

The Caucus of the Housing Authority of the City of Bayonne was held on Thursday, August 3, 2017 at Noon in the Conference Room located at 549 Avenue A, Bayonne, NJ 07002.

The following letter was received from the Executive Director, John T. Mahon.

Absent: Commissioners Karczewski, Kaczka, and Moriarty.

Honorable Ludovico Nolfo
87 Trask Avenue
Bayonne, New Jersey 07002

Honorable Timothy J. Moriarty
88 West 31st Street
Bayonne, New Jersey 07002

Honorable Rev. H. Sykes
28 West 20th Street
Bayonne, New Jersey 07002

Honorable Edward Kaczka
10 Latourette Place
Bayonne, New Jersey 07002

Honorable Maria Karczewski
95 West 39th Street
Bayonne, New Jersey 07002

Honorable Antonio Nardini
109 Avenue A
Bayonne, New Jersey 07002

Kathleen A. Walrod, Counsel
700 Plaza Drive Suite 212
Secaucus, N.J. 07096

Members of the Board:

In accordance with the By-laws of the Housing Authority of the City of Bayonne, after consulting with the other Commissioners of the Authority, I have determined to call Caucus Meetings of the Authority, as additional special meetings of the Authority, generally to be held on the Thursday Noon prior to the second Tuesday of the month.

Very truly yours,

Ludovico Nolfo
Chairman

The Regular Meeting of the Housing Authority of the City of Bayonne was held on **Tuesday, August 8, 2017 at 1:00 P.M.** in the Thomas Wojslawowicz Room located at 549 Avenue A, Bayonne, N.J. 07002.

Executive Director John Mahon called the roll and the following were present:

Chairman Nolfo, Vice Chairman Sykes, Commissioners Kaczka, Moriarty, and Nardini. Also in attendance was Kathleen A. Walrod, Esq.

Executive Director moved to dispense with the reading of the minutes of the previous full Agenda Meeting of June 20, 2017 in view of the fact that each Commissioner received a copy of these minutes. Motion made by Vice Chairman Sykes and seconded by Commissioner Nardini.

AYES: Chairman Nolfo, Vice Chairman Sykes, Commissioners Kaczka, Moriarty, and Nardini.

NAYS: None.

Members of the Board:

A Resolution approving the write offs from July 1, 2016 to June 30, 2017 is being prepared for your consideration.

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A Resolution authorizing that the annual audit report was reviewed by the Board and a Group Affidavit was submitted to the Local Finance Board is being prepared for your consideration.

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A Resolution submitting the Public Housing Assessment System to HUD is being prepared for your consideration.

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A Resolution authorizing the Executive Director, John Mahon as the representative for the Authority's Joint Insurance Fund is being prepared for your consideration.

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A Resolution authorizing to negotiate and execute for the renewal of the Inter local Services Act with the Housing Authority of Jersey City for Inspection Services is being prepared for your consideration.

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A resolution authorizing to hire Rachele Dembowski as an Office Services Manager is being prepared for your consideration.

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On Thursday, August 8, 2017 at 11:15 AM, bids were received and opened for exterior wall repairs at Back Bay Gardens and Kill Van Kull Annex from the following:

BIDDER	BID AMOUNT
Hurbst Musciano	\$29,264.00
Arcari Iolino	\$37,800.00
DAL	\$21,240.00

A Resolution awarding a contract to DAL is being prepared for your consideration.

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A resolution authorizing to hire Isabel Torres as a Receptionist is being prepared for your consideration.

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A Resolution authorizing revisions and amendments to the Authority's Violence Against Women Act (VAWA) Policy is being prepared for your consideration.

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Respectfully submitted,

John T. Mahon
Executive Director

Executive Director: We have a consent agenda but I have to pull resolution number [6422] out of the consent agenda for an individual vote because you guys have to sign off on it.

The following Resolutions were introduced, and considered:

(6420) WHEREAS, the Housing Authority of the City of Bayonne (the “Authority”) has determined that, given the nature and extent of the items discussed and voted upon at its regular meetings, it would be in the Authority’s best interests to adopt a consent agenda format for the purpose of conducting one vote on all routine and un-debated matters; **WHEREAS**, the Authority’s Commissioners have reviewed the items listed on the printed agenda, and determined that all shall be voted on together with one vote, and **WHEREAS**, all Commissioners in attendance at this Regular Meeting of the Authority are in agreement with this determination, **NOW THEREFORE BE IT RESOLVED**, that the resolutions numbered **6421, 6423, 6425, 6426, 6427, 6428, 6429, 6430** are hereby adopted, effective immediately, based upon the single vote of the Commissioners.

