

1 PATERSON HOUSING AUTHORITY
2 PATERSON, NEW JERSEY
3 MONDAY, DECEMBER 19, 2016
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 JOEL RAMIREZ, COMMISSIONER

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 FRED VAZQUEZ, DIRECTOR
18 DEPARTMENT OF MODERNIZATION & DEVELOPMENT

19 LYNETTE WARREN
20 RECORDING SECRETARY

21 DELINDA HOLMES
22 ASSISTANT PURCHASING AGENT

23 JUNE BRYANT
24 SECTION III COORDINATOR

25 **KIM O. FURBACHER, C.C.R., R.M.R.**
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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 CHAIRPERSON McDUFFIE: Good evening.

2 ALL: Good evening.

3 CHAIRPERSON McDUFFIE: The
4 Commissioners of the Housing Authority of the great
5 City of Paterson are hereby called to a Regular
6 Meeting immediately following the Workshop, at the
7 offices of this Authority, 60 Van Houten Street, on
8 this date, Monday, December 19th, to discuss and
9 transact upon the following matters listed below.

10 ROLL CALL

11 CHAIRPERSON McDUFFIE: Roll call.

12 (At this point in the proceeding roll
13 call is taken with Commissioners Guarasci,
14 Vice-Chairperson Rendina, and Chairperson McDuffie
15 present, with Commissioners Bonds, Maven, Nation and
16 Ramirez absent.)

17 EXE. DIR. GORHAM: This is a duly
18 advertised Regular Meeting of the Board of
19 Commissioners of the Housing Authority.

20 Notice of this meeting was given to
21 newspapers of local circulation in 2015. A copy of
22 this notice was filed with the City Clerk of
23 Paterson.

24 These things were done to comply with
25 the Open Public Meetings Law.

1 CHAIRPERSON McDUFFIE: Department of
2 Modernization & Development.

3 VICE-CHAIRPERSON RENDINA: Hold on, I
4 have a question, before we do that.

5 There was supposed to be a vote today
6 on whether or not we have to advertise anymore. Does
7 anybody know what happened?

8 EXE. DIR. GORHAM: Advertise what?

9 COMMISSIONER RENDINA: For anything.

10 MS. HEW: I haven't heard.

11 COURT REPORTER: They're still in
12 session.

13 VICE-CHAIRPERSON RENDINA: They're
14 still in session?

15 Okay. Just don't worry about it. It's
16 a long story. I didn't mean to bring it up. I take
17 it back.

18 MS. HEW: Gov. Christie has a bill
19 currently pending before the Legislature as to
20 whether or not public agencies have to advertise
21 anything anymore in the newspapers, it should just be
22 posted on the agency's website or the public entity's
23 website.

24 VICE-CHAIRPERSON RENDINA: I'm telling
25 you, that's the truth. Just letting you know.

1 EXE. DIR. GORHAM: Okay.

2 CHAIRPERSON McDUFFIE: Fred.

3 MR. VAZQUEZ: Whereas, the Housing
4 Authority of the City of Paterson advertised receipt
5 of bids for patio, terrace and balcony repairs at
6 NJ21-9, Joseph Masiello Homes.

7 And, whereas, 10 entities picked up
8 plans and specifications resulting in four bids.

9 Now, therefore, be it resolved by the
10 Board of Commissioners of the Housing Authority of
11 the City of Paterson that they hereby authorize staff
12 to award a contract to SMAC Corporation, 431 N.
13 Midland Avenue, Saddle Brook, New Jersey, the lowest
14 responsible bidder, in an amount not to exceed
15 \$287,000.

16 Be it further resolved that the 2016
17 budget will be revised to include the difference
18 between the contract amount and the budget amount.

19 CHAIRPERSON McDUFFIE: Questions,
20 comments?

21 (No response.)

22 (Commissioner Ramirez is present at
23 5:36 p.m.)

24 CHAIRPERSON McDUFFIE: Let the record
25 show that Mr. Joel Ramirez has arrived.

1 Okay. Next.

2 MR. VAZQUEZ: The next resolution
3 reads:

4 Whereas, the Housing Authority of the
5 City of Paterson advertised for receipt of bids for
6 new vinyl siding, alluminum gutters, replacement of
7 exterior metal entrance handrails, and create wall
8 opening for the air conditioner at NJ21-12, Sojourner
9 Douglass Homes.

10 And, whereas, 11 entities picked up
11 plans and specifications, resulting in six bids.

12 Now, therefore, be it resolved by the
13 Board of Commissioners of the Housing Authority of
14 the City of Paterson that they hereby authorize staff
15 to award a contract to MBT Contracting, 63 Beaver
16 Brook Road, Lincoln Park, New Jersey, the second low
17 cost responsive and responsible bidder, for an amount
18 not to exceed \$291,519.

