

**HOUSING AUTHORITY OF THE CITY OF PASSAIC  
BOARD OF COMMISSIONERS' MEETING  
March 22, 2017**

PLACE: City Council Chambers  
330 Passaic Street  
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 28, 2016 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:**

Ron Van Rensalier, Chairman  
Alan Juszcyk, Commissioner  
Beatrice Johnson, Commissioner  
Angel LaBoy, Commissioner  
Henry Navarro, Commissioner  
L. Daniel Rodriguez, Commissioner  
Delmis G. Fernandez, Commissioner

**STAFF MEMBERS PRESENT:**

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

Meeting opened at 6:01 p.m.

**ROLL CALL:**

On roll call: Commissioner Johnson: Present; Commissioner Juszcyk: Present; Commissioner LaBoy: Present; Commissioner Navarro: Arrived at 6:10; Commissioner Rodriguez: Arrived at 6:12; Commissioner Fernandez: Present; Chairman Van Rensalier: Present.

## **APPROVAL OF MINUTES**

### **1.) APPROVAL OF MINUTES OF THE FEBRUARY 15, 2017 BOARD OF COMMISSIONERS' MEETING**

A motion was made by Commissioner Johnson and seconded by Commissioner Fernandez to approve the February 15, 2017 Board of Commissioner Meeting minutes.

Commissioner Juszcyk asked that a change be made to his vote for Resolution 2017-07. He voted to abstain. The correction was noted and made to amend the minutes for February 15, 2017.

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

### **ACTION: MINUTES FOR FEBRUARY 15, 2017 APPROVED**

## **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.

### **Joe Conoscienti-170 Broadway, Passaic, NJ**

Have all building boilers been maintained throughout the winter?

- The Executive Director explained that there was an issue with the previous Boiler Maintenance contractor and the contract had to be terminated for the said reason. This is a matter that the

Housing Authority takes very serious and we want to assure that the boilers are monitored accordingly.

- The Executive Director stated that the housing authority is currently using a temporary company until they find someone else to put under a strict contract. The housing authority went out to bid for this service but did not receive any response. For now, Miller and Chitty is on a month to month basis.
- Commissioner LaBoy asked if there is documentation in place showing the work done by the previous contractor. The Executive Director answered yes there is documentation in place.

Have there been any complaints about snow removal at the sites?

- The Executive Director explained that the Board of Commissioners receive a report after every snow storm on activities and snow removal.
- The Housing Authority did receive one complaint after the last snow storm due to the drop in temperature at Vreeland Village. The complaint was quickly addressed along with management and six staff members, the housing authority was able to centralize and remove the ice throughout the day.

At the last meeting an issue was brought up about bed bugs, does the company treat neighboring apartments of the one with the problem? Mr. Conoscienti mentioned that at his building they have to treat the apartments next to the one that has the issue with the bed bugs to prevent them from spreading.

- The Executive Director stated that a system is in place and apartments with bed bugs are blocked out to prevent them from spreading. All units are addressed around the perimeter of the infested apartment.
- The Executive Director explained that many times residents get upset with the process but the housing authority addresses and explains the benefits of blocking out the apartments.

A motion was made by Commissioner LaBoy to close Remarks by Citizens and seconded by Commissioner Fernandez.

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

**ACTION: APPROVED**

## **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 SEPERATELY. ALL REMAINING ITEMS WILL BE CONSIDERED TOGETHER.

Commissioner Navarro requested that Resolution 2017-23 be considered separately.

Commissioner Juszcyk requested that Resolution 2017-15, 2017-16, 2017-18, 2017-20, and 2017-21 be considered separately.

2017-15      RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR BEGINNING  
FROM JANUARY 1, 2017 TO DECEMBER 31, 2018

A motion was made by Commissioner Fernandez and seconded by Commissioner Rodriguez to approve Resolutions 2017-15.

- Commissioner Juszcyk stated that he noticed that the line item for travel did not decrease from the previous year. He also expressed that the Executive Director has warned about budget cuts, and thinks it would be prudent that the Commissioners limit their travel to free up dollars for more resident programs or staff training.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: No; Commissioner LaBoy: Aye; Commissioner Navarro: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Van Rensalier: Aye.

