



**RESOLUTION OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF IRVINGTON**

**RESOLUTION #2021-52**

**APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON SEPTEMBER 8<sup>TH</sup>,  
2021**

Commissioner \_\_\_\_\_ presents the following Resolution and makes the motion

Commissioner \_\_\_\_\_ 2<sup>nd</sup> the motion on the following Resolution

**WHEREAS**, the Irvington Housing Authority Board of Commissioners will meet on October 13th, 2021 for the Regular Board Meeting.

**WHEREAS**, the September 8<sup>th</sup>, 2021, Board Meeting Minutes were delivered to the IHA via e-mail on October 4th, 2021.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF IRVINGTON, COUNTY OF ESSEX, STATE OF NEW JERSEY**, that Resolution #2021-52 (Approving the Minutes for the Regular Board Meeting held on September 8<sup>th</sup>, 2021) is approved.

**YES    NO    ABSTAIN    ABSENT**

Commissioner Magalia Lamy-Lockhart  
Commissioner Zorana Figueroa  
Commissioner Andre L. Francis III  
Commissioner Quasim Salaam  
Commissioner Alfonso C. Griffin  
Commissioner Annette L. Beasley  
Commissioner Darlene Brown

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I certify that this is a true copy adopted by the Board of Commissioners of the Housing Authority of the Township of Irvington at the Regular Board Meeting held on Wednesday, 13<sup>th</sup>, day of October 2021.

\_\_\_\_\_  
Ramon Rivera, Secretary  
Interim Executive Director

\_\_\_\_\_  
Darlene Brown, Chairwoman

IRVINGTON HOUSING AUTHORITY  
REGULAR BOARD MEETING  
Wednesday, September 8, 2021

MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP  
OF IRVINGTON, HELD ON, WEDNESDAY, SEPTEMBER 8, 2021, HELD  
VIRTUALLY AT 5:04 P.M.

MR. RIVERA: Stated Jennifer Carrillo-Perez is the attorney on behalf of Hilltop, Chairwoman, so she asked what the status was and we told her to come and join the meeting in case there might be any questions about the resolution that's on the agenda concerning the Hilltop project that has requested vouchers for us. So welcome Jennifer Carrillo-Perez.

Also stated he sees Matthew Gross and he is not familiar with him or whether he was coming. He asked Mr. Gross to state who he is.

MR. GROSS: He stated Ms. Carrillo-Perez represents him and his partner and he needs a bio from Hilltop Partners. He said this is Phase Two of the former hospital site, the senior building.

**I. OPEN PUBLIC MEETINGS ACT/READING OF SUNSHINE LAW**

I, Darlene Brown, Chairperson of the Board of Commissioners of the Housing Authority of the Township of Irvington and presiding officer at this meeting do hereby state that it is now 5:04 p.m. on September 8, 2021 and we are convening virtually and I do hereby announce publicly that notice of this board meeting has been provided in accordance with the law, that notice of same containing date, time and location was delivered or telephoned to the Irvington Herald or Star Ledger and also filed with the Municipal Clerk of the Township of Irvington and that formal action may be taken if said adequate notice has not been provided.

**II. ROLL CALL**

MR. BORIN: Commissioner Lockhart?

COMMISSIONER LOCKHART: Here.

MR. BORIN: Commissioner Figueroa?

COMMISSIONER FIGUEROA: Present.

MR. BORIN: Commissioner Francis, III?

COMMISSIONER FRANCIS, III: Present.

MR. BORIN: Commissioner Salaam?

COMMISSIONER SALAAM: No response.

MR. BORIN: Commissioner Griffin?

COMMISSIONER GRIFFIN: Here.

MR. BORIN: Vice Chairwoman Beasley?

VICE CHAIRWOMAN BEASLEY: Present.

MR. BORIN: Chairwoman Brown?

CHAIRWOMAN BROWN: Present.

ALSO PRESENT:

FRANK BORIN, ESQ.  
PAUL MATTURRO, Accountant  
MATTHEW GROSS  
JENNIFER CARILLO-PEREZ.  
ESTHER EVELLARD

**III. SALUTE TO THE FLAG/PLEDGE OF ALLEGIANCE**

**IV. PUBLIC PORTION** No members of the public.

**V: RESOLUTIONS:**

1. 2021-42 APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING ON JULY 2021.

A motion to approve was made by Vice Chairwoman Beasley, seconded by Commissioner Figueroa.

