

ITEM D
HOUSING AUTHORITY OF THE CITY OF PASSAIC
BOARD OF COMMISSIONERS' MEETING
April 20, 2022

PLACE: 14-34 East Monroe Street
Passaic, New Jersey 07055

READING OF THE OPEN PUBLIC MEETINGS ACT:

As required by N.J.S.A 10:4-6 et. Seq. known as the Open Public Meeting Act, the Housing Authority of Passaic is conducting this meeting to be held at 6:00 pm at 14-34 East Monroe Community Room, Passaic NJ 07055, in accordance with Chapter 11 of the Public Laws of 2020. Adequate notice has been given to the Herald News, placed on the Authority website and distributed to all applicable parties.

COMMISSIONERS - PRESENT: Delmis Fernandez
Torise Hiller`
Diane McNair
Henry Navarro
L. Daniel Rodriguez

ABSENT: null

ATTORNEY PRESENT: Brian Hak, Esq. (via phone)

STAFF MEMBERS PRESENT: Jocelyn Aguilar (Passaic Affordable Housing Coalition)
Joann Arroyo
Haydee Capellan
Joanna Lara
Pamela Mitchell (via zoom)
Natasha Pearson
Vincent Wynter

Meeting opened at 06:18p.m.

Swearing in Commissioner Hiller

2020 Financial Audit Virtual Presentation

ROLL CALL:

Commissioner Fernandez: Present; Commissioner McNair: Present; Commissioner Navarro: Present; Chairman Rodriguez: Present.

Tonight, is a special night, we will be swearing in our newest commissioner, appointed by Governor Murphy to the Housing Authority, Dr. Hiller is here with us today.

Dr. Hiller repeats after Mr. Hak: *I, Torise Hiller, do solemnly swear, or affirm, that I will support the constitution of the United States and the constitution of the state of New Jersey. I will bear true faith and allegiance to the same and to the governments established in the United States and this state under the authority of the people, and I will faithfully impartially and justly perform all of the duties of the office of commissioner of the Housing Authority of the City of Passaic according to the best of my ability, so help me God.*

ROLL CALL:

Commissioner Fernandez: Present; Commissioner Hiller: Present; Commissioner McNair: Present; Commissioner Navarro: Present; Chairman Rodriguez: Present.

Commissioners express sentiments and welcome Commissioner Hiller to the board.

APPROVAL OF MINUTES

Approval of minutes of the March 16, 2022 Board of Commissioners' Meeting

A motion was made by Commissioner Navarro, seconded by Commissioner McNair to approve the minutes for March 16, 2022 Board of Commissioners' meeting.

Roll call vote: Commissioner Fernandez: Aye; Commissioner Hiller: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye.

Motion: Minutes of the March 16, 2022 Board of Commissioners' meeting approved.

REMARKS BY CITIZENS

Motion was made by Commissioner Fernandez and seconded by Commissioner Navarro to open Remarks by Citizens.

The following was read: In accordance with the Open Public Act (N.J.S. 10:4-1 et seq.) The Housing Authority of the City of Passaic opens every public meeting for comments from the public. Each person choosing to speak at the meetings will be limited to five (5) 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 public body to permit, prohibit or regulate the active participation of the 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 (5) 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.

Angelica ‘Angie’ Grullon: 220 Sixth Street Apt. 3D. Expresses understanding in limitations regarding workorders during the Covid-19 Pandemic. However, her workorders are from two years ago, upon moving in. She finally received a new door after one-an-half (1.5) years, without containing the label of her unit number. Door has a peep-hole but missing the door knocker.

Ms. Grullon questions the status of the entry-door bells along with properly updating and labelling the names of the tenants.

Has had broken windows upon moving in, expressed this issue in previous meetings, with no resolutions.

Building 220 is the only building that seems as if maintenance staff do not attend to. Other units look clean and smell good. Ms. Grullon questions why Building 220 is being neglected.

Chairman Rodriguez asks Site Manager Jocelyn Aguilar to meet with Ms. Grullon to itemized Ms. Grullon concerns one by one, to report to Executive Director Mitchell as to why issues have not been addressed. To provide update by the next Board Meeting on May 18th, 2022.

Evelyn Robinson: Welcomes Commissioner Hiller. Thanks Executive Director Mitchell, Site Manager Aguilar, and supporting staff for attending the 2.5 hour meeting to discuss Vreeland Village/Katie M. Johnson Apartment Complex.

Expresses compassion for current Site Manager for the mess she has inherited from previous site manager. Vreeland Village was neglected, the Board did not follow through with the detailed monthly reports the Association had submitted for the past four (4) years.

May 9th, going to start having resident meetings, building by building.