19 And be it further resolved that the
20 2016 CFP Budget will be revised to include the
21 difference between the contract amount and the budget
22 amount.

23 (Commissioner Nation is present at 5:38
24 p.m.)

25 CHAIRPERSON McDUFFIE: Questions,

1 comments?

2 (No response.)

3 CHAIRPERSON McDUFFIE: Okay. Go right
4 ahead.

5 MR. VAZQUEZ: Okay. The next
6 resolution is somewhat longer, so be patient here.

7 The Board of Commissioners of the
8 Housing Authority of the City of Paterson at its
9 April 18, 2016 meeting, by way of Resolution No.
10 16-04-50, awarded Roizman Development, Inc., 15
11 Project Based Section 8 Vouchers at 105 percent of
12 the FMR in connection with its submission of a
13 proposal for development of 62-family units at
14 NJ21-1, Riverside Terrace Development, as part of a
15 proposed RAD conversion.

16 And, whereas, the 15 PBVs represented
17 25 percent of the total units to be developed, in
18 keeping with HUD regulations.

19 And, whereas, HUD regulations contain
20 language that allows for a waiver of the 25 percent
21 limit, if the development entity provides social
22 services in connection with the project.

23 And, whereas, HACP has received written
24 communication (attached) from Roizman Development
25 Inc. requesting an additional 48 Project Based

1 Vouchers, to increase the total commitment to 63 (one
2 additional unit to be built) at 110 percent FMR.

3 And, whereas, this commitment also
4 includes a \$1.2 million escrow to provide social
5 services through an MOU, which is attached.

6 And, whereas, staff will pursue the
7 required waiver of the 25 percent limit from HUD.

8 And, whereas, by way of this
9 Resolution, staff is proposing authorization to award
10 63 Section 8 Project Based Vouchers, at 110 percent
11 of the HUD published FMRs, for a period of ten years
12 contingent on an annual appropriation by the United
13 States Congress.

14 And, whereas, current HUD regulations
15 allow Housing Authorities discretion to establish
16 payment standards at 90-110 percent (basic range)
17 within an FMR Area/as part of an FMR area and/or in
18 conjunction with a tax credit project.

19 Now, therefore, be it resolved by the
20 Board of Commissioners of the Housing Authority of
21 the City of Paterson that they hereby authorize the
22 award of 63 Section 8 Project Based Vouchers, at
23 110 percent FMR, for a period of ten years for Phase
24 II of the Riverside Terrace RAD Conversion,
25 contingent on annual appropriations by the United

1 States Congress.

2 Be it further resolved that all
3 financial terms and conditions will be subject to
4 approval of a Mixed-Finance Development Proposal to
5 be submitted to HUD prior to financial closing, and
6 that the award is subject to closing no later than
7 March 31st, 2018.

8 CHAIRPERSON McDUFFIE: Questions,
9 comments?

10 Mr. Bob.

11 COMMISSIONER GUARASCI: Yes.

12 I think I need to just educate myself
13 on this a little bit, if you'll excuse me, for not
14 having been here.

15 So is this related to the plans to
16 completely re-make the Riverside Terrace Development?

17 MR. VAZQUEZ: Yes, it's the Housing
18 Authority's plan subject to HUD approval and
19 financing that we will demolish, dispose of, and
20 construct 259 new units at Riverside Terrace
21 Development. Phase II is 63 units of that overall
22 259.

23 COMMISSIONER GUARASCI: Yes, this
24 references Phase I at 80, Phase II at 63, which is
25 143, and then how many additional would there be?

1 MR. VAZQUEZ: There's four phases
2 altogether. So there's 259 units altogether.

3 COMMISSIONER GUARASCI: Okay. And I
4 think I saw that this is also going to be the subject
5 of some hearings at the end of the month. Is that
6 correct?

7 EXE. DIR. GORHAM: Yes.

8 COMMISSIONER GUARASCI: In terms of
9 this project?

10 MR. VAZQUEZ: We're having a public
11 hearing on December 28th at 10:00 a.m.

12 We're having a public hearing on
13 March 4th at 5:30.

14 The hearings are at Riverside Terrace.

15 COMMISSIONER GUARASCI: Okay.

16 So, this is exciting. It's to really
17 re-make that whole complex.

18 How many units are there at present?

19 MR. VAZQUEZ: Currently there's
20 300 units, which 273 are actual on the PIH system.
21 The number of units have been taken offline for
22 issues such as sanitary issues and/or structural
23 damages to the building over the years.

24 COMMISSIONER GUARASCI: So it's
25 essentially almost a one-for-one replacement?

1 MR. VAZQUEZ: Yes. Typically, it would
2 have been, however, we have included a 55,000-square
3 foot parcel that will be dedicated to potential
4 retail establishment in the area as well.

