

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

THURSDAY, JULY 10, 2014

(This is a condensed version of the taped minutes of the Regularly Scheduled Monthly Meeting of the Hackensack Housing Authority commencing at 6:00 P.M.)

Chairman Anthony Stassi welcomed everyone and called the meeting to order.

**ROLL CALL**

Present: Chairman Anthony Stassi  
Commissioner Marie Dukes  
Commissioner May D'Arminio  
Commissioner Ralph Rivera  
Commissioner Blanche Stuart  
Commissioner Gino Tessaro

Also Present:  
Executive Director Anthony Feorenzo  
William F. Snyder, Consultant to the Authority  
Gregory Asadurian, Esq., Counsel to the Authority  
William Ketchen, CPA to the Authority

Absent: Commissioner Al Casamenti

**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 12/10/13. 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**

Chairman Stassi led all those present in the Pledge of Allegiance. A moment of silence was held in support of our Armed Forces, police and firemen.

## **APPROVAL OF PREVIOUS MEETING MINUTES – June 12, 2014**

Motion to approve minutes of June 12, 2014 made by Commissioner Rivera; seconded by Commissioner Tessaro.

VOTE: AYES/All Present Commissioners (6)

Absent: Casamenti

### **RESOLUTIONS #2014-12 AND #2014-13**

1. #2014-12 – INTRODUCTION OF BUDGET – FYE 9/30/15 (See attachment)

Motion to accept made by Commissioner D'Arminio; seconded by Commissioner Tessaro.

Mr. Snyder explained this is introduction of budget for FYE ending 9/30/15, a 2-step process. He then introduced William Ketchen, Authority Accountant. Mr. Ketchen explained in great detail items which are objective formula based and some subjective, mostly objective. Money estimated from HUD is \$1,526,724. HHA entitlement is actually \$1,796,146. The difference \$269,422 is as a result of Congress not appropriating 100 percent. Rental income is based on actual; employee benefits, insurance, utilities are based on actual as you pay now with a slight proration increase; utilities based on current rates. The budget with reduced funding anticipates a surplus next year of \$21,964. Mr. Snyder indicated the Commissioners could follow along on the budget provided in their packet. Budget as audited at 9/30/13 HHA had unrestricted funds of \$2,024,897. A loss was anticipated on this budget of \$248,000 principally because last year's level was six percent less.

It is expected at end of next year, there will be a surplus of about \$1.8 million, which in HUD's terms is about 90 percent of the ideal situation. The Resolution considers the budget only for approval authorizing ED Feorenzo to sign, send down to the State. It is reviewed, they let you know if there are any issues, send it back; and HHA is authorized to adopt it at September's meeting.

Commissioner Dukes asked about the Administrative Expenses @ \$101,000, was it an estimate or is there an itemized list of what that covers. Mr. Ketchen explained that is all of the amounts, except those generated by formula, based on two sources: what actually was spent in 2013, and estimates of where HHA is this year. The \$101,000 represents a combination of accounting fees, auditing fees, publications, membership dues and fees, telephone, collect agent fees, administrative service contracts, form and office supplies, and miscellaneous sundry. Cost is specifically related to running the Authority's office. This number has not changed for a few years.

Commissioner Dukes asked on Page SS10, 4-2-2-0, \$5,000, what was that for. Mr. Ketchen said this is miscellaneous costs specific to any type of materials or supplies that would be bought for Tenant Service Related. For Staffing and People, there

were changes during the year, were those changes added to this budget? Mr. Snyder said yes, and the next Resolution covers that.

VOTE: AYES/All Present Commissioners (6)

Absent: Casamenti

Commissioner Dukes asked why Resolution #2014-13 regarding salary adjustments wasn't introduced before Resolution #2014-12. Mr. Snyder explained those salaries won't become effective until the Board approves them. It's in the budget, but until budget is approved, it's not to be considered.

