

**HOUSING AUTHORITY OF THE CITY OF PASSAIC
BOARD OF COMMISSIONERS' MEETING
September 14, 2016**

PLACE: Community Center
14-34 East Monroe
Passaic, New Jersey 07055

READING OF THE OPEN PUBLIC MEETINGS ACT:

As required by NJSA 10:4-6 et seq. known as the Open Public Meetings Act, notice of this meeting was provided in the following manner: On December 23, 2015 notice of this meeting specifying the date, time and location was transmitted to the Herald News and The Record and to the Clerk of the City of Passaic. Notice was also posted at all HACP sites.

PRESENT:

Alan Juszcyk, Commissioner
Angel LaBoy, Commissioner
Beatrice Johnson, Commissioner
Delmis G. Fernandez, Commissioner
Henry Navarro, Commissioner
Ronald Van Rensalier, Chairman

STAFF MEMBERS PRESENT:

Victor Cirilo
Vincent Wynter
Andrew Barcia
Glenny Candelaria
Joanna Lara
Joann Arroyo
Jeffrey Gorley
Natasha Pearson
Yetlanezi Martinez

Meeting opened at 6:05 p.m.

ROLL CALL:

On roll call: Commissioner Johnson: Present; Commissioner Juszcyk: Present; Commissioner LaBoy: Present; Commissioner Navarro: Present; Commissioner Rodriguez: Absent; Commissioner Fernandez: Present; Chairman Van Rensalier: Present via telephone.

Commissioner Navarro requested a moment of silence for Carlos Sinnung who was a former Commissioner of the Housing Authority

APPROVAL OF MINUTES

(1) APPROVAL OF MINUTES OF THE JULY 20, 2016 BOARD OF COMMISSIONERS' MEETING

Commissioner Juszcyk requested that the July 20, 2016 Board of Commissioner Meeting minutes be amended to state "Commissioner Juszcyk asked that the Housing Authority to abide..."

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Navarro: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Absent; Commissioner Ronald Van Rensalier; Aye.

ACTION: APPROVED

(2) APPROVAL OF MINUTES OF THE AUGUST 18, 2016 SPECIAL BOARD OF COMMISSIONERS' MEETING

The Executive Director pulled the August 18, 2016 Special Board of Commissioners' Meeting Minutes due to changes needed

The Chairman was not feeling well but stated that he reviewed all Resolutions presented to the Board. He also stated that he is in favor of all of the Resolutions and requested that his vote be recorded.

Legal Counsel asked Chairman Van Rensalier to confirm that he has reviewed all the Resolutions and that he is in favor of all of them and it is his desire to vote in favor of all of them.

Chairman Van Rensalier responded: That is correct.

The Chairman respectfully excused himself for the rest of the meeting.

RESOLUTIONS

VICE CHAIRMAN NAVARRO STATED THAT ANY MEMBER OF THE BOARD MAY REQUEST THAT ANY ITEM BE REMOVED FROM THE CONSENT AGENDA AND BE CONSIDERED SEPARATELY. ALL REMAINING ITEMS WILL BE CONSIDERED TOGETHER.

Commissioner Juszcyk requested that Resolution 2016-55 be considered separately.

A motion was made by Commissioner LaBoy and seconded by Commissioner Johnson to approve Resolutions 2016-51, 2016-52, 2016-53, 2016-54, 2016-56, 2016-57, 2016-58, 2016-59, 2016-60, 2016-61, 2016-62, 2016-63, 2016-64, 2016-65, and 2016-66.

2016-51 RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JULY 20, 2016 THROUGH SEPTEMBER 8, 2016

2016-52 RESOLUTION APPROVING OFFICIAL TRAVEL TO AND FROM SARATOGA SPRINGS, NEW YORK BY BOOKKEEPER WANDA ESTEVEZ AND DIRECTOR OF FINANCE AND OPERATIONS VINCENT WYNTER FOR THE PURPOSE OF ATTENDING A WORKSHOP TITLED "ADVANCED PHA BUDGETING, ACCOUNTING & FINANCIAL REPORTING"

