PASSAIC COUNTY HOUSING AGENCY
MINUTES
November 12, 2014
5:15 PM

A meeting of the Passaic County Public Housing Agency was held this day in the Freeholder's Chamber.

Louis E. Imhof, III, Clerk of the Board, read the announcement on the Open Public Meeting Law.

Roll Call:

Commissioners Present	Members Absent
Lepore	Best
Cotroneo	Duffy
James	Vice Chairman Bonte
Chairman Lora	

Motion made by Commissioner James, seconded by Commissioner Lepore to approve the minutes of September 9, 2014, which motion was carried on roll call with four votes in the affirmative with Commissioners Best, Duffy, and Vice Chairman Bonte being absent.

Motion made by Commissioner Lepore, seconded by Commissioner James to open the public portion.

ROLL CALL: Best, Absent: Cotroneo, Yes: Duffy, Absent: James, Yes: Lepore, Yes: Bonte, Absent: Lora, Yes

Motion made by Commissioner James, seconded by Commissioner Lepore to close the public portion.

ROLL CALL: Best, Absent: Cotroneo, Yes: Duffy, Absent: James, Yes: Lepore, Yes: Bonte, Absent: Lora, Yes

Consent Agenda Resolutions:

Motion made by Commissioner James, seconded by Commissioner Cotroneo that Resolution H-14-04 through H-14-07, be adopted which motion was carried on roll call with four (4) votes in the affirmative with Commissioners Best, Duffy and Vice Chairman Bonte being absent.

Motion made by Commissioner Lepore, seconded by Commissioner Cotroneo, that the meeting be adjourned, which the motion was carried on roll call with four (4) votes in the affirmative with Commissioners Best, Duffy and Vice Chairman Bonte being absent.

Louis E. Imhof, III, RMC Clerk
Of the Board of Chosen
Freeholders/Secretary to the
Passaic County Housing Agency

Prepared by Lily Bendezu

H-14-04

RESOLUTION
AWARDING A CONTRACT TO WILLIAM KATCHEN, CPA, LLC, FOR ACCOUNTING SERVICES, CALENDAR YEAR 2015

WHEREAS, there exists a need for professional accounting services for calendar year January 1, 2015 through December 31, 2015 for the Passaic County Public Housing Agency; and

WHEREAS, on September 30, 2014, the Passaic County Purchasing Department solicited proposals for Accounting Services as required by Federal Regulations; and

WHEREAS, pursuant to a proposal dated September 16, 2014, William Katchen, CPA, LLC, offered to perform the subject accounting services and to assist the Agency in the preparation of the financial statements and reports in accordance with HUD Regulations, 24 of CFR 982.159 and 24 CFR Part 44, for a total fee of $18,600.00, inclusive of all costs and expenses, a copy of said contract/proposal is attached hereto and made part hereof; and

WHEREAS, this contract was procured by a fair open process in accordance with New Jersey's "Pay to Play" legislation; and

WHEREAS, a certification is attached hereto to reflect the availability of funds; and

WHEREAS, this matter was discussed at the Freeholder Planning and Economic Development Committee meeting on October 8, 2014 and was recommended to the full Board for approval;

NOW THEREFORE BE IT RESOLVED that the Passaic County Public Housing Agency Board does hereby authorize the Executive Director of the Passaic County Housing Agency to

execute an agreement with William Katchen, CPA, LLC, to provide the Passaic County Public Housing Agency with the required Accounting Services, for the Calendar Year January 1, 2015 through December 31, 2015, for a total fee of $18,600.00.

