

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

April 30, 2015

This is a condensed transcription of the taped minutes as taken on Thursday,  
April 30, 2015 at Kroll Heights Secaucus, New Jersey.

Vice Chairman Schlemm welcomed everyone and called the meeting to order.  
Executive Director Christopher Marra called the roll.

**ROLL CALL**

Present: Vice-Chairman Michael Schlemm  
Commissioner Richard Fairman  
Commissioner Frances Jodice  
Commissioner Patricia Mondadori

Absent: Commissioner Michael Grecco  
Chairman Michael Harper\*  
Commissioner Roger Adriaenssens \*

\*Both arrived prior to Bill Snyder's presentation on RAD

Also Present: Executive Director Christopher Marra  
Deputy Executive Director Jake Naszimento  
James Burke, Esq., Counsel to the Authority  
Kenny Koch, Mayor's Liaison

Vice Chairman Schlemm 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 20, 2014. 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 recited by all present.)

## **RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD) – BILL SNYDER (POWER POINT AND SPREADSHEET REFERRED TO IN PRESENTATION ATTACHED)**

At this point in the meeting Vice Chairman Schlemm told the Commissioners that he would be skipping down on the agenda to the Finance Committee section. Vice Chairman Schlemm then introduced Bill Snyder who would be making a presentation on the Rental Assistance Demonstration (RAD) Program.

Bill Snyder began by stating that he had been before the Commissioners in March, but now that the SHA had received its CHAP award. CHAP stands for Commitment to enter into a Housing Assistance Payment (CHAP) with HUD. RAD is a program that effectively changes the way your three buildings are funded from Section 9 of the 1937 Housing Act to Section 8 of that Act. What it allows us to do is leverage capital from private investors and to attract lenders who will loan money to us so that we can make repairs to the building.

I handed out a spreadsheet with the PowerPoint. This is my quick analysis that I did today. When we submitted the application we anticipated that the SHA would generate annual revenue through rents of \$2,185,392. Right under that on the sheet we proposed that we would borrow \$2,000,000 that was based on the cash revenue. Then we would attract investors from the Low Income Housing Tax Credit (LIHTC) program to generate another \$5,500,000 in financing.

We then estimated \$4,500,000 in construction costs, \$1,165,000 in soft costs, \$1,085,000 to repay the leveraging debt from 2007, and \$750,000 in reserve deposits.

In the official CHAP approval letter, HUD stated that they have approved rents as follows: Studio apartments \$566.00 – One bedroom apartments \$623. This is substantially less than the rents that HUD stated we were allowed to use when we submitted our application. The difference is close to an annual amount of \$160,000. I went over those figures with Bill Katchen today. We are concerned about this and intend to bring it up at our kick-off telephone call with the SHA Transaction Manager. Both Bill Katchen and I are not sure why these rental figures decreased, except that they may continue to think that we have more than 1 AMP. Bill Snyder has seen this in other authorities but not as substantial.

As for the financing for construction I recommend if you can the SHA should stay away from the LIHTC program it is complicated, you have a partner in the transaction and there are a lot of regulations involved.

We are going to propose that we just borrow money. It would total about \$3,000,000. This would equal \$1,665,000 in construction costs, \$250,000 in soft costs, \$1,085,000 to repay leveraging debt from 2007. That is where we are at now and I believe it is the right way to go. The fees alone with the LIHTC program are astronomical.

The major thing that you are doing and is underway is to prepare the Physical Condition Assessment (PCA). The SHA has already received proposals for this work. The PCA is spreadsheets that HUD has prepared which will tell what repairs you need to make immediately and over the next 20 years. In addition, it will also be an energy audit. This will make recommendations in terms of what energy and green features should be. It will include water and lighting. That will allow us to reduce energy consumption which is money back in the SHA's pocket.

Also there is an issue with the PILOT from the Town of Secaucus. We will need special counsel that our Cooperation Agreement will comply with this project. Anyone lending money will require that we get that to ensure no impact on cash flow.

The difference between PBV and PBRA. I am recommending you go with PBV since you have a Section 8 program. We must set up another not-for-profit entity so that we can collect the Section 8 Administration fee. We want to take advantage of that.

The Development Team is Bill Snyder, EMG (PCA Engineer), investment banking person, our accountant, special counsel, and our existing counsel.

There will also be an environmental review done by the lender.

The process is you have 180 days to prepare a financing plan. I am recommending that you go out for attract investors and help you evaluate terms sheets and other investors.

What follows are the major points from Bill Snyder's PowerPoint Presentation. These detail the steps in planning, financing, closing to fully convert to RAD, and Bill's final recommendations.

