

The Caucus of the Housing Authority of the City of Bayonne was held on Tuesday, September 17, 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, September 17, 2024 at 5:30 PM** in the Conference Room located at 549 Avenue A, Bayonne, NJ 07002.

Members of the Board:

A Resolution authorizing the Re-organization of the Housing Authority of the City of Bayonne for the year 2024/2025 is being prepared for your consideration. Template attached.

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Resolution authorizing the acceptance of the minutes of the Board of Commissioners regular meeting held on July 30, 2024.

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A Resolution approving the write offs from July 1, 2023 to June 30, 2024 is being prepared for your consideration. Write offs are done on an annual basis as part of the accounting function for annual close outs. BHA staff makes every reasonable effort to collect current outstanding balances and the write off continues to be both a low amount and percentage. A write off does not prevent future collection of an outstanding debt if the situation arises.

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A resolution approving the submission of the SEMAP section 8 indicators to be ratified.

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A Bid for Replacement of Benches at All Bayonne Housing Authority Sites. Links to the submitted bids are below.

BIDDER	BID AMOUNT
NELA Carpentry and Masonry	\$683,000.00
A-Tech Concrete Co.	\$738,000.00
Geacorp Contracting Inc.	\$888,769.00

A resolution awarding a contract to A-Tech Concrete Co. is being prepared for your consideration.

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A Request For Proposals for a Wage, Salary, Compensation And Staffing Study. Links to the submissions are below.

PROPOSER

MGT Consulting	\$14,820.00
Arthur J. Gallagher & Co.	\$97,900.00
Execu-Tech, Inc.	<i>Unresponsive</i>

A Resolution awarding a contract MGT Consulting is being prepared for your consideration.

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A Resolution authorizing the Executive Director to enter into an interlocal agreement with the City of Bayonne for the sale of four obsolete vehicles. Historically, in the spirit of cooperation and collaboration BHA has with the City, when the BHA determines that a vehicle is obsolete for our purposes, we have contacted the City to establish if they have a need for such vehicle. The Director of Public works has indicated that the City would be interested in the vehicle as their fleet is substantially larger than BHA's.

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A Resolution authorizing the hiring of Andrea Campbell as Keyboarding Clerk I is being prepared for your consideration.

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A Resolution authorizing the hiring of Caroline Walsh as Keyboarding Clerk I is being prepared for your consideration.

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A Resolution authorizing to advertise and solicit bids for Replacement of Seven (7) Emergency Generators at 30 East 50th Street, 535 Avenue A, 24 East 21st Street, 45 East 18th Street, 156 West 3rd Street, 151 West 2nd Street, and 159 West 2nd Street.

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Finance and Personnel Committee

The committee reviewed the materials presented. The budget to actuals, interest and rates, and overtime were reported on and discussed.

The interest for the redevelopment fund was discussed.

Facilities and Tenant Relations Committee

Reviewed the bids for Replacement of Benches, A-Tech was found to be the lowest responsible bidder and the committee recommended them for award.

Recommended preparation of an advertisement for A/E services for replacement of emergency backup generators.

Reviewed the bids for Replacement of Sealant at the senior buildings. 8 bids were received, but the committee recommended to table the award for now due to multiple bids being far below cost estimate to allow due diligence.

The BHA discussed the 4 vehicles that were declared obsolete and recommended transferring the vehicles to the City of Bayonne at a fee of \$1 per car.

Finally, the SEMAP scores were discussed. The BHA received a 100% score.

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 NJ.com and was posted on the bulletin board in the lobby of 549 Avenue A, Bayonne, New Jersey. Also in consideration of executive order #103 issues by Governor Murphy in regards to 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, McKennan, and Makowski.*

Commissioner Doria:

I would like to dispense with the regular order of business to elect a Chair and a Vice Chair. Do we have a second on that?

Seconded by Commissioner Nesheiwat

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

OPPOSED:

ABSTAIN:

Commissioner Nesheiwat:

I move that Bob Doria serve as Temporary Chair to conduct the election of officers for the year beginning September 17, 2024. Can I have somebody second that please?

Seconded by Commissioner Lombardo

Temporary Chair Doria:

As Temporary Chair, I will now receive nominations for the office of Chair of the Housing Authority for the City of Bayonne for the year beginning September the 17th, 2024.

Commissioner Nesheiwat:

I would like to nominate Vince Lombardo for the office of Chair of the Housing Authority of the City of Bayonne.

Temporary Chair Doria:

Can I get a second on that, please?

Seconded by Commissioner Pyke

Temporary Chair Doria:

Are there any other nominations? If not, I move that the nominations be closed for the office of Chair of the Housing Authority of the City of Bayonne.

