

The Caucus of the Housing Authority of the City of Bayonne was held on Tuesday, May 14, 2024 at 4:30 PM in the Conference Room located at 549 Avenue A, Bayonne, NJ 07002.

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

Honorable Vincent Lombardo

Honorable Irene Rose Pyke

Honorable Robert Doria

Honorable Shanna McKennan

Honorable Jubrial J. Nesheiwat

Honorable Keith Makowski

Raff, Masone & Weeks, Counsel

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, generally to be held one hour directly before the Regular Meetings.

Very truly yours,
Vincent Lombardo
Chairman

The Regular Meeting of the Housing Authority of the City of Bayonne was held on **Tuesday, May 14, 2024 at 5:30 PM** in the Conference Room located at 549 Avenue A, Bayonne, NJ 07002.

Members of the Board:

Please review the included information prior to the caucus. The regular order of the public meeting will be suspended to conduct a public hearing on the Administration and Continued Occupancy Policy Changes for HOTMA.

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Resolution authorizing the acceptance of the minutes of the Board of Commissioners regular meeting held on April 16, 2024.

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The Authority is required to submit an approved operating budget for purposes of enactment. A Resolution approving the Operating Budget of the Authority for fiscal year beginning July 1, 2024 is being prepared for your consideration.

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The Authority is required to submit a copy of its budget to the State of New Jersey. A Resolution submitting the Authority's 2024 Budget to Department of Community Affairs is being prepared for your consideration.

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A Resolution authorizing the FY2025 late budget submission to the State is being prepared for your consideration.

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A Resolution authorizing the renewal of Robert Balance Inc.'s contract for Apartment Upgrades Flooring Installation is being prepared for your consideration. We have been satisfied with the service received from the current flooring contractor and seek to renew its contract as per the renewal provision included in the initial contract last year.

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A Resolution authorizing the renewal of Cedar Contracting Co. Inc.'s contract for Concrete and Curb Replacement as Needed at Various Bayonne Housing Authority Sites is being prepared for your consideration. We have been satisfied with the service received from the current concrete contractor and seek to renew its contract as per the renewal provision included in the initial contract last year.

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A Resolution authorizing to advertise and solicit proposals for General Legal Counsel Services is being prepared for your consideration.

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A Resolution authorizing the hiring of Craig Florkiewicz as Laborer is being prepared for your consideration.

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A Resolution authorizing the hiring of Michael Selassie as Laborer is being prepared for your consideration.

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A Resolution appointing Kari Habib to the provisional title of Tenant Interviewer is being prepared for your consideration.

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A Resolution appointing Carmen Powell to the provisional title of Housing Assistance Technician (Bilingual) is being prepared for your consideration.

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Resolution renewing the Business Associates Agreement between the Authority and the Department of Human Services is being prepared for your consideration.

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Finance and Personnel Committee

Discussed the revenue, budget, and expenses.

Reviewed the interest from last year compared to this year. We're getting close to 800,000 vs 272,000.

Went over cash balances which is around 38 million for the year.

Finally, discussed the overtime numbers with an inclusion of the dollar values.

Discussed the budget resolutions for tonight's agenda which will be submitted as a late resolution.

Met with Paul Weeks and discussed their action plan on how to deal with current tenancy issues and asked for a report on where they stand currently to be distributed to the board at today's meeting.

Discussed having a sit down with employees to have an open forum to see what the climate is like.

Facilities and Tenant Relations Committee

Spoke with Assistant Director Bracero and reviewed the latest occupancy report. Occupancy is at 98%. HUD goal is greater than or equal to 96%.

Reviewed a contract for Apartment Turnover Hardwood Flooring and a contract for Concrete and Curb Replacement. Both contracts are currently available for a 1 year renewal, maintenance was consulted and are happy with their work. Therefore, the recommendation is to renew both for 1 year at the same prices.

Reviewed RFPs for Replacement of Windows and Balcony Doors at Back bay Gardens and Glass Block Replacements at Entrances of Walk-Up Buildings.

The Committee was also notified of the Capital Fund amount for the current fiscal year which started in October 23, the amount is 4.1 million. The obligation dates starts now in May 2024. We have 2 years to obligate and 2 years to expend the funds.

Respectfully submitted,
John T. Mahon
Executive Director

Executive Director John Mahon:

In accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975, the “so called” Sunshine Law, a notice was forwarded to the clerk of the City of Bayonne and to the Jersey Journal and was posted on the bulletin board in the lobby of 549 Avenue A, Bayonne, New Jersey. Also in consideration of executive order from COVID, declaring a state of emergency and a public health emergency, following all said provisions of the emergency order. We’re calling this meeting to order and please be advised that this public meeting is being recorded.

