

AGENDA ITEM#	<u>1</u>
BOARD MEETING DATE	<u>11-1-2023</u>

**RESOLUTION BY THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
JERSEY CITY APPROVING ACCOUNTS PAYABLE FOR  
THE MONTH OF NOVEMBER 2023**

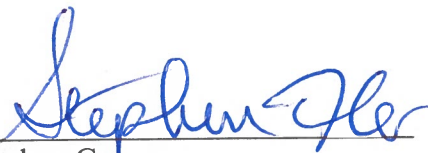
WHEREAS, the accounts payable per attached listing were reviewed and found acceptable;

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 the month of November 2023.

Dated: November 1, 2023

COMMISSIONER	MOTION	2 <sup>nd</sup>	AYE	NAY	ABSENT	ABSTENTION
B. Dawson			✓			
H. Fuentes		✓	✓			
A. Herbold			✓			
E. Phillips-Lorenzo						✓
S. Prince	✓		✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

  
 \_\_\_\_\_  
 Stephen Ceja  
 Executive Director/Secretary

SEAL

AGENDA ITEM#	2
BOARD MEETING DATE	11-1-2023

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF  
THE MINUTES OF THE BOARD OF COMMISSIONERS  
REGULAR MEETING HELD ON OCTOBER 4, 2023**

**WHEREAS**, the Board of Commissioners held the Board of Commissioners Meeting on October 4, 2023; 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 October 4, 2023, Board of Commissioners Meeting are approved.

**DATED: November 1, 2023**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
B. Dawson	✓		✓			
H. Fuentes	✓		✓			
A. Herbold			✓			
E. Phillips-Lorenzo		✓	✓			✓
S. Prince		✓	✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

  
 \_\_\_\_\_  
 Stephen Cea  
 Executive Director/Secretary

SEAL

AGENDA ITEM#	3
BOARD MEETING DATE	11-1-2023

**RESOLUTION BY THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
JERSEY CITY APPROVING ACCOUNTS PAYABLE FOR  
THE MONTH OF NOVEMBER 2023**

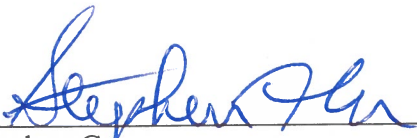
WHEREAS, the accounts payable per attached listing were reviewed and found acceptable;

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 the month of November 2023.

**Dated: November 1, 2023**

COMMISSIONER	MOTION	2 <sup>nd</sup>	AYE	NAY	ABSENT	ABSTENTION
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo	✓	✓	✓			
S. Prince			✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

  
 \_\_\_\_\_  
 Stephen Cea  
 Executive Director/Secretary

[ SEAL ]

**RESOLUTION CONFIRMING THE AWARD OF A CONTRACT  
TO EMPIRE LUMBER & MILLWORK CO. FOR THE  
FURNISHING AND INSTALLATION OF METAL DOORS AND  
FRAMES AT CURRIES WOODS 3 NEW HECKMAN DRIVE**

**WHEREAS**, the entrance doors for the lobby and community room at Curries Woods 3 New Heckman Drive needed to be replaced; and

**WHEREAS**, the security and safety of the residents and the building required the delivery of doors to be expedited; and

**WHEREAS**, it was prudent and necessary to forego the bid process that would have delayed the delivery of the doors; and

**WHEREAS**, historically the JCHA has been unable to attract three (3) bids for these types of doors in the past; and

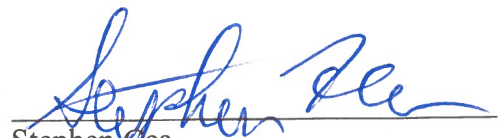
**WHEREAS**, Empire Lumber & Millwork has successfully provided competitive quotes and delivered these doors in the past and, availability of funds has been established.

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners confirms the award of a contract to Empire Lumber & Millwork, 377 Frelinghuysen Avenue, P.O. Box 2070, Newark, New Jersey, 07114 in the amount of forty one thousand eight hundred fifteen dollars (\$41,815.00) plus a 10% contingency of four thousand one hundred eighty one dollars and fifty cents (\$4,181.50) for a total amount of forty five thousand nine hundred ninety six dollars and fifty cents (\$45,996.50) for the furnishing and delivery of metal hollow doors and frames at Curries Woods 3 New Heckman Drive.

**DATED: November 1, 2023**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo	✓	✓	✓			
S. Prince	✓		✓			
J. Dublin			✓			
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 November 1, 2023 in the presence of a legally binding quorum.

