

HACKENSACK HOUSING AUTHORITY
65 FIRST STREET
HACKENSACK, NEW JERSEY 07601

REGULAR MEETING REMINDER

Thursday, December 10th, 2020
2:00 PM

Location: Remote

Please be advised that the **December meeting** of the Board of Commissioners of the Housing Authority of the City of Hackensack, New Jersey will be held on **Thursday, December 10th, 2020 at 2:00 P.M.** The meeting is being conducted remotely per the requirements of the State of New Jersey due to COVID 19. The call-in information for the meeting is as follows:

Topic: December Hackensack Housing Authority Meeting

Time: Dec 10, 2020 02:00 PM Eastern Time

Join Zoom Meeting

<https://us02web.zoom.us/j/89916008918?pwd=TFdiNmFTTFlrUkdsWHYlaEpXRjRkUT09>

Meeting ID: 899 1600 8918

Passcode: 733353

Dial-in number:

646 558 8656

Meeting ID: 899 1600 8918

Passcode: 733353

Find your local number: <https://us02web.zoom.us/u/kesqQKLOC2>

If, for any reason, you are unable to participate in this meeting, please notify us by telephone (201) 342-4280.

HACKENSACK HOUSING AUTHORITY
Proposed Agenda

Regular Meeting-Thursday, December 10th, 2020 at 2:00 P.M.

Location: This meeting is being held remotely and can only be accessed via "Zoom.". The meeting information is as follows:

Topic: December Hackensack Housing Authority Meeting

Time: Dec 10, 2020 02:00 PM Eastern Time

Join Zoom Meeting

<https://us02web.zoom.us/j/89916008918?pwd=TFdiNmFTTFlrUkdsWHY1aEpXRjRkUT09>

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Passcode: 733353

Find your local number: <https://us02web.zoom.us/u/kesqQKLOC2>

1) Roll Call

2) Opening Statement:

"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 12/4/19 and revised meeting notice dated 7/30/20. 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.

The Authority welcomes comments from the public which will be addressed under "Remarks of Citizens" on the Agenda. Members of the public shall be free to speak on any subject on or off the Agenda. As is the case for in-person meetings all speakers will be limited to five (5) minutes. Members of the public shall be muted until public discussion, at which time they may ask to be recognized.

Please do not speak out of turn or disrupt the meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption and use of profanity."

- 3) Flag Salute
- 4) Annual Reorganization
- 5) Approval of Previous Meeting Minutes: 10/8/20
- 6) Resolutions:
 - 6.1 2020-22, Appointment of JIF Fund Commissioners for 2021
 - 6.2 2020-23, Write-off of Uncollected Rents at 9/30/20
 - 6.3 2020-24, Adoption of Remote public meeting policy
- 7) Correspondence:
 - 7.1 2021 Annual Meeting Notice
- 8) Payment of Claims: November & December 2020
- 9) Management Report & Unfinished Business:
 - 9.1 Executive Director's Report
- 10) Old Business:
- 11) New Business:
- 12) Other Business:
- 13) Remarks of Citizens
- 14) Adjournment

**Sample Resolution Appointing a Fund Commissioner
(Letterhead)**

Resolution Number: 2020-22

Date: 12-10-20

WHEREAS, the HACKENSACK Housing Authority (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the HACKENSACK Housing Authority does hereby appoint Anthony Feolunzo as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2021.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HACKENSACK HOUSING AUTHORITY AT A MEETING HELD ON 12-10-20.

Signature/ name

Vote:

RESOLUTION #2020-23

(Rent Write-Off FYE 9/30/20)

WHEREAS the Hackensack Housing Authority collects rents and other charges from its residents on a monthly basis and in accordance with the annual budget; and

WHEREAS, the Housing Authority has need to write-off uncollectible rents that are generally due to residents moving with a rent balance or be being deceased; and

WHEREAS the attached list for the fiscal year ending 9/30/20 is considered uncollectible and subject to write-off as documented by the Housing Authority's fee accountant; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Hackensack Housing Authority that the attached list of rent write-off is hereby approved for the fiscal year ending 9/30/20.

Hackensack Housing Authority Public Housing Family Delinquency Report for September 2020

Delinquent Date: 09/30/2020 Families: Not In Occupanc Show: RentOthe

Program: RAD Management, Project: All Projects

Tenant Name	Unit	In Occupancy	Current Balance	Rent Balance	Other Balance	Credit Balance	Unapplied	Tenant Rent
Anderson, Samuel	K10	No	\$24.00	\$24.00	\$0.00	\$0.00	\$0.00	\$725.00
Arroyo, Francisco		No	\$1,619.00	\$540.00	\$1,079.00	\$0.00	\$0.00	\$0.00
Brock, Ophelia	2G	No	\$96.00	\$96.00	\$0.00	\$0.00	\$0.00	\$417.00
Brown, Ned	8L	No	\$506.00	\$429.00	\$77.00	\$0.00	\$0.00	\$416.00
Burgos, Teodora	A6	No	\$1,762.00	\$0.00	\$1,762.00	\$0.00	\$0.00	\$530.00
Carr, John	9E	No	\$5.00	\$0.00	\$5.00	\$0.00	\$0.00	\$558.00
Carramusa, Salvatore	4B	No	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$336.00
Caviness, Sheila	6C	No	\$16.00	\$16.00	\$0.00	\$0.00	\$0.00	\$473.00
Cerda, Chasteri	4F	No	\$98.00	\$98.00	\$0.00	\$0.00	\$0.00	\$98.00
Conyers, Anjanette	B1	No	\$6,282.00	\$2,480.00	\$3,802.00	\$0.00	\$0.00	\$632.00
Cooke, Bertha	5G	No	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$312.00
Daniel, Merl	4F	No	\$384.00	\$384.00	\$0.00	\$0.00	\$0.00	\$384.00
De Castro, Eugene	5G	No	\$365.00	\$365.00	\$0.00	\$0.00	\$0.00	\$365.00
Diaz, Julia		No	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
Espy, Willie		No	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
Farfan, Humberto	9J	No	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00	\$165.00
Ferreira Castaneda, Frida		No	\$177.00	\$177.00	\$0.00	\$0.00	\$0.00	\$0.00
Franco, Ana	6H	No	\$244.00	\$219.00	\$25.00	\$0.00	\$0.00	\$219.00
Garcia De Olivero, Sílvia	B2	No	\$562.00	\$0.00	\$562.00	\$0.00	\$0.00	\$461.00
Greene, Valerie	6F	No	\$727.00	\$727.00	\$0.00	\$0.00	\$0.00	\$198.00
Heard, Roymir	C3	No	\$519.00	\$228.00	\$291.00	\$0.00	\$0.00	\$50.00
Hernandez, Ramona		No	\$495.00	\$235.00	\$260.00	\$0.00	\$0.00	\$0.00
Jones, Carol	6J	No	\$26.00	\$26.00	\$0.00	\$0.00	\$0.00	\$815.00
Kelly, Nolvía		No	\$413.00	\$388.00	\$25.00	\$0.00	\$0.00	\$0.00
Lataille, vioria	7K	No	\$12.00	\$0.00	\$12.00	\$0.00	\$0.00	\$231.00
Lee, Chong	6A	No	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$250.00
Lewis, Trinita	B6	No	\$25.00	\$0.00	\$175.00	(\$150.00)	\$0.00	\$1,997.00
Little, Frank	8K	No	\$210.00	\$185.00	\$25.00	\$0.00	\$0.00	\$191.00
Lloyd, Nora	2B	No	\$564.00	\$539.00	\$25.00	\$0.00	\$0.00	\$231.00
Lopez, Johanny	7C	No	\$4,048.00	\$3,879.00	\$169.00	\$0.00	\$0.00	\$2,477.00
Lovett, Freddie	1C	No	\$1,472.00	\$1,295.00	\$177.00	\$0.00	\$0.00	\$259.00
Mckeel, Joan	4A	No	\$564.00	\$539.00	\$25.00	\$0.00	\$0.00	\$512.00
Mei, Rose	2D	No	\$218.00	\$193.00	\$25.00	\$0.00	\$0.00	\$200.00
Meli, Thomas		No	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
Metolli, Ernestine		No	\$26.00	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00
Middleton, Franklin	8M	No	\$366.00	\$341.00	\$25.00	\$0.00	\$0.00	\$341.00

Note: Tenants marked with "*" are undergoing legal action.

Program: RAD Management, Project: All Projects

Tenant Name	Unit	In Occupancy	Current Balance	Rent Balance	Other Balance	Credit Balance	Unapplied	Tenant Rent
Morales, Rosa	7L	No	\$336.94	\$336.94	\$0.00	\$0.00	\$0.00	\$231.00
O'neal, Marion	2F	No	\$11.00	\$11.00	\$0.00	\$0.00	\$0.00	\$387.00
Pastor Sierra, Nancy	4G	No	\$496.00	\$471.00	\$25.00	\$0.00	\$0.00	\$237.00
Patino, Heliodoro	4C	No	\$38.00	\$38.00	\$0.00	\$0.00	\$0.00	\$817.00
Pena Marmol, Balbina	4A	No	\$2,409.00	\$1,584.00	\$825.00	\$0.00	\$0.00	\$1,153.00
Perez, Pedro	4G	No	\$597.00	\$572.00	\$25.00	\$0.00	\$0.00	\$286.00
Polanco Mora, Gloria	B4	No	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1,875.00
Ragland, Earl	2J	No	\$368.00	\$368.00	\$0.00	\$0.00	\$0.00	\$424.00
Ramos, Selenia	6B	No	\$452.00	\$452.00	\$0.00	\$0.00	\$0.00	\$438.00
				\$				
Rosnell, Laura		No	\$664.00	\$664.00	\$0.00	\$0.00	\$0.00	\$0.00
Rotondi, Anthony	1A	No	\$474.00	\$449.00	\$25.00	\$0.00	\$0.00	\$838.00
Ruiz, Alirio	6D	No	\$337.00	\$337.00	\$0.00	\$0.00	\$0.00	\$353.00
Sanchez, Elida	A5	No	\$1,525.00	\$0.00	\$1,525.00	\$0.00	\$0.00	\$1,718.00
Sanchez, Martina		No	\$1,147.00	\$1,147.00	\$0.00	\$0.00	\$0.00	\$0.00
Scordamaglia, Steven	4H	No	\$266.00	\$241.00	\$25.00	\$0.00	\$0.00	\$241.00
Shvartsman, Isay	2H	No	\$51.00	\$26.00	\$25.00	\$0.00	\$0.00	\$224.00
Singletery, Mary	9F	No	\$34.00	\$34.00	\$0.00	\$0.00	\$0.00	\$338.00
Taylor, Annie		No	\$299.22	\$299.22	\$0.00	\$0.00	\$0.00	\$0.00
Williams, Ava	4H	No	\$150.00	\$802.00	\$0.00	(\$652.00)	\$0.00	\$520.00
Williams, Marvis	7G	No	\$25.00	\$0.00	\$25.00	\$0.00	\$0.00	\$239.00
Wright, Mary	5E	No	\$743.00	\$743.00	\$0.00	\$0.00	\$0.00	\$357.00

Total Tenants for Project:
All Projects: 63

\$132,590.16

Note: Tenants marked with "" are undergoing legal action.

RESOLUTION #2020-24

(Remote Public Meeting Policy)

WHEREAS the Hackensack Housing Authority is considered a public body subject to the requirement of the New Jersey Open Public Meetings Act; and

WHEREAS, the COVID 19 pandemic has necessitated that public bodies curtail their public contact to ensure social distancing and for the safety of the public, residents and staff; and

WHEREAS, the Housing Authority has determined that its monthly meetings shall be held remotely until such time as it is deemed safe to return to public meetings; and

WHEREAS the State of New Jersey has established regulations that must be followed to conduct a public meeting; and

WHEREAS, the Housing Authority has developed a remote public meeting policy which will be followed during the current pandemic and any future occurrences necessitating remote meetings; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Hackensack Housing Authority that the attached "Remote Meeting Policy" be hereby adopted; and

BE IT FURTHER RESOLVED that this policy shall become effective immediately.

