

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

April 28, 2016

This is a condensed transcription of the taped minutes as taken on Thursday, April 28, 2016 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

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

**ROLL CALL – DED Naszimento**

Present: Chairman Michael Harper  
Vice-Chairman Michael Schlemm  
Commissioner Richard Fairman  
Commissioner Michael Grecco  
Commissioner Patricia Mondadori

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

Absent: Executive Director Christopher Marra  
Commissioner Roger Adriaenssens  
Commissioner Frances Jodice

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 12, 2015. 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 Mykailla Harper and recited by all present.)

## **ANNUAL REORGANIZATION**

Chairman Harper said he'd spoken with Vice-Chairman Schlemm and Treasurer Fairman after a recent meeting, and requested he be nominated as Chairman once again in order to stay at the helm while the RAD process is in its early stages. Next year he plans to relinquish Chairman to Vice-Chairman Schlemm.

(At this point in the proceeding, DED Naszimento took over the meeting.)

Motion that Michael Harper remain Chair made by Commissioner Grecco; seconded by Vice-Chairman Schlemm.

(There were no further nominations for Chairman.)

Motion that Vice-Chairman Schlemm remain Vice-Chairman made by Chairman Harper; seconded by Commissioner Grecco.

(There were no further nominations for Vice-Chairman.)

Motion that Commissioner Fairman remain Treasurer made by Chairman Harper; seconded by Commissioner Mondadori.

(There were no further nominations for Treasurer.)

DED Naszimento called the roll for vote on all of the above.

VOTE: AYES/All Present Commissioners (5)                      Absent: Adriaenssens/Jodice

## **APPROVAL OF PREVIOUS MEETING MINUTES – March 24, 2016**

Motion to accept minutes made by Vice-Chairman Schlemm; seconded by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (5)                      Absent: Adriaenssens/Jodice

## **PAYMENT OF CLAIMS FOR APRIL**

Chairman Harper asked if there were any questions, comments or concerns regarding the payment of claims.

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

VOTE: AYES/All Present Commissioners (5)                      Absent: Adriaenssens/Jodice

## **RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)**

DED Naszimento reported that ED Marra said all financing plan documents have been provided to HUD. There is a thank you letter to Diane Scriveri from Chairman Harper. There is also an up-to-date list of professional expenses for RAD conversion also in Commissioners' packets.

## **FINANCE COMMITTEE**

### **RESOLUTION #2016-16 – ADOPTION OF CASH MANAGEMENT PLAN**

Commissioner Fairman asked if there were any changes embodied in this plan compared to what SHA is currently doing. Discussion amongst the Commissioners and all agreed there were no changes.

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

WHEREAS, it is in the best interest of the Housing Authority of the Town of Secaucus to earn additional revenue through the investment and prudent management of its cash receipts; and

WHEREAS, P.L. 1983, Chapter 8, approved January 18, 1983 is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan,

NOW, THEREFORE, BE IT RESOLVED, that the following shall constitute the Cash Management Plan for the Housing Authority of the Town of Secaucus and the Executive Director shall deposit and manage its funds pursuant to this plan:

#### Definitions

1. Executive Director shall mean the Executive Director of the Housing Authority of the Town of Secaucus.
2. Fiscal Year shall mean the twelve month period ending March 31st.
3. Cash Management Plan shall mean that plan as approved by resolution.

#### Designation of Depositories

At least once each fiscal year the governing body shall by resolution designate the depositories for the Housing Authority of the Town of Secaucus in accordance with N.J.S.A. 40A:5-14. The Housing Authority of the Town of Secaucus designates TD Bank, Bogota Savings Bank and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

#### Audit Requirement

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

#### Authority to Invest

1. The Board of Commissioners shall pass a resolution at its first meeting of the fiscal year designating the official who shall make and be responsible for municipal deposits and investments. The Executive Director of the Housing Authority of the Town of Secaucus is so authorized.

