

**JERSEY CITY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
JULY 13, 2016**

**PLEASE NOTE:** THE REGULAR BOARD OF COMMISSIONERS' MEETING AND THE ANNUAL REORGANIZATION MEETING WILL BE HELD ON WEDNESDAY, JULY 13, 2016 AT 6:00 P.M. IN THE CENTRAL OFFICE, THIRD FLOOR CONFERENCE ROOM, 400 U.S. HIGHWAY #1 (MARION GARDENS), JERSEY CITY, NEW JERSEY, TO CONSIDER THE FOLLOWING AGENDA ITEMS:

PUBLIC/RESIDENT SPEAKERS: *THERE WILL BE A TWENTY MINUTE TIME FRAME FOR THE PUBLIC AND/OR RESIDENTS WHO HAVE SUBMITTED WRITTEN REQUESTS.*

- ITEM #1:** RESOLUTION AUTHORIZING A CLOSED CAUCUS REGARDING PERSONNEL MATTERS, LITIGATION AND GRANT STRATEGY.
- ITEM #2:** RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE MINUTES OF THE BOARD OF COMMISSIONERS REGULAR MEETING JUNE 2016.
- ITEM #3:** RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF JERSEY CITY APPROVING ACCOUNTS PAYABLE FOR THE MONTH OF JULY 2016.
- ITEM #4:** RESOLUTION TO RENEW MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND.
- ITEM #5:** RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO DYV FOR ENCAPSULATION OF LEAD SERVICES FOR VARIOUS JCHA DEVELOPMENTS FOR A PERIOD OF TWO (2) YEARS WITH OPTION FOR AN ADDITIONAL TWO (2) YEARS.
- ITEM #6:** RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO LIFESTATION INC. FOR INSTALLATION, MONITORING AND MAINTENANCE OF WIRELESS CALL-FOR-AID SYSTEM AT CURRIES WOODS, 3 HECKMAN DRIVE FOR A PERIOD OF THREE (3) YEARS WITH OPTION FOR TWO ADDITIONAL YEARS.
- ITEM #7:** RESOLUTION RATIFYING THE WRITE-OFF OF TENANT ACCOUNT RECEIVABLES (TARs) BALANCES IN THE AMOUNT OF \$157,468.92 FOR NON-FEDERAL PROPERTIES THAT HAVE VACATED THE PROPERTY.
- ITEM #8:** RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO BRONNER GROUP LLC. FOR STRATEGIC PLANNING CONSULTING SERVICES.

**MATTERS OF INFORMATION:**

1. NO UPDATES/ISSUES AT THIS TIME FROM THE JUNE 8, 2016 BOARD MEETING (NO PUBLIC SPEAKERS).
2. COMMUNITY MEETINGS
3. REMINDER: NEXT BOARD MEETING WEDNESDAY, AUGUST 3, 2016

AGENDA ITEM #	1
BOARD MEETING DATE	7-13-2016

**RESOLUTION AUTHORIZING A CLOSED CAUCUS  
REGARDING PERSONNEL MATTERS, LITIGATION  
AND STRATEGY**

**WHEREAS**, matters pertaining to the above may be discussed by the Board of Commissioners in a Closed Caucus; and,

**WHEREAS**, it is necessary that the JCHA review such matters at this time and action may be taken about the subjects discussed at the Closed Caucus;

**NOW THEREFORE BE IT RESOLVED** by the JCHA Board of Commissioners, to authorize a Closed Caucus to review the above matters.

**DATED: July 6, 2016**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
A Abdullah	✓		✓			
H. Fuentes			✓			
F. Kitchens		✓	✓			
T. Kukla			✓			
Vacant						
R. Jones			✓			
R. Mukherji			✓			

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of July 6, 2016 in the presence of a legally binding quorum.



Marvin L. Walton  
Executive Director/Secretary

SEAL

AGENDA ITEM #	2
BOARD MEETING DATE	7-13-2016

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF  
THE MINUTES OF THE BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON JUNE 8, 2016.**

**WHEREAS**, the Board of Commissioners held a Regular Board of Commissioners Meeting on June 8, 2016; and,

**WHEREAS**, the minutes of the Meeting must be presented to the Board of Commissioners for approval; and

**WHEREAS**, the minutes of the Board of Commissioners Meeting have been presented to the Board for review and approval (attached):

**NOW THEREFORE BE IT RESOLVED** by the JCHA Board of Commissioners, that the attached minutes of the June 8, 2016 Board of Commissioners Regular Meeting are approved.

