

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

THURSDAY, JANUARY 12, 2017

(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 called the meeting to order.

ROLL CALL

Present: Chairman Anthony Stassi
Commissioner Michael Allegretta
Commissioner Tasha Russell
Commissioner Blanche Stuart
Commissioner Gino Tessaro

Also Present:

Anthony Feorenzo, Executive Director
William F. Snyder, Consultant to the Board
Sonia Verdade, Boys & Girls Club
Joseph Zisa, Esq., Counsel to the Authority

Absent: Commissioner May D'Arminio
Commissioner Marie Dukes

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 12/4/15. 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 asked all to rise and repeat the Pledge of Allegiance. A moment of silence was held in respect and remembrance for police, firemen and Armed Forces.

APPROVAL OF PREVIOUS MEETING MINUTES – December 8, 2016

Motion to approve minutes made by Commissioner Stuart; seconded by Commissioner Allegretta.

Commissioner Russell asked about replacement of elevator. ED Feorenzo said it was 60 Kansas Street, where they are doing the motor and cables. Commissioner Russell asked if there was anything in the works for 230 Central, as there is a lot of repair work being done, but nothing being resolved. At one point they came back 2-3 times in one day. ED Feorenzo said the motor and cables are in good shape, but some are working on the controls. If they can't be fixed, new controls will be purchased. Commissioner Allegretta asked who has that service. Mr. Snyder answered Standard Elevator. It is a two-year contract; Standard has been here 6-8 years. ED Feorenzo explained it is an old elevator and some day a new control panel will have to be purchased.

Commissioner Russell asked about using the Boys & Girls Club as a shelter. ED Feorenzo answered that there is a possibility – he put a bid in for another 230 KW generator with Hoboken Housing Authority. They have a meeting tonight and will hopefully accept it.

(At this point in the meeting, there was discussion about vote being taken to approve minutes. Commissioner Russell was discussing Old Business.)

VOTE: AYES/All Present Commissioners (5) Absent: D'Arminio/Dukes

RESOLUTIONS #2017-1 THROUGH AND INCLUDING #2017-5

1. RESOLUTION #2017-1 – AUTHORIZATION TO ATTEND CONFERENCES IN 2017

ED Feorenzo said this Resolution is to authorize Commissioners and Staff to attend conferences for organization HHA belongs to. Listed are the conferences HHA personnel will be attending. Commissioner Russell asked if all those listed are the ones Commissioners may attend. Mr. Feorenzo said yes, and to please give the office a few weeks notice if they're interested in a particular conference.

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

VOTE: AYES/All Present Commissioners (5) Absent: D'Arminio/Dukes

2. RESOLUTION #2017-2 – INDEMNIFICATION RESOLUTION – CRIMINAL

Mr. Zisa explained to the Commissioners that this was necessary for the Commissioners in case any charges were brought against them. It is a safeguard for the Commissioners.

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

VOTE: AYES/All Present Commissioners (5) Absent: D'Arminio/Dukes

3. RESOLUTION #2017-3 – INDEMNIFICATION RESOLUTION – CIVIL

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

ED Feorenzo said it is the same as Resolution #2017-2 except it is for civil not criminal.

VOTE: AYES/All Present Commissioners (5) Absent: D'Arminio/Dukes

4. RESOLUTION #2017-4 – APPROVAL OF CASH MANAGEMENT PLAN

ED Feorenzo told the Commissioners by law there must be a Cash Management Plan, giving him authorization to deposit cash from rents into the Mariner's Bank. Paper indicated Wells Fargo and Mr. Snyder said there was a security account at Wells Fargo, but it allows usage of any bank that participates in the FDIC. ED Feorenzo said HHA is currently using Mariner's Bank for security deposits and monthly rent intake.

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

VOTE: AYES/All Present Commissioners (5) Absent: D'Arminio/Dukes

5. RESOLUTION #2017-5 – APPROVAL OF A/E CONTRACT FOR ELEVATOR REPAIR

ED Feorenzo explained these were the lower bidder, and will come up with plans for elevator at 60 Kansas Street. The bid will be over bid threshold; drawings must be made and then put out to bid publicly. Two proposals were received.