5 COMMISSIONER GUARASCI: The people who
6 live there now will be given a portable voucher, is
7 that the plan?

8 MR. VAZQUEZ: All residents in good
9 standing at the time that we get approval either for
10 demolition or for the RAD conversion will be entitled
11 to a voucher. At present, there's 188 units
12 occupied.

13 COMMISSIONER GUARASCI: Okay. And I'm
14 just curious, I imagine, there was a request for
15 proposals that preceded all of this?

16 EXE. DIR. GORHAM: Yes.

17 COMMISSIONER GUARASCI: And this
18 particular developer obviously scored the highest?

19 EXE. DIR. GORHAM: Yes. We had three
20 responses.

21 MR. VAZQUEZ: That's correct. The
22 proposals were advertised, it will be two years in
23 April of 2017.

24 COMMISSIONER GUARASCI: And last
25 question.

1 Is there any projection on a timeline
2 for this project?

3 MR. VAZQUEZ: Our intent is to go in
4 with two tax credit applications in April, with a
5 view to get awards in September, with a view to close
6 by March 2018, hence the 2018 sign-by-date and
7 construction period 12 months from there, so your
8 first units will be online March 2019.

9 COMMISSIONER GUARASCI: Okay. Thank
10 you. That's helpful background. Thank you, Fred.

11 CHAIRPERSON McDUFFIE: Thank you, Fred.
12 Okay. Department of Leasing &
13 Occupancy.

14 MR. JACKSON: Good evening.

15 The first one is a revision to the
16 Section IV of applying for admission.

17 Whereas, the Quality Housing & Work
18 Responsibility Act of 1998 requires that the Housing
19 Authorities develop Comprehensive Agency Plan prior
20 to the start of the Authority's new fiscal year on
21 April 1st, 2017.

22 And, whereas, the Housing Authority of
23 the City of Paterson revised the Section 8 Program
24 Administrative Plan, which describes in Section IV
25 applying for Admission, subsection J, the Rights to a

1 Grievance Hearing for admission to the Housing Choice
2 Voucher Program.

3 And, whereas, included in the 2017
4 Annual Plan process, the Housing Authority of the
5 City of Paterson has added subsection J to replace
6 the applicant's rights to a grievance hearing with an
7 informal review process.

8 And, whereas, on October 5, 2016, the
9 HACP staff and the Resident Advisory Board
10 representatives met to review the revision to the
11 Administrative Plan Informal Review Process.

12 Now, therefore, be it resolved by the
13 Board of Commissioners of the Housing Authority for
14 the City of Paterson that they hereby approve the
15 revision of Section IV, subsection J of the Section 8
16 Program Administrative Plan presented and discussed
17 at the Public Meeting held on December 6, 2016, which
18 the policy is hereby attached and made part of this
19 resolution.

20 CHAIRPERSON McDUFFIE: Questions,
21 comments?

22 (No response.)

23 CHAIRPERSON McDUFFIE: Okay.

24 MR. JACKSON: The next one is revision
25 of Section XIII of the HQS Inspections.

1 Whereas, the Quality Housing & Work
2 Responsibility Act of 1998 requires that the Housing
3 Authority develop a Comprehensive Agency Plan prior
4 to the start of the Authority's new fiscal year on
5 April 1st, 2017.

6 Whereas, the Housing Authority of the
7 City of Paterson revised the Section 8 Program
8 Administrative Plan which describes in Section XIII
9 of the Housing Quality Standard and Inspections the
10 inspection protocol for units under the Housing
11 Choice Voucher Program.

12 And, whereas, included in the 2017
13 Annual Plan process, the Housing Authority for the
14 City of Paterson, which added Subsection F of the HQS
15 results and Reinspections to establish a protocol for
16 scheduling reinspections, notification of
17 responsibility, abatements, and the termination of
18 Housing Assistance Payment Contract that will now
19 ensure this requirement is done in a timely manner to
20 meet the standards set by HUD.

21 Whereas, on October 12, 2016, the
22 Housing Authority staff and the Resident Advisory
23 Board representatives met to review the revisions to
24 the Administrative Plan inspection protocol.

25 Now, therefore, be it resolved by the

1 Board of Commissioners of the Housing Authority of
2 the City of Paterson that they hereby approve the
3 revision to Section XIII of the Section 8 Program
4 Administrative Plan presented and discussed at the
5 Public Meeting on December 6th, which policy is
6 attached hereto and made part of this resolution.

7 CHAIRPERSON McDUFFIE: Questions,
8 comments?

9 (No response.)

10 CHAIRPERSON McDUFFIE: Okay.

11 MR. JACKSON: 2017 Annual Plan
12 Amendment to the Community Service and
13 Self-Sufficiency Requirement Policy.

14 Whereas, the Quality Housing & Work
15 Responsibility Act of 1998 requires the Housing
16 Authority develop a Comprehensive Agency Plan to the
17 start of the Authority's new fiscal year on
18 April 1st, 2017.

