

ITEM E

**HOUSING AUTHORITY OF THE CITY OF PASSAIC
BOARD OF COMMISSIONERS' MEETING
JUNE 20, 2018**

PLACE: Community Center
234 Chestnut 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 21, 2017 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.

COMMISSIONERS - PRESENT: Beatrice Johnson (Arrived at 6:08 p.m.)
Alan Juszcyk
Delmis G. Fernandez
Edwin Perez
Angel LaBoy
L. Daniel Rodriguez
-ABSENT: Ronald Van Rensalier

STAFF MEMBERS PRESENT: Pamela Mitchell
Joann Arroyo
Leidy Brito-Diroche
Glenny Candelaria
Joanna Lara
Natasha Pearson
Barbara Rivera
Vincent Wynter

Meeting opened at 6:06 p.m. by Commissioner Rodriguez in the absence of Chairman Van Rensalier.

ROLL CALL:

Commissioner Johnson: Absent; Commissioner Juszcyk: Present; Commissioner LaBoy: Present; Commissioner Rodriguez: Present; Commissioner Fernandez: Present; Commissioner Perez: Present; Chairman Van Rensalier: Absent.

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.

There were no remarks by citizens.

A motion was made by Commissioner LaBoy, seconded by Commissioner Fernandez to close the *Remarks by Citizens* portion of the meeting.

MINUTES OF THE MAY 16, 2018 BOARD OF COMMISSIONERS MEETING

A motion was made by Commissioner Fernandez, seconded by Commissioner Perez to approve the minutes of the May 16, 2018 Board of Commissioners’ meeting.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Rodriguez: Abstained; Commissioner Fernandez: Aye; Commissioner Perez: Aye.

MOTION: MINUTES FOR THE MAY 16, 2018 BOARD MEETING APPROVED.

RESOLUTIONS

ATTORNEY CORRISTON 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 2018-37 be considered separately.

2018-37 RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO BRESLIN AND BRESLIN P.A. FOR ORDINARY LEGAL SERVICES FOR A PERIOD OF THREE (3) YEARS AT AN ANNUAL FEE OF FORTY-SIX THOUSAND, FIVE HUNDRED DOLLARS (\$46,500) FOR YEAR 1, FORTY-SEVEN THOUSAND, NINE HUNDRED DOLLARS (\$47,900) FOR YEAR 2 AND FORTY-NINE THOUSAND, THREE HUNDRED DOLLARS (\$49,300) FOR YEAR 3. EXTRAORDINARY LEGAL SERVICES OUTSIDE THE SCOPE OF WORK WILL BE BILLED AT ONE HUNDRED SEVENTY DOLLARS (\$170) PER HOUR FOR ALL THREE (3) YEARS

A motion was made by Commissioner Fernandez, seconded by Commissioner Johnson to approve Resolution 2018-37.

Commissioner Juszcyk: Five packets were picked up for this proposal and only two were returned with the bids. Would you have any knowledge of why the other three did not submit any bids.

Director Mitchell: No reason given.

Commissioner Juszcyk: I see the amounts for this three-year period. What were the amounts for the previous three-year period?

Director Mitchell: We have to get back to you.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye.

MOTION: RESOLUTION 2018-37 APPROVED.

CONSENT AGENDA:

2018-35 RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF MAY 14, 2018 THROUGH JUNE 15, 2018.

2018-36 RESOLUTION AUTHORIZING THE PROPOSAL FOR ONLINE APPLICATION SOFTWARE SERVICE WITH TENMAST SOFTWARE IN AN AMOUNT NOT TO EXCEED EIGHT THOUSAND NINE HUNDRED SEVENTY- FIVE DOLLARS (\$8,975.00).

2018-38 RESOLUTION APPROVING AN AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AND THE PASSAIC COUNTY WORKFORCE DEVELOPMENT CENTER TO PARTICIPATE IN A SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM FOR 2018.

- 2018-39 RESOLUTION AUTHORIZING REGISTRATION TO A WEBINAR AND PURCHASE OF CD-ROM TITLED “HANDLING CONFRONTATIONAL CUSTOMERS” ON JULY 9, 2018 IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FORTY-EIGHT DOLLARS (\$248.00).
- 2018-40 RESOLUTION AUTHORIZING THE REASSIGNMENT AND NEW TITLE OF HACP EMPLOYEE, BARBARA RIVERA.
- 2018-41 RESOLUTION AUTHORIZING THE HIRE OF A WORK ORDER CLERK TO FILL A VACANT POSITION.
- 2018-42 RESOLUTION AUTHORIZING THE REASSIGNMENT AND NEW TITLE OF HACP EMPLOYEE, CLARISSA JACKSON.
- 2018-43 RESOLUTION AUTHORIZING THE HIRE OF AN ADMINISTRATIVE CLERK TO FILL A VACANT POSITION.
- 2018-44 RESOLUTION ADOPTING A REVISED LEASE FOR RENTAL ASSISTANCE DEMONSTRATION (RAD)/ PROJECT BASED VOUCHERS (PBV)/ LOW INCOME HOUSING TAX CREDIT (LIHTC) PROPERTIES.
- 2018-45 RESOLUTION ADOPTING A CHOICE MOBILITY POLICY FOR RENTAL ASSISTANCE DEMONSTRATION (RAD)/ PROJECT BASED VOUCHERS (PBV)/ LOW INCOME HOUSING TAX CREDIT (LIHTC) PROPERTIES.

A motion was made by Commissioner LaBoy, seconded by Commissioner Juszcyk to approve Resolutions 2018-35, 2018-36 and 2018-38 through 2018-45.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye.