**DATED: July 6, 2016**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
A. Abdullah	✓		✓			
H. Fuentes			✓			
F. Kitchens		✓	✓			
T. Kukla			✓			
Vacant						
R. Jones			✓			
R. Mukherji			✓			

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Marvin L. Walton  
Executive Director/Secretary

S E A L

AGENDA ITEM #	3
BOARD MEETING DATE	7-13-2016

**RESOLUTION BY THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
JERSEY CITY APPROVING ACCOUNTS PAYABLE FOR  
JULY 6, 2016**


WHEREAS, the accounts payable per attached listing were reviewed and found acceptable;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Jersey City approve the Accounts Payable for July 6, 2016.

Dated: July 6, 2016

COMMISSIONER	MOTION	2 <sup>nd</sup>	AYE	NAY	ABSENT	ABSTENTION
A. Abdullah	✓		✓			
H. Fuentes			✓			
F. Kitchens		✓	✓			
T. Kukla			✓			
Vacant						
R. Jones			✓			
R. Mukherji			✓			

I hereby certify that the herein above Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of July 6, 2016 in the presence of a legally binding quorum.

  
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 Marvin L. Walton  
 Executive Director/Secretary

SEAL

AGENDA ITEM #	4
BOARD MEETING DATE	7-13-2016

**RESOLUTION TO RENEW MEMBERSHIP IN THE NEW JERSEY PUBLIC  
HOUSING AUTHORITY JOINT INSURANCE FUND**

**WHEREAS**, Public Housing Authorities in the State of New Jersey are permitted to join together to form a Joint Insurance Fund as permitted by N.J.S.A. 40A:10-36 et.seq; and

**WHEREAS**, the statutes regulating the creation and establishment of a Joint Insurance Fund contain elaborate the restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such fund; and

**WHEREAS**, the governing body of the Jersey City Housing Authority has determined that membership in the Joint Insurance Fund is in the best interest of the Authority.

**NOW THEREFORE, BE IT RESOLVED**, that the governing body of the Authority does hereby resolve and agree to renew its membership in the NJPHA Joint Insurance Fund, effective January 1, 2017 to expire on December 31, 2019 for the purpose of establishing the following type of coverage:

**Worker's Compensation and Employer's Liability**

**BE IT FURTHER RESOLVED** that Marvin L. Walton, Executive Director is authorized to execute the application for membership and the accompanying certification on behalf of the Authority and

**BE IT FURTHER RESOLVED** that the governing body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying their membership in the FUND as are required by the FUND's By-Laws and to deliver same to the Administrator of the FUND with the express reservation that said document shall become effective only upon the applicant's admission to the FUND following approval by the FUND, passage by the Authority of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs.

DATED: July 6, 2016

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
A. Abdullah	✓		✓			
H. Fuentes			✓			
F. Kitchens		✓	✓			
T. Kukla			✓			
Vacant						
J. Jones			✓			
R. Mukherji			✓			

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of July 6, 2016 in the presence of a legally binding quorum.



Marvin L. Walton  
Executive Director/Secretary

SEAL

AGENDA ITEM#	5
BOARD MEETING DATE	7-13-2016

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO DYV ENTERPRISES LLC FOR LEAD ENCAPSULATION "AS NEEDED" AND RELATED WORK FOR VARIOUS JCHA DEVELOPMENTS FOR A PERIOD OF TWO YEARS WITH OPTION FOR TWO ADDITIONAL YEARS**

**WHEREAS**, the JCHA has deemed it necessary to public bid for lead encapsulation at various JCHA owned developments; and

**WHEREAS**, in accordance with the JCHA's Procurement Policy and governing statutes of the State of New Jersey, the JCHA has properly bid for said service on June 15, 2016, a total of three (3) bid packages were received for award consideration as follows:

- DYV Enterprises, LLC, Paterson, New Jersey;
- LEW Corporation, Mountainside, New Jersey
- Joseph Environmental, Newark, New Jersey; and

**WHEREAS**, DYV Enterprises, LLC submitted the lowest responsible bid with the combined hourly rate of one hundred and twenty eight dollars per hour \$128/per hour 8 hours minimum per day for a daily rate of one thousand and twenty four dollars (\$1,024.00) for years one and two in an amount not to exceed thirty thousand (\$30,000.00) dollars per year; and

**WHEREAS**, DYV Enterprises, LLC has not performed for the JCHA in the past and a check of the company's references was conducted and as a result, the JCHA is satisfied that the company has the necessary qualifications to satisfactorily perform this service and availability of funds has been established.

