

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

THURSDAY, MAY 11, 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.)

Mr. William Snyder called the meeting to order.

ROLL CALL

Present: Commissioner Marie Dukes
Commissioner May D'Arminio
Commissioner Blanche Stuart
Commissioner Gino Tessaro

Also Present:

William F. Snyder, Consultant to the Board
Carmine Lupino, Staff

Absent: Anthony Feorenzo, Executive Director
Chairman Anthony Stassi
Commissioner Michael Allegretta

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 12/8/2016. 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

Mr. Snyder asked all to rise and repeat the Pledge of Allegiance. Vice-Chairman Stuart asked for a moment of silence in respect and remembrance for police, firemen and Armed Forces.

APPROVAL OF PREVIOUS MEETING MINUTES – April 13, 2017

Motion to approve minutes made by Commissioner Dukes; seconded by Commissioner Tessaro.

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi/Allegretta

RESOLUTIONS #2017-18 THROUGH #2017-21 (see attachments)

1. RESOLUTION #2017-18 – RAD – APPROVAL OF FINAL SHARED SERVICES AGREEMENT WITH THE EDGEWATER HOUSING AUTHORITY

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

Mr. Snyder explained because HHA doesn't have its own voucher program or Section 8 program, another housing authority has to act as the Contract Administrator. Edgewater Housing Authority has an existing voucher program so the contract will be in their name, technically the Contract Administrator. An agreement has been drafted and it outlines what they're going to be doing. In return for very little, they will retain approximately 25% of earned administrative fee from that program. As mentioned previously, HHA will earn a fee, which HHA didn't get before, which is in the area of 4-\$500,000 a year. The balance staying here will be used for other things. It will be used towards paying down the RAD mortgage more quickly. On Page 16, there is a list of reimbursement charges; the money goes to Edgewater and HHA bills them.

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi/Allegretta

2. RESOLUTION #2017-19 – APPROVAL OF SECTION 8 ADMINISTRATIVE PLAN

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

Mr. Snyder stated for the past several months, an Occupancy Committee has been meeting before the monthly meetings. Since November, HHA has switched to Section 8 - Project Based Vouchers. That program requires that you have an administrative plan. HHA at this time has Issue Continued Occupancy Policy, the policy that dictates the operation of Public Housing Program. It states how you get on the waiting list, how people are selected from the list, preferences that HHA has, if people want to transfer apartments, their income limits, how we determine

how much rent they pay. That policy is no longer in effect once HHA closes and begins the RAD program. Closing will be some time in June. The Occupancy Committee is attempting to make sure the existing policy closely matches Section 8 Administrative Plan, going over any changes; will review it several times and then make a presentation to the full Board and will be adopted tonight in a "raw" form.

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi/Allegretta

3. RESOLUTION #2016-20 – APPROVAL OF REVISED GRIEVANCE PROCEDURE

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

HHA is required to have a grievance procedure, which is being adopted this evening. They are required when HHA takes an adverse action against a tenant, an example being if someone has a pet and the pet is urinating/defecating throughout the building. Action is taken to the owner and say, "The dog has to go or you have to go." Owner can say we disagree and I want to file a grievance. This policy sets forth the requirements. A Director might select a fellow director of like mind from an adjacent housing authority; the tenant will select their person and a meeting is held. A third person would also be selected. Pictures would be shown; maintenance men come in who have cleaned up after the dog on any certain date. Each side gives their case and the panel of 3 meets and decides the outcome. There are certain things that are not grievable: drug-related/one strike issues for one. This will be reviewed again with the Occupancy Requirements.

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi/Allegretta

4. RESOLUTION #2017-21 – OMNIBUS RESOLUTION APPROVING ALL RAD ACTIONS

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

Mr. Snyder got this final resolution today from the attorneys and it states that everything HHA has done up to today is being reapproved so the attorneys may go to closing with the RCC (RAD Conversion Commitment). It is the final document that is signed before HHA goes to closing. There is one error on the first page, which will be corrected, and HHA will receive a revised version. It is easy to read and tells the Commissioners everything they need to know about what HHA is doing: elderly project, which is 002 and then family project – 001. 504 units are being converted. On Exhibit B, it tells you where all the money is going - \$2.5 million to pay off the existing loan, which was used to repair all the buildings; and \$2.5 million in construction costs that HHA will be doing.

The next page lists the rents that will be paid to HHA by HUD. There are 14 2-bedroom units = \$1,261, but doesn't mean tenants pay that amount; perhaps tenant pays \$50, HUD will pay \$1,211 for that unit. Every month the staff does the certifications, it is electronically filed to HUD – VMS – Voucher Management System – that contains every tenant, what tenant is required to pay, what rent is and the difference and that gets sent to Edgewater (Contract Administrator) and then HHA bills Edgewater and they pay HHA.

Exhibit D on the next page shows scope of work: what is being done: parking and driveways, sliding glass doors, windows, caulking, HVAC, interior doors, kitchen cabinets, etc. Total amount: \$2.235 million. Mr. Snyder gave it to the Commissioners because it's referenced in Resolution you are approving; and also a good document to show what management is doing and about financing it. Mariner's Bank is giving HHA the loan and held interest rate from last year. Attorneys are already processing all of the documents. Mr. Feorenzo will be at the physical closing to sign the papers. Tenants will not know the difference when it goes to Project Based Vouchers. Mr. Snyder noted HUD is receiving a 14% cut in funds with the new administration. Previously, HHA was only receiving 85%, now it's being cut another 14%. Financially, HHA is in great shape.

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi/Allegretta

CORRESPONDENCE

Mr. Snyder noted the bus was donated to the Boys & Girls Club of Hackensack/Lodi. Also, HUD wanted to know if HHA had a Tenant Handbook. We did not, so Mr. Snyder, having developed one for other housing authorities, will have one and it will be discussed with the Occupancy Committee. The handbook and lease agreement will agree in writing to a "I". Mr. Snyder suggested to ED Feorenzo that the Tenant Handbook should be given out to new tenants when they come for orientation and they should be required to sign the book after it has been given to them.

PAYMENT OF CLAIMS

Motion to approve payment of claims made by Commissioner Dukes; seconded by Commissioner Tessaro.

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi/Allegretta

MANAGEMENT REPORT

Mr. Snyder said ED Feorenzo informed him most of the work is done on the generator at the Boys & Girls Club before it is tested. Hackensack is very happy to have it in case of an emergency.

Mr. Snyder wants to speak with ED Feorenzo about bringing the architect in and going over plans and specifications for public bidding because of all the work in the RCC. HHA under HUD rules has two years from date of closing to do all the work. The sooner it's completed the less disruption to tenants. They'll work on a schedule, which will be given to Commissioners monthly.

RAD closing will be in June and then there will be less bureaucratic involvement from HUD. There is much more flexibility for the housing authority in RAD.

NEW BUSINESS/OTHER BUSINESS – nothing at this time

REMARKS OF CITIZENS

RUTH KENNEDY requested new washers and dryers for this building. Mr. Snyder suggested she speak with ED Feorenzo.

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (4)

Absent: Stassi/Allegretta

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber

MEETING ADJOURNED AT 6:25 P.M.