

**ITEM D**

**HOUSING AUTHORITY OF THE CITY OF PASSAIC  
BOARD OF COMMISSIONERS' MEETING  
July 15, 2020**

PLACE: Via Zoom Virtual Conference Call (Due to Covid19 Pandemic)  
Passaic, New Jersey 07055

**READING OF THE OPEN PUBLIC MEETINGS ACT:**

As required by N.J.S.A. 10:4-6 et seq. known as the Open Public Meetings Act, the Housing Authority of Passaic is conducting this meeting via Zoom Meeting due to the Covid19 Pandemic to be held at 6:00 p.m. in accordance with Chapter 11 of the Public Laws of 2020. Adequate notice has been given to the Herald News, placed on the Authority website and distributed to all applicable parties.

COMMISSIONERS - PRESENT: Alan Juszcyk  
Beatrice Johnson  
Henry Navarro  
L. Daniel Rodriguez  
Ronald Van Rensalier  
Delmis Fernandez

ABSENT: null

ATTORNEY PRESENT: Eric M. Bernstein, Esq.

STAFF MEMBERS PRESENT: Joann Arroyo  
Leidy Brito  
Glenny Candelaria  
John De La Cruz  
Lismarie Guerrero  
Joanna Lara  
Pamela Mitchell  
Natasha Pearson  
Vincent Wynter

Meeting opened at 6:05 p.m.

**ROLL CALL:**

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

## **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.

*Due to Covid19, members of the public who had questions or comments were asked to submit them in writing to the administrative office located at 52 Aspen Place or send them via email to the Executive Director at [boardmeeting@passaichousing.org](mailto:boardmeeting@passaichousing.org) before the close of business day at 4:00 pm Wednesday, July 15, 2020.*

**1.) Rene Griggs – 23 Aspen Pl. Apt. 6C:** Would like the commissioners to implement a curfew from 12 midnight to 6 am. The curfew won't hurt those who work late shift, or those who want to run out to Walmart or Quick Chek or any other 24-hour place. She was woken up by a great disturbance and could not understand why she was able to hear it when she lives on the sixth floor. That was very unsettling so would like for a curfew to be implemented.

- *Chairman Rodriguez: I'm not sure how the curfew would work with the legalities. But we do have a new security contract working with the Passaic Police. As far as what happens at night, we always ask the residents if things like that happen to please reach out to the Police Department and see what can be done.*

**2.) Domitila Saavedra – 222 Sixth St. Apt. 3C:** Concerned with management and maintenance not responding or completing a job.

**3.) Susan John – 202 Sixth St. Apt. 1B:** Has had a difficult time communicating with staff. They do not speak English. It is not fair to have favoritism. If you know someone, your work will be completed. The kitchen sink needs a new faucet, but will replace it herself because she has been waiting long enough. The front door is not secure. It took three months for housing to repair bathroom ceiling, which needs repair again.

- *Chairman Rodriguez: Let's communicate to the staff that if they do have trouble communicating with residents to reach out to their managers or someone else so that they're able to communicate with that person.*

**4.) Kirt Robinson – 45 Aspen Pl. Apt. 1D:** Please do something with the illegal smoking in the building, on the premises, lobby soliciting, gambling. His vehicle was damaged.

- *Chairman Rodriguez: Again, these are issues that are going to be addressed in the next coming weeks with the agreement that we have in place with the Police Department.*

**5.) Anonymous:** 23 and 33 Aspen Place need to be thoroughly cleaned.

- *Chairman Rodriguez: If you can look into that, Director Mitchell, just to make sure the area is clean.*

**6.) W:** Sixth Street is a mess.

- *Chairman Rodriguez: I'm not sure how to answer this.*

**7.)** Notices for tonight's meeting were just posted today and yesterday.

- *Chairman Rodriguez: When were the meetings posted?*
- *Director Mitchell: The flyers were completed last week. I just need to find out when they were picked up from the various sites and when did they go up. They were definitely done before the weekend.*
- *Chairman Rodriguez: We want to make sure people are given ample time to know that there's a meeting. They should definitely be up by Thursday or Friday so that people should know there is a meeting on Wednesday.*

**8.) Art Henderson – 45 Aspen Pl. Apt. 7E:** There has been a tremendous amount of gambling outside of the management office after hours. The amount of trash left behind for maintenance to clean up is very unsettling. Something needs to be done. The social distancing is not being adhered to. The security guards are a total waste of money. The apartments over the management office should be complaining about the noise disturbance, gambling and smoking. I would like to speak to the Chairman, if possible.

