

1 PATERSON HOUSING AUTHORITY
2 PATERSON, NEW JERSEY
3 TUESDAY, JANUARY 17, 2017
4 COMMENCING AT 5:34 P.M.
5 WORKSHOP MEETING

6 THERE BEING PRESENT:

7 REV. MICHAEL McDUFFIE, CHAIRPERSON

8 PETER RENDINA, VICE CHAIRPERSON

9 REV./DR. DOUGLAS L. MAVEN

10 BRENT NATION, COMMISSIONER

11 ROBERT F. GUARASCI, COMMISSIONER

12 ALSO PRESENT:

13 IRMA GORHAM
14 EXECUTIVE DIRECTOR

15 DALE JONES
16 ASSISTANT EXECUTIVE DIRECTOR

17 TERI DIAS
18 DEPARTMENT OF MODERNIZATION & DEVELOPMENT

19 LYNETTE WARREN
20 RECORDING SECRETARY

21 DELINDA HOLMES
22 ASSISTANT PURCHASING AGENT

23
24 **KIM O. FURBACHER, C.C.R., R.M.R.**
25 **P.O. BOX 213**
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ALSO PRESENT (cont'd):

JOHNNIE JACKSON
DIRECTOR OF LEASING & OCCUPANCY

ILEANA KMECH
PERSONNEL OFFICER

THERESA MIMS
COMPLIANCE OFFICER

M A N A G E R S P R E S E N T:

CLARA CANTY, PROPERTY MANAGER
ALBERTA BOULWARE, PROPERTY MANAGER

A P P E A R A N C E S:

ROGUT McCARTHY TROY, LLC
BY: PATRICE E. HEW, ESQ.
COUNSEL FOR THE PATERSON HOUSING AUTHORITY

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1 ACTING CHAIRPERSON RENDINA: Good
2 evening.

3 ALL: Good evening.

4 ACTING CHAIRPERSON RENDINA: How is
5 everybody?

6 ALL: Good.

7 ACTING CHAIRPERSON RENDINA: Good.

8 The Commissioners of the Housing
9 Authority of the City of Paterson are hereby called
10 to a Regular Meeting following the Workshop, here at
11 the offices of the Authority, on this date, which is,
12 of course, Tuesday, January 17, 2017.

13 ROLL CALL

14 ACTING CHAIRPERSON RENDINA: Roll call.

15 (At this point in the proceeding roll
16 call is taken with Commissioners Guarasci, Maven,
17 Nation, and Acting Chairperson Rendina present, with
18 Commissioners Bonds, Ramirez, and Chairperson
19 McDuffie absent.)

20 ACTING CHAIRPERSON RENDINA:
21 Chairperson McDuffie is on his way. Ten minutes.

22 EXE. DIR. GORHAM: This is a duly
23 advertised Regular Meeting of the Board of
24 Commissioners of the Housing Authority.

25 Notice of this meeting was given to

1 newspapers of local circulation in 2016.

2 A copy of this notice was filed with
3 the City Clerk of Paterson.

4 These things were done to comply with
5 the Open Public Meetings Law.

6 BIDS/CONTRACTS

7 EXE. DIR. GORHAM: Modernization.

8 MR. JONES: Teri is here.

9 EXE. DIR. GORHAM: Teri, I didn't see
10 you come in.

11 Teri.

12 MS. DIAS: Good evening.

13 ALL: Good evening.

14 MS. DIAS: Modernization has five
15 resos, the first two are for the 2015 CFP Budget
16 Revision No. 7, and the second one is of the right
17 for the 2016 CFP Budget revision.

18 Whereas, the Housing Authority of the
19 City of Paterson is reprogramming funds to include or
20 remove work items in the 2015 Capital Fund Program
21 Budget.

22 Whereas, some work items have resulted
23 in a shortage and/or excess of funds in the approved
24 budget.

25 Now, therefore, be it resolved by the

1 Board of Commissioners of the Housing Authority that
2 they hereby authorize staff to revise the 2015 and
3 the 2016 Capital Fund Budgets in accordance with the
4 attached narrative.

5 Be it further resolved all proposed
6 changes within the 2015 and 2016 budget are in
7 accordance with the Housing Authority's approved
8 Five-Year Plan and the revised budget will be
9 submitted to HUD upon Board approval.

10 ACTING CHAIRPERSON RENDINA: Questions,
11 comments?

12 COMMISSIONER MAVEN: Just some.

13 I am glad to see the cameras in the
14 elevators.

15 EXE. DIR. GORHAM: Cameras in the
16 elevators is on the list?

17 MS. DIAS: I can't hear him.

18 COMMISSIONER MAVEN: I see we're adding
19 cameras to the elevators, right?

20 MS. DIAS: Yes, at ten.

21 The next resolution is for a contract
22 award for electrical panel and masonry improvements
23 at NJ21-6-1.

24 The Housing Authority advertised for
25 receipt of bids for the electrical panel and

1 maintenance improvements at NJ21-6-1, Nathan Barnert
2 Homes.

