

MINUTES RE-SCHEDULED CAUCUS MEETING – JULY 28, 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, AND THE CLERK OF THE TOWN OF WEST NEW YORK

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

Mr. DiVincent referred to item #3 – Minutes of previous scheduled regular meeting dated July 28, 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, asking if there were any corrections, additions, comments or questions. There were none.

Three bills were added to claims as follows: Metropolitan Café (Night Out On Crime) \$3667.50, Sals’s Pizza (July Meeting) 176.55 (August Meeting) and Metropolitan Café 130.50.

The Board was informed that our lease with NHCAC – Children Frist (590-62nd)– has expired and is up for renewal for 2 years and it was recommended that it be increased from \$ 28,700.00 to \$30,000.00, the Board agreed. The Authority will work on a spec to advertise for the space available at 6100 Adams, where NHCAC rented in the past.

Mr. DiVincent filled the Board in on the shared services agreement entered into with Hoboken Housing Authority. The Authority will receive a monthly amount of \$6437.00 for our services. It is a 3 year contract and there is a 30 day cancellation clause.

Hoboken had originally hired two directors; Richard Fox and Mr. DiVincent, it was specified that we needed to have only one individual in order to have precise management. Hoboken agreed and Mr. DiVincent will be handling all Executive Director duties.

Mr. DiVincent informed the Board that Chairman Rodriguez will be a grandfather of twins

Mr. DiVincent then referred to item #7 – New Business

There were no resolutions.

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

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

Meeting adjourned at 7:40 p.m

Respectfully Submitted,

Robert A. DiVincent
Secretary

MINUTES RE-SCHEDULED REGULAR MEETING JULY 28, 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, 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: Comm. Camilo

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous Regular Meeting dated June 16, 2014. Board was asked to approve as presented. Said motion was made by Vice-Chair Roque 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, #5- Claims – Capital Fund Program # 6 – Claims – Section 8 Voucher Program. Asking for a motion to accept as presented. Said motion was made by Comm. Fuentes and seconded Comm. Guzman. 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 #6

At this time Resolution No. 2014-016 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 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 Special Legal Services, in compliance with HUD procurement regulations; and

WHEREAS, on July 28, 2014, the Authority received proposals from:

<u>David Corrigan, Keyport, NJ</u>	\$150/hr	\$25,000 – Contract Fee
<u>Murray Law Firm, Shrewsbury, NJ</u>	\$160/hr	\$25,600– Contract Fee
<u>Scarinci Hollenbeck, Lyndhurst, NJ</u>	\$150/hr	No Contract Fee Quoted

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 Executive Director Robert DiVincent; with the **Scarinci Hollenbeck** proposal being scored the highest.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby awards a contract for Special Legal Services to **Scarinci Hollenbeck** for an amount not to exceed \$25,000 (Contract Fee), in accordance with HUD regulations.

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. Fernandez and seconded by Vice-Chair Roque. 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 – 016 so moved.

At this time Resolution No. 2014-017 was read as follows:

FISCAL YEAR: FROM OCTOBER 1, 2014 TO SEPTEMBER 30, 2015

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of West New York for the fiscal year beginning October 1, 2014 and ending September 30, 2015 has been presented for adoption before the Members of the Housing Authority at its open public meeting of July 28, 2014; and

WHEREAS, the Annual budget as introduced reflects Total Revenues of \$9,361,455 Total Appropriations, including any Accumulated Deficit if any, of \$9,435,090 and Total Fund Balance utilized of \$73,635; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$575,000 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other user 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 Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Members of the Housing Authority of West New York, at an open public meeting held on July 28, 2014 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the fiscal year beginning 10/01/14 and ending 9/30/15, 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 Housing Authority of West New York will consider the Annual Budget and Capital Budget/Program for adoption in September 15, 2014.

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-Chair Roque 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 – 017 so moved.

At this time Resolution No. 2014-018 was read as follows:

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: 10/01/2014

Board Resolution Number: 2014-018

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):

- | | <u>DATE</u> |
|--|-------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | 7/28/2014 |
| <input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | |
| <input type="checkbox"/> <u>Operating Budget revision approved by Board resolution on:</u> | |
| <input type="checkbox"/> <u>Operating Budget revision submitted to HUD, if applicable, on:</u> | |

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 expenditure 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(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

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-Chair Roque 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 thanked the Board and declared Resolution No. 2014 – 018 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:

The Board was informed that Julio Garcia, Assistant executive Director will be leaving the Authority and wished him well. Mr. Garcia will continue to work part-time in order to make the transition smoothly. He worked with the Authority for nearly 3 years and Mr. DiVincent expressed that his experienced here will help him in his future endeavor as a West New York police officer.

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. Fernandez. 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 the CFP 2014 will be utilized to activate the entry system in the family buildings to ensure security of same.

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. Fuentes. The roll was called as follows:

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

NAYS: None

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Robert A. DiVincent
Secretary