- *Chairman Rodriguez: This is going to be, hopefully, curtailed by the Police Department helping us out with some of the security issues we have. Trash – we may have to post something up reminding our residents that trash should not be left around. Social distancing – we may have to put up some flyers to remind our residents that social distancing is still in effect.*

**9.) A.C.:** Flyers for tonight's meeting were just put up this morning down on Sixth St.

*(Same answer as number 7 above.)*

Commissioner Johnson: Our seniors may not have access to a computer. Has anyone reached out to them to see if they have any questions?

- *Director Mitchell: Outside of what is happening at the other sites, there is nothing additional. The senior site posters are delivered before the weekend of the meeting. If they have any concerns, their property manager is at each of the high rises on set days. I haven't been made privy to anyone needing something brought to the meeting. Any time that I've been there it's something that can be addressed at the site.*
- *Commissioner Johnson: Do the residents know they can reach out to the property manager? Is there anything up in the hallways or a flyer went out to the residents letting*

them know if they have any issues they want to bring to the Commissioners please write them down and leave them in the office?

- Director Mitchell: No
- Commissioner Johnson: Can we have that moving forward?
- Director Mitchell: The legal notice is definitely published 48 hours before, so the flyer that's going to go to the residents, primarily at the senior sites, we probably can add something to it, because it does have an email listed there. So with them not being virtual savvy perhaps they can put their questions in writing and maybe put them in the rent box. But they will still be given the same due date as everyone else.
- Commissioner Navarro: Would anyone from the public be able to call in their questions, comments or concerns?
- Director Mitchell: Some of them do; they don't always email. Some of them actually call because they don't want to email.

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

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

### **APPROVAL OF MINUTES**

#### **APPROVAL OF MINUTES OF THE JUNE 17, 2020 BOARD OF COMMISSIONERS' MEETING.**

A motion was made by Commissioner Navarro, seconded by Commissioner Fernandez, to approve the minutes of the June 17, 2020 Board of Commissioners' Meeting.

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

#### ***MOTION: MINUTES OF THE JUNE 17, 2020 BOARD OF COMMISSIONERS' MEETING APPROVED***

### **RESOLUTIONS**

THE FOLLOWING ITEMS WILL BE CONSIDERED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AS CONSENT AGENDA ITEMS. 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.

*CHAIRMAN RODRIGUEZ ASKS IF THERE ARE ANY RESOLUTIONS ANY COMMISSIONER WOULD LIKE TO CONSIDER SEPARATELY.*

*Commissioner Juszcyk asked that Resolution 2020-47 be considered separately.*

*Commissioner Johnson asked that Resolutions 2020-49, 2020-50, 2020-51 and 2020-53 be considered separately.*

*Commissioner Van Rensalier asked that Resolution 2020-48 be considered separately.*

2020-47            RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JUNE 15, 2020 THROUGH JULY 10, 2020.

A motion was made by Commissioner Navarro, seconded by Commissioner Johnson, to approve Resolution 2020-47.

- Commissioner Juszcyk: I am separating this resolution so that any commissioner with a relationship with the Passaic Valley Water Commission would be able to abstain from payment.

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Johnson: Aye; Commissioner Fernandez: Aye; Commissioner Navarro: Aye; Commissioner Van Rensalier: Aye (Abstain on PVWC); Chairman Rodriguez: Aye (Abstain on PVWC).

***MOTION: RESOLUTION 2020-47 APPROVED.***

2020-48            RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO THE BOYS AND GIRLS CLUB OF PATERSON AND PASSAIC SERVICING FAMILIES RESIDING AT CHESTNUT GARDENS AND VREELAND VILLAGE NOT TO EXCEED THIRTY –TWO THOUSAND DOLLARS AND NO CENTS (\$32,000.00) PER ACADEMIC YEAR.