Seconded by Commissioner Nesheiwat

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

OPPOSED:

ABSTAIN:

Temporary Chair Doria:

We close the nominations for the Chair. The Chair will now receive nominations for the office of Vice Chair of the Housing Authority of the City of Bayonne for the year beginning September the 17th, 2024.

Commissioner Lombardo:

I nominate Irene Pyke.

Seconded by Commissioner Nesheiwat

Temporary Chair Doria:

All in favor?

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

OPPOSED:

ABSTAIN:

Temporary Chair Doria:

Are there any other nominations? If not, I move that the nominations be closed for the office of Vice Chair of the Housing Authority of the City of Bayonne.

Seconded by Commissioner Makowski

Temporary Chair Doria:

All in favor?

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

OPPOSED:

ABSTAIN:

Temporary Chair Doria:

Motion carried. We have nominated for the year beginning September 17th, 2024 Commissioner Vincent Lombardo for Chair and Irene Pyke for Vice Chair on the election of these commissioners to the offices for which they were nominated. On that, all in favor?

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

OPPOSED:

ABSTAIN:

Temporary Chair Doria:

On that, congratulations.

Temporary Chair Doria:

I want to make a motion to return to the regular order of business.

Seconded by Commissioner Pyke

Temporary Chair Doria:

All in favor?

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

OPPOSED:

ABSTAIN:

John Mahon reads Consent Agenda resolution number 7037 listed below

(7037) 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 7037 - 7048 are hereby adopted, effective immediately.

(7038) *Reorganization resolution, see indented transcript above.*

(7039) WHEREAS, the Board of Commissioners held the regular Board meeting on July 30, 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 July 2024 Board of Commissioners regular meeting are approved.

(7040) WHEREAS, the 2023-2024 fiscal year of the Housing Authority of the City of Bayonne (the “Authority”) ended June 30, 2024 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 **\$345,312.52** for the periods and total amounts as shown thereon for the period **July 1, 2023 to June 30, 2024**, and,

WHEREAS, it is in the opinion of the Authority’s Accountant, David Ciarrocca, CPA, as set forth in his letter 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, 2024 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.

(7041) WHEREAS, the Housing Authority of the City of Bayonne is required to annually submit documentation for SEMAP (Section Eight Management Assessment Program), and

WHEREAS, submission of the SEMAP indicators is due by August 29, 2024, and

WHEREAS, the Authority complied with the submission deadline, and

WHEREAS, initial Authority review of the indicators indicate the Authority should be designated “High Performer”

NOW THEREFORE BE IT RESOLVED, that the submission of the SEMAP indicators be ratified.

(7042) WHEREAS, the Housing Authority of the City of Bayonne (the “Authority”) publicly advertised an Invitation for Bids (the “Invitation”) in THE JERSEY JOURNAL for **REPLACEMENT OF BENCHES AT ALL BAYONNE HOUSING AUTHORITY SITES the (“Project”)** and

WHEREAS, the Invitation for Bids provided interested parties with information on how to acquire plans and specifications (the “Specifications”) for the Project and indicated that the bids would be received at 11:00 AM on August 21, 2024 whereupon the bids were opened at the Authority’s office and read aloud as follows:

<u>BIDDER</u>	<u>BID AMOUNT</u>
NELA Carpentry and Masonry	\$683,000.00
A-Tech Concrete Co.	\$738,000.00
Geacorp Contracting Inc.	\$888,769.00

WHEREAS the bid placed by NELA Carpentry and Masonry was found by the Architect, DAL Design Group, to be defective due to the submitted bid bond not meeting the requirement of the bid documents, and

WHEREAS the Board of Commissioners have reviewed the bid placed by **A-Tech Concrete Co.** and determined that bidder was a responsible bidder and recommended that the Authority award a contract for the referenced project to **A-Tech Concrete Co.**, 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, and

BE IT FURTHER RESOLVED BY THE COMMISSIONERS OF THE AUTHORITY that its appropriate officers are hereby authorized and directed to enter into a contract with **A-Tech Concrete Co.** to perform the Project in the amount of **\$738,000.00.**

(7043) WHEREAS, proposals for **A WAGE, SALARY, COMPENSATION AND STAFFING STUDY** (the “Services”) to be rendered to the Housing Authority of the City of Bayonne (the “Authority”) were received on August 15, 2024 at 10:30 AM from the following:

PROPOSERS

MGT Consulting

Arthur J. Gallagher & Co.

Execu-Tech, Inc.

