

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

THURSDAY, FEBRUARY 16, 2017

(This is a condensed version of the taped minutes of a Postponed 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 Marie Dukes
Commissioner May D'Arminio
Commissioner Blanche Stuart
Commissioner Gino Tessaro*

Also Present:
Anthony Feorenzo, Executive Director
William F. Snyder, Consultant to the Board
Joseph Zisa, Esq., Counsel to the Authority

Absent: Commissioner Michael Allegretta
Commissioner Tasha Russell

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 12/8/16. 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 led by Chairman Stassi. A moment of silence held in respect for police, firemen and Armed Forces.

APPROVAL OF PREVIOUS MEETING MINUTES – January 12, 2017

Motion to approve minutes made by Commissioner Stuart; 2nd by Commissioner Dukes.

VOTE: AYES/All Present Commissioners (4)
Absent: Allegretta/Russell/Tessaro

RESOLUTIONS #2017-6 & #2017-7

1. RESOLUTION #2017-6 – APPOINTMENT OF QUALIFIED PURCHASING AGENT

Motion to approve made by Commissioner D'Arminio; 2nd by Commissioner Stuart.

ED Feorenzo explained if HHA has a Qualified Purchasing Agent, it will give the Authority the ability to get quotes up to \$40,000 instead of having to pay an architect to get drawings and then bid it out. Mr. Katchen, HHA CPA, will be used for the present time, but within a year Mr. Feorenzo hopes to have his Qualified Purchasing Agent license. At the present time he is taking courses. This process will benefit HHA.

VOTE: AYES/All Present Commissioners (4)
Absent: Allegretta/Russell/Tessaro

2. RESOLUTION #2017-7 – APPROVAL OF SHARED SERVICES AGREEMENT – RAD

Motion to approve made by Commissioner D'Arminio; 2nd by Commissioner Dukes.

ED Feorenzo said HHA is converting over to Project Based Vouchers. HHA will share services with Edgewater Housing Authority. This paper is the draft of the Shared Services Agreement. It contains two critical points: that HHA does inspections with a third-party, and the biggest point, as discussed last meeting, HHA is using our waiting list and HHA is managing our waiting list. At the back of the contract, it states the responsibilities that HHA will be doing to receive \$300,000 fee from Edgewater Housing Authority. HHA has an escape clause, if they're not doing a proper job or HHA is not doing a proper job, either Authority can break it and then go to another housing authority.

VOTE: AYES/All Present Commissioners (4)
Absent: Allegretta/Russell/Tessaro

CORRESPONDENCE

Mr. Feorenzo talked about items 7.1 through 7.6. Every two years contracts with: landscaping, HVAC maintenance, CCTV maintenance; exterminating, plumbing and elevator maintenance are up for renewal. RFPs are done for these particular vendors, who receive hourly rates with overtime. This enables HHA during emergencies to call them without bidding.

(*At this point in the meeting, Commissioner Tessaro arrived.)

Mr. Feorenzo will be doing one more RFP for an electrician; their hourly rates will be forthcoming. He will be called for any emergencies or work that needs to be done.

PAYMENT OF CLAIMS FOR FEBRUARY 2017

Motion to approve payment of claims made by Commissioner D'Arminio; 2nd by Commissioner Stuart.

VOTE: AYES/All Present Commissioners (5)
Absent: Allegretta/Russell

MANAGEMENT REPORT & UNFINISHED BUSINESS

ED Feorenzo talked about the snow storm last week. He said the staff did a very good job of cleaning the snow, which was wet/heavy. They went above and beyond in taking care of it. There were only a few hours overtime for 3 men.

Two weeks ago the conversion took place. The 230 generator was turned on; shutting the power off for 6 hours. PSE&G was late and it went back on at 8:00 PM when the electrician was putting in the new converting box and transformer switch. Good part – heat wasn't lost, there was emergency lighting and the elevator worked and new generator ran the entire building. Mr. Feorenzo thought everything went smooth, if you consider PSE&G was late. Commissioner Tessaro asked if that building was natural gas; yes, ED Feorenzo said, they'll never lose heat.

Drawings for the elevator RFP should be in by February 28th, and then elevator repair bids will go out.

One woman in a family unit was hoarding badly, it could not be controlled. Carmine contacted the City; Mr. Feorenzo and the City went there with the Fire Department. The Building Inspector was there and the Zoning Officer. Everyone had a game plan, which was not to red tag her apartment. Carmine, Mr. Feorenzo, and two men plus cleaning crew cleaned out her apartment. The City

was pleased, came back the next week. Everything was done and very nice. It is being monitored so that she doesn't continue this, which is a one-shot deal. HHA will help her, but if it happens again, the City will be notified and HHA will have to take action. Commissioner Dukes asked if she was elderly; Mr. Feorenzo said no. Chairman Stassi asked about her health. ED Feorenzo said she drives and functions, just a hoarder.

