

**ITEM D**

**HOUSING AUTHORITY OF THE CITY OF PASSAIC  
BOARD OF COMMISSIONERS' MEETING  
February 16, 2022**

**PLACE:** Via Zoom Virtual Conference Call (Due to Covid19 Pandemic)  
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 Meetings Act, the Housing Authority of Passaic is conducting this meeting via Zoom Meeting due to the Covid19 Pandemic to be held at 6:00 p.m. 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:** Alan Juszcyk  
Delmis Fernandez  
Diane McNair  
Henry Navarro  
L. Daniel Rodriguez

**ABSENT:** null

**ATTORNEYS PRESENT:** Eric M. Bernstein, Esq.

**STAFF MEMBERS PRESENT:** Jocelyn Aguilar  
Joann Arroyo  
Lismarie Guerrero  
Joanna Lara  
Pamela Mitchell  
Natasha Pearson  
Daryl Smoot  
Vincent Wynter

Meeting opened at 6:08 p.m.

**ROLL CALL:** Commissioner Juszcyk: Present; Commissioner Fernandez: Present;  
Commissioner McNair: Present; Commissioner Navarro: Present; Chairman Rodriguez: Present.

## **APPROVAL OF MINUTES**

### **APPROVAL OF MINUTES OF THE REVISED DECEMBER 15, 2021 BOARD OF COMMISSIONERS' MEETING.**

A motion was made by Commissioner Navarro, seconded by Commissioner McNair, to approve the revised minutes of the December 15, 2021 Board of Commissioners' Meeting.

On roll call vote: Commissioner Jusczyk: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye.

### ***MOTION: MINUTES OF THE REVISED DECEMBER 15, 2021 BOARD OF COMMISSIONERS' MEETING APPROVED***

### **APPROVAL OF MINUTES OF THE JANUARY 19, 2022 BOARD OF COMMISSIONERS' MEETING.**

A motion was made by Commissioner Navarro, seconded by Commissioner Fernandez, to approve the minutes of the January 19, 2022 Board of Commissioners' Meeting.

On roll call vote: Commissioner Jusczyk: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye.

### ***MOTION: MINUTES OF THE JANUARY 19, 2022 BOARD OF COMMISSIONERS' MEETING APPROVED***

## **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 from 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.

*Due to Covid19, members of the public who had questions or comments were asked to submit them in writing to the administrative office located at 52 Aspen Place or send them via email to the Executive Director at [boardmeeting@passaichousing.org](mailto:boardmeeting@passaichousing.org) before the close of business day at 4:00 pm Tuesday, February 15, 2022.*

Executive Director Mitchell: We have one comment.

*Olivia Webster – 24 Aspen Pl, Apt. 2G: Why Natasha Pearson does not return phone calls? I want to know how and if my name was removed from the lease. When it was time to get into the unit, I received numerous calls to provide paperwork and the courtesy was not returned in taking me off the lease. I have not signed any documents and have not provided any additional information to be removed. Now they done worried and aggravated me to get this apartment going up and down that highway to supply paperwork. Before I go anywhere else, I want to know what the Board has to say about this. If the Board cannot handle this, I would have to go further.*

*Chairman Rodriguez: Director Mitchell, are you aware of this situation? Have you contacted the tenant?*

*Director Mitchell: She is no longer a tenant, but I have spoken to her. I advised her that the head of household would have had to initiate that. She's going to continue to call me and the property manager. Unfortunately, she wanted the full Board to be advised of this. But she was directed that it is limited to any information we are going to give her at this time because she's not the tenant nor is she the head of household to that unit.*

*Chairman Rodriguez: Alright. Well let's see if we can come up with a solution to that. I do know that there are certain laws and restrictions on what information we can and can't give. This Board is a governed party over policy as much as operations. I'll leave it to you. If you can try to resolve that and just update us on the following meeting if something was able to be done.*

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

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye.

## **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 ITEM 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.*

*Commissioner Navarro asked that Resolution 2022-15 be considered separately.*

*Commissioner Juszcyk asked that Resolution 2022-09 and 2022-11 be considered separately.*

## **CONSENT AGENDA:**

2022-10      RESOLUTION AUTHORIZING AN AWARD OF A TWO (2) YEAR  
CONTRACT TO NOVOGRADAC & COMPANY, LLP FOR INDEPENDENT  
FINANCIAL & COMPLIANCE AUDIT SERVICES IN THE AMOUNT OF

NINETEEN THOUSAND ONE HUNDRED NINETY DOLLARS AND NO CENTS (\$19,190.00) FOR EACH YEAR WITH AN OPTION TO EXTEND UP TO TWO (2) YEARS.

- 2022-12 RESOLUTION AUTHORIZING THE ANNUAL RENEWAL FOR SOFTWARE SUPPORT AND UPDATE SERVICE WITH TENMAST SOFTWARE IN AN AMOUNT NOT TO
- 2022-13 RESOLUTION AUTHORIZING THE SOLICITATION OF A CONSULTING FIRM FOR THE HOUSING AUTHORITY OF THE CITY OF PASSAIC TO PERFORM COMPARABLE STUDY ON EMPLOYEE POSITIONS, SALARIES AND SOME PROCESSES
- 2022-14 RESOLUTION AUTHORIZING THE CREATION OF AN OPERATIONS ADMINISTRATOR WITH QPA CERTIFICATION POSITION FOR ADVERTISEMENT TO HIRE AND FILL POSITION

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

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye.