Need to have a meeting with Board Building Committee, to express concerns regarding walk throughs, police presence by foot in the interior and in the exterior of the complexes. Need to advise of a plan to be proactive and not reactive. There needs to be accountability with the Police Officers, something needs to be done.

Residents need to know about the financial and the renovations in the Community Center at Vreeland Village for the damages caused by Hurricane Ida. As Resident council are planning to hold in-person meetings.

Chairman Rodriguez has directed, as a board, has directed the administration to bring strategic plans to the Board to provide needed resources. The Police Officers provide logs that are submitted to H.U.D., because of the contract (with the PPD). Walkthroughs concerns are being addressed with the PPD and is something that we will continue to monitor.

René Griggs 23-Aspen Apt. #6C: *Resident Service did the residents injustice by not properly informing residents of needed information as flyers were only posted in the lobby, where they were not seen due to quarantine mandates. There should have been door-to-door flyers.*

March 29, 2022 the After-Hours Emergency Service Call Center did not adequately response to an emergency that occurred to a neighbor, where we needed access to a unit where the tenant had falling and was yelling for help. Service was not provided until one-and-a-half (1.5) hours after initial call, a situation that could have been a life or death.

Mr. Smoot and the PPD arrived prior to Emergency Services and were able to open the door and assess the situation.

Site manager and residents have been doing wellness check to ensure the safety of that tenant and other tenants in need.

The After-Hours Emergency Call Service needs to be changed as this is not the first instance that tenants have not had proper service.

Chairman Rodriguez stated that Director Mitchell would inquire about services being provided by the After-Hours Emergency Service. Particularly the night of March 29th, 2022.

Ruby Straight 14-34 East Monroe Apt. #6B: *Are residents able to have access to the Community Rooms?*

Chairman Rodriguez, Upon Ms. Mitchell's return, it will be discussed.

A motion was made by Commissioner Navarro, seconded by Commissioner McNair, to close the *Remarks by Citizens* portion of the meeting.

Roll call vote: Commissioner Fernandez: Aye; Commissioner Hiller: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye.

2020 Financial Audit Virtual Presentation by Richard Lersen

Independent Auditor for the 2020 Fiscal year. Audit package is conclusive of three (3) audit reports.

- 1.) Independent Auditor's Report: Covers Financial Statements, numbers and footnotes. Submitting an unmodified (highest level of assurance) of opinion of the financial statements. Reported positive outcomes.
- 2.) Government Auditing Standards: Two (2) parts. a. Document and test internal control structure over financial reporting. The process the HACP has in place to safeguard Authority's assets such as cash, buildings, computers, etc.. Reports did not find any deficiencies to be a material weakness. Reported positive outcomes. b.) Document compliance with the state of New Jersey rules, regulations and laws. Reported highest level of assurance that no matters were found to be reported in accordance to Government Standards.
- 3.) Audit Accordance Uniform Guidance: Because the Housing Authority spends an excess of twenty-one (21) million dollars, the Auditors are required to report an opinion of HACP compliance in spending the federal funds. Major Programs: Public Housing, Housing Choice

Voucher, and the received Cares Act Money. Reported an unmodified opinion, highest level of assurance an Auditor is able to give, had no findings that needed to be reported to the Board or to H.U.D. Which is a very positive outcome.

Financial Statements of HACP: Monitoring liquidity, the available to pay invoices, HACP has established to build reserves over the last couple of years. HACP has almost 18 months' worth of liquidity which was established by watching their pennies and staying within the financial strains of the program. Strong cash balance sheets, almost over eleven (11) million dollars of cash on hand. HACP has operated within the strains of the program, operated program efficiently. Discussed funds are within the Federal Program, which provide limitations as to how funds can and may be used. Cares Act funds largely aided in HACP being able to increase their reserves. HACP did show almost a million dollars of operating income in 2020, almost twenty-six (26) million dollars of revenue. It's not easy to receive a good report like this. Provided reconversion to appropriate departments.

Resolutions

The following items will be considered by the Board of Commissioners of the Housing Authority of the City of Passaic as consent agenda items. Any member of the Board may request that any items be removed from the consent agenda and be considered separately. All remaining items will be considered together.

Chairman Rodriguez asks if there are any resolutions any commissioner would like to consider separately.

-Chairman Rodriguez abstained his vote on Resolution 2022-25 Accounts Payable, Passaic Valley Water Commissioner.