Pledge of Allegiance

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

*Chair Lombardo, Vice Chair Pyke, Commissioners Doria, Nesheiwat, and Makowski.
Commissioner McKennan has an excused absence.*

Executive Director John Mahon:

Do I hear a motion to suspend the order of business for the purpose of a public hearing on the topic of HOTMA?

Motion by Commissioner Doria and seconded by Vice Chair Pyke

AYES: *Chair Lombardo, Vice Chair Pyke, Commissioners Doria, Nesheiwat, and Makowski.*

OPPOSED:

ABSTAIN:

MOTION CARRIED.

Executive Director John Mahon:

At this point, we’ll open the public hearing for, this is for HOTMA. To give it a little background, we had the public hearing last month on the Housing Choice Voucher portion of HOTMA. This was for the public housing portion of HOTMA. Last month’s meeting Commissioner Nesheiwat went over what Assistant Director Bracero went over in the committee meeting about what those changes were. If the board had any questions of that, any of those changes that we had to do?

Hearing none, are there any comments, questions from the public? I just want to add that this is something we're required to do by HUD. The HOTMA, the Housing Opportunity Through Modernization Act, as it's called, it will change how we fundamentally do business in the sense of recertifications and gathering of information. So it will be a lot of training for the staff, as we went over. If there is nothing on that, can I hear a motion to close the public hearing on HOTMA?

Motion by Chair Lombardo and seconded by Commissioner Makowski

AYES: Chair Lombardo, Vice Chair Pyke, Commissioners Doria, Nesheiwat, and Makowski.

OPPOSED:

ABSTAIN:

MOTION CARRIED.

Executive Director John Mahon:

Do I hear a motion to open the regular meeting now that we're done with the special public hearing?

Motion by Commissioner Nesheiwat and seconded by Vice Chair Pyke

AYES: Chair Lombardo, Vice Chair Pyke, Commissioners Doria, Nesheiwat, and Makowski.

OPPOSED:

ABSTAIN:

MOTION CARRIED.

John Mahon reads Consent Agenda resolution number 7003 listed below

(7003) 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 all routine and un-debated matters; and

WHEREAS, the Authority's Commissioners have reviewed the items listed on the printed agenda, and determined that all, (except resolutions numbered ____) shall be voted on together; 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 7003 - 7016 are hereby adopted, effective immediately.

(7004) WHEREAS, the Board of Commissioners held the regular Board meeting on April 16, 2024 which was attended in person by the Commissioners; and,

WHEREAS, the minutes of the meeting must be and have been presented to the Board for review and approval; and,

NOW THEREFORE BE IT RESOLVED, by the Housing Authority of the City of Bayonne Board of Commissioners that the attached minutes of the April 2024 Board of Commissioners regular meeting are approved.

(7005)

BY COMMISSIONER

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Bayonne Housing Authority
PHA Code: NJ 012

PHA Fiscal Year Beginning: July 1, 2024 Board Resolution Number: 7005

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Project Based Operating Budget approved by Board resolution on: May 14, 2024
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <u>Mr. Vincent Lombardo</u> //	Signature: 	Date: <u>5/14/24</u>
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Previous editions are obsolete

form HUD-52574 (08/2005)

Resolution No. 7005

Date: May 14, 2024

(7006)

BY COMMISSIONER

Board Resolution Number 7006

2025 HOUSING AUTHORITY BUDGET RESOLUTION

Bayonne Housing Authority

FISCAL YEAR: July 01, 2024 to June 30, 2025

WHEREAS, the Annual Budget for Bayonne Housing Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025 has been presented before the governing body of the Bayonne Housing Authority at its open public meeting of May 14, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$21,451,267.00, Total Appropriations including any Accumulated Deficit, if any, of \$21,149,276.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$4,450,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Bayonne Housing Authority, at an open public meeting held on May 14, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Bayonne Housing Authority for the fiscal year beginning July 01, 2024 and ending June 30, 2025, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Bayonne Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on June 18, 2024.

jmahon@bayonneha.org
(Secretary's Signature)

[Handwritten Signature]

5/14/2024
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Vincent Lombardo	<i>[Handwritten Mark]</i>			
Irene Rose Pike	<i>[Handwritten Mark]</i>			
Robert Doria	<i>[Handwritten Mark]</i>			
Shanna McKennan				X
Jubrial J. Nesheiwat	<i>[Handwritten Mark]</i>			
Keith Makowski	<i>[Handwritten Mark]</i>			

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Resolution No. 7006

Date: May 14, 2024

(7007) WHEREAS, the Housing Authority of the City of Bayonne previously authorized the initial submission of its FY2025 Agency Budget at the May 14, 2024 Board of Commissioners Meeting, and;

WHEREAS, the Authority was recently informed by the State of New Jersey that they wanted a late budget resolution adopted by the Authority due to the fact that the Authority has not adopted its Agency Budget by May 1, 2024, and;

WHEREAS, the Authority, in an effort to more accurately project the subsidy amount that it will receive was hopeful HUD would make available the 2024 proration factor;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Bayonne authorizes the FY2025 late budget submission.