Hackensack Housing Authority
Hackensack, New Jersey

REMOTE MEETING POLICY

In accordance with N.J.A.C. 5:39-1(h) the Hackensack Housing Authority (the "Authority") hereby adopts the following remote meeting procedures.

I. MEETINGS OPEN TO THE PUBLIC

The public shall be invited to attend all remote public meetings at not cost. Notice providing the date, place and time of all remote meetings shall be listed on the Authority's website and shall include a link to access the remote public meeting.

The notice shall also provide that the public may participate in the meeting during "public comments" portion of the agenda.

The Board shall provide the public with similar access to the meeting as members of the Board, the Authority Staff and any individuals seeking approval of the Board. If the meeting is held by audio and video, the public must be permitted to participate via both audio and video. An in-person meeting of the Board shall not exclude members of the public from attending in person.

II. AGENDA AND DOCUMENTS

Forty-eight hours prior to the meeting, the Agenda of the meeting shall be available for download on the Authority's website through an internet link either on the meeting notice or near the posting of the meeting notice on the Authority's website.

In addition, any presentation or documents that would otherwise be viewed or made available to members of the public at an in-person meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Authority's website for download in advance of the meeting through an internet link appearing either on the meeting notice, or near the posting of the meeting notice both on the website and at the building where the meeting would otherwise be held.

III. PUBLIC PARTICIPATION

In addition to the foregoing, the notice of the meeting shall also advise members of the public that they may submit written comments or questions to the Board by mail or email addressed to: tonyf@hackensackhousing.org. All such written comments or questions must be submitted forty-eight hours before the meeting, in which event they shall be read aloud and addressed during the meeting in a manner audible to all meeting participants and the public. The reading of all written comments shall be subject to the same time limitations imposed on in-person participation. Each comment shall be read from the beginning until the time limit is reached. The Board may pass over duplicate comments however, each duplicate comment shall be noted

for the record with the content summarized. If the Board elects to summarize certain duplicative comments it must not summarize certain duplicative comments while reading others individually.

The public shall also be permitted to make public comments during the designated time on the meeting Agenda. Any existing time limitation shall be applicable. The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronics communication technology employed.

IV. STANDARDS OF CONDUCT

Members of the public shall address the Board only when they are recognized by the Chair or his/her designee. They shall not speak out of turn or disrupt the meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption and use of profanity. They shall abide by the time limitations imposed by the Authority for in-person meetings which is set at five (5) minutes.

In the event a member of the public becomes disruptive during the meeting, the Chair or his/her designee shall mute or continue muting the disruptive member of the public and warn that continued disruption may result in their being unable to participate in, or attend the meeting.

If the member of the public persists in disturbing the meeting after being given a warning he or she may be muted while other members of the public continue with public comments or questions. If time permits, the disruptive individual shall be permitted to speak after all other members of the public have finished. Should said person remain disruptive, he/she may be muted for the remainder of the meeting or removed from the public meeting.

V. COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT (“OPMA”)

In addition to providing the date, time and place of the meeting in accordance with the Open Public Meetings Act, the remote meeting notice must state:

- 1) How to access the meeting;
- 2) The means for making public comment (included in a link in the notice); and
- 3) Where relevant documents will be made available (included in a link in the notice).

VI. ELECTRONIC NOTICE

The Board shall also provide an electronic notice of the remote public meeting, the means for making public comment and where relevant documents may be made available.

The aforesaid electronic notice shall be:

- 1) Posted on the Authority’s website; and
 - 2) Posted on the main access door of the building where the meeting was scheduled to be held
- Notice must be visible from outside of building and also posted on any handicap entrance, visible from outside building.

Where the Board expects to continue remote public meetings, the annual notice must be revised at least seven days before the next meeting and contain clear and concise instructions for accessing the meeting, the means for making public comment and where relevant documents will be made available. In addition to the notice required by OPMA, the annual notice shall be posted on the Authority's website and posted on the door where the meeting is usually held and on any handicap accessible entrance. Notice must be viewable from outside.

Where an in-person meeting has been changed to a remote meeting, the Board shall issue adequate and electronic notice for the meeting with access instructions and means for public comment as described above.