### **MOTION: RESOLUTION 2017-15 APPROVED**

#### 2017-16      RESOLUTION APPROVING A PERSONNEL ACTION

A motion was made by Commissioner Fernandez and seconded by Commissioner Rodriguez to approve Resolutions 2017-16.

- Commissioner Juszcyk asked if this position was advertised sufficiently to obtain Passaic applicants.
- The Executive Director answered yes. The position was advertised in the Herald News and The Bergen Record. Notices were also posted both at City Hall and all HACP sites.
- Commissioner Juszcyk asked how long the notices were posted for at City Hall.
- The Executive Director stated that he did not track how long the time period was but explained that they are deadlines for applications to be turned in. The Housing Authority posts the advertisement for an average of two weeks before applications are due.
- Commissioner Juszcyk stated that according to the Resolution, applications were received from February 6<sup>th</sup> through the 10<sup>th</sup>. He then asked if the advertisement was posted on the website.
- The Executive Director was not sure if the advertisement was posted on the HACP website but explained that the Housing Authority policy only states that they should post in the Herald News and Bergen Record newspapers, and both City Hall and HACP sites.
- Commissioner LaBoy confirmed that the applications were accepted February 6<sup>th</sup> through the 10<sup>th</sup> and explained that the advertisement was posted way before the due date.
- Commissioner Juszcyk asked how the successful applicant found out about the position if he is from out of town.
- The Executive Director pointed out that in the applicant's cover letter that is attached to the Resolution explains how he found out about the position.

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

**MOTION: RESOLUTION 2017-16 APPROVED**

2017-18 RESOLUTION REQUESTING APPROVAL FOR OFFICIAL TRAVEL TO AND FROM ATLANTIC CITY, NEW JERSEY BY THREE (3) COMMISSIONERS AND TWO (2) HACP STAFF TO ATTEND THE 2017 NJNAHRO ANNUAL CONFERENCE ON APRIL 2-5, 2017.

A motion was made by Commissioner Navarro and seconded by Commissioner Fernandez to approve Resolutions 2017-18.

- Commissioner suggested that only two Commissioners attend the conference instead of three due to budget cuts.
- Commissioner Johnson pulled her name from the resolution.

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

**MOTION: RESOLUTION 2017-18 APPROVED**

2017-20 RESOLUTION APPROVING OFFICIAL TRAVEL BY CHAIRMAN RON VAN RENSALIER FOR THE PURPOSE OF ATTENDING IN-STATE NJNAHRO MONTHLY MEETINGS

A motion was made by Commissioner Navarro and seconded by Commissioner Rodriguez to approve Resolutions 2017-20.

- Commissioner Juszcyk asked where the meetings are being held.
- The Chairman stated that the meetings take place throughout the state including the Rutgers Club.
- The Executive Director added that 90% of the meetings take place at the Rutgers Club and the rest at LifeStation in Union.
- Commissioner Juszcyk pointed out that there was not total amount in the Resolution and asked if the travel for these meetings include meals.
- The Chairman confirmed that reimbursement would be for mileage and tolls not meals.
- Commissioner Juszcyk pointed out that the Chairman has a job outside of the Housing Authority and stated that he works for City Hall. Commissioner Juszcyk then asked the Chairman if his attendance in these meetings contribute to the success in his day job at City Hall.
- The Chairman stated that one can make that argument, but as his role of Chairman for the Housing Authority, his attendance at these meetings would be beneficial.
- Commissioner Juszcyk asked if the City Council has approved his absence for these meetings. The Chairman stated that the Mayor approved his travel.
- Commissioner Juszcyk asked if City Hall can pay for half of the expenses.

- The Executive Director stated that it is a privilege to be on the executive board of NJNAHRO and to be selected by peers throughout the state to work on policy and advocacy for the field of public housing. The Executive Director also explained that it would be upsetting for City of Passaic taxpayers to pay for someone to attend these types of meetings without a strong benefit as a city official but rather to a housing authority.
- Commissioner Juszcyk asked if the Chairman can participate via telephone. The Chairman answered yes.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: No; Commissioner LaBoy: Aye; Commissioner Navarro: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Van Rensalier; Abstain.