19 Whereas, included in the planning
20 process was an amendment to the Community Service and
21 Self-Sufficiency Requirement Policy, which now allows
22 a tenant who is a member of a family receiving
23 assistance under SNAP, and has been found by the
24 administering state to be in compliance with the
25 program requirements, is exempt from the Community

1 Service requirement.

2 Whereas, on October 5, 2016, the
3 Housing Authority staff and the Resident Advisory
4 Board representatives met to review the revision to
5 the Community Service and Self-Sufficiency
6 Requirement Policy.

7 Now, therefore, be it resolved by the
8 Board of Commissioners of the Housing Authority of
9 the City of Paterson that they hereby approve the
10 amending of the Community Service and
11 Self-Sufficiency Requirement Policy discussed at the
12 Resident Advisory Board meeting on October 5th, which
13 policy is attached hereto and made part of this
14 resolution.

15 CHAIRPERSON McDUFFIE: Questions,
16 comments?

17 If you have to put that in laymen's
18 terms, break that down so someone hearing it for the
19 first time knows exactly what you're talking about.

20 MR. JACKSON: Okay. Part of the
21 Housing & Work Responsibility Act was that anybody
22 that did not meet certain criterias had to do eight
23 hours a month of community service.

24 Now with the revision, the public
25 notice that HUD sent out in August of this year, they

1 now excluded families who receive food stamps as part
2 of the exemption. So, now, therefore, those members
3 who receive food stamps are now exempt from that
4 requirement.

5 CHAIRPERSON McDUFFIE: Okay.

6 Keep going.

7 MR. JACKSON: 2017 Annual Plan
8 Deconcentration Policy.

9 Whereas, the Quality Housing and Work
10 Responsibility Act of 1998 requires that the Housing
11 Authority develop a Comprehensive Agency Plan prior
12 to the start of the Authority's new fiscal year on
13 April 1st, 2017.

14 Whereas, the U.S. Department of Housing
15 & Urban Development required PHAs to establish and
16 submit for Field Office review a Deconcentration
17 Policy which describes admissions policy for
18 deconcentration of poverty and income mixing of lower
19 income families in public housing.

20 And, whereas, included in the planning
21 process, the Housing Authority of the City of
22 Paterson established a Deconcentration Policy that
23 includes two interrelated requirements for economic
24 deconcentration of public housing developments, and
25 income targeting to assure that families in the

1 "extremely low" income category are proportionately
2 represented in public housing and that pockets of
3 poverty are reduced and eliminated.

4 Whereas, on October 5, 2016, the
5 Housing Authority staff and the Resident Advisory
6 Board representatives met to review the
7 Deconcentration Policy.

8 Now, therefore, be it resolved by the
9 Board of Commissioners of the Housing Authority of
10 the City of Paterson that they hereby approve and
11 submit for Field Office Review the Deconcentration
12 Policy discussed at the Resident Advisory Board
13 meeting on October 5th, which policy is attached
14 hereto and made part of this resolution.

15 CHAIRPERSON McDUFFIE: December 6th,
16 right?

17 EXE. DIR. GORHAM: Uh-huh.

18 CHAIRPERSON McDUFFIE: Okay.
19 December 6th.

20 MR. JACKSON: Yes, that should be
21 December 6th.

22 CHAIRPERSON McDUFFIE: No problem.
23 Questions, comments?

24 COMMISSIONER GUARASCI: Just one
25 question, again, as a newcomer.

1 The Resident Advisory Board, who does
2 that consist of and how often does that meet?

3 EXE. DIR. GORHAM: It consists of
4 presidents of each Resident Council. As a group,
5 they meet for the purpose of the PHA Plan. However,
6 each Resident Council individually meets monthly,
7 and, in the past, we met bimonthly here.

8 COMMISSIONER GUARASCI: Okay. Thank
9 you.

10 CHAIRPERSON McDUFFIE: Okay.
11 Department of Planning & Grants.

12 MR. JONES: Good afternoon,
13 Commissioners.

14 The next resolution is seeking your
15 approval in conjunction with the 2017 Annual Plan.
16 This is for the Section 8 homeownership amendment.

17 And the only change on this resolution,
18 Commissioners, on Page 5 of the plan where it updates
19 the poverty guidelines, based on the 2016 numbers
20 that came out.

21 And the resolution recites that the
22 plan was presented to the Resident Advisory Board on
23 October 5th, and again presented and discussed at the
24 public meeting on December 6th. And we're seeking
25 your approval for this plan to be updated.

