

ITEM D

**HOUSING AUTHORITY OF THE CITY OF PASSAIC
BOARD OF COMMISSIONERS' MEETING
FEBRUARY 27, 2019**

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 29, 2018 notice of this meeting specifying the date, time and location was published by the Herald News and The Record and transmitted via email to the Clerk of the City of Passaic. Notice was also posted at all HACP sites.

COMMISSIONERS - PRESENT: Alan Juszcyk
Beatrice Johnson
Delmis G. Fernandez
Edwin Perez
L. Daniel Rodriguez
Majin Zuniga
Ronald Van Rensalier

STAFF MEMBERS PRESENT: Pamela Mitchell
Joann Arroyo
Hahsaan Battle
Leidy Brito-Diroche
Glenny Candelaria
Nataly Hernandez
Angelica Marti
Barlow Taylor
Vincent Wynter

Meeting opened at 6:03 p.m.

ROLL CALL:

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

Presentation ceremony for Former Commissioner Angel Laboy, Conducted by Chairman Ronald Van Rensalier. Assisted by Commissioners Johnson and Commissioners Juszcyk.

RESOLUTIONS

CHAIRPERSON VAN RENSA LIER 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 asked that Resolutions 2019-08, 2019-09 and 2019-14 be considered separately.

2019-08 RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JANUARY 17, 2019 THROUGH FEBRUARY 15, 2019.

A motion was made by Commissioner Rodriguez, seconded by Commissioner Van Rensalier, to approve Resolution 2019-08.

- Commissioner Juszcyk: I separated this resolution in case any of the commissioners with relationships with the Passaic Valley Water Commission would like to abstain on voting for it.

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Johnson: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Rodriguez: Aye; Commissioner Zuniga: Aye; Chairman Van Rensalier: Abstain.

MOTION: RESOLUTION 2019-08 APPROVED.

2019-09 RESOLUTION AUTHORIZING THE WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018.

A motion was made by Commissioner Fernandez, seconded by Commissioner Perez to approve Resolution 2019-09.

- Question: What is amount difference in write-offs between 2017 and 2018?
 - o Response: \$12K approximately
- Question: Is there counseling available?
 - o Response: Procedures are routinely explained for collecting rents one on one. One agreement to make arrangements is offered. HACP policy is excessively generous. Monthly rent roll is approximately \$400K.

- Question: What is the reason for the write-offs?
 - o Response: Tenants leave the units without proper notice and delinquent balances. Tenants leave with no forwarding address. Fraud recovery not paid. Agreements made not kept.

- Question: What is in place to assist with this?
 - o Response: The rent collection policy is clear and must be adhered. Vincent Wynter made mention of the hiring in 2010 of staff member Wanda Estevez who has exceptional book keeping skills. Procedures were put in place to increase overall receivables; {such as monies received was date/time stamped in, daily deposits were made, a variety of ways have been implemented to receive rents (in person, drop off, auto draft and bank deductions)}. EIV and PIC have been resourceful in assisting with this threshold. A collaborate effort with the Property Managers, Resident Services and the Board is needed to continue to pick up and maintain rent collections.

- Question: Why is rent collection down?
 - o Response: Some just do not bother to make rent payments a priority. Communication and work dynamics must be done between Property Management, Resident Services, the Finance Department and Interviewers. Again a collaborate effort is a must to assist in bringing the rent collection to HUD requirements above 95%.

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Johnson: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Rodriguez: Aye; Commissioner Zuniga: Aye; Chairman Van Rensalier: Aye.

MOTION: RESOLUTION 2019-09 APPROVED.

.

2019-14 RESOLUTION APPROVING AN AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AND BERKELEY COLLEGE TO PARTICIPATE IN AN OFF-CAMPUS FEDERAL WORK STUDY PROGRAM.

A motion was made by Commissioner Rodriguez, seconded by Commissioner Fernandez to approve Resolution 2019-14

-Commissioner Juszcyk: How many students are in the workforce program?

-Executive Director Mitchell: Currently none.

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Johnson: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Rodriguez: Aye; Commissioner Zuniga: Aye; Chairman Van Rensalier: Aye.

MOTION: RESOLUTION 2019-14 APPROVED

Commissioner Rodriguez asked that Resolution 2019-15 be considered separately

2019-15 RESOLUTION AUTHORIZING THE HIRING OF AN ADMINISTRATIVE ASSISTANT

A motion was made by Commissioner Johnson, seconded by Commissioner Fernandez to approve Resolution 2019-15.

Commissioner Rodriguez made mention to difference in advertisement for the position of the Administrative Clerk position and the resolution in place that is authorizing the hiring of an Administrative Assistant. There is a difference and he wanted the record to be clear which position was for hire.

Executive Director Mitchell responded that the position for hire was that of Administrative Assistant. (Executive Director Mitchell corrected this statement via email after the Board meeting that the position for hire was in fact as advertised which was that of an Administrative Clerk)

MOTION: RESOLUTION 2019-15 APPROVED

CONSENT AGENDA:

2019-10 RESOLUTION CERTIFYING INFORMATION TO BE SUBMITTED TO THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FOR FISCAL YEAR ENDING DECEMBER 31, 2018.

- 2019-11 RESOLUTION EXTENDING A CONTRACT TO WILLIAM A. ELIAS. FOR MANAGEMENT CONSULTING AND QUALITY CONTROL SERVICES FOR A RATE NOT TO EXCEED FORTY THOUSAND DOLLARS (\$40,000.00).**
- 2019-12 RESOLUTION EXTENDING A CONTRACT TO WILLIAM KATCHEN FOR RAD MANAGEMENT CONSULTING AND QUALITY CONTROL SERVICES FOR A RATE NOT TO EXCEED FORTY THOUSAND DOLLARS (\$25,000.00).**
- 2019-13 RESOLUTION REQUESTING APPROVAL FOR OFFICIAL TRAVEL BY PROCUREMENT AND CONTRACTS MANAGER ROBERT SFORZA FOR THE PURPOSE OF ATTENDING THE G PANJ EDUCATIONAL FORUM IN ORDER TO MAINTAIN INFORMATION AS IT RELATES TO CONTRACT PROCUREMENT.**

A motion was made by Commissioner Juszcyk, seconded by Chairman Van Rensalier, to approve all Resolutions on the Consent Agenda.

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Johnson: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Rodriguez: Aye; Commissioner Zuniga: Aye; Chairman Van Rensalier: Aye.

MOTION: RESOLUTIONS 2019-10, 2019-11, 2019-12 and 2019-13 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 from 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.

Evelyn T. Robinson, 222 Sixth St. Apt. 2D: Just wanted to know if better outreach can be made directly to the residents as it relates to the work-study effort brought to the fore front or anything that would be beneficial for that matter because the residents seem to be left out and not considered for many things. This would be a great initiative.

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

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Johnson: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Rodriguez: Aye; Commissioner Zuniga: Aye; Chairman Van Rensalier: Aye.

CORRESPONDENCE

None.

COMMITTEE REPORTS

Submitted.

RESIDENT COUNCIL REPORTS

Submitted.

EXECUTIVE DIRECTOR'S REPORT

Submitted.

Chairman Van Rensalier requested clear understanding to the annunciator system at 299 Gregory Ave.

Property Manager Joann Arroyo gave an elaborate verbal illustration of how the systems works, what is faltering at this point and the proactive measure sought to correct the problem. Executive Director Mitchell cosigned the proactive measure effort.

TREASURER'S REPORT/ DIRECTOR OF FINANCE REPORT

Submitted.

DIRECTOR OF HOUSING CHOICE VOUCHER PROGRAM'S REPORT

Submitted.

Chairman Van Rensalier asked if there could be an explanation with the duplication of the statements for SEMAP grading for 2018 being at 100% and the confidence of the same.

Response provided current score with possible outlook for 2019 hence duplicating the anticipation.

DIRECTOR OF RESIDENT SERVICES' REPORT

Submitted.

PROPERTY MANAGEMENT REPORT

Submitted.

SECURITY INVESTIGATOR'S REPORT

Submitted.

OLD BUSINESS

None.

NEW BUSINESS:

None.

ADJOURNMENT

6:46 p.m.

Respectfully submitted,


Pamela Mitchell
Executive Director/Secretary