

**MINUTES SCHEDULED CAUCUS MEETING – MAY 19, 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 were present.

Mr. DiVincent referred to item #3 – Minutes of previous scheduled regular meeting dated April 21; 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.

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

Resolution No. 2014 – 009      Award Risk Management Services Contract to Alamo Insurance Group as their proposal was not to exceed 4%; Brown and Brown’s proposal was higher at 6%.

Resolution No. 2014 – 010      Award Fee Accounting Services Contract to William Katchen CPA as the sole responsive bidder.

Resolution No. 2014 – 011      Award Contract for Spackling, Plastering and Painting of apartments to lowest responsible bidder, J & G painting, in the amounts listed in their bid for a period of one (1) year. Three bids were received J&G being the lowest responsive bidder

Resolution No. 2014 – 012      Award Contract for Inspection, Servicing, and Maintenance of Fire Water Pumps, Standpipes, Fire Hydrants, Fire Extinguishers, Wet Systems, and Ansul Systems within eight (8) housing developments to Cerullo Fire Protection. Oliver’s Sprinkler System’s submittal was nearly double the price.

Resolution no. 2014 – 013      Award Elevator Service and Maintenance Contract to Statewide Elevators; they hold the current contract and were the lowest responsive bidder out of the 3 received.

Resolution No. 2014 – 014      Resolution authorizing an Agreement for employment of Robert Divincent as Executive Director. Resolution TABLED.

Resolution No. 2014 – 015      Establish flat rents for low rent housing units owned and managed by this authority

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. Fernandez

Meeting adjourned at 7:39 p.m

Respectfully Submitted,

Robert A. DiVincent  
Secretary

**MINUTES SCHEDULED REGULAR MEETING MAY 19, 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: None

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous Regular Meeting dated April 21, 2014. Board was asked to approve as presented. 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

At this time Mr. DiVincent referred to items #4- Claims – General Fund, #6- Claims – Capital Fund Program # 6 – Claims – Section 8 Voucher Program. Asking for a motion to accept as presented. Said motion was made by Comm. Camilo and seconded 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 the Mr. DiVincent referred to Item #7

At this time Resolution No. 2014-009 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 published a Request for proposals for Risk Management Services, in compliance with HUD procurement regulations; and

**WHEREAS**, on May 8, 2014, the Authority received proposals from:

1. **THE ALAMO INSURANCE GROUP**
2. **BROWN & BROWN INSURANCE**

**WHEREAS**, the pursuant Request for Proposals and HUD procurement regulations, the proposals were reviewed and by the Authority’s Review and Evaluation Committee, consisting of Executive Director DiVincent; Assistant Executive Director Garcia; and Counsel Leanza, with The Alamo Insurance Group proposal being scored the highest.

**NOW, THEREFORE, BE IT RESOLVED** that the Authority hereby awards a contract for Risk Management Services to The Alamo Insurance Group, Inc. for an amount not to exceed FOUR

(4) percent of the Authority's Program assessment inclusive of all consulting services, in accordance with HUD regulations the Request for Proposals and The Alamo Insurance Group dated May 8, 2014.

**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 Comm. Camilo 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 – 009 so moved.

At this time Resolution No. 2014-010 was read as follows:

**AWARD FEE ACCOUNTANT SERVICES TO WILLIAM KATCHEN, CPA**

**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 caused to be published a Request For Proposals for Fee Accountant Services, in compliance with HUD procurement regulations; and

**WHEREAS**, on May 13, 2014 the Authority received a proposal from William Katchen, CPA; and

**WHEREAS**, pursuant to the Request for Proposals and HUD procurement regulations, the proposal was received and scored by the Authority's Review and Evaluation Committee, consisting of Executive Director Robert A. DiVincent, Consultant Richard Keefe with the William Katchen, CPA being the sole bidder

**NOW, THEREFORE, BE IT RESOLVED** that the Authority hereby awards a contract for Fee Accounting Services to William Katchen CPA for an amount not to exceed \$65,400 in accordance with HUD regulations, the Request for Proposals and for a period of one (1) year, June 1, 2014 to May 30,2015.

**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 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

Mr. DiVincent declared Resolution No. 2014 – 010 so moved.

At this time Resolution No. 2014-011 was read as follows:

**BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE TOWN OF WEST NEW YORK**

**WHEREAS**, the Housing Authority of the Town of West New York, solicited price quotes for procurement of goods/services: painting, sheet rocking, and plastering of dwelling units; (painting services represent approximately 75% of the total work normally required, sheet rocking and plastering represent approximately 25% of same); and

**WHEREAS**, the Housing Authority of the Town of West New York has received many and varying price quotes for the same as set forth in the tabulations and set forth below; and

**WHEREAS**, based on said calculations, it has been determined that **J&G Painting** is the lowest responsible bidder; and

**WHEREAS**, it has been further determined that it would be advantageous to the Authority and in the Authority's best interest to accept the **J & G Painting** bid cited and award a contract to said lowest responsive bidder for said bid items at the prices set forth below;

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that said low bid by **J & G Painting** be and hereby is accepted.