APPROVED AS TO FORM AND LEGALITY:

JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY

WILLIAM J. PASCRELL, III
COUNTY COUNSEL

RECORD OF VOTE:

	Y	N	NV	ABS	RES	SEC
Commissioner Duffy				X		
Commissioner Best				X		
Commissioner James	X				X	
Commissioner Lepore	X					
Commissioner Cotroneo	X					X
Commissioner Lora	X					
Commissioner Bonte				X		

Dated: November 12, 2014

JRS/meg

H-14-05

RESOLUTION
AWARDING A CONTRACT TO FALLON & LARSEN, LLP, FOR AUDIT SERVICES, FOR CALENDAR YEAR ENDING DECEMBER 31, 2014

WHEREAS, there exists a need for professional accounting services as it concerns audit and assistance for preparation of financial statements and reports for the Passaic County Public Housing Agency, for Fiscal Year ending December 31, 2014 ; and

WHEREAS, on September 30, 2014, the Passaic County Public Purchasing Department solicited proposals for Auditing Services for Federally Certified Public Housing Agency Auditors as required by Federal Regulations; and

WHEREAS, pursuant to a proposal dated September 23, 2014, Fallon & Larsen, LLP, Certified Public Accountants, has offered to perform the subject audit and to assist the Agency in the preparation of the financial statements and reports in accordance with HUD Regulations, 24 of CFR 982.159 and 24 CFR, Part 44, for a total fee of $11,200.00 inclusive of all costs and expenses, a copy of said contract/proposal is attached hereto and made part hereof; and

WHEREAS, this contract was procured by a fair open process in accordance with New Jersey's "Pay to Play" legislation; and

WHEREAS, a certification is attached hereto to reflect the availability of funds; and

WHEREAS, this matter was discussed at the Freeholder Planning and Economic Development Committee meeting on October 8, 2014 and was recommended to the full Board for approval;

NOW THEREFORE BE IT RESOLVED that the Passaic County Public Housing Agency Board does hereby authorize the Executive Director of the Passaic County Housing Agency to execute an agreement with Fallon & Larsen, LLP, Certified Public Accountant, as it concerns an audit and assistance for preparation of the financial statements and reports, for the Calendar Year ending December 31, 2014, for a total fee of $ 11,200.00.

JRS/meg

APPROVED AS TO FORM AND LEGALITY:

JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY

WILLIAM J. PASCRELL, III
COUNTY COUNSEL

RECORD OF VOTE:

	Y	N	NV	ABS	RES	SEC
Commissioner Duffy				X		
Commissioner Best				X		
Commissioner James	X				X	
Commissioner Lepore	X					
Commissioner Cotroneo	X					X
Commissioner Lora	X					
Commissioner Bonte				X		

Dated: November 12, 2014

JRS/meg

H-14-06

RESOLUTION
AWARDING A CONTRACT TO BENEDICT O. OKEKE, TO PERFORM HOUSING QUALITY STANDARD INSPECTION SERVICES, FOR CALENDAR YEAR 2015, FOR A TOTAL FEE OF $40,000.00

WHEREAS, there exists a need for Housing Quality Standard Inspection Services for calendar year January 1, 2015 through December 31, 2015 for the Passaic County Public Housing Agency; and

WHEREAS, on September 30, 2014, the Passaic County Purchasing Department solicited proposals for performance of annual Housing Quality Standard Inspections; and

WHEREAS, pursuant to a proposal dated September 26, 2014, Benedict O. OKeke of Newark, New Jersey, offered to perform the subject Housing Quality Standard Inspections pursuant to its proposal submitted and in accordance with HUD Regulations, 24 of CFR 982.159 and 24 CFR Part 44, for a total fee of not more than $40,000.00, as follows: initial inspection $30.00; Re-inspection $25; No Access $20.00, a copy of said contract-proposal is attached hereto and made part hereof; and

WHEREAS, this contract was procured by a fair open process in accordance with New Jersey's "Pay to Play" legislation; and

WHEREAS, a certification is attached hereto to reflect the availability of funds; and

WHEREAS, this matter was discussed at the Freeholder Planning and Economic Development Committee meeting on October 8, 2014 and was recommended to the full Board for approval;

NOW THEREFORE BE IT RESOLVED that the Passaic County Public Housing Agency Board does hereby authorize the Executive Director of the Passaic County Housing Agency to execute an agreement with Benedict O. Okeke, to provide the Passaic County Public Housing Agency with the required Housing Quality Standard Inspection Services, for the Calendar Year January 1, 2015 through December 31, 2015, for a total fee of not more than $40,000.00, as set forth above.

