

MINUTES OF REGULAR CAUCUS MEETING – APRIL 15, 2019

Minutes of Scheduled Caucus Meetings of the Board of Commissioners of the Housing Authority of the Town of West New York, in the County of Hudson, State of New Jersey held in the office of the Housing Authority at 6100 Adams Street, West New York, New Jersey 07093 on December 17, 2018.

Secretary Robert DiVincent called the scheduled meeting to order at 7:30 p.m.

ADEQUATE NOTICE OF THIS SCHEDULED MEETING HAS BEEN PROVIDED BY WAY OF THE SCHEDULED CAUCUS MEETINGS, SCHEDULED REGULAR MEETING, AND THE ANNUAL RE-ORGANIZATIONS MEETINGS DATED DECEMBER 17, 2018 POSTED ON THE BULLETIN BOARD, FORWARDED TO THE JERSEY JOURNAL, THE BERGEN RECORD, EL ESPECIALITO, AND THE CLERK OF THE TOWN OF WEST NEW YORK.

All Commissioners were present with the exception of Commissioner Velasquez.

Mr. DiVincent referred to item #3 – Minutes of previous schedule meeting dated March 18, 2019 asking if there were any corrections, additions, comments or questions. There were none.

Mr. DiVincent then referred to items #4 through #6 – Claims–General Fund Program, Capital Fund Program and Section 8/WTW Program, asking if there were any corrections, additions, comments or questions. There were none.

With regard to Item # 7 New Business

RESOLUTION NO. 2019-004 AUTHORIZING AGREEMENT FOR EMPLOYMENT OF ROBERT DIVINCENT AS EXECUTIVE DIRECTOR.

Chairman requested tabling this resolution as he had inadvertently left it home.

Director suggested completing a new form.

Chairman said he would prefer tabling resolution to next month to allow him the opportunity of submitting the form he had already completed.

All parties agreed to table said resolution.

RESOLUTION NO. 2019-005 AWARD FEE ACCOUNTING SERVICES CONTRACT TO WILLIAM KATCHEN, CPA.

RESOLUTION NO. 2019-006 MANAGEMENT & TECHNICAL ASSISTANT CONSULTANT SERVICES.

At this time Commissioner Fernandez made a motion to adjourn and Commissioner Fernandez seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent,
Secretary

MINUTES OF REGULAR MEETING APRIL 15, 2019

Minutes of Scheduled Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of West New York, in the County of Hudson, State of New Jersey held in the office of the Housing Authority at 6100 Adams Street, West New York, New Jersey 07093 on December 17, 2018.

Secretary Robert DiVincent called the meeting to order at 8:00 p.m.

ADEQUATE NOTICE OF THIS SCHEDULED MEETING HAS BEEN PROVIDED BY WAY OF THE SCHEDULED CAUCUS MEETING, SCHEDULED REGULAR MEETING AND THE ANNUAL RE-ORGANIZATION MEETING DATED DECEMBER 17, 2018 POSTED ON THE BULLETIN BOARD, FORWARDED TO THE JERSEY JOURNAL, THE BERGEN RECORD, EL ESPECIALITO, THE CLERK OF THE TOWN OF WEST NEW YORK

Saluted the Flag

The roll was called as follows:

PRESENT: Chairman Parkinson, Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes and Commissioner Gomez, Frank Borin

ABSENT: Commissioner Velasquez

At this time Mr. DiVincent referred to item # 3 A- Minutes of Previous schedule meeting dated March 18, 2019. Board was asked to approve as presented. Said motion was made by Chairman Parkinson and seconded by Commissioner Gomez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes and Commissioner Gomez

NAYS: None

At this time Mr. DiVincent referred to items #4- Claims – General Fund, #5- Claims – Capital Fund Program #6 – Claims – Section 8 Voucher Program. Asking for a motion to accept as presented. Said motion was made by Chairman Parkinson and seconded Commissioner Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes and Commissioner Gomez

NAYS: None

At this time Mr. DiVincent referred to Item #7

At this time Resolution No. 2019-004 was read as follows:

WHEREAS, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

RESOLUTION AUTHORIZING AN AGREEMENT FOR EMPLOYMENT OF AN EXECUTIVE DIRECTOR

WHEREAS, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992, C.79 as amended (Chapter 12A-1 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

WHEREAS, pursuant to N.J.S.A. 40A-12A-18, and as approved by the Department of Community Affairs, Division of Housing and Community Resources, the Authority has had a renewing five (5) year employment contract with its Executive Director, Robert A. DiVincent since October 14, 1999; and

WHEREAS, the Authority's Chairman has completed the Performance Evaluation as required by the existing employment contract.

NOW, THEREFORE, BE IT RESOLVED that the Authority's Chairman and its assistant secretary, are authorized to execute, on behalf of the Authority, an Agreement of the form attached hereto, with the Authority's Executive Director, Robert A. DiVincent.