**ROLL CALL:**

**YES:** Commissioner Lockhart, Commissioner Figueroa,  
Commissioner Francis, III, Commissioner Griffin,  
Vice Chairwoman Beasley, Chairwoman Brown

**VI: COMMISSIONER REMARKS:**

VICE CHAIRWOMAN BEASLEY: Will wait until after Chairwoman's remarks and

director's remarks.

COMMISSIONER FIGUEROA: Will leave remarks for the Chair and ED.

COMMISSIONER LOCKHART: Will leave remarks for the Chair and ED.

COMMISSIONER FRANCIS, III: Will reserve all remarks for the Chair.

COMMISSIONER GRIFFIN: Will reserve all remarks for the Chair and ED.

CHAIRWOMAN BROWN: Welcomed everyone back

#### **EXECUTIVE DIRECTOR RAMON RIVERA REMARKS:**

Mr. Rivera stated that with regard to last week's storm, the IHA was not spared due to the major hurricane that hit the region. The IHA suffered significant damage to the heating system boiler in Amp One Crescent Lane. He said at present hot water is still out for the family units and is on for the senior units. They had a contractor come out and the quote for repair is over \$200,000, which is a significant amount of money to invest in Crescent Lane, which is slated for demolition. They are waiting for approval from HUD to finally have the ability to notify tenants that they have 90 days for moving and to begin that process.

Mr. Rivera stated they had PSE&G come out to see if they could assist and they are not able to fix it because of the extent of the damage, which includes the damage to all the water heaters as well as the boiler systems. They are going to have another contractor come out tomorrow and hopefully they can get a better quote. Mr. Rivera did reach out to HUD to request an approval on an emergency basis. Mr. Rivera stated he believes they will be able to potentially be reimbursed from FEMA or HUD, but IHA would have to put out this money now, which would have to be drawn out of the capital funds. He added that is important because it impacts our Demo/Dispo approval.

The last issue that came up, he stated he believes after the last board meeting, was that HUD at the last moment, when we were supposed to get the approval, they advised us that due to previous debt we had, called leveraging debt, which they used to develop the offices and that I sit in and do major repairs to all the amps. They said we have to satisfy that debt, meaning in essence lower the amount of debt that we owe in order for HUD to approve our Demo/Dispo application, which means a refinance on a bigger scale and we have to refinance the loan and we're waiting to get the approval. Mr. Rivera added that the closing on that refinance is hopefully at the end of this month, September 30th was the date he saw. He asked Mr. Matturro to correct him if that is wrong.

Mr. Rivera said if all goes well, they will be able to at least address that debt issue which HUD just addressed and did not bring up last summer or the year before. If we can reduce the debt total, HUD would not have any reason to hold it up and they should be able to get the approval for the Demo/Dispo.

The third piece, Mr. Rivera said, was that he and the staff met with many of the tenants that live in Crescent Lane to address any concerns they had about repairs, conditions in their units and other issues. They met with those folks along with the Mayor and each tenant was able to voice all their concerns and any issues with their properties, as well as repairs that had already been made. A list was made and the maintenance department is going through that list, addressing the worst conditions first. They will meet with the tenants again on September 28th and provide a report of the status of the repairs.

Mr. Rivera said they have done some COVID vaccinations and are trying to lease up as many units as they can.

He said tonight is the Hilltop request. They also have on the agenda an approval of a finance committee. Mr. Rivera said the reason that is coming into play is because every month IHA has a call with HUD where they talk about many things and in the last meeting HUD raised the issue that they need to have a finance committee created to review the finance report that's in the Board packet. The committee needs to do that because a housing authority that's running well, according to HUD, has an active finance committee that reviews the finance agenda.

Mr. Rivera sent a draft with the names blank that the Board needs to fill in with who they want to serve on the Finance Committee.

**CHAIRWOMAN BROWN:** She said she made some calls to certain commissioners to ask if they wouldn't mind being on the Finance Committee. She would like Vice Chairwoman Beasley to be the Chair of that committee, if she accepts. Vice Chairwoman Beasley accepted.

Chairwoman Brown said the committee would be Commissioner Lockhart, Commissioner Figueroa and Vice Chair Beasley would be the chair of the committee. She added she is also available for any questions.

## VII: RESOLUTIONS

1. 2021-43 APPROVAL OF MONTHLY BILLS FOR AUGUST 2 THRU AUGUST 31, 2021 IN THE AMOUNT OF \$ 432,440.39.

A motion to approve was made by Commissioner Figueroa seconded by Commissioner Lockhart.

