

AGENDA FOR

PASSAIC COUNTY PUBLIC HOUSING AGENCY

September 8, 2015 – 5:15 P.M.
Passaic County Public Safety Academy
300 Oldham Road
Wayne, NJ 07470

1. Announcement on the Open Public Meeting Law.

2. Roll Call:

Present

Commissioner Best
Commissioner Cotroneo
Commissioner Duffy
Commissioner James
Commissioner Lepore
Vice Chairman Bonte
Chairman Lora

Absent

3. Approval of Minutes: March 24, 2015 _____

4. Overview of the 2016 Annual Plan for the Passaic County Housing Agency by
Janice DeJohn, Executive Director

5. Oral Portion:

Motion to Open the public portion _____

Motion to Close the public portion _____

6. New Business:

H-15-03 – Resolution to adopt changes and additions, and to update the
Housing Agency Administrative Plan. _____

H-15-04 – Resolution adopting the 2016 Annual Housing Agency
Plan _____

7. Adjournment _____

**PASSAIC COUNTY HOUSING AGENCY
MINUTES**

**September 8, 2015
5:15 PM**

A meeting of the Passaic County Public Housing Agency was held this day in the PCCC, Public Safety Academy in Wayne.

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

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

Motion made by Commissioner James, seconded by Commissioner Lepore to approve the minutes of March 24, 2015, which motion was carried on roll call with seven (7) votes in the affirmative.

At this time, Janice DeJohn, Executive Director, Passaic County Housing Agency gave an overview of 2016 Annual Housing Agency Plan.

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

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

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

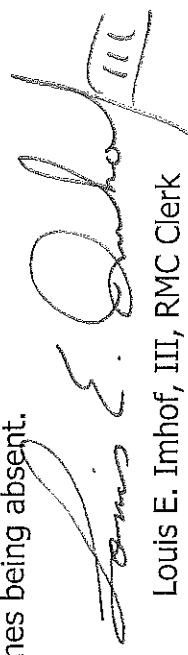
ROLL CALL: Best, Yes: Cotroneo, Yes: Duffy, Yes: James, Yes: Lepore, Yes: Bonte, Yes: Lora, Yes

Consent Agenda Resolutions:

Motion made by Commissioner Lepore, seconded by Commissioner Duffy that Resolution H-15-03 and H-15-04, be adopted which motion was carried on roll call with seven (7) votes in the affirmative.

Adjournment

Motion made by Commissioner Duffy, seconded by Commissioner Lepore, that the meeting be adjourned at 5:25pm, which the motion was carried on roll call with seven (7) votes in the affirmative with Commissioner James being absent.



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

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 September 8, 2015, 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. PASCARELL, III
COUNTY COUNSEL

RECORD OF VOTE:

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

JRS/meg

Dated: September 8, 2015

RESOLUTION ADOPTING THE 2016 ANNUAL HOUSING AGENCY PLAN

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 an Annual Agency Plan effective January 1, 2016 through December 31, 2016 and

WHEREAS, a public hearing concerning the Agency's Annual Plan was properly noticed in a newspaper of local circulation with said hearing being held on September 8, 2015, at 5:15 P.M. 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;

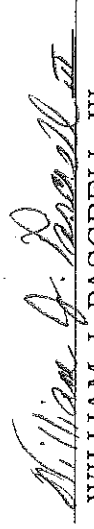
NOW THEREFORE BE IT RESOLVED by the Passaic County Public Housing Agency's Board of Commissioners that it hereby adopts the 2016 Annual Housing Agency Plan; and

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.

JRS/meg

APPROVED AS TO FORM AND
LEGALITY:


JANICE L. De JOHN, DIRECTOR
PUBLIC HOUSING AGENCY


WILLIAM J. PASCARELL, III
COUNTY COUNSEL

RECORD OF VOTE:

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

JRS/meg

Dated: September 8, 2015

AGENDA FOR

PASSAIC COUNTY PUBLIC HOUSING AGENCY

November 24, 2015–5:15 P.M.
Passaic County Administration Building
401 Grand Street
Paterson, NJ 07505

1. Announcement on the Open Public Meeting Law.

2. Roll Call:

Present Absent

Commissioner Best
Commissioner Cotroneo
Commissioner Duffy
Commissioner James
Commissioner Lepore
Vice Chairman Bonte
Chairman Lora

3. Approval of Minutes: September 8, 2015 _____

4. Oral Portion:

Motion to open the public portion _____

Motion to close the public portion _____

5. New Business:

H-15-05–Resolution awarding a contract to Follon & Larsen, LLP, for Audit Services, for Calendar Year Ending December 31, 2015 _____

H-15-06-Resolution awarding a contract to William Katchen, CPA, LLC for Accounting Services, Calendar Year 2016 _____

H-15-07-Resolution awarding a contract to Benedict O. Okeke, to perform Housing Quality Standard Inspection Services, for Calendar Year 2016, for a total fee of \$40,000.00 _____

H-15-08-Resolution awarding a contract to McCright & Associates to perform Housing Quality Standard Inspection Services, for Calendar Year January 1, 2016 through December 31, 2016, for a total fee of \$5,000 _____

7. Adjournment _____

**PASSAIC COUNTY HOUSING AGENCY
MINUTES**

November 24, 2015
5:15 PM

A meeting of the Passaic County Public Housing Agency was held this day in the Freeholders Meeting Room, 401 Grand Street in Paterson.

