

STATE OF NEW JERSEY  
SECAUCUS HOUSING AUTHORITY  
700 COUNTY ROAD  
SECAUCUS, NEW JERSEY

December 11, 2014

This is a condensed transcription of the taped minutes as taken on Thursday, December 11, 2014 at The Elms, Fifth Street, Secaucus, New Jersey commencing at 7 P.M.

Chairman Michael Harper welcomed everyone and called the meeting to order.

**ROLL CALL**

Present: Chairman Michael Harper  
Vice-Chairman Michael Schlemm  
Commissioner Richard Fairman  
Commissioner Frances Jodice  
Commissioner Arlene Kroll  
Commissioner Roger Adriaenssens

Also Present: Executive Director Christopher Marra  
Deputy Executive Director Jake Naszimento  
James Burke, Esq., Counsel to the Authority

Absent: Commissioner Michael Grecco

Chairman Harper read the Open Public Meetings Act.

**OPEN PUBLIC MEETINGS ACT**

**“Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of a Regular Meeting Notice with the Municipal Clerk, the posting of said notice on the official bulletin board in the Municipal Government Center, and delivery of same to the Jersey Journal and Secaucus Homes News on December 26, 2013. This body wishes to advise you that, in accordance with N.J.S.A. 26:3D(1), et seq. (Smoking in Public Buildings), smoking is prohibited while this body is in open or closed session.”**

**FLAG SALUTE**

(At this point in the proceeding, the Pledge of Allegiance was led by Commissioner Kroll and recited by all present.)

**MISCELLANEOUS**

ED Marra showed a PowerPoint presentation showing the repair work done to the waterproofing on R.I. Towers. The first photos shown were the before photographs illustrating the bubbling on the south and west sides of the building. In addition, he showed a photo of the front of the building, indicating an eight floor window which was experiencing

water infiltration due to what was assumed to be poor workmanship in placing caulking in a horizontal crease of the building. Mr. Malpere supplied SHA with photographs of completed work beginning on October 14. Initial photos showed the chalking areas along window sills, where it was and was not; how it is already peeling away only after a few years at that location. Another photo showed pinprick holes in the water coating, which can cause leaks and water infiltration. Next, were photos of what the new contractors were scrapping off. Eventually, they finished before the cold weather began. Photos of the south and west side of the building and were also shown. There was an additional proposal by Malpere to do more drops, but then the total cost of the project would exceed \$36,000. Even with a Qualified Purchasing Agent, the SHA could not do it without going through the bidding process. Mr. Marra said these were the particular areas that Wonderstar kept failing on, and at the end. Hopefully, these repairs will resolve it for the long term.

There were no questions and/or comments regarding the photographs.

#### **APPROVAL OF PREVIOUS MEETING MINUTES - October 23, 2014**

Chairman Harper noted this from the October minutes: "Under ACOP. There is a line, 'The Policy Committee is Commissioner Kroll and Commissioner Jodice. Perhaps they can meet after work and go over this page by page.'" He requested this be on the agenda each month.

Vice-Chairman Schlemm added that on the back page it says, "Motion to accept the minutes." It's a duplication. It should be "Motion to accept the **audit**."

Motion to accept minutes as amended made by Commissioner Schlemm; seconded by Commissioner Adriaenssens.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

#### **PUBLIC HEARING FOR ANNUAL PLAN**

ED Marra explained this is an exercise. SHA does not produce an annual plan because this housing authority is a high performer. SHA puts a notice in the paper 45 days before this public hearing meeting, and an annual plan is being approved. This year a five-year plan must be submitted to HUD, which Mr. Marra handed out to the Board this evening. It is smaller than usual. On Page 2, section 11.0, list required documents to submit along with the plan to HUD Field Office for review. Mr. Marra did not include these 13 documents, which are all standard HUD documents because it's just a boilerplate document. This is also just an exercise, SHA always basically answers the same, except for this year on Question 10, we discussed that SHA has applied for RAD program. On another page, HUD wants you to list what your project will be in your five-year plan, when you don't know how much funding you will receive.

The 2015 project is to do the bathrooms in The Elms. Later on we will talk about replacement of carpeting in RIT – 2016; cycle painting at The Elms in 2017; replacing air handler at RIT in 2017; and replace carpeting at The Elms – 2018. It can be changed. Every February a capital grant is received, Mr. Marra submits it to the Commissioners and then it's decided what will be done with the money.