3 Whereas, nine entities picked up plans
4 and specs, and six bids were returned.

5 Now, therefore, be it resolved by the
6 Board of Commissioners of the Housing Authority that
7 they hereby authorize staff to award a contract to
8 Margonis Electrical of Garfield, New Jersey, the
9 lowest responsible bidder, in an amount not to exceed
10 \$69,000.

11 Be it further resolved, the 2016
12 capital fund budget will be revised to include the
13 difference between the contract amount and the budget
14 amount.

15 ACTING CHAIRPERSON RENDINA: Questions,
16 comments?

17 (No response.)

18 ACTING CHAIRPERSON RENDINA: Next.

19 MS. DIAS: The next resolution is a
20 contract award for roof replacement at NJ21-12,
21 Sojourner Douglass Homes.

22 The Housing Authority advertised for
23 receipt of bids for roof replacement at NJ21-12,
24 Sojourner Douglass Homes.

25 Whereas, nine entities picked up plans

1 and specs, and five were returned.

2 Now, therefore, be it resolved by the
3 Board of Commissioners that they hereby authorize
4 staff to award a contract to MBT Contracting of
5 Lincoln Park, New Jersey, the lowest responsible
6 bidder, in an amount not to exceed \$83,800.

7 Be it further resolved that the 2015
8 CFP Budget will be revised to include the difference
9 between the contract amount and the budget amount.

10 ACTING CHAIRPERSON RENDINA: Questions,
11 comments.

12 COMMISSIONER MAVEN: Just, it amazes me
13 how they bid on these. One is almost double the
14 lowest bidder.

15 ACTING CHAIRPERSON RENDINA: Sometimes
16 triple.

17 All right. Next.

18 MS. DIAS: Our next reso is for
19 contract amendment No. 1 for time extension for
20 Exemption Six.

21 Whereas, as its meeting of March 21st,
22 2016, the Board of Commissioners awarded a contract
23 to LAN Associates in an amount not to exceed \$87,890
24 for an RFP for Exemption Six approval.

25 Whereas, based on LAN's

1 architectural/engineering experience in connection
2 with obtaining the Exemption Six status for other
3 Housing Authorities, the total timeframe for this
4 project should be between 18 and 24 months.

5 Whereas, the architect and staff agree
6 that this extension is warranted.

7 Now, therefore, be it resolved by the
8 Board of Commissioners that they hereby authorize
9 Change Order No. 1 to extend the contract time of
10 completion between the Housing Authority and LAN for
11 a total of 580 days, extending the contract to
12 May 20th, 2018.

13 ACTING CHAIRPERSON RENDINA: Questions?

14 COMMISSIONER MAVEN: Yes.

15 What is the genesis of this?

16 EXE. DIR. GORHAM: It's our boiler.

17 MS. DIAS: The boilers. It's for
18 cameras in all the boilers.

19 EXE. DIR. GORHAM: 24 hours.

20 MR. JONES: Let me just explain that,
21 Commissioners.

22 The State of New Jersey requires the
23 Housing Authority to have 24-hour monitoring of our
24 boiler rooms, because of the type of boilers. We're
25 under a temporary exception currently where we don't

1 have to provide that type of monitoring. And the
2 tradeoff to that states that we have to apply for
3 Exemption Six.

4 So the architect is now designing the
5 system where we will have remote monitoring both --
6 we have to design the site, and so LAN Engineering is
7 doing that design currently and has to get state
8 approval. And then there will be another contract
9 for implementation, where they will design and
10 implement the system that will do the monitoring
11 inside the boiler room, which will allow us to
12 allocate our resources where it's needed most and we
13 don't have to have 24-hour monitoring on each boiler
14 room.

15 COMMISSIONER GUARASCI: I'm just
16 curious, who actually then will monitor the cameras
17 that are installed? Is that an outside service or do
18 we do it?

19 MR. JONES: Well, it's a twofold.

20 We did a review of the Newark Housing
21 Authority, and the way they have it designed is that
22 it's monitored during the day by their staff during
23 normal working hours, and then at night it sends off
24 an alarm to a cellphone, whoever you designate as
25 emergency personnel, and it tells you where the

1 emergency is. Say if a boiler goes down, it sends
2 off a signal, but these cameras can remotely look at
3 the boiler room from your smart phone or wherever you
4 have it set up.

5 MR. GUARASCI: Okay. Thank you.

6 COMMISSIONER MAVEN: Technology!

7 MR. GUARASCI: Great!

8 MS. DIAS: Our next reso is for Change
9 Order No. 1 for contract increase for the upgrade of
10 elevator and motor electronics at NJ21-10.

