

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

February 27, 2014

This is a condensed transcription of the taped minutes as taken on Thursday, February 27, 2014 at The Elms, 777 Fifth Street, Secaucus, New Jersey.

Executive Director Christopher Marra called the roll:

ROLL CALL

Present:

Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Roger Adriaenssens
Commissioner Richard Fairman
Commissioner Michael Grecco
Commissioner Arlene Kroll

Also Present:

Executive Director Christopher Marra
Deputy Executive Director Jake Naszimento
Mayor's Liaison Kenny Koch

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 recited by all present.)

Chairman Michael Harper welcomed everyone and the new Commissioners, but spoke tonight about the great loss the Town of Secaucus and Secaucus Housing Authority suffered in the passing of Commissioner Nicholas Costantino. (Whereupon, there was a moment of silence in remembrance of Commissioner Costantino.)

APPROVAL OF PREVIOUS MEETING MINUTES – January 23, 2014

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

VOTE: AYES/All Present Commissioners (6)

PAYMENT OF CLAIMS – FEBRUARY

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

VOTE: AYES/All Present Commissioners (6)

COMMITTEE REPORTS

Professional Services Committee

ED Marra explained each year there are requests for four services: accountant, auditor, legal services – ordinary and legal services – tenant issues. There was only one proposal received for accountant and auditor. For the lawyer, two proposals were received for each type of service, but in review of those, the other law firm in Hoboken was significantly more money than the current two attorneys: Jim Burke and Joseph Zisa. For the fee accountant and the ordinary services and the tenant issues, this is the same price as last year. For the auditor, the fee increased about \$210, from \$12,096 to \$12,304.

Motion to move Resolutions #2014-6 through and including #2014-9 was made by Commissioner Schlemm; seconded by Commissioner Adriaenssens.

RESOLUTION #2014-6 (Accounting Services)

WHEREAS, the Housing Authority of the Town of Secaucus has need for fee accounting services for the fiscal year commencing on 4/1/2014; and

WHEREAS, the Housing Authority solicited for proposals for accounting services and received one (1) proposal in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Professional Services Committee 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:

William Katchen, CPA
596 Anderson Avenue
Cliffside Park, NJ 07010

in the annual amount of \$30,000.00 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

**RESOLUTION #2014-7
(Award of Audit Contract)**

WHEREAS, there exists a need for financial auditing services to be rendered to the Housing Authority of the Town of Secaucus for the Fiscal year ending 3/31/2014; 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 one proposals in response to its RFP and the Professional Services Committee has reviewed the proposal in accordance with its established rating system; and

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

Polcari & Co.
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470

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

Polcari & Co.
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470

in the amount of \$12,304.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposal is on file in the office of the Housing Authority of the Town of Secaucus and this award was made through a fair and open competitive process in accordance with rules of the State of New Jersey.

**RESOLUTION #2014-8
(Legal Services-Ordinary Legal)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2014; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received two (2) proposal in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

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

James Burke, Esq.
70 Adams Street
2nd Floor
Hoboken, New Jersey 07030

in the annual amount of \$18,000.00 and an hourly rate of \$125.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award was made in accordance with a Fair and Open competitive process in accordance with the rules of the State of New Jersey.

**RESOLUTION #2014-9
(Legal Services-Tenant Issues)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2014; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received two (2) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee 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:

Joseph Zisa, Esq.
77 Hudson Street
Hackensack, New Jersey 07601

in the annual amount of \$7,200.00 and an hourly rate of \$110.00 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

ED Marra informed everyone there were no Personal matters or Policy matters.

Building & Grounds

Mr. Marra explained Resolution #2014-4A – REVISED AWARD OF CONTRACT FOR REPLACEMENT OF AIR HANDLER & EXTENSION OF EMERGENCY GENERATOR EXHAUST, which was adopted at the last meeting. The previous resolution called for a maximum payment of somewhere near \$156,000, when the actual maximum amount of money was \$129,857. This is for the replacement of the air handler at The Elms, and the extension of the generator exhaust piping at The Elms. The work will probably be done in May or early June, that is to say the air handler and the extension on the outside of the building for the emergency generator, which will be extended to the roof.

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

REVISED
RESOLUTION 2014-4A
(RESOLUTION AWARDING THE CONTRACT FOR
AIR HANDLER REPLACEMENT & EXTENSION OF GENERATOR EXHAUST
PIPING 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 four (4) bidders on January 7, 2014; and

WHEREAS, on the public opening of the bids Liberty Mechanical Contractors, Inc. Newark, NJ with a base bid of \$129,857 and an deduct alternate #1 of \$2,300, and deduct alternate #2 of \$24,700 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 Liberty Mechanical Contractors, Inc. has been reviewed by the architectural firm of LAN Associates who recommended the contract be awarded to Liberty Mechanical Contractors, Inc.; and

WHEREAS, the bid submitted by Liberty Mechanical Contractors, 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 Liberty Mechanical Contractors, Inc. in the amount of \$129,857; 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.

