

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

THURSDAY, APRIL 19, 2011

This is a condensed version of the taped minutes of the Hackensack Housing Authority meeting taken on Thursday, April 19, 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 Ann Marie Saccaro
Chairman Pargellan McCall
Commissioner Ralph Rivera
Commissioner Al Casamenti

Absent: Commissioner Michael D'Arminio

Also Present:

Executive Director William F. Snyder
Deputy Director John Bellocchio
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

Pledge of Allegiance recited by all those present. A moment of silence in concern for all the chaos through the world.

APPROVAL OF PREVIOUS MEETING MINUTES – March 10, 2011

Motion to approve March 10th minutes made by Commissioner Casamenti; seconded by Commissioner Rivera.

Chairman McCall had one correction: Under **OLD BUSINESS**, “Eileen Bracken Scholarship” should be changed to Kathleen O’Shea Bracken Memorial Education Fund.

VOTE: AYES/ All Present Commissioners (5)

Absent: D’Arminio

RESOLUTIONS #2011-10 THROUGH #2011-14 (see attachment)

1. #2011-10 – CONTRACT AWARD – SEWER LINE REPLACEMENT

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

Director Snyder explained this is the lateral sewer line at 164 Beech Street, which was discussed for several months. The line is collapsing and one apartment was vacated on the first floor. It was bid out, but during the process, Mr. Bellocchio became aware of a process of slipping a sleeve inside the pipe, inflating it. Original estimate was \$120,000 plus. After investigation this new found system was found to be suitable, and the job was rebid. Several vendors submitted bids, lowest being \$52,000, and it will be a less intrusive job. Pipe goes from inside the bathroom, through the laundry room, going out to the wall, making a left-hand turn, all the way out to the street, where the manhole is.

VOTE: AYES/All Present Commissioners (5)

Absent: D’Arminio

2. #2011-11 – CONTRACT AWARD – PARKING LOT RENOVATIONS

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

Director Snyder said this is part of the work at Keeling-Manning Project. Originally, funds were not available, so some site work was moved out. Now parking lot will have turn, moving light from area to another. Job was bid out, some curbing and sidewalk replaced. Price came in at \$58,000 with 10 bidders taking part. Concrete will be at \$6/square foot, which is quite low. Halcyon, Inc. is the successful bidder, but HHA has not done business with them before.

Mr. Bellocchio said second bidder was \$50 under winning bid.

VOTE: AYES/All Present Commissioners (5)

Absent: D’Arminio

3. #2011-12 – APPROVAL OF CHANGE-ORDERS FOR BATHROOMS

Motion to approve made by Commissioner Rivera; seconded by Commissioner Casamenti.

Director Snyder said these are bathrooms installed at 65 First. Several change orders during the work had to be approved. Contractor wanted final payment, so this includes all of the change orders; \$843,965 is the final price. Change Order No. 1 was the biggest for the ball valves in the apartments. #2 was access door so you would not see the valves in the bathroom, cost was \$21,000. Everything is done.

You are allowed to go up to 20 percent under State Law.

VOTE: AYES/All Present Commissioners (5)

Absent: D'Arminio

#2011-13 – APPROVAL OF CAR ALLOWANCE FOR DEPUTY DIRECTOR

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

Director Snyder said Deputy Director John Bellocchio has an employment contract. He is provided with a vehicle, a Dodge Dakota. John's vehicles, as well as the police officers' vehicles, are aging. They could be replaced or something else could be done. Mr. Snyder thought it would be in the best interest of the Housing Authority to give Mr. Bellocchio a car allowance. He will purchase his own vehicle, and the Authority will give him a car allowance to maintain the vehicle.

Chairman McCall asked how much a new vehicle would cost. Mr. Snyder thought at least \$20,000 – a Durango for the Police Department is in the 30-\$35,000 range. Commissioner Rivera asked if the Authority has a fleet of vehicles supplied to the police. Mr. Snyder said yes: a 1999 Crown Victoria that the previous Director had, which was painted and fixed up and also a 2008 Dodge Durango police-equipped car. Commissioner Rivera asked how many miles are on the car before it is replaced. Commissioner Stassi does work on the cars at the DPW. Mileage is low.

VOTE: AYES/All Present Commissioners (5)

Absent: D'Arminio

#2011-14 – APPOINTMENT OF PROJECT MANAGERS

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

Director Snyder said this compiles several memos over the past several months. Vinny will be leaving soon on permanent disability. Scott left. Neither gentleman was replaced. Scott's salary was saved. A custodial service was brought in doing work at Oratam that could not get done. Part of HUD's asset management is that you have a project manager. The two men that had the authority and ability to manage people were Dave and Carmine. Mr. Snyder spoke with them and explained what goes into asset management. Many of the things they have to do will be done out of the office. Mostly, it means they are responsible for personnel, physical condition of the buildings, responsible for budgeting. Mr. Snyder will be helping them with that. Mr. Snyder gave them a "bump" of \$6,000 each; they will have significantly more

responsibilities. There is a significant savings to the Authority, but these gentlemen are not aware of that.

Vinny will be leaving on July 1st, leaving with a Social Security Disability, which requires you use all your sick time. Once that is exhausted, the full amount of his salary will be saved. It was over \$100,000/year.

VOTE: AYES/All Present Commissioners (5)

Absent: D'Arminio

CORRESPONDENCE

Commissioners McCall and Saccaro had questions about 7.1 – HUD letter regarding lease agreement for antenna.