RE: RESOLUTION AUTHORIZING THE  
 AWARD OF A CONTRACT TO DYV  
 ENTERPRISES LLC FOR LEAD ENCAPSULATION  
 "AS NEEDED" AND RELATED WORK FOR  
 VARIOUS JCHA OWNED DEVELOPMENTS  
 FOR A PERIOD OF TWO YEARS WITH  
 OPTION FOR TWO ADDITIONAL YEARS  
 Page 2

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners authorizes award of a contract to DYV Enterprises, LLC, 254 Cumberland Avenue, Paterson, New Jersey 07502 with the combined hourly rate of one hundred and twenty eight dollars per hour \$128/per hour 8 hours minimum per day for a daily rate of one thousand and twenty four dollars (\$1,024.00) for years one and two in an amount not to exceed thirty thousand dollars per year (\$30,000.00 per year) for lead encapsulation at various JCHA owned developments for a period of two years with option for two additional years subject to General Counsel Opinion.

**DATED: July 6, 2016**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent
<b>Abstention</b>					
A. Abdullah	✓		✓		
H. Fuentes			✓		
F. Kitchens		✓	✓		
T. Kukla			✓		
Vacant					
R. Jones			✓		
R. Mukherji			✓		

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of July 6, 2016 in the presence of a legally binding quorum.



**Marvin L. Walton**  
 Executive Director/Secretary

**S E A L**



AGENDA ITEM#	6
BOARD MEETING DATE	7-13-2016

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO LIFESTATION INC. FOR INSTALLATION, MONITORING AND MAINTENANCE OF WIRELESS CALL-FOR-AID SYSTEM AT CURRIES WOODS, 3 NEW HECKMAN DRIVE FOR A PERIOD OF THREE YEARS WITH OPTION FOR TWO ADDITIONAL YEARS**

**WHEREAS**, the JCHA has deemed it necessary to public bid for the installation, monitoring and maintenance of a wireless call-for-aid system at Curries Woods, (senior building) 3 New Heckman Drive to replace the current emergency pull cord system; and

**WHEREAS**, in accordance with the JCHA's Procurement Policy and governing statutes of the State of New Jersey, the JCHA has properly bid for said service on June 22, 2016, a total of three (3) bid packages were received for award consideration as follows:

- LifeStation, Inc. Union, New Jersey;
- Worldwide Security Group, Garden City, New York
- B Safe, Inc., Wilmington, Delaware; and

**WHEREAS**, LifeStation, Inc. submitted the lowest responsible bid in the amount of forty five thousand three hundred and forty (\$45,340.00) dollars for installation and monitoring for the first three year period; and

**WHEREAS**, LifeStation, Inc. has not performed for the JCHA in the past and a check of the company's references was conducted and as a result, the JCHA is satisfied that the company has the necessary qualifications to satisfactorily perform this service and availability of funds has been established.

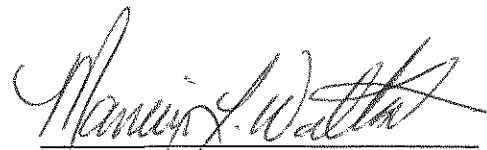
RE: RESOLUTION AUTHORIZING THE  
 AWARD OF A CONTRACT TO LIFESTATION INC.  
 FOR INSTALLATION, MONITORING AND  
 MAINTENANCE OF WIRELESS CALL-FOR-AID  
 SYSTEM AT CURRIES WOODS, 3 NEW HECKMAN  
 DRIVE FOR A PERIOD OF THREE YEARS WITH  
 OPTION FOR TWO ADDITIONAL YEARS  
 Page 2

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners authorizes award of a contract to LifeStation, Inc. 2 Stahuber Avenue, Union, New Jersey 07083 in the amount of forty five thousand three hundred forty (\$45,340.00) for installation, monitoring and maintenance of wireless call-for-aid system at Curries Woods, 3 New Heckman Drive for the first three year period with option for two additional years subject to General Counsel Opinion.

**DATED: July 6, 2016**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent
<b>Abstention</b>					
A. Abdullah	✓		✓		
H. Fuentes			✓		
F. Kitchens		✓	✓		
T. Kukla			✓		
Vacant					
R. Jones			✓		
R. Mukherji			✓		

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of July 6, 2016 in the presence of a legally binding quorum.

