

Meeting Minutes

Housing Authority of the City of Orange Board of Commissioners Monthly Meeting

Date: September 18, 2025]

Location: Virtual Meeting via Zoom

1. Call to Order and Roll Call

Chairman Ross called the regular monthly meeting to order. The meeting was duly advertised in accordance with New Jersey Sunshine Laws.

Roll Call:

- Commissioner Rimes – Absent
- Commissioner Garrett – Absent
- Commissioner McLeod – Present
- Commissioner Juliano – Present
- Commissioner Williams – Present
- Commissioner Morrow – Arrived later
- Chairman Ross – Present

Quorum Established

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2. Pledge of Allegiance

Led by McNeil and Chairman Ross.

3. Adoption of Agenda

- **Motion:** Ms. Betty
- **Second:** Unspecified
- **Vote:** Unanimous approval

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4. Approval of Minutes (June 18, 2025)

- **Motion:** Ms. Betty
- **Second:** Unspecified
- **Vote:** Unanimous approval

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5. Reports

Treasurer's Report

- No report due to accountant's vacation. Expected next week.

Executive Director's Report (McNeil)

- **Golf Outing Recap:**
 - Successful event with ~124 attendees and 86 golfers
 - Raised ~\$40,000
 - Scholarships awarded: \$3,500 and two \$1,000 awards
 - Positive community engagement and feedback
- **Housing Choice Voucher Program (Section 8):**
 - 68 recertifications, 97 inspections (August)

- No new admissions due to HUD restrictions
 - Reserve funds recaptured by HUD (~\$230,000)
 - 539 units under contract; capacity for 741
 - Monthly HAP payments ~\$635,000; total ~\$686,000 including utilities and FSS
 - Outgoing portables: 26; Incoming: 2 (as of report), now 6
 - Administrative fees reduced from ~\$40,000 to ~\$21,000
- **Public Housing:**
 - Rent roll: \$97,000
 - Vacancies: 5 out of 250 units (98% occupancy)
 - 20 annual certifications, 3 interim, 20 inspections
 - 100% PIC reporting rate
 - 49 work orders completed
 - Food bank participation increased to 102 residents
 - Ongoing painting and maintenance projects
 - RAD renovations discussed; minimal upgrades unless necessary
- **Resident Advisory Board (RAB):**
 - Meetings scheduled
 - Input on annual and capital improvement plans
 - Commissioners invited to observe
- **Programs:**
 - **Computer Classes:** Instructor Mr. Smith; 3–5 participants; new session starts Oct 1
 - **Substance Use Prevention:** Led by Greater Essex; Narcan education and distribution

6. Public Comments

- **Harold Hicks (6C):** Praised direction of the Housing Authority; requested in-person board meetings
- **Gloria Matheis (5B):** Raised concerns about Narcan use and praised building improvements
- **Suhayla Smith:** Introduced herself as an intern from Seton Hall University studying Diplomacy and International Relations

7. Resolutions

Resolution 5844-25

Approval of Bills

- **Discussion:**
 - Intercom system engineering final bill: \$19,000
 - Parking lot contract payments: \$159,900 and \$69,224 (final payment pending retainage)

- **Motion:** Commissioner Williams
- **Second:** Commissioner Morrow
- **Vote:** Unanimous approval

Resolution 5845-25

Audit Proposal Acceptance – Frank Glean LLC for FY 2026 & 2027

- **Correction:** Fiscal years updated from 2025–2026 to 2026–2027
- **Motion:** Commissioner Williams
- **Second:** Commissioner Juliano
- **Vote:** Unanimous approval

Resolution 5846-25

Appointment of James Evans, AEI Insurance Brokerage, as Risk Management Consultant

- **Discussion:**
 - Mr. Evans has served for 4 years
 - Works with JIF and staff to ensure proper coverage
 - No direct cost to Housing Authority; paid by JIF
- **Motion:** Commissioner Williams
- **Second:** Ms. Betty
- **Vote:** Unanimous approval

8. New Business

- **Meeting Format Discussion:**
 - Consideration of returning to in-person meetings
 - Marsha Moore (Attorney) prefers Zoom due to scheduling conflicts
 - Proposal for hybrid or quarterly in-person meetings
 - October meeting confirmed as Zoom
 - Further discussion to finalize future meeting formats
- **Essex County College Golf Tournament:**
 - Scheduled for October 16 at Maplewood Country Club
 - Commissioner Giuliano’s family scholarship involved

9. Adjournment

- **Motion to Adjourn:** Commissioner Williams
- **Meeting Adjourned**