

ITEM D

**HOUSING AUTHORITY OF THE CITY OF PASSAIC
BOARD OF COMMISSIONERS' MEETING
SEPTEMBER 12, 2018**

PLACE: Community Center
14-34 E. Monroe Street
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.

COMMISSIONERS - PRESENT: Beatrice Johnson
Alan Juszcyk
Delmis G. Fernandez
Edwin Perez
L. Daniel Rodriguez
Angel LaBoy
-ABSENT: Ronald Van Rensalier

STAFF MEMBERS PRESENT: Pamela Mitchell
Joann Arroyo
Leidy Brito-Diroche
Glenny Candelaria
Joanna Lara
Natasha Pearson
Barbara Rivera
Barlow Taylor
Vincent Wynter

Meeting opened at 6:02 p.m.

ROLL CALL:

Commissioner Johnson: Present; Commissioner Juszcyk: Present; Commissioner LaBoy: Present; Commissioner Rodriguez: Present; Commissioner Fernandez: Present; Commissioner Perez: Present; Chairman Van Rensalier: Absent.

PRESENTATION BY AUDITOR

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities (primary government) and the discretely presented component unit of the Housing Authority of the City of Passaic (the "Authority") as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Authority's financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. The financial statements of the discretely presented component unit was not audited in accordance with Government Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of the business-type activities (primary government) and the discretely presented component unit of the Housing Authority of the City of Passaic as of December 31, 2017, and the changes in their net position and, where applicable, their cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required pension information be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's financial statements. The schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by Title 2 US. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and is not a required part of the financial statements. The accompanying financial data schedule is also not a required part of the financial statements and is presented for the purposes of additional analysis as required by the U.S. Department of Housing and Urban Development.

The schedule of expenditures of federal awards and financial data schedule are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and financial data schedule are fairly stated, in all material respects, in relation to the financial statements as a whole.

MINUTES OF THE JULY 18, 2018 BOARD OF COMMISSIONERS MEETING

A motion was made by Commissioner Juszcyk, seconded by Commissioner Fernandez to approve the minutes of the July 18, 2018 Board of Commissioners' meeting.

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

MOTION: MINUTES FOR THE JULY 18, 2018 BOARD MEETING APPROVED.

RESOLUTIONS:

ATTORNEY CORRISTON 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 that Resolution 2018-56 and 2018-59 be considered separately.

2018-56 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, 2017 THROUGH DECEMBER 31, 2017.

A motion was made by Commissioner LaBoy, seconded by Commissioner Johnson, to approve Resolution 2018-56.

Commissioner Juszcyk: The body of the resolution says that all the commissioners have reviewed the audit report, specifically the general comments and recommendations section. Can you tell me what page the general comments and recommendations are?

Auditor: There is no specific section with that title.

Attorney Corrison: It's an old form where it's said general comments, findings or inclusions.

Auditor: Usually, if there's a finding in the audit, it would say "auditor's recommendations" as it relates to that specific finding. But there were no financial findings in this audit.

Commissioner Juszcyk: Council, should it be stricken from the body of the resolution?

Attorney: Yes, it should. Just to say we have reviewed the audit.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Vice Chair Rodriguez: Aye.

MOTION: RESOLUTION 2018-56 APPROVED AS AMENDED.

2018-59 RESOLUTION AUTHORIZING AN AWARD OF A BLANKET PURCHASE ORDER TO GENERAL ELECTRIC APPLIANCES FOR EIGHTY-FOUR (84) REFRIGERATORS, EIGHTY GAS STOVES WITH ELECTRIC IGNITION (80) AND EIGHT (8) ELECTRIC STOVES IN AN AMOUNT NOT TO EXCEED SEVENTY-ONE THOUSAND, EIGHT HUNDRED SIX DOLLARS AND NO CENTS (\$71,806.00).

A motion was made by Commissioner Fernandez, seconded by Commissioner Johnson, to approve Resolution 2018-59.

No questions on this resolution.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Abstain; Commissioner LaBoy: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Vice Chair Rodriguez: Aye.

MOTION: RESOLUTION 2018-59 APPROVED.

CONSENT AGENDA:

2018-54 RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JULY 16, 2018 THROUGH SEPTEMBER 4, 2018.

2018-55 RESOLUTION APPROVING THE 2019 ANNUAL PHA PLAN.

2018-57 RESOLUTION ADOPTING REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK.

2018-58 RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AWARDING A CONTRACT FOR DHW UPGRADES AT VREELAND VILLAGE TO PK MECHANICAL SERVICES IN THE AMOUNT OF ONE HUNDRED TWENTY- FOUR THOUSAND SEVEN- HUNDRED DOLLARS AND NO CENTS (\$124,700.00).

2018-60 RESOLUTION AUTHORIZING AN AWARD OF A PURCHASE ORDER TO NEW JERSEY SOLUTIONS TO SUPPLY AND INSTALL SECURITY SURVEILLANCE CAMERA EQUIPMENT AT SPEER VILLAGE IN THE AMOUNT OF \$19,693.37.

2018-61 RESOLUTION APPROVING OFFICIAL TRAVEL TO AND FROM ATLANTIC CITY, NJ BY EXECUTIVE DIRECTOR PAMELA MITCHELL

A motion was made by Commissioner Johnson seconded by Commissioner Fernandez to approve Resolutions 2018-54, 2018-55, 2018-57, 2018-58, 2018-60 and 2018-61.

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Vice Chair Rodriguez: Aye.

