

**MINUTES OF RESCHEUDULE CAUCUS MEETING – November 27, 2017**

**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 19, 2016.**

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 19, 2016 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 Commissioners Fuentes, Rivera and Commissioner Scheurle.

Mr. DiVincent referred to item #3 – Minutes of previous reschedule meeting dated October 26, 2017 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. 2017–030- The Board was informed that PC Richards & Son, a local vendor, was the only responsive bidder and recommendation was made to award appliances supplier (refrigerators and stoves) contract to PC Richards & Son.

Resolution No. 2017–031- Three proposals were received and the board was recommended contract be awarded to DeCotiis, FitzPatrick and Cole, LLP. as he is very familiar with the Authority.

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

**MINUTES OF RESCHEDULED MEETING NOVEMBER 27, 2017**

**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 19, 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

**ABSENT:** Commissioner Fuentes, Commissioner Rivera and Commissioner Scheurle

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous schedule meeting dated October 27, 2017. Board was asked to approve as presented. Said motion was made by Chairman Parkinson and seconded by Commissioner Alcantara. The roll was called as follows:

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

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

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

**NAYS:** None

At this time Mr. DiVincent referred to Item #7

At this time Resolution No. 2017-030 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

**WHEREAS**, on October 24, 2017 the Authority received the following bid for Appliances (Refrigerators and Stoves) Supply Contract:

**Name of Bidder**

**P.C. Richards & Son - West New York, NJ**

**NOW, THEREFORE BE IT RESOLVED** that the Authority hereby award the Appliances Supply Contract to **P.C. Richards & Son** as the sole and 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 Chairperson Parkinson and seconded by Commissioner Fernandez. The roll was called as follows:

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

NAYS: None

At this time Mr. DiVincent referred to Item #7

At this time Resolution No. 2017-031 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, 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 Special Legal Services – Employee Labor, in compliance with HUD procurement regulations; and

**WHEREAS**, on November 17, 2017, the Authority received proposals from:

<u><b>Eric M. Bernstein &amp; Associates, L.L.C., Warren, NJ</b></u> – Contract Fee	<b>\$130/hr</b>	<b>\$</b>
<u><b>Fitzpatrick &amp; Waterman, Bayonne, NJ</b></u> Contract Fee	<b>\$150/hr</b>	<b>\$24,000-</b>
<u><b>Decotiis, Fitzpatrick, Cole &amp; Giblin, Teaneck, NJ</b></u> Contract Fee	<b>\$175/hr</b>	<b>\$28,000-</b>

**WHEREAS**, the proposals were reviewed by the Authority’s Review and Evaluation Committee, consisting of Consultant Keefe and Executive Director DiVincent, with the Bernstein and Fitzpatrick proposals scoring higher in the cost category and the **DeCotiis, Fitzpatrick, Cole & Giblin Esq.** proposal scoring higher in both the Labor Union Contract Negotiation (based upon its prior experience with the Authority and its unique Ability (based upon its much larger staff and the Authority’s most recent experiences with emergent employment issues) categories. All other categories being equal, the **DeCotiis** proposal thus scored higher.

**NOW, THEREFORE, BE IT RESOLVED** that the Authority hereby awards a contract for Special Legal Services to **DeCotiis, Fitzpatrick, Cole & Giblin Esq.** for an amount not to exceed \$28,000.00(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 Commissioner Fernandez and seconded by Commissioner Alcantara. The roll was called as follows:

YEAS: Vice-Chairperson Roque, Commissioner Alcantara, Commissioner Fernandez

NAYS: None

ABSTAIN: Chairman Parkinson

At this time Mr. DiVincent called Commissioner Scheurle (Via Phone). All resolutions must have four affirmed votes. Commissioner Scheurle voted: Yeas

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 Commissioner Fernandez seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent  
Secretary