

The Caucus of the Housing Authority of the City of Bayonne was held on Thursday, November 9, 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: Commissioner 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 **Thursday, November 9, 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, Karczewski, 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 September 19, 2017 in view of the fact that each Commissioner received a copy of these minutes. Motion made by Commissioner Moriarty and seconded by Vice Chairman Sykes.

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

NAYS: None.

Members of the Board:

A Resolution approving the Authority’s Annual Meetings and Caucus Meeting for the calendar year 2018.

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Resolution adding a Veteran’s Preference to the Admissions and Continued Occupancy Policy (“ACOP”).

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A Resolution authorizing Change Order No. 1 for **DTM Elevator Consulting and Drafting Services for Repair and Upgrade for (1) 30 East 50th Street Elevator** for additional work out of the scope of work in the contract in the amount of **\$7,435.00** is being prepared for your consideration.

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On Wednesday, October 11, 2017 at 11:15 AM proposals were received and opened for Replacement of All Apartment Windows at 30 East 50th Street from the following:

PROPOSER

- Herbert Musciano
- Aparri Engineering
- James R. Guerra
- Coppa Montal Band Architects
- DAL Design Group
- Netta Architects

A Resolution awarding a contract to James R. Guerra for A/E Services is being prepared for your consideration.

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On Wednesday, October 11, 2017 at 11:15 AM proposals were received and opened for Replacement of all boilers at 156 West 3rd Street and 49 East 18th Street from the following:

PROPOSER

- Herbert Musciano
- RVE Engineers
- Coppa Montal Band Architects
- DAL Design Group
- DLB Associates
- Musial Group Architects

A Resolution awarding a contract to Herbst Musciano for A/E Services is being prepared for your consideration.

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Resolution authorizing to advertise and solicit proposals for A/E Services for restoration of brick veneer at various sites owned by the BHA.

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Resolution authorizing to advertise and solicit proposals for A/E Services for replacement of underground steam / condensate / domestic hot water / hot water return lines at Centerville Gardens (12-3).

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Resolutions for promotions for Michael Pacyna, David Bandur, and Raymond Kurkowski in the maintenance department.

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Hiring an Assistant Executive Director.

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Resolution approving the Claims List.

The following Resolutions were introduced, and considered:

(6440) 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 **6440, 6441, 6442, 6443, 6444, 6445, 6446, 6447, 6448, 6449, 6450** are hereby adopted, effective immediately, based upon the single vote of the Commissioners.

(6441) WHEREAS, the Housing Authority of the City of Bayonne (the “Authority”) prepares and publishes notice of the times and place of its regular caucus and meeting dates on an annual basis; and
WHEREAS, ordinarily, the Authority holds its regular meetings on the second Tuesday of each month and its caucuses on the previous Thursday; and
WHEREAS, the Authority’s Executive Director has prepared the 2018 schedule of caucus and regular meeting dates which differs in some cases from the Authority’s ordinary schedule; and
WHEREAS, the Board of Commissioners, having reviewed said 2018 Annual Meeting Notice, approve the same and authorize the Authority to meet on the dates, which do not comport with the Authority’s ordinary schedule;
NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Authority that the Authority hereby approves the 2018 Annual Meeting Schedule in the form presented at this meeting; and
BE IT FURTHER RESOLVED, the Authority hereby authorizes and directs the appropriate officers to publish the said Annual Meeting Notice in accordance with applicable law.

(6442) WHEREAS, the Housing Authority of the City of Bayonne (the “Authority”) is required to have an Admissions and Continued Occupancy Policy (“ACOP”) for its public housing programs, and
WHEREAS, the ACOP can be amended when it is in the best interest of the Authority and those it serves, and
WHEREAS, HUD allows certain amendments to the ACOP including a Veteran’s Preference,

NOW, THEREFORE, BE IT RESOLVED, that the ACOP be amended to allow for Senior Citizen Disabled Veterans to receive a Veteran's Preference in the Authority's ACOP

BE IT FURTHER RESOLVED, that the Executive Director be directed to follow all applicable HUD regulations for such an amendment and be authorized to make any additional changes to the proposed amendment if HUD deems it necessary or recommends any changes.