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.

Mae Frances Ray, 226 Chestnut St: Tenants from Chestnut have a few concerns. They would like to know if PHA is checking to see if work orders are complete. Is PHA monitoring the stock and inventory of supplies? Would like to also know about apartment painting and do the maintenance workers have a boiler’s license? Are maintenance workers bonded to go into apartments? Also concerned about the cleaning of the complex.

Director Mitchell: The Housing Authority can check the work order system to see what work orders are issued to those sites and follow up with the property manager to see what needs to be done to ensure that they are completed. The PHA does not monitor the stock and inventory for the PAHC. They do their own ordering and mandates what their maintenance staff needs. PHA maintenance repairers have boiler’s licenses. Unfortunately, maintenance workers for the Coalition do not. But the maintenance repairers from the Housing Authority are the ones who should be working on the boilers and hot water heaters for Chestnut and Vreeland. The cleaning of the complex is also a management concern for the Coalition.

Rene Griggs, 23 Aspen Pl. Apt. 6C: Would like to start by saying thank you to Commissioner Perez, Commissioner Rodriguez and Chairperson Van Rensalier. An end of year celebration was organized for September 3, 2018. Thank you to everyone who reached out and helping her be strong enough to continue with Boulder's dream and let the event go on.

However, since when do residents have to provide proof of address? Resident services has the records. It should be a part of resident services to know who we are. Notice for registration says deadline for applications is September 14, however the bottom of the notice states applications will be accepted from September 4-18.

Vice Chair Rodriguez: Just to start on your first point, we had a moment of silence for Michael Harris "Boulder". As far as the request, we do sometimes recognize people because we see them all the time, but it is probably for liability purposes that we follow policies. There was a typo on the flyer.

Loretta Lewis, homeless: I am a resident of Passaic, born and raised and I am currently homeless. Still waiting for Senior Housing or any emergency housing. She feels a strain on her and she doesn't know how to handle it. Whatever anyone can do for me, I appreciate that.

Vice Chair Rodriguez: Perhaps we can direct her to city services which can possibly help you in your situation. Perhaps the city or maybe the county can help – the One Stop in Paterson.

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

On roll call vote: Commissioner Johnson: Aye; Commissioner Juszcyk: Aye; Commissioner LaBoy: Aye; Commissioner Fernandez: Aye; Commissioner Perez: Aye; Vice Chair Rodriguez: Aye.

CORRESPONDENCE

None.

COMMITTEE REPORT

Submitted.

RESIDENT COUNCIL REPORTS

Submitted.

EXECUTIVE DIRECTOR'S REPORT

Submitted.

TREASURER'S REPORT/ DIRECTOR OF FINANCE REPORT

Submitted.

DIRECTOR OF HOUSING CHOICE VOUCHER PROGRAM'S REPORT

Submitted.

DIRECTOR OF RESIDENT SERVICES' REPORT

Submitted.

PROPERTY MANAGEMENT REPORT

Submitted.

SECURITY INVESTIGATOR'S REPORT

Submitted.

OLD BUSINESS

Commissioner Johnson mentioned Germaine Gibson had a Bingo night on August 31st with the seniors. Germaine is always offering her services to the children. She felt the seniors needed something so she did that with them. They had a great time.

NEW BUSINESS:

Vice Chair Rodriguez announced the United Puerto Rican Council is having a Pocketbook Bingo night on September 28. Doors open at 6:00 pm and bingo starts at 7. It is a \$25 donation that goes toward scholarships. The donation also includes a pasta dinner, a dabber, a gift and 10 boards of bingo.

Commissioner Johnson: I know we did Resident Council reports for Chestnut and Sixth St, but Ms. Ruby always has a report for E. Monroe St. and I didn't see anything in the packet. I see her with her pen and paper. I don't know if the policy was explained to her with what the new procedure is, but perhaps we can interject and let her talk and then someone can explain to her or let her know how everything is being written and submitted.

Vice Chair Rodriguez: I just want to make an announcement and then we'll make an exception for this meeting. Flyers were hand out for the Women's Wellness Expo, which is not just for women; it's for the whole family.

Commission LaBoy: I get to meet with a faith-based organization once a month and we get a lot of information. I feel it is the right thing to do to share this information. There is a Women's Wellness Expo. On this date, there will be activities for the whole family. There will be free health screenings, speakers, special guests and vendors, nutritionists, healthy eating, fitness and a kid zone. The date is Saturday, September 29 from 10 am to 4 pm. If there are enough people and Glenny can reach out to me, they will send a bus.

Ruby Straight, 14-34 E. Monroe St. Apt. B: When we call work orders we are always placed on hold and we would like to know why. We need a handicap ramp. We have been asking for one for ten years. A lot of garbage has been outside for two weeks. There are rats and all kinds of animals. We get fined for everything.

Commissioner Johnson: Can we get a work order report? It seems like a work order issue is going on for all Chestnut, Sixth St. and now the senior sites. Is there a report that can show us the number of work orders in a month and when they've been completed?

Director Mitchell: Yes. The managers are adapting abreast to looking at the reports to see what their guys are addressing or not. I do print the reports every month so I will assure that you all get a copy.

Vice Chair Rodriguez asked that Director Mitchell, along with Ms. Candelaria, meet with Ms. Ruby and explain to her the new process and maybe give her some assistance so that she understands what we do now as for as resident reports.

ADJOURNMENT

6:47 p.m.

Respectfully submitted,



Pamela Mitchell

Executive Director/Secretary