11 Whereas, at its meeting of March 21st,
12 2016, the Board of Commissioners awarded a contract
13 to Slade Elevator in an amount not to exceed
14 \$332,289.

15 Whereas, staff revised the scope to
16 install cameras in the elevators, including wiring to
17 the cashiers' office, at a cost of \$6,781.50.

18 Whereas, the architect and staff agree
19 that these fees are reasonable.

20 Now, therefore, be it resolved by the
21 Board of Commissioners that they hereby authorize
22 Change Order No. 1 in an amount not to exceed
23 \$6,781.50 to the contract between the Housing
24 Authority and Slade in an amount not to exceed
25 \$339,070.50.

1 Be it further resolved that the 2015
2 CFP Budget will be revised to include the difference
3 between the contract amount and the budget amount.

4 ACTING CHAIRPERSON RENDINA: Thank you.

5 COMMISSIONER NATION: A question.

6 ACTING CHAIRPERSON RENDINA: Yes.

7 COMMISSIONER NATION: These cameras are
8 little round ones that I see in some elevators?

9 MS. DIAS: I believe so, yes.

10 COMMISSIONER NATION: Okay.

11 And they will just be recording, there
12 will be no monitoring really?

13 Will we be monitoring the elevators?

14 MR. JONES: I think they're going to be
15 just recording.

16 COMMISSIONER NATION: So if something
17 happens, we can say let's go back to the video,
18 because we know we had an issue?

19 EXE. DIR. GORHAM: Uh-huh.

20 ACTING CHAIRPERSON RENDINA: How long
21 will they keep the information from the recording?

22 MR. JONES: Normally it's 30 days,
23 Commissioner.

24 ACTING CHAIRPERSON RENDINA: What's
25 that?

1 MR. JONES: So normally the way these
2 DVRs work, it depends on the traffic that they have
3 in the building. So normally it's recorded for
4 30 days and it starts overriding again.

5 So our process now is that once we
6 learn of any incident, we make a copy of that
7 incident and save it, so that way we can come back.

8 ACTING CHAIRPERSON RENDINA: Is it 30
9 days or is it the time that it's used?

10 MR. JONES: Well --

11 VICE-CHAIRPERSON RENDINA: Overnight
12 those elevators are never used. Are we recording
13 that?

14 MR. JONES: No, it's recorded by
15 motion.

16 COMMISSIONER NATION: Elevator opens,
17 light comes on?

18 MR. JONES: Yes.

19 We've converted most of our cameras to
20 motion, as we upgrade the old ones.

21 ACTING CHAIRPERSON RENDINA: It should
22 be more than 30 days then.

23 MR. JONES: It all depends on the
24 traffic. It can be more. We've seen up to 60 days
25 at some of our sites. We've gone back 60 days and

1 we've seen pictures.

2 COMMISSIONER NATION: Because of lack
3 of motion?

4 MR. JONES: Yes.

5 ACTING CHAIRPERSON RENDINA: Department
6 of Leasing & Occupancy, who has that?

7 EXE. DIR. GORHAM: The next one is the
8 software.

9 MR. JONES: Commissioners, the next
10 resolution is seeking your approval for the purchase
11 of our antivirus software.

12 Our current contract with the software
13 company will expire in February of 2017. And our IT
14 company and staff met, and we've received quotes from
15 three vendors, and we are seeking your approval to
16 purchase the antivirus from Symantec Endpoint
17 Protection from SHI of Somerset, New Jersey, at a
18 cost of \$3,567 for three years.

19 ACTING CHAIRPERSON RENDINA: What is
20 that going to do?

21 MR. JONES: Well, this is a virus for
22 all our computers.

23 ACTING CHAIRPERSON RENDINA: I
24 understand what a virus is.

25 MR. JONES: It hopefully protects us

1 from a virus. So this is a requirement that we have.

2 ACTING CHAIRPERSON RENDINA: Where
3 would we contract most of the viruses?

4 MR. JONES: Where?

5 ACTING CHAIRPERSON RENDINA: Yes. How
6 would they get into our system?

7 MR. JONES: Well, you know, through --

8 EXE. DIR. GORHAM: Folks going to a
9 website, spam mail, Housing Authority mail.

10 ACTING CHAIRPERSON RENDINA: I am a
11 Macys guy. If I'm on Macys, can I get a Macys virus?

12 MR. JONES: I don't know if you can get
13 a Macys virus, but it's possible you can get a virus.

14 ACTING CHAIRPERSON RENDINA: I'm just
15 saying, I don't know if it is or isn't.

16 MR. JONES: It is possible.

17 ACTING CHAIRPERSON RENDINA: Does that
18 give me a discount?

19 MR. JONES: For Macys?

20 ACTING CHAIRPERSON RENDINA: Yes. I
21 get shirts from there.

22 MR. JONES: I don't know.

23 COMMISSIONER NATION: This Symantec
24 Endpoint Protection, has their dossier included
25 organizations like us? Because we know nowadays, at

1 my job, viruses come in emails and they look real.
2 So, I mean, the cheapest is not always the best, but
3 did they stand up to an organization of our size,
4 sensitivity?

