

MINUTES OF THE 4/3/14 RESCHEDULED MARCH SCHEDULED  
MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE  
**WEEHAWKEN HOUSING AUTHORITY** HELD IN THE  
CONFERENCE ROOM OF THE "GREGORY AVENUE  
APARTMENTS" AT 525 GREGORY AVENUE, WEEHAWKEN,  
COUNTY OF HUDSON, STATE OF NEW JERSEY.

*At 7:00 PM, the meeting was called to order. Chairwoman Ana Miranda read the  
**STATEMENT OF COMPLIANCE** and led the **FLAG SALUTE**.*

*Present were: Chairwoman Ana Miranda  
Commissioner Nersesian  
Commissioner L. Lauricella  
Commissioner Schmid  
Commissioner C. Marchetti  
Commissioner A. Orecchio  
Commissioner E. Bez  
Also present: R. DiVincent  
W. Katchen – Fee Accountant  
Dom Facchini  
Anoinette Visaggio  
Frank Mattiace*

**PREVIOUS MINUTES**

*Motion was made by Commissioner Nersesian, seconded by Commissioner L. Lauricella, to  
pass the 2/27/14 meeting minutes.*

*Ayes: 7*

**CORRESPONDENCE  
BIDS AND PROPOSALS  
RESOLUTIONS**

*Motion was made by Commissioner Nersesian, seconded by Commissioner Schmid to pass  
resolution approving amending Personnel Policies Procedure Manual.*

*Ayes: 7*

*Motion was made by Commissioner Nersesian, seconded by Commissioner Schmid to pass  
resolution accepting the ACC for Capital Fund 2014. \$95,656.00 is what was awarded  
for 2014*

*Ayes: 7*

**REPORTS**

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WHA Meeting

**ACCOUNTANTS REPORT** – Mr. Katchen went over reports.

*As of 2/28/14 WHA Management*

Total Revenue	\$109,365
Total Expenses	<u>\$108,126</u>
Net Rev.	\$ 1,239

*As of 2/28/14 Section 8*

Total Revenue	\$35,322
Total Expenses	<u>\$38,597</u>
Net Rev.	(\$ 3,275)

**PAYMENT OF BILLS**

*Motion was made by Commissioner Schmid, seconded Commissioner Lauricella, to pay monthly bills in the amount of \$40,561.68 as long as money is available.*

Ayes: 7

**INSURANCE REPORT** – *Not present.*

**SECTION 8** – *as of March 2014 we have 292 units under lease.*

**INSPECTORS REPORT** – *As of March 12 Inspected 8 approved and 4 were rejected.*

**EXECUTIVE DIRECTORS REPORT** – Spoke to the board on the new Capital Funding for this year.

**OLD BUSINESS**

*Follow Ups*

*4/2013 – DiVincent – get Depository for new bank with HUD*

*11/21/13 Draft resolution to extend project base commitment due to unforeseen circumstances*

*12/18/13 – create system to rectified when failed apartments have passed.*

*2/27/14 – Get RAD application that Snyder submitted.*

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***NEW BUSINESS  
REMARKS FROM CITIZENS  
ADJOURNEMENT***

*At 7:38 PM motion was made by Commissioner M. Schmid, seconded by Commissioner Lauricella to adjourn meeting.*

*Ayes: 7*

*Respectfully submitted  
Antoinette Visaggio*

**RESOLUTION BY THE WEEHAWKEN HOUSING  
AUTHORITY AMENDING ITS PERSONNEL  
POLICIES & PROCEDURES MANUAL  
AND ITS  
EMPLOYEE HANDBOOK**

