

**ITEM D**

**HOUSING AUTHORITY OF THE CITY OF PASSAIC  
BOARD OF COMMISSIONERS' MEETING  
September 15, 2021**

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  
Beatrice Johnson  
Diane McNair  
L. Daniel Rodriguez

ABSENT: Henry Navarro

ATTORNEYS PRESENT: Brian Hak, Esq.

STAFF MEMBERS PRESENT: Joann Arroyo  
Leidy Brito  
Glenny Candelaria  
Lismarie Guerrero  
Joanna Lara  
Pamela Mitchell  
Natasha Pearson  
Vincent Wynter

Meeting opened at 6:11 p.m.

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

## **APPROVAL OF MINUTES**

### **APPROVAL OF MINUTES OF THE JULY 21, 2021 BOARD OF COMMISSIONERS' MEETING.**

A motion was made by Commissioner Fernandez, seconded by Commissioner McNair, to approve the minutes of the July 21, 2021 Board of Commissioners' Meeting.

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

### ***MOTION: MINUTES OF THE JULY 21, 2021 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, September 14, 2021.*

Executive Director Mitchell: There is one comment.

**1.) Ann Robinson – 228 Chestnut St:** A resident complained of notifying the property manager of a gas smell in her unit and the property manager said it was not an emergency and she would have someone go to her unit in two days. The resident felt this was an unacceptable response and called PSE&G. PSE&G found where the leak was and worked with Housing to resolve the issue but would like to know why Housing doesn't take something like a gas leak serious.

Chairman Rodriguez: Director Mitchell, are you aware of the situation and what occurred?

Executive Director Mitchell: No, I am not aware.

Chairman Rodriguez: Can you follow up with the property manager, as well as the tenant and Ms. Robinson, and find out what actually occurred? It's a little disturbing that there was a smell of gas and we didn't immediately check on it.

Commissioner Johnson: Maybe sit down with the property manager, as well as some of the resident leaders, and develop a list of things that are an emergency.

Chairman Rodriguez: I would like to say, though, certain emergencies I don't believe have to go directly to management. Something like the smell of gas can be very dangerous, so the call should be going directly to PSE&G and then maybe notify management instead of the other way around.

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

On roll call vote: Commissioner Juszcyk: Aye; Commissioner Johnson: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Absent; 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 Juszcyk asked that Resolution 2021-50 and 2021-57 be considered separately.*

## **CONSENT AGENDA:**

- 2021-51      RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JULY 17, 2021 THROUGH SEPTEMBER 10, 2021.
- 2021-52      RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO NICKEL ELECTRIC INC. FOR ELECTRICIAN SERVICE AT ALL HOUSING AUTHORITY SITES FOR A PERIOD OF ONE (1) YEAR NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000.00)
- 2021-53      RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AUTHORIZING AN AWARD OF A CONTRACT TO MAK GROUP LLC FOR ROOF REPLACEMENT AT JOHN J MURPHY – 14-34 EAST MONROE STREET IN THE AMOUNT OF ONE HUNDRED FIFTY-SEVEN THOUSAND SEVEN HUNDRED FIFTY-EIGHT DOLLARS AND NO CENTS (\$157,758.00)



