

## **MINUTES FROM A SPECIAL MEETING ON JUNE 28, 2012**

The Special Meeting of the Board of Commissioners was called to order at 6:05p.m. on June 28, 2012 in the Community Room at Washington Manor, 340 Thomas Blvd, Orange, New Jersey. The Executive Director advised that all requirements of the Sunshine Law were met. A roll call was taken as follows:

### **Present**

Chairman Clifford Ross  
Commissioner Lillie Davis  
Commissioner Evelyn Hudson-Dorrah  
Commissioner Joseph Juliano  
Commissioner Coram Rimes  
Commissioner Ernest Williams  
Commissioner David Rossi

### **Also Present**

Walter D. McNeil, Jr. Executive Director  
Ernest Booker, Esq., Feinstein, Raiss, Kelin & Booker  
Several Tenants  
Several Employees

Pledge of Allegiance was said

Chairman Ross called for the adoption of the agenda. Commissioner Williams moved to adopt. Commissioner Juliano seconded.

Chairman Ross called for discussion.  
No discussion  
A roll call was taken.  
All Commissioners voted in favor.

Chairman Ross called for the adoption of the Minutes from the Regular Board meeting on June 28, 2012. Commissioner Rimes moved to adopt the minutes. Commissioner Davis seconded. Chairman Ross called for discussion.

No discussion.  
A roll call was taken.  
All Commissioners voted in favor.

Chairman Ross called for the adoption of the Minutes from the Special Board meeting on August 30, 2012. Commissioner Davis moved to adopt the minutes. Commissioner Hudson seconded. Chairman Ross called for discussion.

No discussion.  
A roll call was taken.  
All Commissioners voted in favor.

### **Treasurer's Report**

Mr. McNeil, Commissioner Ross and Commissioner Rimes met with the accountant for the Orange Housing Authority, Tony Polcari. Commissioner Rimes requested to hold off on the report so he would have his notes available for the next meeting. Mr. McNeil gave a briefing on the report. He said that the agency must spend down reserves. Reserves went from 1.2 million to \$736,000.00. At the beginning of fiscal year, he said that we had 1.5 million. This decrease is not due to bad management. HUD mandated that we must use our reserves. HUD will be in possession of our reserves. They do not want agencies to keep the money. They want to disburse to the agencies. This is not optional. This is a directive by the Secretary of HUD. We are still operating in the black as opposed to the red.

Mr. McNeil refer to the special budget. We will increase the number of units in the scattered sites to 50 units. We presently have 21 scattered site units. The Oakwood Avenue Development will be included in the 50 units.

Commissioner Rimes said we need to factor in upfront costs to determine the true figure (as far as profit).

Walter McNeil stated the operating costs and expense capital, profit on book showing the value of the property. If any of the properties were sold today, we would make a profit. We will do an analasys based on appraisals.

Commissioner Ross said the scattered sites have been a win/win. When I spoke with the accountant, he said the budget looked good. We are in the black and doing well.

### **Executive Director**

Mr. McNeil said that we are leased up 100% at Walter G. Alexander Courts

We have an issue with the Department of Community Affairs coming in our jurisdiction. The DCA is not supposed to administer vouchers in areas where there is a Housing Authority. They have been administering in our area for a long period of time. We need to look at this more closely. We have been trying to communicate with them. HUD is pushing us to dialogue with them concerning this. We are working on this.

We will be closing on 189/191 Parrow Street to complete the purchase for the new development. We are looking to purchase the adjacent lots from the city for one dollar.

We need to decide if we are going to reab or demo 197 Parrow Street to avoid vandalism.

We own leins on two other properties on South Street and we are in a position to foreclose on them. These are large lots. We will make a proposal to close on those properties. This development will be as big if not bigger than the Oakwood Avenue development. We are looking to do great work. Grass will be cut – area will be fenced in – it will look much nicer.

Cliff Ross – How much will it cost to rehab/demp Parrow Street unit?

Walter – Our staff will clean out the unit this weekend. With plumbing and electrical – about 25,000. Getting funding for the new development could take up to 22 months.

Ross – will we get the money back?

Walt – Yes. We should make 14,000-16,000 in rental. The property is unsightly now. Once it's cleaned up by Tuesday, you will see a big difference.

Ross – I have no doubt. Oakwood will be beautiful. Parrow street is blighted. We will make it beautiful. Keep up the good work.

Walt – Oakwood Avenue bids for demo – contractors submitted incomplete applications. One that was complete was 254,000. WI would like us to resolve to reject the bids.

