

MINUTES SCHEDULED CAUCUS MEETING – MARCH 21, 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 Oms.

Mr. DiVincent referred to item #3 – Minutes of previous scheduled regular meeting dated February 22, 2016 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. 2016–006 Resolution authorizing Agreement for employment of Robert DiVincent as Executive Director. There were no changes made to the contract.

Resolution No. 2016–007 Mr. DiVincent informed the board of Luis Rueda resignation from the Housing Authority and that Luis Rueda is entitled to a \$4,547.01 separation benefit for unused vacation and personal days, further informed the board that if they had anyone that they would like for the position he is willing to interview them.

Resolution No. 2016–08 Mr. DiVincent informed the board that we may go into a Service Agreement with the Guttenberg Housing. He explained that this may only come into play if the Guttenberg Housing agrees to our resolution which is only for 1 year and it may be cancelled by either party with a 30 day notice.

Resolution No. 2016-009 Due to this late submittal HUD requires the West New York Housing Authority to submit a Corrective Action Plan, and The Corrective Action Plan was completed and the appropriate submittal was completed and attached to the Corrective Action Plan.

Resolution No. 2016-010 PSE&G advertised on behalf of the “Authority” for Bids with regard to construction of energy conservation measures specifically for FDR Building-6100Adams Street for mechanical work.

Resolution No. 2016-011 PSE&G advertised on behalf of the “Authority” for Bids with regard to construction of energy conservation measures specifically for FDR Building-6100 Adams Street for electrical work.

Resolution No. 2016-012 Authorizations for the Execution of the Settlement Agreement with Walter Lopez.

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

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent
Secretary

MINUTES SCHEDULED REGULAR MEETING MARCH 21, 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 March 21, 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: Chairman-Rodriguez and Vice-Chairperson Roque, Commissioner Fernandez and Commissioner Fuentes

ABSENT: Commissioner Perez and Commissioner Oms

At this time Mr. DiVincent referred to item # 3 A - Minutes of Previous Regular Scheduled Meeting dated March 21, 2016. Board was asked to approve as presented. Said motion was made by Commissioner Fernandez and seconded by Commissioner Fuentes. The roll was called as follows:

YEAS: Chairman-Rodriguez and Vice-Chairperson Roque, Commissioner Fernandez and Commissioner Fuentes

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 Fernandez. The roll was called as follows:

YEAS: Chairman-Rodriguez and Vice-Chairperson Roque, Commissioner Fernandez and Commissioner Fuentes

NAYS: None

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

At this time Resolution No. 2016-006 was read as follows:

**RESOLUTION AUTHORIZING AN AGREEMENT FOR EMPLOYMENT
OF AN EXECUTIVE DIRECTOR**

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, pursuant to N.J.S.A. 40A-12A-18, and as approved by the Department of Community Affairs, Division of Housing and Community Resources, the Authority has had a renewing five (5) year employment contract with its Executive Director, Robert A. DiVincent since October 14, 1999; and

WHEREAS, the Authority’s Chairman has completed the Performance Evaluation as required by the existing employment contract.

NOW, THEREFORE, BE IT RESOLVED that the Authority’s Chairman and its assistant secretary, are authorized to execute, on behalf of the Authority, an Agreement of the form attached hereto, with the Authority’s Executive Director, Robert A. DiVincent.

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 21st day of March, 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. 2016-007 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 Authority has stated policy that an employee of the Authority in good standing, as determined by the Commissioners, who resigns from his/her employment of at least ten (10) years with the Authority shall be entitled to a separation benefit for unused time of one half (1/2) the unused time, up to maximum payment of \$8,500.00; and

WHEREAS, Luis Rueda has resigned from her employment with the Authority and has been determined by the Commissioners to be eligible for the maximum separation benefit.

NOW THEREFORE BE IT RESOLVED, that Luis Rueda is entitled to a \$4,547.01 separation benefit for unused vacation and personal days.

BE IT FURTHER RESOLVED, that subject to budgetary and cash flow constraints, the Chairman and Secretary are hereby authorized to effectuate such \$4,547.01 payment.

It is hereby certified that at a scheduled meeting of the Board of Commissioners of the Housing Authority of the Town of West New York held on the 21st day of March 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. 2016-008 was read as follows:

WHEREAS, THIS AGREEMENT is made on this 16 day of March, 2016 by and between the Housing Authority of the Town of West New York (hereinafter “WNYHA”) and the Guttenberg Housing Authority (hereinafter “GHA”).

PREAMBLE:

WHEREAS, WNYHA currently employs Robert A. DiVincent (“DiVincent”) as Executive Director on a full time basis; and

WHEREAS, GHA is seeking to employ DiVincent as Interim Executive Director on a part time basis;

WHEREAS, GHA seeks to have DiVincent and his staff perform their employment duties at times which would otherwise be dedicated to WNYHA;

WHEREAS, Pursuant to the Shared Services Act, the housing authorities may share the employment services of DiVincent in order to reduce the monetary costs of each while increasing said services to GHA;

WHEREAS, WNYHA and GHA wish to enter into an agreement whereby WNYHA would allow DiVincent and WNYHA staff to furnish GHA with their employment duties at times that would otherwise be obligated to their employment duties to WNYHA;

WHEREAS, GHA and WNYHA have adopted this resolution approving the terms of this Agreement;

NOW, THEREFORE, Be It Resolved that in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, WNYHA and GHA agree as follows:

1. **AGREEMENT TO PROVIDE INTERIM EXECUTIVE DIRECTOR EMPLOYMENT SERVICES**, WNYHA hereby agrees that it shall provide employment services for GHA in accordance with the terms and conditions of this Agreement; GHA agrees to reimburse WNYHA for said services in accordance with the terms and conditions of this Agreement.