(6443) WHEREAS, the Housing Authority of the City of Bayonne (the "Authority") on November 8, 2016 adopted Resolution No. 6359 authorizing an A/E contract with DTM, Inc. of College Point, NY for the evaluation and modernization of four (4) existing elevators and recommendations for repairs and upgrades for 24 and 50 East 21st street, constable hook village (12-7); and

WHEREAS, during the prosecution of the work, the Authority determined that the Housing Authority required additional work concerning the installation of repair and upgrade of one (1) elevator at 30 East 50th Street; and

WHEREAS, in order to make the required additional work and revision, the Architect proposed a Change Order No. 1 to the Project at a total additional cost to the Authority of \$7,435.00 for additional work requested by the Authority with respect to the original contract;

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Authority, that the Authority hereby authorizes Change Order No. 1 in the amount of \$7,435.00 to DTM, Inc. of College Point, NY, for architectural and engineering services.

(6444) 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 September 26, 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:

REPLACEMENT OF ALL APARTMENT WINDOWS AT 30 EAST 50TH STREET

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

ARCHITECTURAL/ENGINEERING FIRMS

Herbert Musciano
Aparri Engineering
James R. Guerra
Coppa Montal Band Architects
DAL Design Group
Netta Architects

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 James R. Guerra 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 James R. Guerra 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 James R. Guerra 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 James R. Guerra 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.

(6445) **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 September 29, 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:

**REPLACEMENT OF ALL BOILERS AT 156 WEST 3RD STREET AND 49 EAST
18TH STREET**

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

ARCHITECTURAL/ENGINEERING FIRMS

Herbert Musciano

RVE Engineers

Coppa Montal Band Architects

DAL Design Group

DLB Associates

Musial Group Architects

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 Herbst Musciano 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 Herbst Musciano 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 Herbst Musciano to perform said A/E Services, and

BE IT FURTHER RESOLVED, that in accordance with the New Jersey Local Public Law Contracts Law, N.J.S.A. 40A:11 et seq., the hiring of Herbst Musciano 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.

(6446) RESOLVED, that the Executive Director of the Housing Authority of the City of Bayonne be authorized to advertise and solicit for proposals for:

**RESTORATION OF BRICK VENEER AT VARIOUS SITES OWNED BY THE
BHA**

(6447) RESOLVED, that the Executive Director of the Housing Authority of the City of Bayonne be authorized to advertise and solicit for proposals for:

**REPLACEMENT OF UNDERGROUND STEAM / CONDENSATE / DOMESTIC
HOT WATER / HOT WATER RETURN LINES AT CENTERVILLE GARDENS
(12-3)**

(6448) RESOLVED, that the following be appointed to the permanent positions in accordance with the rules and regulations of the New Jersey Department of Personnel and the Personnel Policy of the City of Bayonne effective November 9, 2017.

Michael Pacyna

Director of Maintenance Services

David Bandur

Assistant Director of Maintenance Services

Raymond Kurkowski

Maintenance Supervisor

(6449) WHEREAS, the Housing Authority of the City of Bayonne strives to offer the best service for its clients and the Bayonne Community, and **WHEREAS**, to provide the necessary services the Authority needs a qualified and experienced person in the position of Assistant Executive Director and **WHEREAS**, it is in the best interest of the Authority to fill the position of Assistant Executive Director and **WHEREAS**, Patricia Madison possesses the skills and experience required for the position of Assistant Executive Director,

NOW THEREFORE BE IT RESOLVED that Patricia Madison be appointed to the position of Assistant Executive Director and
BE IT FURTHER RESOLVED that the Executive Director be authorized to execute a contract of employment with Patricia Madison as Assistant Executive Director.

(6450) 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: 6440, 6441, 6442, 6443, 6444, 6445, 6446, 6447, 6448, 6449, 6450.

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

NAYS: None.

CARRIED.

John Mahon: I would just like to add for the record and congratulate Commissioner Kaczka for being appointed to the regional board of our professional organization by way of his becoming chair of the commissioners committee on that organization. He’ll be serving and representing us and the state on the regional level as well as he does on the national committee, so he already represents us on the national level. Congratulations!

Commissioner Kaczka: I also really should say thank you to John who has encouraged me to follow through and pursue he mentors me along in all these committees. Additionally, John has been elected Vice President of the region and chair of the national committee and appointed to the Board of Governors.

The Chairman opened the floor to anyone in the audience. No response.

Motion made by Chairman Nolfo and seconded by Vice Chairman Sykes to adjourn.

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

NAYS: None.

The meeting was then adjourned at 1:05 PM.