1 COMMISSIONER GUARASCI: What is the
2 change on this?

3 MR. JONES: Page 5 of the plan, it has
4 the updated 2016 numbers.

5 CHAIRPERSON McDUFFIE: Page 5, right?

6 MR. JONES: Yes.

7 CHAIRPERSON McDUFFIE: Okay.

8 MR. JONES: The next resolution,
9 Commissioners, is seeking your approval for the
10 Housing Authority to renew the workers' compensation
11 policy that will expire on December 31st, which is
12 provided by a company called Berkshire Hathaway GUARD
13 Insurance Companies. And the premium for the
14 calendar year 2017 is \$160,885, and we are seeking
15 your approval for this renewal.

16 CHAIRPERSON McDUFFIE: Questions,
17 comments?

18 COMMISSIONER NATION: You know what the
19 2016 figure was? You gave us 2015.

20 MR. JONES: I'm sorry, that should say
21 "2016," yes.

22 COMMISSIONER NATION: All right.

23 COMMISSIONER GUARASCI: This is an
24 increase of almost 20 percent.

25 Is that typical?

1 MR. JONES: Well, yes and no. We've
2 had a bad year in terms of experience. However, it's
3 basically driven by the payroll dollars. So even
4 though we have a proposal of 160,000, it's subject to
5 a payroll audit, which will be conducted in the first
6 quarter of 2017. So it could potentially go up or
7 down.

8 The next resolution, Commissioners, is
9 seeking your approval for the Housing Authority's
10 auto insurance renewal. The Housing Authority's
11 policy will expire on December 31st. We currently
12 have 15 cars, and the cost for the renewal is \$29,678
13 for the period January 1st through December 31st of
14 2017.

15 COMMISSIONER NATION: What did we pay
16 in 2016?

17 MR. JONES: We paid just under \$22,000.
18 However, in reviewing the policy, our 2016 coverage
19 was at \$300,000, we've increased that to a million
20 dollars, because we were severely underinsured.

21 COMMISSIONER NATION: Thanks.

22 MR. JONES: So that's the difference
23 why the cost went up.

24 CHAIRPERSON McDUFFIE: Questions,
25 comments?

1 (No response.)

2 MR. JONES: The next resolution,
3 Commissioners, is in line with the 2017 Annual Plan.
4 This is the updating of the flat rents for the public
5 housing units.

6 The resolution recites that the rates
7 are set at the current policy of 80 percent of the
8 Fair Market Rents, which is listed in the resolution
9 for zero bedroom ranging from \$922 to 4 bedroom at
10 \$1,890. And this is affecting residents who are at
11 the higher income tier, effective April 1, 2017.

12 CHAIRPERSON McDUFFIE: Questions,
13 comments?

14 COMMISSIONER GUARASCI: So, again, just
15 trying to understand this.

16 HUD requires that individuals are
17 charged a flat rent at 80 percent of the FMR? And
18 that's what this does?

19 MR. JONES: Yes.

20 So, our residents are paying 30 percent
21 of their adjusted income for rent. The residents who
22 are at higher income tier, in the past the more you
23 earn, the more you pay. So this caps it at
24 80 percent of the current regulation for public
25 housing tenants.

1 COMMISSIONER GUARASCI: So you would
2 never pay more than that number?

3 MR. JONES: Yes.

4 COMMISSIONER GUARASCI: Okay. Thank
5 you.

6 CHAIRPERSON McDUFFIE: Okay.
7 Department of Administration, Operations.

8 MS. MIMS: Good evening.

9 CHAIRPERSON McDUFFIE: Good evening.

10 MS. MIMS: This is about the
11 installation of the new intercom system at William
12 Griffin Homes.

13 Whereas, on October 31st, 2016, the
14 Compliance Officer, Theresa Mims, declared an
15 emergency at William Griffin Homes due to the current
16 system is no longer functioning and needs
17 replacement.

18 Whereas, two quotes were submitted by
19 Innovative Electrical Contracting in the amount of
20 \$12,621, and Union Alarmtronics LLC, \$9,795.

21 Now, therefore, be it resolved by the
22 Board of Commissioners of the Housing Authority of
23 the City of Paterson that they authorize staff to
24 authorize Union Alarmtronics LLC of Linden, New
25 Jersey, to install a new system for the residents at

1 William Griffin Homes at 199 Carroll Street,
2 Paterson, New Jersey.

3 CHAIRPERSON McDUFFIE: Questions,
4 comments?

5 COMMISSIONER NATION: Question.

6 You had to declare an emergency? No
7 one saw that the intercom was failing or
8 malfunctioning? It took your visit?

9 MS. MIMS: No, it wasn't my visit. I
10 deemed it an emergency because of all the complaints
11 that came in.

12 COMMISSIONER NATION: Okay.

13 CHAIRPERSON McDUFFIE: Okay.

14 MS. MIMS: The next one is the
15 Maintenance Charge List Policy.

16 Whereas, the Quality Housing and Work
17 Responsibility Act of 1998 requires the Housing
18 Authorities to develop a Comprehensive Agency Plan
19 prior to the start of the Authority's new fiscal year
20 on April 1, 2017.