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
Cotroneo	Vice Chairman Bonte
Duffy	
James	
Chairman Lora	

Motion made by Commissioner James, seconded by Commissioner Cotroneo to approve the minutes of September 8, 2015, which motion was carried on roll call with five (5) votes in the affirmative.

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

Roll Call: Best, Yes; Cotroneo, Yes; Duffy, Yes; James, Yes; Lepore, Absent; Bonte, Absent; Lora, Yes

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

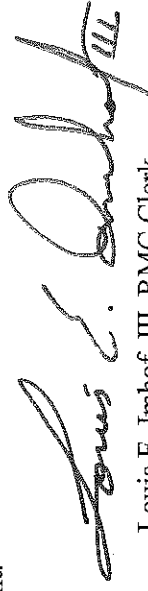
Roll Call: Best, Yes; Cotroneo, Yes; Duffy, Yes; James, Yes; Lepore, Absent; Bonte, Absent; Lora, Yes

Consent Agenda Resolutions:

Motion made by Commissioner James, seconded by Commissioner Best, that Resolutions H-15-05 thru H-15 08, be adopted which motion was carried on roll call with five (5) votes in the affirmative with Commissioner Lepore and Vice Chairman Bonte being absent.

Adjournment

Motion made by Commissioner Duffy, seconded by Commissioner Cotroneo, that the meeting be adjourned at 5:26 pm, which the motion was carried on roll call with five (5) votes in the affirmative with Commissioner Lepore 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 Joseita Elam

RESOLUTION
AWARDING A CONTRACT TO MCCRIGHT & ASSOCIATES TO
PERFORM HOUSING QUALITY STANDARD INSPECTION
SERVICES, FOR CALENDAR YEAR JANUARY 1, 2016
THROUGH DECEMBER 31, 2016, FOR A TOTAL
FEE OF \$5,000.00

WHEREAS, there exists a need for Housing Quality Standard Inspection Services for calendar year January 1, 2016 through December 31, 2016 for the Passaic County Public Housing Agency; and

WHEREAS, on October 1, 2015, the Passaic County Purchasing Department solicited proposals for performance of annual Housing Quality Standard Inspections; and

WHEREAS, pursuant to a proposal dated October 14, 2015, McCright & Associates, 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 amount not to exceed \$5,000.00, as follows: \$39.00 for an initial inspection, \$29:00 for a re-inspection, and \$25.00 for a no access inspection, 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 28, 2015 and was recommended to the full Board for approval;

RESOLUTION AWARDING A CONTRACT TO WILLIAM KATCHEN, CPA, LLC, FOR ACCOUNTING SERVICES, CALENDAR YEAR 2016

WHEREAS, there exists a need for professional accounting services for calendar year January 1, 2016 through December 31, 2016 for the Passaic County Public Housing Agency; and

WHEREAS, on October 1, 2015, the Passaic County Purchasing Department solicited proposals for Accounting Services as required by Federal Regulations; and

WHEREAS, pursuant to a proposal dated October 8, 2015, 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 \$19,200.00, payable \$1,600 per month commencing January 1, 2016, 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 28, 2015 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

RESOLUTION AWARDING A CONTRACT TO BENEDICT O. OKEKE, TO PERFORM HOUSING QUALITY STANDARD INSPECTION SERVICES, FOR CALENDAR YEAR 2016, FOR A TOTAL FEE OF \$40,000.00

WHEREAS, there exists a need for Housing Quality Standard Inspection Services for calendar year January 1, 2016 through December 31, 2016 for the Passaic County Public Housing Agency; and

WHEREAS, on October 1, 2015, the Passaic County Purchasing Department solicited proposals for performance of annual Housing Quality Standard Inspections; and

WHEREAS, pursuant to a proposal dated October 9, 2015, 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 \$34.00; 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 28, 2015 and was recommended to the full Board for approval;

RESOLUTION AWARDING A CONTRACT TO FALLON & LARSEN, LLP, FOR AUDIT SERVICES, FOR CALENDAR YEAR ENDING DECEMBER 31, 2015

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, 2015 ; and

WHEREAS, on October 1, 2015, 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 October 5, 2015, 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 \$11,440.00 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 28, 2015 and was recommended to the full Board for approval;