

**HOUSING AUTHORITY OF THE CITY OF JERSEY CITY
BOARD OF COMMISSIONERS MEETING MINUTES
APRIL 1, 2020**

Attendees

Chairman Raj Mukherji Vice-Chairwoman Aneesah Abdullah Commissioner Reginald Jones Commissioner Hector Fuentes Commissioner Freddie Kitchens Commissioner Jeffrey Dublin - ABSENT Commissioner Amy Herbold - ABSENT Joseph Garcia, Legal Counsel Vivian Brady-Phillips, Executive Director/Secretary to the Board Carmen Carrillo, Assistant Secretary to the Board	Doreen Tucker, Director of Human Resources – ABSENT Arlyn Agustin, Comptroller/CFO Patricia Ramirez, Director HCV/Sec. 8 Program Eilleen Ingram-Willis, In-House Counsel - ABSENT Nehru Nadella, Director of IT Kenneth Pinnock, Director of Purchasing Antoin Evans, Regional Director of Asset Management Luz Santana, Director of Compliance Stephen Cea, Director of Development - ABSENT Trena Hinton, Assistant Director of RECE - ABSENT Donna Olivera, Asset Management - ABSENT
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Call to Order

Chairman Mukherji called the meeting of the Board of Commissioners of the Housing Authority of the City of Jersey City to order at 6:08 p.m. on Wednesday, March 4, 2020, via online/conference call. Executive Director Brady-Phillips acknowledged that the necessary notices had been published/posted and established that a quorum was present.

Public Participation

No Public Participation

Items for Approval

Chairman Mukherji requested a motion to place Item #1 "Closed Caucus" until the end of the meeting. However, Joseph Garcia, Legal Counsel for the board stated was it necessary to conduct close session? Vice Chairman Mukherji stated that close session was not needed therefore we can forego and have the executive director continue to move on to read Item #2, the March 4th regular board minutes.

The chairman then requested a motion on Item #2 in which Commissioner Jones motion and Commissioner Kitchens seconded the motion following a roll call. The executive director then read Item #3, the March 4, 2020 "Close Caucus" minutes. Commissioners Kitchens motion and Commissioner Jones seconded the motion following a roll call. Vice Chairwoman Abdullah abstain on both items, since she was not present at the March 4, 2020 Board of Commissioners' meeting.

The Chairman then continued to request a motion to place Items #4-15 onto a consent agenda that the executive director read for the record. Commissioner Jones made the motion and Commissioner Kitchens seconded the motion, following a roll call. However, Commissioner Jones had a question regarding Item #7 what is the process to purchase a two family home in reference to Niesha Smith (buyer)? Executive Director Brady-Phillips stated that Ms. Smith is part of the Dwight Street Home sales in which they are prepared and screened for their ability to purchase the home. The agreement includes that they maintain a Section 8 tenant for a period of time. They is also a second mortgage from the Jersey City Housing Authority in which HUD approves the sale. Commissioner Jones ask if there is a particular bank that we work with for the mortgage or just any bank regarding the sale of the two family home? Executive Brady-Phillips stated that once the paperwork is process he/she is responsible in paying their own mortgage to the bank that approved their loan/mortgage plus the second mortgage to the JCHA. The Housing Authority is no longer responsible once all the paperwork is turned over to the individual. Commissioner Jones was satisfied with the response. The executive director then had the chief financial officer give clarity to the Audit Resolution for the fiscal year of April 2019 to March 2020 that was awarded to Polcari. The other two resolutions were awarded to Novogradac

for Arlington Gardens and 254 Bergen. This was decided by an audit committee comprise of two groups consisting of Timisha Walcott, Comptroller for both groups, Stephen Cea and Kenneth Pinnock in one group and Morgan Austin and Marc Casupang in the second group.

Having no further questions/comments, the Chairman requested a final motion on Items #4-15 that were placed onto the consent agenda. Commissioner Jones made the motion and Commissioner Kitchens seconded the motion, following a roll call.

Executive Director Brady-Phillips was then asked to review her Matters of Information by the Chairman. Once concluded, Matters of Information was closed.

The Chairman stated that they will not be returning to conduct any further business in the public portion of tonight's meeting. Chairman requested a motion to end the meeting. Vice Chairwoman Abdullah motion and Commissioner Kitchens seconded the motion. Meeting was adjourn.