**RESOLUTION #2014-31**  
**(Approval of Annual Plan & Five Year Plan)**

WHEREAS, the Quality Housing & Work Responsibility Act of 1998 (QHWRA) mandates that public housing authorities prepare an annual and five year plan which must be submitted to the U.S. Department of Housing & Urban Development 75 days prior to the commencement of the fiscal year; and

WHEREAS, the Housing Authority of the Town of Secaucus is required to submit their annual plan for the fiscal year commencing on 4/1/2015; and

WHEREAS, QHWRA mandates that the Housing Authority establish a Resident Advisory Board for the purpose of developing the PHA plan; and

WHEREAS, the Housing Authority has complied with all aspect of QHWRA with respect to developing the plan documents; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the Annual & Five Year plans for the fiscal year commencing 4/1/2015 be hereby approved; and

BE IT FURTHER RESOLVED that the Chairperson and Executive Director are hereby authorized to execute the attached certification concerning compliance with applicable plan regulations.

Commissioner Fairman asked why the expiring date is on the front page. Mr. Marra explained this was created on 4/2008 and updated on 4/20/11, which refers to the OMB regulation 25770226, but it's not about the actual plan.

Motion to approval Annual and Five-Year Plan made by Commissioner Jodice; seconded by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

**PAYMENT OF CLAIMS FOR NOVEMBER & DECEMBER 2014**

Motion to approve payment of claims made by Commissioner Schlemm; seconded by Commissioner Jodice.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

**FINANCE COMMITTEE**

**RESOLUTION #2014-32 – APPOINTMENT OF JACOB NASZIMENTO AS FUND COMMISSIONER TO N.J. PUBLIC HOUSING AUTHORITY**

Mr. Marra said each year Jake is nominated to attend the meetings on behalf of SHA. Attendance is mandatory if your authority is a member of JIF.

**Resolution # 2014-32**  
(Resolution appointing Jacob Naszimento as its  
FUND Commissioner for 2015 to the NJ Public Housing Authority JIF)

WHEREAS, the Secaucus Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND Commissioner to represent and serve the Authority as its representative to said Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Secaucus Housing Authority do hereby appoint Jacob Naszimento as its FUND Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2015.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY AT A MEETING HELD ON DECEMBER 11, 2014

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Christopher W. Marra, Executive Director

Motion to approve made by Commissioner Jodice; seconded by Commissioner Kroll.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

ED Marra handed out paperwork regarding a 2014 dividend from NJ Public Housing Authority JIF in the amount of \$2,000. The paperwork also showed what other housing authorities get back as dividends being a member of JIF. Mr. Marra also handed out what the bill will be for NJ Public Housing Authority JIF for 2015, which is \$71,736.25. This covers property, general liability and auto liability, workers compensation and public official employment practices liability. SHA has been a member of JIF since the calendar year 2013, when they outbid Nathan Lane. In 2013 they outbid Nathan Lane and the cost was \$62,163, which was bid in December 2012. So for the year 2013, \$62,163 was paid; for 2014 it was \$72,206. In one year it went up \$10,000. This year it's \$71,000. Mr. Snyder used to bid this every single year, because Nathan Lane was the holder until Hurricanes Irene and Sandy came along. They could not underbid JIF in 2012. When you're a member of JIF, you do not have to bid ever again. Maybe in the middle of 2015, the Finance Committee can talk about whether to look at bidding or not.

Also on the paperwork were the results of selling the surplus property, which was mostly the 1992 Ford pick-up truck which sold for \$2,271.

Commissioner Fairman asked if JIF advises SHA as to the limits and size of coverage for the various components. Mr. Marra said yes.

## PROFESSIONAL SERVICES COMMITTEE

### **RESOLUTION #2014-33** *(Consulting Services for U.S. HUD Capital Fund Program)*

WHEREAS, the Housing Authority of the Town of Secaucus has need for a consultant to assist in the planning for HUD's Capital Fund Program; and

WHEREAS, the Housing Authority solicited for proposals for Consultant Services for the U.S. HUD Capital Fund Program and received two (2) proposal in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Executive Director and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

Execu-Tech, Inc.  
8 Marin Lane  
Manahawkin, NJ 08050

in the annual amount of \$12,500.00 and an hourly rate of \$125.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

Mr. Marra explained this is a contract that SHA has had, which helps with the modernization program, capital fund program. There were two submissions: Execu-Tech for \$12,500, which was the same figure, paid over the last two years; and one was from a company which bid \$59,000.

Motion to approve made by Commissioner Fairman; seconded by Commissioner Adriaenssens.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

## PERSONNEL COMMITTEE

Deputy ED Naszimento reported he took his purchasing test on Monday; grade unknown at this time, but he'll know the score by Christmas, which is the end of two years of classes. Chairman Harper thanked Jake for his hard work and due diligence. (Applause.)

## POLICY COMMITTEE

ED Marra explained that the Admissions & Occupancy Policy (ACOP) guides the Housing Authority programs and admissions policy. SHA is updating it for the first time since 2000. Big changes have to do with fair housing, rent and smoking, because the smoking policy still talked about the people being allowed to smoke in the Community Room under the vent.

This will go into effect January 1, 2015. Mr. Marra said a copy is attached to the resolutions with no changes, but will require a slight adjustment to the lease since there is a Late Payment Policy now, but basically the lease will stay the same.

**Resolution: #2014-34**  
**Adoption of Revised Admissions & Occupancy Policy (ACOP)**

WHEREAS, the Secaucus Housing Authority (SHA) is required to establish and implement Admissions and Continued Occupancy Policies (ACOP) applicable to its Public Housing Program; and

WHEREAS, the SHA is required to establish and implement a Public Housing Lease; and

WHEREAS, the SHA periodically updates and revise the ACOP and Lease to reflect applicable HUD requirements and regulations and allowable SHA discretionary policies; and

WHEREAS, the SHA is required to update the attachments to the Lease to reflect current information and policies; and

WHEREAS, the SHA has provided opportunities for public review and comment on the ACOP and Lease including a public comment period and public hearings and has addressed comments;

NOW THEREFORE, BE IT RESOLVED, that the SHA Board of Commissioners hereby approves the amended and revised SHA Admissions and Continued Occupancy Policies and amend SHA Lease

BE IT FURTHER RESOLVED, that the SHA Board of Commissioners hereby authorizes the Executive Director or his designee to take all actions necessary to implement the amended and revised SHA ACOP and amend the SHA Lease accordingly.

Motion to approve made by Commissioner Kroll; seconded by Commissioner Jodice.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

**RESOLUTION #2014-35 – ADOPTION OF REVISED SECTION 8 ADMINISTRATIVE PLAN**

Deputy ED Naszimento explained one of the local preferences is being deleted – **A Family Member** - because ultimately SHA wants to open up the Section 8 list again and in the past there has been a negative experience with that, i.e., people who don't have family members. It is difficult to prove and then becomes an administrative burden. It's better to remove and keep **veterans, family and workers** as preference points. A lot of applications are expected soon.

**RESOLUTION #2014-35**  
*(Approval of Revised Section 8 Administrative Plan)*

WHEREAS, the Housing Authority of the Town of Secaucus is required to administer its Section 8 Program in accordance with all applicable federal regulations promulgated by the U.S. Department of Housing & Urban Development; and

WHEREAS, the regulations require that the Housing Authority adopt an Administrative Plan that enumerates the criteria for administration; and

WHEREAS, the Housing Authority last adopted a revised Administrative Plan on August 28, 2011; and

WHEREAS, the Housing Authority has determined that the plan needs to be revised in order to better define

- The issue of “local preferences” in the selection of applications

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the following revisions to the Section 8 Administrative Plan are hereby adopted:

**Chapter 4 - ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST**

The following sections with words appearing with a double strike line will be removed from the Administrative Plan.

Local Preferences

Local preferences will be aggregated with a point system. The following local preference shall be used in selecting applicants:

- An applicant who resides in the Town of Secaucus at the time they submit their application
- An applicant who is working in the Town of Secaucus at the time they submit their application
- ~~• A Family Member (parent, brother, sister, aunt, uncle) of Secaucus resident who has lived in the municipality for at least two (2) years~~
- Veterans & their spouse (1 year minimum service and Honorably Discharged)

**Chapter 7 – VERIFICATION PROCEDUURES**

**J. WAITING LIST PREFERENCES**

The following section with words appearing in red shall replace the current wording:

Local Preferences

1. Residency Preference: For families who live in the Town of Secaucus. In order to verify that an applicant is a resident, the HA will require a minimum of 3 of the following documents: rent receipts, leases, utility bills, employer or agency records, school records, drivers licenses, voters registration records, credit reports, statement from household with who the family is residing.

~~2. Family of Secaucus Resident: To verify that an applicant is a relative of a family member that has resided in Secaucus for more than two years both the applicant and resident will have to produce birth certificates. The resident will have to produce documentation on his/her Secaucus residency.~~

3. Working preference: This preference is available for families with at least one member who is employed in the Town of Secaucus. The HA will require the following documents: A statement from the employer and copies of paycheck stubs that indicate the location of the place of employment or third party verification that indicates the place of employment.

4. Veterans' preference: This preference is available to current members of the U.S. Military Armed Forces, veterans, or surviving spouses of veterans.

The HA will require U.S. government documents which indicate that the applicant qualifies under the above definition.

Motion to approve made by Commissioner Adriaenssens; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

## **BUILDINGS & GROUNDS**

### **RESOLUTION #2014-36 – AWARD OF CONTRACT FOR ELMS BATHROOM RENOVATION**

ED Marra said there are several documents regarding this Resolution. There is a letter from Helios, 2<sup>nd</sup> bidder, sent to SHA on 11/26 protesting the bid and outlining several areas where they felt Geocon, the low bidder, should have their bid thrown out. Lee Mastres went through that letter, Jim Burke also, who responded on 12/9, which stated that Geocon had a few things in their folder, did not have the required mandatory items for bid plan specifications according to New Jersey Statues, therefore, his opinion is the bid is good, and SHA's response to Helios. There 13 bids, and the low bid was \$571,000; 2<sup>nd</sup> highest bid was \$573,000 - \$2,000 difference, indicating Helios lost the bid by \$2,000. There was a 12/4 recommendation letter from Habitat Architects on Geocon, including all the bids. Three were under \$600,000; 10 more than \$700,000. Geocon won this award in 2009 for The Towers with a winning bid of \$535,000. When there was the Johnson Controls issue, Geocon was not allowed to bid on this. Helios' bid on the job was over \$700,000 in spring of 2013. By rewriting the bid, money has been saved.

Every single tub in 99 of the bathrooms will be removed and replaced with a shower stall. Everything except for the ceiling and linen closet will be replaced. With the passage of this resolution this evening, the last week of January or first week of February is when the project will be started. The contractors will come in and do a model bathroom, to make sure that SHA and the tenants are happy, and then begin. This will be done riser by riser, meaning that if there is a problem in 407, everybody -- 507, 607, etc. you all get your water shut off. This renovation will alleviate that in the future, and it will be shut off at the location. Bathrooms will be done on multiple floors, not one floor at a time.

Commissioner Adriaenssens asked if any of the tenants present had any questions or comments about the pending project. No responses.

**RESOLUTION 2014-36  
(RESOLUTION AWARDING THE CONTRACT FOR  
RENOVATION OF 99 BATHROOMS AT THE ELMS)**

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) has determined that it needs to procure services for the above-captioned work items; and

WHEREAS, SHA has published in the newspaper an invitation to bid; and

WHEREAS, the SHA received bids from thirteen (13) bidders on November 25, 2014; and

WHEREAS, on the public opening of the bids Geocon Industries, Inc. South Amboy, NJ with a base bid of \$571,000 was found to be the lowest responsible bidder pursuant to both N.J.S.A. 40A:11-2 and N.J.S.A. 40A:11-4;and

WHEREAS, the bid submitted by Geocon Industries, Inc. has been reviewed by the architectural firm of Habitech Architects, LLC who recommended the contract be awarded to Geocon Industries, Inc; and

WHEREAS, the bid submitted by Geocon Industries, Inc. has been reviewed and deemed by the SHA to be both responsive and conforming with all requirements set forth by the New Jersey Public Contracts Law, the bid specifications and the invitation to bid,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the SHA hereby finds that the contract for the above captioned work items as described in the bid specifications and drawings, be awarded to Geocon Industries, Inc. in the amount of \$571,000; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorize and Direct the Executive Director of the SHA to execute said contract and take any and all necessary administrative actions to implement this Resolution.