Consent Agenda Items:

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| 2022-25 | RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF MARCH 14, 2022 THROUGH APRIL 14, 2022. |
| 2022-26 | RESOLUTION CERTIFYING THAT PURSUANT TO N.J.S.A 40A:5A-17 EACH COMMISSIONER HAD PERSONALLY REVIEWED THE ANNUAL INDEPENDENT FINANCIAL AND COMPLIANCE AUDIT OF AUTHORITY PROGRAMS FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2020. |
| 2022-27 | RESOLUTION APPROVING AN AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AND THE PASSAIC COUNTY WORKFORCE DEVELOPMENT CENTER TO PARTICIPATE IN A SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM FOR 2022. |

- 2022-28 RESOLUTION REQUESTING APPROVAL FOR OFFICIAL ATTENDANCE AND PAYMENT BY COMMISSIONER TORISE HILLER FOR THE PURPOSE OF COMPLETING FIVE (5) COURSES MANDATED BY THE STATE OF NEW JERSEY.
- 2022-29 RESOLUTION REQUESTING APPROVAL FOR OFFICIAL TRAVEL TO AND FROM ATLANTIC CITY, NJ BY TWO (2) COMMISSIONERS AND TWO (2) STAFF MEMBERS FOR THE PURPOSE OF ATTENDING THE NJNAHRO SPRING CONFERENCE ON MAY 1-4, 2022.
- 2022-30 RESOLUTION AUTHORIZING ATTENDANCE AND PAYMENT FOR A WEBINAR BY DIRECTOR OF FINANCE AND OPERATIONS, VINCENT WYNTER AND ACCOUNTANT, JOHN DE LA CRUZ, SPONSORED BY NOVOGRADAC & COMPANY ENTITLED “NOVOGRADAC 2022 RAD PUBLIC HOUSING CONFERENCE” ON MAY 5-6, 2022.
- 2022-31 RESOLUTION AUTHORIZING ATTENDANCE AND PAYMENT FOR A WEBINAR BY WORK ORDER CLERK, NATALY HERNANDEZ, SPONSORED BY THE NELROD COMPANY TITLED “MAINTENANCE RECORDS MANAGEMENT” ON MAY 6, 2022.
- 2022-32 RESOLUTION AUTHORIZING APPROVAL AND PAYMENT FOR VIRTUAL TRAINING BY EXECUTIVE DIRECTOR, PAMELA MITCHELL AND STAFF TO ATTEND NJHMFA’S 2022 SPRING LOW INCOME TAX CREDIT TRAINING WITH FAIR HOUSING ON MAY 19-20, 2022.

A motion was made by Commissioner Navarro, seconded by Commissioner McNair to approve all Resolutions on the Consent Agenda.

Roll call vote: Commissioner Fernandez: Aye; Commissioner Hiller: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye.

Motion: Resolutions 2022-25, 2022-26, 2022-27, 2022-28, 2022-29, 2022-30, 2022-31, 2022-32 Approved.

Committee Reports

Commissioner Navarro: Finance Committee met on April 14th to overview the 2020 Financial Audit Report. Committee had some questions regarding how the Cares Act monies were utilized and the nature of the restrictions of using it. Committee wishes that in the future if funds may also be utilized for resident programs.

Commissioner Fernandez: Building & Grounds & Security Committee met on April 5th , to discuss resolutions for concerns that were noticed during last year's walk-through. Topic: camera issues, compliance plans for EPA, Ceremony for Katie M. Johnson.

Commissioner Rodriguez: Issues that has been discussed over time on this Board are being addressed. Cameras; working with the Police Dept. & Mr. Smoot, ensuring cameras are properly located and functioning, lighting. Identifying issues early enough to correct them. Communicating to the sites of when those are happening. Aware that doors are a major issue that we are resolving.

Commissioner Rodriguez: Personnel Committee is actively looking for an Operations Administrator to oversee properties and workorders. Other openings: Summer Youth Programs, Security Monitor. Also discussed salary adjustments for current employees, and assuring HACP is properly staffed. Next meeting, we will recognize former Commissioners for servicing the Board.

Resident Council Reports

Submitted.

Executive Director's Report

Submitted.

Treasurer's Report

Submitted.

Director of Finance Report

Submitted.

Director of Housing Administration Program's Report

Submitted.

Director of Resident Services' Report

None.

Property Management Report-Passaic Affordable Housing Coalition

Submitted.

Property Management Report-Alfred Speer Village

Submitted.

Property Management Report-Passaic Senior Housing, LLC

Submitted.

Public Safety Liaison

Submitted.

Old Business

Chairman Rodriguez: The basketball courts sinkhole (at Alfred Speer Village) has been a concern. Our Mayor was able to find some funds to fix the courts. It has become more challenging than expected.

New Business

None.

Adjournment

7:11 pm

Respectfully Submitted,

Pamela Mitchell
Executive Director