



**HOUSING AUTHORITY OF THE
CITY OF ELIZABETH**

688 Maple Avenue
Elizabeth, New Jersey 07202
Telephone: 908-965-2400
Fax: 908-965-0026

OFFICE OF THE
EXECUTIVE DIRECTOR

December 19, 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, Esq. **Attorney**
Hon. Yolanda Roberts **City Clerk**
The Star Ledger

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 4th, 2024** at the **Administration Office, 688 Maple Ave., Elizabeth, NJ at 5:30pm.**


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 4, 2024

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 2024 thru December 2024 and the Annual Meeting Date January 2nd, 2025.
13. Awarding a Contract for Development/Program Management Consultant Services.
14. Adjournment.

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

January 4, 2024 – 5:30pm

The annual meeting of the Housing Authority of the City of Elizabeth was held on the 4th, day of January 2024 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, Pollard and Trujillo. Absent: Commissioner Nelson Gonzalez.

Others present: William D. Jones, Executive Director, Catherine Hart, Deputy Executive 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 2023 Annual Meeting schedule to the newspapers circulating within the County of Union and designated to give 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.

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.

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

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

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

RESULTS: Six (6) votes cast for Commissioner George-Carroll.

RESULTS: Commissioner George-Carroll becomes the temporary Chairman.

The temporary Chairman George-Carroll called for the nomination of a permanent Chairman.

Commissioner Cano nominated Commissioner Trujillo and Commissioner Pollard nominated Commissioner Ancrum.

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

Adopted by the following vote: "AYES": For Commissioner Ancrum: Commissioners Ancrum, Capitaio, George-Carroll and Pollard.

"AYES" For Commissioner Trujillo: Commissioner Cano and Trujillo.

RESULTS: Four (4) votes for Commissioner Ancrum.

RESULTS: Two (2) votes for Commissioner Trujillo.

RESULTS: Commissioner Ancrum assumes the position of Chairman.

PAGE THREE ANNUAL MEETING MINUTES JANUARY 4, 2024

Chairman Ancrum calls for nomination of a Vice-Chairman.

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

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

RESULTS: Six (6) votes for Commissioner Trujillo.

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

PAGE FOUR ANNUAL MEETING MINUTES JANUARY 4, 2024

The following Resolutions were approved for adoption

cc: CM
NM

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

RESOLUTION NO. 6400
By: Commissioner Victor Trujillo

**RESOLUTION ESTABLISHING THE BOARD OF COMMISSIONERS MEETING DATES
FOR THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH
FEBRUARY 2024 THROUGH DECEMBER 2024 AND THE
ANNUAL MEETING DATE OF JANUARY 2nd, 2025**

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 2024 and the annual meeting date of January 2nd, 2025 at 5:30p.m.;

- | | | |
|---|--------------------------|-------------------------|
| February 5, 2024 | June 10, 2024 | October 7, 2024 |
| March 11, 2024 | July 8, 2024 | November 4, 2024 |
| April 8, 2024 | *August 12, 2024 | December 9, 2024 |
| May 13, 2024 | September 9, 2024 | |
| Annual Meeting Thursday, January 2, 2025 | | |

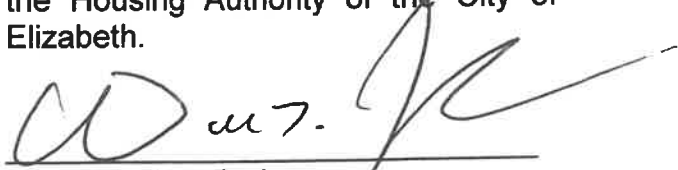
*August 12, 2024 (If Needed)

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 Thursday, January 4, 2024 and contained in the minutes of the Housing Authority of the City of Elizabeth.


