

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

THURSDAY, DECEMBER 10, 2015

(This is a condensed version of the taped minutes of the Regularly Scheduled Monthly Meeting of the Hackensack Housing Authority commencing at 4:00 P.M.)

Chairman Anthony Stassi called the meeting to order.

ROLL CALL

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

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

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 12/1/14. 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 followed by a moment of silence in support of Police, Firemen and our Armed Forces.

ANNUAL REORGANIZATION

Motion by Commissioner D'Arminio to nominate Anthony Stassi as Chairperson.
VOTE: AYES/All Present Commissioners (7)

Motion by Commissioner Russell to nominate Blanche Stuart as Vice-Chairperson.
VOTE: AYES/All Present Commissioners (7)

APPROVAL OF PREVIOUS MEETING MINUTES – October 8, 2015 and Special Meeting on November 12, 2015

Motion to approve minutes made by Commissioner Rivera; seconded by Commissioner Russell.

VOTE: AYES/All Present Commissioners (7)

RESOLUTIONS #2015-20 THROUGH #2015-24

1. RESOLUTION #2015-20 – RAD-APPROVAL OF PLAN AMENDMENT

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

VOTE: AYES/All Present Commissioners (7)

2. RESOLUTION #2015-21 – ACOP REVISION REMOVAL “CAREGIVER” REFERENCE

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

VOTE: AYES/All Present Commissioners (7)

3. RESOLUTION #2015-22 – APPROVAL OF FILE REVIEW CONTRACT – 3RD PARTY

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

VOTE: AYES/All Present Commissioners (7)

4. RESOLUTION #2015-23 – APPROVAL OF RAD SPECIAL COUNSEL CONTRACT

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

VOTE: AYES/All Present Commissioners (7)

5. RESOLUTION #2015-24 – APPROVAL OF RISK MANAGER CONTRACT

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

VOTE: AYES/All Present Commissioners (7)

CORRESPONDENCE ITEMS 7.1 THROUGH 7.7

- 7.1 Article on No-Smoking in Public Housing Policy - ED Feorenzo said HUD is considering non-smoking policy in all buildings, which will be difficult to enforce, but it will be done. HHA has done a non-smoking policy in Senior Buildings, and the gentleman, feeling pressure from other residents, was taken into Court, but agreed to move out on his own. He was never evicted.
- 7.2 RFP for Special RAD Counsel - This was awarded to DeCotiis law firm, and is a summation of the documents.
- 7.3 RFP Architectural Service for RAD-related improvements – ED Feorenzo said quotes were received Tuesday. Bid numbers went from \$38,000-\$250,000 for services. He will sit down with Mr. Snyder and make a new RFP with Items 1-5 what items are going to be renovated and need architectural services for. Mr. Feorenzo doesn't think they understand scope of work: \$38,000 is low/\$250,000 is high, which will go out next week. One thing will be new efficient faucets, which HHA will purchase direct and maintenance men can put in. This will save money doing it ourselves. Bids included project managers and Mr. Feorenzo will oversee all the projects, no need for project managers.
- 7.4 10/5 – Special Meeting Notice, which won't be done any longer, and just committee of three will handle it.
- 7.5 Not discussed
- 7.6 RAD Accessibility checklist & relocation plan – Mr. Snyder explained this is part of the RAD conversion. He also developed a relocation plan, although no one is going to be relocated, when doing kitchens/bathrooms, which states process about notifying residents about scheduling and when they plan to go into tenant's apartment. Meetings will be scheduled with tenants. One apartment will be set aside, stocked with television and whatever is needed, in the event that someone needs to be out of their apartment for a longer period of time. Kitchens are done in one day; bathrooms take a tad longer – with shower, bath available, if needed. HUD will look at accessibility – certain percentage of units have to be mobility adapted/also visually and hearing impaired adapted. Commissioner Stuart noted telephone number had an extra digit.

In terms of RAD Program, Mr. Snyder said financing plan due 1/15/16 to HUD. Call was with HUD today; many documents uploaded today: relocation plan, things that they need, development team (which Mr. Snyder is part of); special counsel. Financial consultant is preparing development cost budget. ED Feorenzo and Mr. Snyder know they can finance this transaction. He will get a sample term sheet, using it to go to banks to be able to solicit formal term sheets from them, indicating the things available to HHA, etc. Then they will get together, discuss it and make sure HHA gets possible deal with least amount of fees involved. Most banks will not give you a loan at a fixed rate exceeding 18 years. HUD has a minimum requirement that the loan has to be at least 15 years. Term sheets will be back early January 2016. Meeting is scheduled for 1/12/16. Mr. Snyder requested the Commissioners read over the information and call him directly, if they have any questions.

Since HHA is not using Tax Credit Program, this will be simpler. There are three categories of transactions: those converting with no debt, and no investment from tax credit investors; conversion with debt – taking on a mortgage, which is HHA; some are converting with mortgage and investors, which is complicated and takes much longer. If everything is completed, HHA will ask for an extension, but Mr. Snyder likes to keep deadlines.