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

VOTE: AYES/All Present Commissioners (5) Absent: D'Arminio/Dukes

CORRESPONDENCE

7.1 – BUDGET FOR PASSAIC STREET CONTRACT – Mr. Feorenzo said this is the annual budget that is prepared, but HHA does not approve it, it is just for Commissioners' review. It is sent to the County, the County approves it and sends back to HHA. Commissioner Russell asked what HHA does at Passaic Street. ED Feorenzo answered HHA puts a maintenance man there, who manages the maintenance of the building. In return, HHA gets a fee, which covers the maintenance man there and HHA also makes approximately \$38-40,000 doing it. Commissioner Russell asked how many maintenance men HHA employs at this time. ED Feorenzo said six, one for each building – 194 in family and three buildings for Dave; one man handles 175-164 and another handles this building and another handles 60 Kansas. There is a maintenance man for every building.

7.2 – 2017 ANNUAL MEETING NOTICE – ED Feorenzo said it contains dates for the entire year and December's meeting is at 4:00 P.M.

BOYS & GIRLS CLUB REPORT – Sonia Verdade

Sonia said she came to December's meeting, but didn't realize it was at an earlier time. Sonia said the after-school program is now 3-7 PM; 76 attend and 40 of them are housing. A violin program has begun with 2 students from Bergen Academies – male/female – and they volunteer their time working with 3-4th grade group. Five violins were donated and hopefully down the road, the children will play for the Commissioners. The STEM program continues with volunteer students from Bergen Academies, working with 3-4th graders. Children here attended a GIANTS bike drive at the Stadium meeting Eli Apple and all received bicycles. Boys & Girls Club was part of the Hackensack Tree Festival, where they had a booth promoting programs; raffled off a bicycle; gave parents a CD to learn about the programs and what Boys & Girls Club is all about. Some Girl Scouts came with their parents and spoke about respect, taught them to make soap and provided them with drink and chips. Sonia is also in the middle of meeting with Bergen Chapter of LINKS, who always do things with the Club. A dinner program has been started, which is funded by the New Jersey Community Food Bank. Dinner is served every day at 5:30 PM, and all pre-packaged. A new company is running this and the food comes in hot. It is distributed and there are no heaters or prepping involved. 15 Halloween costumes were donated from a company, Devon & Tristan, and were given to children who needed them. Children from housing get first choice. There was a Halloween party and Mike Williams, Board Official and police officer for Housing, created a jar, kids had to guess how much and the winner received a nice basket and \$10. The mentoring program helped 14 children. Mike Williams also helped with Operation Christmas Children through a church in Hawthorne, packing 60 shoe boxes with necessities, dropping off at the church. The children here were involved in that. 30 Thanksgiving baskets were donated and 25 of them went to Housing children, 5 to children who are subsidy based or who needed it.

A seniors' lunch was held on December 10th. Mike Williams and Ann Marie (former Commissioner) helped. Ruth Kennedy was in attendance as well as Mr. Feorenzo and Carmine. This was the first time and approximately 40-50 were fed. Music was playing too. Bus transportation was supplied, but many didn't use it. Event was greatly appreciated.

At Christmas Unilever donates gifts for the children, and every one received a gift. There was a low-keyed Christmas party as some children don't celebrate Christmas. Gifts were not wrapped, so they could choose what they wanted; gifts divided by age groups.

Upcoming events: one parent wants to help with an art/music program; another wants to do a fashion club. Sonia is all about trying something to see if it works, i.e. the violin program. Lady hopes to have sewing machines and material donated.

Commissioner Stuart noted on Page 1 it stated 40 children from HHA and 26 outsiders. It should be 36 Sonia answered. Mr. Zisa asked how many seniors attended the lunch on December 10th. Sonia said 50-60, and they were all Housing, not outsiders. Sonia does try to keep a head count. Mr. Zisa asked if there were more upcoming senior events. Sonia said she hasn't planned any yet. A parent prepared the turkey and her staff did the hams, but she hopes in the future to do it at the B&G Club.

PAYMENT OF CLAIMS – JANUARY 2017

Motion made by Commissioner Stuart; seconded by Commissioner Tessaro.

Commissioner Allegretta asked about A.W. Meyers' bill. ED Feorenzo said it was for tools and equipment.