A motion was made by Commissioner Van Rensalier, seconded by Commissioner Navarro, to approve Resolution 2020-48.

- Commissioner Van Rensalier: Is there transportation? And if so, is the transportation only provided to the club and not from? So as of October will there be transportation or not, or will it be reevaluated at that time?
- Executive Director Mitchell: Currently, there is no transportation. It will be reevaluated as they transition to accepting the kids in place. They are waiting for certain mandates themselves.

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

***MOTION: RESOLUTION 2020-48 APPROVED.***

2020-49            RESOLUTION AUTHORIZING AWARD OF CONTRACT TO EXECU-TECH, INC. FOR EXECUTIVE MANAGEMENT CONSULTING SERVICES FOR A RATE NOT TO EXCEED THIRTY-ONE THOUSAND TWO HUNDRED DOLLARS (\$31,200.00) FOR A ONE (1) YEAR PERIOD.

A motion was made by Commissioner Navarro, seconded by Commissioner Johnson, to approve Resolution 2020-49.

- Commissioner Johnson: Why do we need this? I'm not sure if Mr. Snyder has done any work for us lately. I don't see why we have to allocate \$31,200 to this. Moving forward with Covid and everything, I think we need to be very prudent with our finances.
- Chairman Rodriguez: Director Mitchell, if you can elaborate on what Execu-Tech is doing for us.
- Director Mitchell: Mainly what Snyder is doing for us right now is the grievance hearings for our tenants so that they are on an unbiased surface. He also keeps us in the loop with the mandates that come out with the public information notices. Most of that stuff is not communicated through the NAHRO informational source. But because he has information that the can distribute to us we can utilize him for that as well. He will be considered for training the senior level staff to disseminate to information to the rest of the staff. Also, I was planning a retreat for the Commissioners. I'm not sure exactly how that would fare out right now because of the Covid, but we need to have that in place. The amount that is in the resolution is only if he was to work full time. His last contract was definitely less than that because we utilize him as needed only.
- Commissioner Johnson: What type of public notices would he only have access to that they wouldn't send out to all housing authorities? I'm not comfortable with this \$31,000. If we can put this on hold and maybe get a report on the work he has done for the Housing Authority and how he has benefited us I may feel comfortable, but not right now.
- Chairman Rodriguez: Executive Director Mitchell, do you have what we paid last year, or for the last contract?
- Director Mitchell: We paid out \$23,240 from January 1, 2018 through June 2020. I didn't do the last twelve months because of how his contract was reduced, but it is included in this amount.
- Chairman Navarro: So that's about \$773 a month, roughly. That's about 5 ¼ hours a month.
- Director Mitchell: I know your concerns are for the informational purposes. There are things like the Public Information Notices that are on the HUD website that are not disseminated to the Housing Authorities per say. So it is the responsibility of the Housing Authority to go through them and look through them. That is one area where he will come into place because he is a consultant. As far as the grievance hearing, we are exposed to them just about every month. We don't let him handle the non-payment of rents, it's the lease violations on both sides: public housing and section 8.
- Commissioner Johnson: I thought we had another gentleman who did our grievance hearings?
- Director Mitchell: You're probably thinking about Bill Elias. He works more so on the quality control of the files. I did ask him to do a grievance, but that was employee related.
- Commissioner Van Rensalier: I agree with Commissioner Johnson. In looking at the scope of services, it's particularly troublesome for me as a commissioner. It says here policy reviews and updates. The Board of Commissioners, I think that is our main