5 MR. JONES: Yes, Commissioner. Our IT
6 consultant recommended that we switch.

7 We currently have Cofas (phonetic),
8 they suggested that we switch to Symantec, which
9 provides the iCloud and the regular protection. So
10 this software will give us both, and because it gives
11 us iCloud, we are protected.

12 COMMISSIONER NATION: All right.

13 ACTING CHAIRPERSON RENDINA: Next,
14 boiler repairs.

15 EXE. DIR. GORHAM: Boiler repairs.

16 MS. MIMS: The next resolution is
17 emergency boiler repairs.

18 Whereas, on November 29, 2016, the
19 Compliance Officer notified the Assistant Executive
20 Director of the cost to replace leaking equipment
21 used in the winter season for the boilers.

22 (Chairperson McDuffie is present at
23 5:48 p.m.)

24 MS. MIMS: After investigating repair
25 against replacement, replacement was more

1 cost-effective.

2 After reviewing the situation with
3 Larry Sawey, Boiler Mechanic, the Compliance Officer
4 deemed this an emergency due to the health and safety
5 of our residents for the continued supply of heat.

6 Whereas, the boiler mechanic contacted
7 three vendors for repairs and equipment. However,
8 the repairs were more than the cost of the
9 replacement, due to the cost of labor that would be
10 involved.

11 Hence, a purchase order was issued to
12 GS Dunham LLC for two duplex condensate pumps and two
13 very-vac/condensate units, for a cost of \$47,600.

14 The cost of these items will be paid
15 from current unobligated funds from the current
16 year's budget.

17 Now, therefore, be it resolved by the
18 Board of Commissioners of the Housing Authority of
19 the City of Paterson that they hereby authorize staff
20 to authorize the retroactive approval of the
21 emergency purchase of the equipment for AMP #1 and
22 AMP #3.

23 The equipment will be installed by a
24 Boiler Mechanic Larry Sawey to save on labor costs
25 for installation.

1 CHAIRPERSON McDUFFIE: Questions,
2 comments?

3 MR. GUARASCI: The question I have is,
4 you know, that's a unanticipated hit at \$47,000. In
5 the Authority's budget, is there a line for emergency
6 repairs like this?

7 MR. JONES: Let me answer that.

8 Commissioners, we do have a line that's
9 called "Extraordinary Maintenance" in our budget that
10 we normally budget for unforeseen items that come up
11 during the budget year. In this particular instance,
12 we also had the Manager/Compliance Officer, Ms. Mims,
13 look back at items in the budget that they did not
14 use, and we revised the budget to cover some of these
15 costs.

16 COMMISSIONER GUARASCI: Okay. Thank
17 you.

18 COMMISSIONER NATION: A question.

19 Over the last couple of months, we have
20 been losing a lot of boilers. Have we thought of
21 looking at all our boilers, the ages, the amount of
22 repairs, and probably put a Capital Budget and say,
23 okay, over the next, 3, 4 years, we're going to,
24 because it might, like Ms. Mims said, it was cheaper
25 to replace. So if I have a ten-year boiler, it's

1 broken down twice, maybe I should just for next
2 year's Capital, replace, because how many more
3 emergencies are there going to be? And maybe, you
4 know, we can avoid this, if we had it planned in our
5 Capital Budget instead of an emergency contingency
6 budget.

7 MR. JONES: Well, it wasn't planned as
8 an emergency, I'm just correcting the Commissioner.

9 But, to answer your question, there is
10 a Capital Budget and a needs assessment that was done
11 that MOD did, this was two years ago. So there is a
12 projection out in the future as to what the boiler
13 cost would be.

14 These particular boilers that Ms. Mims
15 referenced relate to the individual units, not our
16 major big boilers.

17 COMMISSIONER NATION: Oh?

18 MR. JONES: So some of these are the
19 individual smaller units.

20 And in terms of Riverside Terrace
21 Development, we had issues with, you know, where a
22 certain boiler room, we had problems. So, you know,
23 we had to do it in order to go through the winter
24 season.

25 COMMISSIONER NATION: All right.

1 CHAIRPERSON McDUFFIE: Okay.

2 Questions, comments? Any other?

3 (No response.)

4 CHAIRPERSON McDUFFIE: Okay. Are we at
5 the Department of Administration, bids and contracts,
6 second term option, independent auditor, that's we're
7 at?