**MOTION: RESOLUTIONS 2022-10, 2022-12, 2022-13 AND 2022-14 APPROVED.**

- 2022-09 RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JANUARY 24, 2022 THROUGH FEBRUARY 14, 2022

A motion was made by Commissioner Navarro, seconded by Commissioner McNair, to approve Resolution 2022-09.

*- Commissioner Juszcyk: I separated this resolution so that any commissioner with a relationship with any of the vendors can abstain on payment to said vendor.*

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye (Abstain PVWC)

**MOTION: RESOLUTION 2022-09 APPROVED.**

- 2022-11 RESOLUTION AUTHORIZING THE WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021

A motion was made by Commissioner Fernandez, seconded by Commissioner McNair, to approve Resolution 2022-11.

- Commissioner Juszcyk: *I have a comment. My comment is it's disappointing that fourteen (14) former tenants left the Housing Authority with balances still owing. With the moratorium now over, potentially the future will see additional tenants added to this list.*
- Chairman Rodriguez: *I believe I reported this at a prior meeting but Director Mitchell, as well as Mr. Wynter, is working on a plan to try to get every option we can to those residents once rent is supposed to be due again to try to help them out. I definitely share your concern with you and agree with you.*

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye

**MOTION: RESOLUTION 2022-11 APPROVED.**

2022-15      RESOLUTION AUTHORIZING CONTRACT TO PREMIER GROUP INC.  
FOR THE REPAIR OF SECURED BUILDING LOBBY ENTRANCE DOORS  
AT ALFRED SPEER VILLAGE IN AN AMOUNT NOT TO EXCEED  
SEVENTY-NINE THOUSAND DOLLARS (\$79,000)

- Mr. Bernstein: *This was too good to be true. The proposal was lower than what our consultant had suggested would be an appropriate price. They did qualify as the lowest responsible bidder. We were advised today we are getting a letter in writing that they are withdrawing their bid. So we will take a look at the other bidders; see where we are. But as for this bid, it is being withdrawn.*
- Commissioner Navarro: *To reiterate what he said, yeah it sounded too good to be true especially when there's such a big discrepancy from the lowest to the second lowest. As far as I remember, going to back to me being on the Board since 2012, one of the major issues that we've always had is these entry doors. We replace them, then we deal with them, we keep trying to fix them. Just to make sure we're getting what we're paying for, or what we need: secure doors with low maintenance. I know in the past we've installed doors that we come back and have to either fix or pay for replacements.*
- Commissioner Juszcyk: *Will this be started from the beginning again?*
- Mr. Bernstein: *Not necessarily. We're going to take a look at the other bidders. We're going to review their bids and see whether or not they conform as the lowest responsible bidder and they meet our numbers.*
- Commissioner Navarro: *In this case, when a vendor submits a bid, don't they have to submit it with a bid bond to guarantee their pricing?*
- Mr. Bernstein: *They usually submit the bond as part of their bid packet. I would suggest that we hold their bid bond.*
- Commissioner Juszcyk: *The bid bond is the percentage of their price or how does that work?*
- Mr. Bernstein: *It's ten percent of their price, not to exceed \$20,000, I believe.*
- Commissioner Juszcyk: *We're able to hold that for the inconvenience to go through again?*
- Mr. Bernstein: *We're gonna hold it and we're going to discuss the inconvenience and whether or not there's potential loss in money.*
- Commissioner Navarro: *In my experience if there's a second bid held or if there is something in the price range, normally they return the bid bond. Am I incorrect in saying that?*

- Mr. Bernstein: *I wouldn't disagree with the characterization, but at this point I can't tell you whether or not that would be the case.*

- Chairman Rodriguez: Going back to Resolution 11, out of those tenants when we do write-offs there are residents that do pass away. I don't want to make it seem that people just get up and move away and don't pay.

- Commissioner Juszcyk: So if someone passes away, their estate would still be liable for the charges?

- Chairman Rodriguez: That's probably if they have an estate. That's something we would have to look into more to get a clear answer. Unless Director Mitchell would have an answer.

- Mr. Bernstein: You generally would depend on the lease. But again, I think we would have to look into every specific situation.

### **CORRESPONDENCE**

Submitted.

### **COMMITTEE REPORTS**

Submitted.

### **RESIDENT COUNCIL REPORTS**

Submitted.

### **EXECUTIVE DIRECTOR'S REPORT**

Submitted.

### **TREASURER'S REPORT**

Submitted.

### **DIRECTOR OF FINANCE REPORT**

Submitted.

### **DIRECTOR OF HOUSING ADMINISTRATION REPORT**

Submitted.

### **DIRECTOR OF RESIDENT SERVICES REPORT**

Submitted.

### **PROPERTY MANAGEMENT REPORT – PAHC**

Submitted.

### **PROPERTY MANAGEMENT REPORT – AMP1**

Submitted.

### **PROPERTY MANAGEMENT REPORT – PSH LLC**

Submitted.

**PUBLIC SAFETY LIAISON REPORT**

Submitted.

**OLD BUSINESS**

None.

**NEW BUSINESS:**

*- Chairman Rodriguez: I don't know if you've heard, we did have a tragedy yesterday on 6<sup>th</sup> Street. I don't want to go into too much detail. If any Commissioners want more details they can reach out to me or Director Mitchell about it. We want to keep that family in prayer as well as our other residents there.*

A motion was made by Commissioner Fernandez, seconded by Commissioner Juszcyk, to adjourn the meeting.

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Aye; Chairman Rodriguez: Aye

**ADJOURNMENT**

6:32 p.m.

Respectfully submitted,

Pamela Mitchell

Executive Director