Motion to approve made by Commissioner Schlemm; seconded by Commissioner Adriaenssens.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

**RESOLUTION #2014-37 – AWARD OF CONTRACT FOR VARIOUS SERVICES**

Mr. Marra said this Resolution has an eight-page attachment. Every two years SHA goes out and does an RFP for seven services, including: plumbing; HVAC; exterminating; interior apartment painting for turnovers; preventive maintenance for back-up generator; carpet and tile installation during turnovers; and carpet cleaning services and stripping and waxing of the VCT floor. On the resolution are the companies that had the lowest prices. There are some changes – a new HVAC contractor – Able Mechanical; new exterminating company – E&G Exterminators; interior painting company and the plumber remain the same.

Preventive maintenance – FM Generator; carpet/tile installation is Optimum Flooring, which used to be FTC Carpeting; and carpet cleaning services/stripping and waxing is Unicorn Building Services. It will be twice a year instead of four times.

**Resolution: #2014-37**  
**(Award of Contract for Various Services)**

WHEREAS, The Housing Authority of the Town of Secaucus has need for various services in order to adequately manage its housing stock at an acceptable standard; and

WHEREAS, the Housing Authority Procurement Policy requires that the Housing Authority solicit for proposals in order to obtain a high level of service at the best possible and reasonable price; and

WHEREAS, the Housing Authority publicly advertised for various services and requested written proposals for these services; and

WHEREAS, numerous vendors provided quotations for their services which were tabulated (attached) and reviewed by the Executive Director;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the following contracts hereby be awarded for a term of 24 months commencing on January 1, 2015 to:

**Plumbing Service:    Plumb Tech Services**  
690a South Main Street, Phillipsburg, NJ 08865  
Hourly Rate Plumber: \$65.00 per hour  
Hourly Rate- Helper: \$35.00 per hour  
Material Markup 5% Overhead 5% Profit

**HVAC Contract:        Able Mechanical, Inc.**  
280 Route 35  
Red Bank, NJ 07701  
732-495-3800  
Price for basic Maintenance Service: \$920  
Hourly Rate: \$115 per hour

**Exterminating:        E&G Exterminators, Inc.**  
122 North Broadway  
South Amboy, NJ 08879  
732-721-6368

Price per Bi-Monthly Inspection of Unit:	<u>\$.80 per unit</u>
Price for Building perimeter ant control:	<u>\$42</u>
Price per unit for Bed Bug Inspection:	<u>\$No Charge</u>
Price for Bed Bug treatment per unit:	
Chemically Treated	<u>\$148</u>
Heat Treated	<u>\$158</u>
Cold Treated	<u>\$168</u>
Other Treatment	<u>\$178</u>

**Interior Apartment**

**Painting Service:** **Aris Painting Co.**  
52 Campbell Avenue, Edison, NJ 08817  
Studio Apartment: \$357  
1-bedroom Apartment: \$394  
2-bedroom Apartment: \$540  
Hourly Labor Rate: \$55.00

**Preventive  
Maintenance**

**Backup Generator: FM Generator**  
35 Pequit Street  
Canton, MA 02021  
781-828-0026  
Annual Price: \$2,275  
Hourly Rate: \$90/\$135 overtime

**Carpet/Tile  
Installation  
(Turnovers):**

**Optimum Flooring, LLC**  
414 Monroe Street  
Hoboken, NJ 07030  
201-725-1021

Price Per Square Yard for Carpet: \$16.00  
Price Per Square Yard for Padding: \$ 3.00  
Price per Square Foot for VCT: \$ 2.60  
Price per Square Foot for Sheet Flooring: \$ 2.85

**Carpet Cleaning Services  
& Stripping & Waxing of  
VCT and Sheet Flooring:**

**Unicorn Building Services, Inc.**  
1100 River Street #5  
Ridgefield, NJ 07657  
201-941-1444

	Year 1	Year 2
Provide price to perform two carpet cleanings & two stripping and waxing services in one year.	\$6,300	\$6,300

Motion to approve made by Commissioner Fairman; seconded by Commissioner Jodice.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

## HOUSING CHOICE VOUCHER (HCV) PROGRAM

Deputy ED Naszimento reported for the month of December. He also stated that the SHA will open the Section 8 list in early 2015. The 2011 waiting list, Preference Point Section, has been almost entirely filtered through - meaning anyone who lives in Secaucus, works in Secaucus, a relative point as well as veterans. 150 families have been contacted and almost all have been heard from - some no longer qualify for the preference or no response, but in general, a lot of vouchers have been issued. About 15 of those families were from Secaucus and almost all of them are leased up. At the end of this process, the list will be opened up again to fill the Residency/Working Preference Point Needs, which SHA is allowed to do.