**MOTION: RESOLUTION 2017-20 APPROVED**

2017-21 RESOLUTION AUTHORIZING AN AWARD OF A BLANKET PURCHASE ORDER TO GENERAL ELECTRIC APPLIANCES FOR SIXTY-FIVE (65) 18 CU. FT. REFRIGERATORS, FORTY-FIVE (45) GAS STOVES WITH ELECTRIC IGNITION-THIRTY INCHES (30”) WIDE, THIRTY (30) GAS STOVES WITH ELECTRIC IGNITION – TWENTY-FOUR INCHES (24”) WIDE, AND EIGHT (8) ELECTRIC STOVES – THIRTY INCHES (30”) WIDE, IN AN AMOUNT NOT TO EXCEED FIFTY-EIGHT THOUSAND, TWO HUNDRED DOLLARS (\$58,200.00)

A motion was made by Commissioner Navarro and seconded by Commissioner Fernandez to approve Resolutions 2017-21.

- The Executive Director noted that an attachment was omitted in the resolution. He asked legal counsel if it was okay to vote on the resolution without the document even if the breakdown of the appliances is named in the resolution title.
- Legal council approved.
- The Executive Director explained that three vendors picked up the specs but only General Electric responded. In the amount of \$58,000 which is in line with the previous contract last year.

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

**MOTION: RESOLUTION 2017-21 APPROVED**

2017-23 RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AUTHORIZING THE EXECUTION OF A HOUSING QUALITY STANDARDS INSPECTION AGREEMENT AND THE

EXECUTION OF A PROPERTY LEASING AND MANAGEMENT AGREEMENT WITH THE PASSAIC AFFORDABLE HOUSING COALITION IN CONNECTION WITH THE CONVERSION OF PUBLIC HOUSING UNITS UNDER THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

A motion was made by Commissioner Fernandez and seconded by Commissioner Rodriguez to approve Resolutions 2017-23.

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

**MOTION: RESOLUTION 2017-23 APPROVED**

- 2017-13 RESOLUTION ESTABLISHING HOUSING AUTHORITY OF THE CITY OF PASSAIC GUIDELINES FOR HEARINGS.
- 2017-14 RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD FEBRUARY 16 THROUGH MARCH 17, 2017
- 2017-17 RESOLUTION APPROVING A PERSONNEL ACTION
- 2017-19 RESOLUTION REQUESTING APPROVAL FOR OFFICIAL TRAVEL TO AND FROM ATLANTIC CITY, NEW JERSEY BY PAMELA MITCHELL AND LISMARIE GUERRERO TO ATTEND A "RAD OCCUPANCY TRAINING COURSE" ON APRIL 2-5, 2017
- 2017-22 RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO MAGIC TOUGH CONSTRUCTION CO., INC. FOR ELECTRICAL REPAIR SERVICES AT ALL AUTHORITY SITES FOR A PERIOD OF TWO (2) YEARS IN AN AMOUNT NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000.00) PER YEAR

A motion was made by Commissioner Navarro and seconded by Commissioner Fernandez to approve Resolutions 2017-13, 2017-14, 2017-17, 2017-19, and 2017-22.

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

**MOTION: RESOLUTIONS 2017-13, 2017-14, 2017-17, 2017-19, and 2017-22 APPROVED**

**RESIDENT COUNCIL REPORTS**

None.

**CORRESPONDENCE**

**EXECUTIVE DIRECTOR'S REPORT**

Submitted.

**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**

None.

**NEW BUSINESS**

The Executive Director introduced newly appointed part time Procurement and Contract Manager Robert Sforza and Receptionist Mayra Barrera. He then invited everyone in the audience to attend the Woman's History Month event

**AJOURNMENT**

6:33 p.m.

Respectfully submitted,

Victor Cirilo  
Executive Director/Secretary