

November 20th, 2019

Minutes of a regular meeting of the Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, November 20th at 6:00 PM in the conference room at the Housing Authority office 52 Evergreen Terrace, Red Bank, New Jersey.

Chairperson Michael Clancy called the meeting to order at 6:00 PM and asked for the reading of the roll:

Present:

Chairperson Michael Clancy
Vice Chairperson Alicia Wilkerson
Commissioner Mark Gregory
Commissioner Diem Jones

Absent:

Commissioner Gloria Bradley
Commissioner Memone Crystain
Commissioner Dorothy Davis

Also present: William Snyder, Gloria Mitchell, Precious Johnson, William Katchen, CPA

The following meeting notice was read:

"Adequate notice of this meeting as required by the Open Public Meeting Act has been provided by the filing of the Annual Meeting Notice with the Municipal Clerk, posting of same to the official bulletin board and delivery of the notice to the Asbury Park Press and Twin River Times on October 18th, 2019. This body wishes to advise you, in accordance with N.J.S.A. 26:3D, smoking is prohibited while this body is in open or closed session. The flag followed the opening statement.

The minutes of the October 16th, 2019 meeting were presented for approval, Commissioner Gregory moved that the minutes be approved as recorded, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

Under New Business, the following items were considered:

The following resolution was read:

RESOLUTION NO. 11-01-2019

Resolution approving the transaction, authorizing the approval of the list of bills for the month of November 2019, authorizing and ratifying an expenditure of funds in an amount not to exceed \$244,150.58, subject to appropriations.

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on November 20th, 2019; and

1. Regular List of Bills	\$52,371.58
2. HCV/Section 8	\$191,779.00
Total For Month of November 2019	\$244,150.58

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The list of bills for November 2019, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for November 2019, in an amount not to exceed \$244,150.58, subject to appropriations.
3. Ratification of payments of any bills for November 2019 on the list that may have already been paid.
4. The Executive Director to do all things necessary to effectuate the transaction.

Commissioner Gregory moved that the listing of bills for the month of November be approved for payment, seconded by Commissioner Wilkerson:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-02-2019

Resolution authorizing the approval of monthly employee stipend for work associated with Cedar Crossing-Precious Johnson.

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on November 20th, 2019; and

WHEREAS, the Housing Authority of the Borough of Red Bank has entered into a management agreement with Cedar Crossing Condominium Association; and

WHEREAS, the management agreement requires that the Housing Authority provide specific services to the condo association which were previously being performed by the Long Branch Housing Authority; and

WHEREAS, the additional work now needs to be performed by the staff of the Housing Authority of the Borough of Red Bank; and

WHEREAS, Precious Johnson has agreed to perform these additional services for a monthly stipend of \$250.00;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. Monthly stipend for Cedar Crossing in the amount of \$250.00 is hereby approved for Precious Johnson; and
2. The stipend shall commence November 1st, 2019

Commissioner Jones moved that this resolution be approved, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-03-2019

Resolution Introducing the Operating Budget for the FYE 12/31/2020

WHEREAS, it is required by the Annual Contributions Contract between the U.S. Department of Housing and Urban Development and the Housing Authority of the Borough of Red Bank that an annual budget be submitted to HUD for their approval and the state within 60 days before the start of the fiscal year; and

WHEREAS, the Housing Authority of the Borough of Red Bank is required by the State of New Jersey to introduce and then adopt a budget; and

WHEREAS, the proposed expenditures are necessary for the efficient and economical operation of the housing authority or the purpose of serving low income families;

WHEREAS, the financial plan is reasonable in that 1) it indicates a source of funding adequate to cover all proposed expenditures, 2) it does not provide for use of federal funding in excess of that payable under the provisions of these regulations; and

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contract.

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. That the attached Operating Budget be hereby introduced.

2. That the Operating Budget be submitted to HUD for their approval.
3. That the Operating Budget be submitted to the State of New Jersey for their approval.
4. That this Resolution shall take effect immediately.

Commissioner Jones moved that the budget approval be approved: seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-04-2019

Resolution Approving the Annual & Five-Year Plan.