#### Investment Instruments

1. The Executive Director shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

#### Records and Reports

1. The Executive Director shall report all investments in accordance with N.J.S.A. 40A:5-15.2.

2. At a minimum the Executive Director shall:

- a. Keep a record of all investments.
- b. Keep a cash position record which reveals, on a daily basis, the status of the cash in its bank account.
- c. Confirm investments with the Board of Commissioners at the next regularly scheduled meeting.
- d. Report monthly to the Board of Commissioners as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

#### Cash Flow

1. The Executive Director shall ensure that the accounting system provides regular information concerning the cash position and investment performance.

2. All monies, shall be turned over to the Executive Director and deposited in accordance with N.J.S.A. 40A:5-15.

3. The Executive Director is authorized and directed to invest surplus funds of the Housing Authority of the Town of Secaucus as the availability of the funds permit. In addition, it shall be the responsibility of the Executive Director to minimize the possibility of idle cash by depositing the monies in interest bearing accounts wherever practical and in the best interest of the Housing Authority of the Town of Secaucus.

4. The Executive Director shall ensure that funds are borrowed for Capital Projects in a timely fashion.

#### Signatories

The signatories of the Housing Authority shall be Chairman, Vice Chairman, Treasurer and Executive Director. Transactions must be supported by at least two of the aforementioned officials.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens/Jodice

RESOLUTION #2016-17 – INDEMNIFICATION RESOLUTION – CIVIL

RESOLUTION #2016-18 – INDEMNIFICATION RESOLUTION – CRIMINAL

DED Naszimento said he'd spoken to ED Marra earlier. ED Marra requested Resolutions #2016-17 and #2016-18 be tabled, as he wanted to have a specific conversation with Mr. Burke regarding #2016-18 and verbiage contained therein.

Mr. Burke stated it's one thing for a civil action for a Commissioner to be indemnified, but another if it's a criminal action. Mr. Burke had expressed  
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reservations whether you can be indemnified for a criminal action, in the sense that you're being indemnified and held harmless, meaning each step of the way someone is paying your legal bill. Mr. Burke doesn't know if that's appropriate in a criminal action. Civil action: it is appropriate, but not for a criminal because if it turns out you're guilty, the Authority would spend all this money for the insurance carrier, which makes the premium go up, and it turns out you're going away.

Motion to approve #2016-17 made by Commissioner Grecco; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens

Motion to table #2016-18 made by Commissioner Grecco; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens

GOVSALES.COM – DED Naszimento reported a lawn tractor and a bingo board were sold with high bids of \$406 for tractor and \$15 for bingo board. They have been picked up already.

Monthly account balances were enclosed in Commissioners' packets as well as monthly savings report on Electric Consortium from NJSEM. Chairman Harper said they'd be marked as received and filed.

## **PROFESSIONAL SERVICES COMMITTEE**

### **RESOLUTION #2016-19 – AWARD OF CONTRACT FOR A/E SERVICES FOR KROLL HEIGHTS HEATING SYSTEM**

This contract is being awarded to DLB Associates in the amount of \$16,500. Two proposals were received: 1-\$16,500 from DLB Associates; 2-\$17,000 from LAN Associates. Lower bid being accepted. Commissioner Schlemm asked: this is for DLB to determine what SHA is going to use for the heating system at Kroll Heights.

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

### **RESOLUTION #2016-19 (Award of Contract for A/E services for Kroll Heights Heating System)**

WHEREAS, there exists a need for a study to assess of Kroll Heights Heating Management System at 700 County Avenue, Secaucus, NJ; and

WHEREAS the Authority needs to have the following services performed:

- a. An evaluation of the replacement of the boiler control system. Replacement must be compatible with existing equipment and flexible for future upgrades to heating equipment. The replacement equipment should be a generic brand that does not require service by a specific vendor. Parts should be readily available to any HVAC vendor. The new control system should allow for adjustments by an HVAC vendor and maintenance staff on-site (i.e., temperature settings, etc.).
- b. An evaluation of the current boiler conditions and recommend options for extending life and use of your boiler assets.
- c. Preparation of cost estimates for replacing the control system & boilers. Indicate the cost per boiler unit and the feasibility of phasing the replacement of each unit over a 3 to 5 year period; and

