

**ITEM E**

**HOUSING AUTHORITY OF THE CITY OF PASSAIC  
BOARD OF COMMISSIONERS' MEETING  
FEBRUARY 14, 2018**

PLACE: Community Center  
299 Gregory Avenue  
Passaic, New Jersey 07055

**READING OF THE OPEN PUBLIC MEETINGS ACT:**

As required by NJSA 10:4-6 et seq. known as the Open Public Meetings Act, notice of this meeting was provided in the following manner: On December 21, 2017 notice of this meeting specifying the date, time and location was transmitted to the Herald News and The Record and to the Clerk of the City of Passaic. Notice was also posted at all HACP sites.

**PRESENT:**

Beatrice Johnson, Commissioner  
Alan Juszcyk, Commissioner  
Angel LaBoy, Commissioner  
Delmis G. Fernandez, Commissioner  
Edwin Perez, Commissioner  
L. Daniel Rodriguez, Commissioner  
Ronald Van Rensalier, Commissioner

**STAFF MEMBERS PRESENT:**

Pamela Mitchell  
Vincent Wynter  
Glenny Candelaria  
Joanna Lara  
Robert Sforza  
Barbara Rivera

Meeting opened at 6:07 p.m.

**ROLL CALL:**

On roll call: Commissioner Johnson: Present; Commissioner Juszcyk: Present; Commissioner LaBoy: Present; Commissioner Perez: Present; Commissioner Rodriguez: Present; Commissioner Fernandez: Present; Chairman Van Rensalier: Present.

Chairperson Van Rensalier requested a moment of silence for the victims and family members of the shooting that occurred in South Florida at the Marjory Stoneman Douglas High School.

Thank you.

## **Election for Vice-Chairperson conducted by Donald Caminiti, Esq.**

### **Nominations for Vice Chairman**

Donald Caminiti: Section 8 of the By-Laws provides that should the offices of the Chairperson, Vice Chairperson or Treasurer become vacant, the Authority should elect a successor from its membership at its next regular meeting, which is tonight, such election shall be for the unexpired term of the office.

*Commissioner Johnson nominated Commissioner Rodriguez for Vice Chairperson and was seconded by Commissioner Fernandez.*

- Commissioner Juszcyk: I have a question. The commissioner [Rodriguez] has indicated that he is willing to serve as Vice Chair would he be willing to step down from the Personnel Committee to make space for someone else since there are two vacancies on the Personnel Committee and the Chair would be able to appoint Commissioner Johnson and myself who we both indicated we would like to serve on that committee. If he is willing to step down from the Personnel Committee.
- Commissioner Johnson: I spoke to the Chair and he assured me that the information shared with the Personnel Committee would be shared with all Board members. That was my goal just to make sure we're all on one page. I know it is up to him. I am on the Finance Committee. I don't want to serve on too many committees because I am busy with other things....
- Commissioner Juszcyk: Can I get an answer from the Commissioner?
- Commissioner Rodriguez stated that the Chair made his appointments and he chose him to be pm the Personnel Committee he will continue to serve in said committee.
- Commissioner Van Rensalier: I think I can clear that for you Commissioner Juszcyk. Since you don't use phones and call people in advance, perhaps, I would have entertained your request. But, I've already made the changes and have appointed Delmis Fernandez to the Personnel Committee and our new Commissioner Ed Perez to the Youth and Resident Services Committee.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Abstained; Commissioner LaBoy: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Van Rensalier: Aye.

Commissioner Van Rensalier: Congratulations.

### **REMARKS BY CITIZENS**

The following was read: In accordance with the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.) The Housing Authority of the City of Passaic opens every public meeting for comments of the public. Each person choosing to speak at the meetings will be limited to five minutes, to speak on any subject, on or off the agenda. All speakers must state their name and address for the record.

However, in accordance with N.J.S.A. 10:4-12 "nothing in this Act shall be construed to limit the discretion of a public body to permit, prohibit or regulate the active participation at any meeting ...."

