

**MINUTES OF REGULAR MEETING DECEMBER 21, 2020**

**Minutes of Scheduled Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of West New York, in the County of Hudson, State of New Jersey held at 6100 Adams Street, West New York, New Jersey 07093**

Secretary Robert DiVincent called the meeting to order at 7:00 p.m.

**ADEQUATE NOTICE OF THIS SCHEDULED MEETING HAS BEEN PROVIDED BY WAY OF THE SCHEDULED CAUCUS MEETING, SCHEDULED REGULAR MEETING AND THE ANNUAL RE-ORGANIZATION MEETING DATED DECEMBER 16, 2019 POSTED ON THE BULLETIN BOARD, FORWARDED TO THE JERSEY JOURNAL, THE BERGEN RECORD, EL ESPECIALITO, THE CLERK OF THE TOWN OF WEST NEW YORK**

Saluted the Flag

The roll was called as follows:

**PRESENT:** Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony, Commissioner Velasquez and Jason Capizzi

**ABSENT:** Chairman Martell

At this time Mr. DiVincent referred to item # 3 A - Minutes of Previous schedule meeting dated November 16, 2020. Board was asked to approve as presented. Asking for a motion to accept as presented. Said motion was made by Commissioner Fernandez and seconded Vice-Chairperson Reyes. The roll was called as follows:

**YEAS:** Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Velasquez

**NAYS:** None

At this time Mr. DiVincent referred to items #4– Claims – General Fund, #5– Claims – Capital Fund Program #6 – Claims – Section 8 Voucher Program. Board was asked to approve as presented. Asking for a motion to accept as presented. Said motion was made by Commissioner Martorony and seconded Commissioner Fernandez. The roll was called as follows:

**YEAS:** Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Velasquez

**NAYS:** None

At this time Mr. DiVincent referred to Item #7

Mr. DiVincent informed the Board that only one proposal had come in for the Audit Bid; the Housing Authority will send out the advertised again hoping for more bidders. Commissioner Martorony question if all commissioners had received their letter with the explanation of the past Audit.

At this time Resolution No. 2020-019 was read as follows:

**WHEREAS, THE WEST NEW YORK HOUSING AUTHORITY** (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

**WHEREAS,** the Authority published a Request for proposals for Risk Management Services, in compliance with HUD procurement regulations; and

**WHEREAS,** on November 18, 2020, the Authority received a proposal from:

**THE ALAMO INSURANCE GROUP – 4%**

**WHEREAS,** the pursuant Request for Proposals and HUD procurement regulations, the proposals were reviewed and Counsel Capizzi and Executive Director Robert DiVincent; with **The Alamo Insurance Group** proposal as the sole bidder,

**NOW, THEREFORE, BE IT RESOLVED** that the Authority hereby awards a contract for Risk Management Services to **The Alamo Insurance Group**, for an amount not to exceed FOUR (4) percent of the Authority’s Program assessment inclusive of all consulting services, in accordance with HUD regulations the Request for Proposals and **The Alamo Insurance Group** dated November 18, 2020.

**BE IT FURTHER RESOLVED** that the Authority Chairman and Executive Director are hereby authorized and empowered to take whatever action may be necessary and execute any documents that may be required, on behalf of the Authority, after consultation with legal counsel, to effectuate the purposes of this Resolution.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Commissioner Martorony and seconded by Commissioner Fuentes. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Velasquez

NAYS: None

At this time Resolution No. 2020-020 was read as follows:

**WHEREAS**, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

**WHEREAS**, the Housing Authority advertised for and accepted bids on November 19, 2020 for inspection, servicing, and maintenance of fire water pumps, standpipes, wet systems, and Ansul systems at all facilities (NJ30-301/302/303/304/305/306/307/308); and

**WHEREAS**, the following bid was received:

<b>1. CERULLO FIRE PROTECTION, N.J.</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Cost of Service	\$ 26,000	\$26,500
Emergency Services	\$ 150/hr.	\$150/hr.