JRS/meg

APPROVED AS TO FORM AND LEGALITY:

JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY

WILLIAM J. PASCRELL, III
COUNTY COUNSEL

RECORD OF VOTE:

	Y	N	NV	ABS	RES	SEC
Commissioner Duffy				X		
Commissioner Best				X		
Commissioner James	X				X	
Commissioner Lepore	X					
Commissioner Cotroneo	X					X
Commissioner Lora	X					
Commissioner Bonte				X		

Dated: November 12, 2014

JRS/meg

H-14-07

RESOLUTION AUTHORING AN AMENDMENT TO RESOLUTION H-13-06, FOR A CONTRACT AWARD, TO BENEDICT O. OKEKE, FOR HOUSING QUALITY STANDARD INSPECTION SERVICES, FROM JANUARY 2014 THROUGH DECEMBER 2014

WHEREAS, on November 26, 2013, the Passaic County Public Housing Agency Board, by Resolution H-13-06, authorized an award of contract to Benedict O. OKeke of Newark, New Jersey, to perform Housing Quality Standard Inspections pursuant to HUD Regulations, 24 of CFR 982.159 and 24 CFR Part 44, for a total fee of $30,000.00; and

WHEREAS, the Passaic County Public Housing Agency Board now desires to amend said Resolution H-13-06, in order to increase the total services fee in an additional amount of $6,000.00 for the performance of Housing Quality Standard Inspection Services from January 1, 2014 to December 31, 2014; and

WHEREAS, a certification is attached hereto to reflect the availability of funds; and

WHEREAS, this matter was discussed at the Freeholder Planning and Economic Development Committee meeting on October 8, 2014 and was recommended to the full Board for approval;

NOW THEREFORE BE IT RESOLVED that the Passaic County Public Housing Agency Board does hereby authorize an Amendment to Resolution H-13-06 dated November 26, 2013, in order to increase the costs to the contract award to Benedict O.

OKeke, for an additional services fee of $6,000.00, as set forth above.

APPROVED AS TO FORM AND LEGALITY:

JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY

WILLIAM J. PASCRELL, III
COUNTY COUNSEL

RECORD OF VOTE:

	Y	N	NV	ABS	RES	SEC
Commissioner Duffy				X		
Commissioner Best				X		
Commissioner James	X				X	
Commissioner Lepore	X					
Commissioner Cotroneo	X					X
Commissioner Lora	X					
Commissioner Bonte				X		

Dated: November 12, 2014

JRS/meg

PASSAIC COUNTY HOUSING AGENCY
MINUTES
September 9, 2014
5:15 PM

A meeting of the Passaic County Public Housing Agency was held this day at the Passaic County Community College Public Safety Academy, Wayne, New Jersey.

Louis E. Imhof, III, Clerk of the Board, read the announcement on the Open Public Meeting Law.

Roll Call:

Commissioners Present	Members Absent
Best	Duffy
Cotroneo	
James	
Lepore	
Vice Chairman Bonte	
Chairman Lora	

Motion made by Commissioner Best, seconded by Commissioner Lora to approve the minutes of July 22, 2014, which motion was carried on roll call with six votes in the affirmative with Commissioner Duffy being absent.

At this time Janice De John, Executive Director gave an overview of the Standard Five Year and the Annual Plan for the Passaic County Housing Agency effective January 1, 2015 through December 31, 2019.

Motion made by Commissioner James, seconded by Commissioner Lepore to open the public portion.

ROLL CALL: Best, Yes: Cotroneo, Yes: Duffy, Absent: James, Yes: Lepore, Yes: Bonte, Yes: Lora: Yes

There was no one to appear before Board.

Motion made by Commissioner James, seconded by Commissioner Lepore to close the public portion

ROLL CALL: Best, Yes: Cotroneo, Yes: Duffy, Absent: James, Yes: Lepore, Yes: Bonte, Yes: Lora: Yes

Consent Agenda Resolutions:

Motion made by Commissioner Best, seconded by Commissioner Lepore that Resolution H-14-03, be adopted which motion was carried on roll call with six (6) votes in the affirmative with Commissioner Duffy being absent.