Therefore, please be advised that the Housing Authority of the City of Passaic will not entertain any comments from persons who communicate obscene material, make statements which are considered bias intimidation in which a person intends to intimidate any individual or group because of race, color, religion, gender, handicap, sexual orientation or ethnicity or makes comments intending to harass or speak in any offensive language. The person who makes these statements will relinquish their allotted five minutes for public discussion. Any person who persists in speaking out of turn, or interrupts the peace and order of the meeting will be escorted off the premises.

*There were no remarks by citizens.*

### **APPROVAL OF MINUTES**

#### **APPROVAL OF MINUTES OF THE JANUARY 17, 2018 BOARD OF COMMISSIONERS' MEETING**

A motion was made by Commissioner LaBoy and seconded by Commissioner Rodriguez to approve the minutes as presented.

- Commissioner LaBoy stated that the minutes reflected that he congratulated the Acting Executive Director. He stated that what he said was "*I received from an employee an unsolicited compliment of that she is doing a great job*".

Motion to approve the corrected minutes:

A motion was made by Commissioner Johnson and seconded by Commissioner Van Rensalier to approve the minutes as corrected by Commissioner LaBoy.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Van Rensalier: Aye.

**ACTION: MINUTES FOR JANUARY 17, 2018 APPROVED AS AMENDED.**

### **RESOLUTIONS**

CHAIRMAN VAN RENSALIER STATED THAT ANY MEMBER OF THE BOARD MAY REQUEST THAT ANY ITEM BE REMOVED FROM THE CONSENT AGENDA AND BE CONSIDERED SEPARATELY. ALL REMAINING ITEMS WILL BE CONSIDERED TOGETHER.

*Commissioner Juszcyk requested resolution 2018-10 AND 11 to be considered separate.*

2018-04      RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JANUARY 16, 2018 THROUGH FEBRUARY 9, 2018.



- 2018-05 RESOLUTION AUTHORIZING THE WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE FOR THE FISCAL YEAR ENDED DECEMBER 31, 2017
- 2018-06 RESOLUTION CERTIFYING INFORMATION TO BE SUBMITTED TO THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) FOR FISCAL YEAR ENDING DECEMBER 31, 2017.
- 2018-07 RESOLUTION INTRODUCING AN ADDENDUM TO THE LEASE AND REVISION TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) FOR A 45-DAY RESIDENT COMMENT PERIOD.
- 2018-08 RESOLUTION AUTHORIZING THE ANNUAL RENEWAL FOR SOFTWARE SUPPORT AND UPDATE SERVICES WITH TENMAST SOFTWARE IN AN AMOUNT NOT TO EXCEED TWENTY-THREE THOUSAND THREE HUNDRED AND TEN DOLLARS (\$23,310.00)
- 2018-09 RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AWARDING A CONTRACT FOR VACUUM PUMP REPLACEMENTS AT GREGORY AND MONROE SENIOR SITES TO PK MECHANICAL SERVICES IN THE AMOUNT OF SEVENTY THREE THOUSAND THREE HUNDRED DOLLARS AND NO CENTS (\$73,300.00).

A motion was made by Commissioner Rodriguez and seconded by Commissioner Fernandez to approve Resolutions 2018-04 through 2018-09.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Van Rensalier: Aye.

**MOTION: RESOLUTIONS 2018-04 THROUGH 2018-09 APPROVED.**

- 2018-10 RESOLUTION REQUESTING APPROVAL FOR OFFICIAL TRAVEL BY PROCUREMENT AND CONTRACTS MANAGER ROBERT SFORZA FOR THE PURPOSE OF COMPLETING COURSES MANDATED BY THE STATE OF NEW JERSEY IN ORDER TO RENEW HIS QUALIFIED PURCHASING AGENT (QPA) CERTIFICATION.

A motion was made by Commissioner Rodriguez and seconded by Commissioner Van Rensalier to approve Resolutions 2018-10.

- Commissioner Juszcyk asked where was the venue for the May 11 Ethics course. Acting Director Mitchell replied Atlantic City. Commissioner Juszcyk asked if all the trainings were taking place in Atlantic City. Acting Director Mitchell replied that two were in South Jersey.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Van Rensalier: Aye.