- responsibility. Advise on management policies to officers, members and employees, that's what we have an Executive Director for. Operational assessment, that's what we have an Executive Director for. Training staff and commissioners – the only training that the commissioners, that I'm aware of, have received are the mandated courses through the state of New Jersey that we have to take. There were no other courses made available to us. I don't understand why we have this resolution before us to consider up to \$31,200 to a consultant for work the Executive Director should be doing or the Board of Commissioners should be doing. We have to be careful with spending money and throwing money away. I agree with Commissioner Johnson in that we need to table this and find out what exactly has been provided to the Housing Authority to justify this amount of money going to a consultant when this can be done in house. Do we have that many grievances amongst residents?
- Commissioner Johnson: Can he provide us with a report on the work he has done? How has it benefited us? What grievances? We need to start seeing what these are so we can do a corrective action across the board so we won't need a consultant.
  - Mr. Bernstein: Mr. Chairman, if there is a desire not to move forward with this resolution, either the maker of the motion or seconder can withdraw their motion or second and it can be placed on a future Authority agenda. That being either Mr. Van Rensalier or Ms. Johnson.
  - Commissioner Johnson: I can withdraw if we can get the report for the next month, if that's alright with the Chairperson.
  - Commissioner Van Rensalier: I would agree to withdrawing my motion and having this be considered at a future meeting. After which time we would have received a report as Commissioner Johnson has detailed from this vendor.
  - Chairman Rodriguez: I just want to make clear a couple of points on this. The services that Execu-Tech will be providing will be the following and that is on an as needed basis. Is that correct Executive Director Mitchell?
  - Executive Director Mitchell: Yes.
  - Chairman Rodriguez: I don't oppose us tabling it. Maybe we can look into how many hours are spent on grievances on a monthly basis. I agree with the Commissioners that any information that we can get from the website we can actually have someone from our staff designated to just look for that information. The grievances is something I believe should be unbiased. It should be someone that is neutral; not from the Housing Authority. With that said, if we find out that there are enough grievances a month, we may be able to hire someone for that amount of money to just do our grievances on a part-time basis.
  - Commissioner Navarro: The only thing that I would like to add to what you said is that from what I understand, normally when HUD makes any new recommendations or anything we as the Authority would have to comply with, from my understanding is we have the consultant to interpret and recommend a best course of action with compliance.
  - Commissioner Johnson: I understand that, but we have qualified people. Not only our ED, but we have managers, directors that's been in Housing for many years.
  - Commissioner Navarro: I totally agree with you. I just would also like to say from the work that Pam has done since she has been ED, she has hit the ground running and done an awesome job. From picking up RAD and learning all the new things that had

- to do with RAD in terms of complying and also running the Authority on a day-to-day. Going back to what you both said about the contract size. According to my math, we probably won't even need half of that. I would recommend adjusting the contract. It's really not necessary to allocate that much.
- Commissioner Van Rensalier: If I may add some historical perspective. The previous director, Mr. Cirilo, and the Authority agreed to a contract with this same vendor while he was the Executive Director. Is that correct?
  - Commissioner Johnson: Yes.
  - Commissioner Van Rensalier: I think it was a Board which I wasn't a part of, but you were a part of and other commissioners that are here tonight, that were up in arm and wanted to end the contract when Victor Cirilo was a director. Is that an accurate assessment?
  - Commissioner Johnson: Yes. I remember this came up before and he gave us a report. And we said okay after we got the report. So that's what we need. We need to start getting reports to know we aren't wasting money that can be used for residents or another resource.
  - Commissioner Navarro: We actually used to have his report added to our agenda in the past. I don't recall when it was discontinued to be added to the agenda.
  - Chairman Rodriguez: Two things that we have to think about moving forward. It looks like the majority of the work is being done on the grievance issues because we haven't seen the report on the other work that is being done. My two questions to Ms. Mitchell would be: if we don't approve something today, how are grievances going to be taken care of moving forward? Are they going to be put on hold until we do come up with something? The second question is: if we were able to get a number of how many grievances are happening in a month? It averages, as Commissioner Navarro said, about five and a half hours, but I'm sure it could probably be three hours this month and six hours next month, or whatever the case may be.
  - Executive Director Mitchell: If court dates are in place, then it would place a hindrance on rescheduling the court dates. So if it's a lease violation, the Housing Authority would have to hold on to that tenant, whatever the situation might be. The grievance, hopefully, turns it around where we would not be taking them to court and they have their day to say what actually transpired and if we still need to move forward with the court date for eviction.
  - Commissioner Johnson: How many grievances do we have that's outstanding as of today?
  - Executive Director Mitchell: Well right now we have quite a few because the addition to nonpayment of rent. We have close to about twenty-five percent of our residents that are requesting it, but we may not necessarily schedule it because some of them are in conjunction with a nonpayment of rent. Once they satisfy that we may be able to eliminate the lease violations.
  - Commissioner Navarro: In regards to the tabling of this item, can't we just have a continuation of the existing contract on a month to month?
  - Executive Director Mitchell: One of the problems is that his contract is under the extended version and is due to expire. I probably should not have had the extended version on last year. I should have been doing the request for proposal last year, like I did this year and that would have satisfied that. If he were to do anything for us, it



would have to be on whatever hourly rate he is currently being paid until this issue is resolved.