An email was received at SHA from CGI letting SHA know there might be contacting here in the future to kind of check-up in terms of what HQS inspections are. HUD now wants to begin on focusing on HQS quality assurance reviews, which means basically, they are interested in the quality of the actual apartments all across the country, contacting various housing authorities and letting them know they're going to come in and do a quality assurance type of inspection with CGI. SHA is proud of all their units and inspectors do a great job, and landlords if there are any problems, make corrections.

## CORRESPONDENCE

1. A letter that SHA received dated 10/27, which Mr. Marra believes was received after the October meeting. Every housing authority on the Rental Assistance Demonstration list has received this. Back in October this letter was just confirming you're on the list; yes, the cap is still only 60,000 units; yes, we're waiting for Congress to take action.

In the next 48-hours, Congress is about to make a deal and in this deal, they are about to increase the RAD cap to 185,000 units, which will make every housing authority, who has an application in, eligible. Mr. Marra has spoken with Mr. Snyder and SHA must remember that the rent price changed along the way for the second round. It may not be as generous as it was the first time. Every NAHRO, PHADA, and National Leased Housing Corporation are all sending emails to Congressmen to get them to vote for this bill. Another talks about voucher funding, HCD administration fees, but in the end 185,000 units will be approved if Congress passes the current Bill, which will make it available for SHA to further explore the RAD. More information will be available after it passes.

2. Supervisory File Review - Mr. Marra gave the Commissioners the report of the review of the Public Housing Authority Files at the October meeting. Now you have those individuals whose files were reviewed, then their apartment was inspected. You are seeing those inspections from that company. A few items in The Towers have to be addressed and an issue in this building with the bathroom mirror, but it is being changed when the renovations are made.

## **OTHER**

Mr. Marra said the 2015 Annual Meeting Schedule Notice needs to be adopted, 4<sup>th</sup> Thursday of every month, 7:00 P.M., no meeting in August or November – 10 meetings for next year.

Motion to approve made by Commissioner Adriaenssens; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

## **OLD BUSINESS**

Mr. Marra discussed Fair Market Rents for Hudson County. Mr. Marra will have Jake explain one part about Housing Choice Voucher and challenge you have when you get a voucher to actually rent in Secaucus. For the public housing, this will force SHA to update the flat rent number again. FRN has come out every October and SHA had to adopt their flat rent back in July and August.

Jake said this is fair market documentation system. Basically, HUD tells SHA they get these numbers through a complicated calculation involving the Consumer Price Index and various other economic factors. Once a year they give out the numbers, which are basically guidelines in how much SHA can agree to contract rents with landlords, listing efficiencies through 4-bedrooms. SHA takes that number, times it by 110 percent and whatever that number is, that's what they try to get landlords and the Town to agree to in terms of the prices for 1-bedrooms through 4 bedrooms, and efficiencies. Last year the numbers were lower. 1-bedroom between \$1,000 and \$1,100/month; that's a little low in what the asking price is around Secaucus. 2-bedroom SHA would try to get the landlord to agree to \$1,350, which is low in town; 3-bedroom to try to get landlord to agree to \$1,750. Commissioner Adriaenssens asked what the asking price would be. Jake said a 1-bedroom would be about \$1,300; a 3-bedroom might be \$2,000 or \$1,900. Most of the families decide to move out of town when SHA offers them a voucher, because of the cost and they go searching outside of Secaucus and are not able to find something. Many of the out-of-town families decide to move immediately because they look at the prices, compare to Craig's List or Home News and see the differences. Many housing authorities throughout the country are having difficulty. Numbers in the south are much lower, but asking prices are much lower there.