21 And, whereas, included in the planning
22 process was discussed revisions to the Maintenance
23 Charge List to include the cost associated with
24 citations for fire damage, fire extinguishers,
25 non-emergency night maintenance charge, and balcony

1 maintenance.

2 And, whereas, on October 5th, the HACP
3 staff and the Resident Advisory Board representatives
4 met to review the revisions to the Maintenance Charge
5 List Policy.

6 Now, therefore, be it resolved by the
7 Board of Commissioners of the Housing Authority of
8 the City of Paterson that they hereby approve
9 amending of the Maintenance Charge List Policy
10 presented and discussed at the public meeting on
11 December 6th, which the policy is attached hereto and
12 made part of this resolution.

13 CHAIRPERSON McDUFFIE: Questions,
14 comments?

15 (No response.)

16 CHAIRPERSON McDUFFIE: Okay.

17 MS. MIMS: The next is Gordon Canfield
18 and Masiello Parking Plan.

19 Whereas, on December 6, 2016, a public
20 meeting was held adopting the PHA's Five-Year Plan,
21 which included new parking rules for the above
22 mentioned developments to satisfy numerous complaints
23 over the years.

24 Whereas, in December of each year, the
25 lottery will be held to ensure fairness to all

1 residents of these developments who so desire to park
2 on the said premises as per below.

3 Now, therefore, be it resolved by the
4 Board of Commissioners of the Housing Authority of
5 the City of Paterson that they hereby approve the new
6 parking plan presented and discussed at the public
7 meeting held on December 6, 2016, and will become
8 effective January 1, 2017.

9 CHAIRPERSON McDUFFIE: Questions,
10 comments?

11 COMMISSIONER NATION: Question.

12 Is there is a situation that we don't
13 have enough parking for the residents who have a car,
14 is it overcrowded or what?

15 MS. MIMS: We don't have enough parking
16 at those two sites. Gordon Canfield has 100 units,
17 it only has 20 parking spaces.

18 Masiello has 188 units, and it only has
19 57 parking spaces.

20 We have more seniors that are driving
21 now than, I guess, before.

22 COMMISSIONER NATION: So what happens,
23 if I don't get drawn in the lottery to park, I park
24 on the street?

25 MS. MIMS: You have to park on the

1 street.

2 COMMISSIONER NATION: Okay.

3 CHAIRPERSON McDUFFIE: Okay.

4 Department of Administration, Operations.

5 MS. HOLMES: Good evening.

6 CHAIRPERSON McDUFFIE: Good evening.

7 MS. HOLMES: The first resolution is
8 for disposition of obsolete material.

9 Whereas, it has been determined that
10 the attached list of items have been declared
11 inoperable and no longer has any known use in the
12 operation and daily function of the Authority.

13 Whereas, all obsolete items were
14 inventoried and identified as best by description,
15 make, manufacturer, size, serial number by the PHA's
16 IT consultant, Xclusive PC, and Principal Buyer.

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 dispose of said items pursuant to New Jersey
21 Statute 40:11-36.

22 CHAIRPERSON McDUFFIE: Questions,
23 comments?

24 (No response.)

25 CHAIRPERSON McDUFFIE: Okay.

1 MS. HOLMES: The next resolution is for
2 disposition of obsolete property, which is two
3 vehicles.

4 Whereas, the Housing Authority of the
5 City of Paterson adopted on September 20, 1999, a
6 Disposition Policy.

7 And, whereas, the policy states that
8 any excess property valued at \$500 or more, which is
9 not being sold to a public body for a public use or
10 to a nonprofit organization for low income housing
11 related purposes, shall be sold at a public sale.

12 And, whereas, staff has identified two
13 vehicles that no longer are worth repairing, a 1995
14 Chevy Caprice and a 1997 Ford Taurus.

15 Whereas, it has been determined that
16 these vehicles do not value \$500 or more.

17 And, whereas, United Scrap Iron & Metal
18 out of Paterson, New Jersey, has agreed to purchase
19 the two vehicles at \$200 per vehicle, totaling
20 revenue of \$400, which includes free towing.

21 Now, therefore, be it resolved by the
22 Board of Commissioners of the Housing Authority of
23 the City of Paterson that they hereby authorize staff
24 to dispose of said vehicles with United Scrap Iron &
25 Metal, located at 124 Wood Street in Paterson, New

1 Jersey.

2 CHAIRPERSON McDUFFIE: Questions,
3 comments?

4 (No response.)