- Commissioner Johnson: What is the currently hourly rate?
- Executive Director Mitchell: It's the same rate.
- Commissioner Johnson: I would be open to that because we need a report.
- Commissioner Van Rensalier: We should all be cognizant, there's basically a moratorium on evictions. Landlord tenant court is closed because of the Covid crisis. Landlords cannot, by law under the Governor's mandate, evict anyone or take anyone to court. So waiting a month, I don't see anything that jeopardizes or puts this Housing Authority in any legal jeopardy whatsoever. We're not supposed to be taking tenants to court anyway.
- Executive Director Mitchell: Commissioner Van Rensalier, that will definitely be for the nonpayment, but the Housing Authority still needs to process for non-nonpayment so that we're not beginning the process and then taking it into the new year. So you are right with the moratorium, but we still are processing paperwork as if we're taking them to court tomorrow for those that are definitely not nonpayment of rent. I was looking over the history of grievances for the past six months, from January until now, and we've had nine grievance hearings.
- Chairman Rodriguez: Executive Mitchell, can you give an example to the commissioners as far as what a grievance looks like or an example of grievances that are not related to payment.
- Executive Director Mitchell: Additional people living in the household whereas proof of address may not have been provided appropriately and they actually want to express why the people are here, whether they are taking care of somebody. They cannot provide a permanent record of address for an individual, whether it be a family member or a friend. Temporary custodial issues, whereas the paperwork is not here for temporary custody but the person has been taking care of the child physically. Convictions for family members that may not be able to be overturned.
- Chairman Rodriguez: My main concern, we need something back of what exactly we pay for. If there were reports in the past, those reports should have never stopped, for whatever reason. My second concern is the grievances. It doesn't really matter to me who does the grievances. I just want to make sure it's done correctly and I want to make sure that they're done so that that doesn't stop the Housing Authority because I know there are grievances outside of nonpayment of rent. So if we do table it and somehow make sure the grievance process is still there, I'm okay with that.
- Commissioner Van Rensalier: I would just finish by saying, for example, a grievance or a dispute of a resident family lives at Housing Authority, whether or not someone should be included on their lease is not emergent situation that couldn't wait a month. That doesn't harm the greater good of the community in any way.
- Chairman Rodriguez: I agree with you. My concern is violence and things like that happening and convictions and drug arrests. That's really my concern. I'm concerned about the safety and quality of life of the residents all around. I believe we should table this, correct Mr. Bernstein?
- Mr. Bernstein: If either Ms. Johnson or Mr. Van Rensalier wishes to remove their motion or second, the motion would die for a lack of a motion or second and it could

be placed on the September agenda, rather than tabling it, untabling it and going through that process.

***\*Motion was made by Commissioner Navarro, not Commissioner Van Rensalier. Commissioner Navarro withdrew his motion.***

- Commissioner Juszcyk: I have a legal question for Mr. Bernstein. Would it be better to have a motion to table this and a second and then a roll call on tabling the motion?
- Mr. Bernstein: My concern with tabling motions is: if you table a motion, you then have to go through the process of untabling the motion when it comes time to put it up on the agenda. Rather than going through that process, if there is no motion or second then the motion dies for a lack of a motion or second and it can be placed on the September agenda without having to go through an untabling.
- Commissioner Juszcyk: What if I move the motion?
- Mr. Bernstein: If you want to now move the motion for purposes of now placing it back on the agenda to then table it, I'll leave that to the Chairman. But right now there is no motion, therefore the motion dies for a lack of a motion or a second.
- Commissioner Juszcyk: What if I make the motion and see if someone seconds it?
- Mr. Bernstein: Mr. Chairman, Mr. Juszcyk wants to make the motion, he can make the motion.
- Chairman Rodriguez: So from my understanding both Commissioner Navarro and Commissioner Johnson have withdrawn their motion, correct?
- Commissioner Johnson: Yes.
- Chairman Rodriguez: With that said, Commissioner Juszcyk if you want to motion on that then we need a second. If there is no second, the motion dies.
- Commissioner Juszcyk: I understand. I'll motion and see if there's a second.