## **PHA Planning & Preparation**

**You need to be ready-180 days comes very quickly!**

- Financing Plan is due to HUD within 180 days
  - Things to consider
    - Who will be on the Development Team

- Prepare a development cost budget
- Physical Condition Assessment (PCA)
  - Scope of Rehabilitation Work
  - Green Component
  - Accessibility Issues
- Environmental Review
- Survey with legal description
- Relocation Plan
- Market Study
- Project Design
- Construction Contract

**Financing Plan Includes the following:**

- Election of Conversion Type:
  - PBV
  - PBRA
- Development Team Members
- Physical Condition Assessment (PCA)
- Environmental Review
- Accessibility Checklist
- Development Cost Budget
- Project Pro Forma
- Proposed Financing
- Market Study
- Construction Management
- Miscellaneous items: Procurement of GC. Construction inspections, etc.

**RAD Conversion Commitment**

**RCC**

- Once the Financing Plan is approved, HUD will issue the RCC
- The RCC memorializes the key terms of the Financing Plan
- It provides instructions and requirements for closing
- Must be executed within 30 days of issuance
- HUD expects closings to occur within 90 days of RCC issuance

**RCC-must be executed within 30 days of issuance**

- Effective Date of HAP
- Level of Rehabilitation

- Construction Schedule
- Any special conditions (i.e., environmental Remediation)
- Requirement for Construction Management

## **Closing**

### **Official Step in removing your project from the Public Housing Program**

- You will be assigned a Closing Coordinator.
- Project moved from Section 9 to Section 8
- Placed under a Section 8 Housing Assistance Payments (HAP) contract with a RAD Use Agreement
- All financing is closed at this time
- You are released from the Annual Contributions Contract and related Declaration of Trust
  - Locate the DOC before closing

## **Closing**

### **within 360 days of CHAP issuance**

- The closing will include the following:
  - Release of the Declaration of Trust
  - Removal from the public housing ACC
  - Execution of the new PBRA or PBV HAP contract and RAD Use agreement
  - Recordation of the RAD Use Agreement
  - Closing of any bridge, construction or permanent debt or equity financing.
  - Closing of the Terms and Conditions of the RCC

## **Recommendations**

- Proceed with the Physical Condition Assessment.
- Commence with the creation of the development team
- Determine if you want to deal with the LIHTC Program
- Establish how much you will be able to leverage with and without tax credits

**REMEMBER YOU CAN WITHDRAW FROM THE PROCESS ANYTIME PRIOR TO CLOSING**

## **ANNUAL REORGANIZATION MEETING**

Executive Director Marra reminded everyone that the April meeting is the annual reorganization meeting. Mr. Marra called for nominations for Chairman. Commissioner Frances Jodice nominated Michael Harper as Chairperson. Vice Chairman Schlemm seconded the nomination. Nominations were closed.

A vote was taken for Michael Harper for Chairperson

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

Michael Harper then nominated Michael Schlemm to be Vice Chairman, Frances Jodice seconded that motion. Chairman Harper closed the nominations. He then called for a vote for Michael Schlemm as Vice Chairperson.

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

Michael Harper then called for nominations for Treasurer. Michael Schlemm moved Richard Fairman as Treasurer and Frances Jodice seconded the motion. Chairman Harper closed the nominations. He then called for a vote for Richard Fairman as Treasurer.

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

### **APPROVAL OF PREVIOUS MEETING MINUTES**

Motion to accept minutes of March 26, 2015, (regular and closed session) made by Chairman Harper; seconded by Commissioner Jodice.

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

### **PAYMENT OF CLAIMS FOR APRIL**

Executive Director added one bill for 4cleanup for the work they did to repair the Centre Avenue parking lot. It was for \$7,850, when two other proposals exceeded \$17,500.

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

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

### **FINANCE COMMITTEE**

ED Marra introduced this annual resolution and also talked about a conversation that was had with Treasurer Fairman. This resolution notes that the ED is to report monthly to the Board of Commissioners as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

ED Marra then handed out a form which describes the existing nine bank accounts managed by the SHA. Four of those accounts are for Security Deposits. So ED Marra talked about the four other accounts at Bogota Savings Bank. The fifth account currently at Capital One Bank would be moved during May to TD Bank. This account is where the laundry funds are deposited on a monthly basis by the SHA. Mr. Marr estimated that approximately \$160,000 was in that account.

**Resolution:** #2015-14 Approval of Cash Management Plan

**RESOLUTION #2015-14**  
***Adopting Cash Management Plan***

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 the Capital One Bank, Bogota Savings Bank, TD 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.

Motion to approve Resolution 2015-14 made by Commissioner Jodice;  
seconded by Commissioner Adriaenssens.