(7008) WHEREAS, by Resolution No. 6906, adopted by the Board of Commissioners of the Housing Authority of the City of Bayonne (the “Authority”) on April 20, 2023, a contract was awarded to Robert Balance, Inc. for Apartment Upgrades Flooring Installation in the amount of \$136,800.00, and

WHEREAS, the Invitation for Bid provided that the Authority reserved the right to renew the Contract, at the Authority’s option, for an additional one year at the same price,

NOW, THEREFORE BE IT RESOLVED, that a renewal contract, as provided for in the Invitation for Bid and permitted by the New Jersey Local Public Contracts Law, for the period of one year commencing on May 1, 2024 and terminating on April 30, 2025 be awarded to Robert Balance, Inc. for Apartment Upgrades Flooring Installation in the amount of \$136,800.00.

(7009) WHEREAS, by Resolution No. 6922, adopted by the Board of Commissioners of the Housing Authority of the City of Bayonne (the “Authority”) on June 21, 2023, a contract was awarded to Cedar Contracting Co. Inc. for Concrete and Curb Replacement as Needed at Various Bayonne Housing Authority Sites in the amount of \$174,250.00, and

WHEREAS, the Invitation for Bid provided that the Authority reserved the right to renew the Contract, at the Authority’s option, for an additional one year at the same price,

NOW, THEREFORE BE IT RESOLVED, that a renewal contract, as provided for in the Invitation for Bid and permitted by the New Jersey Local Public Contracts Law, for the period of one year commencing on June 1, 2024 and terminating on May 31, 2025 be awarded to Cedar Contracting Co. Inc. for Concrete and Curb Replacement as Needed at Various Bayonne Housing Authority Sites in the amount of \$174,250.00.

(7010) RESOLVED, that the Executive Director of the Housing Authority of the City of Bayonne be authorized to advertise and receive proposals for:

GENERAL LEGAL COUNSEL SERVICES

(7011) NOW THEREFORE BE IT RESOLVED, that the following be appointed to the position of Laborer 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.

Craig Florkiewicz
\$34,320.00

(7012) NOW THEREFORE BE IT RESOLVED, that the following be appointed to the position of Laborer 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.

Michael Selassie
\$34,320.00

(7013) RESOLVED, that the following be appointed to the provisional position in accordance with the rules and regulations of the New Jersey Department of Personnel and the Personnel Policy of the City of Bayonne effective **May 14, 2024**.

Kari Habib
Tenant Interviewer

(7014) RESOLVED, that the following be appointed to the provisional position in accordance with the rules and regulations of the New Jersey Department of Personnel and the Personnel Policy of the City of Bayonne effective **May 14, 2024**.

Carmen Powell
Housing Assistance Technician (Bilingual)

(7015) NOW THEREFORE BE IT RESOLVED, that the Business Associates Agreement between the Authority and the Department of Human Services be approved.

(7016) 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.

Executive Director John Mahon:

Are there any questions from the board? Are there any questions from the public or staff? Hearing none, a vote on that. Do I hear a motion and second on the the Consent Agenda?

Motion by Commissioner Doria and seconded by Commissioner Nesheiwat

AYES: *Chair Lombardo, Vice Chair Pyke, Commissioners Doria, Nesheiwat, and Makowski.*

OPPOSED:

ABSTAIN:

MOTION CARRIED.

Executive Director John Mahon:

Mr. Chairman, we're done with the regular course of business and I turn the meeting over to you.

Chair Lombardo:

Would anyone like to speak? Commissioners, do you have anything you'd like to say? Motion to adjourn?

Motion by Commissioner Makowski and seconded by Commissioner Nesheiwat

AYES: *Chair Lombardo, Vice Chair Pyke, Commissioners Doria, Nesheiwat, and Makowski.*

OPPOSED:

ABSTAIN:

MOTION CARRIED.

Chair Lombardo:

Thank you, everyone.

The meeting was then adjourned at 5:38 PM.