

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

THURSDAY, MARCH 13, 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.)

Vice-Chairman Al Casamenti called the meeting to order.

Mr. Snyder called the roll.

ROLL CALL

Present:

Vice-Chairman Al Casamenti
Commissioner Marie Dukes
Commissioner May D'Arminio
Commissioner Blanche Stuart

Absent:

Chairman Anthony Stassi
Commissioner Ralph Rivera
Commissioner Gino Tessaro
Acting Executive Director John Bellocchio
Operations Manager Anthony Feorenzo

Also Present:

William F. Snyder, Consultant to the Authority
Gregory Asadurian, Esq., Counsel to the Authority
Sgt. Tim Sroka, Hackensack Police Department

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

All those present recited the Pledge of Allegiance. A moment of silence was held in respect for our Armed Forces and Police Officers.

APPROVAL OF MINUTES FROM FEBRUARY 18, 2014

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

AYES/All Present Commissioners (4)

Absent: Stassi, Tessaro, Rivera

RESOLUTIONS #2014-7 THROUGH AND INCLUDING #2014-9 – see attachments

1. #2014-7 – APPROVAL OF CONTRACT FOR MISCELLANEOUS SERVICES

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

Mr. Snyder explained these two-year contracts are for basic services: computer, elevator, etc. Tabulations are attached for everyone to see. The RFPs are in the office for public inspection. The contracts are awarded to the lowest responsible proposal or bidder. One contractor pulled out because he did not understand the specifications.

Commissioner Dukes asked how long it takes someone to write an inspection report. Mr. Snyder didn't think there would be any reports, but essentially HHA is required to do an inspection of the apartments at least once a year. The protocol that HUD uses is called: The Uniform Physical Condition Standards. They fill out a form as they go into the apartment, which comes back to the office and says **Passes** or **Fails** and then that is put in the file. If there are problems, the office follows up and makes sure there are corrections in the apartment. There also is an inspection of the grounds, which is a separate set of forms, which they fill out: tripping hazards, mechanical systems, etc. If HHA got a low score, a third-party would come in and report back to the office why HHA did not get a good score. Mr. Snyder did not see that a report would be necessary, where HHA would pay an inspector hourly. HHA inspections have to be done when a lease is done. Mr. Snyder said if you divide the total number of units: 500 by 12, that's the approximate number every month and that's the number that will be done. The gentleman that didn't understand thought he could do all 500 at once. The cost per inspection runs \$35-40 a unit.

AYES/All Present Commissioners (4)

Absent: Stassi, Tessaro, Rivera

2. #2014-8 – APPROVAL OF CONTRACT FOR GENERATOR REPLACEMENT

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

Mr. Snyder said this is a public bid, different from the last one. An engineer was hired to prepare public bidding documents because of the amount for the generator replacement. Pre-bid meeting was held, people came and looked at the equipment and based on those specifications, contractors submitted prices. The prices range from a low of \$59,770 up to \$116,000. The estimate was more in line with the low bid of \$59,770. The engineer has reviewed it, checked on references and all checked out, the equipment is what was specified, and is recommending that HHA award the bid to the lowest responsible bidder, which is TSUJ from Wayne, New Jersey. This is the emergency generator that is in this building. During the power outage last year, it ran for quite some time and was a bit squirrely. The maintenance generator company suggested it be replaced. HHA is in a preventative maintenance mode and other generators will be looked at in the other locations. When the power went out, this building was out for quite some time. The last thing needed is the emergency generator going out because of age.

AYES/All Present Commissioners (4)

Absent: Stassi, Tessaro, Rivera

3. #2014-9 – APPROVAL OF CONTRACT FOR BUDGET FOR 40 PASSAIC STREET

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

Mr. Snyder explained this budget was never brought to the Board before, and that the Board has a contract with 40 Passaic Street. This is a high rise building, which Mr. Snyder calls a shelter (battered women, homeless). The County was not happy with Bergen County Housing Authority running in. They came to HHA and said would you run it for the County. Mr. Snyder and Mr. Bellocchio inspected the property, determined that they would run it for a fee; a contract was entered into back then. HHA maintains the building. There is a full-time employee, doing the custodial work, any repairs that are necessary to the apartments, etc. The budget is \$355,492 and it's broken down. The second page gives the personnel; that's what HHA has budgeted for the personnel. A large piece of it goes for what the County wanted, security services and back when HHA started and there were HCOPS, the County wanted to know if the HCOPS, which HHA was using around the senior buildings, if they were capable of providing security at 40 Passaic Street. HCOPS had gone to the academy and were qualified to do that. They are there 24/7 because there are some incidences that occur there, because there are domestic issues sometimes. HHA provides 24/7 calls also, our emergency call number perhaps for a leak during the middle of the night.