VII. STATEMENT OF ADEQUATE NOTICE

At the commencement of every remote public meeting of a local public meeting, the chair or his/her designee shall cause to be entered into the minutes a statement to the effect that:

- 1) Both adequate and electronic notice of this meeting has been provided, specifying the time, place and manner in which such notice was provided; or
- 2) That only electronic notice of the meeting has been provided, specifying the time, place and manner in which such notice was provide and that discussion and effectuation of public business shall be limited only to those matters:
 - a. necessary for the continuing operation of government and which relate to the applicable emergency declaration; or
 - b. requiring decision during the remote public meeting due to imminent time constraints; or
- 3) That adequate notice and electronic notice was not provided, in which case such announcement shall state:
 - a. the reason or reasons why the matter or matters discussed are of such urgency and importance as contemplated under N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
 - b. that the remote public meeting will be limited to discussion of and acting with respect to such matters of urgency and importance;
 - c. the time, place, and manner in which notice of the meeting was provided; and
 - d. either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.

VIII. STATEMENT REGARDING PUBLIC COMMENT

At the commencement of each meeting the Chair or his/her designee shall read the following statement:

The Authority welcomes comments from the public which will be addressed under "Remarks of Citizens" on the Agenda. Members of the public shall be free to speak on any subject on or off the Agenda. As is the case for in-person meetings all speakers will be limited to five (5) minutes. Members of the public shall be muted until public discussion, at which time they may ask to be recognized.

Please do not speak out of turn or disrupt the meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption and use of profanity. The Chair or his/her designee shall mute or continue muting any disruptive member of the public and warn him or her that continued disruption may result in their being unable to participate in or attend the meeting.

If the member of the public persists in disturbing the meeting after being given a warning, he or she may be muted while other members of the public continue with public comments or questions. If time permits, the disruptive individual shall be permitted to speak after all other members of the public have finished. Should said person remain disruptive, he/she may be muted for the remainder of the meeting or removed from the public meeting.

At the conclusion of comments from those attending remotely, the Board will address comments or questions which were submitted in writing forty-eight hours before the meeting. All submissions shall be read aloud and addressed during the meeting in a manner audible to all meeting participants and the public. The reading of all written comments shall be subject to the same time limitations imposed on in-person participation. Each comment shall be read from the beginning until the time limit is reached. The Board may pass over duplicate comments however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize certain duplicative comments it must not summarize certain duplicative comments while reading others individually.

EXECUTIVE OR CLOSED SESSION

Upon adoption of motion to enter into closed or executive session, the Chair or his/her designee shall terminate the participation of all meeting attendees who are not authorized to attend that portion of the meeting. They shall be readmitted at the conclusion of the closed session. Alternatively, the Board may establish a separate nonpublic conference line or platform employed for this purpose.

2021 Annual Notice of Meetings

**Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601**

In accordance with the Open Public Meetings Act, Chapter 231, Laws of 1975, annual notice of the schedule of regular meetings of the Housing Authority of the City of Hackensack, County of Bergen, State of New Jersey for the year 2021 is hereby provided. Meetings are scheduled to held remotely until it has been determined safe to return to public meetings. All meeting access information, agenda and related documents will be posted, ay least forty-eight (48) hours prior to the meeting, on the Housing Authority's website at hackensackhousing.org. Public comments may be made via email at tonyf@hackensackhousing.org. All public comments must be received at least forty-eight hours prior to the meeting. The meeting dates and times are as follows:

1/14/21	2:00 PM
2/11/21	2:00 PM
3/11/21	2:00 PM
4/4/21	2:00 PM
5/11/21	2:00 PM
6/10/21	2:00 PM
7/8/21	2:00 PM
9/9/21	2:00 PM
10/14/21	2:00 PM
12/9/21	2:00 PM

All meetings are being held remotely until determined safe to continue public meetings. At such time, the annual meeting notice shall be revised to provide for the change back to public meetings.

ANTHONY FEORENZO
Executive Director

INSTRUCTIONS: Publish this notice in the official newspaper of general circulation and post as required by state law.

Date: 12/10/20