

**MINUTES SCHEDULED CAUCUS MEETING – JANUARY 25, 2016**

**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 21, 2015.**

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 21, 2015 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 Perez and Commissioner Fuentes.

Mr. DiVincent referred to item #3 – Minutes of previous scheduled regular meeting dated December 21, 2015 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. 2016–001 Risk Management Services – The board was informed that only one proposals was received for these services; Rapid Pump and Meter. Mr. DiVincent informed the board that we currently use Rapid Pump and Meter for these services. After review Mr. DiVincent recommended contract to be awarded to Rapid Pump and Meter being that they are doing an excellent job and their prices are staying the same.

Resolution No. 2016–002 Opening of the Waiting List – The board was informed that with their approval we will be given out between 500 and 600 applications for the Voucher Choice Program. Mr. DiVincent explained to the board that we are not putting anyone unto the program right now but as we lose vouchers we will replace them with people from the waiting list.

Resolution No. 2016–003 Amendment to the 5 Year Plan – The board was informed that an amendment to the 5 Year Plan needs to be done due to the RAD Program which is going to allow all are units to become a Project Vase Unit. Mr. DiVincent explained to the board that once all units are Project Vase Units the Housing Authority becomes the management agency for all units.

At this time Mr. DiVincent mentioned to the board that all elevators are running good. Also he mentioned that the RAD Program is finished with the PCA.

At this time Mr. DiVincent informed the board that all building will be under the RAD Program in the future and that he received the grant from PSE&G for the 6100 Adams Street Building.

At this time Mr. DiVincent informed the board that litigation and mediation for Walter Lopez are almost done, the insurance is willing to pay even thought he was terminated due to elimination for funding for the project he was responsible for, not political reasons.

At this time Mr. DiVincent asked the board for their consent to order lunch for the maintenance employees due to a job well done during the storm.

At this time Vice-Chairperson Roque made a motion to adjourn and Commissioner Oms seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent  
Secretary

**MINUTES SCHEDULED REGULAR MEETING JANUARY 25, 2016**

**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 January 25, 2016.**

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 21, 2015 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:** Commissioners Fernandez, Oms, Chairman-Rodriguez and Vice-Chairperson Roque

**ABSENT:** Commissioner Perez and Fuentes

At this time Mr. DiVincent referred to item # 3 A - Minutes of Previous Regular Scheduled Meeting dated December 21, 2015. Board was asked to approve as presented. Said motion was made by Commissioner Vice-Chairperson Roque and seconded by Comm. Fernandez. The roll was called as follows:

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

**NAYS:** None

At this time Mr. DiVincent referred to item # 3 B - Minutes of Previous Reorganization Scheduled Meeting dated December 21, 2015. Board was asked to approve as presented. Said motion was made by Commissioner Vice-Chairperson Roque and seconded by Comm. Fernandez. The roll was called as follows:

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

**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 Chairperson Roque and seconded Commissioner Oms. The roll was called as follows:

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

**NAYS:** None

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

At this time Resolution No. 2016-001 was read as follows:

**RESOLUTION NO. 2016 – 001**

On motion of Chairperson Roque

Seconded by Commissioner Fernandez

**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 January 5, 2016 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>Hourly Rate</u>	
	<u>Regular</u>	<u>Hours Mon-Fri</u>	<u>Emergency</u>	<u>Mon-Fri</u>	<u>Sat/Sun/Holidays/Emergency</u>	<u></u>
Rapid Pump & Meter	\$99.75	\$ 110.00		\$ 140.00		\$ 165.00

**NOW, THEREFORE BE IT RESOLVED** that the Authority hereby award the Emergency Generator Services Contract to **Rapid Pump & Meter** as the only 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.