2. **COMPENSATION**, WNYHA shall be reimbursed for the services provided hereunder as follows:

Payment shall be made for services rendered. WNYHA shall submit bills monthly to GHA which set forth the following information:

Notwithstanding any other provisions herein, total payments under this contract shall not exceed:

2016- *\$5,500.00 per month* (*\$66,000.00 annually*)

WHEREAS,

It is hereby certified that at a scheduled meeting of the Board of Commissioners of the Housing Authority of the Town of West New York held on the 21st day of March 2016 the foregoing resolution was duly adopted 4 members voting in the affirmative and 0 in the negative.

Robert A. DiVincent, Secretary

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

At this time Resolution No. 2016-009 was read as follows:

WHEREAS, The Department of Housing and Urban Development has sited West New York Housing Authority for a late submittal of its annual SEMAP; and

WHEREAS, Due to this late submittal HUD requires the West New York Housing Authority to submit a Corrective Action Plan; and

WHEREAS, The Corrective Action Plan was completed and the appropriate submittal was completed and attached to the Corrective Action Plan.

NOW, THERE BE IT RESOLVED, that the Board and Commissioners authorized the Executive to forward both the Corrective Action Plan and corrected submittal as required.

BE IT FURTHER RESOLVED, that the Executive Director take action to ensure that submittals be completed in a timely manner from this day forward.

It is hereby certified that at a scheduled meeting of the Board of Commissioners of the Housing Authority of the Town of West New York held on the 21st day of March 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. 2016-010 was read as follows:

RESOLUTION AUTHORIZING PSE&G GRANT MECHANICAL CONTRACT AWARD

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 (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, the Authority entered into agreement with PSE&G to perform audit as per Resolution No. 2016-005.

WHEREAS; PSE&G advertised on behalf of the “Authority” for Bids with regard to construction of energy conservation measures specifically for FDR Building-6100 Adams Street, West New York, New Jersey, and;

WHEREAS, as part of PSE&G’s EEE Multifamily funding program, Construction of plans certain Energy Conservation Measures as described in Section 011000 and detailed in the plans and specifications attached; and

WHEREAS, MaGrann Associates (hereinafter “Engineer”) conducted a pre-bid meeting inspection for Mechanical Improvements on February 25, 2016 at 10:00 a.m. at the site; and

WHEREAS, the “Engineer” accepted bids for same on March 9, 2016 and received the following:

<u>NAME</u>	<u>AMOUNT</u>
Liberty Mechanical	\$105,870.00
Imacu Tech, LLC	\$100,620.00

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, Executive Director Robert DiVincent and MaGrann Associates with the **Imacu Tech, LLC** proposal being scored the highest.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby awards a contract for said services to Liberty Mechanical for an amount not to exceed **\$105,870.00** (Contract Fee), in accordance with HUD regulations.

It is hereby certified that at a scheduled meeting of the Board of Commissioners of the Housing Authority of the Town of West New York held on the 21st day of March 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. 2016-011 was read as follows:

RESOLUTION AUTHORIZING PSE&G GRANT ELECTRICAL CONTRACT AWARD

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 (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, the Authority entered into agreement with PSE&G to perform audit as per Resolution No. 2016-005.

WHEREAS; PSE&G advertised on behalf of the “Authority” for Bids with regard to construction of energy conservation measures specifically for FDR Building-6100 Adams Street, West New York, New Jersey, and;

WHEREAS, as part of PSE&G’s EEE Multifamily funding program, Construction of plans certain Energy Conservation Measures as described in Section 011000 and detailed in the plans and specifications attached; and

WHEREAS, MaGrann Associates (hereinafter “Engineer”) conducted a pre-bid meeting inspection for **Electrical Improvements** on February 25, 2016 at 10:00 a.m. at the site; and

WHEREAS, the “Engineer” accepted bids for same on March 9, 2016 and received the following:

<u>NAME</u>	<u>AMOUNT</u>
Liberty Mechanical	\$70,200.00
Willdan	\$37,710.00

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, Executive Director Robert DiVincent and MaGrann Associates with the **Liberty Mechanical**, proposal being scored the highest.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby awards a contract for said services to **Willdan**. for an amount not to exceed **\$37,710.00**(Contract Fee), in accordance with HUD regulations.

It is hereby certified that at a scheduled meeting of the Board of Commissioners of the Housing Authority of the Town of West New York held on the 21st day of March 2016 the foregoing resolution was duly adopted _4_ members voting in the affirmative and _0_ in the negative.

At this time Mr. DiVincent informed the board that two maintenance employees are resigning and one office employee is retiring, further informed the board that if they had anyone that they would like for the position he is willing to interview them.

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 Rodriguez seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent
Secretary