  
 Stephen Dea  
 Executive Director/Secretary



**S E A L**

AGENDA  
 ITEM# 5  
 BOARD  
 MEETING DATE 11-1-2023

**RESOLUTION CONFIRMING THE AWARD OF A CONTRACT TO EMPIRE LUMBER & MILLWORK CO. FOR THE FURNISHING AND INSTALLATION OF METAL DOORS AND FRAMES AT WEBB APARTMENTS**

**WHEREAS**, the entrance doors for the lobby and community room at Webb Apartments needed to be replaced; and

**WHEREAS**, the security and safety of the residents and the building required the delivery of doors and frames to be expedited; and

**WHEREAS**, it was prudent and necessary to forego the bid process that would have delayed the delivery of the doors and frames; and

**WHEREAS**, historically the JCHA has been unable to attract three (3) bids for these types of doors and frames in the past; and

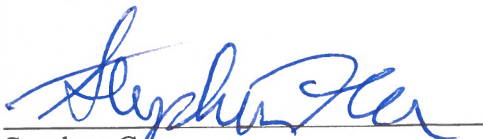
**WHEREAS**, Empire Lumber & Millwork has successfully provided competitive quotes and delivered these doors and frames in the past and, availability of funds has been established.

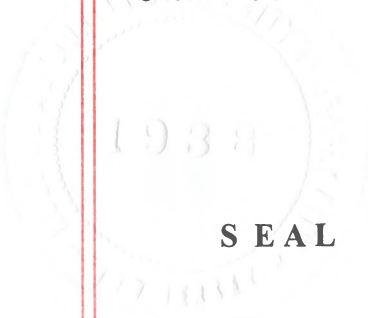
**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners confirms the award of a contract to Empire Lumber & Millwork, 377 Frelinghuysen Avenue, P.O. Box 2070, Newark, New Jersey, 07114 in the amount of fifty six thousand nine hundred and seventy eight dollars (\$56,978.00) plus a 10% contingency of five thousand six hundred ninety seven dollars and eighty cents (\$5,697.80) for a total amount of sixty two thousand six hundred seventy five dollars and eighty cents (\$62,675.80) for the furnishing and delivery of metal doors and frames at Webb Apartments.

**DATED: November 1, 2023**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo	✓	✓	✓			
S. Prince	✓		✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

  
 Stephen Cea  
 Executive Director/Secretary



**S E A L**



AGENDA ITEM#	6
BOARD MEETING DATE	11-1-2023

**RESOLUTION AUTHORIZING AWARD OF AN AGREEMENT WITH EMPHASYS COMPUTER SOFTWARE, FOR ONE YEAR FOR MAINTENANCE OF PROPRIETARY SOFTWARE NECESSARY FOR THE JCHA COMPREHENSIVE PUBLIC HOUSING AND HOUSING CHOICE VOUCHER (SECTION 8) PROGRAMS**

**WHEREAS**, the JCHA has awarded a contract on March 5<sup>th</sup>, 2008 to Emphasys Computer Software (ECS) to install and maintain a comprehensive public and housing choice voucher (Section 8) programs; and

**WHEREAS**, in order for the system to function properly, it is necessary for the JCHA to purchase updates to the proprietary software supplied with this system: and

**WHEREAS**, the required software updated are only available from Emphasys Computer Software: and

**WHEREAS**, pursuant to the JCHA's Procurement Policy provisions relating to the purchase of goods and services for the support or maintenance of proprietary computer hardware and software, the JCHA recommends entering into a Software maintenance Agreement for a period of one year, reserving the right to exercise the JCHA's option with mutual consent of both parties to this Agreement, to extend this Agreement for one provided that ECS agrees to the extension under substantially the same rates, terms and conditions enumerated in this Agreement, without public advertising and without public bidding; and in accordance with the attached Software Maintenance Agreement, without public advertising and without public bidding: and

**WHEREAS**, availability of funds has been established;

**NOW THEREFORE BE IT RESOLVED**, by the JCHA Board of Commissioners that the JCHA enter into an agreement with Emphasys Computer Software, Petoskey, MI in an amount not to exceed \$161,104.00 for the period 11/1/2023 to 10/30/2024 to provide software maintenance for the operation of a comprehensive Public Housing and Housing Choice Voucher (Section 8) Programs.