VOTE: AYES/All Present Commissioners (5)

Absent: D'Arminio/Dukes

MANAGEMENT REPORT & UNFINISHED BUSINESS

ED Feorenzo reported that at 175 W. Railroad, the generators are 100% hooked up and online and operational. The old one is being removed. Building Inspector will be there in a week or two. They will do a load test and then receive the CO.

164 Beech, they did their load test; Building Department has to do the seal on that. Environcon was used for that project. There is one punch list item that the Building Department is requiring – extending the exhaust away from the building. When taken care of, we'll receive the final CO.

60 Kansas Street, RFP for elevator done, drawings to be done in 30 days, hopefully. Elevator work will then be bid out. 60 Kansas Street generator is online and working.

Regarding Commissioner Russell's inquiry about the Boys & Girls Club: at December's meeting ED Feorenzo asked about another generator for that facility from Hoboken Housing Authority. They have another 200 KW left with a transfer switch. Mr. Feorenzo spoke with their Controller, said HHA would like to purchase another generator but not for \$27,500; HHA will offer \$22,500. The man didn't think it would be a problem and will give Mr. Feorenzo the answer tomorrow; their meeting is tonight. Prior to that, Carmine called Public Service, who came out to check the pressure – it is high – no problem getting the water column through with the gas pressure, and there will be no issues. Mr. Feorenzo believes it will be a bit over the threshold and will have to get an RFP done for electricians; architect will do some drawings first; he'll bid out the electrical; bid out the plumbing and the foundation. If HHA gets this generator, it will run the Boys & Girls Club in its entirety; run the eight buildings down at Newman & Railroad that have sprinklers and emergency lighting. Then Mr. Feorenzo will get an add alternate if he can get the shop on it also. This generator will be in case the B&G Club loses power or the community loses power in the City, it will be a shelter that the Emergency Management Team could use. There is the gymnasium; bathrooms; and space upstairs. For 60-\$70,000 Mr. Feorenzo believes it's a great idea to do it for the community and the people in the Housing Authority. If HHA bid this out, it would probably be \$220,000 bid. Commissioner Allegretta noted: if the power goes out in the City, the building still has to be maintained as long as the power is out. Doing this makes sense, and the City could work out of there. Mr. Feorenzo noted, it would be 3 transfer switches: big one being purchased will be hooked on the B&G Club; where the old generator was is a 35 KW and it's not running great, so a transfer switch will go on that wall to control Newman and Railroad – 8 buildings; and then smaller transfer switch for the shop. There will be less conduit, but more electrical work.

ED Feorenzo informed the Commissioners HHA has not closed on the RAD deal yet, going back and forth to PBRA or PBVA, working on Project Based Vouchers, where HHA brings in somebody to administrate HHA vouchers and HHA gets part of the administration fee. He has spoken to Mariner's Bank; rates went up a little, but they are holding the rate and commitment for 4.25% until March 6th and, he believes, they'll hold it until the end of April, if HHA doesn't close until then – which is very close.

Commissioner Russell asked for an explanation of how the administrative fee works with the Project Based Vouchers. Mr. Snyder said one of the reasons HHA is going for Project Based Vouchers is the found money in that program. Originally, HHA was told they could not because HHA currently doesn't have a voucher program. If you don't have a voucher program, they want you to convert your assistance

under what's Project Based Rental Assistance and the Contract Administrator becomes the New Jersey Housing Mortgage Finance Agency. It is not an easy agency to deal with.

In December, HHA was told that HHA could probably go Project Based Vouchers, but would have to hook up with another housing authority to have a voucher program. Mr. Feorenzo and Mr. Snyder searched around, had some discussions and found the Edgewater Housing Authority, which is small – only 30 units of public housing, few hundred units of vouchers – agreed to act as HHA's Contract Administrator. The fee, which is found money, HHA gets the rates; the tenant pays HHA's portion, the difference in the rent is paid by HUD.

Under Project Based Voucher Program, which works the same way, the difference is you get an earned administrative fee. The estimated fee here in Hackensack would be \$400,000/year, which is found money. That's one of the reasons HHA back-tracked and said if HHA can participate in this aspect of the program, there is a bunch of money. Mr. Feorenzo's idea is to use a good chunk of that every year, maybe \$200,000 of that, to pay down the debt on the mortgage.