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on November 20th, 2019; and

WHEREAS, the Housing Authority of the Borough of Red Bank is required to submit and Annual & Five-Year Plan to the U.S. Department of Housing & urban Development in accordance with the requirements of the Quality Housing & Work Responsibility Act of 1998; and

WHEREAS, a copy of the Annual & Five Plan is attached to this resolution and available to the public at the Housing Authority office; and

WHEREAS, the Housing Authority has conducted a meeting with the residents in order to discuss the Annual & Five-Year Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes:

1. The submission of the Annual & Five-Year Plan; and
2. The Interim Executive Director and Chairperson are authorized to execute all necessary documents to effectuate the submission to HUD.

Commissioner Wilkerson moved that the foregoing resolution be approved for submission of the Annual and Five-year plan to HUD, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-05-2019

Resolution authorizing the submission of an application for conversion to Section 8 under HUD's "Voluntary Conversion" Program

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on November 20th, 2019; and

WHEREAS, the Housing Authority of the Borough of Red Bank is eligible to submit application to convert its 90 8unit public housing stock to Section 8 under HUD's "Voluntary Conversion" Program; and

WHEREAS, The Housing Authority desires to investigate all possible avenues that will provide better financial stability to the Authority; and

WHEREAS, the submission of an application does not authorize the completion of the conversion with final Board of Commissioners approval; and

WHEREAS, this resolution will allow for the Board of Commissioners to received specific information that will allow them to better make a final decision as to whether the Voluntary Conversion is in the b4est interests of the Housing Authority and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The preparation and submission of an application for Voluntary Conversions to Section; and
2. Resident notification of the potential application and impact on their tenancy;
3. The Interim Executive Director is authorized to execute all documents to effectuate the completion of the application.

Commissioner Gregory moved that the foregoing resolution be approved for submission of n application for Voluntary Conversion, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-06-2019

Resolution authorizing a revision to the Personnel Policy authorized a payment to maintenance for being "On-Call."

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on November 20th, 2019; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need for 24-hour, 7-day per week maintenance services in the event of an emergency condition; and

WHEREAS, The Housing Authority has an unwritten policy of paying their maintenance staff one of overtime for each day that they are on-call; and

WHEREAS, The Housing Authority would like to make this policy formal and part of the Personnel policy;

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The Personnel Policy is hereby revise to include a payment of one hour of overtime for each day that a maintenance person is on-call:
2. This revision shall take place immediately.

Commissioner Jones moved that this policy revision be adopted, seconded by Commissioner Gregory:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

Resolution 11-7-19 was removed from the agenda at the recommendation of the Interim Executive Director. He indicated that the addition of one phone in the conference seemed exorbitant. He asked Gloria Mitchell to reach out to the company to clarify what the cost of one additional phone would be.

The following resolution was read:

RESOLUTION NO. 11-08-2019

Authorization to enter into a 12-month contract with Execu-Tech for Interim Executive Director Services

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank have solicited proposals for Executive Director Services beginning January 1st, 2019; and

WHEREAS, 1 responsive proposal was received from Execu-Tech, Inc.; and

WHEREAS, the proposal is for an hourly rate of \$150.00 for 13 hours weekly; and

WHEREAS, the Board of Commissioners are desirous of retaining Execu-Tech as Executive Director.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Housing Authority of Red Bank authorizing the Chairperson and Counsel to negotiate an agreement for Executive Director services with Execu-Tech, Inc. for the calendar year 2020.

Commissioner Gregory moved that the foregoing resolution be approved, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-09-2019

Approval to enter into a contract with Maztech to perform IT Services

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank have determined an immediate need for IT services; and

WHEREAS, a proposal was received from Maztech, Inc. to immediately begin performing the required services; and

WHEREAS, the proposal is for a monthly rate of \$463.00 and hourly rate for additional services of \$95.00; and

WHEREAS, the Board of Commissioners are desirous of retaining Maztech, Inc. to perform IT services.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Housing Authority of Red Bank authorizing the Interim Executive Director to immediately authorize Maztech, Inc. begin providing IT services on behalf of the Authority

Commissioner Gregory moved that the foregoing resolution be approved, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-10-2019

RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF RED BANK APPROVING THE LATE FILING OF THE 2020 BUDGET

Whereas, the Housing Authority of Atlantic City is required to submit the approved Budget 60 days prior to the start of the fiscal year to the State of New Jersey, and;

Whereas, the Budget was not prepared on a timely basis, due insurance quotes and health benefit rates not being available, and;

WHEREAS, the above noted information is available to the Authority allowing for the Budget to be prepared.