VOTE: AYES/All Present Commissioners (6)

HOUSING CHOICE VOUCHER PROGRAM

Deputy Executive Director Naszimento said for the month of February, the total amount of overall available funds spent was \$174,795, which is a little low. This week three new vouchers were issued to families – two to Jersey City and one to Bayonne. Secaucus also absorbed all other port outs.

TENANT SERVICES

ED Marra said the final financial report for RIT/KH no longer has a tenant association. They ended the year by using the funds remaining and held a Super Bowl Party. A few more dollars were still leftover, so they went to Sam's Club and divided what they purchased between the two buildings. Bingo is still played, like here at The Elms, where the money is just given back at the end of the evening.

KENNY KOCH – MAYOR'S LIAISON

Kenny said he wanted to go on record, as a tenant, to say the staffs throughout all the snowstorms did more than their share. He thanked them for their hard work. Chairman Harper added the men had a yeoman's task this winter and they certainly stepped up and did a great job.

CORRESPONDENCE – nothing at this time

OLD BUSINESS

Mr. Marra gave an update on the RAD application to HUD. Mr. Marra stated that in each Commissioner's packet was a two-page letter from Secretary of HUD Donovan which gives an update on where the RAD process.

The SHA, like many other authorities did not submit their application to be within the first 60,000 units. HUD received applications, as of December 31, for 176,000 units. The Secaucus Housing Authority is 248 on that list. Secretary Donovan stated it will need an act of Congress to increase the unit count. In addition, he also stated in his letter that Authorities approved for future RADs will receive funding at the 2014 level, not the 2012 level. Mr. Marra stated this level is less attractive than the 2012 proration of 95%. The 2014 proration factor is about 87-88%, but not at the draconian 2013 Sequestration level of 82%.

Until something more is heard about new units, which probably won't occur for another few months, the SHA will probably remain at number 248 for the foreseeable future.

NEW BUSINESS

Mr. Marra included information about the NJNAHRO Annual Conference in April this year. ED Marra also explained SHA submitted a HUD Document 52725, which talked about the Executive Compensation Form for the Secaucus Housing Authority. Everyone had to submit that by February 28th. SHA submitted it at the end of January.

EXECUTIVE DIRECTOR'S REPORT

ED Marra spoke about the men installing the wiring here at The Elms. This is part of the Electronic Security Upgrade taking place at all three properties. All cameras are being replaced with the only new cameras being those placed in elevator cars. In addition, the Access Control System is also being upgraded. Residents will not have to change their cards, and the project should be completed by early April

A contract was awarded last month to the company that's going to replace the air-handler on the roof at The Elms. That project is slated for the end of May-beginning of June 2014. The air-handler will probably be removed on a Saturday, which will involve a crane and some clearing of the parking lot. There will be further discussion on this project in April.

Chairman Harper introduced the new Commissioners to the audience: Roger Adriaenssens and Dick Fairman. (Applause.)

REMARKS OF CITIZENS

One resident asked why the address of The Elms is on Center Street, but outside it is 777 Fifth Street. People have difficulty finding it. ED Marra said they'll take a look at it.

Another resident said people on the 6th floor had problems with leaks. Mr. Marra said twice a year a survey is done on the roof, and the company gives a report to him. It is inspected in the fall and spring. The woman and another lady said their leaks were by the windows. Mr. Marra said they'd look over the report from November and then bring it to Building & Grounds, go through the work orders with Harry and see how many people asked to have leaks fixed on the sixth floor. They are coming back to repair the leaks in the roof. Mr. Marra believes the roof was replaced 10-12 years ago. Commissioner Schlemm asked the woman if she knows how many people have leaks. The woman estimated four to five. Chairman Harper asked that she inform people to call the office, so that the office is aware of their leak problems.

Someone asked about the Rental Assistance Demonstration Program. Mr. Marra said that is what was discussed earlier; an application is in, but HUD and the Federal Government only allotted 60,000 units and 176,000 units were applied for. Unfortunately, Secaucus was not in the first 60,000. It will take an Act of Congress to increase the number from 60,000 to whatever Congress wants. HUD is actively working with Congress.

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (6)

Respectfully submitted,

Deborah L. Alvarez, Transcriber

Adjourned at 7:20 P.M.