A motion was made by Commissioner Juszcyk to approve Resolution 2020-49. There was no second.

***RESOLUTION 2020-49 is carried. It is up to the Executive Director to put it on the agenda for the September meeting.***

2020-50            RESOLUTION AUTHORIZING AWARD OF A TWELVE (12) MONTH CONTRACT TO EFA RENTAL RESOURCES FOR HOUSING QUALITY STANDARDS INSPECTION SERVICES FOR HACP RAD/PBV/LIHTC PROPERTIES NOT TO EXCEED FORTY THOUSAND DOLLARS (\$40,000)

A motion was made by Commissioner Navarro, seconded by Commissioner Johnson, to approve Resolution 2020-50.

- Commissioner Johnson: In the past since I've been a resident, about fifty years, haven't our managers done our inspections? I don't ever remember a outside agency coming in doing inspections. Why is this now being brought to our attention when housing managers has been doing inspections?
- Executive Director Mitchell: Back when I was a manager in 2009-2013, public housing inspections were done by an outside source. Currently, there's only one

- property manager that is certified for inspections. I don't recall when it officially happened, but I'm going to say when we converted to RAD there was a resolution presented that an outside vendor will continue to do the annual inspections and that is where we are now. For the public housing site, the only annual inspections that take place are done by REAC. Currently there are no annual inspections done by the property managers.
- Commissioner Johnson: I remember we used to get letters saying an inspection is going to be done on this date and time. That was always done by an outside agency?
  - Executive Director Mitchell: You're talking about years ago before I even became a manager where it was Commissioner Van Rensalier, Ms. Green. Those were people who were certified and they did their inspections themselves. Once they were gone it wasn't continued because we had a sole inspector for public housing, but it did not fare off too well. I honestly don't know what happened to that individual. I just know when I became a property manager I definitely was not doing property inspections. I did initial inspections for pending apps moving in or transfers moving in.
  - Commissioner Navarro: From what I recall from the conversion to RAD, I believe the Housing Authority can't do our own inspections for the RAD units. We're supposed to have an outside entity inspect our units.
  - Commissioner Johnson: My issue is with this: when they come in, residents have been living in their unit for a long time, some a short period of time. There are things they don't know what to look for to make sure it passes inspection. This company will come in and fail them and the first thing Housing does is give them a fine. Instead of giving the tenants a list saying these are the things they will inspect so please make sure they are working. They gave me a \$100 fine because the smoke detector wasn't working but they didn't check to see that the heater in my living room isn't working. It hasn't been working for years. I've put in work order after work order until I got tired of putting in work orders. The residents should be given a list so that we can be proactive instead of reactive.
  - Executive Director Mitchell: How about we make sure the inspectors are inspecting what they should inspect. Because I am a little disturbed with you saying you have a radiator that does not work and it was not put on the inspection. That is a problem that I would definitely have to deal with the inspector. Even if the inspection was done during the summer time, maybe the Housing Authority can possibly do inspections twice a year instead of annually so we can cover two different seasons. Now the smoke detector, honestly, you should be checking that as a tenant because it beeps when it needs a battery. The other thing is the list may be too long because the inspection report is maybe nine pages front and back. There's at least a dozen things for each room, from the windows to the flooring. My thing is to maybe inform the residents that for every little thing they need to call it in. I would rather deal with it being called in and it not being done because I would have to deal with staff on that end. Whether it's they're not capable of doing it or it slipped by the wayside. Whatever the case may be.
  - Chairman Rodriguez: The good thing that came out of this, like Commissioner Johnson said, is to inform the tenants. This would be something under Director Mitchell to provide or speak with the company saying they need to provide this to the

residents for them to understand what they need to be up to date with. I leave that to the Executive Director and her staff to convey that message.