8 MS. HOLMES: Yes.

9 Good evening.

10 The next resolution is for a second
11 term, an extension with our current independent
12 auditor. And it reads:

13 Whereas, the Board of Commissioners of
14 the City of Paterson, at its March 16, 2015 meeting,
15 approved award of a contract to Fallon & Larsen LLP
16 for independent auditing services for the Housing
17 Authority of the City of Paterson and for PDMC, which
18 is Paterson Development & Management Corporation, for
19 fiscal year ending 3/31/15 and 3/31/16, and for tax
20 returns for all related PHA nonprofits, as well as
21 Sojourner Douglass, by Resolution #15-03-039, at a
22 fee of \$40,680.

23 Whereas, staff desires to exercise a
24 second term clause contained in that resolution with
25 Novogradac & Company LLC, which was formerly Fallon &

1 Larsen LLP, to extend their contract with the Housing
2 Authority of the City of Paterson and with the
3 Paterson Development & Management Corporation, and
4 all related nonprofits, including Sojourner Douglass.

5 Now, therefore, be it resolved by the
6 Board of Commissioners of the Housing Authority of
7 the City of Paterson that they hereby authorize staff
8 to exercise that option with Novogradac & Company LLP
9 out of Toms River, New Jersey, for an additional two
10 years of independent auditing services at a fee of
11 \$40,680, as outlined in their proposal.

12 CHAIRPERSON McDUFFIE: Questions,
13 comments?

14 MR. GUARASCI: One minor thing.

15 Just that last paragraph, it reads
16 "\$43,680," so we may just want to correct that.

17 MS. HOLMES: That's a typographical
18 error, it's \$40,680.

19 COMMISSIONER GUARASCI: The other
20 question I have is: What is the Paterson Development
21 & Management Corporation?

22 EXE. DIR. GORHAM: It's a
23 not-for-profit arm of the Housing Authority.

24 MR. GUARASCI: Okay.

25 EXE. DIR. GORHAM: Some years back,

1 Housing Authorities nationally exercised the ability
2 to have not-for-profits. And with our tax credit
3 jobs, they do play a role in the structure. So
4 that's what it is.

5 MR. GUARASCI: And is this Board the
6 board of those?

7 EXE. DIR. GORHAM: No, it has its own
8 separate board. I think there may be two members
9 from this Board that are on that board, but it's made
10 up of a business entity, a number of residents, a
11 community person, but it's a totally independent
12 board.

13 MR. GUARASCI: Okay. Thank you.

14 CHAIRPERSON McDUFFIE: Next,
15 operations.

16 MR. JONES: The next resolution,
17 Commissioners, the next two relate to our budget for
18 the fiscal year beginning April 1st, 2017, amended
19 March 31st, 2018.

20 And the first resolution recites that
21 the Finance Committee met on January 17, 2017 --
22 January 12th. We met on January 12th, and we are
23 presenting this budget that reflects a total of
24 \$45,669,717 in total revenues, and total expenditures
25 of \$44,444,391.

1 And we anticipate utilizing from this
2 budget 0 from the reserves and kept our budgets
3 reflecting \$2 million -- there's a typo in the
4 resolution, Commissioners, in that third paragraph,
5 it's \$2,437,978 that we anticipate in Capital funds
6 for this budget.

7 We're seeking your approval for this
8 budget to be approved, along with the regular
9 Operating Budget.

10 The second one has to do with
11 project-based, which we put a little more details in
12 there by program as to the anticipated surplus that
13 we have in the budget on that second resolution.

14 And this is the budget that will be
15 forwarded to the State of New Jersey, the first one,
16 that is due on or before February 1st, 2017.

17 CHAIRPERSON McDUFFIE: Go ahead.

18 COMMISSIONER GUARASCI: So, I'm
19 gathering here, I guess for the first time, that this
20 is the budget that's being constructed for the
21 Authority's fiscal year that begins on April 1st, and
22 there's a requirement that it must go before the
23 Division of Local Government Services by
24 February 1st?

25 MR. JONES: Yes, 60 days before the

1 start of the fiscal year, yes.

2 COMMISSIONER GUARASCI: How does this
3 Authority construct a budget, and what, if any, is
4 the role of the Board in that process?

5 MR. JONES: So, traditionally this is
6 how the budget is constructed, Commissioners. We
7 gather information from the Property Managers as to
8 what their need is, and this is from the Accounting
9 Department side, and we tailor the information, and
10 we look at the past year actuals based on what we've
11 done agency-wide, and we construct what is called a
12 "Project-based Budget" -- the detail in the bigger
13 package -- by program.

14 Similar to how we report financial
15 statements to HUD, we construct the budget in a
16 similar fashion. And once that is done, we present
17 the budget to the Finance Committee of the Board,
18 which is made up of three Commissioners. And then it
19 comes before the Board for approval.

20 The State of New Jersey, because we are
21 a statutory entity, requires all public entities to
22 submit a budget, even though we receive no funding
23 from the state.

24 And you will see this budget twice.
25 The state requires us to forward the budget to the

1 state and they will review the budget, look at our
2 last audit, make sure that everything is in order,
3 and then they return it to us and say everything is
4 okay, you can now adopt the budget.

5 We now come back to the Board with
6 another resolution that says "approval of adopted
7 budget."

8 And then we send it back to the state,
9 and the state finally signs off on it and sends it
10 back to us.

11 COMMISSIONER GUARASCI: So, essentially
12 this authorizes us to go to the Division of Local
13 Government Services. Once they sign off on it, it
14 will come back for another resolution of this body.
15 Is that right?

16 MR. JONES: Yes.

17 EXE. DIR. GORHAM: And just cite that
18 they approved it and it comes back.

19 COMMISSIONER GUARASCI: The only thing
20 I would ask, being new, and maybe it's done in some
21 other way or maybe it's done in committee, it would
22 be very helpful given, I'll speak for myself, my
23 fiduciary role as a member of the Board of
24 Commissioners voting on how \$44 million is going to
25 be spent, to have a better understanding of what the

1 budget consists of. And even though it's here,
2 sometimes this is a little dry and difficult to
3 understand, particularly for a novice. So would it
4 be possible the next time this comes around to have
5 something of a presentation that just sort of in the
6 big picture way says here's how much we spent on
7 salaries, here's how much we spent on maintenance and
8 repair, here's how much we spent on insurance, just
9 so that, at least myself, and I don't know how the
10 other Commissioners feel, would have just a more
11 genuine and better understanding of the budget
12 components?

13 MR. JONES: Okay. So, if I understand
14 you clearly, are you asking at the meeting for us to
15 present that in the open meeting?

16 COMMISSIONER GUARASCI: I mean --

17 COMMISSIONER MAVEN: I think the time
18 we did before, a couple of years ago, we had a Board
19 meeting, we reviewed the budget as a Board. So, I
20 mean, that's all we're talking about, reviewing the
21 budget so we have a better understanding of it. So
22 that's nothing new.

23 EXE. DIR. GORHAM: Well, I think
24 sometimes we're like up against the --

25 COMMISSIONER MAVEN: The timeline.

1 EXE. DIR. GORHAM: The time limit, and
2 everything that goes in the budget is by resolution
3 in some form.

4 Just as an example, the insurance.
5 Before the insurance is dropped into the budget, it
6 comes as a resolution to the Board of how much the
7 insurance is going to be and what that amount is. So
8 I think for this time, we do have the Reorganization
9 Meeting February 1st, and at that time we can do a
10 breakout of salary, maintenance costs, because we
11 spend a lot of time on this budget, and it's somewhat
12 in a formula, that the state requires it in one form,
13 HUD requires it in another form, and the auditors,
14 you know, come behind and put it all together. But
15 at the end of the day, you want to see what's A,
16 what's B and C. So at the February meeting, we can
17 do a breakout summary --

18 MR. JONES: Sure.

19 EXE. DIR. GORHAM: -- that will reflect
20 what those numbers are, that's no issue. Because
21 these forms are constantly changing, and they're all
22 somewhat electronic, so we're just dropping in
23 numbers and then it like spits it out. You can't
24 drop numbers just to drop in numbers, it kicks you
25 out. But we can do that, that's not an issue.

1 COMMISSIONER GUARASCI: The other
2 thought I had, and maybe not now, but maybe for
3 futures years, is perhaps, many public agencies give
4 the public an opportunity before the budget is
5 constructed to come to a hearing to say, hey, here's
6 what we think our budget ought to include, you know,
7 in my building we have problems all the time with the
8 elevator.

9 EXE. DIR. GORHAM: That is done as part
10 of the Housing Plan that we submit in September.
11 Every resident group, every resident, we have a
12 series of about 3 or 4 meetings here, we go through
13 the budget, we go through --

14 COMMISSIONER GUARASCI: Okay.

15 EXE. DIR. GORHAM: -- what's going to
16 go on in their building. They offer suggestions. So
17 there is a process on the resident end also.

18 COMMISSIONER GUARASCI: Okay. That's
19 good to know.

20 Thank you.

21 EXE. DIR. GORHAM: Yes.

22 CHAIRPERSON McDUFFIE: Okay.

23 MR. JONES: The next resolution,
24 Commissioners, is Bill List No. 1 and Bill List No.
25 2.

1 CHAIRPERSON McDUFFIE: Any questions on
2 the bills?

3 (No response.)