  
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 Marvin L. Walton  
 Executive Director/Secretary

**S E A L**

**RESOLUTION RATIFYING THE WRITE-OFF OF TENANT ACCOUNT RECEIVABLES (TARs) BALANCES IN THE AMOUNT OF \$157,486.92 FOR NON-FEDERAL PUBLIC HOUSING TENANTS THAT HAVE VACATED THE PROPERTY.**

**WHEREAS**, the Jersey City Housing Authority (“JCHA”) provided housing services to non-Federal Public Housing namely ‘Arlington Gardens’ and ‘254 Bergen Ave’, tenants who eventually discontinued the public housing owing debt to JCHA; and

**WHEREAS**, the JCHA, CFO analyzed and determined that there is a need to write-off Tenants Account Receivables (“TARs”) balances in the amount of \$157,486.92 for non-federal Public Housing tenants that have vacated JCHA property ; and

**WHEREAS**, pursuant to HUD Publication 7510.1, it is sound accounting policy to write-off TAR balances for vacated tenants, and to keep a good score on Tenants Accounts Receivable ratio;

**WHEREAS**, JCHA will make every effort to collect these TARs;

**NOW, THEREFORE** the JCHA by ratifying this resolution this 6th day of July, 2016, authorizes the CFO to write off TARs in the amount of \$157,486.92 as per the GL analysis as of March 31, 2016.

**BE IT FURTHER RESOLVED** that the JCHA hereby authorizes the CFO to write-off the Tenants Account Receivables (“TARs”) balances in the amount of \$157,486.92, for non-federal Public Housing tenants that have vacated JCHA property.

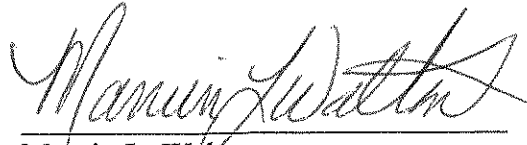
**DATED: July 6, 2016**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
A. Abdullah	✓		✓			
H. Fuentes			✓			
F. Kitchens		✓	✓			
T. Kukla			✓			
Vacant						
R. Jones			✓			
R. Mukherji			✓			

AGENDA  
ITEM# 7  
BOARD  
MEETING  
DATE 7-13-2016

**RESOLUTION APPROVING THE WRITE-OFF TENANT ACCOUNT RECEIVABLES (TARs) BALANCES IN THE AMOUNT OF \$366,030.91 FOR PUBLIC HOUSING TENANTS THAT HAVE VACATED THE PROPERTY.**

I hereby certify that the here in above Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of July 6, 2016 in the presence of a legally binding quorum.



Marvin L. Walton  
Executive Director/Secretary

SEAL

AGENDA ITEM#	8
BOARD MEETING DATE	7-13-2016

**RESOLUTION AUTHORIZING THE AWARD OF A  
CONTRACT TO BRONNER GROUP LLC FOR STRATEGIC  
PLANNING CONSULTING SERVICES**

**WHEREAS**, the JCHA requires the consulting services to facilitate the development of a 5-year strategic agency plan; and

**WHEREAS**, in accordance with the JCHA Procurement Policy and governing Statutes of the State of New Jersey, the JCHA properly advertised a Request for Proposals April 28<sup>th</sup> and 29<sup>th</sup>, 2016 which was due by or before Tuesday, May 17, 2016. The JCHA received a total of six (6) proposals from the following firms (*in alphabetical order*); and

- *Bronner Group, LLC*
- *CGR (Center for Government Research, Inc.)*
- *Econometrica, Inc.*
- *Hamilton Management*
- *Riverside Advisors, LLC*
- *The Nelrod Company*

**WHEREAS**, the JCHA Review Committee evaluated the proposals in accordance with the evaluation and scoring criteria set forth in the Request for Proposals; and

**WHEREAS**, the proposals submitted by Bronner Group, LLC received the highest ratings and was found to be the best overall proposal, based on professional experience, qualifications, references, presentation and cost to perform the specified scope of services (as detailed in the attached memo); and

**WHEREAS**, Bronner Group, LLC's proposed a fee of \$64,795 was determined to be within the estimate cost range established for this commission; and

**RESOLUTION AUTHORIZING THE AWARD OF A  
CONTRACT TO BRONNER GROUP LLC FOR  
STRATEGIC PLANNING CONSULTING SERVICES**  
Page 2

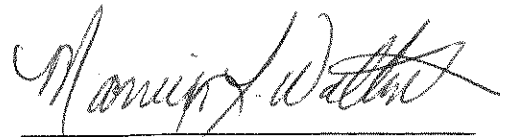
**WHEREAS**, the availability of funds has been established.

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners authorizes the award of a contract to Bronner Group, LLC, 120 N. LaSalle Street, Suite 1300, Chicago, IL 60602 for 340 hours in amount not to exceed a fee of \$64,795.00 for a maximum period of two (2) years, subject to Legal Counsel opinion.

**Dated: July 6, 2016**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
A. Abdullah	✓		✓			
H. Fuentes			✓			
F. Kitchens		✓	✓			
T. Kukla			✓			
Vacant						
R. Jones			✓			
R. Mukherji			✓			

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of July 6, 2016 in the presence of a legally binding quorum.



Marvin L. Walton  
Executive Director/Secretary

**SEAL**