Mr. DiVincent asked if there were any questions. Chairman requested legal opinion as to accuracy of the resolution.

Counsel suggested amending resolution.

Chairman asked if in counsel's opinion resolution in its present form should be voted on.

Counsel agreed that it would be best if the resolution was table.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Chairman Parkinson and seconded by Commissioner Gomez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes and Commissioner Gomez
NAYS: None

At this time Resolution No. 2019-005 was read as follows:

WHEREAS, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

WHEREAS, the Authority caused to be published a Request for Proposals for Fee Accountant Services, in compliance with HUD procurement regulations; and

WHEREAS, on March 27, 2019 the Authority received a proposal from **William Katchen, CPA**,

WHEREAS, the Authority accepted a bid from:

	Annual Fee	Principal Hourly Rate	
Monthly			
William Katchen	\$65,400.00	\$175.00 per hour	\$5,450.00

WHEREAS, pursuant to the Request for Proposals and HUD procurement regulations, the proposal was received and scored by the Authority's Review and Evaluation Committee, consisting of Executive Director Robert A. DiVincent, Consultant Richard Keefe with the William Katchen, CPA being the only bidder

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby awards a contract for Fee Accounting Services to **William Katchen, CPA** for an amount not to exceed \$65,400 in accordance with HUD regulations, the Request for Proposals and for a period of one (1) year, August 1, 2019 to July 31, 2020.

BE IT FURTHER RESOLVED that the Authority Chairman and Executive Director are hereby authorized and empowered to take whatever action may be necessary and execute any documents that may be required, on behalf of the Authority, after consultation with legal counsel, to effectuate the purposes of this Resolution.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Chairman Parkinson and seconded by Commissioner Fuentes. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes and Commissioner Gomez
NAYS: None

At this time Resolution No. 2019-006 was read as follows:

WHEREAS, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

WHEREAS, the Housing Authority of the Town of West New York (hereinafter, "Housing Authority") has determined that it is necessary in connection with its HOUSING MANAGEMENT & TECHNICAL ASSISTANT CONSULTANT SERVICES to engage

Execu-Tech Inc. to perform HOUSING MANAGEMENT & TECHNICAL ASSISTANT CONSULTANT SERVICES with regard to Scope of Services set forth in the attached RFP; and

WHEREAS, Execu-Tech Inc. hereinafter “Contractor” has submitted a proposal/proposed contract, dated March 27, 2019 to perform said services at a stated cost, a copy of which is annexed hereto; and

WHEREAS, the Housing Authority has determined that the said Contractor has the professional qualifications to perform said services and accepts his proposal/proposed contract for the performance of same at the stated cost; and

WHEREAS, the services provided by the said Contractor are professional services within the definition contained in N.J.S.A. 40A: 11-2 (6) & (7).

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of the TOWN OF WEST NEW YORK that the said Contractor be and hereby is retained to provide the said services at the said cost; and to provide same during the period May 1, 2019 to June 30, 2020.

BE IT FURTHER RESOLVED that the Chairperson of the Housing Authority be and hereby is authorized to execute a mutually satisfactory Agreement on behalf of the Housing Authority with said Contractor for said services at said cost.

BE IT FURTHER RESOLVED that the appointment of said Contractor hereby authorized is made without public bidding pursuant to the Local Public Contract Law of the State of New Jersey for the reason that said Contractor is rendering professional services requiring expertise and extensive training in the aforesaid field.

BE IT FURTHER RESOLVED that the Secretary of the Housing Authority be and he hereby is authorized and directed to cause notice of this Resolution as required by N.J.S.A. 40A: 11-5 (a) (I) to be published in the appropriate newspaper.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Chairman Parkinson and seconded by Commissioner Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Reyes, Commissioner Fernandez,
Commissioner Fuentes and Commissioner Gomez

NAYS: None

At this time Chairman Parkinson suggested a resolution or letter of appreciation to be done and send to Senator Robert Menendez, Congressman Albio Sires and Senator Booker, thanking them for the Grant Money received by the Housing Authority. Mr. DiVincent agreed to prepare resolution and have them ready for the next meeting for the Board to review them.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Chairman Parkinson and seconded by Commissioner Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Reyes, Commissioner Fernandez,
Commissioner Fuentes and Commissioner Gomez

NAYS: None

At this time Chairman Parkinson question an incident that happened at 590-62nd Street and 6300 Adams, Mr. DiVincent explained to him that they had a problem with a transformer, he was there until 1:00 am. Transformer was repair and when back on line. EMS, Police Department and Maintenance were present.

Chairman told Mr. DiVincent that in the future he would appreciate a phone call, Mr. DiVincent agreed.

At this time Chairman Parkinson made a motion to adjourn and Commissioner Fernandez seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent
Secretary