(6421) WHEREAS, the 2016-2017 fiscal year of the Housing Authority of the City of Bayonne (the “Authority”) ended June 30, 2017 and **WHEREAS**, the Authority currently has outstanding debts owed to it from prior tenants of the Authority in the amounts indicated on the list attached heretofore totaling \$49,073.19 for the periods and total amounts as shown thereon for the period **July 1, 2016 to June 30, 2017**, and, **WHEREAS**, it is in the opinion of the Authority’s Accountant, David Ciarrocca, CPA, as set forth in his letter of August 3, 2017 to the Authority that the Authority should write off the aforesated debts, **NOW THEREFORE BE IT RESOLVED** by the Commissioners of the Authority, that based upon the recommendation of its Accountant, the aforesated debts are hereby written off, and **BE IT FURTHER RESOLVED**, that the write-offs on these debts shall be effected no later than June 30, 2017 and **BE IT FURTHER RESOLVED**, that this action shall not alter the intention of the Authority to collect all accounts with amounts over \$1,000 and that, should any such amounts be collected, the proceeds thereof shall be included in the accounts of the Authority as extraordinary revenues at the time of their actual receipt.

(6422)

LOCAL AUTHORTIES GROUP AFFIDAVIT FORM
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE

Resolution Number: 6422

We, the members of the governing body of the **Bayonne Housing Authority** being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed/elected (cross out one) members of the Bayonne Housing Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended June 30, 2017, and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

(PRINT NAME)

(SIGNATURE)

Ludovico Nolfo

Rev. H. Gene Sykes

Edward Kaczka

Maria Karczewski

Timothy J. Moriarty

Antonio Nardini

Sworn to and subscribed before me this 8 day of August, 2017.

Notary Public of New Jersey

EVAN PACYNA
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 1/5/2021

Ev J Pacyna



(6423) **WHEREAS**, the Housing Authority of the City of Bayonne (the “Authority”) is required to participate in the Public Housing Assessment System (“**PHAS**”) in which HUD assesses the management capability and capacity of all housing authorities with public housing units; and

WHEREAS, the Authority’s Executive Director prepared and the Chairman and the Executive Director executed and transmitted to **HUD** via internet a Management Certification (the “Certification”) which Certification covers the Authority’s performance for the Authority’s fiscal year ending June 30, 2017 and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners has reviewed the Certification and found it to be complete and accurate and ratifies the Executive Director’s action submitting the Certification to the United States Department of Housing and Urban Development.

(6424) **RESOLVED**, that the Housing Authority of the City of Bayonne appoint John T. Mahon, Executive Director as the representative for the New Jersey Joint Insurance Fund.

(6425) **WHEREAS**, the Housing Authority of the City of Bayonne (the “Authority”) and the Housing Authority of the City of Jersey City (the “JCHA”) are both local units as defined in the Inter local Services Act, N.J.S.A. 40:8A-1 et seq. and, as such, may contract for the joint provision within their several jurisdictions of any service which either one is empowered within its own jurisdiction to provide without the need for public bidding; and **WHEREAS**, the JCHA had required services for the inspection of units of the JCHA (the “Inspection Services”); and

WHEREAS, the Authority has currently provided Inspection Services in accordance with the terms set forth in the form of an inter municipal contract for said services (the “Contract”); and

WHEREAS, the current contract is up for renewal after a successful implementation of the contract, and

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to enter into negotiations with JCHA to renew the current contract, and be it further

RESOLVED that the Contract is hereby approved, subject to acceptance of the terms to be negotiated by the Authority, and that the Board’s Chairman and Executive Director are hereby authorized and directed to execute the contract in such form as shall be approved based upon the negotiations, and

BE IT FURTHER RESOLVED that, the Executive Director is hereby authorized and directed to take such further action necessary or appropriate to implement the terms of the Contract.

(6426) **NOW THEREFORE BE IT RESOLVED**, that the following be appointed to the position of Office Services Manager at the annual salary shown, in accordance with the rules and regulations of the New Jersey Department of Personnel and the personnel policy of the Housing Authority of the City of Bayonne (the “Authority”). Appointment and temporary employment shall be contingent upon satisfaction of all Authority requirements for medical examination, background check and other reviews and evaluations, as required depending upon the position. If already temporarily employed, such employment may be terminated if any such contingency is not resolved satisfactorily.

RACHELE DEMBOWSKI

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(6427) **WHEREAS**, in accordance with the United States Department of Housing and Urban Development (“HUD”) procurement of professional services, the Housing Authority of the City of Bayonne (the “Authority”) on July 14, 2017 and July 17, 2017 published in **THE JERSEY JOURNAL**, a Request for Proposals (the “RFP”) for Architectural/Engineering Services (the “A/E Services”) in connection with the following project:

EXTERIOR WALL REPAIRS AT BACK BAY GARDENS & KILL VAN KULL

WHEREAS, as of the **11:15 AM August 3, 2017** deadline for receipt of proposals in response to the RFP, the following Architectural/Engineering firms submitted proposals as follows:

ARCHITECTURAL/ENGINEERING FIRMS

Hurbst-Musciano of Boonton, NJ

Arcari Iovino Architects of Little Ferry, NJ

DAL of Bayonne, NJ

WHEREAS, the Authority’s Executive Director has evaluated the proposals received based on evaluation criteria included in the RFP and recommends that the Authority accept the proposal of DAL Design Group of Bayonne, New Jersey to perform the A/E Services, and

WHEREAS, the award of this contract has complied with the fair and open process, established and further defined by N.J.S.A. 19:44A-20.7. Consequently, the provisions of N.J.S.A. 19:44A-20.5 and N.J.S.A. 19:44A-20.26, as to campaign contributions, do not apply to the contract,

NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE AUTHORITY, that the proposal of DAL Design Group of Bayonne, New Jersey is hereby accepted, with the understanding that any condition or provision contained in the proposal, which is inconsistent with the Authority’s Standard Agreement for Professional Architects/Engineers Services (the “Agreement”) and the RFP, is not accepted, and

BE IT FURTHER RESOLVED, that the Authority’s appropriate officers are hereby authorized and directed to enter into the Agreement with DAL Design Group of Bayonne, New Jersey to perform said A/E Services, and

BE IT FURTHER RESOLVED, that in accordance with the New Jersey Local Publish Law Contracts Law, N.J.S.A. 40A:11 et seq., the hiring of D DAL Design Group of Bayonne, New Jersey to provide the A/E Services, including the nature, service, duration and amount of the contract and a statement that the contract and the hiring resolution are available for public inspection, shall be published as a legal notice once in a newspaper authorized by law to publish such notice.

(6428) **NOW THEREFORE BE IT RESOLVED**, that the following be appointed to the position of Receptionist at the annual salary shown, in accordance with the rules and regulations of the New Jersey Department of Personnel and the personnel policy of the Housing Authority of the City of Bayonne (the “Authority”). Appointment and temporary employment shall be contingent upon satisfaction of all Authority requirements for medical examination, background check and other reviews and evaluations, as required depending upon the position. If already temporarily employed, such employment may be terminated if any such contingency is not resolved satisfactorily.

ISABEL TORRES

\$23,601

(6429) WHEREAS, the Board is of the opinion that the revisions to the Violence Against Women Act (VAWA) Policy reflect accurately the needs of the Housing Authority;
NOW THEREFORE BE IT RESOLVED that the Board of Commissioners hereby authorizes the adoption of said revisions and amendments to the VAWA Policy; and
BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes and directs the appropriate Housing Authority staff to enforce the VAWA Policy accordingly.

(6430) WHEREAS, the Executive Director of the Housing Authority of the City of Bayonne (the “Authority”) has prepared the attached list of claims and payments (the “List”) for consideration by the Authority Board of Commissioners, and
WHEREAS, the List has been reviewed by the Commissioners,
NOW THEREFORE BE IT RESOLVED that the Chairman or Vice Chairman and the Executive Director be authorized and directed to execute checks for and make the payments hereby approved.

VOTE ON RESOLUTIONS: 6420, 6421, 6422, 6423, 6424, 6425, 6426, 6427, 6428, 6429, 6430.

AYES: Chairman Nolfo, Vice Chairman Sykes, Commissioners Kaczka, Moriarty, and Nardini.

NAYS: None.

CARRIED.

VOTE ON RESOLUTIONS: 6421.

Executive Director: There were no findings. Once again, just a reminder. When we went over previously, I’m very happy to report. I can’t remember the last time we had a finding, if at all. It may go back over 20 years at this point which is very good. I’d like to compliment the staff on having that happen and also the fact that the board allows us to do that because you guys give us the full support when we need it to do these things. And I’m just going to make it more official although it’s not part of the audit, once again reminding that we scored “high performer” on the PHAS and the SEMAP which is not an easy task to do for a Housing Authority of our size, age, and location. And compliment the staff because being shorthanded has challenges associated with that and staff turnover and of course the budget fund. To reach that goal with that criteria that I mentioned, I think is very good. We’re very proud of them and what they did. And thank you for your support for allowing us to do it.

Chairman Nolfo: Thank you. I and all the commissioners really appreciate what you’re doing and what the staff is doing, what Ava’s doing. We compliment you, and you really make us so proud. Thank you.

Executive Director: Thank you. So on the affidavit for the audit:

AYES: Chairman Nolfo, Vice Chairman Sykes, Commissioners Kaczka, Moriarty, and Nardini.

NAYS: None.

CARRIED.

The Chairman opened the floor to anyone in the audience.

Motion made by Commissioner Kaczka and seconded by Vice Chairman Sykes to adjourn.

AYES: Chairman Nolfo, Vice Chairman Sykes, Commissioners Kaczka, Moriarty, and Nardini.

NAYS: None.

The meeting was then adjourned at 1:10 PM.