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

**RESOLUTION #2015-15**  
***Indemnification Resolution-Civil***

WHEREAS, it is deemed to be in the best interest of the Authority to adopt a uniform policy respecting the reimbursement of Authority Commissioners/employees for the costs of defending against civil charges.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF SECAUCUS:

That the Secaucus Housing Authority shall reimburse any Commissioner/employee for the actual reasonable legal costs of successfully defending against civil charges where such charges results from the performance of the Commissioner's/employee's duties and the Commissioner/ employee is deemed to have acted in good faith.

That the Secaucus Housing Authority shall reimburse any Commissioner/employee for the actual reasonable legal costs of successfully defending against civil suits where such suit results from the performance of the Commissioner's/employee's duties and the Commissioner/employee are deemed to have acted in good faith.

That the Secaucus Housing Authority shall pay for all legal expenses as incurred in the event the General Counsel advises the Authority that the Commissioner/employee in all likelihood will be found to have acted in good faith.

That this Resolution shall take effect immediately.

James Burke is going to review these resolutions and possibly make some minor revisions.

Motion to approve Resolution 2015-15 made by Commissioner Schlemm;  
seconded by Commissioner Fairman.

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

**RESOLUTION #2015-16**  
***Indemnification Resolution-Criminal***

WHEREAS, N.J.S.A. 59:10-4 empowers the Board of Commissioners of the Secaucus Housing Authority to indemnify its employees; and

WHEREAS, it is deemed to be in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF SECAUCUS:

1. It is deemed in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phrases shall have the meaning set forth:
  - INSURANCE – Coverage afforded by insurance policies of every kind whether the premiums are paid by the Authority, the employee or someone on his/ her behalf.
  - COMMISSIONER/ EMPLOYEE – Any employee or Commissioner, appointed to or hired by the Authority whether, full or part-time.
3. The Authority shall reimburse an employee for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held by such employee. The Authority shall indemnify an employee for exemplary or punitive damages resulting from the employee's civil violation of state and/ or federal law if the acts committed by the employee upon whom the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

The Authority shall not be obligated to provide reimbursement in the following instances:

- Where the legal proceeding involved a claim or misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/employee is found liable for the

charge.

- Where the legal proceeding is instigated or brought by the Housing Authority of the Town of Secaucus against the Commissioner/employee.

The amount the Authority is obligated to reimburse the Commissioner/employee shall be reduced by an insurance coverage payable to the Commissioner/employee by the net amount (recovery cost) of any money received by the Commissioner/employee in any counteraction against the person or persons bringing the action against him/her.

A Commissioner/employee shall not be entitled to indemnification or reimbursement pursuant to this chapter unless, within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/ she delivers the original or a copy thereof to the Executive Director. The Commissioner/employee shall be obligated to cooperate with the Authority in the conduct of his/ her defense. Whenever competent and disinterested legal counsel is available to the Authority through any insurance coverage, the Commissioner/employee shall be obligated to be represented by such counsel. If the Authority wishes to use the General Counsel of the Authority to defend the action, the Commissioner/employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner/ employee to cooperate with the Authority shall terminate the Authority's obligation to reimburse the Commissioner/employee.

If the legal proceeding is terminated by an agreement among the parties, then the Housing Authority shall not be obligated to reimburse the Commissioner/employee unless the Authority approves the settlement agreement.

The Authority may reimburse a Commissioner/employee for a portion of an expense incurred prior to a final decision in a legal proceeding, but the Authority shall be entitled to wait for a final determination before being obligated to make any final payments.

That this Resolution shall take effect immediately.

Motion to approve Resolution 2015-16 made by Commissioner Adriaenssens; seconded by Commissioner Jodice.

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

## **PROFESSIONAL SERVICES COMMITTEE**

ED Marra stated that this resolution was to award the contract to an A/E firm to undertake the PCA which we discussed earlier in the meeting. Attached to the resolution is a list of the seven companies that submitted proposals.

Bill Snyder was in the day we received the proposal and reviewed EMG's proposal and AEI's proposals as they were the two least expensive proposals. In addition, Commissioner Fairman and Harper, as part of the Professional Services Committee also reviewed the proposals.

ED Marra stated that while AEI costs less than EMG proposal, AEI had not yet completed a PCA, whereas EMG had completed twenty proposals including three in New Jersey. This included the City of Passaic which is one of Bill Snyder's clients. Because this is a professional service contract we are allowed to award the contract based upon a rating scale to another vendor even if it is more costly. So Bill and the committee are recommending we award to EMG.

