

MINUTES SCHEDULED CAUCUS MEETING – APRIL 21, 2014

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 16, 2013.

Chairman Rodriguez 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 16, 2013 POSTED ON THE BULLETIN BOARD, FORWARDED TO THE JERSEY JOURNAL, THE BERGEN RECORD, EL ESPECIALITO, EL CONTINENTAL AND THE CLERK OF THE TOWN OF WEST NEW YORK

Mr. DiVincent called the roll. All Commissioners were present except for Comm. Camilo.

Mr. DiVincent referred to item #3 – Minutes of previous scheduled regular meeting dated March 24, 2014; 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.

Mr. DiVincent then referred to item #7 – New Business
Resolution No. 2014 – 006 – Annual Contributions contract was applied for and received for Capital Improvements of the Authority for 2014; it reflects a reduction of about 8%.

Resolution No. 2014 -007 – Approving amendment of the Personnel Policy. Resolution TABLED.

The Board was advised that Mr. DiVincent’s annual extension to his contract will be presented at the next monthly board meeting.

Resolution No. 2014 – 008 – Certifying receipt and review of annual audit FYE 2013.

Mr. DiVincent then referred to item #8 – Report from Destiny Portillo – Tenants by Occupancy Date and Report from Wanda Peguero – Social Services

The Board was informed that the Authority may need to take action with regard to one of our tenants who has demonstrated the need for assistance with regard to his hygiene. Protective Services will be involved in finding the right placement for him if necessary.

At this time Comm. Camilo joined the meeting.

Meeting adjourned at 7:41 p.m

Respectfully Submitted,

Robert A. DiVincent
Secretary

MINUTES SCHEDULED REGULAR MEETING APRIL 21, 2014

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 16, 2013.

Chairman Rodriguez 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 16, 2013 POSTED ON THE BULLETIN BOARD, FORWARDED TO THE JERSEY JOURNAL, THE BERGEN RECORD, EL ESPECIALITO, EL CONTINENTAL AND THE CLERK OF THE TOWN OF WEST NEW YORK

Saluted the Flag

The roll was called as follows:

PRESENT: Commissioners Camilo, Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

ABSENT: None

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous Regular Meeting dated March 24, 2014. Board was asked to approve as presented. Said motion was made by Comm. Guzman and seconded by Comm. Fernandez. The roll was called as follows:

YEAS: Commissioners Camilo, Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

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

YEAS: Commissioners Camilo, Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

At this time the Mr. DiVincent referred to Item #7

At this time Resolution No. 2014-006 was read as follows:

BE IT FURTHER RESOLVED, that the Chairman be, and hereby is, authorized to execute on behalf of the Authority the amended Annual Contribution Contract (ACC) for funding of the Authority's FY 2014 Capital Fund Program (CFP), a copy of which contract is attached hereto and made a part hereof by reference; and

BE IT FURTHER RESOLVED that the Authority's FY 2014 CFP Annual Statement (form HUD-50075.1) and its CFP Five Year Action Plan for FYs 20014-2018 (form HUD-50075.2), copies of which are attached hereto and made a part hereof by reference, be, and hereby are approved.

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 Comm. Fuentes and seconded by Comm. Guzman. The roll was called as follows:

YEAS: Commissioners Camilo, Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 006 so moved.

At this time Resolution No. 2014-007 was read as follows:

RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND THE EMPLOYEE HANDBOOK

WHEREAS, The Board of Commissioners of the Housing Authority of the Town of West New York has determined that a need exists for amendment of the Authority’s Personnel Policies and Procedures Manual and its Employee Handbook in order to reflect the following:

1. E-Mail, Voicemail, Internet Usage Policy, Communication Policies and Video Surveillance Policy
2. Domestic Violence Leave Policy
3. Family and Medical Leave Policy
4. Timesheets and Payment for Accumulative Absence

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of West New York that the amended Personnel Policies and Procedures Manual and the amended Employee Handbook reflecting the above stated changes, copies of which are attached hereto, incorporated herein, and made a part hereof by reference, be, and hereby are adopted and approved, effective this date.

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 Comm. Fuentes and seconded by Comm. Guzman. The roll was called as follows:

YEAS: Commissioners Camilo, Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 007 TABLED.

At this time Resolution No. 2014-008 was read as follows:

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of West New York hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2013 and specifically has reviewed the section of the audit report entitled “Notes to Financial Statements”, “ Supplemental Information” and “Findings and Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy 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 Comm. Guzman and seconded by Comm. Fernandez. The roll was called as follows:

YEAS: Commissioners Camilo, Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 008 so moved.

At this time Secretary DiVincent referred to items #8, A, B, C and accepted as follows:

- 7A) Report from Executive Director, Robert A. DiVincent
- 7B) Report from Destiny Portillo - Tenants by Occupancy Date
- 7C) Report from Wanda Peguero – Social Services

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 Vice-Chair Roque by and seconded by Comm. Fuentes. The roll was called as follows:

YEAS: Commissioners Camilo, Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

The Board was informed that there was a drug arrest at one of our Tax-Credit buildings. It will be handed over to the Authorities. The Authority will apply its "One Strike Policy" if necessary.

With regard to personnel matters – the Board was informed that Ryan Mendez an employee of the Authority working for our Tax-Credit Program was found to have been tempering with the computer systems and programs installed by our IT which impede employees from handling personal matters on the computers.

Mr. Mendez abandoned his position by not calling in and not reporting back to work after he found out about this matter being brought to Mr. DiVincent's attention. A letter was generated by counsel and sent to Mr. Mendez explaining he is no longer employed by the Authority. The Authority does not expect to replace him as we have also endured budget cuts.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to adjourn. Said motion was made by Vice-Chair Roque and seconded by Comm. Guzman. The roll was called as follows:

YEAS: Commissioners Camilo, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

Meeting adjourned at 8:14 p.m.

Respectfully submitted,

Robert A. DiVincent
Secretary