**BE IT FURTHER RESOLVED**, that a contract be and hereby is awarded to the low bidder, **J & G Painting** for the bid items and at the bid prices set forth in their bid in the following tabulation and calculation of all bids received.

**CALCULATION OF 5/13/14 BIDS FOR PAINTING, SHEET ROCKING & PLASTERING OF APARTMENTS**

**Name of Bidder: J & G Painting, Kendall Park, NJ**

**PAINT BID**

<b>Line</b>	<b>Item</b>	<b>0 BR</b>	<b>1BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4BR</b>
1	One Coat	\$300	\$365	\$465	\$625	\$725
2	Two Coat	\$360	\$400	\$545	\$725	\$875
3	Line 1 + Line 2	\$660	\$765	\$1010	\$1350	\$1600
4	Times % of Total Units 100%	41.32%	30.10%	18.90%	8.88%	.80%
5	Equals Bid Amt.	\$272.71	\$230.27	\$190.89	\$119.88	\$12.80= 826.55 Paint Total

**SHEET ROCKING & PLASTERING BID**

<b>Line</b>	<b>Item</b>	<b>Item #1</b>	<b>Item #2</b>	<b>Item #3</b>	<b>Item #4</b>
1	Under 100 Sq. Ft.	\$5.00	\$7.00	\$7.00	\$5.00
2	100 to 500 Sq. Ft.	\$5.00	\$7.00	\$7.00	\$5.00
3	Over 500 Sq. Ft.	\$5.00	\$7.00	\$7.00	\$5.00
4	Total Lines 1,2 & 3	\$15.00	\$21.00	\$21.00	\$15.00= \$72.00
					Total Sheet Rocking & Plastering Bid

Total Paint Bid \$826.55 x 3 = \$2,479.65 +  
Total Sheet Rocking & Plastering \$72.00 =  
Total combined paint and sheet rocking & plastering bid = \$2,551.6

**Name of Bidder: Aris Painting, Edison NJ**  
**PAINT BID**

Line	Item	0 BR	1BR	2 BR	3 BR	4BR
1	One Coat	\$334	\$384	\$595	\$830	\$940
2	Two Coat	\$354	\$394	\$640	\$890	\$990
3	Line 1 + Line 2	\$688	\$778	\$1235	\$1720	\$1930
4	Times % of Total Units 100%	41.32%	30.10%	18.90%	8.88%	.80%
5	Equals Bid Amt.	\$284.28	\$234.18	\$233.42	\$152.74	\$15.44= 920.05 Paint Total

**\*2 coats prices not shown as a unit price. Shows as an up-charge.**

**SHEET ROCKING & PLASTERING BID**

Line	Item	Item #1	Item #2	Item #3	Item #4
1	Under 100 Sq. Ft.	\$4.00	\$4.00	\$11.00	\$0.85
2	100 to 500 Sq. Ft.	\$4.25	\$4.25	\$11.50	\$0.90
3	Over 500 Sq. Ft.	\$3.50	\$3.50	\$12.00	\$0.98
4	Total Lines 1,2 & 3	\$11.75	\$11.75	\$34.50	\$2.73= \$60.73
					Total Sheet Rocking & Plastering Bid

Total Paint Bid \$920.05 x 3 = \$2,760.15 +  
 Total Sheet Rocking & Plastering \$60.73 =  
 Total combined paint and sheet rocking & plastering bid = \$2,820.88

**Name of Bidder: Alvarado**  
**PAINT BID**

Line	Item	0 BR	1BR	2 BR	3 BR	4BR
1	One Coat	\$310	\$340	\$450	\$680	\$830
2	Two Coat	\$465	\$510	\$675	\$1000	\$1200
3	Line 1 + Line 2	\$775	\$850	\$1125	\$1680	\$2030
4	Times % of Total Units 100%	41.32%	30.10%	18.90%	8.88%	.80%
5	Equals Bid Amt.	\$320.23	\$255.85	\$212.63	\$149.18	\$16.24= 954.13 Paint Total

**\*2 coats prices not shown as a unit price. Shows as an up-charge.**

**SHEET ROCKING & PLASTERING BID**

Line	Item	Item #1	Item #2	Item #3	Item #4
1	Under 100 Sq. Ft.	\$3.40	\$1.90	\$4.80	\$6.10
2	100 to 500 Sq. Ft.	\$3.20	\$1.50	\$4.50	\$5.80
3	Over 500 Sq. Ft.	\$3.00	\$1.20	\$4.25	\$5.60
4	Total Lines 1,2 & 3	\$9.60	\$4.60	\$13.55	\$17.50= \$45.25
					Total Sheet Rocking & Plastering Bid

Total Paint Bid \$954.13 x 3 = \$2,862.39 +  
 Total Sheet Rocking & Plastering \$45.25 =  
 Total combined paint and sheet rocking & plastering bid = \$2,907.64

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. Guzman 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

Mr. DiVincent declared Resolution No. 2014 – 011 so moved.