Under the contract expenses, HHA pays for custodial supplies, paint, mattress covers, exterminator (because of bed bug issues), locksmiths, etc. HHA receives a fee for just running it. HHA also does the landscaping, plumbing, and maintain the elevator. HHA makes a fee of \$36,500 and the County pays for everything. Employee benefits are reimbursed to HHA. Mr. Snyder was also approached to be involved with the new building down by the Bergen County Jail. The Bergen County Housing Authority is taking care of the homeless shelter now. Mr. Snyder prepares a voucher every month

that goes to the County, saying how much the maintenance man made for the month and it is reimbursed. HHA gets a percentage for part-time employees, which is 15 percent, which is reimbursed for employee benefits because we don't have any medical insurance and 47 percent is added on to the full-time employee because he does get medical insurance. Commissioner Casamenti asked if it was a one-year contract. Mr. Snyder said he's bringing it to the Board now because it is very common for the County, where the year starts on January 1st. HHA operates under this budget, which Mr. Snyder prepared for them, but technically the Freeholders haven't approved it yet, and HHA does not have a contract yet, but working under the terms of the old contract. Last year they refused to increase the price of the contract. This year Mr. Snyder moved some things around to give the security guards, who have not had an increase in several years; the maintenance men got a two-percent, but last year HHA had to absorb that because the County would not give HHA an increase. Mr. Snyder said they were not going to do it to HHA this year, eating into the small management fee HHA is getting.

AYES/All Present Commissioners (4)

Absent: Stassi, Rivera, Tessaro

CORRESPONDENCE

Vice-Chairman Casamenti mentioned the disciplinary note. Mr. Snyder said it went back several months, and was necessary to have something in the employee's file, which he did. The employee was given a stern warning. There was a problem regarding his rent, and it is all straightened out at this time.

PAYMENT OF CLAIMS

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

Commissioner Stuart asked why we pay the Boys & Girls Club. Mr. Snyder explained they could not function. HHA solicited proposals for that, which is done every few years to see who would provide the services that they give HHA, otherwise the Authority would have to run the program. The Authority pays about \$50,000 a year. Children living in Hackensack Housing go to the Club for free.

Commissioner Stuart asked about the negative \$41 bill on the first page. Mr. Snyder it's printed from the accounting system. He said it probably was balanced out with another item, perhaps a security deposit. Commissioner Stuart asked about the attorney contract, is it yearly in the amount of \$36,000. Does the Authority pay for any additional questions? Mr. Asadurian answered it's a flat retainer for the year, which is paid monthly. Mr. Snyder said there's a contract with the City of Hackensack for police, which will be discussed in the near future.

AYES/All Present Commissioners (4)

Absent: Stassi, Rivera, Tessaro

MANAGEMENT REPORT & UNFINISHED BUSINESS

Mr. Snyder said the generator work will start shortly, as he just explained. Mr. Bellocchio will be retiring as of March 31st. Mr. Feorenzo will be taking over. He is in Florida on vacation. Mr. Snyder will be reviewing and evaluating Mr. Feorenzo, as per the resolution when he was hired as to his status, so the Board can review his status, which is a six month probationary period. Mr. Snyder said the rest of his report was under Resolutions and Correspondence.

OLD BUSINESS – nothing at this time

NEW BUSINESS

Sgt. Sroka introduced himself to the new Commissioners. He's had the Authority assignment for seven years. Sgt. Sroka submitted the Call Log Sheet for the month of February, which was light. The big news was about the drug sweep throughout the City. Only two people of all those arrested were residents in Housing. It is a good number and means the police presence is very effective. Had the sweep been done 10 years ago, probably half would have lived in these buildings. Sgt. Sroka said the pro-active police have made a difference in our residents' lives, even those two people were children of residents or in the buildings, and they'll be out with no effect in the property. Sgt. Sroka said the Commissioners should please just call him if they have any questions.

Commissioner Dukes commented that did the police catch as many as they had anticipated or had an alert gone out on the internet to warn the dealers, etc. Sgt. Sroka said eventually they get everyone that they're looking for. All it did was just delay finding some people for a day or two.

REMARKS OF CITIZENS – nothing at this time

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi, Tessaro, Rivera

Respectfully submitted,

Deborah L. Alvarez, Transcriber