- 2016-53 RESOLUTION APPROVING OFFICIAL TRAVEL TO AND FROM LYNDHURST, NEW JERSEY BY ACCOUNTING ASSISTANT JOHN DE LA CRUZ FOR THE PURPOSE OF ATTENDING A COURSE TITLES “NUTS & BOLTS OF FINANCIAL ACCOUNTING, BUDGETING, AND REPORTING”
- 2016-54 RESOLUTION APPROVING OFFICIAL TRAVEL TO AND FROM EDISON, NJ BY HCVP DEPUTY DIRECTOR PAMELA MITCHELL FOR THE PURPOSE OF ATTENDING A SEMINAR TITLED “CRITICISM & DISCIPLINE –SKILLS FOR MANAGERS AND SUPERVISORS”.
- 2016-56 RESOLUTION AUTHORIZING A COOPERATIVE PRICING SYSTEM AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AND THE COUNTY OF BERGEN, NEW JERSEY
- 2016-57 RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO DECOTIIS, FITZPATRICK & COLE, LLP FOR SPECIAL LEGAL SERVICES – LAND USE LAW AT AN HOURLY RATE OF ONE HUNDRED AND NINETY FIVE DOLLARS (\$195) PER HOUR.
- 2016-58 RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO STANDARD ELEVATOR CORPORATION FOR ELEVATOR SERVICE AND MAINTENANCE AT NJ13-001 ALFRED SPEER VILLAGE AND THE HECHT AND MURPHY APARTMENTS FOR A TWO (2) YEAR PERIOD IN AN AGGREGATE AMOUNT NOT TO EXCEED ONE HUNDRED FORTY NINE THOUSAND EIGHT HUNDRED THIRTY TWO DOLLARS (\$149,832)
- 2016-59 RESOLUTION AUTHORIZING AWARD OF A TWO (2) YEAR CONTRACT FOR LIHTC ACCOUNTING & COMPLIANCE SERVICES TO WILLIAM KATCHEN OF 596 ANDERSON AVE, CLIFFSIDE PARK, NJ AT AN HOURLY RATE OF \$175 FOR A TOTAL AMOUNT NOT TO EXCEED \$50,000.
- 2016-60 A RESOLUTION AUTHORIZING A CONTRACT WITH THE BOYS AND GIRLS CLUBS OF PATERSON AND PASSAIC FOR THE ADMINISTRATION OF AN AFTER SCHOOL PROGRAM FOR RESIDENTS RESIDING AT CHESTNUT GARDENS AND VREELAND VILLAGE
- 2016-61 RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO FM GENERATOR INC. FOR GENERATOR MAINTENANCE SERVICES AT ALL AUTHORITY SITES ON AN AS NEEDED BASIS FOR TWO (2) YEARS IN AMOUNT NOT TO EXCEED TWENTY TWO THOUSAND FOUR HUNDRED DOLLARS (\$22,400.00).
- 2016-62 RESOLUTION AUTHORIZING THE HIRE OF A RECEPTIONIST AT THE HOUSING AUTHORITY ADMINISTRATIVE OFFICE
- 2016-63 RESOLUTION AUTHORIZING THE HIRE OF A CLERICAL ASSISTANT AT ALFRED SPEER VILLAGE

- 2016-64 RESOLUTION AUTHORIZING PERSONNEL ACTION
- 2016-65 RESOLUTION REVISING THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND THE EMPLOYEE HANDBOOK
- 2016-66 RESOLUTION CERTIFYING THAT PURSUANT TO N.J.S.A.40A:5A-17 EACH COMMISSIONER HAS PERSONALLY REVIEWED THE ANNUAL INDEPENDENT FINANCIAL AND COMPLIANCE AUDIT OF AUTHORITY PROGRAMS FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Navarro: Aye; Commissioner Rodriguez: Absent; Commissioner Fernandez: Aye; Commissioner Ronald Van Rensalier; Aye.

ACTION: APPROVED

- 2016-55 RESOLUTION TO DESIGNATE JEFFREY GORLEY AS THE AFFIRMATIVE ACTION OFFICER OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC

A motion was made by Commissioner LaBoy to approve Resolution 2016-55 and seconded by Commissioner Johnson.

Commissioner Juszcyk asked how many hours in month would be put in for the fulfillment of this position.

Commissioner Navarro answered that this position is an as needed basis.

Commissioner Juszcyk stated that although it may not take up much time throughout the day to fulfill this position, he thinks it is appropriate to have some monetary compensation for taking on additional responsibilities.

The Executive Director responded: point is well taken and will be brought to the Personnel Committee for discussion.

Commissioner LaBoy asked the Executive Director what qualifications are needed or looked for in order to be considered for this position.

The qualifications are very vague. In the policy an employee has the opportunity to go in front of an Affirmative Action Officer if he or she disagrees with an executive/ personnel decision. Mr. Gorley has served in this capacity at another government entity. The decision was based on his track record the Housing Authority felt he was a good person to be considered for the position.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Navarro: Aye; Commissioner Rodriguez: Absent; Commissioner Fernandez: Aye; Commissioner Ronald Van Rensalier; Aye.