**DATED: November 1, 2023**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo		✓	✓			
S. Prince	✓		✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

Stephen Cea  
Executive Director/Secretary



**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO TC BLUEPRINTS, LLC FOR REPRODUCTION AND BLUEPRINTING SERVICES ON AN “AS NEEDED” BASIS FOR A PERIOD OF ONE (1) YEAR WITH OPTION FOR AN ADDITIONAL YEAR**

**WHEREAS**, the JCHA requires reproduction and blueprinting services for many of its Capital Fund and Development projects; and

**WHEREAS**, the JCHA prepared a bid package soliciting contractors to provide these services on an “As Needed” basis using a Lump Sum Bid – which was based on Unit Prices for a minimum scope of services with a Not-To-Exceed total of \$25,000 based on the JCHA’s anticipated need for services in the coming year, as the Basis of Award; and

**WHEREAS**, the JCHA fully anticipates utilizing most of these services based on the tremendous need for reproduction and blueprinting services in the last couple of years; and

**WHEREAS**, in accordance with the JCHA’s Procurement Policy and governing Statutes of the State of New Jersey, on September 13, 2023, the JCHA properly bid for contractors to provide these services, and received less than three (3) bids;

**WHEREAS**, the contract was rebid and subsequently on October 18, 2023, a bid opening was held and the JCHA received two (2) bid packages for award consideration as follows (bid recapitulation attached):

- TC Blueprints, LLC
- Hudson Community Enterprises

**WHEREAS**, TC Blueprints LLC, submitted the lowest qualified Lump Sum Amount (the Basis of Award) in the amount of \$27,550.40 based on Unit Prices for a minimum scope of services; and



**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT WITH TC BLUEPRINTS, LLC FOR REPRODUCTION AND BLUEPRINTING SERVICES ON AN "AS NEEDED" BASIS FOR A PERIOD OF ONE (1) YEAR WITH OPTION FOR AN ADDITIONAL YEAR**

**WHEREAS**, after a thorough reference check, the JCHA is satisfied that TC Blueprints LLC is the lowest responsible bidder, having the necessary qualifications to satisfactorily perform the scope of work defined in this contract; and

**WHEREAS**, the availability of funds has been established (see attached Certificate of Funds).

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners authorizes the award of a contract to TC Blueprints LLC, 109 South Avenue West, Cranford, New Jersey 07016, for a Not to Exceed Amount of twenty five thousand dollars (\$25,000.00) for Reproduction and Blueprinting Services on an "As Needed" Basis, for a period of one (1) year with an option for an additional year.

**DATED: November 1, 2023**

COMMISSIONER	Motion	2 <sup>nd</sup>	AYE	NAY	Absent	Abstention
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo	✓	✓	✓			
S. Prince			✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

  
 Stephen Cea  
 Executive Director/Secretary

1938  
**S E A L**

AGENDA ITEM#	8
BOARD MEETING DATE	11-1-2023

**RESOLUTION CONFIRMING THE EXECUTION OF A SHARED SERVICES AGREEMENT PERMITTING THE CITY OF JERSEY CITY TO PROVIDE ON-DUTY POLICE OFFICERS TO THE JERSEY CITY HOUSING AUTHORITY TO ENHANCE THE SAFETY AND SECURITY OF ITS RESIDENTS**

**WHEREAS**, the Uniform Shared Services Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes agreements between a municipality and a public housing authority to provide services to each other; and

**WHEREAS**, the Jersey City Housing Authority (JCHA) requires assistance of the Police Division of the City of Jersey City Department of Public Safety (hereinafter the “JCPD”) to enhance the safety and security of its residents, by providing the services of police officers; and

**WHEREAS**, the JCHA and the City desire to enter into a Shared Services Agreement for the City to provide the JCHA with On-Duty Police Officers, as more fully detailed in the Shared Services Agreement attached hereto; and

**WHEREAS**, the City shall provide police services to the JCHA from 3:00 pm to 11:00 pm daily (Regular Hours) at no cost to the JCHA, and the JCHA shall pay the City for the cost of police services during Overtime Hours; and

**WHEREAS**, the City of Jersey City Municipal Counsel approved a resolution authorizing (attached) authorizing a shared services agreement with the JCHA at their September 7<sup>th</sup>, City Council Meeting; and

**RESOLUTION AUTHORIZING THE EXECUTION OF  
A SHARED SERVICES AGREEMENT PERMITTING  
THE CITY OF JERSEY CITY TO PROVIDE ON-DUTY  
POLICE OFFICERS TO THE JERSEY CITY HOUSING  
AUTHORITY TO ENHANCE THE SAFETY AND  
SECURITY OF ITS RESIDENTS**

Page 2-

**WHEREAS**, the total amount of the contract shall not exceed the sum of \$175,000.00 and the term of the Shared Services Agreement shall be for two (2) years effective August 1, 2023; and

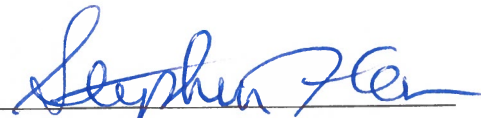
**WHEREAS**, availability of funds has been established.