## **EXECUTIVE DIRECTOR'S REPORT**

ED Marra reported every housing authority is scored through the Public Housing Assessment System every year (PHAS) and a score which is 90 or above designates you as a high performing housing authority. Below 90 and above 80, you are standard; if below 80, you're troubled or distressed. Below 70, you're troubled. SHA score was 97 out of a possible 100. (Applause.) Mr. Marra noted that is a tribute to the office staff, maintenance staff, some vendors like Bill Ketchen and Jim Burke, professionals who help the housing authority, and also a tribute to residents, who take care of their property, their apartments, cooperate with SHA when asked. Mr. Marra thanked everyone for doing their best, and it is also a reflection back to the Commissioners who give SHA the ability to do all of these things.

The financial score was 23 out of 25, and Mr. Marra was surprised because it's always been a 25. Explaining to the Commissioners who have recently taken the PHAS Class, the way you lose points has to do with debt coverage service ratio. Somehow HUD has figured out this year, and SHA does have debt – leveraging – and due to the fact that they have taken money through the 2012-2013 drawback of funds, SHA's reserve has lowered; therefore, we are not meeting the ratio to gain those two points, therefore – 23 points. It cannot be challenged unless it would change your designation. The high score is also a reaction of the REAC scores, which will result in SHA not being inspected by REAC in 2015-2016 and 2017. Thus, SHA will always get 39 out of 40 for the next few years.

Commissioner Fairman asked of ED Marra if he knew what the pro forma coverage test would be for next year or when would he have an idea. Mr. Marra said when they get the audit for 3/31/15. He believed that HUD does the debt service ratio based upon the audited figures that SHA would submit. Mr. Marra thought SHA would lose those two points for the next several years.

## REMARKS OF CITIZENS

CATHERINE, 4<sup>th</sup> Floor, called the office regarding this incident that recently happened. An EMT knocked on her door looking for #404 or #403 – down the hall. Catherine made a handwritten note and put it on the wall so EMTs would know which way is which. Could something be done about signage? Mr. Marra said Jake brought it to his attention two or three weeks ago. In this building, there is not a sign that says which way the apartments are, so it's not as easy as writing a letter. There is a particular size and particular lettering size. It also has to be in Braille. They exist in Kroll, but not Rocco.

ANOTHER WOMAN said an EMT was looking for 218, and she gave him directions. Mr. Marra said over the next month, the appropriate signs will be put up in the appropriate locations.

## CLOSED EXECUTIVE SESSION

### SECAUCUS HOUSING AUTHORITY RESOLUTION NO. 2014-38 AUTHORIZING EXECUTIVE SESSION

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Secaucus Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

**WHEREAS**, the Secaucus Housing Authority has determined that 2 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on December 11, 2014 at 7:47 P.M, and

**WHEREAS**, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

**“(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion.”** The legal citation to the provision(s) at issue is: \_\_\_\_\_ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_;

**“(2) Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_;

**“(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is 1) The SHA has had a lawsuit filed against it by a woman who was removed from the Housing Choice Voucher program. 2) The SHA has commenced eviction procedures against a resident of one of its senior buildings 3) A SHA employees has a health issue which may require long-term absence from work and contingency plans must be discussed;

**“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body”** The collective bargaining contract(s) discussed are between the Board and \_\_\_\_\_

\_\_\_\_\_;

**“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_;

**“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are \_\_\_\_\_

\_\_\_\_\_ and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”** Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality

is \_\_\_\_\_;  
\_\_\_\_\_;

**WHEREAS**, the length of the Executive Session is estimated to be 45 minutes after which the public meeting of the Secaucus Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Secaucus Housing Authority will go into Executive Session for **only** the above stated reasons;

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence
HCV legal matter	60 days	Legal Resolution
Public Housing Legal matter	60 days	Legal Resolution
SHA employee health	30 days	Employee back to work

**BE IT FURTHER RESOLVED** that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

**BE IT FURTHER RESOLVED** that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

\_\_\_\_\_  
Michael Harper, Chairperson

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Christopher Marra, Secretary

Motion to approve made by Commissioner Adriaenssens; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

## **REOPENING OF PUBLIC MEETING**

Motion to approve made by Commissioner Adriaenssens; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)                      Absent: Grecco

## **ADJOURNMENT**

Motion to adjourn made by Commissioner Kroll; seconded by Commissioner Adriaenssens.

VOTE: AYES/All Present Commissioners (6)                      Absent: Grecco

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber