

MINUTES OF REGULAR CAUCUS MEETING – March 19, 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 with the exception of Commissioner Schuerle.

Mr. DiVincent referred to item #3 – Minutes of previous schedule meeting dated February 26, 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

Swear in of Commissioner Rueda.

At this time Commissioner Rueda was congratulated by all.

Resolution No. 2018-013- Resolution of the Housing Authority authorizing agreement for employment of Robert DiVincent as executive director-**Table**

Resolution No. 2018-014 Resolution for Emergency Generator Services-Labor only. The board was informed that two proposals were received for these services; Rapid Pump and Ener-G-Rudex Inc. After review Mr. DiVincent recommended contract to be awarded to Ener-G-Rudex Inc. being the lowest responsive bidder.

Resolution No. 2018-015 Resolution for Fire Alarms Testing and Maintenance-The board was informed that only one proposals was received for these services; Fire Security Technologies. Mr. DiVincent informed the board that we currently use Fire Security Technologies for these services. After review Mr. DiVincent recommended contract to be awarded to Fire Security Technologies being that they are doing an excellent job and their prices are staying the same.

Resolution No. 2018-016 Resolution authorizing the Housing Authority of the Town of West New York to execute agreements for business online banking with Lakeland Bank.

Resolution No. 2018-017 Resolution-Lakeland Band (Signed Authorization).

Resolution No. 2018-018 Resolution authorizing the Housing Authority Executive Director to sign necessary documents to stablish rent security accounts for both (Family and Senior) with Lakeland Bank.

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

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent,
Secretary

MINUTES OF REGULAR MEETING MARCH 19, 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 Alcantara, Commissioner Fernandez, Commissioner Fuentes, Commissioner Rueda and Frank Leanza.

ABSENT: Commissioner Scheurle

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous schedule meeting dated February 26, 2018.

Board was asked to approve as presented. 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 Alcantara, Commissioner Fernandez, Commissioner Fuentes

NAYS: None

ABSTAIN: Commissioner Rueda

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

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Alcantara, Commissioner Fernandez, Commissioner Fuentes

NAYS: None

ABSTAIN: Commissioner Rueda

At this time Mr. DiVincent referred to Item #7

At this time Resolution No. 2018-013 - **Table**

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 Parkinson and seconded by Vice-Chairperson Roque. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Alcantara, Commissioner Fernandez, Commissioner Fuentes

NAYS: None

ABSTAIN: Commissioner Rueda

At this time Resolution No. 2018-014 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

WHEREAS, on March 6, 2018 the Authority received the following bids for Emergency Generator Services 2 year contract:

<u>Name of Bidder</u>	<u>Hourly Rate</u>		<u>Hourly Rate</u>	
	<u>Regular Hours</u>	<u>Mon-Fri</u>	<u>Emergency</u>	<u>Mon-Fri</u>
Rapid Pump & Meter		\$ 110.00 pr. Hr.		\$ 140.00 pr. Hr.
Ener-g-Rudex	\$ 95.00	pr. Hr.	\$ 142.50	pr. Hr.

NOW, THEREFORE BE IT RESOLVED that the Authority hereby award the Emergency Generator Services Contract to **Ener-g-Rudex** 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 Chairman Parkinson and seconded by Vice-Chairperson Roque. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Alcantara, Commissioner Fernandez, Commissioner Fuentes

NAYS: None

ABSTAIN: Commissioner Rueda

At this time Resolution No. 2018-015 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

WHEREAS, the Housing Authority advertised for and accepted bids on February 28, 2018 for provision of Fire Alarm System Inspection, Testing and Maintenance Services at all facilities; and

WHEREAS, the following bid was received:

	2 Year	Flat Rate	Flat Rate	Flat Rate
	<u>Contract Price</u>	<u>Hourly Rate</u>	<u>After</u>	<u>Hours</u>
<u>Holiday/Weekend</u>				
Fire Security & Tech.	\$ 25,000.00	\$ 112.00	\$ 168.00	\$
224.00				

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 Vice-Chairperson Roque and seconded by Commissioner Fuentes. The roll was called as follows:

- YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Alcantara, Commissioner Fernandez, Commissioner Fuentes
- NAYS: None
- ABSTAIN: Commissioner Rueda

At this time Resolution No. 2018-016 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, C. 79 as amended (Chapter 12A-1 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