We added 2 demo projects. One to demo the community room (at Walter G) – 1 for 9 units.

We will go out to bid again with more instructions to the bidders.

Cliff – any minority contractors?

Walt – 2

Walt – they must submit a complete application for consideration. All 14 requirements must be met.

Cliff – professional contractors, Why do they submit incomplete bids?

Walt – happens all the time

Ernie – They rush to get bids in.

Cliff – Golf outing – we gave three scholarships to deserving students. Thank you to the Chair (E. Hudson) and Co-Chair (E. Williams) and all of those who participated in making the event a success.

Ernie – Thank you Mr. Booker for getting us the facility and for getting the two cars for the hole in one.

Cliff Ross asked Marianna DeVincentis, Program Director to update on the HVAC Program

M. DeVincentis – technical and training program ended with 15 graduates. This is a success. Susan Moore is working with the students to do job searches for employment. We have applied for some new grants. Adult Basic Education (Basic literacy), a program for Juniors and Seniors in high school who wish to go into to trade. Both applications are due early November. We must get a grant writer and begin working on it now.

## **Resolutions**

Chairman Ross called for a motion to adopt Resolution No. 5181-12. Resolution of the Board of Commissioners of the Housing Authority of the City of Orange Approving Bills Resolution No. 1840. Commissioner Hudson moved to adopt. Commissioner Juliano seconded.

Chairman Ross called for discussion.

No discussion.

A roll call was taken.

All Commissioners voted in favor.

Chairman Ross reviewed \$547 for the water bill at 170 Taylor Street and 209 Park Avenue. This must be a mistake.

Mr. McNeil said we have to investigate that.

Chairman Ross called for a motion to adopt Resolution No. 5176-12. Resolution of the Board of Commissioners of the Housing Authority of the City of Orange Adopting the Annual Budget for Fiscal Year Ending 2012. Commissioner Hudson moved to adopt. Commissioner Williams seconded.

Chairman Ross called for discussion.

No discussion.

A roll call was taken.

All Commissioners voted in favor.

Chairman Ross called for a motion to adopt Resolution No. 5182-12. Resolution of the Board of Commissioners of the Housing Authority of the City of Orange entering into negotiations with Metro Company, LLC to work as a Development Consultant for the Redevelopment of the Dr. Walter G. Alexander Village Phase III. Commissioner Williams moved to adopt. Commissioner Hudson seconded.

Chairman Ross called for discussion.

No discussion.

A roll call was taken.

All Commissioners voted in favor.

Mr. McNeil said only one proposal was submitted.

Chairman Ross called for a motion to adopt Resolution No. 5183-12. Resolution of the Board of Commissioners of the Housing Authority of the City of Orange entering into contract with McManimon, Scotland, Bauman, Attorneys at Law for Development Counsel for the Redevelopment of the Dr. Walter G. Alexander Village Phase III. Commissioner Williams moved to adopt. Commissioner Davis seconded.

Chairman Ross called for discussion.

No discussion.

A roll call was taken.

All Commissioners voted in favor.

Chairman Ross called for a motion to adopt Resolution No. 5184-12. Resolution of the Board of Commissioners of the Housing Authority of the City of Orange to negotiate a contract with Kitchen and Associates, for Architectural/Master Planning Services for the Redevelopment of Dr. Walter G. Alexander Village Phase III. Commissioner Williams moved to adopt. Commissioner Davis seconded.

Chairman Ross called for discussion.

No discussion.

A roll call was taken.

All Commissioners voted in favor.

Chairman Ross called for a motion to adopt Resolution No. 5185-12. Resolution of the Board of Commissioners of the Housing Authority of the City of Orange Authorizing entering into a contract with Kitchen and Associates Services, Inc. to redesign. Commissioner Hudson moved to adopt. Commissioner Davis seconded.

Chairman Ross called for discussion.

No discussion.

A roll call was taken.

All Commissioners voted in favor.

### **Unfinished Business**

Commissioner Williams asked if there was updated information on the golf outing.

Mr. McNeil said I met with the golf coordinator Mrs. Davis, she said we need to look into our business contacts that would want to participate financially.

Chairman Ross said July 11, 2012 is the ribbon cutting ceremony for Walter G. Alexander

Mr. McNeil said, September 24, 2012 is the golf outing.

Chairman Ross called for a motion to adjourn the meeting. Commissioner Davis moved to adjourn the meeting. Commissioner Williams seconded.

Chairman Ross called for a discussion?

No Discussion

A roll call was taken.

All Commissioners voted in favor.

The meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Walter D. McNeil, Jr.