The City of Hackensack has to do final inspection on two generators. They will come out after notifying Mr. Feorenzo and conduct their own load tests: shut the building down. Also will be the Electrical Inspector and Fire Department, making sure the elevators run properly and do their load tests. It is being scheduled now.

Drawings for the purchased generator for Boys & Girls Club should be received by March 14th. Mr. Feorenzo took quotes for the slab and only has to bid out the electrical. By the middle of April, that generator should be up and running for the Club. The old generator is going into the shop to run the shop, thus every HHA building will have a generator. Once HHA is up and running, Mr. Feorenzo will hold a meeting with the City Manager – April/May – and they can use it for an emergency shelter. Commissioner Dukes asked where the emergency shelter is for this building. Mr. Feorenzo explained the generator runs their heat here, emergency lighting and elevator. There would be no need to go to emergency shelter. The Boys & Girls Club would probably hold 150 people.

ED Feorenzo added he needs to have a plaque made for Commissioner Stuart stating **Vice Chairman**.

OLD BUSINESS – RAD STATUS – William F. Snyder

Mr. Snyder said HHA has been going back and forth on the RAD Program. The Occupancy Committee met tonight starting with Admission/Continued Occupancy Policy, which is a public housing document telling how they got on the waiting list; how you transfer between apartments, etc. Everything having to do with tenants getting into the building and staying in the building; everything that occurs in-between. HHA is switching to PBRA (Project Based Rental Assistance) and created a new plan – Tenants Selection Plan (TSP). Many meetings were held. In December HHA had the possibility of switching to Project Based Vouchers, which is where HHA is at now. There is a new plan: Administrative Plan – and now going over that, but is a bit redundant. Tonight the Commissioners approved an agreement, in draft form, Shared Services Agreement, which operates this way: you need another housing authority to act as the Contract Administrator for these vouchers. HHA can't do it themselves. After talking to several housing authorities HHA is comfortable with Edgewater Housing Authority, knowing the local officials, Director, etc. and they will act as Contract Administrator. In return for that, they'll get 25% of the earned administrative fee. It is found money and should be about \$400,000/year. HHA will get an additional

\$300,000 in income; Edgewater \$100,000 for acting as Contract Administrator. Tonight everyone looked at the Administrative Plan, which says items will be done by Edgewater, which is what the Contract Administrator does – waiting list; certify applicants. The Shared Services Agreement, however, says that they must subcontract that back to HHA – all existing staff, everything HHA currently does will continue to be done with the Shared Services Agreement.

There is a schedule in the Shared Services Agreement about reimbursements. HHA will be doing the things they're supposed to be doing, HUD knows of this plan and it is being done around the country, HHA will bill them back and every month Edgewater will pay HHA the pro rated monthly amount of the Administrative fee, which annually for HHA will be \$300,000. The good side is HHA is stabilizing our funding through the RAD Program, continue to get little rent increases, which benefits the Authority; the tenants don't pay that, they continue to pay a percentage of their rent; HHA will get the earned administrative fee, which allows HHA to do several things: make improvements, if needed; put money in the bank or to pay down the mortgage that HHA is taking to do the repairs in less than 10 years. Mr. Snyder and Mr. Feorenzo have forecasted 8 years – making HHA debt free in 8 years and continue to put this money away for future repairs, along with getting HHA's subsidy. Mr. Snyder added because HHA switched between the two programs, more environmental work had to be done under the U.S. Code (Part 58). Those environmental reviews have been completed with the exception of one building. Mr. Feorenzo has all of them with disks. Once the last one is completed, they will be uploaded to a web site. All financial documentation has been submitted, which is the last major item. Then Mr. Feorenzo will push a button, saying our financing plan is in, everything is done and the RAD Conversion Commitment (RCC) will be sent. HHA has 30 days to look the commitment over, and schedule a closing. An architect has been selected to do the work, commencing with his drawings, bid it out and start the work and be done in less than a year.

NEW BUSINESS/OTHER BUSINESS

Commissioner Stuart said she attended the Boys & Girls Club Award Ceremony. It was very nice. Children from Central and Newman & Railroad were given them.

REMARKS OF CITIZENS

RUTH KENNEDY mentioned the woman from 6A opens the hallway window and very cold air comes through. Ruth continually has to shut the window. Would it be possible for Mr. Feorenzo to request she not open the window. Mr. Feorenzo said yes, he'll notify her. Ruth asked if Caution Tape could be put out when there is snow or ice. Mr. Feorenzo said his men get out there immediately, even though 24-hours are allowed by law, to clean the sidewalks and steps. The man in this building went out every hour last week to clean the walks and steps.

ADJOURNMENT

Motion to adjourn made by Commissioner Stuart; 2nd by Commissioner Dukes.

VOTE: AYES/All Present Commissioners (5)

Absent: Allegretta/Russell

Respectfully submitted,

Deborah L. Alvarez
Transcriber

MEETING ADJOURNED AT 6:20 P.M.