- 2021-54 RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AUTHORIZING PURCHASES UNDER VARIOUS COOPERATIVE PURCHASING ENTITIES
- 2021-55\*\* RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AUTHORIZING (EMERGENCY DECLARATION & NEGOTIATED CONTRACT AWARDS)
- 2021-56\*\* RESOLUTION AUTHORIZING APPROVAL FOR ATTENDANCE AT A NINETY (90) MINUTE VIRTUAL TRAINING MODULE BY TWO STAFF MEMBERS SPONSORED BY COMPLIANCE PRIME ENTITLED “THE EIV INCOME DISCREPANCIES” ON AUGUST 19, 2021
- 2021-58 RESOLUTION AUTHORIZING THE HIRE OF A PART TIME (NOT TO EXCEED 25 HOURS PER WEEK) SHORT TERM (THROUGH DECEMBER 31, 2021) ADMINISTRATIVE STAFF PERSON FOR THE EXECUTIVE DIRECTOR
- 2021-59 RESOLUTION CONFIRMING ATTENDANCE FOR A NINETY-MINUTE VIRTUAL TRAINING MODULE BY LISMARIE GUERRERO SPONSORED BY COMPLIANCE PRIME ON SEPTEMBER 8, 2021 ENTITLED “LOW INCOME HOUSING TAX CREDIT (LIHTC) BASICS AND TIPS TO MAINTAIN COMPLIANCE”.
- 2021-60\*\* RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO METRIC PLUMBING FOR MONTHLY TANKLESS HOT WATER HEATER SERVICE AND MAINTENANCE AS NEEDED FOR A PERIOD OF TWELVE (12) MONTHS NOT TO EXCEED TWENTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$25,000.00)
- 2021-61\*\* RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC AWARDING A CONTRACT FOR THE REPLACEMENT OF TWO BANKS (SIX AO SMITH TANKLESS HOT WATER HEATERS – THREE IN EACH BANK) AT VREELAND VILLAGE TO PK MECHANICAL AND WELDING NOT TO EXCEED FORTY THOUSAND DOLLARS (\$40,000)
- 2021-62 RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PASSAIC CONFIRMING PROCEDURES FOR COMMUNITY ROOM AND COMMON SPACE AT HACP SITES

**\*\* DEPICTS RESOLUTIONS SPECIFICALLY ASSOCIATED TO STORM IDA**

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 Johnson: Aye; Commissioner Fernandez: Aye; Commissioner McNair: Aye; Commissioner Navarro: Absent; Chairman Rodriguez: Aye.

**MOTION: RESOLUTIONS 2021-51, 2021-52, 2021-53, 2021-54, 2021-55, 2021-56, 2021-58, 2021-59, 2021-60, 2021-61 AND 2021-62 APPROVED.**

2021-50        RESOLUTION APPROVING ACCOUNTS PAYABLE FOR THE PERIOD OF JULY 17, 2021 THROUGH SEPTEMBER 10, 2021.

A motion was made by Commissioner Fernandez, seconded by Commissioner Johnson, to approve Resolution 2021-50.

- *Commissioner Juszcyk: I separated this resolution so that any commissioners with a relationship with any vendor on the Accounts Payable could abstain on voting for that vendor.*

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

**MOTION: RESOLUTION 2021-50 APPROVED.**

2021-57        RESOLUTION AUTHORIZING THE ADOPTION OF A COVID-19 RENT REPAYMENT POLICY

A motion was made by Commissioner McNair, seconded by Commissioner Johnson, to approve Resolution 2021-57.

- *Commissioner Juszcyk: Of the 699 units, how many are eligible for this repayment policy?*

- *Chairman Rodriguez: Can you clarify eligible?*

- *Commissioner Juszcyk: If someone has been paying their rent 100% on time, they're not eligible for a repayment policy. So this would be a question on how many haven't paid their rent 100 % on time that would be eligible for entering into this repayment policy.*

- *Executive Director Mitchell: We have about 65% of our residents that are delinquent. They are behind more than one month in their rental payment.*

- *Commissioner Johnson: Will the rent payment be reasonable where they would be able to pay their rent as well as the agreement and not an excessive amount where it will be difficult for them to pay it?*

- *Executive Director Mitchell: It is designed that way where it will help them. We're going to do a case by case basis. To give you an example, we have a tenant that owes us over \$10,000 so that's a case by case basis. The repayment agreement has been drafted up to assist the tenant to pay monthly payments in addition to their ongoing rental amount due.*

- *Chairman Rodriguez: Director Mitchell, correct me if I'm wrong but this isn't something new, we've actually been asking our residents that are behind to try to make payments throughout this whole pandemic. We haven't waited until the last minute to try to set something up with our residents. Is that correct?*



- *Executive Director Mitchell: That is correct. The finance department has even sent out accumulated statements showing them the exact amount that they owe. That has actually brought some tenants in to see what could be done.*
- *Chairman Rodriguez: So this policy here is an additional policy that we're putting in place to further assist residents that are behind on their rent. This isn't something that is new, it's just something to further assist our residents.*
- *Commissioner Juszcyk: With encouragement from HUD to enter into a repayment, according to the resolution.*

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

**MOTION: RESOLUTION 2021-57 APPROVED.**

### **CORRESPONDENCE**

Submitted.