ED Marra then asked Bill what he thought of EMG in Passaic. Bill indicated that while he was not overwhelmed by EMG they did get the job done.

### **RESOLUTION 2015-17**

*(Awarding the Contract for A/E Services for Physical Condition Assessment (PCA) as Part of the Rental Assistance Demonstration Project)*

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for A/E services for a Physical Condition Assessment; and

WHEREAS, SHA is permitted to contract for such services, pursuant to both the New Jersey Redevelopment and Housing Law and the New Jersey Public Contracts Law; and

WHEREAS, pursuant to SHA's Procurement Policy Guidelines, the above contract was advertised for proposals in the appropriate newspapers; and

WHEREAS, SHA received seven (7) proposals from A/E firms, and

WHEREAS, after review it was determined that EMG, Hunt Valley, MD submitted the best proposal in the amount of \$24,380. .

NOW THEREFORE BE IT RESOLVED by the members of the Board of Commissioners of the Secaucus Housing Authority as follows:

1. The contract for A/E services to perform a *Physical Condition Assessment (PCA)* for the Rental Assistance Demonstration Project be awarded to EMG in the amount of \$24,380
2. The Executive Director is hereby authorized and directed to execute said contract and to take any and all necessary administrative actions to implement this Resolution.

Motion to approve Resolution 2015-17 made by Commissioner Schlemm; seconded by Commissioner Adriaenssens.

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

## **PERSONNEL COMMITTEE**

ED Marra gave a brief overview of the 3 changes to the CBA from the agreement approved three years ago. This includes: 1) A 2.3% increase for each year beginning 4.15 through 4.1.17. 2) A increase of \$50 from \$300 to \$350 in the sick day bonus. 3) An additional paragraph in the Grievance Section of the Agreement that allows the grievance procedure to go onto PERS once it goes beyond the Board of Directors. Finally, the union also asked for an increase from \$250 to \$300 for reimbursement of eye glass expenses.

Richard Fairman asked how the 2.3% compared to the Town of Secaucus and other towns of similar nature. ED Marra answered that the Town of Secaucus is in the fourth year of a four year contract in which the raises were 2%, 2%, 2%, and 2.5% which averages out to 2.125%. Chairman Harper answered that county government is also in this range and feels this is a very fair governmental figure.

**Resolution #2015-18 Approval of Collective Bargaining Agreement**

### **Resolution 2015-18 (Approval of Collective Bargaining Agreement)**

Whereas, the collective bargaining agreement with the employees of the Housing Authority of the Town of Secaucus expired on 3/31/2015; and

Whereas, the Personnel Committee has met with the union representatives in order to negotiate a new contract with the employees, and

Whereas, the Personnel Committee and the Secaucus Public Employees Association have arrived at an agreement on all personnel issues;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the collective bargaining agreement dated 4/1/2015 through 3/31/2018 be hereby ratified;

BE IT FURTHER RESOLVED that all non-union employees (except for the executive director and deputy executive director), shall receive the same 2.3% salary adjustment, for each year of the contract as the union employees and shall be bound by the same working conditions and benefits as the union employees;

Motion to approve Resolution 2015-18 made by Commissioner Adriaensenns; seconded by Commissioner Schlemm.

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

### **POLICY COMMITTEE**

No business

### **BUILDINGS & GROUNDS COMMITTEE**

ED Marra stated that there are a series of e-mail exchanges between Geocon and our architect Lee Mestres concerning this change order. This change order comes down to two items. The first is that the wall where the tile currently exists in the bath tub now needs to be ripped out. In Lee's original plan it was believed that the wall inset could be placed right over the tile wall. However during the renovation of the model bathroom the wall insets would not be plumb or flush against the wall and therefore would not fasten correctly until the wall was ripped out.

The second item is described as the "wet wall" – the wall behind the toilet and sink. They cut out the wall board and put a FRP panel behind there. It is decorative it looks like tile, but it is not tile. They discovered that there was not enough "stud support" at least in this bathroom behind the wall to support the FRP panel.

If you open up to just the change order the demolition of tub alcove wall to adjust for wall being out of plumb and poorly framed. This will happen in all 99 units at a cost \$26,340. This is a hard number. The second item is the demolition of the wet wall to adjust for walls out of plumb and poorly framed at \$335 per unit it is very possible that it will not happen in all 99 units. I can estimate accurately how many it will not happen. If they do not need it we will not be charged for that unit.

The SHA will make the final determination on what walls need to have the extra studding. Ultimately, these changes added up to \$67,662, but due to the \$20,000 contingency included in the bid price the actual change order will be for \$47,662.

