE  
HOUSING AUTHORITY OF THE CITY OF ELIZABETH SITES**

**BE IT and IT IS HEREBY RESOLVED;** that Resolution #6210, Contract #20C-08 for the purchasing of Appliances as needed for Replacement at all the Housing Authority of the City of Elizabeth Sites (HACE) with Appliance Brokers, LTD, 2-B Corn Road, Dayton, NJ 08810 shall be amended through Change Order No. #1 in an increased amount of \$15,000.00. This contract modification is because HACE is reaching the contract amount of \$75,000.00 and the contract does not end until September 15, 2023. New Jersey Public Contract Laws 40A:11 allows up to 20% increase of the contract.

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 April 20, 2023 and contained in the minutes of the Housing Authority of the City of Elizabeth.

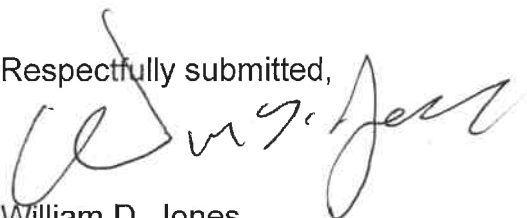
  
\_\_\_\_\_  
William D. Jones  
Secretary-Treasurer

There being no further business to discuss, Commissioner Nelson Gonzalez moved to adjourn the meeting. Seconded by Commissioner Denise George-Carroll.

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

The meeting was therefore adjourned at 6:40p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W.D. Jones", written in a cursive style.

William D. Jones  
Secretary-Treasurer