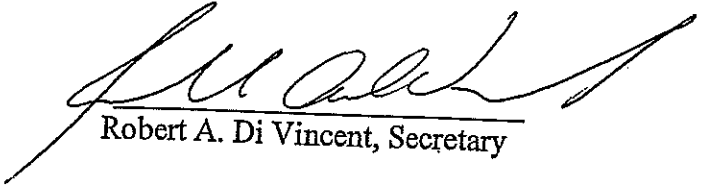
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**BE IT RESOLVED** by the Board of Commissioners of the Weehawken Housing Authority that the Authority's Personnel Policies & Procedures Manual and its Employee Handbook be, and hereby are amended, effective this date, in order to reflect the following :

- Inclusion therein of the Introductions and Disclaimers attached hereto and made a part hereof by reference.
- Deletion of the vehicle use policy currently appearing therein, and replacement of same with the "Use of Vehicle Policy" attached hereto and made a part hereof by reference.
- Deletion of the systems privacy policy dealing with e-mail, voice mail and internet usage currently appearing therein, and replacement of same with two new policies which revise and expand on the deleted policy, which new policies are entitled "Communications Media Policy" and "Video Surveillance Policy", copies of which are attached hereto and made a part hereof by reference.
- Inclusion of a new policy entitled "Domestic Violence Leave" to reflect New Jersey's adoption of the Safe Act , a copy of which new policy is attached hereto and made a part hereof by reference.
- Replacement of the "Family and Medical Leave Act Policy" currently appearing therein with the "Family and Medical Leave Act Policy" attached hereto and made a part hereof by reference.
- Inclusion of a new policy entitled "Time Sheets" which requires employees to complete and submit timesheets to the Authority, a copy of which policy is attached hereto and made a part hereof by reference.
- Inclusion of a new policy entitled "Payment For Accumulated Absence", which provides for the process to pay for accumulated absences in accordance with applicable State law, a copy of which policy is attached hereto and made a part hereof by reference.
- Replacement of the "Workers' Compensation Policy" currently appearing therein with a revised policy of the same title, a copy of which revised policy is attached hereto and made a part hereof by reference.

Adopted: \_\_\_\_\_

4-3-14  
(date)

  
Robert A. Di Vincent, Secretary

Housing Authority  
Weehawken, NJ

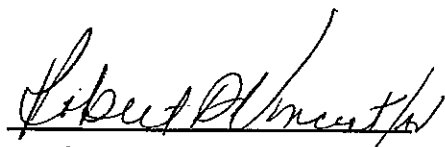
**RESOLUTION**

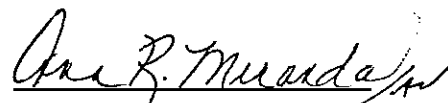
On Motion of Comm. Nersesian  
Seconded by C. Marchetti

No. 2014 - \_\_\_\_\_

Resolution by the Board of Commissioners of the Housing Authority of the Township of Weehawken approving FY2014 Capital Fund Program Consolidated Annual Contributions contract.

**BE IT RESOLVED**, that the Consolidated annual Contributions contract (HUD-52840-A) a copy of which is annexed hereto and made a part hereof by reference, be and hereby is approved.

  
Robert DiVincent  
Executive Director

  
Ana R. Miranda  
Chairwoman

**2014 Capital Fund**

**Capital Fund Program  
(CFP) Amendment  
To The Consolidated Annual Contributions  
Contract (form HUD-53012)**

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

Whereas, (Public Housing Authority) Weehawken Housing Authority NJ077 (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions  
Contract(s) ACC(s) Numbers(s) NY1232 dated 4/19/1979

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 95,655.00 for Fiscal Year 2014 to be referred to under Capital Fund Grant Number NJ39P07750114  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number \_\_\_\_\_

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).

2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project.

The parties have executed this CFP Amendment, and it will be effective on 5/13/2014. This is the date on which CFP assistance becomes available to the PHA for obligation.

However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one):  Yes  No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant shall be subject to a 12 month obligation and 24 month expenditure time period, respectively. CFP assistance provided as a Safety and Security or Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period, respectively. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

U.S. Department of Housing and Urban Development

By \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_

PHA (Executive Director or authorized agent)

By [Signature] Date 4/13/14

Title Exec. Director