ACTION: APPROVED

Commissioner LaBoy respectfully requested to be excused for the rest of the meeting.

A presentation was made by Life Station. During the August Special Board Meeting, the Housing Authority entered into a contract with Life Station in order to provide the senior residents with an emergency pendant that can be worn as a necklace or bracelet during construction.

REMARKS BY CITIZENS

The following was read: In accordance with the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.) The Housing Authority of the City of Passaic opens every public meeting for comments of the public. Each person choosing to speak at the meetings will be limited to five minutes, to speak on any subject, on or off the agenda. All speakers must state their name and address for the record.

However, in accordance with N.J.S.A. 10:4-12 “nothing in this Act shall be construed to limit the discretion of a public body to permit, prohibit or regulate the active participation at any meeting”

Therefore, please be advised that the Housing Authority of the City of Passaic will not entertain any comments from persons who communicate obscene material, make statements which are considered bias intimidation in which a person intends to intimidate any individual or group because of race, color, religion, gender, handicap, sexual orientation or ethnicity or makes comments intending to harass or speak in any offensive language. The person who makes these statements will relinquish their allotted five minutes for public discussion. Any person who persists in speaking out of turn, or interrupts the peace and order of the meeting will be escorted off the premises.

Jaroslaw Jackiw- 299 Lafayette Avenue, Passaic, NJ 07050

- What is the status of the ongoing construction at all Senior Sites?

The Executive Director thanked the residents for their patience. He stated that a report is given at the end of the day by the Property Manager regarding the construction. The Executive Director reported that all the hard interior work is now complete at East Monroe and new doors are being installed. The biggest issue that is now being discussed is the elevator construction that will be taking place in a few weeks. Construction at Gregory is still ongoing and currently the interior is being worked on. In Ascension the kitchens and bathrooms are currently being worked on.

Commissioner Navarro asked if the Housing Authority is meeting the construction timeline.

The Executive Director stated that 80% of the units need to be completed by the end of the calendar year. The Housing Authority expects full completion by the middle of next year.

- Is there a SAAR Component in the renovation project?

The Executive Director stated that he is not aware of SAAR Construction as a subcontractor for Straight Edge but the Housing Authority itself does not have a contract with SAAR Construction.

- Has the Board of Commissioner approved a new contract for the Executive Director? If not, why not?

The Executive Director stated that the contract is optional and that anyone can serve at the pleasure of the Housing Authority and it is up to the Board to discuss.

Rene Griggs- 23 Aspen Apt 6C, Passaic, NJ 07055

- Ms. Griggs complained about the work done by Local 55 and how the work was incomplete prior to her moving in to the new apartment. Ms. Griggs addressed the Board and stated that she received the apartment in a mess and incomplete work.
- Ms. Griggs stated that she felt that comfortable at her old apartment until she had to be transferred by management to the new unit. Ms. Griggs was able to attain keys from management and went into the new unit to find the workers talking on the phone. Ms. Griggs pointed out things in the apartment to the workers that she felt were wrong and needed to be fixed.
- Ms. Griggs did not appreciate being rushed to be moved when the unit was not complete.

Commissioner Johnson asked if the Director of Maintenance goes in to inspect a unit after it is completed by Local 55.

The Executive Director answered: a punch list is created and then divided into what work will be contracted out and what work will be done in house. After the work is completed, management assesses whether the unit is ready to be leased or not. Managers in the past have send workers back in, either our own staff or contractors, if the managers feel the units are not up to par.

Ms. Pearson stated that when a applicants come in that are not current residents, they are allowed to look at the units just to see how they will set up the furniture.

Commissioner Johnson asked if Ms. Pearson and Barcia had gone in to inspect the apartment.

Mr. Barcia replied that he was out on sick leave.

Commissioner Johnson apologized and stated she was happy he is back.

Commissioner Johnson then asked if Ms. Pearson had inspected the unit before the tenants moving in.

Ms. Pearson replied that she was also out on sick leave.

Commissioner Johnson then asked if both staff members were out, who was in charge to assure everything was done.

Mr. Pearson replied and stated that her Assistant Manager was in charge and Ms. Griggs did address her concerns to the Mr. Battle. While Ms. Pearson was out she thought that Mr. Battle reached out to Mr. Cirilo to see if they would send an in house staff member or if they would decide to send back the Local 55 workers.

The Executive Director replied that he was not involved with the situation.

Ms. Pearson stated that when she returned, Ms. Griggs addressed her concerns again after the second time that Local 55 had gone into her apartment. Local 55 then had to go in a third time.