CUSTOMER SOLUTIONS	<p>This Electronic Banking ("eBanking") Resolution establishes authority to apply and execute agreements for Business Online Banking, ACH Origination, Anytime Business Banking, Positive Pay and Zero Balance Account (ZBA) Services for the Entity listed below.</p> <p>RESOLVED, that the Entity shall from time to time enter into such agreements with Lakeland Bank as any person(s) names below deems appropriate to facilitate Electronic Banking services for the management of the Entity's cash resources.</p> <p style="text-align: center;">Entity Name _____ which is a</p> <p> <input type="checkbox"/> Corporation <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Municipality/BOE <input type="checkbox"/> Other <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Limited Liability Partnersip (LLP) <input type="checkbox"/> Partnership <input type="checkbox"/> Trust </p>												
	<p>IF A CORPORATION: I, _____, certify that I am Secretary (clerk) of the above named Corporation organized under the laws of _____, engaged in business under the trade name of _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.</p> <p>IF A LIMITED LIABILITY COMPANY (LLC): I, _____, certify that I am a Manager or Designated Member of the above named Limited Liability Company organized under the laws of _____, engaged in business under the trade name of _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of all members of the Limited Liability Company or the person or persons designated by the members of the Limited Liability Company to manage the Limited Liability Company as provided in the articles of organization or an operating agreement, duly and properly called and held on _____. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.</p> <p>IF A PARTNERSHIP: The above partnership consists of the following partners (or, if a limited partnership, the following general partners): _____ The above names parties represent that they constitute all of the partners of the partnership designated above, or if a limited partnership, constitute all of the general partners of the partnership designated above.</p> <p>IF A LIMITED LIABILITY PARTNERSHIP (LLP): The above partnership consists of the following general partners: _____ The above names parties represent that they constitute all of the general partners of the limited liability partnership designated above.</p> <p>IF A SOLE PROPRIETORSHIP: I, _____, certify that I am the sole owner of the above named proprietorship, engaged in business under the trade name of _____.</p> <p>IF AN UNINCORPORATED ASSOCIATION OR ORGANIZATION: I, _____, certify that I am a Secretary (clerk) of the above named association organized under the laws of _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on _____. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.</p> <p>IF A MUNICIPALITY OR BOARD OF EDUCATION I, _____, certify that I am Secretary (Clerk) of the above named Municipality/Board of Education organized under the laws of _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the board officers duly and properly called and held on _____. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.</p> <p>IF A TRUST: I/We, _____, certify that I/We are the current Trustee(s) designated to act on behalf of the above named Trust, which is duly organized, validly existing and in good standing under the laws of _____, and is duly qualified, validly existing and in good standing in all jurisdictions where Trust operates or owns or leases property. Trust has the power and authority to provide this Authorization and to carry on Trust's activities as now being conducted.</p> <p>IF OTHER: I/We, _____, certify that I/We are the current party(ies) designated to act on behalf of the above named entity, which is duly organized, validly existing and in good standing under the laws of _____. I/We have the power and authority to provide this Authorization.</p>												
AUTHORIZED INDIVIDUALS	<p>The following individuals are authorized to apply and execute agreements for Business Online Banking, ACH Origination, Anytime Business Banking, Positive Pay and Zero Balance Account (ZBA) Services.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name <u>Robert A DiVincent</u></td> <td style="width: 30%;">Title _____</td> <td style="width: 40%;">Signature _____</td> </tr> <tr> <td>Name _____</td> <td>Title _____</td> <td>Signature _____</td> </tr> <tr> <td>Name _____</td> <td>Title _____</td> <td>Signature _____</td> </tr> <tr> <td>Name _____</td> <td>Title _____</td> <td>Signature _____</td> </tr> </table> <p>IT IS UNDERSTOOD that this authority shall remain in full force until written notice of its amendment or rescission has been received by Lakeland Bank, and that such notice shall have no effect on any order, action or instruction made prior to its receipt.</p> <p>IN WITNESS THEREOF, I have executed this resolution as an Authorized Representative of the Entity listed above on this _____ day of _____.</p> <p>Signature _____ Printed Name <u>Robert A DiVincent</u> Title _____</p>	Name <u>Robert A DiVincent</u>	Title _____	Signature _____	Name _____	Title _____	Signature _____	Name _____	Title _____	Signature _____	Name _____	Title _____	Signature _____
	Name <u>Robert A DiVincent</u>	Title _____	Signature _____										
Name _____	Title _____	Signature _____											
Name _____	Title _____	Signature _____											
Name _____	Title _____	Signature _____											
<p>Copyright 2010 Lakeland Bank, Revised 8/27/10</p>													

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 Alcantara, Commissioner Fernandez, Commissioner Fuentes

NAYS: None

ABSTAIN: Commissioner Rueda

At this time Resolution No. 2018-017 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, C. 79 as amended (Chapter 12A-1 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

LAKELAND BANK

CORPORATE AUTHORIZATION RESOLUTION

By: *Using Authority of the town of West New York*
6100 Adams Street
West New York, NJ 07093

250 RIDGE ROAD
OAK RIDGE, NEW JERSEY 07438
Referred to in this document as "Financial Institution"

I, Robert A DiVincent, ^{Exec Director} Secretary (clerk) of the above named corporation organized under the laws of New Jersey, Federal Employer I.D. Number 22-6001530, engaged in business under the trade name of _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Robert A DiVincent</u>	X _____	X _____
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A</u>	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
<u>A, B, C</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

Initials: _____

OVER →

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 Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Alcantara, Commissioner Fernandez, Commissioner Fuentes

NAYS: None

ABSTAIN: Commissioner Rueda

At this time Resolution No. 2018-018 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

WHEREAS, The West New York Housing Authority Board of Commissioners authorizes the the Executive Director to sign necessary documents to stablish rent security accounts for both Senior and Family; and

BE IT FURTHER RESOLVED, that the Authority Executive Director are as is 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 Vice-Chairperson Roque and seconded by Fernandez. The roll was called as follows:

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Alcantara, Commissioner Fernandez, Commissioner Fuentes

NAYS: None

ABSTAIN: Commissioner Rueda

At this time Mr. DiVincent informed the Board that closing day for the RAD Program should be in the middle of April.

At this time Chairman Parkinson asked for an explanation on resolutions passed by the Town in reference to RAD, Mr. DiVincent explained that the Town had passed two resolutions:

- 1- A subdivision resolution.
- 2- An interest rate for Bond Purchase.

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 Chairman Parkinson seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent
Secretary