## ROLL CALL:

**YES:** Commissioner Lockhart, Commissioner Figueroa, Commissioner Francis, III, Commissioner Griffin, Vice Chairwoman Beasley, Chairwoman Brown

2. 2021-44 RESOLUTION ACCEPTING AND AWARDED EMERGENCY PEST SERVICES TO BUG X PEST CONTROL

LLC.

A motion to approve was made by Chairwoman Brown, seconded by Commissioner Francis, III

**ROLL CALL:**

**YES:** Commissioner Lockhart, Commissioner Figueroa, Commissioner Francis, III, Commissioner Griffin, Vice Chairwoman Beasley, Chairwoman Brown

**JENNIFER CARRILLO-PEREZ, HILLTOP PARTNERS:** Regarding the Assistance Payment Contract, she stated she wanted to give some background. She stated this is the development at the former Irvington General Hospital site. She stated her client was designated in October 2012 and this pertains to phase two of that development. It is still top partner senior urban renewal and is a project that will consist of 96 residential units that are age restricted. She added that they are the recipients of an award from the New Jersey Housing and Mortgage Finance Agency and 9 percent low income housing tax credits and have applied to IHA for the vouchers. This is a collaboration with Mattere (phonetic) Urban Buildings and Matthew Gross who represents them and Edina Bayou (phonetic) from Irvington. She deferred to Matthew for any additional information or to answer any questions specifically to the project or the development entity.

**CHAIRWOMAN BROWN:** She said IHA is assisting with the vouchers and they also have seniors that maybe would like to move into this establishment. She asked would they have first priority or would you guys consider them to have first priority in that they are coming from the housing authority? Or would you guys have your own pick of people that you would want to have these vouchers?

**MR. GROSS:** In terms of the marketing process, this is a tax credit project, so the housing mortgage finance agency has awarded us a tax credit. So they have a specific leasing process we have to follow which sort of follows the Fair Housing guidelines. He said so technically they do not have any say in terms of the process or any preference, but they would definitely put this out to the seniors at Irvington Housing Authority so that they get on the list and we can try to prioritize them according to those rules and regulations.

Mr. Gross said just to be clear about the unit mix, they do have some apartments here that are not income or rent restricted. So they have set aside "market rate" units and so they have more flexibility on how they lease those out. He said it depends on the response they get from seniors living in the IHA, but they would definitely work to prioritize them as best as they can. He said this is a senior project in Irvington, so they want to obviously prioritize and give preferential treatment according to the rules and regulations as best as possible.

**CHAIRWOMAN BROWN:** She asked if they will take into consideration that these seniors are on a fixed income.

**MR. GROSS:** Stated yes. He said what they have done here is they use this new concept. He said the tax credit is federally regulated through Section 42 and they have always used the metric of 60 percent of area median income. And that has been a traditional basis for doing the eligibility basis for the project. He added that a couple of years ago the government realized they needed to change that for both ends of the spectrum to go above the 60 percent. He said there is a really big demand for people earning between 60 and 90 percent of area median income that are overqualified for the income and then there's also at the lower end where folks are below 30 percent of the area median income. He said they have taken advantage of this income averaging concept so they have units at both ends. He stated they are not going to shy away from folks who have lower incomes. They have structured the project to accommodate folks at the lower end. Mr. Gross stated they may only have to put in a small amount of money, if anything, and that is not going to prevent getting them into the project. He added they welcome folks who are struggling and living on fixed incomes.

Mr. Gross stated that a lot of the work they do is primarily community building doing affordable housing and they do a lot of supportive housing.

**VICE CHAIRWOMAN BEASLEY:** She asked how many set aside apartments will they have or do they know?

**MR. GROSS:** He stated the total unit count is 96 apartments of which one is set aside for a live-in superintendent, so they have 95 apartments. The request for the Irvington Housing Authority is five vouchers. In terms of the set asides, they have seven units that are at 30 percent or lower of the area medium income.

**COMMISSIONER LOCKHART:** She asked if that's seven out of 96 apartments set aside.

**MR. GROSS:** Mr. Gross answered yes, at that lower income level,

**COMMISSIONER LOCKHART:** She stated that was very low.

**VICE CHAIRWOMAN BEASLEY:** She asked how soon would they be available for someone and are you doing this online or how are they applying for apartments? She asked for those who cannot do it online, how do they apply?

**CHAIRWOMAN BROWN:** Or how do you accommodate those who can't do it online, because a lot of seniors are older people and are not savvy with computers.

**MR. GROSS:** Mr. Gross stated that was a great question. He said part of this is that they started construction without any financing so they are self-financing the project right now and they are 30 percent complete on construction. They anticipate completing the project in the spring and opening up in the summer. He said sometime at the end of winter, beginning of spring, they are going to start to do the public outreach which would be online. That would be done by a third party outreach company.