2. #2014-13 – APPROVAL OF FYE 9/30/15 SALARY ADJUSTMENT (See attachment)

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

Mr. Snyder said budget starts 10/1/14 start. Ordinarily, there is an across-the-board percentage increase for everyone. ED Feorenzo has been looking at staff and has some recommendations re: salaries. Mr. Snyder quantified changes in the spreadsheet, which is attached. His increase was a result of when he was originally hired, with the understanding he was hired as Director at the amount indicated, then moved up to that amount as approved by the State, which was reported at the last meeting. One is a bookkeeper hired at a very low salary, thinking now to adjust her to parities of bookkeepers, so she doesn't leave. One employee left recently and her duties were distributed amongst other employees and the new hire having a college degree, hopefully moving into bookkeeper position. New employee is getting no raise. One maintenance man's salary was low compared to others and ED Feorenzo has been requesting a raise for this person. Mischa has taken on other duties, and will possibly take on occupancy items. Everyone not receiving a merit raise or adjustment based upon additional duties is getting two percent yearly. Mr. Ketchen added the salary schedule from last year to this year with adjustments, as a result of positions that have changed or were deleted, were substantially lower.

VOTE: AYES/All Present Commissioners (6)

Absent: Casamenti

3. #2014-14 – AUDIT CERTIFICATION (See attachment)

Motion to approve made by Commissioner Rivera; seconded by Commissioner D'Arminio. **(Please note: Commissioner Dukes and Commissioner Stuart didn't receive copies of Audit Report although each Commissioner was sent a copy in USPS, albeit they signed the Certificate. The Certificate will be sent after they receive and read their copies. Mr. Ketchen indicated HHA has 45 days to submit.)** Approval of the audit is subject to Commissioner Dukes and Commissioner Stuart approvals to be submitted to the State.

Mr. Snyder said the affidavit must be signed this evening. It states that you have received the audit, reviewed it, particularly Comments and Recommendations. It is then sent into the State. Every Commissioner was sent a complete copy of the audit in the mail. A synopsis is published in the newspaper. Mr. Ketchen said the important area to look at is "Management Discussion and Analysis", which was added 15 years ago by the Government Auditing Standards Board. The actual financial statements are exactly what they are: financial statements. There was a small loss of \$45,000 for the year – two-fold: reduced funding by HUD and because some capital funds received were in support of HHA operations. There are two areas HUD specifically looks at: (1) the opinion that you get from the auditor, who you select as an independent accountant, who issues a report that says HHA statements are unmodified or something less than that. HHA received an unmodified opinion, which is the highest level on financial statements. Other reports are there on compliance. The State requires that (1) you got the report and (2) were there any audit recommendations. The affidavit that you're asked to sign specifically asks those questions. At the end of the year, HHA surplus level, unrestricted, meaning unrestricted to any specific purpose was \$2,024,898. Mr. Ketchen said he'd return for another meeting, if requested, after the two Commissioners reviewed their Audit Report copies.

Commissioners D'Arminio and Tessaro gave their Audit Report copies to the other two Commissioners.

VOTE: AYES/All Present Commissioners (6) **subject to changes and reservations.**  
Absent: Casamenti

#### CORRESPONDENCE

Mr. Snyder reported on letter from Mariner Bank, which are covered by Governmental Unit Deposit Protection Act. A special depository agreement has to be signed with the bank that says in addition to GUDPA, they are maintaining collateral in the amount HHA has deposited in event there is a problem with the bank.

#### PAYMENT OF CLAIMS

Motion to make payment of claims made by Commissioner Stuart; seconded by Commissioner Tessaro.

VOTE: AYES/All Present Commissioners (6) Absent: Casamenti

#### MANAGEMENT REPORT & UNFINISHED BUSINESS

Mr. Snyder reported several Requests for Proposals have been sent out. Bids are due the end of August. If the Commissioners know of anyone interested, please contact

ED Feorenzo to obtain copies of the RFP. Those going out are for: accountant, auditor, attorney, custodial services, sprinkler system, and maintenance,

