

STATE OF NEW JERSEY
HACKENSACK HOUSING AUTHORITY
65 FIRST STREET
HACKENSACK, NEW JERSEY 07601

THURSDAY, FEBRUARY 10, 2011

This is a condensed version of the taped minutes of the Hackensack Housing Authority meeting taken on Thursday, February 10, 2011 commencing at 6:00 P.M.

Chairman Pargellan McCall called the meeting to order and welcomed those present.

ROLL CALL

Present:

Commissioner Anthony Stassi
Commissioner Pargellan McCall
Commissioner Michael D'Arminio
Commissioner Al Casamenti
Commissioner AnnMarie Saccaro

Absent: Commissioner Rivera

Also Present:

Executive Director William F. Snyder
Victor Herlinsky, Esq., Counsel to the Authority

OPEN PUBLIC MEETINGS ACT

“Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of an Annual Meeting Notice with the Municipal Clerk, the posting of said notice on the official bulletin board in the Municipal Government Building, and delivery of same to the Bergen Record & Star Ledger on 12/15/10. This body wishes to advise you that, in accordance with N.J.S.A. 26:3d(1), et seq. (Smoking in Public Buildings), smoking is prohibited while this body is in open or closed session.”

FLAG SALUTE

All those present recited the Pledge of Allegiance and remained standing for a moment of silence in support of our Armed Forces, Police and Firemen.

APPROVAL OF PREVIOUS MEETING MINUTES – January 13, 2011

Motion to approve January 2011 minutes made by Commissioner Stassi; seconded by Commissioner Casamenti.

VOTE: AYES/All Present Commissioners (5) Absent: Rivera

RESOLUTIONS #2011-6 THROUGH #2011-7

1. #2011-6 – APPROVAL OF PHAS SUBMISSION TO HUD

Motion to approve made by Commissioner D'Arminio; seconded by Commissioner Saccaro.

Director Snyder said the annual submission to HUD that has information about management operations, how long it takes to turn units over when they go vacant, how long it takes staff to address emergency work orders or routine work orders, Capital Fund Program, how given by HUD, how much HHA has obligated, how much HHA has expended. It is then submitted electronically to HUD.

VOTE: AYES/All Present Commissioners (5) Absent: Rivera

2. #2011-7 – APPROVAL OF KITCHEN REPLACEMENT – CHANGE ORDER #3

Motion to approve made by Commissioner Stassi; seconded by Commissioner Saccaro.

Director Snyder explained this is for the contract with Bayshore General Contractors, who are putting in kitchens at 164 Beech Street. It is in the amount of \$1,836 for electrical work, having to disconnect some electrical wiring and relocating existing outlets behind backsplash when countertops were put in. 164 Beech is the original building, going back to President Truman or Eisenhower.

VOTE: AYES/All Present Commissioners (5) Absent: Rivera

CORRESPONDENCE

There were no explanations needed regarding correspondence, but Director Snyder said Adelaide Thurston will be retiring on May 1st, 2011. Some bookkeeping duties will be combined, i.e., collecting rents and doing bookkeeping. Commissioner Casamenti asked if anything will be done for Adelaide. Director Snyder said he'd speak to the office staff and make sure the Commissioners are invited. She has worked 22 years at the Authority.

Chairman McCall commented on the reappointment of Commissioner Rivera, Stassi and Casamenti and thanked them for their service.

PAYMENT OF CLAIMS

Motion to pay claims for February made by Commissioner D'Arminio; seconded by Commissioner Saccaro.

Chairman McCall asked why Hackensack pays Passaic Housing Authority such a large sum. Mr. Snyder explained Hackensack had a contract with them to do Hackensack's bookkeeping and payroll services. Dale still comes in a few hours a week and helps with that. The relationship with Passaic will soon be severed.

The other question was in regard to Boys & Girls Club. Hackensack pays them a monthly fee. Mr. Snyder is hoping for some funding in the future to defray those expenses.

VOTE: AYES/All Present Commissioners (5) Absent: Rivera

EXECUTIVE DIRECTOR'S REPORT & UNFINISHED BUSINESS

Director Snyder said the kitchens at 164 Beech Street are nearly done. Once completed, the architect will go through each apartment and a punch list will be prepared. Director Snyder also surveys all the tenants to make sure that if something isn't right, to let the office know.

New bathrooms were also installed at 164 Beech Street, using the same handicap tubs with the insert that comes out. Bathrooms are being installed now at 65 First and the contractor is working on the last floor. A punch list is in the Commissioners' files and a survey will be done here also.