4 COMMISSIONER GUARASCI: Just to
5 confirm, the Continuum of Care Payments is No. 2?

6 MR. JONES: Bill No. 2, yes.

7 COMMISSIONER GUARASCI: So that's the
8 one I would abstain on?

9 MR. JONES: Yes.

10 COMMISSIONER GUARASCI: Okay.

11 CHAIRPERSON McDUFFIE: Personnel, new
12 hire.

13 MS. KMECH: Good evening.

14 CHAIRPERSON McDUFFIE: Good evening.

15 MS. KMECH: We have three resolutions.

16 The first one is a new hire for a
17 Construction Inspector.

18 Whereas, advertisements were placed on
19 Indeed, NJIT, and Rutgers to fill the grant-funded
20 position of Construction Inspector (part-time).

21 And, whereas, interviews were conducted
22 with two of the eight responses received.

23 Whereas, recommendation is being made
24 to appoint Devin Del Rio of Bloomfield, New Jersey,
25 to fill the position of Construction Inspector

1 part-time.

2 Mr. Del Rio is currently a first
3 semester senior at NJIT, pursuing a degree in
4 construction management technology, and has completed
5 two years of study in architecture.

6 Now, therefore, be it resolved by the
7 Board of Commissioners of the Housing Authority of
8 the City of Paterson that Mr. Del Rio would be
9 appointed to the grant-funded position of
10 Construction Inspector (part-time) with effect from
11 the beginning of February.

12 Be it further resolved that this
13 grant-funded appointment is subject to all applicable
14 Housing Authority and state Civil Service Commission
15 rules and regulations.

16 MS. HEW: That's not Civil Service. We
17 are no longer in the Civil Service Commission for all
18 new hires.

19 COMMISSIONER MAVEN: I'm sorry, what is
20 that?

21 MS. HEW: We're no longer in the Civil
22 Service Commission for all new hires. I think it was
23 effective September.

24 EXE. DIR. GORHAM: Yes.

25 COMMISSIONER NATION: So this person

1 has had for one year, how much funding from the
2 grant? Is it a one year grant?

3 MS. KMECH: I believe it's a one year
4 grant.

5 COMMISSIONER NATION: If we don't get
6 it back, this person is absolved to go?

7 EXE. DIR. GORHAM: No, this is a
8 part-time position as part of -- Teri.

9 MS. DIAS: As part of the HOPE VI grant
10 that we have for the past five years, and the grant
11 runs out in September.

12 COMMISSIONER NATION: In September?

13 EXE. DIR. GORHAM: Yes.

14 MS. DIAS: Yes.

15 COMMISSIONER NATION: And after
16 September?

17 MS. DIAS: That's it.

18 COMMISSIONER NATION: So we don't
19 absorb?

20 EXE. DIR. GORHAM: No.

21 MR. JONES: It is possible that we
22 could absorb from capital funding, because the
23 contracts could go on, if there's an extension. But
24 because it's part-time, Commissioner, you can
25 terminate at anytime.

1 COMMISSIONER NATION: Okay.

2 EXE. DIR. GORHAM: That's the point.

3 COMMISSIONER NATION: So in September,
4 you and I have a conversation if we're going to keep
5 this fella?

6 MR. JONES: Well, it will come through
7 MOD, not me.

8 COMMISSIONER NATION: What I mean is, I
9 just need to know that, one, I know somebody is
10 working and we don't know whether he will be paid.
11 And if we're keeping him, he knows it's due to the
12 grant. And if we extend it, it will be grant funded?

13 MR. JONES: That's correct. There's
14 money set aside on the grant currently for this
15 position.

16 COMMISSIONER NATION: Okay. All right.

17 EXE. DIR. GORHAM: Right.

18 And we had someone in this position,
19 but they got a better job, so we're rehiring for the
20 work that's going on with the Apollo Dye.

21 COMMISSIONER NATION: Okay.

22 CHAIRPERSON McDUFFIE: Okay. Update
23 Handbook with new policy.

24 MS. KMECH: Whereas, the Paterson
25 Housing Authority will implement a Cellphone Policy.

1 Whereas, employees are expected to
2 exercise discretion in using personal cellphones, and
3 employees are encouraged to make personal phone calls
4 during breaks and lunch, and to ensure that friends
5 and family members are aware of the PHA policy.

6 Whereas, cellphones are to be charged
7 and must be kept on 24 hours a day. As an essential
8 employee, it may require the PHA to communicate with
9 you in the case of an emergency.

10 Whereas, employees whose job
11 responsibilities include driving or equipment
12 operation should refrain from using their phones
13 while driving a Housing Authority vehicle or driving
14 any other vehicle.

15 Now, therefore, be it resolved by the
16 Board of Commissioners of the Housing Authority of
17 the City of Paterson that they hereby authorize the
18 new policy to be included in the Employee Handbook.

