

**MINUTES OF REGULAR CAUCUS MEETING – July 16, 2018**

**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 18, 2017.**

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 18, 2017 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.

At this time Nereyda Reyes and Douglas Velasquez were sworn in as a new commissioners of the West New York Housing.

Mr. DiVincent referred to item #3 – Minutes of previous schedule meeting dated June 18, 2018 asking if there were any corrections, additions, comments or questions.

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. 2018-030 | Adopting the 5 Year Agency Plan.                                         |
| RESOLUTION NO. 2018-031 | Hernandez Sewer Emergency Repairs                                        |
| RESOLUTION NO. 2018-032 | The Board approved HUD Budget for PHA Fiscal Year beginning 10/1/2018.   |
| RESOLUTION NO. 2018-033 | The Board approved State Budget for PHA Fiscal Year beginning 10/1/2018. |

At this time Mr. DiVincent informed the Board that the RAD Program closing for the family buildings was done on July 12, 2018.

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

At this time Chairman Parkinson made a motion to adjourn and Vice-Chairperson Roque seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent,  
Secretary

**MINUTES OF REGULAR MEETING JULY 16, 2018**

**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 18, 2017.**

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 19, 2016 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 Roque, Commissioner Fernandez, Commissioner Fuentes, Commissioner Reyes, Commissioner Scheurle, Commissioner Velasquez and Frank Leanza.

**ABSENT:** None

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous schedule meeting dated June 18, 2018.

Board was asked to approve as presented. Said motion was made by Chairman Parkinson and seconded by Vice-Chairperson Roque. The roll was called as follows:

**YEAS:** Chairman Parkinson, Vice-Chairperson Roque, Commissioner Fernandez, Commissioner Fuentes and Commissioner Scheurle.

**NAYS:** None

**ABSTAIN:** Commissioner Reyes and Commissioner Velasquez

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 Fernandez and seconded Chairman Parkinson. The roll was called as follows:

**YEAS:** Chairman Parkinson, Vice-Chairperson Roque, Commissioner Fernandez, Commissioner Fuentes, Commissioner Reyes, Commissioner Scheurle and Commissioner Velasquez.

**NAYS:** None

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

At this time Resolution No. 2018-030 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, C. 79 as amended (Chapter 12A-1 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

BE IT RESOLVED that the Authority’s FY 2018 PHA Agency Plan, which includes its FY 2018 Annual Plan and its 5-Year Plan for FYs 2018-2022, 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 Vice-Chairperson Roque and seconded by Commissioner Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Fernandez, Commissioner Fuentes, Commissioner Reyes, Commissioner Scheurle and Commissioner Velasquez.

NAYS: None

At this time Resolution No. 2018-031 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**, there was a foul smell emanating from the Juvenile Bureau reported by the West New York Police Department; and

**WHEREAS**, a thorough investigation to ascertain the origination of same odor was contracted; and

**WHEREAS**, that investigation had led that space unusable by the West New York Police Department; and

**WHEREAS**, continued experimentation revealed that the source was located 6ft below two surface of the office space; and

**WHEREAS**, it was in the best interest of both the West New York Police Department and the Authority to complete the necessary repairs to allow the space to be used as necessary; and

**THEREFORE BE IT RESOLVED**, that Hernandez Sewer was given authority complete the necessary repairs to make the space usable again; and

**BE IT FURTHER RESOLVED**, that the cost related are to be deemed an emergency expenditure because this effects the health and safety of the Police and the tenants of that building.

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 Roque, Commissioner Fernandez, Commissioner Fuentes, Commissioner Reyes, Commissioner Scheurle and Commissioner Velasquez.

NAYS: None

At this time Resolution No. 2018-032 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

Demonstration of a Successful Conversion to Asset Management (Stop-Loss) Submission Kit

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 6(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: 10/1/2018

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:

7/16/2018

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)

Print Board Chairman's Name:	Signature:	Date:
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Previous editions are obsolete form

HUD-52574 (08/2005)

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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 Vice-Chairperson Roque and Commissioner Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Fernandez, Commissioner Fuentes, Commissioner Reyes, Commissioner Scheurle and Commissioner Velasquez.

NAYS: None

At this time Resolution No. 2018-033 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

**2018 HOUSING AUTHORITY BUDGET RESOLUTION**  
WEST NEW YORK HOUSING AUTHORITY  
(Name)

FISCAL YEAR: FROM:10/1/2018 TO:9/30/2019

WHEREAS, the Annual Budget and Capital Budget for the West New York Housing Authority for the fiscal year beginning, October 1, 2018 and ending, September 30, 2019 has been presented before the governing body of the West New York Housing Authority at its open public meeting of July 16, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 9,818,396, Total Appropriations, including any Accumulated Deficit if any, of \$ 9,901,060 and Total Unrestricted Net Position utilized of \$ 82,664; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$515,000 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 July 16, 2018 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, 10/1/2018 and ending, 9/30/2019 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 September 17, 2018.

\_\_\_\_\_  
(Secretary's Signature) (Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

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 Chairperson Roque and Commissioner Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Fernandez, Commissioner Fuentes, Commissioner Reyes, Commissioner Scheurle and Commissioner Velasquez.

NAYS: None

At this time Mr. DiVincent informed the Board that the closing for the RAD Program (Family Building) was done on July 12, 2018. Also that for the first time in the history of the Housing Authority we have 9 ADA Units which now are complete.

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