CORRESPONDENCE

None.

EXECUTIVE DIRECTOR’S REPORT

Submitted.

COMMITTEE REPORT

None.

Commissioner Rodriguez asked if there were any Resident Council Reports.

Angerlener Austin, President of the Vreeland Village Community Association stated she did not have a report, but wanted to convey several complaints from the residents.

Commissioner Rodriguez stated that there was a format in place to have reports put in and asked Ms. Austin to follow up with Director Mitchell.

TREASURER'S REPORT/ DIRECTOR OF FINANCE REPORT

Submitted.

DIRECTOR OF HOUSING CHOICE VOUCHER PROGRAM'S REPORT

Submitted.

DIRECTOR OF RESIDENT SERVICES' REPORT

Submitted.

Commissioner Johnson asked Director of Resident Services Glenny Candelaria:

- Residents would like to know what services are being provided through the Resident Services Office. Residents are saying no services or events are being offered to them.
- Residents have expressed interest in doing couponing and how to create a budget and other things.
- What is being done to help the residents be more self-sufficient?

Ms. Candelaria stated that it was brought to her attention of residents wanting to do couponing; however, they never came back with a plan or a contact person.

- Inquired as to the status of the computers being off-line. Difficult for the residents to be able to utilize the computers for resumes and other projects.
- Send flyers/ Survey soliciting ideas as to what they would like to see in place.

Ms. Candelaria stated that the First Time Home Buyers' seminar had a great turn out. Several people who attended the seminar made appointments and started the process. Services will be provided by Vision to Learn who would be provided free eye screening and eye glasses for children. Other workshops are being planned – healthy homes and financial planning during the summer.

- Water sprinklers were not turned on during 90-degree weather. She indicated that several excuses were given by management – water bill, used by the summer program, etc.
- Commissioner Rodriguez: Can you enlighten me what is the policy?

Ms. Candelaria: The Summer Program uses the sprinklers once a week on Wednesdays.

Commissioner Rodriguez would like to look at the sprinkler schedules and put a policy in place.

PASSAIC AFFORDABLE HOUSING COALITION'S REPORT

Submitted.

Commissioner Johnson requested that the maintenance department be proactive and check all the equipment- water tanks, boilers, etc.

Tree fell in the beginning of May during a heavy rain storm and has been down over a month. Resident continue to call her. Why is it taking so long for the tree to be removed? Hopping tree limbs will be removed as soon as possible. It is blocking the path. She is concerned that someone may be hurt and the Authority will be held liable.

Commissioner Johnson added that it is getting hot and people want to cook out specially for Father's Day.

Property Manager Leidy Brito-Diroche explained that this is the season that landscapers are very busy. The HACP Landscaper Exclusive, as a favor, cut the tree limbs and placed them against the fence, but the removal would cost \$600. She stated that her inability to get other landscapers and based on the Authority's procurement process she cannot go with one company without reaching out to others as well.

Attorney Corrison stated because it is a health and safety issue, the policy may allow for Ms. Brito to get the work done.

Commissioner Rodriguez directed Ms. Brito to contact Exclusive tomorrow and have them remove the tree limbs. He said it made no sense to have this situation going on for a month.

Commissioner Johnson stated that there continues to be a problem with cars parked between the signs that say "No Parking," thereby preventing garbage pickup. It is causing smell and rodents. She requesting that the "No Parking Between Signs" to be changed to "No Parking Tow Away Zone".

Commissioner Johnson also reported that the two Handicap parking spaces - poles between 220 and 224 and on the hill have not been replaced. She asked that the City be contacted and the signs be replaced.

The BMW cleaning schedules should be revised – hallways are filthy and they stink. Present schedule has them cleaning Monday and Fridays. It should be Monday, Wednesday, and Friday it would help keep the hallways clean. Hallways walls should be wiped down. Hallway screens are very dirty and people cannot look outside.

Board members requested that complaints be transmitted to Director Mitchell so that she can address the issues and report back to the Board.

OLD BUSINESS

None.

NEW BUSINESS:

Commissioner Juszcyk reported his dear friend (former Commissioner) Andrew Conklin passed away on Monday. He was 93 years old. Wake would be at Madonna Funeral Home tomorrow from 6:00 p.m. to 8:00 p.m. at Howe Avenue.

Commissioner Juszcyk invited everyone to attend a Book Fair on Sunday, June 24th. Sale would be from 12:00 p.m. to 5:00 p.m. at the Boat House Café at Third Ward Park. Donations of used books starts at 9:00 a.m.

Commissioner Rodriguez asked Director Mitchell to send something on behalf to the Housing Authority to the Funeral Home or the family of Andrew Conklin.

Commissioner LaBoy shared two flyers with everyone present – *Lead Paint in the Home Can Cause Brain Damage in Children*. Provides information for parents to call and schedule a free lead test at no cost if you qualify. *Are you entitled to Financial Benefits?* for adults 65 years of age or older - Utility payment assistance, Farmers Market's discounts, prescription savings, legal services, employment opportunities, and more. Flyers were available for distribution.

Commissioner LaBoy is part of a Faith-Based Group in Paterson that meets once a month and provides this information.

Commissioner Johnson asked if Commissioners would like to donate for the summer program for upcoming events.

Commissioner Rodriguez invited everyone to an event on Sunday, June 24th from 3:00 p.m. to 5:00 p.m. at the Boat House- He had two speakers coming in to speak to the children.

ADJOURNMENT

6:48 p.m.

Respectfully submitted,



Pamela Mitchell
Executive Director/Secretary