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners confirms the execution of a Shared Services Agreement with the City of Jersey City for the provision of On-Duty Police Officers at no cost to the JCHA for Regular Hours and the JCHA shall pay the City for the overtime cost of the On-Duty Police Officers at the rates set forth in the attached agreement hereto for a period of a two (2) years beginning August 1, 2023, at an amount not to exceed One Hundred Seventy-five Thousand Dollars (\$175,000.00).

**DATED: November 1, 2023**

COMMISSIONER	MOTION	2 <sup>ND</sup>	AYE	NAY	ABSENT	ABSTENTION
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo		✓	✓			
S. Prince	✓		✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.



Stephen Cea  
Executive Director/Secretary



SEAL

AGENDA ITEM#	9
BOARD MEETING DATE	11-1-2023

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO  
SOBEL, HAN & CANNON FOR LEGAL SERVICES: TENANCY COUNSEL**

**WHEREAS**, the Jersey City Housing Authority “JCHA” requires legal services in the area of Tenancy Counsel, to provide third party representation for non-payment and lease violations, hearing officer services “as needed” and related services regarding tenancy issues affecting the JCHA; 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 on two occasions (detailed in attached memo), and on September 27, 2023, the JCHA received a sole proposal from the following firm; and

Sobel, Han and Cannon LLP

**WHEREAS**, the JCHA Procurement Policy allows the JCHA to open on a second occasion with a sole proposal and it is prudent and necessary because the JCHA has over 200+ cases pending resolution that has a direct impact on resources necessary for the efficient operation of the JCHA; and

**WHEREAS**, the proposal submitted by the law firm of Sobel, Han & Cannon LLP was found to be well qualified by the evaluation committee, based on professional experience, qualifications, references and cost to perform the specified scope of services (as detailed in the attached memo); and

**WHEREAS**, availability of funds in the amount of \$100,000.00 has been established.

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO  
SOBEL, HAN & CANNON FOR LEGAL SERVICES: TENANCY COUNSEL**

Page 2-

**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners authorizes the award of contracts to: Sobel, Han & Cannon LLP, 365 W. Passiac Street, Suite 270, Rochelle Park, NJ 07662, to provide Legal Services for Tenancy Counsel for a one (1) year period, at an hourly rate of \$175.00/hour, in an amount not to exceed One Hundred Thousand Dollars (\$100,000.00).

**DATED: November 1, 2023**

COMMISSIONER	MOTION	2 <sup>ND</sup>	AYE	NAY	ABSENT	ABSTENTION
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo		✓	✓			
S. Prince	✓		✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

  
 Stephen Cea  
 Executive Director/Secretary

**SEAL**



AGENDA ITEM#	10
BOARD MEETING DATE	11-1-2023

**RESOLUTION AUTHORIZING THE SUBMISSION OF JCHA'S CY 2024 OPERATING SUBSIDY TO THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

**WHEREAS**, the Operating Fund Grant Submission Processing for CY 2024 must be completed via OpFund Web Portal by Monday, November 20, 2023, with the required forms and documentation:

A. Form HUD-52723 Operating Fund Calculation of Operating Subsidy: This form is used to calculate OpFund Grant eligibility in accordance with regulations in 24 CFR Part 990.

B. Form HUD-52722 Operating Fund Calculation of Utilities Expense Level: This form is used to calculate the utilities expense level component of the project's OpFund Grant eligibility in accordance with regulations in 24 CFR Parts 990.170 – 990.185.

C. Form HUD-52574 PHA Board Resolution Approving Operating Budget.

**WHEREAS**, HUD pre-populates much of the OpFund Forms with data sourced from Inventory Management System/PIH Information Center (IMS/PIC), the Financial Data Schedule (FDS), and previous OpFund form submissions;

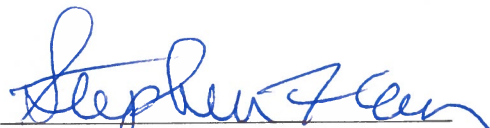
**NOW THEREFORE BE IT RESOLVED** that the JCHA Board of Commissioners approves the stated documents to be submitted electronically.

**RESOLUTION AUTHORIZING  
THE SUBMISSION OF JCHA'S  
FY 2024 OPERATING SUBSIDY  
TO THE US DEPARTMENT OF  
HOUSING AND URBAN  
DEVELOPMENT (HUD)  
page 2 of 2**

**DATED: November 1, 2023**

COMMISSIONER	MOTION	2 <sup>nd</sup>	AYE	NAY	ABSENT	ABSTENTION
B. Dawson			✓			
H. Fuentes			✓			
A. Herbold			✓			
E. Phillips-Lorenzo	✓	✓	✓			
S. Prince	✓		✓			
J. Dublin			✓			
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 November 1, 2023, in the presence of a legally binding quorum.

  
 Stephen Cea  
 Executive Director/Secretary