Now an agreement has to be developed, which Messrs. Feorenzo and Snyder worked on all day with the lawyers arriving at a fee splitting – Edgewater will keep \$100,000 and HHA will get \$300,000, which will allow HHA to do other things. Hopefully, the agreement will be here before the Commissioners by next meeting.

The other part is: the Occupancy Committee, which has been meeting and going back and forth, first on the Mission – Continued Occupancy Policy, the governing document as to how you get in the building, how you get on the waiting list for public housing. When HHA was going PBRA, which was getting changed to a new document with the same concept – Tenant Selection Plan. Meetings were held and a new document was made. Now with Project Based Vouchers, it's another new document called The Administrative Plan, and all those other things will be integrated into it. Meetings will be held when the documents are ready; no sense in discussing items that are not applicable.

Mr. Snyder said Mr. Feorenzo has been working with the engineer, because HHA is going Project Based Vouchers, an environmental plan is needed – PAR58, which is being developed. After that it goes to the City, the City Manager signs off on it and then it goes to HUD. Mr. Snyder thinks the closing won't be in March, but hopefully April, no later than May; the closing and then start construction.

Commissioner Russell asked for more clarification on how the fee is administered. Mr. Snyder explained Edgewater Housing Authority will act as the Contract Administrator. HHA is the landlord. Every month they get two pools of money as the CM, one called the HAT payment, which is the difference in what the tenant pays and the rents. Edgewater will send HHA the difference, which is the major

source of subsidy HHA is getting. As the CM, they're entitled to an administrative fee, about \$75 per unit per month. 500 units times 75 times 12, which is actually more than the \$400,000. Really, that money goes to Edgewater, but HHA will not give it to them until they agree to HHA to give back 75% -- negotiations are going on now for that. Their housing authority is small and they cannot sustain themselves. This extra money allows them to keep going; they are also doing a RAD conversion, and they're going to have to drop out. This extra money is going to allow them to take a loan and be able to fix up the 30 units that they have.

Mr. Feorenzo said this whole deal HHA is putting together and structuring is all predicated on HUD's approval for the HAT contract. The one thing that will kill this deal is if HUD comes back to HHA and says HHA cannot use our waiting list, we have to use Edgewater's, going to PBRA and he's scrapping the deal because Mr. Feorenzo won't use someone else's waiting list. Mr. Snyder said they wrote it into the agreement today, but our attorney is going to contact HUD attorney. Commissioner Russell asked why? Mr. Snyder answered saying because as the Contract Administrator, the contract's in your name and you're using your list. The contract is written that way with HUD, which HHA changed. Mr. Snyder made it very clear that it has to be PHA waiting list, defining PHA as Hackensack Housing Authority. The City Manager would be upset with not taking people from Hackensack.

OLD BUSINESS

Commissioner Stuart asked how the waiting list is moving along. ED Feorenzo said it's moving along very well and he is continually doing transfers. Some seniors have passed, people coming in. When possible he's taking people from family units and moving them into senior units. Today in looking at the list, there are approximately 31 people for the one bedroom in the family units; approximately 42 for two bedrooms and 38 for three bedrooms. It's almost in half in a year and a half, purging the list and working out transfers. The girls are doing a great job. The senior list is always long. Regarding military: the husband has to be the military, but the wife can get the preference if he's in the military. Commissioner Stuart asked if the husband passes, does the wife still get the military. ED Feorenzo said yes.

OTHER BUSINESS – nothing at this time

REMARKS FROM CITIZENS

Ruth Kennedy asked about new washers and dryers. ED Feorenzo said he's working it out with Coin Mach. They're resisting so he might have to send out an RFP for a different vendor – washer/dryer Company. Commissioner Stuart asked what is wrong with them. Mr. Feorenzo said they're old. He wants the vendor to

put new machines on all the floors. Commissioner Russell asked about 230 Central. ED Feorenzo said they're fixed.

ADJOURNMENT

Motion to adjourn made by Commissioner Stuart; seconded by Commissioner Russell.

VOTE: AYES/All Present Commissioners (5)

Absent: D'Arminio/Dukes

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber