

MINUTES OF REGULAR CAUCUS MEETING – AUGUST 19, 2019

Minutes of Rescheduled 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 7:00 p.m.

ADEQUATE NOTICE OF THIS SCHEDULED MEETING HAS BEEN PROVIDED BY WAY OF THE RESCHEDULED CAUCUS MEETINGS, RESCHEDULED 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 Fuentes.

At this time Rafael Martell was sworn in as a new commissioner of the West New York Housing.

Mr. DiVincent referred to item #3 – Minutes of previous schedule meeting dated July 22, 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 - The following resolutions were brought before the Board:

Resolution No. 2019–017 Mr. DiVincent informed the Board of Ovidio Perez resignation from the Housing Authority and that Ovidio Perez is entitled to a \$4,434.06 separation benefit for unused vacation and personal days.

Resolution No. 2019-018- (Mechanical Engineering) Mr. DiVincent informed the Board that he didn't have the time to review such resolution and he requested approval from the Board to **TABLE** such until next meeting. Motion was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Gomez,
Commissioner Martell and Commissioner Velasquez.

NAYS: None

At this time Mr. Katchen, (Housing Authority Fee Accounting) presented the following three budget resolutions to the Board as follow:

Resolution No. 2019-019 Resolution of the Commissioner of the West New York Housing Authority approving the late filing of the 2019 Budget.

Resolution No. 20019-020 Annual Budget and Capital Budget submittal FYE 9/30/2020.

Resolution No. 2019- 021 Adopting the Authority's Operating Budget FYE 10/01/2020.

At this time Commissioner Martell requested if Mr. Katchen would provide the last three years budgets at the next meeting in order for him to compare them, which it will give him a better understanding of such.

At this time Mr. DiVincent asked if there were any additions, comments or questions. There were none.

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

Meeting adjourned at 7: 15 p.m.

Respectfully Submitted,

Robert A. DiVincent,
Secretary

MINUTES OF REGULAR MEETING AUGUST 19, 2019

Minutes of Rescheduled 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 7:30 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: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martell and Commissioner Velasquez.

ABSENT: None

At this time Mr. DiVincent announce publicly the swear in of Commissioner Martell.

At this time Mr. DiVincent referred to item # 3 A- Minutes of Previous schedule meeting dated July 22, 2019. Board was asked to approve as presented. Said motion was made by Commissioner Fuentes and seconded by Commissioner Fernandez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez and Commissioner Velasquez.

NAYS: None

ABSTAIN: Commissioner Martell

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 Commissioner Fuentes and seconded Commissioner Velasquez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez and Commissioner Velasquez.

NAYS: None

ABSTAIN: Commissioner Martell

At this time Mr. DiVincent referred to Item #7

At this time Resolution No. 2019-017 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 has stated policy that an employee of the Authority in good standing, as determined by the Commissioners, who retires from his employment or has at least ten (10) years with the Authority shall be entitled to a separation benefit for unused time of one half (1/2) the unused time, up to maximum payment of \$8,500.00; and

WHEREAS, Ovidio Perez has retired from his employment with the Authority and has been determined by the Commissioners to be eligible for the maximum separation benefit.

NOW THEREFORE BE IT RESOLVED that Ovidio Perez is entitled to a \$4434.06 separation benefit for unused sick pay.

BE IT FURTHER RESOLVED that subject to budgetary and cash flow constraints, the Chairman and Secretary are hereby authorized to effectuate such \$4434.06 payment.

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 Commissioner Fernandez and seconded by Commissioner Fuentes. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martell and Commissioner Velasquez

NAYS: None

At this time Resolution No. 2019-018 was read as follows: Table.

At this time Resolution No. 2019-019 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;

RESOLUTION OF THE COMMISSIONERS OF THE WEST NEW YORK HOUSING AUTHORITY APPROVING THE LATE FILING OF THE 2019 BUDGET

Whereas, the West New York Housing Authority is required to submit their approved Budget 60 days prior to the start of their fiscal year to the State of New Jersey, and;

Whereas, the Budget preparation was delayed until the Authority was able to reasonably determine amounts of insurance and health benefit expense, and;

Whereas, the Authority has estimated the amounts of the insurance and health benefit expenses required to be included in the proposed budget.

Now Therefore Be It Resolved by the Commissioners of the West New York Housing Authority approving the late filing of the 2019 Budget.

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 Commissioner Fuentes and seconded by Commissioner Gomez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martell and Commissioner Velasquez

NAYS: None

At this time Resolution No. 2019-020 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

2019 HOUSING AUTHORITY BUDGET RESOLUTION

WEST NEW YORK HOUSING AUTHORITY

FISCAL YEAR: FROM:10/1/2019 TO:9/30/2020

WHEREAS, the Annual Budget and Capital Budget for the West New York Housing Authority for the fiscal year beginning, October 1, 2019 and ending, September 30, 2020 has been presented before the governing body of the west New York Housing Authority at its open public meeting of August 19, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 16,542,436 Total Appropriations, including any Accumulated Deficit if any, of \$ 16,145,864 and Total Unrestricted Net Position utilized of _____ 0 _____; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,718,251 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ _____ 0 _____; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the West New York Housing Authority, at an open public meeting held on August 19, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the West New York Housing Authority for the fiscal year beginning, 10/1/2019 and ending, 9/30/2020 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the West New York Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on October 28, 2019.

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 Commissioner Fuentes and seconded by Commissioner Velasquez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Velasquez

NAYS: None

ABSTAIN: Commissioner Martell

At this time Resolution No. 2019-021 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

Board Resolution Approving the AMP Budgets
PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026 Approving
(exp. 10/31/2009)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 8(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: West New York Housing Authority

PHA Code: NJ030

PHA Fiscal Year Beginning: 10/1/2019

Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budgets (*for COCC and all Projects*) approved by Board resolution on:

8/19/2019

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

At this time Commissioner Martell requested for Mr. Katchen to provide to him copies of the last three years budget at the next meeting. Mr. Katchen agreed.

Correction:

Commissioner Martell requested an amendment to the minutes (Commissioner Martell would like to see the barrios between assume and actual budget). Said motion was made by Commissioner Martell and seconded by

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 Commissioner Fuentes and seconded by Commissioner Velasquez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martell and Commissioner Velasquez

NAYS: None

Reports:

The six ADA Units at 515-54th Street are all done. RAD renovations of kitchens has begun, once they are done with 515-54th Street they will be staring Park Ave buildings. Commissioner Martell questioned the difference between walking showers and regular tubs, Mr. DiVincent explained that showers are more expensive due to they need a lot more work because it requires moving pipes and removing doors. Also bids when out for roof repairs to Senior Buildings.

Cameras at Fillmore Building are up on running. Parking Authority columns repairs are also done. Commissioner Martell question if it was a permanent or temporally fix. Mr. DiVincent explained to him it was a permanent fix. Commissioner Martell requested copies of the engineer report for the columns at the Parking Authority.

At this time a town resident (Ricky Solares) requested an explanation about the RAD Program

to which Mr. DiVincent explained that instead of the Housing Authority getting subsidized operating funding from HUD the Housing Authority has become a landlord which gives the Housing a rent increase every year and it doesn't affect the tenants. All tenants are still paying 30% of their income.

Town resident Ricky Solares also questioned the waiting list and the turnaround time for the units to become available.

Mr. DiVincent explained that units only become available due to evictions or tenants that pass on. Also the turnaround time without any problems has increased to 60 days in which case the Housing Authority still gets to collect 80% of rent for that unit from HUD.

At this time Commissioner Gomez commented on if it was possible to receive the Agenda and Minutes to review on Thursday instead of Friday and to also include the claims.

At this time Mr. DiVincent congratulated Commissioner Gomez for being the first Commissioner to finish all required classes by HUD as a Commissioner in the shortest time ever.

At this time Mr. DiVincent asked if there were any additions, comments or questions. There were none.

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

Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Robert A. DiVincent
Secretary