Mr. Gross stated for anyone who is not going to be online, they would have applications available at city hall and available at the housing authority buildings. He said he would look to a contact from the Board and they would hand deliver them. He added they have help available to walk people through the applications and give assistance, so it's not just online.

**VICE CHAIRWOMAN BEASLEY:** Asked how many buildings will there be? And how many apartments in each building.

**JENNIFER CARRILLO-PEREZ:** She stated that in phase two there is only one building.

**VICE CHAIRWOMAN BEASLEY:** She asked how high is the building.

**JENNIFER CARRILLO-PEREZ:** She stated it is a six story building.

**MR. GROSS:** He added just to follow-up that the topography and the slope from the top to the bottom is extremely dramatic there., so although it is six stories, it is actually lower than phase one, which is five stories.

Mr. Gross said regarding the comment that the set aside is low, he said a lot of the unit mix is dictated to them by the Housing Mortgage financing agency and their qualified allocation plan. He said his company has done their best to work within the confines of their guidelines.

**VICE CHAIRWOMAN BEASLEY:** She asked, so she understands it, this building is only for seniors and disabled or just seniors?

**MR. GROSS:** He stated this is a senior building and predominantly the apartments are all set aside for seniors and is being marketed to seniors. There are a portion of apartments that are "unrestricted" and market rate, but they are still being marketed to seniors. Also there is a set aside that they are doing for "formerly homeless" who are working but having a tough time staying in housing. He added also Catholic Charities is assisting with services for those folks.

**CHAIRWOMAN BROWN:** She asked will the apartments be accommodating for a senior that may have a disability?

**MR. GROSS:** He stated that all the apartments are ADA compliant. They have grab bars. It is designed as a senior building. All the apartments on the first residential floor have roll in showers. They consider the definition of seniors to be technically 55 or older.

**CHAIRWOMAN BROWN:** She asked about the third party outreach company.

**MR. GROSS:** He said there is a third party property manager as they do not do property management. That company also manages phase one. It's name is MMS, Multifamily Management Services. They also have DBA, doing business as Arco CEO.



**CHAIRWOMAN BROWN:** She asked with this property management company, everything that has just been discussed, the seniors, the vouchers from maybe the housing authority, how much say so will they have? Would they be on the same page as Mr. Gross' company as far as the what has been discussed?

**MR. GROSS:** Mr. Gross stated yes. They do not have any authority to put in their people, etcetera. His company micro manages them.

**CHAIRWOMAN BROWN:** Reminded Mr. Gross this meeting is being recorded and they are going to hold him to his statements that he made.

3. 2021-45 APPROVING AND AUTHORIZING IRVINGTON HOUSING AUTHORITY TO ENTER INTO HOUSING ASSISTANCE PAYMENT CONTRACT WITH HILLTOP PARTNERS SENIOR URBAN RENEWAL.

A motion to approve was made by Commissioner Figueroa seconded by Vice Chairwoman Beasley.

**ROLL CALL:**

**YES:** Commissioner Lockhart, Commissioner Figueroa, Commissioner Francis, III, Commissioner Griffin, Vice Chairwoman Beasley, Chairwoman Brown

4. 2021-46 AWARDING AN EMERGENCY CONTRACT FOR SECURITY SERVICES TO. VISUAL PROTECTION EMERGENCY SERVICES.

A motion to approve was made by Commissioner Figueroa, seconded by Commissioner Andre Francis, III.

**YES:** Commissioner Lockhart, Commissioner Figueroa, Commissioner Francis, III, Commissioner Griffin, Vice Chairwoman Beasley, Chairwoman Brown

4. 2021-47 APPROVING THE FINANCE COMMITTEE CONSISTING OF VICE CHAIR BEASLEY AS THE CHAIR, COMMISSIONER LOCKHART AND COMMISSIONER FIGUEROA.

A motion to approve was made by Commissioner Griffin, seconded by Commissioner Figueroa.

**YES:** Commissioner Lockhart, Commissioner Figueroa, Commissioner Francis, III, Commissioner Griffin, Vice Chairwoman Beasley, Chairwoman Brown

**PAUL MATTURRO:** Stated it is a HUD requirement before they get access to the current year plan, which is Capital Fund 2021, to get it approved by the Board. They did a breakdown of how they initially intended to use the funds. They were reviewed by the ED who approved it. Then we have to include them in the five year plan. Once that is approved, they have to publish that and there will be another resolution once that's published. Then it has to be uploaded into EPIC and HUD will release the funds for our use. So we have to first approve 2021, add that to the five year plan and then approve the new five year plan, publish it and get approval to use it.

