

**MINUTES SCHEDULED CAUCUS MEETING – FEBRUARY 24, 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, with the exception of Comm. Fuentes.

Mr. DiVincent referred to item #3 – Minutes of previous scheduled regular meeting dated January 27, 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 referred to item #7 – Resolutions

Resolution no. 2014 – 001        The Board was recommended to award 2 year electrical services contract to Paul Roscitt as the lowest responsive bidder.

Resolution no. 2014 – 002        The Board was recommended to award emergency generator 2 year service contract to Rapid Pump as the lowest responsive bidder

Resolution no. 2014 – 003        The Board was recommended to award fire alarms inspection contract to Fire Security & Tech as the sole bidder.

Resolution no 2014 – 004        The Board was recommended to award general legal services contract to Counsel Frank Leanza as the sole bidder.

Resolution no. 2014 – 005        award appliance supplier (refrigerators & ranges) contract to TABLED.

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

Mr. DiVincent informed the Board of his upcoming hip replacement surgery scheduled for February 27; he expects to work from home and return the following weeks.

Comm. Guzman questioned the discussion at the last meeting regarding the security guards; the Board was explained that we cannot longer fund their salaries from the Capital Fund and may now need to do so by be utilizing the Operating Funds. Mr. DiVincent is looking for a viable solution to maintain security services.

Motion to adjourn made Vice-Chair Roque and seconded by Comm. Camilo.

Meeting adjourned at 7:51 p.m.

Respectfully Submitted,

Robert A. DiVincent  
Secretary

**MINUTES SCHEDULED REGULAR MEETING FEBRUARY 24, 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, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

**ABSENT:** Commissioner Fuentes

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous Regular Meeting dated January 27, 2014. Board was asked to approve as presented. Said motion was made by Comm. Fernandez and seconded by Vice-Chair Roque. The roll was called as follows:

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

**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 Vice-Chair Roque and seconded Comm. Guzman. The roll was called as follows:

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

**NAYS:** None

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

At this time Resolution No. 2014-001 was read as follows:

**No. 2014-001**

**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,** on February 13, 2014, the Authority received the following bids for Electrical Services:

<u>Name of Bidder</u>	<u>Flat Hourly Rate Regular Hours Mon-Fri</u>	<u>Flat Hourly Rate after Regular Hours Mon-Fri</u>	<u>Flat Hourly Rate Sat/Sun/Holidays</u>
Paul Roscitt Electric Fort Lee, NJ	\$79.36	\$119.04	\$158.72
SHAH Electric Hackensack, NJ	\$79.89	\$119.85	\$159.78
Vanore Electric Teterboro	\$95.23	\$142.85	\$190.46

**NOW, THEREFORE BE IT RESOLVED** that the Authority hereby award the Electrical Services Contract **Paul Roscitt Electric Inc.** as the lowest bidder;

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

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

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 001 so moved.

At this time Resolution No. 2014-002 was read as follows:

**No. 2014-002**

**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**, on February 13, 2014, the Authority received the following bid for Emergency Generator Services 2 year contract:

<u>Name of Bidder</u>	<u>Hourly Rate</u>		<u>Hourly Rate</u>	
	<u>Regular</u>	<u>Hours Mon-Fri</u>	<u>Emergency Mon-Fri</u>	<u>Sat/Sun/Holidays/Emergency</u>
Rapid Pump & Meter Paterson, NJ	\$99.75		\$99.75	\$149.75
GMH Associates	\$115.00		\$173.00	\$230.00

**NOW, THEREFORE BE IT RESOLVED** that the Authority hereby award the Emergency Generator Services Contract to **Rapid Pump & Meter** as the lowest responsive bidder;

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

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

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 002 so moved.

At this time Resolution No. 2014-003 was read as follows:

**No. 2014-003**

**WHEREAS**, the Housing Authority advertised for and accepted bids on February 11, 2014 for provision of Fire Alarm System Inspection, Testing and Maintenance Services at all facilities; and

**WHEREAS**, the following bid was received:

	<u>2 Year Contract Price</u>	<u>Flat Rate Hourly Rate</u>	<u>Flat Rate AfterHours</u>	<u>Flat Rate Holiday/Weekend</u>
<b>Fire Security &amp; Tech.</b>	<b>\$15,390</b>	<b>\$93.00</b>	<b>\$139.50</b>	<b>\$186.00</b>
<b>Farmingdale, NJ</b>				

**WHEREAS**, said bid has been reviewed by Housing Authority Attorney, Frank Leanza, and found in legal conformance;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of this Authority that the Executive Director be and is hereby authorized to enter into Contract for Fire Alarm System Inspection, Testing and Maintenance Services at all facilities with Fire Security & Technologies as the sole responsive bidder.

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

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

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 003 so moved.

At this time Resolution No. 2014-004 was read as follows:

**Resolution No. 2014 - 004**

**WHEREAS**, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter “Authority”) is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 as amended (Chapter 12A-1 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 General Legal Services, in compliance with HUD procurement regulations; and

**WHEREAS**, on February 11, 2014, the Authority received proposals from:

**Frank Leanza, Hasbrouck Heights    \$105/hr                            \$5,250 / \$63,000/YEAR**

**WHEREAS**, pursuant to the Request for Proposals and HUD procurement regulations, the proposals were reviewed and scored by the Authority’s Review and Evaluation Committee, consisting of Consultant Keefe and Assistant Executive Garcia.

**NOW, THEREFORE, BE IT RESOLVED** that the Authority hereby awards a contract for General Legal Services to Frank Leanza for an amount not to exceed \$63,000 (Contract Fee), in accordance with HUD regulations.

**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 Comm. Camilo and seconded by Comm. Fernandez The roll was called as follows:

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

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 004 so moved.

At this time Resolution No. 2014-005 was read as follows:

**Resolution No. 2014 - 005**

**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**, on February 11, 2014 the Authority received the following bid for Appliances Supply Contract:

**Name of Bidder**

**P.C. Richard & Son - West New York, NJ**

**NOW, THEREFORE BE IT RESOLVED** that the Authority hereby award the Appliances Supply Contract to **P.C. Richards & Son** as the sole and lowest responsive bidder;

**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 it be TABLED. Said motion was made by Vice-Chair Roque and seconded by Comm. Guzman The roll was called as follows:

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

NAYS: None

Mr. DiVincent declared Resolution No. 2014 – 005 TABLED.

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. Guzman. The roll was called as follows:

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

NAYS: None

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, Fernandez, Guzman, Vice-Chairperson Roque and Chairman Rodriguez

NAYS: None

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Robert A. DiVincent  
Secretary