At Beech Street, the emergency regarding the sewer line has gone out to bid. Mr. Bellocchio found out about a new product, a pipe liner in liquid form, and Mr. Snyder explained how it worked to the Commissioners. It creates a liner in the pipe, is very smooth and a better flow is experienced. The first bid amount was near \$125-\$130,000. Now with this new product, it can be done for about \$70,000. This solution will be bid out, get the company to guarantee it and after it's done a camera will be put down into the pipe to make sure it's working properly, and pay the company after the fact. Commissioner Casamenti asked how long the guarantee is. Mr. Snyder didn't know off-hand, but he'll give Commissioner Casamenti the web site. Commissioner Stassi has read about it and thinks it looks very doable. Mr. Snyder said when it hardens, it's as solid as PVC pipe.

Last year two maintenance men left, one of which is still on sick pay. Also last year the Authority converted to Asset Management as mandated by HUD. Asset Management requires that the Authority manage the properties in groupings. There were two Asset Management properties: Oratam and 230 Central and then all the elderly properties were separate. Vinny was Maintenance Supervisor, the other man was Project Manager (just on paper). Mr. Snyder is now taking Carmine Lupino and Dave Vanteen, who have really stepped up in their work, and made them Project Managers. Mr. Snyder will reorganize the organizational chart, and come back to the Commissioners with a detailed proposal. This will save the Authority a substantial amount of money over what the two previous employees were receiving. Now Mr. Snyder uses a custodial service and the other two men will not be replaced.

With the new organizational charts, Mr. Snyder is preparing detailed, routine and preventive maintenance schedules, which essentially says what the custodial service is every hour of the day, every day of the week and the Project Manager signs off on it, so that they know the work is being done. Hopefully, a great standard that now might be in just one building, will be the great standard in all of the buildings: repair, cleanliness and organization in all of the properties. There will be a weekly schedule of what should be done in regards to landscaping: weed prevention, dandelion prevention, mowing, etc. There will be logs for elevators. Standard Elevator has been hired, a union operation, and they will do preventive maintenance. The same is true for exterminators: who is being exterminated; who is refusing to let the men in, and it will be followed up by Project Managers. All will be written into a schedule, so the Authority will know what everybody is doing.

One man will be responsible for all the Senior buildings: Beech, Railroad, Kansas Street and First. Carmine would be Oratam and 230 Central. On the preventive maintenance schedule, you will know when the floors are going to be stripped and waxed; when buffing will be done, how often a week they need to be mopped, swept, etc. Commissioner Casamenti asked if this would be a promotion for the men. Mr. Snyder said yes, and salary also. If it doesn't work out, they will go back to their old positions.

Commissioner Casamenti commented on the good job done with regard to snow plowing. Dave Vanteen used the Bobcat and this can throw the snow 50 foot.

OLD BUSINESS

Commissioner Saccaro reported she went to a conference January 9th to 12th in Phoenix, Arizona. She attended mainly the ethical meetings and some of the sessions that were more relative to the State of Arizona, which ultimately will affect the entire nation, some on budget, some on executive directors. Commissioner

Saccaro said Hackensack must have the best Director in the country or the most boring, because some of their meetings go on for 3-1/2 hours, and in-house fighting.

A report was received from Commissioners D'Arminio and Stassi about their conference in Tampa, Florida. Commissioner D'Arminio said as Mayor of Hackensack in 1976, he cut the ribbon on this building. He attended a session on maintenance saying that the authorities should replace toilets, bathrooms, sinks, kitchens. Both he and Commissioner Stassi got up and said this is what Hackensack's Executive Director is already doing. It is also believe that the water bill will go down because of more efficient toilets, perhaps 6,000 gallons of water saved a year. Sessions were held on bed bugs, administration, and auditing.

NEW BUSINESS

Commissioner McCall reported on the last brunch being held by H.E.L.P on Saturday, February 26th at 11 AM at the Fiesta. Cost is \$45. This is the 13th annual brunch. Eugene McCall's Scholarship will remain under Title 1C3 and a new scholarship will be started also. Only boys and girls who reside in public housing units will be available for these scholarships. They will be awarded at the Honors Night at Hackensack High School.

REMARKS OF CITIZENS

MARY JONES, 65 First Street, would have liked a toothbrush holder and soap dish in the bathroom. Her other problem is the man above her is a very heavy smoker and the smell gets into her apartment. Mr. Snyder said the man is grandfathered in with regards to the smoking, but next month he will have a resolution ready in regards to new tenants that move into the apartments.

LARRY, Apartment 2D, said there is no pressure in the mornings in the bathrooms, you have to leave the water run 15 minutes and it is never hot enough.

RUTH KENNEDY said the bathroom has odd smells coming through the vents. Mr. Snyder said he would check it out.

ADJOURNMENT

Motion to adjourn made by Commissioner Stassi; seconded by Commissioner Casamenti.

VOTE: AYES/All Present Commissioners (5) Absent: Rivera

Respectfully submitted, Deborah L. Alvarez, Transcriber