**Resolution** 2015-19 Change Order #1 Renovation of 99 Bathrooms at The Elms.

**Resolution 2015-19  
(Approval of Change Order to Bathroom Renovations @ The Elms)**

WHEREAS, the Housing Authority of the Town of Secaucus has entered into a contract for the renovation of 99 bathrooms with Geocon Industries, Inc. at The Elms (HUD project NJ083-001); and

WHEREAS, the contractor has submitted a change-order for a change for a change in the scope of work which has been reviewed and approved by the project architect and the Authority's Building & Grounds Committee; and

WHEREAS, the change order was recommended by the architect in order to improve the installation of the shower wall inset and RFP panel wall;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that Change Order #1 with the contract with Geocon Industries, Inc. is hereby approved and the contract amended as follows:

Original Contract	\$571,000.00
Change Order #1	<u>\$ 47,662.19</u>
	\$618,662.19

BE IT FURTHER RESOLVED that funds for this change order are available through the Operating Fund.

Motion to approve Resolution 2015-19 made by Commissioner Harpers; seconded by Commissioner Schlemm.

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

**Update on the rehabilitation of The Elms' Centre Avenue Parking Lot**

ED Marra reported earlier in the meeting that the Centre Avenue Parking lot has been repaired. He reported that the company which was awarded the job provided a proposal \$10,000 less than the 2<sup>nd</sup> and 3<sup>rd</sup> highest proposal.

**Tree planting at The Elms**

ED Marra also reported that tomorrow eleven trees would be planted on The Elms property on 5<sup>th</sup> Street. The SHA was working with the Shade Tree Commission and the town on the types of trees and their locations. The trees should be in place by the time of our next meeting which will occur at The Elms.

### **Capital Fund Program Report through 3.31.15**

The Capital Fund Program report which is prepared by Bill Snyder in his capacity as the Modernization Coordinator is enclosed. The SHA will be expending its 2014 and 2015 Capital Funds on the Renovation of 99 bathrooms at The Elms.

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

Deputy ED Naszimento reported on the Housing Choice Voucher Program

As of April 2015 the Secaucus Housing Authority (SHA) has been allotted by HUD a maximum total of 250 Vouchers. The SHA currently has 219 active vouchers under lease. For the month of April the total amount of overall available funds spent was \$175,415.80

The SHA has housed 6 of the first 12 families issued vouchers; an additional family has also been contacted and issued a voucher. There are also 10 families from the original waiting list searching for housing in other towns that have either yet to find housing or have not had their voucher time expire yet. The Secaucus Housing Authority is pleased to report that as of April 1<sup>st</sup> 90% of all HAP payments are being sent to landlords electronically utilizing the ACH credit entry program (direct deposit).

### **TENANT SERVICES/ISSUES**

Kenneth Koch, Mayor's Liaison reported about his meeting with Mayor Gonnelli about the street intersection of Dorigo Lane and Windsor Lane. That the attempt to fix the pothole and other street issues there still need to be repaired.

### **NEW BUSINESS**

ED Marra reported that on Monday, April 27 Bruno Associates – which solicited the Secaucus Housing Authority – met with Commissioners Fairman and Harper, Jake, and myself. Bruno Associates is a grant writing company that works with many public sector organizations. Chairman Harper stated that John Bruno has been around a long time and is good and aggressive and gets money for his people. The immediate concern that we expressed we do not have the other issues that other authorities have. Many of the programs Mr. Bruno spoke about funds for security issues or for housing authorities that have families or desire to have senior recreation programs. So, his answer to that was you would be surprised there is more out there than you know and I have the track record to track it down and find it. Chairman Harper noted that his asking price is \$36,000 for an annual contract. James Burke added well also is the money that he is getting the money that you need.

Mike Schlemm asked do we have to make a decision right now? Chairman Harper said no. We left it with him that while we do not need it right now, we

would certainly go back to him if we wanted this service. He will be back. He has many Hudson County clients, municipalities, boards of education, housing authorities, etc. Chairman Harper said it was something we could consider for the future.

**CLOSED SESSION:**

**SECAUCUS HOUSING AUTHORITY  
RESOLUTION NO. 2015-20  
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 1 issue is 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 April 30, 2015 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	<b>“(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”</b> The collective bargaining contract(s) discussed are between the Board and Secaucus Public Employees Association;
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**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
Negotiaons with SHA Management	60 days	New Contract

**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.

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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 April 30, 2015.

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Christopher Marra, Secretary

Motion to approve Resolution 2015-20 made by Commissioner Schlemm; seconded by Commissioner Fairman.

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

**REOPENING OF PUBLIC MEETING**

**ADJOURNMENT**

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

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

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

Respectfully submitted,

Christopher Marra, Executive Director