

ITEM D
HOUSING AUTHORITY OF THE CITY OF PASSAIC
BOARD OF COMMISSIONERS' MEETING
OCTOBER 19, 2022

LOCATION: 299 Gregory Avenue, Community Center
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 299 GREGORY AVENUE, 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
L. Daniel Rodriguez

ABSENT: Henry Navarro

ATTORNEY PRESENT: Eric Bernstein, Esq.

STAFF MEMBERS PRESENT: Jocelyn Aguilar (Passaic Affordable Housing Coalition)
Joann Arroyo
Haydee Capellan
John De La Cruz
Nataly Hernandez
Joanna Lara
Pamela Mitchell
Natasha Pearson
Vincent Wynter

MEETING CALLED TO ORDER AT 6:19 p.m.

ROLL CALL:

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

APPROVAL OF MINUTES

Approval of minutes of September 21, 2022 Board of Commissioner's Meeting.

A motion was made by Commissioner McNair, seconded by Commissioner Fernandez to approve the minutes of September 21, 2022 Board of Commissioners' meeting.

ROLL CALL VOTE: Commissioner Fernandez: Aye; Commissioner Hiller: Aye;
Commissioner McNair: Aye; Chairman Rodriguez: Aye.

MOTION: Minutes of September 21, 2022 Board of Commissioners' meeting approved.

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 Grullon 226-Sixth St. # 3D: *Describes her difficulties finding parking after arriving home after the last Board Meeting. Contacted [Darrell] Smoot to inform him of the twelve (12) vehicles that are parked without parking stickers. Ms. Grullon confirmed prompt response but had an issue when none of the vehicles were ticketed when she has been towed before. Ms. Grullon also stated the following;*

- *A non-resident who refused to provide Ms. Grullon parking stated that there is no repercussion for parking on the property.*

- *Parking signs obstructed by leaves and are not visible.*
- *5th Street parking lot and by Auto Part are always full with vehicles with out of state plates, when tenants do have where to park.*
- *Work orders, was informed that tenants are not to change their own due to liability of the actual lamp, but tenants are then charged when requesting for their light bulb to be changed.*
- *Charged Thirty Dollars (\$30) for placing a work order to unclog the sink.*
- *Ms. Grullon recommends that only tenants who have consistent issues should be charged for negligence*
- *Stairs railings-paint them, cover them, or get new ones. Expresses frustration for repetitively complaining and nothing getting done.*
- *Questions if it's a minor issue that Board has not had a Resident Commissioner for over a year*

Chairman Rodriguez: *Expressed thank you and address the Board for comments.*

Rene Griggs 23 Aspen Place #6C: *Provides gratitude and recognition to [Darrell] Smoot and Lindsey Frances with their assistance in acquiring insulin for a tenant who had accidentally disposed of it in the garbage. Confirmed that insulin needle was still intact and in the pharmacy packaging, but understands why management does not want employees to go through the garbage.*

- *Sent images to management of elevator opening and the cart not being present- just an open shaft. Darrell Smoot, Natasha Pearson, and Adrian Vargas provided prompt response. Explains the liability and risk for children.*
- *In the 70 years, Speer has experienced five (5) fatality deaths; two (2) in the elevator shaft, two (2) fell out the window, one killed in the building*
- *Ms. Griggs and Management are working on security procedure to implement and bolt to the wall since it is a reoccurring issue.*
- *Ms. Griggs becomes the direct person of contact to tenants due to HACP emergency service being inconvenient in cases of actual emergencies due to the tremendous amount of questions and response time.*
- *Speer held their annual outdoor Halloween festivities, this year will be Trunk-or-Treat*
- *Provided thanks to Management, Fire Dept., Dr. Hiller, all participants, for attending the Back to School Book-Bag Give Away. Dr. Hiller for inspirational speech regarding anti-bullying.*

Chairman Rodriguez: *Expresses thank you. Asks if anybody else would like to approach the Board.*

A motion was made by Commissioner Fernandez, 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; Chairman Rodriguez: Aye.

Chairman Rodriguez asks Mr. Bernstein and Director Mitchell if there is a need for Executive Session.

Mr. Bernstein requests for Executive Session at the end of the meeting regarding a couple of personnel items.

Chairman Rodriguez confirms Executive Session to take place at the end of the meeting.