William D. Jones
Secretary-Treasurer

CC: CM
MM

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

RESOLUTION NO. 6401
By: Commissioner George-Carroll

**RESOLUTION AWARDING A CONTRACT FOR DEVELOPMENT/PROGRAM
MANAGEMENT CONSULTANT SERVICES**

BE IT and IT IS HEREBY RESOLVED; that a contract for Development/Program Management Consultant Services for Housing Authority of the City of Elizabeth Projects shall be awarded to:

The Metro Group
242 10th Street – Suite 103
Jersey City, NJ 07302

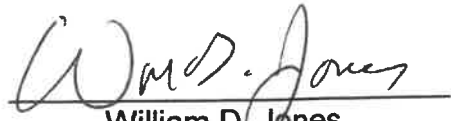
The Metro Group will assist the Housing Authority of the City of Elizabeth (HACE) in developing affordable housing throughout the City. The development consultant firm will assist the HACE with project development, financing, construction and close-out completions for new projects. This is in the amount not to exceed two hundred thousand dollars (\$200,000.00) and for a one year and or up to the completion of HACE projects.

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)	()	()	()

This is to certify that the above resolution was adopted at the annual meeting held on January 4th, 2024 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 January 11, 2024:

RESOLUTION NO. 6402
By: Telephone Poll January 11, 2024

**RESOLUTION AWARDDING A CONTRACT FOR
FEE ACCOUNTING SERVICES FOR ALL
PROGRAMS ADMINISTERED BY
THE HOUSING AUTHORITY OF THE CITY OF ELIZABETH**

BE IT and IT IS HEREBY RESOLVED: that a contract for fee accounting services shall be awarded to:

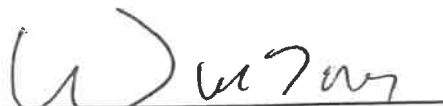
**Polcari & Company
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470**

In an amount not to exceed seventy five thousand dollars (\$75,000.00) in accordance with Cost Proposal (hourly rate) submitted. This is in accordance with bids received on Tuesday, January 9, 2024 at the Housing Authority of the City of Elizabeth and shall be for a one (1) year period from Date of Notice to Proceed.

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 via a telephone poll conducted on January 11, 2024 and contained in the minutes of the Housing Authority of the City of Elizabeth.



William D. Jones
Secretary-Treasurer

CC' CM
1/11

The following resolution was approved for adoption through a telephone poll conducted January 11, 2024:

RESOLUTION NO. 6403
By: Telephone Poll January 11, 2024

**RESOLUTION AWARDING A CONTRACT FOR
INDEPENDENT AUDIT SERVICES FOR ALL
HOUSING AUTHORITY OF THE CITY OF ELIZABETH PROGRAMS**

BE IT and IT IS HEREBY RESOLVED; that a professional services contract shall be awarded to provide independent audit services for all Housing Authority of the City of Elizabeth programs to:

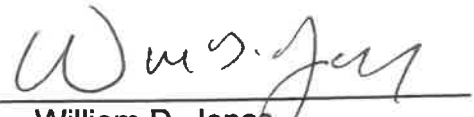
**Hymanson, Parnes & Giampalo
467 Middletown-Lincroft Road
Lincroft, NJ 07738**

In an amount not to exceed twenty three thousand two hundred and fifty dollars (\$23,250.00) and to be completed in a timely manner, one (1) year, from Date of Notice to Proceed. This is in accordance with bids received Tuesday, January 9th, 2024 at the Housing Authority of the City of Elizabeth Administration Offices.

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 via a telephone poll conducted on January 11, 2024 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 4, 2024

Mr. Jones thanked the outgoing Chairman Wilson Cano and the Vice-Chairman Victor Trujillo and the remaining Board members as well, for their knowledge, dedication and hard work the past 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 year.

There being no further business to discuss Chairman Ancrum asked for an adjournment. Moved by Commissioner Capitaio. Seconded by Commissioner George-Carroll.

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

The meeting was adjourned at 5:50pm.

Respectfully submitted,



William D. Jones
Secretary-Treasurer