### **COMMITTEE REPORTS**

Submitted.

- *Chairman Rodriguez: The Buildings and Grounds Committee met with residents on Sixth Street to address some of their concerns. We spent a couple of hours going through every building and identifying some issues.*
- *Commissioner McNair: Building 220 still does not have hot water. They had hot water one day this week and they no longer have hot water again. This is an ongoing situation.*
- *Executive Director Mitchell: What I did before the close of business day today, I had staff call every tenant in buildings 210, 220 and 222. I may have some isolated apartments that are not getting the hot water and I have already reached out to the vendor to let him know. Somebody will be here in the morning to try to tap into all the responses that either had no hot water or the water was dirty but hot or it takes a long time to get hot. So because it wasn't all twelve units in a specific building, the vendor is believing that it may be isolated so we may have to take it into the apartments and break it down to the basement.*
- *Chairman Rodriguez: If you can just keep us updated with that. I know it's a temporary fix that we're doing until we get the system put in place because to the tropical storm that come through a couple of weeks ago.*
- *Commissioner McNair: So when is the system supposed to get fixed where everybody is getting hot water all the time?*
- *Executive Director Mitchell: Hopefully after the permanent tanks are in, that wouldn't be an issue. That's one of the things that were specified, that it would be consistent. These tanks are supposedly state of the art. Even the distributor is putting his stamp of approval on the tankless system. We are also going to invest in annual maintenance – outside vendor – to come in and do monthly maintenance. Then we will have somewhat of a cheat sheet for the in-house maintenance to follow to assist the vendor when they come in. So if we get isolated incidents, they'll know exactly what they should be doing.*

## **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**

- Commissioner Juszyk: When will the boil water advisory for the city of Passaic be lifted by the Passaic Valley Water Commission?

- Chairman Rodriguez: That's a separate Board Meeting, but I can answer that. Right now, they got approval from the DAP to basically pump new water into the reservoir. That's going to take another ten days before they look at it again. Hopefully the level of contamination goes down so that at point they can lift the boil water advisory. Anyone that wants to follow it, they can follow it on social media or their website. They're giving daily updates on there, as well as where to get water. If anyone needs to get water, Passaic is giving out free water at Shoprite, Eighth Street, Dignity house and City Hall.

- Commissioner Johnson: Can we get an update on the doorbells?

- Chairman Rodriguez: Prior to the storm coming through we got the report on the recommendations and what we need to do. Director Mitchell and her staff have been working with the Coalition to see what things need to get addressed. Unfortunately, the storm came which

*obviously pushed some things back because now we have to concentrate on other issues. But we do have a plan going on. We will be discussing these things and I will fill you in on where we're at.*

*- Commissioner McNair: Can you add building 220. They're lock is still broken. Cats are getting into the building.*

### **NEW BUSINESS:**

*-Chairman Rodriguez: Over at Aspen Place, there was a sink hole. We were trying to figure out for a while now on what we can do to fix it. We were able to coordinate with the Mayor. He was able to allocate some money to be able to fix the basketball court and the baseball field. I don't have a timeline yet. I want to extend our thanks to the Mayor.*

*- Commissioner Johnson: I would like to thank Director Mitchell. I also spoke to Leidy and Evelyn Robinson. I want to thank Rob, Charleen, Paulette and Ricky for distributing the water over on Sixth St.*

*-Executive Director Mitchell: In the chat I have a couple of concerns, but I'm going to let the attendees know that I will put them in, hopefully to have them addressed before the next meeting. I don't want them to think I'm not paying attention to the chat. Some of these items should have been sent through info email and I would have brought it up at the citizen comment. I do see your questions and I will forward them to the respective employees to address. I will acknowledge them at the next Board Meeting.*

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

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

### **ADJOURNMENT**

6:55 p.m.

Respectfully submitted,

Pamela Mitchell

Executive Director