Director Feorenzo introduced Luisa, new Director of the Boys & Girls Club. She started as a Councilor and rose through the ranks. Luisa presented a summary for the After School Program and Summer Adventure Program, which started this week. Luisa included photographs of the staff as well, all of whom are still in school, which she hopes will keep the children motivated to stay in school. Volunteers from different colleges help with the kids, doing projects, tutoring, and basketball team from FDU, etc. Luisa spoke about the mentoring 1 on 1, group mentoring and also peer mentoring, hoping to make homework fun. Triple Play is still occurring, getting kids involved in physical activities, but fun. There is Strive Academy, an online program with common core subjects, which aids Luisa in following students to see where they need additional help. There is a dinner program after school. In the summer they work with Hackensack Rec Center providing lunch and snack for the kids. Healthy habits are taught – eating, mental health, and physical health. Keystone is another project where they work with teams and do community events. Links Inc. helped with an indoor garden, went to the UN with this group and participated in recognizing a day for the victims of the Transatlantic Slave Trade and also raised awareness for racism and prejudice. Kids worked with the Community Bank of Bergen County planting pretty gardens in front of the Club and in the middle of housing. Next, a plaque will be dedicated and placed there in the next coming week. An End of the Year Party celebrates school being over. Luisa came up with SMARTS -The Summer Adventure Program incorporating different subjects in something: movie maker (program online where kids can learn how to make movies) – utilizing research, communication, art for graphics, etc. Children ages 11-13 are in groups for all boys/all girls are learning life lessons. Luisa included statistics on ethnicities, hoping to have a cultural event on August 19<sup>th</sup>, bringing in vendors from Main Street, having families come in to see what work is being done with the children.

Mr. Snyder asked Luisa about two pages he thought were duplicated. One is number of Housing Authority children, who are free of charge at Boys & Girls Club. Luisa said they swim on Wednesdays. Mr. Snyder asked about day trips this summer. Luisa answered Tomahawk Lake next week, Mountain Creek in two weeks and Dorney Park in August. Mr. Snyder requested Luisa notify them a week in advance of the cultural event so Commissioners could be invited/reminded and how much Commissioners enjoy attending them.

## OLD BUSINESS

Director Feorenzo reported on the 4<sup>th</sup> of July picnic, attended by 90 seniors. Everyone in the office chipped in, and the nurse helped in making it a success. He reported on the generator being delivered to 65 First Street, installation will be completed on Monday. There is a temporary one in place in case power is lost. Two

rent checks have been received from AT&T, even though antenna work has not been completed, as lease stated once they begin construction, rent is to be paid.

NEW BUSINESS – nothing at this time

OTHER BUSINESS

Commissioner Stuart spoke about checking the web site. Minutes from June were already up but they hadn't been approved until this evening's meeting. Mr. Snyder said they are getting overly efficient. Since duties have been redelegated after Lorraine's retirement, the new employee has been putting them up immediately. Mr. Snyder said an outside vendor does the web site.

Director Feorenzo said someone last month requested an agenda. There are extra copies now on the front table.

REMARKS OF CITIZENS

RUTH KENNEDY thanked the Commissioners for the picnic.

ONE WOMAN asked about the AT&T antennas. She's worried about waves bothering people in this building and others nearby. She spoke about a CEO talking about putting up a cell tower nearby, but the people picketed his home and it never went up. Mr. Snyder said AT&T provides them with information indicating there is no scientific evidence of any kind that it affects people. Did she know there are antennas on buildings and the hospital nearby? Mr. Snyder said this is a tiny antenna.

Commissioner Dukes asked about the CD received from the tenants regarding music and keeping areas clean. Director Feorenzo said if someone is making noise in their apartment, they're instructed to call the Police Department and an officer from either the Housing Authority or a regular police officer will check on the situation. Mr. Snyder said there is an ordinance on noise decibels and certain times when it cannot be played. Commissioner Dukes asked if a memo could be sent out reminding people of these rules. Director Feorenzo said they have been sent out in the past, and Mr. Snyder said he'd send another one out before the next meeting. Director Feorenzo said regarding cleanliness, he walked the buildings, Carmine walks the buildings and perhaps there was a mess on the weekend, but every morning there are maintenance men waxing floors, cleaning up the grounds.

ADJOURNMENT

Motion to adjourn made by Commissioner D'Arminio; seconded by Commissioner Tessaro.

VOTE: AYES/All Present Commissioners (6)

Absent: Casamenti