The commissioner and ED names need to be updated and to be passed with those amendments.

**CHAIRWOMAN BROWN:** Said she felt the documents must be done correctly. She said she had asked that the documents be looked over.

**MR. RIVERA:** Stated that should not have happened. They can hold them and bring them back, but if we do that, there could be negative implications to the Housing Authority, if any. He apologized for the errors. He said Paul did communicate it was very important to do them now.

**PAUL MATTURRO:** Apologized for not catching the typo errors. He added they will do a better job in the future.

The reason why it's important is in order to qualify for the demo/disp we are going to have to come up with about \$500,000 of additional payment to pay down our leveraging debt, which will then qualify for the demo/dispo. Because once you qualify for the demo/dispo, it means we're taking quite a few units out of inventory, so our capital budget is going to be shrunk significantly. And when the capital budget is shrunk, the maximum amount that we can pay off by leveraging is 25 percent. He stated right now, based upon the structure and how much capital fund we have to pay off, it is 33 percent. In order to get down to the 25 percent, we are going to have to pay off an additional \$500,000 worth of debt and the only place we have this additional reserve is from the capital fund 2020 which we already had 350,000 established and from the capital fund which we need the Board to approve, which also has another \$300,000 already budgeted for the demo/dispo.

He said between the two funds, they will have enough to complete and reduce the original debt leveraging. If they put it off, we're going to have to wait and probably push back the demo/dispo on the whole process, which he does not think they want to do at this time.

**CHAIRWOMAN BROWN;** Asked if Mr. Maturro had a chance to speak

with Mr. Catching (phonetic).

**PAUL MATTURRO:** He said he is working with him and he provided a whole list of information and they are basically on the same page. Mr. Catching sent an e-mail to finalize it and get his approval. Then they are going to bring in the high level people from HUD to approve their use. He added that they will be releasing these funds from 2021 and he understands that and that's the only way we are going to get approval to do this debt restructure. So I have been working with Mr. Cattching on a daily basis.

**CHAIRWOMAN BROWN:** She stated we are already off schedule with the demo/dispo and it seems we have been playing paddleball with them. We give them what they ask for and they throw it back.

**PAUL MATTURRO:** He stated this should have been known by them day one and they came to us on day 364 and told us that one was restructuring this.

**CHAIRWOMAN BROWN:** She stated they are playing with us right now.

**PAUL MATTURRO:** Stated no question about it.

**CHAIRWOMAN BROWN:** Stated that the names of the commissioners will be changed.

5. 2021-48 AUTHORIZING SUBMISSION OF THE HOUSING AUTHORITY ANNUAL PLAN FOR FISCAL YEAR 2020 AS AMENDED TO REFLECT THE CORRECT COMMISSIONER NAMES AND TO REFLECT INTERIM DIRECTOR RAMON RIVERA'S NAME.

A motion to approve was made by Vice Chairwoman Beasley, seconded by Commissioner Lockhart.

**YES:** Commissioner Lockhart, Commissioner Figueroa, Commissioner Francis, III, Commissioner Griffin, Vice Chairwoman Beasley, Chairwoman Brown

6. 2021-49 APPROVING THE 2021 CAPITAL FUND AND FIVE YEAR PLAN AS AMENDED TO REFLECT THE CORRECT COMMISSIONER NAMES AND TO REFLECT INTERIM DIRECTOR RAMON RIVERA'S NAME.

A motion to approve was made by Commissioner Figueroa, seconded by Commissioner Andre Francis, III.

**YES:** Commissioner Lockhart, Commissioner Figueroa,

Commissioner Francis, III, Commissioner Griffin,  
Vice Chairwoman Beasley, Chairwoman Brown

CHAIRWOMAN BROWN: She asked everyone to return their I-Pads if they are not working to Esther. Also encouraged them to read their Board packets because sometimes there may be typos and one person might not see something but someone else might.

(Meeting adjourned - all ayes)

CERTIFICATION

I, JENNIFER WILSON, the assigned transcriber, so hereby certify the foregoing minutes of September 8, 2021, from 05:04 pm to 6:08 pm. digitally recorded and is prepared to the best of my ability.

/s/ Jennifer Wilson  
Jennifer Wilson AD/T 623  
AUDIOEDGE TRANSCRIPTION  
FLORHAM PARK, NEW JERSEY

October 2, 2021  
Date