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

***MOTION: RESOLUTION 2020-50 APPROVED.***

2020-51 RESOLUTION AUTHORIZING AWARD OF A TWELVE (12) MONTH CONTRACT TO EFA RENTAL RESOURCES FOR HOUSING QUALITY STANDARDS (HQS) SUPERVISORY INSPECTION SERVICES ON AN AS NEEDED BASIS FOR HACP SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PROPERTIES NOT TO EXCEED FORTY THOUSAND DOLLARS (\$40,000)

A motion was made by Commissioner Navarro, seconded by Commissioner Fernandez, to approve Resolution 2020-51.

- Commissioner Van Rensalier: Who is EFA? I've tried to look it up on the internet and it doesn't come up at all. What does EFA stand for? They have a P.O. box as their address.
- Director Mitchell: I don't know what EFA stands for, but it is a legitimate company. It is operated by someone who used to work here. Janice DeJohn is actually the proprietor of that corporation. They do have a business certificate and a valid employer's ID and they are not barred from doing business.
- Commissioner Johnson: Isn't this what Ben usually does for Section 8?
- Director Mitchell: No, he actually does the initial and annual inspections, possibly some specials. This would be a supervisory inspection. Meaning they would be doing kind of like a quality control over our inspections that are done in-house. The way we do it right now, there is a certain percentage of files (between 5 and 10 percent) done under supervisory terms and is considered quality control.
- Commissioner Johnson: Who did we use before?
- Director Mitchell: EFA Rentals.
- Commissioner Van Rensalier: And before that?
- Director Mitchell: The past six years has been EFA Rentals. There was one person in between them. I'm not sure if it was done under the Coalition or if it was a sole proprietor. That was Tiffany Alvarado. She did some of those inspections.
- Commissioner Navarro: Those fees are typical. From what I understand, we have to do a certain amount in HQS inspections to be in compliance with HUD. You wouldn't send Ben to check his own work. It would have to be a third party.
- Chairman Rodriguez: Just on transparency, if you can at least get what EFA stands for and ask if they have a physical address and a website and email that information to the commissioners.

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

***MOTION: RESOLUTION 2020-51 APPROVED.***

2020-52 RESOLUTION CONFIRMING APPROVAL FOR EXECUTIVE DIRECTOR, PAMELA MITCHELL, WHO ATTENDED A VIRTUAL FAIR HOUSING AND TAX CREDIT COMPLIANCE TRAINING ON JUNE 25-26, 2020

A motion was made by Commissioner Navarro, seconded by Commissioner Johnson, to approve Resolution 2020-52.

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

***MOTION: RESOLUTION 2020-52 APPROVED.***

2020-53 RESOLUTION AUTHORIZING AWARD OF A TWELVE (12) MONTH CONTRACT TO WILLIAM A. ELIAS FOR MANAGEMENT CONSULTING SERVICES WITH A FOCUS ON QUALITY CONTROL ON AN AS NEEDED BASIS AT AN HOURLY RATE OF ONE HUNDRED DOLLARS (\$100/HR) NOT TO EXCEED FORTY THOUSAND DOLLARS (\$40,000)

A motion was made by Commissioner Van Rensalier, seconded by Commissioner Navarro, to approve Resolution 2020-53.

- Commissioner Van Rensalier: So this would be the same as the other resolution with Execu-Tech – a report on what we’ve gotten over the last contract.
- Chairman Rodriguez: Are any commissioners suggesting that we move it to the September meeting or do we just want, for the next meeting, to have reports on it?
- Commissioner Johnson: Just a report. We can vote on it. I have no problem voting on it.

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

***MOTION: RESOLUTION 2020-53 APPROVED.***

**CORRESPONDENCE**

Submitted.