At this time Resolution No. 2014-012 was read as follows:

**WHEREAS**, the Housing Authority advertised for and accepted bids on May 15, 2014 for inspection, servicing, and maintenance of fire water pumps, standpipes, fire hydrants, fire extinguishers, wet systems, and Ansul systems at all facilities (NJ30-301/302/303/304/305/306/307/308); and

**WHEREAS**, the following bids were received:

<b>1. CERULLO FIRE PROTECTION, N.J.</b>	1 <sup>st</sup> Year \$ 11,395
Optional Extension	2 <sup>nd</sup> Year \$ 11,535
Emergency Services	\$ 69/hr.
<b>2. OLIVER SPRINKLER, PA</b>	1 <sup>st</sup> Year \$35,200
Optional Extension	2 <sup>nd</sup> Year \$46,200
Emergency Services	\$125/hr.

**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 inspection, servicing, and maintenance of fire water pumps, standpipes, fire hydrants, fire extinguishers, wet systems, and Ansul systems at all facilities (NJ30-301/302/303/304/305/306/307/308) as the sole bidder, Cerullo Fire Protection

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 – 012 so moved.

At this time Resolution No. 2014-013 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 May 15, 2014, the Authority received the following bids for Elevator Maintenance:

NAME	LUMP SUM	REGULAR RATE	EMERGENCY WEEKDAYS	EMERGENCY WEEKENDS HOLIDAYS
Statewide Elevator	\$72,000	\$185 p/h	\$215	\$215
Standard Elevator	\$156,000	\$170 p/h	\$255	\$255
Pomassi Elevator	\$93,600	\$180 p/h	\$270	\$360

**WHEREAS**, all bids have been reviewed and the Authority has been advised by its Counsel, Frank Leanza, *Statewide Elevator*, is therefore the lowest responsive bidder.

**NOW, THEREFORE BE IT RESOLVED** that the Authority hereby award Elevator Maintenance Contract for their price bid.

**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 Comm. Guzman 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

Mr. DiVincent declared Resolution No. 2014 – 013 so moved

At this time Resolution No. 2014-014 was TABLED

**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.

At this time Resolution No. 2014-015 was read as follows:

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires that this Authority establish flat rents for its-low income dwelling units and permit the residents of such units to elect payment of either the established flat rent for their dwelling unit or an income-based rent; and

**WHEREAS**, the purpose of flat rents is to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient; and

**WHEREAS**, a flat rent is based on the market value of unit, which is the amount that would be charged for comparable unassisted housing in the West New York housing market area, taking into consideration amenities, size, condition and location; and

**WHEREAS**, in determining its flat rents this Authority grouped the market area comparable by unit type and bedroom size; selected three (3) comparable for each unit type and bedroom size whose location and features best matched our population for that type and size of unit; and average the gross rents for the comparable units to determine the flat rents for our units of comparable type and size. Such flat rents were determined to be

- \$ 966 per month for our 1 – bedroom non-elevated 3 story units,
- \$ 1252 per month for our 2 – bedroom non – elevated 3 story units,
- \$ 1396 per month for our 3 – bedroom non – elevated 3 story units,
- \$ 1650 per month for our 4 – bedroom non-elevated 3 story units,
- \$ 811 per month for our 0 – bedroom elevated units,
- \$ 900 per month for our 1 – bedroom elevated units,
- \$ 1058 per month for our 2 – bedroom elevated units
- \$ 1346 per month for our 3 – bedroom elevated units; and

**WHEREAS**, the average of the comparable was compared to the overall population for reasonableness regarding the ability of the Authority to rent its units for the determined flat rent amounts if the units were not subsidized.

**NOW, THEREFORE, BE IT RESOLVED** that effective this date the aforesated flat rents be and hereby are established for the low-rent housing units owned and managed by this Authority.

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. Fuentes and seconded by Comm. Guzman. The roll was called as follows:

- YEAS: Commissioners Fernandez, Fuentes, Guzman, Vice-Chairperson Roque and Chairman Rodriguez
- NAYS: None
- ABSTENTION: Comm. Camilo

Mr. DiVincent declared Resolution No. 2014 – 015 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
- 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 Comm. Fernandez by and seconded by Comm. Camilo. 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 informed the Board that the Authority received its ACC Amendment and Capital Fund.

Mechanical Engineers will be looking at our equipment so that when necessary it is all functioning accordingly.

The piping in the certain areas of the buildings is rotting and necessary work is still determined.

The Authority is looking into the possibility of remodeling the bathrooms at Kennedy Towers – 430-62<sup>nd</sup> Street – it is the only senior building that does not accommodate handicapped seniors.

Mr. DiVincent would like to schedule tenant meetings at our senior buildings and would like the Board to be present.

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. Fernandez. The roll was called as follows:

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

NAYS: None

Meeting adjourned at 8:14 p.m.

Respectfully submitted,

Robert A. DiVincent  
Secretary