**MOTION: RESOLUTION 2018-10 APPROVED.**

2018-11      RESOLUTION AUTHORIZING PURCHASE ORDER TO W.B. MASON IN AN AMOUNT NOT TO EXCEED SEVEN THOUSAND SIX HUNDRED DOLLARS (\$7,600.00).

A motion was made by Commissioner LaBoy and seconded by Commissioner Rodriguez to approve Resolutions 2018-11.

Commissioner Juszcyk: When I was purchasing supplies for Passaic County, I often used state contractors but sometimes-local contractors often had better price. I was wondering if any local contractors or any chains such as Staples or Allied Office Supplies were approached ....

HCV Director Joanna Lara replied that WB Mason did their previous renovation project and the Authority wanted to replicate the work done for the new area.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Rodriguez: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Commissioner Van Rensalier: Aye.

**MOTION: RESOLUTION 2018-11 APPROVED.**

**CORRESPONDENCE**

Submitted.

Commissioner LaBoy: Bill Snyder (Execu-Tech) gave his report. He presented about how we would go forward with Speer Village and he gave three possible options. As I looked and as I am receiving information from NAHRO about what's going on and how monies is being taken away from the managing of the properties and more and more that the money is going in the direction of RAD. To me as I saw it, he was recommending B, which was how we are going to go forward with RAD. The other choice he gave was to return the money.... NAHRO has a lot of information on those things... more money is going towards RAD I do not see how we can go in any other direction.

Commissioner Van Rensalier: That is going to require a lot of debate and us doing a lot of work in conjunction with the City. It is going to be a very difficult decision for this Board to contemplate. I am looking forward to working with the rest of the Board so that we can do what is best - in the interest of the residents and the City.

Commissioner LaBoy stated that he submitted a report for the last conference he attended, but has not been presented to the Board.

**EXECUTIVE DIRECTOR'S REPORT**

Submitted.

**COMMITTEE REPORT**

None submitted.

### **TREASURER'S REPORT/ DIRECTOR OF FINANCE REPORT**

Submitted.

### **DIRECTOR OF HOUSING CHOICE VOUCHER PROGRAM'S REPORT**

Submitted.

### **DIRECTOR OF RESIDENT SERVICE'S REPORT**

Submitted.

### **PASSAIC AFFORDABLE HOUSING COALITION REPORT**

Submitted.

Commissioner Juszcyk asked when the report was submitted to the Authority. Acting Director Mitchell replied on Monday.

### **OLD BUSINESS**

- Commissioner Laboy stated that he submitted a report for the last conference he attended, but has not been presented to the Board.

### **NEW BUSINESS**

- Commissioner Van Rensalier read plaque for former Commissioner Henry Navarro, who was unable to attend the Board meeting. *Presented to Henry Navarro, Commissioner, in recognition and appreciation for your many years of dedicated and committed service to the Passaic Housing Authority's residents and staff as Commissioner May 2012 through January 2018 Best wishes HACP Board of Commissioners February 14, 2018.*
- Commissioner Juszcyk: we are experiencing in New Jersey and probably in other states, a bad flu season and I urge the residents and staff to really be on guard for this and the Executive Director could emphasize with the maintenance people to make sure that everything is thoroughly clean so we don't have any incidents with staff or residents. I think is prudent that we do this.
- Commissioner Van Rensalier requested the Authority in addition to water provide hand sanitizer at the meeting.
- Commissioner Rodriguez: I would first like to start-off by publicly going on record and thanking Commissioner Navarro for all that, he did. He was one of the commissioners when I first came on as commissioner; he took me under his wing and showed me a wealth of knowledge. I just wanted to publicly thank him for that. Secondly, I would like to thank all the commissioners for voting me in as the vice chair... I also would like to wish everyone a happy Valentine's Day.
- JJ asked who was in charge of OPRA requests. Acting Director replied Barbara Rivera.
- Commissioner Juszcyk welcome Barbara Rivera.

### **ADJOURNMENT**

6: 29 p.m.

Respectfully submitted,



Pamela Mitchell

Acting Executive Director/Secretary