**WHEREAS**, said bid has been reviewed by Housing Authority Attorney, Frank Leanza, and found in legal conformance;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of this Authority that the Executive Director be and is hereby authorized **Cerullo Fire Protection** to enter into Contract for inspection, servicing, and maintenance of fire water pumps, standpipes, fire hydrants, fire extinguishers, wet systems, and Ansul systems at all facilities (NJ30-301/302/303/304/305/306/307/308) as the sole bidder, **Cerullo Fire Protection**.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Commissioner Martorony and seconded by Commissioner Fuentes. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Reyes

NAYS: None

At this time Resolution No. 2020-021 was read as follows:

**WHEREAS**, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

**WHEREAS**, the Housing Authority of the Town of West New York, solicited price quotes for procurement of goods/services: labor material, tools and equipment for plastering, spackling and painting on demand; and

**WHEREAS**, on November 19, 2020, the Authority received the following bids:

**CALCULATION OF 11/19/20 BIDS FOR PAINTING, SHEET ROCKING & PLASTERING OF APARTMENTS**

Name of Bidder: J & G Painting, Kendall Park, NJ

**PAINT BID**

Line	Item	0 BR	1BR	2 BR	3 BR	4BR
1	One Coat	\$340	\$370	\$485	\$685	\$820
2	Two Coat	\$390	\$465	\$590	\$795	\$950
3	Line 1 + Line 2	\$730	\$835	\$1,075	\$1,480	\$1,770
4	Times % of Total Units	41.32%	30.10%	18.90%	8.88%	.80% 100%
5	Equals Bid Amt.	\$291.30	\$243.81	\$201.28	\$129.64	\$14.08= 880.11
						Paint Total

**SHEET ROCKING & PLASTERING BID**

Line	Item	Item #1	Item #2	Item #3	Item #4
1	Under 100 Sq. Ft.	\$8.00	\$7.00	\$7.00	\$7.00
2	100 to 500 Sq. Ft.	\$8.00	\$7.00	\$7.00	\$7.00
3	Over 500 Sq. Ft.	\$8.00	\$7.00	\$7.00	\$7.00
4	Total Lines 1,2 & 3	\$24.00	\$21.00	\$21.00	\$21.00= \$87.00

Name of Bidder: SMCA Corp., Saddle Brook, NJ

**PAINT BID**

Line	Item	0 BR	1BR	2 BR	3 BR	4BR
1	One Coat	\$850	\$1,100	\$1,300	\$1,500	\$1,700
2	Two Coat	\$1,050	\$1,300	\$1,500	\$1,700	\$1,900
3	Line 1 + Line 2	\$1,900	\$2,400	\$2,800	\$3,200	\$3,600

**SHEET ROCKING & PLASTERING BID**

Line	Item	Item #1	Item #2	Item #3	Item #4
1	Under 100 Sq. Ft.	\$7.00	\$6.00	\$18.00	\$13.00
2	100 to 500 Sq. Ft.	\$6.25	\$5.50	\$16.00	\$11.00
3	Over 500 Sq. Ft.	\$5.50	\$5.00	\$12.00	\$9.50
4	Total Lines 1,2 & 3	\$18.75	\$16.50	\$46.00	\$33.50= \$114.75

NOW, THEREFORE BE IT RESOLVED that the Authority hereby award the labor material, tools and equipment for plastering, spackling and painting contract to J & G Painting as the lowest responsive bidder;

NOW, THEREFORE BE IT FURTHER RESOLVED, that said low bid by J & G Painting be and hereby is accepted.

BE IT FURTHER RESOLVED, that a contract be and hereby is awarded to the low bidder, J & G Painting for the bid items and at the bid prices set forth in their bid in the following tabulation and calculation of all bids received.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Commissioner Fuentes and seconded by Commissioner Fernandez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Reyes

NAYS: None

At this time Resolution No. 2020-022 was read as follows:

WHEREAS, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

2020 (2020-2021) ADOPTED BUDGET RESOLUTION

Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

WEST NEW YORK HOUSING AUTHORITY  
HOUSING AUTHORITY

FISCAL YEAR: FROM:10/1/2020 TO:9/30/2021

WHEREAS, the Annual Budget and Capital Budget/Program for the West New York Housing Authority for the fiscal year beginning October 1, 2020 and ending, September 30, 2021 has been presented for adoption before the governing body of the West New York Housing Authority at its open public meeting of December 21, 2020; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 16,964,292, Total Appropriations, including any Accumulated Deficit, if any, of \$16,521,946 and Total Unrestricted Net Position utilized of \$ \_\_\_\_\_ 0 \_\_\_\_\_; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$500,000 and Total Unrestricted Net Position planned to be utilized of \$ \_\_\_\_\_ 0 \_\_\_\_\_; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of West New York Housing Authority, at an open public meeting held on December 21, 2020 that the Annual Budget and Capital Budget/Program of the West New York Housing Authority for the fiscal year beginning, October 1, 2020 and, ending, September 30, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Commissioner Martorony and seconded by Commissioner Fernandez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Reyes

NAYS: None

At this time Resolution No. 2020-023 was read as follows:

**WHEREAS**, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

**RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK AUTHORIZING THE PURCHASE OF GOODS AND SERVICES UNDER THE STATE OF NEW JERSEY COOPERATIVE PURCHASING PROGRAM**

WHEREAS, The Housing Authority of the Town of West New York (the "Authority") is a public body, duly formed under the Local Redevelopment and Housing Law, constituting Chapter 79 of the Pamphlet Laws of 1992, of the State of New Jersey, as amended and supplemented (N.J.S.A. 40A:12A-1 et seq.) and possesses the powers set forth therein;

WHEREAS, N.J.S.A. 40A:11-12(a) and the regulations promulgated thereunder provide that the Authority may, without advertising for bids, purchase any good or services under any contract or contracts for such goods or services entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of Treasury (the "State Cooperative Purchasing Program");

WHEREAS, the Authority desires to purchase goods or services utilizing the State Cooperative Purchasing Program; and

WHEREAS, the Authority intends to purchase goods or services from the following approved vendor under the State Cooperative Purchasing Program:

VENDOR: Slade Industries Inc.  
1101 Bristol Road  
Mountainside, New Jersey 07092  
Contract No: 20-GNSV2-01119  
State Contract: T2946 - Elevator Maintenance, Repair, Testing, and Inspection Services.

NOW THEREFORE, BE IT RESOLVED BY THE AUTHORITY AS FOLLOWS:

Section 1. The Authority's Executive Director is hereby authorized to cause the purchase goods and services from Slade Industries, Inc. utilizing, and subject to all conditions applicable to current contracts under, the State Cooperative Purchasing Program.

Section 2. The duration of this authorization shall be from January 1, 2021 through December 31, 2021, or upon the expiration of the approved vendor's contract under the State Cooperative Purchasing Program, whichever occurs first.

Section 3. The Authority's Financial Officer shall certify as to the availability of funds for the purpose authorized herein.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Commissioner Fuentes and seconded by Commissioner Velasquez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Reyes

NAYS: None

At this time Resolution No. 2020-024 was read as follows:

**WHEREAS**, THE WEST NEW YORK HOUSING AUTHORITY (hereinafter "Authority") is a public body, duly formed under the LOCAL REDEVELOPMENT AND HOUSING LAW, L. 1992 of Title 40A of the New Jersey Statutes Annotated) and possesses the power set forth therein; and

**RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF WEST NEW YORK ESTABLISHING REMOTE MEETING PROCEDURES AND REQUIREMENTS**

WHEREAS, The Housing Authority of the Town of West New York (the "Authority") is a public body, duly formed under the Local Redevelopment and Housing Law, constituting Chapter 79 of the Pamphlet Laws of 1992, of the State of New Jersey, as amended and supplemented (N.J.S.A. 40A:12A-1 et seq.) and possesses the powers set forth therein; and

WHEREAS, in accordance with N.J.A.C. 5:39-1.1 et seq. and Local Finance Notice 2020-21 dated September 24, 2020, the Authority desires to establish procedures and requirements for remote public meetings of the Authority.

NOW THEREFORE, BE IT RESOLVED BY THE AUTHORITY AS FOLLOWS:

Section 1. The Authority hereby adopts the following procedures and requirements for remote public meetings of the Authority (the "Remote Meeting Procedures and Requirements"):

I. MEETINGS OPEN TO THE PUBLIC

The public shall be invited to attend all remote public meetings at not cost. Notice providing the date, time and place of all remote public meetings shall be posted on the Authority's website and shall include a link to assess same.

The Notice shall also provide that the public may participate in the meeting during the public comment portion of the agenda.

The governing body shall provide the public with similar access to the remote public meeting as provided to the governing body, staff and individuals seeking approval of the Authority. If the remote public meeting is held via audio and video, the public must be permitted to participate via audio and video. An in-person public meeting of the governing body shall not exclude members of the public from attending same in-person.

II. AGENDA AND DOCUMENTS

The agenda of a remote public meeting shall be made available not less than 48 hours prior to the meeting for download on the Authority's website through an internet link on the remote public meeting notice.

Any presentation or documents that would be viewed or made available to members of the public during an in-person meeting shall be made visible during the video broadcast of the remote public meeting and made available for download on the Authority's website through the internet link on the remote public meeting notice.

III. PUBLIC PARTICIPATION

The notice of the remote public meeting shall advise members of the public that they may submit written comments or questions to the governing body via electronic mail to [Rdivincent@wnyhousing.org](mailto:Rdivincent@wnyhousing.org).

All such written comments / questions shall be submitted not less than 48 hours prior to the meeting, in which event they shall be read aloud and addressed during the meeting in a manner audible to all meeting participants. The reading of all written comments / questions shall be subject to the same time limitations imposed on the public during in-person meetings. Each comment / question shall be read from the beginning until such time limit is reached. The governing body may pass over duplicate comments / questions. However, each such duplicate comment / question shall be noted for the record with the content summarized. If the governing body elects to summarize certain duplicative comments / questions, it must not summarize certain duplicative comments / questions while reading others individually.

The public shall also be permitted to make public comments during the public comment portion of the agenda. Any existing time limitation shall be applicable to same. The governing body shall facilitate a dialogue with the member of the public to the extent permitted by the audio and video technology employed.

IV. STANDARDS OF CONDUCT

Members of the public shall address the governing body only when he / she is recognized by the Chairperson or his / her designee. Members of the public shall not speak out of turn or disrupt the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption and the use of profanity. Members of the public shall abide by the time limitations imposed by the Authority for in-person meetings.

In the event a member of the public become disruptive during the meeting, the Chairperson or his / her designee shall mute or continue muting the disruptive member of the public and warn that continued disruption may result in that individual being unable to continue to participate / attend the remote public meeting.

In the event a member of the public persists in disturbing the remote public meeting after being given a warning, he / she may be muted while other members of the public continue with their public comments / questions. If time permits, the disruptive individual shall be permitted to speak after all other member of the public have concluded their public comments / questions. Should said individual remain disruptive, he / she may be muted for the remainder of the public meeting or removed from the meeting.

V. COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

In addition to providing the date, time and place of the remote public meeting in accordance with the Open Public Meetings Act, the remote public meeting notice shall state the following:

- a) how to access the meeting;
- b) the means for making public comment (included in an internet link on the remote public meeting notice); and
- c) where relevant documents will be made available (included in an internet link on the remote public meeting notice).

VI. ELECTRONIC NOTICE

The governing body shall provide an electronic notice of the remote public meeting, the means for making public comment and where relevant document will be made available.

Such electronic notice shall be:

- a) posted on the Authority's website; and

- b) posted on the main access door of the building where the in-person meeting was scheduled to be held, and on any handicap entrance to such building. Such notice must be visible from outside of the building.

Where the governing body expect to continue remote public meetings, the annual notice must be revised at least 7 days before the next meeting and contain clear and concise instructions for accessing the remote public meeting, the means for making public comment and where relevant documents will be made available. In addition to the notice required by the Open Public Meetings Act, the annual notice shall be posted on the Authority's website; and posted on the main access door of the building where the in-person meeting is usually held, and on any handicap entrance to such building. Such notice must be visible from outside of the building.

Where an in-person meeting has been changed to a remote public meeting, the governing body shall issue adequate and electronic notice for the meeting with access instructions and the means for public comment as described above.

## VII. STATEMENT OF ADEQUATE NOTICE

At the beginning of every remote public meeting of the Authority, the Chairperson or his / her designee shall cause to be entered into the minutes a statement to the effect that:

- a) Both adequate and electronic notice of this meeting has been provided, specifying the time, place and manner in which such notice was provided; or
- b) Only electronic notice of this meeting has been provided, specifying the time, place and manner in which such notice was provided and that discussion and effectuation of public business shall be limited only to those matters:
  - a. Necessary for the continuing operation of government and which relate to the applicable emergency declaration; or
  - b. Requiring decision during the remote public meeting due to imminent time constraints.
- c) If adequate notice and electronic notice was not provided, the Chairperson or his / her designee shall cause to be entered into the minutes a statement to the effect that:
- d)
  - a. The reason(s) why the matter(s) discussed are of such urgency and importance as contemplated under N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
  - b. That the remote public meeting will be limited to discussion of and acting with respect to such matters of urgency and importance; and
  - c. The time, place and manner in which notice of the remote public meeting was provided; and either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and / or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and / or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and / or electronic notice was not provided.

## VIII. STATEMENT REGARDING PUBLIC COMMENT

At the beginning of every remote public meeting of the Authority, the Chairperson or his / her designee shall cause to be entered into the minutes the following statement:

“The Authority welcomes comments / questions from the public which will be address under item \_\_\_ of the agenda. Members of the public shall be free to speak on any subject on or off of the agenda. As is the case for in-person meetings of the Authority, all speakers will be limited to \_\_\_ minutes. Members of the public shall be muted until the time for public discussion, at which time they may ask to be recognized.

Please do not speak out of turn or disrupt the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as but not limited to shouting, interruption and the use of profanity. The Chairperson or his / her designee shall mute or continue muting any disruptive member of the public and warn that continued disruption may result in that individual being unable to continue to participate / attend the remote public meeting.

In the event a member of the public persists in disturbing the remote public meeting after being given a warning, he / she may be muted while other members of the public continue with their public comments / questions. If time permits, the disruptive individual shall be permitted to speak after all other member of the public have concluded their public comments / questions. Should said individual remain disruptive, he / she may be muted for the remainder of the public meeting or removed from the meeting.

At the conclusion of comments / questions, the governing body will address comments / questions which were submitted in writing not less than 48 hours prior to the meeting. All submission shall be read aloud and addressed during the meeting in a manner audible to all meeting participants. The reading of all written comments / questions shall be subject to the same time limitations imposed on the public during in-person meetings. Each comment / question shall be read from the beginning until such time limit is reached. The governing body may pass over duplicate comments / questions. However, each such duplicate comment / question shall be noted for the record with the content summarized. If the governing body elects to summarize certain duplicative comments / questions, it must not summarize certain duplicative comments / questions while reading others individually.

IX. EXECUTIVE OR CLOSED SESSION

A separate non-public teleconference line shall be used by the governing body for executive or closed sessions. Upon adoption of a motion to enter into executive or closed session, the Chairperson or his / her designee shall mute all participants in the remote public meeting, until the governing body concludes the executive or closed session and returns to the open session of the remote public meeting.

Section 2. The Authority's Executive Director is hereby authorized to implement the Remote Meeting Procedures and Requirements.

Mr. DiVincent asked if there were any questions, there were none. Since there were none, he asked for a motion to approve. Said motion was made by Commissioner Fuentes and seconded by Commissioner Fernandez. The roll was called as follows:

YEAS: Vice-Chairperson Reyes, Commissioner Fernandez, Commissioner Fuentes, Commissioner Gomez, Commissioner Martorony and Commissioner Reyes

NAYS: None

At this time Mr. Capizzi informed the Board that the Tittle Company informed him that there are no leans on any of the three Corporation Properties.

At this time Commissioner Martorony asked if the Housing Authority should do a RFP for the refinancing of the properties. Fee Accounting (Mr. Katchen) and Counsel (Mr. Capizzi) will not recommend it.

Commissioner Martorony recommended that the Housing Authority will develop a request proposed time sheet to be given to different financial institutions. Also, he recommended that not one individual should contact any financial institution. It should be a team including Counsel and the process should begin at the beginning of the year. All commissioners agreed.

At this time Mr. DiVincent asked if there were any corrections, additions, comments or questions. There were none.

At this time Commissioner Martorony made a motion to adjourn and Vice-Chairperson Reyes seconded.

Meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Robert A. DiVincent  
Secretary