5 CHAIRPERSON McDUFFIE: Okay. Updated
6 Handbook with New Policies, Personnel.

7 MS. KMECH: Good evening.

8 CHAIRPERSON McDUFFIE: Good evening.

9 MS. KMECH: Whereas, the Paterson
10 Housing Authority will allow employees to take one
11 personal day in hourly increments each year in
12 addition to the remaining personal days.

13 And, whereas, implement a Workers'
14 Compensation Policy, including procedures to follow
15 in the event of an injury.

16 And, whereas, implement NJFMLA, which
17 will provide up to six weeks of paid Family Leave
18 paid by the State of New Jersey.

19 Whereas, after the Family Leave Policy,
20 any employee who will be going out for a serious
21 health condition will automatically be placed on
22 Family Leave and need to provide information
23 indicating that their leave is due to a Family Leave
24 protected condition. In addition, during an approved
25 Family Leave, if you have sick time, vacation time,

1 personal time saved up, you may use that leave time
2 along with your Family Leave so that you continue to
3 get paid.

4 Now, therefore, be it resolved by the
5 Board of Commissioners of the Housing Authority of
6 the City of Paterson that they hereby authorize the
7 new policies to be inserted in the Employee Handbook
8 that will allow employees to take one personal day in
9 hourly increments each year in addition to the
10 remaining personal days; and to implement a Workers'
11 Compensation Policy, including procedures to follow
12 in the event of an injury, to implement New Jersey
13 Family Leave Policy which would provide up to six
14 weeks of paid Family Leave paid by the State of New
15 Jersey, and to add to the Family Leave policy any
16 employee who will be going out for a serious health
17 conditional will automatically be placed on Family
18 Leave and need to provide information that their
19 leave is due to a Family Leave protected condition.

20 In addition, during an approved Family
21 Leave, if you have sick time, vacation time, personal
22 time saved up, you may use that leave time along with
23 your Family Leave so that you continue to get paid.

24 CHAIRPERSON McDUFFIE: Questions,
25 comments?

1 Mr. Bob.

2 COMMISSIONER GUARASCI: Yes.

3 Do any of these represent changes from
4 what the current policies are or are these all
5 changes?

6 MS. KMECH: Yes, the personal days,
7 that's certainly a change, because you can only take
8 half days and full days.

9 Workers' Compensation Policy, we don't
10 have one, now we will have one, what the procedures
11 are if someone gets hurt, who to call and what the
12 protocol is.

13 New Jersey Family Leave has been around
14 for a long time, but it's not in the handbook, and I
15 want employees to make sure that they know that it's
16 around for a child and take care of a parent.

17 And the last things also, just to let
18 employees know about Family Leave, that if they're
19 going to be out for a serious health condition, they
20 do have job protection.

21 COMMISSIONER GUARASCI: When this says
22 if an employee elects to utilize Family Leave, that
23 they will get up to six weeks of salary paid by the
24 State of New Jersey, where exactly does that money
25 come from?

1 MS. KMECH: It comes out of, everyone
2 who gets paid out of the State of New Jersey, they
3 started this a few years ago, we all have deductions.
4 So if someone does go on New Jersey Family Leave,
5 they come off the payroll and they get paid by the
6 state. We all have that deduction. It's in your
7 SUWE.

8 COMMISSIONER GUARASCI: Okay. Thank
9 you.

10 COMMISSIONER NATION: One question.
11 Is your staff ready to take on this,
12 because the one personal day in hour increments, that
13 means that is in conjunction with a supervisor, that
14 if I say I have something to do, okay, I may add one
15 hour, and then if I take three hours, then it's that
16 three-hour timeframe, and my supervisor must report
17 to you to reduce this increment?

18 MS. KMECH: That's correct. Yes,
19 because we have to put it into the payroll system.

20 COMMISSIONER NATION: Okay.

21 MS. HEW: They asked for it that way.
22 It was in half days and full days before, and the
23 employees actually requested this hourly increment.

24 COMMISSIONER NATION: You know the
25 supervisor would have to know, because the

1 supervisors are responsible to monitor this or we can
2 end up in abuse.

3 MR. JONES: Commissioner, they have to
4 submit a request in writing.

5 COMMISSIONER NATION: And the
6 supervisor has to understand if I'm back at four, I'm
7 back at four.

8 MR. JONES: You have to punch out.

9 COMMISSIONER NATION: And punch back
10 in?

11 MR. JONES: Yes.

12 COMMISSIONER NATION: Yes.

13 CHAIRPERSON McDUFFIE: Okay.

14 Questions on the bills? We got bill
15 list one and bill list two.

16 And that's it.

17 COMMISSIONER GUARASCI: The only
18 question is, I would just want to make sure that
19 there's no payment to NJCDC. I didn't look at it
20 carefully.