WHEREAS, in order to comply with the professional procurement requirements of 24 CFR and HUD’s PIH Notice 90-47, the Authority published a notice in The Jersey Journal requesting firms to submit proposals to the Authority (“RFP”); 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, and

WHEREAS, the Authority’s Executive Director and Board of Commissioners have evaluated the proposals received based on evaluation criteria included in the RFP and recommend that the Authority accept the proposal of **MGT Consulting** to perform the Services, and

WHEREAS, the Local Public Contracts Law of the State of New Jersey, N.J.S.A. 40A:11 et seq., requires that the resolution authorizing the award of a contract for “Professional Services” without competitive bids and the contract itself must be available for public inspections;

NOW THEREFORE BE IT RESOLVED that the proposal submitted by **MGT Consulting** be accepted to conduct the Wage, Salary, Compensation and Staffing Study, and be it further

RESOLVED that this contract has been awarded under competitive proposal procurement procedures, as more fully described at 24 CFR 85.36 and PIH Notice 2003-24, and as a “Professional Service” was not required to be bid under New Jersey Local Public Contract Law, and that a notice of this action shall be published once in an appropriate newspaper of general circulation.

(7044) WHEREAS, the Bayonne Housing Authority may periodically review its automotive fleet to determine the viability of vehicles, and

WHEREAS, after a review, it has been determined that **four (4)** vehicles (listed below) should be declared obsolete, and

WHEREAS, the Bayonne Housing Authority will seek to dispose of these vehicles, and

WHEREAS, the Bayonne Housing Authority cooperates with the City of Bayonne on numerous matters and the City has expressed interest in acquiring the obsolete vehicles for their purposes.

NOW THEREFORE BE IT RESOLVED that the Executive Director is authorized and directed to execute an interlocal agreement with the City of Bayonne for the sale of four (4) obsolete vehicles to the City of Bayonne, for \$1 per vehicle.

2005 GMC SAVANA 1GTGG25V651104620

2006 GMC SAVANA 1GTGG25V061129384

2008 FORD F-250 1FDNF21538EB75962

2011 FORD FUSION 3FAHPOGA8BR346108

(7045) NOW THEREFORE BE IT RESOLVED, that the following be appointed to the position of Keyboarding Clerk I 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.

Andrea Campbell

\$27,885.00

(7046) NOW THEREFORE BE IT RESOLVED, that the following be appointed to the position of Keyboarding Clerk I 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.

Caroline Walsh

\$27,885.00

(7047) RESOLVED, that the Executive Director of the Housing Authority of the City of Bayonne be authorized to advertise and receive bids for:

REPLACEMENT OF SEVEN (7) EMERGENCY BACKUP GENERATORS

(7048) 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:

Do I hear a motion on that?

Motion by Commissioner Doria and seconded by Commissioner McKennan

Executive Director John Mahon:

Any questions? Hearing none, all in favor?

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

OPPOSED:

ABSTAIN:

MOTION CARRIED.

Executive Director John Mahon:

Motion carried. Mr. Chairman, I turn the meeting over to you.

Chair Lombardo:

I want to thank my colleagues for reappointing Irene and I as Chair and Vice Chair. We're honored by that. We have an exciting year coming up. Hopefully a couple groundbreaking and growth opportunities for us. Having said that, our job is easy. The staff, you're gonna have a lot more to do. Eyes are going to be upon us, and we're going to have to do things in a more timely fashion, not that we haven't, but progress and change is always good and as our Mayor always says when he goes around the State, if you want to see how a Housing Authority should look and run, come to Bayonne.

So please extend that back to the rank and file and please also let them know that the Commissioners took very serious the meetings with the Staff and we hear them and we're going to do everything we can to improve on what they asked us to do. Anyone else?

Commissioner Doria:

I'd just like to thank Irene for taking on that job and setting up the meetings with the staff of the housing authority. And as you see tonight on the agenda, we are out looking for a study to be done. We're hoping to have some results for the staff sooner than later. Agai, Irene, thank you very much, great job.

Executive Director John Mahon:

If I may, on behalf of the Staff, congratulations on your re-elections. We appreciate your support of the staff. It means a lot to them, to know someone has their backs, and we look forward to working with you all, not only leadership, but the entire board for the next year. As was said, there's potentially an awful lot going on this year.

Vice Chair Pyke:

Exciting stuff.

Chair Lombardo:

Does anybody else have anything to say? Do we have a motion to adjourn?

Motion by Commissioner Nesheiwat and seconded by Commissioner Makowski

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

OPPOSED:

ABSTAIN:

MOTION CARRIED.

Executive Director John Mahon:

Thank you very much.

The meeting was then adjourned at 5:40 PM.