

MINUTES OF REGULAR SCHEDULE CAUCUS MEETING – October 16, 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 Alcantara, Rivera and Commissioner Scheurle.

Mr. DiVincent referred to item #3 – Minutes of previous reschedule meeting dated September 18, 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. 2017–027- Request for Proposals for General Legal Services, the Director recommended contract be awarded to Leanza & Agrapides.

Resolution No. 2017–028- Award Fiscal Audit Contract- The board was informed that only one proposals was received. After review Mr. DiVincent recommended the contract to be awarded to Hymanson, Parnes & Giampaolo, being the only responsive bidder.

Resolution No. 2017–029- Resolution to continue Special Legal Services for Specified Labor Matters.

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 SCHEDULED REGULAR MEETING OCTOBER 16, 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 Fernandez, Commissioner Fuentes and Commissioner Scheurle.

ABSENT: Commissioner Alcantara and Commissioner Rivera

At this time Mr. DiVincent referred to item # 3 - Minutes of Previous schedule meeting dated September 18, 2017. Board was asked to approve as presented. 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 Fernandez, Commissioner Fuentes and Commissioner Scheurle.

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

YEAS: Chairman Parkinson, Vice-Chairperson Roque, Commissioner Fernandez, Commissioner Fuentes and Commissioner Scheurle.

NAYS: None

At this time Mr. DiVincent referred to Item #7

At this time Resolution No. 2017-027 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 General Legal Services, in compliance with HUD procurement regulations; and

WHEREAS, on October 10, 2017, the Authority received a proposal from:

Leanza & Agrapides, Hasbrough Heights, NJ \$125.00/hr
\$6,250.00/monthly

WHEREAS, pursuant to the Request for Proposals and HUD procurement regulations, the proposal was reviewed and scored by the Authority’s Review and Evaluation Committee, consisting of Consultant Keefe and Executive Director Robert DiVincent.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby awards a contract for Special Legal Services to **Leanza & Agrapides** for an amount not to exceed \$75,000.0 (Contract Fee), in accordance with HUD regulations.

At this time Resolution No. 2017-028 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 10, 2017, the Authority received one proposals from:

| <u>Name of Bidder</u> | <u>Hourly Rate</u> | <u>Total Fee</u> |
|---|--------------------|--------------------|
| Hymanson, Parnes & Giampaolo, Lincroft, NJ | \$175.00 | \$15,225.00 |

Whereas, this proposal is well within the budget allowance, and

Whereas, Hymanson, Parnes & Giampolo has brevisly completed the Authority Audit.

WHEREAS, pursuant to the Request for Proposals and HUD procurement regulations, the proposal, was reviewed and scored by the Authority’s Review and Evaluation Committee, consisting of Consultant Keefe and Executive Director Robert DiVincent; with the Hymanson, Parnes & Giampaolo, has been evaluated as both qualified and complaint.

NOW, THEREFORE BE IT RESOLVED that the Authority hereby award the Fiscal Audit Contract to **Hymanson, Parnes & Giampaol** ;

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby awards a contract for Fiscal Audit Services to Hymanson, Parnes & Giampolo for an amount not to exceed 15,225.00 (Contract Fee), in accordance with HUD regulations.

At this time Resolution No. 2017-029 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 (hereinafter “Authority”) issued a Request For Proposal (“RFP”) to provide legal services for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, Scarinci & Hollenbeck, LLC (hereinafter “Attorney”) submitted a proposal which was accepted by the Authority; and

WHEREAS, the Authority and Attorney entered into an Agreement which expired on September 30, 2017; and

WHEREAS, the Attorney has been substantially engaged in and developed significant knowledge of the factual and legal issues associated with the various matters set forth below and it would be economically inefficient to have the Authority’s labor counsel to start anew on those matters; and

WHEREAS, the Authority desires to extend Attorney’s contract to continue the Attorney’s representation of the Authority based upon their current experience and knowledge of the relevant subject areas to represent the Authority with regard to the following matters:

1. Active collective bargaining agreement negotiations;
2. Active personnel matters involving leaves of absences;
3. Pending request to the NJ Division on Pension and Benefits concerning retroactive pension contributions; and

WHEREAS, the legal fees, excluding costs, for the above referenced matters shall not exceed \$10,000.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Authority do hereby extend the October 1, 2016 through September 30, 2017 Agreement for Special Legal Services Labor Issues with the Attorney, for the express purpose of representing the Authority with regard to the above listed matters.

BE IT FURTHER RESOLVED that the legal fees, excluding costs, for professional services in the above referenced matters shall not exceed \$10,000.

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 Commissioner Fernandez seconded.

Meeting adjourned at 7:37 p.m.

Respectfully Submitted,

Robert A. DiVincent
Secretary