21 EXE. DIR. GORHAM: On bill list two is
22 where we're capturing all of that.

23 COMMISSIONER GUARASCI: Oh, yes, I do
24 see something.

25 EXE. DIR. GORHAM: It's Family Success.

1 MS. HEW: Bill list two is the one that
2 has NJCDC.

3 COMMISSIONER GUARASCI: So I would just
4 abstain from that one when we vote?

5 CHAIRPERSON McDUFFIE: Yes.

6 MR. JONES: Yes.

7 COMMISSIONER GUARASCI: Okay.

8 EXE. DIR. GORHAM: Yes.

9 MS. HEW: It's list two.

10 EXE. DIR. GORHAM: List two, I'm sorry.

11 CHAIRPERSON McDUFFIE: So we'll note
12 that. Okay.

13 Executive Director, Operations.

14 MR. JONES: The next resolution,
15 Commissioners, is seeking your approval for -- well,
16 it's the notice of the 2017 meetings.

17 CHAIRPERSON McDUFFIE: Okay. Next.

18 MR. JONES: The next resolution is in
19 conjunction with the 2017 Annual Plan. And this is a
20 certification that is required to be submitted along
21 with the plan and it reads:

22 Be it resolved by the Board of
23 Commissioners of the Housing Authority of the City of
24 Paterson that they hereby approve, support, and
25 authorize the submission of the Certification of

1 Compliance with the Housing Authority's 2017 Annual
2 Plan to the U.S. Department of Housing & Urban
3 Development.

4 CHAIRPERSON McDUFFIE: Questions,
5 comments?

6 (No response.)

7 CHAIRPERSON McDUFFIE: Next one.

8 MR. JONES: Next resolution,
9 Commissioners, is in conjunction with the 2017 Annual
10 Plan. This is for the certification of the drug-free
11 workplace, and this is certifying that the Housing
12 Authority will comply with that requirement.

13 CHAIRPERSON McDUFFIE: Questions,
14 comments?

15 (No response.)

16 CHAIRPERSON McDUFFIE: We have one
17 supplemental, right?

18 EXE. DIR. GORHAM: Two.

19 CHAIRPERSON McDUFFIE: Two.

20 On your desk, Mr. Bob, we have two.

21 EXE. DIR. GORHAM: We have two items on
22 one.

23 CHAIRPERSON McDUFFIE: On your desk,
24 supplemental. You got it? It should be on your
25 right-hand side. On your desk, Bob.

1 COMMISSIONER GUARASCI: Oh, okay. Got
2 it.

3 CHAIRPERSON McDUFFIE: Okay.

4 MS. HOLMES: The first supplemental is
5 a 12-month award for full elevator preventative
6 maintenance service with our current contractor,
7 Slade Industries, which is under New Jersey State
8 Contract No. 85647 for all of our sites.

9 At the July 18th meeting, it was
10 awarded to Slade Elevator, and it was due to expire
11 December 31st. The state has also extended their
12 contract for an additional year, from January 1st,
13 2017 to December 31st, 2017.

14 And, whereas, staff wished to extend
15 their services for an additional year.

16 Now, therefore, be it resolved by the
17 Board of Commissioners of the Housing Authority of
18 the City of Paterson that they hereby authorize staff
19 to enter into a 12-month agreement with Slade
20 Industries d/b/a Slade Elevator, out of Mountainside,
21 New Jersey, under New Jersey State Contract #85647,
22 at a cost of \$79,200, plus any applicable labor rates
23 that may apply, for full elevator preventive
24 maintenance and repair services at our PHA sites
25 listed above in the resolution.

1 CHAIRPERSON McDUFFIE: Questions,
2 comments?

3 (No response.)

4 CHAIRPERSON McDUFFIE: Okay.

5 MS. MIMS: Emergency boiler repair.

6 Whereas, on December 8th, the Property
7 Manager declared an emergency at Riverside Terrace
8 Development due to no heat in Buildings 16 and 17.

9 Miller & Chitty responded to the
10 service call. Upon inspection, it was discovered
11 parts were needed to completely restore the heat to
12 our residents in these two building. The cost of
13 this repair was \$5,680.

14 Whereas, staff is seeking permission to
15 authorize payment to Miller & Chitty for the repairs
16 to the Boiler Room 17.

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 payment of repairs to Boiler Room
21 17.

22 CHAIRPERSON McDUFFIE: Questions,
23 comments?

24 (No response.)

25 CHAIRPERSON McDUFFIE: Can I get a

1 motion to close to Workshop?

2 COMMISSIONER NATION: So moved.

3 VICE-CHAIRPERSON RENDINA: Second.

4 CHAIRPERSON McDUFFIE: Roll call.

5 (At this point in the proceeding roll
6 call is taken and the motion to adjourn the Workshop
7 Meeting is passed by a vote of five in favor, with
8 Commissioners Maven and Bonds absent.)

9 (Whereupon, the Workshop Meeting is
10 adjourned at 6:13 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

My Commission Expires:
7/11/19