2023 Budget Presentation by Vincent Wynter, Director of Finance/Operations

We are in a very high inflation economy right now, we are asking everybody to bear with us and see us through this period of fiscal discipline. We are in compliance with the state of New Jersey, that we presented to them without a deficit. As per usual, the largest area of revenue are from the Section Eight (8) department, of Nineteen point Six (19.6) Million Dollars. Revenues from Public Housing includes Speer Village, Vreeland and Chestnut, revenue of seven million, seven-hundred eighty-one-point seventeen (\$7,000,781.17).

We have other projects [Passaic Senior Housing] that are managed by the Housing Authority; which generates a reimbursable expense which generates zero result; no deficit, no surplus.

The overall income for the year is Twenty-Eight Million Five Hundred Sixty-Five Thousand Five seventy-seven (\$28, 565,577.00)

Expenses:

- *Section 8, Housing Choice Voucher, has the highest expenses as significant monies are paid to landlords for housing assistance payments. 2023 projected expense is Seven Million Eight Hundred and Twenty-Five (\$7,825,000.00. Which translates to Sixty-Four point Four percent (64.4%) of the expenses.*
- *Salaries and benefits, another great expense which is seventeen percent (17%).*
- *Utilities are another big expense. We entered into contract to purchase gas and electric at a fixed price until 2024. Which has helped during the inflation of oil prices.*
- *Maintenance and Operations: Supplies and repairs. Discussed with the Building and Grounds and Security Committee, that we need to secure our inventory due to inflation and supply and demand challenges.*
- *Appliances are the biggest struggle to acquire. We ask for all tenants to care and protect for the appliances that are provided.*
- *Collection of rent has affected the agency.*

Total cost for operation is Twenty-Eight Million Three Thirty-Five (\$28,335,000.00) with a net residue and surplus of Two Hundred and Thirty Thousand One Hundred and Sixty (\$230,160.00).

One Hundred Thirty Thousand (\$130,000.00) is paid for secured loans on Vreeland and Chestnut.

We are not in a deficit. It is asked for everyone to provide support and do what they can do to save; we need to get into the saving mode to preserve what we have.

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.

CONSENT AGENDA ITEMS:

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| 2022-66 | RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF SEPTEMBER 19, 2022 THROUGH OCTOBER 14,2022 |
| 2022-67 | RESOLUTION APPROVING THE HACP ANNUAL BUDGET FOR THE YEAR BEGINNING JANUARY 1,2023 AND ENDING DECEMBER 31,2023 |
| 2022-68 | RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AUTHORIZING THE REINSTATEMENT FOR THE POSITION OF OCCUPANCY SPECIALIST TO HIRE FOR HOUSING ADMINISTRATION |
| 2022-69 | RESOLUTION AUTHORIZING THE CREATION OF THE POSITION OF HOUSING ADMINISTRATION TECHNICIAN FOR THE HOUSING ADMINISTRATION DEPARTMENT. |
| 2022-70 | RESOLUTION AUTHORIZING THE TITLE CHANGE FOR RECEPTIONIST BILINGUAL(ENGLISH/SPANISH) TO CUSTOMER RELATIONS SPECIALIST BILINGUAL (ENGLISH/SPANISH). |
| 2022-71 | RESOLUTION CONFIRMING APPROVAL FOR A LIVE WEBINAR BY HOUSING SPECIALIST LISMARIE GUERRERO SPONSORED BY SPECTRUM COMPLIANCE TITLED “KEEPING IN COMPLIANCE” ON OCTOBER 18-19, 2022. |
| 2022-72 | RESOLUTION AUTHORIZING APPROVAL FOR A LIVE WEBINAR BY ASSISTANT PROPERTY MANAGER MARIO VASQUEZ SPONSORED BY SPECTRUM COMPLIANCE TITLED “INTRODUCTION TO THE LIHTC PROGRAM” ON OCTOBER 25, 2022. |