RESOLUTIONS – APRIL 1, 2020

- ITEM #1:** RESOLUTION AUTHORIZING A CLOSED CAUCUS REGARDING PERSONNEL MATTERS, LITIGATION AND GRANT STRATEGY.
- ITEM #2:** RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE MINUTES OF THE BOARD OF COMMISSIONERS MEETING HELD ON MARCH 4, 2020.
- ITEM #3:** RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE MARCH 4, 2020 CLOSED CAUCUS MINUTES OF THE BOARD OF COMMISSIONERS MEETING.
- ITEM #4:** RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF JERSEY CITY APPROVING ACCOUNTS PAYABLE FOR THE MONTH OF APRIL 2020.
- ITEM #5:** RESOLUTION CONFIRMING AN AWARD OF A CONTRACT TO MURRAY CONTRACTING FOR EMERGENCY REPAIRS TO STEAM LINE AT MARION GARDENS.
- ITEM #6:** RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO USA GENERAL CONTRACTORS CORP FOR ROOF REPAIR & MAINTENANCE SERVICE "AS NEEDED" FOR ALL JCHA DEVELOPMENTS FOR A PERIOD OF TWO (2) YEARS WITH AN OPTION FOR TWO (2) ADDITIONAL YEARS.
- ITEM #7:** RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR VIVIAN BRADY-PHILLIPS, OR HER DESIGNEE, TO EXECUTE ALL DOCUMENTS AND ATTEND THE 125 DWIGHT STREET CLOSING IN ORDER TO TRANFER TITLE FROM THE JERSEY CITY HOUSING AUTHORITY TO NIESHA MARIE SMITH.
- ITEM #8:** RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO F.W. WEBB COMPANY FOR THE FURNISHING & DELIVERY OF TUB WALLS AND WINDOW KITS "AS-NEEDED "FOR ALL JCHA DEVELOPMENTS, FOR A PERIOD OF TWO (2) YEARS WITH AN OPTION FOR AN ADDITIONAL TWO (2) YEARS.
- ITEM #9:** RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO D & S APPLIANCES FOR THE FURNISHING & DELIVERY OF MAJOR APPLIANCES FOR ALL JCHA DEVELOPMENTS FOR A PERIOD OF TWO (2) YEARS WITH OPTION FOR AN ADDITIONAL TWO (2) YEARS.
- ITEM #10:** RESOLUTION CONFIRMING AWARD OF A CONTRACT TO ROYAL EMERGENCY DISASTER RECOVERY INC FOR EMERGENCY SEWER CLEAN UP AT MARION GARDENS.

- ITEM #11:** RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO POLCARI & CO. TO PERFORM A FISCAL AND COMPLIANCE AUDIT OF JERSEY CITY HOUSING AUTHORITY PROGRAMS FOR THE PERIOD 4/1/2019 - 3/31/2020.
- ITEM #12:** RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO NOVOGRADAC & COMPANY, LLP TO PERFORM A FISCAL AND COMPLIANCE AUDIT OF ARLINGTON GARDENS FOR THE PERIOD 4/1/2019 - 3/31/2020.
- ITEM #13:** RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO NOVOGRADAC & COMPANY, LLP TO PERFORM A FISCAL AND COMPLIANCE AUDIT OF 254 BERGEN AVENUE FOR THE PERIOD 4/1/2019 - 3/31/2020.
- ITEM #14:** RESOLUTION AUTHORIZING RESCINDING THE AWARD OF A CONTRACT TO HAIG SERVICE CORP AND AWARD OF A CONTRACT TO SURACH ELECTRICAL CONTRACTORS FOR FIRE ALARM INSPECTION, MAINTENANCE AND REPAIR SERVICES FOR VARIOUS JCHA OWNED DEVELOPMENTS FOR A PERIOD OF TWO (2) YEARS WITH OPTION FOR AN ADDITIONAL TWO (2) YEARS.
- ITEM #15:** RESOLUTION ADOPTING THE SECURE ELECTRONIC SIGNATURE POLICY FOR ACCOUNTS PAYABLE.

MATTERS OF INFORMATION:

1. REMINDER: NEXT BOARD/REORGANIZATION MEETING WILL BE HELD ON WEDNESDAY, MAY 6, 2020.
2. THERE WERE NO PUBLIC SPEAKERS, THEREFORE NO PUBLIC PORTION UPDATE FOR MARCH 4, 2020 BOARD MEETING.
3. NO COMMUNITY MEETINGS, THEREFORE NO CALENDAR FOR APRIL 2020
4. PROPERTY PERFORMANCE REPORT FOR MARCH 2020
5. JCHA COVID-19 POLICY MEMO
6. JCHA LETTERS TO ISWA AND HASU RE: COVID-19 POLICIES
7. CLPHA LETTER TO CONGRESS
8. RECE MARCH 2020 MEMO AND FLYERS
9. JCHA RECEIVED A CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING BY GOVERNMENT FINANCE OFFICERS ASSOCIATION OF THE UNITED STATES.

Adjournment

There being no further business to come before the Board of Commissioners, The Chairman adjourn the Board of Commissioners meeting at 6:30 p.m.



Vivian Brady-Phillips, Executive Director
Secretary to the Board