- Chairman Rodriguez: You all have a copy of the Shared Service Agreement with the Passaic Police Department. We've already voted on that. Does anyone have any comments or questions?
- Commissioner Juszcyk: Not being on the Ad-hoc Committee or the on the Buildings, Grounds and Security Committee, I have a couple of questions. There's Article A1 that states the liaison cannot be a previous employee of the Housing Authority. What was the rationale for putting that in the contract?
- Chairman Rodriguez: I'll let Director Mitchell answer that. But from my standpoint, I looked at it as we don't want any connection. We want to make sure it's a clean start. Director Mitchell, would you like to add something to that?
- Director Mitchell: No, that's exact.
- Commissioner Juszcyk: Why isn't there a prohibition that the liaison not be a previous employer of the City of Passaic or the Passaic Police Department?
- Chairman Rodriguez: That was not something we requested, nor did the City.
- Commissioner Juszcyk: Will the liaison be a civilian or a police officer?
- Chairman Rodriguez: It will most likely be a civilian, but it's up to the City of Passaic who they hire.
- Commissioner Juszcyk: Will the liaison be wearing a uniform? Will they be armed? Will they have arrest power?
- Chairman Rodriguez: They will not. They will not be armed, wearing a uniform, or have arrest power.
- Commissioner Juszcyk: Will the liaison enforce the governor's executive orders?
- Chairman Rodriguez: He or she will work with the police department in making sure our residents understand the social distancing. Which, again, I think that will go back to what we talked about previously: having signs up reminding residents social distancing is still in order.
- Commissioner Johnson: Where it says walk-throughs, can that be a little more detailed. Two people have reached out to me about people in the stairwells and I think we need to start visiting that to make sure no illegal activity is taking place.
- Commissioner Juszcyk: When will we know the name of the liaison?
- Chairman Rodriguez: I'm hoping by the next meeting the person would have already started. I can have Director email us once the person has been identified since there's no August meeting.
- Commissioner Juszcyk: Where would someone find the job posting if they're interested?
- Chairman Rodriguez: That would be on the City of Passaic to post.
- Commissioner Johnson: Can you please reiterate that the person they hire meet with the resident leaders quarterly or monthly? That way they can get feedback because they are the ones on the grounds.
- Chairman Rodriguez: I believe that is in the contract.

## **COMMITTEE REPORTS**

Submitted.

- Commissioner Juszyk: Who took the minutes for the Ad-hoc Committee meeting?
- Chairman Rodriguez: Commissioner Fernandez.
- Commissioner Juszyk: I noticed in attendees there were no managers from the Housing Authority present. Why is that?
- Chairman Rodriguez: I believe they were not available at that time.

**RESIDENT COUNCIL REPORTS**

Submitted.

- I just want to congratulate Ann Robinson for the job she continues to do with the residents. She said identified a piece of land that is not being used. I would like the Authority and the residents there to assist her with starting a community garden.

**EXECUTIVE DIRECTOR’S REPORT**

Submitted.

**TREASURER’S REPORT**

Submitted.

**DIRECTOR OF FINANCE REPORT**

Submitted.

**DIRECTOR OF HOUSING ADMINISTRATION REPORT**

Submitted.

**DIRECTOR OF RESIDENT SERVICES’ REPORT**

Submitted.

**PROPERTY MANAGEMENT REPORT – PAHC**

Submitted.

**PROPERTY MANAGEMENT REPORT – AMP1**

Submitted.

**PROPERTY MANAGEMENT REPORT – PSH LLC**

Submitted.

- I’m looking at the report with repair due to leaks at Hecht and Murphy. Am I missing something? We just rehabbed Hecht and Murphey a few years ago. How come we’re having leaks in the roofs?
- Director Mitchell: The roofs were not done. The roof at 299 Gregory was scheduled to be replaced next year. It’s showing the damage this year. I don’t recall seeing anything for Murphy on there. None of the roofs were touched during the renovation.

## **OLD BUSINESS**

None.

- Commissioner Johnson: Is there any update about the lighting on Sixth Street?
- Chairman Rodriguez: From my understanding, they are working on them.

## **NEW BUSINESS:**

- Chairman Rodriguez: I'd like to wish everyone a happy and safe summer.

A motion was made by Commissioner Juszcyk, seconded by Commissioner Johnson, to adjourn the meeting.

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

## **ADJOURNMENT**

7:41 p.m.

Respectfully submitted,

Pamela Mitchell  
Executive Director