Commissioner Johnson asked if the Executive Director has reached out to the President of Local 55 because if the work is not up to par the Housing Authority they should not be paying them for the work.

The Executive Director stated that they are in the assessing phase for financial and workmanship just as it was done with other contractors. The Executive Director stated that if they find that the workmanship is not up to par it will not be accepted.

The Executive Director told Ms. Griggs that they will go into her apartment to see what needs to be addressed and asked that both the manager and Director of Maintenance go up to assess what additional work needs to be done.

Commissioner Johnson suggested that now that Mr. Barcia is back he can go into the apartments and give the Director a report on how those units are being completed so that the Executive Director can report back to the Commissioners.

Angerlener Austin- 222 Sixth Street Apt. 1C, Passaic, NJ 07055

Ms. Austin stated that they now have new grills on Sixth Street but that the old ones were much bigger. She also stated that one of the grills is loose and has already reported to the maintenance workers.

Kirt Robinson- 6A 14-34 East Monroe, Passaic, NJ 07055

Works with Straight Edge Construction and thanked the seniors for their patience and if they need anything that he is available to them.

Ruby Straight 6B –14-34 East Monroe, Passaic, NJ 07055

Ms. Straight asked who owns the building.

The Executive Director replied that the Passaic Senior Housing, LLC is made up the Housing Authority and the bank.

Ms. Ruby expressed her concern for the removal of the grab bars during construction.

Ms. Arroyo stated that in they are currently not at that stage in construction but grab bars will be installed after construction is completed.

Ms. Straight asked if the Housing Authority will be installing new windows.

The Executive Director stated that the new windows will be installed in every unit

Ms. Straight asked if rents would go up now with Section 8.

The Executive Director explained that their rents are being charged based on income.

Ms. Straight expressed her concern for the elevator construction that will be occurring. She is worried that many residents will not be able to go up and down the stairs.

The Executive Director assured that the Housing Authority is taking the necessary steps to provide the residents with the ability to go up and down the stairs. The option that is being discussed is having men power the 24 hours of the day who will bring residents up and down in a special mobile chair. The Executive Director also explained that the residents will be provided with a pendant that they can press in case of an emergency. The Executive Director also stated that the Housing Authority is trying to minimize the elevator construction time from 10 ½ weeks to 7 weeks.

Ms. Straight complained that there is a mice problem in the building.

Ms. Arroyo explained that the exterminators are aware of the situation but do to the construction and walls being broken the mice problem occurred. Ms. Arroyo assured that it will be addressed once the construction is completed, until then they have the stick traps around the building.

Many apartments were turned into handicap apartments and do not have wheel chairs. Asked why the people who need the handicap units haven't been transferred.

The federal government stated that we need 9 handicap accessible units but a fair process will be done in order to transfer people.

Tom Curtis- 14-37 East Monroe 7A, Passaic, NJ 07055

When they install the windows will they be like the ones in Sixth Street.

The Executive Director answered and stated that the Housing Authority will not be using the same windows as the ones in Sixth Street.

RESIDENT COUNCIL REPORTS

None.

CORRESPONDENCE

None.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave an oral report on the construction and planning for Vreeland Village and Chestnut Gardens with RAD.

COMMITTEE REPORT

None.

TREASURER'S REPORT/ DIRECTOR OF FINANCE REPORT

Submitted.

DIRECTOR OF HOUSING CHOICE VOUCHER PROGRAM'S REPORT

Submitted.

DIRECTOR OF RESIDENT SERVICE'S REPORT

Submitted.

SECURITY DIRECTOR'S REPORT

Submitted.

OLD BUSINESS

Commissioner Juszcyk stated that during the public session, one of the audience members asked about a SAAR Component in the RAD construction. Commissioner Juszcyk asked the Executive Director if SASR Construction had no involvement with the Housing Authority, why was their truck parked in the parking lot and worker seen going into the trailer around Labor Day.

The Executive Director stated that he can investigate but the only thing that he can think of is that SAAR is friends with the General Contractor.

Commissioner Juszcyk requested that the Executive Director investigate further and report back to the Board.

The Executive Director agreed and stated that General Contractor provided a list of subcontractors and can safely assure that SAAR was not on that list.

Commissioner Juszcyk asked if anyone is allowed in the back trailer.

The Executive Director replied that the trailer is property of the general contractor and not property of the Housing Authority.

NEW BUSINESS

None.

AJOURNMENT

7:02 p.m.

Respectfully submitted,

Victor Cirilo
Executive Director/Secretary