**It is hereby certified that at a scheduled regular meeting of the Board of Commissioners of the Housing Authority of the town of West New York held on the 25<sup>th</sup> day of January, 2016 the foregoing resolution was duly adopted 4 members voting in the affirmative and 0 in the negative.**

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

At this time Resolution No. 2016-002 was read as follows:

**HOUSING AUTHORITY  
WEST NEW YORK, N.J.**

**RESOLUTION**

**No. 2016 - 002**

On motion of Chairperson Roque

Seconded by Commissioner Oms

**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**, the waiting list for the Housing Choice Voucher Program been closed since 1996 and;

**WHEREAS**, the existing waiting list now allows additional applicant to be added to continue the operation of the Housing Choice Voucher Program of the West New York Housing.

**BE IT FURTHER RESOLVED**, that the Housing Choice Voucher Waiting List be reopened as of February 1, 2016 and any applicant wanting to apply for Public Housing or subsidized be offered the opportunity to have their name placed on the waiting list if eligible.

**BE IT FURTHER RESOLVED**, that the waiting list will remain open until such time that the wait will exceed the expectation to be housed within a 10 year period.

**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.

**It is hereby certified that at a scheduled regular meeting of the Board of Commissioners of the Housing Authority of the town of West New York held on the 25<sup>th</sup> day of January, 2016 the foregoing resolution was duly adopted 4 members voting in the affirmative and 0 in the negative.**

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

At this time Resolution No. 2016-003 was read as follows:

**HOUSING AUTHORITY  
WEST NEW YORK, N.J.**

**RESOLUTION**

**No. 2016 - 003**

On motion of Chairperson Roque

Seconded by Commissioner Fernandez

**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

**West New York Housing Authority  
Amendments to the Five Year and Annual Plan<sup>1</sup>  
December 2015**

**Rental Assistance Demonstration (RAD)**

The West New York Housing Authority is amending its annual and 5-year PHA Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the West New York Housing Authority will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices.

Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed Section 1.6.C & 1.6.D of PIH Notice 2012-32, REV-1. These resident rights, participation, waiting list and grievance procedures are appended to this Attachment.

Additionally, the West New York Housing Authority is currently compliant with all fair housing and civil Rights requirements and is not under a Voluntary Compliance Agreement.

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RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the West New York Housing Authority with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the West New York Housing Authority may also borrow funds to address their capital needs. The West New York Housing Authority will also be contributing Operating Reserves in the amount of \$XXX and Capital Funds in the amount of \$XXX towards the conversion.

The units to be converted to PBV are as follows:

The units to be converted under the Rental Assistance Demonstration Program are located on the two public housing sites as follows:

- 430 62<sup>nd</sup> Street
- 590 62<sup>nd</sup> Street
- 515 54<sup>th</sup> Street
- 5806-5814 Park Ave
- 4911 Palisade Ave
- 405-423 50<sup>th</sup> Street
- 6300 Adams Street
- 5800 Jefferson Street
- 6100 Adams Street

<sup>1</sup> The PHA Plan must be submitted with all appropriate forms and certifications to be acceptable to HUD, this includes the HUD Form 50075; HUD Form 50077 (or HUD Form 50077-CR as applicable); HUD Form 50077-SL; and any form that may be required to perform PHA Plan activities in the future.

The bedroom distribution is as follows:

0 BR	1 BR	2 BR	3 BR
295	215	136	63
4 BR			
6			

There will be no change in the number of affordable housing units or the bedroom distribution under lease upon completion of the conversion.

The only change to the Admissions and Continued Occupancy Policies of the Housing Authority will be to provide a Rental Assistance Voucher to any public housing resident wishing to vacate their public housing unit.

This will be accomplished within the financial constraints of the Authority

<sup>1</sup> The PHA Plan must be submitted with all appropriate forms and certifications to be acceptable to HUD, this includes the HUD Form 50075; HUD Form 50077 (or HUD Form 50077-CR as applicable); HUD Form 50077-SL; and any form that may be required to perform PHA Plan activities in the future.

**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.

**It is hereby certified that at a scheduled regular meeting of the Board of Commissioners of the Housing Authority of the town of West New York held on the 25<sup>th</sup> day of January, 2016 the foregoing resolution was duly adopted 4 members voting in the affirmative and 0 in the negative.**

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

At this time Vice-Chairperson Roque made a motion to adjourn and Commissioner Fernandez seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent  
Secretary