Now Therefore Be It Resolved by the Commissioners of the Housing Authority of Red Bank approving the late filing of the 2020 Budget.

Commissioner Gregory moved that the foregoing resolution be approved, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The following resolution was read:

RESOLUTION NO. 11-11-2019
2020 (2020-2021) HOUSING AUTHORITY BUDGET

RED BANK HOUSING AUTHORITY

FISCAL YEAR: FROM:1/1/2020 TO:12/31/2020

WHEREAS, the Annual Budget and Capital Budget for the Red Bank Housing Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Red Bank Housing Authority at its open public meeting of November 20, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 3,476,205 , Total Appropriations, including any Accumulated Deficit if any, of \$ 3,462,170 and Total Unrestricted Net Position utilized of _____0_____; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ _____0_____ and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ _____0_____; 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 Red Bank Housing Authority, at an open public meeting held on November 20, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Red Bank Housing Authority for the fiscal year beginning, 1/1/2020 and ending, 12/31/2020 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 Red Bank Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 15, 2020.

Commissioner Gregory moved that the foregoing resolution be approved, seconded by Commissioner Jones:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

The Interim Executive Director reported on the following items:

- 1) Review of the legal services proposals that were solicited by the Long Branch Housing Authority and reviewed by Mr. Snyder. He stated that the Request for Proposals had to issues which he was concerned about:
 - a. The rating system did not include price as a factor in rating the proposals which is federal procurement requirement; and
 - b. The rating criteria did not appear to be geared towards the needs of the Red Bank Housing Authority. The criteria provided for items that RBHA does not appear to have much need for (i.e., Labor & Employment experience, Affordable Housing Development experience, Litigation experience). Mr. Snyder recommended that the proposals be disregarded due to factor 1 and a new RFP be issued which is more tailored towards RBHA needs. The consensus of the board was to follow Mr. Snyder's recommendation and re-advertise for new proposals. Mr. Snyder stated that he would work on the RFP immediately.
- 2) Cedar Crossing-Mr. Snyder stated that a meeting with the condo board was being setup to discuss their issues. Precious Johnson was approved to handle the daily matters of Cedar Crossing, including collection of condo fees, late notices and payment of invoices.
- 3) Medical Alerts-Mr. Snyder stated that the medical alert pull cords are not working at Evergreen and there are 2 units out at Montgomery. He stated that he will be looking into this matter with the maintenance staff.
- 4) Inspections-M. Snyder stated that his firm is currently doing the inspections to ensure that they are up-to date. He read a letter from former employee Richard Ashton which stated he would like to do the inspections on a part-time basis. It was the consensus of the board that a reasonable fee would be negotiated with Mr. Ashton for doing the inspections in the future.
- 5) Equipment repair-Mr. Snyder stated that the Housing Authority did not appear to have the necessary functioning equipment to be able to perform some of their functions. He authorized maintenance to take action to get the 2 pickup trucks back on the road ASAP with plows attached for potential winter storms. He also received 3 proposals to purchase 2 snowblowers since the RBHA currently does not have any functioning snowblowers.
- 6) Broken sanitary line at Evergreen-Mr. Snyder reported that tree roots have penetrated a sanitary which is causing sewer backup into the building. Rooter-Roto put a camera into the line to determine the exact location of the problem. They also provided a proposal to make the repairs. Mr. Snyder recommended that the work be undertaken ASAP to avoid sewer backups into the building. The consensus of the board was to proceed immediately with the repair at a cost of \$2,100.00.

Under "other" matters, Mr. Katchen stated that he was concerned that the Housing Authority's computer system did not appear to be protected against cyber invasion. He presented a proposal from Maztech to provide immediate review of the Housing Authority's systems and installation of firewalls and other necessary system to ensure that the system is protected. He stated that they

could be at the Authority immediately to address these issues. He also stated that usually the cost of these service would require that a formal RFP be issues. However, he was recommending that the Maztech proposal be approved as an emergency since there currently is no protection of the system. The consensus of the board was that the proposal by Maztech be approved.

There being no other business, Commissioner Gregory moved that the meeting be adjourned at 8:05 PM, seconded by Commissioner Clancy:

Ayes: All

Nays: None

Absent: Bradley, Crystain, Davis

Respectfully submitted,

WILLIAM F. SNYDER
Secretary