19 CHAIRPERSON McDUFFIE: Questions,
20 comments?

21 COMMISSIONER NATION: Do you limit
22 personal calls? I didn't get to look at it, but did
23 you spell out that personal calls should be limited,
24 and that if it goes above a certain point, there will
25 be a process, like warning that you're overusing

1 personal calls? I mean, other parts seem logical,
2 but how do you monitor personal calls really?

3 MS. KMECH: Well, if you see an
4 employee that's on the phone a lot, you know, if you
5 walk by and you see they're on the phone, you just
6 monitor the employees. And if you see that it's
7 excessive, then we bring the employee in and we speak
8 to them about that, that we notice you've been on
9 your phone and let them explain why they're on the
10 phone, maybe there's something going on, maybe they
11 have a personal issue. But it's really just
12 monitoring employees and to let them know that it
13 does interfere with their work performance.

14 COMMISSIONER NATION: Okay. I just
15 want it to be clear, so if someone does abuse,
16 they're dealt with and it's not all hazy gray,
17 because sometimes we think we have a tight policy and
18 when we actually go to discipline, that's when we see
19 all the gray stuff coming out.

20 MS. KMECH: Right.

21 COMMISSIONER GUARASCI: Just a comment,
22 and it's kind of picky, but I think the resolution
23 should be written in the third person, because where
24 it says, "Whereas, cellphones are to be charged and
25 must be kept on 24 hours a day. As an essential

1 employee, it may require the PHA to communicate with
2 you in the case of an emergency," it should probably
3 say something "where the PHA can communicate with its
4 employees in the case of an emergency."

5 Are these prepared by counsel or here?

6 EXE. DIR. GORHAM: By department heads.

7 COMMISSIONER GUARASCI: It's just a
8 suggestion on how they're written. The information
9 is clear, but thank you.

10 MS. KMECH: Okay.

11 COMMISSIONER GUARASCI: Thank you.

12 MS. KMECH: Okay.

13 CHAIRPERSON McDUFFIE: Go ahead.

14 MS. KMECH: The last one is for Dale
15 Jones' continuation of leave of absence.

16 Whereas, Dale Jones as been appointed
17 to the unclassified position of Assistant Executive
18 Director.

19 And, whereas, in order to preserve his
20 Civil Service status; in May 2005, Mr. Jones
21 requested a leave of absence from this permanent
22 title of Senior Accountant, and the Board of
23 Commissioners granted this request by adoption of
24 Resolution #05-05-71, dated May 16, 2005, and yearly
25 thereafter.

1 Now, therefore, be it resolved by the
2 Board of Commissioners of the Housing Authority of
3 the City of Paterson that Dale Jones be permitted to
4 take a leave of absence from his permanent Civil
5 Service title.

6 And be it further resolved that in
7 compliance with the New Jersey Civil Service
8 Commission Title 4A:6-1.1, this leave is
9 retroactively effective from January 1st, 2017 to
10 December 31st, 2017, after which Dale Jones will have
11 to reapply in order to continue said leave.

12 COMMISSIONER GUARASCI: The only
13 question I have is, nothing to do with Dale, but I
14 thought I heard earlier that we no longer participate
15 in this Civil Service.

16 MS. HEW: For new hires.

17 COMMISSIONER GUARASCI: So folks who
18 are already in?

19 MS. HEW: Are grandfathered in and
20 their benefits continue.

21 COMMISSIONER GUARASCI: Okay. Thank
22 you.

23 CHAIRPERSON McDUFFIE: Okay. Are there
24 anymore resolutions? That's it?

25 MS. HEW: That's it.

1 CHAIRPERSON McDUFFIE: Okay. Can I get
2 a motion to close?

3 VICE-CHAIRPERSON RENDINA: So moved.

4 COMMISSIONER NATION: Second.

5 CHAIRPERSON McDUFFIE: Roll call.

6 (At this point in the proceeding roll
7 call is taken and the motion is passed by a vote of
8 five in favor, with Commissioners Bonds and Ramirez
9 absent.)

10 (Whereupon, the Workshop Meeting is
11 adjourned at 6:12 p.m.)

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C E R T I F I C A T I O N

I, KIM O. FURBACHER, License No. XIO1042, a Certified Court Reporter, Registered Merit Reporter, Certified Realtime Court Reporter, and Notary Public of the State of New Jersey, hereby certify that the foregoing is a verbatim record of the testimony provided under oath before any court, referee, board, commission or other body created by statute of the State of New Jersey.

I am not related to the parties involved in this action; I have no financial interest, nor am I related to an agent of or employed by anyone with a financial interest in the outcome of this action.

This transcript complies with Regulation 13:43-5.9 of the New Jersey Administrative Code.

KIM O. FURBACHER, CRCR, CCR, RMR
License #XIO1042, and Notary Public
of New Jersey

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