Motion made by Commissioner Best, seconded by Commissioner Cotroneo, that the meeting be adjourned, which motion was unanimously carried on roll call with six (6) votes in the affirmative with Commissioner Duffy being absent.

Louis E. Imhof, III, RMC Clerk
Of The Board of Chosen
Freeholders/Secretary to the
Passaic County Housing
Agency

Prepared by: Arndra Lisa Hill

RESOLUTION
ADOPTING THE FIVE YEAR AND ANNUAL HOUSING AGENCY PLAN, EFFECTIVE JANUARY 1, 2015 – DECEMBER 31, 2019

WHEREAS, Janice L. DeJohn serves as Executive Director of the Passaic County Public Housing Agency; and

WHEREAS, the Passaic County Public Housing Agency is required to adopt a Standard Five Year and Annual Public Agency Plan, effective January 1, 2015 through December 31, 2019; and

WHEREAS, a public hearing concerning the Agency's Plan was properly noticed in a newspaper of local circulation with said hearing being held on September 9, 2014 in the Passaic County Community College Public Safety Academy, 300 Oldham Road, Wayne, New Jersey (see attached); and

WHEREAS, adoption of this Plan requires action by the Passaic County Public Housing Agency's Board of Commissioners; and

WHEREAS, the adoption of said Plan also requires the submission of a Certificate of Compliance with PHA Plans and related regulations, all stated in the attached Standard PHA Plan Certification Form;

NOW THEREFORE BE IT RESOLVED by the Passaic County Public Housing Agency's Board of Commissioners that it hereby adopts the Standard Five Year and the Annual Housing Agency Plan; and

BE IT FURTHER RESOLVED that Janice L. DeJohn is hereby authorized to prepare, execute and submit all necessary certifications of compliance as outlined and stated in the attached

Standard PHA Plan Certification of Compliance.

APPROVED AS TO FORM AND LEGALITY:

JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY

WILLIAM J. PASCRELL, III
COUNTY COUNSEL

RECORD OF VOTE:

	Y	N	NV	ABS	RES	SEC
Commissioner Duffy			X			
Commissioner Best	X				X	
Commissioner James	X					
Commissioner Lepore	X					X
Commissioner Cotroneo	X					
Commissioner Lora	X					
Commissioner Bonte	X					

Dated: September 9, 2014

JRS/meg

PASSAIC COUNTY HOUSING AGENCY
MINUTES

July 22, 2014
5:15 PM

An organization meeting of the Passaic County Public Housing Agency was held this day in the Borough of Prospect Park Municipal Building.

Louis E. Imhof, III, Clerk of the Board, read the announcement on the Open Public Meeting Law.

Roll Call:

Commissioners Present	Members Absent
Best	Lepore
Bonte	
Cotroneo	
Duffy	
James	
Lora	

Louis E. Imhof, III, announced that this was the organizational meeting and that the elections for the year 2014 are now opened.

Commissioner Cotroneo made a motion seconded by Commissioner Duffy, nominating Commissioner Lora to serve as Chairman.

ROLL CALL: Best, Yes; Bonte, Yes: Cotroneo, Yes: Duffy, Yes: James, Yes: Lepore, Absent: Lora, Yes:

Commissioner James made a motion, seconded by Commissioner Best nominating Commissioner Bonte to serve as Vice Chairman.

ROLL CALL: Best, Yes; Bonte, Yes: Cotroneo, Yes: Duffy, Yes: James, Yes: Lepore, Absent: Lora, Yes:

Motion made by Commissioner James, seconded by Commissioner Duffy to approve the minutes of November 26, 2013, which motion was carried on roll call with (6) six votes in the affirmative with Commissioner Lepore being absent.

Motion made by Commissioner Best, seconded by Commissioner Cotroneo to open the public portion.

ROLL CALL: Best, Yes; Bonte: Yes, Cotroneo, Yes: Duffy, Yes: James, Yes: Lepore, Absent: Lora, Yes:

There was no one to appear before Board.

Motion made by Commissioner Duffy, seconded by Commissioner Best to close the public portion

ROLL CALL: Best, Yes; Bonte, Yes: Cotroneo, Yes: Duffy, Yes: James, Yes: Lepore, Absent: Lora, Yes:

Consent Agenda Resolutions:

Motion made by Commissioner Best, seconded by Commissioner Cotroneo that Resolution H-14-01 and 02, be adopted which motion was carried on roll call with six (6) votes in the affirmative with Commissioner Lepore being absent.

Motion made by Commissioner James, seconded by Commissioner Duffy, that the meeting be adjourned, which motion was unanimously carried on roll call with six (6) votes in the affirmative with Commissioner Lepore being absent.

Louis E. Imhof, III,
Clerk Of The Board of
Chosen Freeholders/Secretary to
the Passaic County Housing Agency

Prepared by: Arndra Lisa Hill

H-14-01
7-22-14

RESOLUTION FOR THE PUBLIC HOUSING AGENCY AUTHORIZING OPENING OF THE HOUSING CHOICE VOUCHER SECTION 8 WAITING LIST AND TO ACCEPT APPLICATIONS FROM JULY 29, 2014 THROUGH AUGUST 5, 2014

WHEREAS, the Board of Chosen Freeholders of the County of Passaic, by Resolution dated July 27, 1977, established the Passaic County Public Housing Agency; and

WHEREAS, the Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which re-codified the U.S. Housing Act of 1937; and

WHEREAS, the Passaic County Housing Agency (Hereinafter HA) is a federally funded public housing agency organized pursuant to state and federal law; and

WHEREAS, the Director of the Passaic County Housing Agency is recommending that the Housing Choice Voucher Section 8 Waiting List be opened, beginning July 29 through August 5, 2014;

NOW THEREFORE BE IT RESOLVED by the Passaic County Public Housing Agency's Board of Commissioners that it hereby authorizes opening the Housing Choice Voucher Section 8 Waiting List for the period from July 29 through August 5, 2014; and

BE IT FURTHER RESOLVED that notice of opening the Housing Choice Voucher Section 8 Waiting List shall be published in a newspaper of local circulation and in one bilingual newspaper.

APPROVED AS TO FORM AND LEGALITY:

JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY

WILLIAM J. PASCRELL, III
COUNTY COUNSEL

RECORD OF VOTE:

	Y	N	NV	ABS	RES	SEC
Commissioner Duffy	X					
Commissioner Best	X				X	
Commissioner James	X					
Commissioner Lepore			X			
Commissioner Cotroneo	X					X
Commissioner/Chair Lora	X					
Commissioner/Vice Chair Bonte	X					

JRS/meg

Dated: July 22, 2014

H-14-02
7-22-14

RESOLUTION TO ADOPT CHANGES AND ADDITIONS AND TO UPDATE THE HOUSING AGENCY ADMINISTRATIVE PLAN

WHEREAS, the current Administrative Plan establishing local policy and procedure for the Passaic County Public Housing Agency is in need of revision; and

WHEREAS, these changes are necessary in order to allow the Passaic County Housing Agency to be in compliance with HUD regulations and update local policy needs; and

WHEREAS, in conformity with Federal Regulation 24 CFR 982.54, the proposed changes to the Administrative Plan must be approved by the Board of Commissioners of the Passaic County Housing Agency;

NOW THEREFORE BE IT RESOLVED by the Passaic County Public Housing Agency's Board of Commissioners that it hereby approves the adoption of the changes to the revised Administrative Plan, effective July 22, 2014, a copy of which is attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that the Housing Agency Executive Director, Janice L. DeJohn, is hereby authorized to prepare, execute and submit to the appropriate officials of the United States Department of Housing & Urban Development said document.

JRS/meg

APPROVED AS TO FORM AND LEGALITY:

JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY

WILLIAM J. PASCRELL, III
COUNTY COUNSEL

RECORD OF VOTE:

	Y	N	NV	ABS	RES	SEC
Commissioner Duffy	X					
Commissioner Best	X				X	
Commissioner James	X					
Commissioner Lepore			X			
Commissioner Cotroneo	X					X
Commissioner/Chair Lora	X					
Commissioner/Vice Chair Bonte	X					

JRS/meg

Dated: July 22, 2014