A committee now is discussing ACOP – Admission Continued Occupancy Policy – HHA will continue with this, but part of the policy will be different because when you switch from Public Housing (Section 9) to Project Based Vouchers (Section 8) HHA will be required to adopt an Administrative Plan, which is like ACOP, but it's for Section 8. Commissioners have been looking at ACOP during these meetings; now an administrative plan will be provided by Mr. Snyder, put them side by side and take items from ACOP and put in administrative plan. Mr. Snyder will go through, make a list, present it to ED Feorenzo, then Jamie; after that bring to the Committee with both policies, go over them and give the Committee an opportunity to review and have a totally different type of policy in a format that HUD prescribes.

Mr. Snyder thinks HHA is ahead on the schedule as compared to other housing authorities. A third meeting will be held with residents and he'll discuss the items that HHA has arrived at and will be part of the physical condition assessment. HUD says if HHA submits plan by January 15th, HHA could close some time in April, and construction would then start. Mr. Snyder's experiences with HUD are the time should be doubled, because they're never on time.

7.7 – RAD Relocation Plan – Commissioner Stuart asked about the breakdown on Barcelona Court as other buildings are broken down. Mr. Snyder said Barcelona is attached to W. Railroad. He thinks it's identical to 230 Central – all one bedrooms, but he'll look into it and get back to Commissioner Stuart.

Dizenzo has a 2-bedroom on the first floor, she asked, where the Super lived. ED Feorenzo said that's the only one on the first floor, yes, which is off-line.

Commissioner Russell asked about "each resident will receive written notice at least 24-hours prior". Isn't State law 48 hours notification before entering an apartment? ED Feorenzo said it's 24-hours, and HHA lease says 24-hours. Mr. Snyder said contractors generally tell you a day ahead of time. Commissioner Russell had problems during the prior renovations and told of her experience. Mr. Snyder said there will be someone there to supervise and watch. ED Feorenzo said it is difficult for a contractor to give 48-hours notice. ED Feorenzo was a Project Manager. He suggested if a tenant sees a problem to call the office immediately. Mr. Snyder said the contractor cannot leave the apartment door open. Discussion ensued about the public bidding process, which requires you take the lowest responsible bidder. ED Feorenzo/Mr. Snyder think it should be price, and if you have a contractor with a stellar reputation, and don't know the other person, you should be able to negotiate with the one that you know. The law doesn't allow that.

Commissioner Dukes asked if you would be allowed to make a statement about why you did not choose the lowest bidder. Mr. Asadurian said if you've had negative experiences with a contractor, then you can reject the bid based on those grounds, if he did work for Hackensack previously. Discussion followed about handling a contractor if they are not doing a good job at Hackensack.

PAYMENT OF CLAIMS

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

Commissioner Stuart asked about Hackensack Pilot? ED Feorenzo said that is in lieu of taxes, HHA pays a percentage.

VOTE: AYES/All Present Commissioners (7)

MANAGEMENT REPORT & UNFINISHED BUSINESS

ED Feorenzo received some phone calls, and also the Occupancy Department, regarding husbands, sisters, etc. have been living in the apartments without giving any information or having them on the lease, and without asking HHA to do background checks. He is now investigating every phone call received and has 3 people at Newman/Railroad that admitted – an elderly person, who he gave them the opportunity to come up with back unreported income or move out – they elected to move and they are gone. ED Feorenzo did the same for the other two – one is moving out end of December; other one is money and he is meeting with them tomorrow. If they don't come up with a plan, then they will be out also.

ED Feorenzo does not know how it started, but when he gets a phone call, he has to investigate, because when HHA gets audited, he doesn't want any problems. When ED Feorenzo meets with that tenant, he also has someone with him in the office – a Spanish interpreter, if necessary. A tenant brought in their own interpreter and was not properly translated.

Commissioner Rivera congratulated ED Feorenzo on addressing these issues and for a job well done. Commissioner Rivera said the people that brought these things to the attention of the office are pleased, because they did follow the proper procedures. Carmine informed the office a few weeks ago that several mattresses were being thrown out into the dumpster from these apartments. Mr. Snyder said ED Feorenzo investigated everything, some did include unreported income. This is a Federal Program and in one case, the woman was living with her husband for years here, but only reporting her income, which resulted in a rental payment, for example, of \$200 a month. Husband was making \$30,000/year, and would have gone to flat rent – maybe \$1,000, which is \$800 more she was under-paying for five years, which would come to almost \$100,000. The HUD Inspector General and Prosecutor will prosecute this type of a case, which is above a threshold they look at. The Occupancy Committee will be looking at these things, which are in the policy and Federal Regulations. ED Feorenzo needs everyone support when addressing these matters. Mr. Snyder added ED Feorenzo is tough, but a fair person.

OLD, NEW AND OTHER BUSINESS – nothing at this time

REMARKS OF CITIZENS – nothing at this time

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (7)

Meeting adjourned at 5:05 P.M.

Respectfully submitted,

Deborah L. Alvarez, Secretary/Transcriber