- 2022-73 RESOLUTION APPROVING A COLLECTIVE BARGAINING BETWEEN HOUSING AUTHORITY OF THE CITY OF PASSAIC (HACP) AND LOCAL UNION 854 AFFILIATED WITH ALMAGATED TRANSIT WORKERS (LOCAL UNION 854).
- 2022-74 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF PASSAIC (HACP) TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE HOUSING AUTHORITY OF BERGEN COUNTY (HABC) FOR PROCUREMENT.
- 2022-75 RESOLUTION REQUESTING APPROVAL FOR OFFICAL TRAVEL TO AND FROM ATLANTIC CITY, NJ FOR TWO (2) COMMISSIONERS AND ONE (1) HACP STAFF MEMBER FOR THE PURPOSE OF ATTENDING THE NJNAHRO FALL CONFERENCE ON NOVEMBER 14-17, 2022
- 2022-76 RESOLUTION AUTHORIZING THE CHANGE IN THE HOUSING CHOICE VOUCHER PAYMENT STANDARDS EFFECTIVE JANUARY 1, 2023
- 2022-77 RESOLUTION AUTHORIZING THE UPDATING OF FLAT RENTS FOR FINANCIAL 2022 EFFECTIVE JANUARY 1, 2023

Mr. Bernstein, Esq.: *Asks that Seventy-Three [2022-73] be conditioned to the execution by the Union, prior to yours of the contract. Not pulled, just conditioned upon.*

A motion was made by Commissioner Fernandez, seconded by Commissioner McNair to approve all Resolutions on the Consent Agenda with Resolution 2022-73 to be conditioned upon to the execution of the Union.

ROLL CALL VOTE: Commissioner Fernandez: Aye; Commissioner Hiller; Aye;
Commissioner McNair: Aye; Chairman Rodriguez: Aye.

Motion: Resolutions 2022-66, 2022-67, 2022-68, 2022-69, 2022-70, 2022-71, 2022-72, 2022-73*, 2022-74, 2022-75, 2022-76, 2022-77. Approved.

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 PROGRAM'S REPORT

Submitted.

DIRECTOR OF RESIDENT SERVICES' REPORT

Submitted.

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

None.

NEW BUSINESS

Mr. Bernstein, Esq. asks the Board for an authorization to call for a Special meeting of the Board between now and the December 14th meeting, if necessary.

A motion was made by Commissioner Fernandez, seconded by Commissioner Hiller to authorize a Special meeting, if necessary, via Zoom, between now and December 14th.

ROLL CALL VOTE: Commissioner Fernandez: Aye; Commissioner Hiller; Aye;
Commissioner McNair: Aye; Chairman Rodriguez: Aye.

EXECUTIVE SESSION

Mr. Bernstein, Esq. requests for an Executive Session meeting of the Board presuming to N.J.S.:4-12§8; Personnel matters.

No formal action will need to be taken at the conclusion of the Executive Session.

A motion was made by Commissioner Hiller, seconded by Commissioner McNair for Executive Session.

ROLL CALL VOTE: Commissioner Fernandez: Aye; Commissioner Hiller; Aye;
Commissioner McNair: Aye; Chairman Rodriguez: Aye.

7:10pm

A motion was made by Commissioner McNair, seconded by Commissioner Hiller to adjourn Executive Session.

ROLL CALL VOTE: Commissioner Fernandez: Aye; Commissioner Hiller; Aye;
Commissioner McNair: Aye; Chairman Rodriguez: Aye.

Mr. Bernstein, Esq.: Let he record reflect all members of the Board of Commissioners present in the Executive Session are present recommend from the open session as well as the Executive Director and the Authority general counsel.

There was a discussion regarding a personnel items. Formal action will need to be taken on one (1) item. I am asking for a motion to authorize the Executive Director to potentially fill a vacant in Housing Administration.

A motion was made by Commissioner Fernandez, seconded by Commissioner Hiller authorizing the Executive Director to fill a vacant position in the Housing Administration department.

ROLL CALL VOTE: Commissioner Fernandez: Aye; Commissioner Hiller; Aye;
Commissioner McNair: Aye; Chairman Rodriguez: Aye.

ADJOURNMENT

Motion by Commissioner McNair and second by Commissioner Fernandez to adjourn the Board of Commissioners' Meeting.

ROLL CALL VOTE: Commissioner Fernandez: Aye; Commissioner Hiller; Aye;
Commissioner McNair: Aye; Chairman Rodriguez: Aye.

Next scheduled meeting is for December 14th at 33 Aspen Place, Community Center.

Respectfully Submitted,

Pamela Mitchell
Executive Director