Mr. Snyder said the Authority was approached by AT&T about placing an antenna on the building. There is a Declaration of Trust. No lease hold improvement can be put on any of the buildings without prior HUD approval. Mr. Snyder took the lease to them; he negotiated the price with them (one of the highest in the State on a public building). The lease was sent out to HUD and nothing came from them. The vendor nudged HUD, and a many paged letter was received from attorneys at HUD. Mr. Snyder sent it on to AT&T for their disposition. Sometimes there is a one-page letter covering the contract, but HHA received an extensive 7-page letter. The amount was 15 or \$16,000. Mr. Snyder will follow-up on it.

Chairman McCall commented on 7.7 – punch list for kitchen contract. She thought the author of the punch list was very thorough. Mr. Snyder said he and John went through the list with the contractor and the architect. A strip was not put down between the kitchen and dining room, as the contractor did not think it would be safe for the elderly residents. A credit should be received back from the contractor because it was not installed. Some of the kitchen cabinet doors were not acceptable and it will be taken care of.

Commissioner Saccaro wondered if there were any responses from Sierra or Morales, Items 7.5 and 7.6, respectively. The follow-up is that the person was actually visiting one person, left that person and went to visit another for a series of weeks. The woman is no longer welcome in the building, because of the damages.

PAYMENT OF CLAIMS

Motion to approve payment of claims made by Commissioner Stassi; seconded by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5)

Absent: D'Arminio

EXECUTIVE DIRECTOR'S REPORT & UNFINISHED BUSINESS

Two positions have been advertised: cashier and bookkeeping. More than 150 people responded for the bookkeeper and 90 plus for the cashier. Mr. Snyder did the interviews all day today. He narrowed it down to people living in Hackensack. After the day-long process, Mr. Snyder has 3 for bookkeeping and 2-3 for the cashier. He'll give a test on the bookkeeping side – simple bank reconciliation and questions about accounting. The bookkeeping side – one man with an AA degree in accounting; one woman who is a grad of Perdue. Some were over-qualified, but very willing to work with the offered salary range.

Some of the applicants for bookkeeper, Mr. Snyder put in both categories because they had accounts receivable experience and knew how to collect rents or were office managers. Mr. Snyder is hoping that one of those hired, when John or Mr. Snyder are in the office, would follow the proper work procedures: come in on time, take an hour for lunch, working a full day. One woman was a top candidate, but her salary was way beyond what HHA paid. When she left the interview, there was probably a \$15,000 difference.

Mr. Snyder is also advertising for a maintenance position, hopefully someone with a Black Seal Boiler's License. If the State were to come in for an inspection, there might be a problem.

Commissioner Rivera asked Mr. Snyder how he whittled down the list of candidates. Mr. Snyder said he literally picked out the Hackensack residents first. From that group, he selected a few. During the interview he got a perception of the person, asking how they did working on a team, will you learn all the other jobs also.

Commissioner Rivera asked when these new hires would begin. Mr. Snyder said he'd bring it before the Commissioners at the May 14th meeting. He'll also send out a memo to the Commissioners with a list of the selected few.

OLD BUSINESS

Commissioner Casamenti asked about the purchasing of the house on Kansas Street. Mr. Snyder said nothing really came of it because funding could not be gotten from the County. Within the past year though, Hackensack got a million dollars from a private developer for their low-income housing, so perhaps Mr. Snyder will approach the subject again with the City. A rehabilitation program, which allows a minimum of \$10,000 per home, might aid the elderly homeowners. Each year for 10 years 10 percent of the loan is forgiven. This program does allow the low-income homes in a certain area to get their values up, when everything is fixed.

HACKENSACK POLICE DEPARTMENT

The officer related there was an issue Sunday evening on Newman Street. It will be checked out and a report given. Generally, the problems are speeding or parking violations. Officer Sirocco said the officers now know most of the residents; everything is on a more personal level. The Boys & Girls will have an open house on May 5th at

11:30 AM. The Counseling and Activities Center will be opened. Address: 8991 Anderson Avenue.

Commissioner Rivera asked how many officers are assigned to the Housing Authority. Officer Sirocco said three.

MISCELLANEOUS

Chairman McCall said she sits on the Advisory Board for the Boys & Girls Club. Everyone is invited to attend. Mr. Snyder said that Commissioner Rivera wanted to be on the Board and Mr. Snyder had recommended it. Mr. Snyder asked Commissioner McCall to please check on it with Mr. Nardino when she sees him. Mr. Snyder recalled that Commissioner Saccaro also would like to be on the Board. Discussion ensued about who would be on the Board and who would be a Trustee. Chairman McCall will check on it further.

REMARKS OF CITIZENS

RUTH KENNEDY asked Mr. Snyder if it was too late to put down carpet in the units. Mr. Snyder said at one time there was carpet, but now it is all vinyl flooring and financially, the Authority can't afford to carpet all the apartments, but if a tenant wanted to put down carpet, that would be fine. If all the tenants came in, and the Authority had the money, which they don't, they could consider it.

Mrs. Kennedy said one woman has a lot of children day and night and it's quite noisy. If it's disturbing everyone, call for an officer and they will come.

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (5)

Absent: D'Arminio

Respectfully submitted,

Deborah L. Alvarez, Transcriber