WHEREAS, the Housing Authority duly advertised and solicited proposals for these services in accordance with the requirements of HUD Handbook 7460.8 and PIH Notice 90-47; and

WHEREAS, the Housing Authority received two (2) proposals in response to its RFP which have been reviewed by the Executive Director in accordance with its established rating system; and

WHEREAS, the highest rated proposal was submitted by the firm of:

DLB Associates  
265 Industrial Way West  
Eatontown, NJ 07724

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for an infrared study be hereby awarded to:

DLB Associates  
265 Industrial Way West  
Eatontown, NJ 07724

in the amount of \$16,500.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposals are on file in the office of the Housing Authority of the Town of Secaucus and funds for this contract have been made available through the operating fund & capital fund program.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens

**RESOLUTION #2016-20 – AWARD OF CONTRACT FOR A/E SERVICES FOR THE ELMS COMMUNITY ROOM AIR HANDLER AND CONDENSER**

DED Naszimento said this is being awarded to APARRI engineering, LLC for \$13,421. Bids were also received from DLB, LAN and Habitech in the amounts of \$16,500; \$17,500 and \$18,300. Low bid being accepted.

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

**RESOLUTION #2016-20**  
**(Award of Contract for A/E Services for**  
**The Elms Community Room Air Handler and Condenser)**

WHEREAS, there exists a need for Architectural and Engineering Services to assist the Secaucus Housing Authority in selecting appropriate equipment to replace The Elms' Community Room Air Handler and Condenser which are original pieces of equipment from 1975; and

WHEREAS, the Housing Authority duly advertised and solicited proposals for these services in accordance with the requirements of HUD Handbook 7460.8 and PIH Notice 90-47; and

WHEREAS, the Housing Authority received four (4) proposals in response to its RFP which have been reviewed by the Executive Director and the Buildings & Grounds Committee in accordance with its established rating system; and

WHEREAS, the highest rated proposal was submitted by the firm of:

Aparri Engineering, LLC  
131 Main Street, Suite 180  
Hackensack, NJ 07601

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for an infrared study be hereby awarded to:

Aparri Engineering, LLC  
131 Main Street, Suite 180  
Hackensack, NJ 07601

in the amount of \$13,421.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposals are on file in the office of the Housing Authority of the Town of Secaucus and funds for this contract have been made available through the operating fund & capital fund program.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens/Jodice

**BUILDINGS & GROUNDS**

DED Naszimento reported the bi-annual report was received from Tecta America Roof. ED Marra informed them their recommendations would not be worked on at this time. The retaining wall at G-01 has been completed. There have been no more reported incidents even though there was a heavy rain. A new trash compactor will be ordered soon. The lowest bid was about \$9,000 Multi-Pack and they had installed the last compactor. Commissioner Schlemm asked when it was last replaced. DED Naszimento thought it was some time in April 28, 2016

the 1990's. Many quotes for the emergency call system at The Elms have been received. SHA will go with the company currently being used which is Union Alarmtronics. (This company purchased Access Granted Access Denied which had the contract and service from 2001 through 2014. Union Alarmtronics installation fee is higher, but their annual cost is very low as opposed to Life Station, who gave a low installation cost, but an excessive annual fee.  
Capital Fund Report through 3/31/2016 – No questions or comments at this time.

## **HOUSING CHOICE VOUCHER (HCV) PROGRAM**

The fiscal year 2016 income limits have just been released. SHA uses them for public housing and for admitting into the Section 8 Program. The individual income limit is now \$45,050; last year it was \$42,500.

## **EXECUTIVE DIRECTOR'S REPORT**

Chairman Harper reported on April 18<sup>th</sup>, Patrick Morris stopped by from U.S. Department of Housing & Urban Development Newark Field Office. Submission for Application for NJNAHRO Internship of Ranger Rand, who will be working in the office for 12 weeks. Six of them will be paid for by the Grant, and six weeks by SHA.

## **ADJOURNMENT**

Motion to adjourn made by Commissioner Schlemm; seconded by Commissioner Grecco.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber