

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

January 23, 2014

This is a condensed transcription of the taped minutes as taken on Thursday, January 23, 2014 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

Chairman Michael Harper welcomed everyone and noted housekeeping items had to be completed before roll call.

(At this point in the proceeding, Governor Christie's appointee Richard Fairman was sworn in as a Commissioner by James Burke, Esq.)

Chairman Harper asked Commissioner Fairman for some background information to share with the other Commissioners and those in the audience.

Commissioner Fairman said he's been living in Secaucus for almost six years. Prior to that he lived in Manhattan and Texas and grew up in Pennsylvania, where he was educated, has spent most of his career in financials and banking. He enjoys living in Secaucus and volunteers on several activities since his retirement several years ago.

ROLL CALL

Present:

Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Roger Adriaenssens
Commissioner Richard Fairman

Also Present:

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

Absent:

Commissioner Nicholas Costantino
Commissioner Michael Grecco
Commissioner Arlene Kroll

Executive Director Marra 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 Annual 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 Deputy Executive Director Naszimento and recited by all present.)

APPROVAL OF PREVIOUS MEETING MINUTES OF DECEMBER 12, 2013 & SPECIAL MEETING on December 27, 2013

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

VOTE: AYES/All Present Commissioners (4)
Absent: Costantino, Grecco, Kroll

PAYMENT OF CLAIMS FOR MONTH OF JANUARY 2014

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

VOTE: AYES/All Present Commissioners (4)
Absent: Costantino, Grecco, Kroll

Chairman Harper indicated to Commissioner Fairman that if at any point, he would like an individual call on the votes, to please indicate so at that time.

COMMITTEE REPORTS FINANCE COMMITTEE

ED Marra indicated William Katchen, the Housing Authority Accountant, is going to introduce and explain the budget for the year 2014, which begins on April 1st, 2014.

(At this point in the proceeding, the Transcriber transcribed Mr. Katchen's presentation to the best of her ability.)

MR. KATCHEN: Okay, I believe everybody's received the budget. Now in your packet, there are two budgets. There's a form of HUD budget and, I say form of, because I still use, for purposes of – you're required by HUD, by O&B Circulated (inaudible) to prepare a budget for your Federal Funds. Back in 1994, HUD said we no longer are requiring a specific form, but we still want a budget that's reflective of the operation of the Authority. So I still use a former budget, which is very detailed for purposes of your HUD budget.

In addition, there's a Resolution for consideration approving this budget, which is a HUD form, and because your Authority is a high-performer under PHAS, for HUD's purposes, if the Resolution is approved, Chris is only required to submit this (inaudible), just the Resolution. Now, the budget anticipates your funding level for 2014 at 85 percent of eligibility. In 2013, your eligibility level was 82 percent. It looks like we're actually going to be about 88 percent for 2014, so we could be looking at about another \$18-\$20,000 in funding in excess of what I've included in the budget.

Your rental income, your utilities have a substantial impact on your funding from HUD. They've both been included at the levels that the HUD forms that we did for 2014 reflect it. Now if you turn, on this budget –

ED MARRA: The 2014-1 Resolution budget.

MR. KATCHEN: -- okay.

ED MARRA: Which page?

MR. KATCHEN: Page 2 at the bottom. As you could see it anticipated a deficit for the year of \$50,384. Now if you go three lines above that, you'll see a negative \$91,695. That's the haircut that the Federal Government is going to give you at 85 percent because there's not enough money that is anticipated to be appropriated in 2014. So if you were getting 100 percent of your eligibility, we actually would be budgeting a surplus of 40 some thousand dollars, but unfortunately, we have not gotten a hundred percent in five years. Two years ago we received 95 percent, and again, I just want to emphasize for the newer Commissioners, it has nothing to do with the performance of the Authority.

What happens is, HUD says to Congress we need \$5.2 billion for operating subsidy. Congress says we're going to give you \$4 billion. The President says \$4.4, they usually settle somewhere in the middle – \$4.2 is less than five billion. The difference is that haircut that results in you getting 85 percent instead of 100 percent. So, if you go to the next page, in the center of the page, this is an analysis of your surplus, or should I say retained earnings. In the middle of the page, your audited surplus at the end of your last fiscal year was \$1,125,579.

The current budget anticipates a loss of \$41,297. That would result in March 31st 2014, if the projections are accurate, with a surplus of a \$1,080,000. Next year's would be the 53-84 resulting in a surplus of 1,029,898. In my opinion, the surplus is there. You're healthy. Unfortunately, three years ago you were too healthy and HUD took back \$350,000 (inaudible) because you ran a good authority. So this budget in my opinion is reasonable, right on point and you have enough surplus with the \$50,000 loss in order to move ahead with considerations.

The next budget is the New Jersey Budget. Now New Jersey started in 1992 the requirement that you consider a budget for all operations (inaudible). And this budget would be for consideration for approval authorizing Chris to sign, submit it to the State for their review. If the Board so desires to do that, then after the State approves it and they have 45 days to approve from February 1st, you then could consider it for adoption for the year.

If you turn to Page SS10, SS10 encompasses all of your Authority's operations. So if you take a look at the second column from the left "Public Housing Management Proposed Budget", that's identical to what we just looked at with the Public Housing Budget. If you go to the next page, SS11, you'll see at the bottom, the proposed loss on that program of \$50,384. Two columns to the right is the Housing Voucher Proposed Budget. That budget, if you go to the Page SS11, anticipates a loss of \$21,800.

Now two points on that: HUD provides you with two-pronged funding for the Housing Choice Voucher Program – money for rents to landlords and money for administration. This past year, your funding for rents to landlords was at 94 percent. HUD took that surplus, you still have some of that surplus, and you've been able to maintain the level of spending, units under lease, at '13 as you did in '12. Okay. That's a compliment to your staff working together to do that.

On the operations side, the administrative side in 2013, the funding level was at a historically low level of 69 percent of your eligibility. So, you know, we're budgeting for operational purposes \$165,000. Well, you take 30 percent on top of that, you were getting about \$220,000 three years ago for the operational side. So between reduction of staff, cutting of the bills, you've been able to reduce the proposed loss in operations on SS11 to \$21,800.

Now, this budget is based on 69 percent funding. We don't know the exact number yet, but from what I've read, it looks like that number is going to be somewhere in the low 70's. So that will result in some additional funding, which reduce the \$21,800. It looks like your rent to landlord funding is going to be at 99 percent this year. So we have to talk about ratcheting up some more funding and you get paid administrative dollars based on the units under lease, so it will have a positive effect right up the line. You'll help more people; you'll receive more administrative. So this budget in total anticipates a loss of \$72,184.

If you turn to Page SS9 –

COMMISSIONER SCHLEMM: What is the surplus of the Housing Voucher Program?

MR. KATCHEN: Okay, I'm just going to that. Turn to Page SS9. At the top, your audited surplus for all of your programs: Housing Choice Voucher of Public Housing at the audit was \$1,609,272. So if Public Housing was 1.1, then the voucher program was a half million dollars. Now, so with the proposed loss of 72, that still would be left with a surplus next year of \$1.4 million -still a healthy number. Below that is Restricted Surplus. Now that is money that HUD gave you that you're holding in their behalf. It doesn't belong to you, you're just a care taker. At audit, (inaudible) there was \$165,888. I anticipate this year due to the 94 percent funding, we're going to use \$50,000 of that, which will leave you with about \$116,000 to support the rents to landlords. An okay number also. We'd like to have more. You had over a million dollars three years ago. HUD took back a whole lot of that from everybody across the country.

So, that's it on the budgets. Does anybody have any questions?

COMMISSIONER FAIRMAN: On the restricted fund balance, could you just explain a little bit the purpose of that fund, and what it's designed for.

MR. KATCHEN: Sure. And I like to tell my stories based on presidents, because every president's got their own policy. Pre-George Bush, at year end, whatever you spent on rent to landlords compared to what HUD gave you, if you spent more, then it was a receivable from HUD and they gave it to you. If you spent less, then it was a payable due back to HUD. So every year you'd reconcile the number and it would always be an even out, a level out. Well, under the George Bush administration, they said that's too much paperwork, too many people to have to put their eyes on it, we want to reduce staff, we don't want to keep tabs, so now we're going to give authorities a funding based upon a formula of what they spent the year before and if they take in more than what they spend, then it goes into a restricted surplus that belongs to HUD. It's their money. So, if like tomorrow, like two years ago, HUD says well, your eligibility is a million dollars, but we're only going to give you 600,000 because we know that you have this net restricted surplus to cover that, and it's our money any way.

So what increases this is, monies received from HUD for rents for landlords over the amount you spent, interest earnings on that money, and also these guys, your staff, are very good at fraud recovery, seeking out people who have not given you correct information in a nice way. Well, when you find that, you get to keep 50 percent as operational and 50 percent goes back to HUD. So their restricted surplus is the money that belongs to HUD, and every month we have to report to HUD that that money is there in case they want to take it. Every

month. It used to be annual, then it was quarterly and now it's monthly. So, did I answer your question?

COMMISSIONER FAIRMAN: I think so. So if we operate, like that \$50,000 that's coming out on Line 4, I was just curious how we can take something out of that.

MR. KATCHEN: Well, it's not us, it's HUD. They give you 94 percent funding, so you had two choices. If you wanted to leave it level, you'd have to take people off the program to bring your level of spending down to the 94 percent. But the Authority said no, we don't want to take people off of the program and we have this surplus that belongs to HUD any way, so we're going to spend some of the money. It's to your benefit now. Let me tell you something, it's a system that doesn't work. The more you spend one year, the more you get the next year. If you ratchet the program down because you think you're going to run out of money, the next year you program your (inaudible) down. It doesn't work. It works better the way it used to, but we're another administration past that, so I got to figure that for now they're going to stick with this regulation program.

COMMISSIONER FAIRMAN: Thank you.

CHAIRMAN HARPER: Yes, Bill, we have another finance guy on the Board, so keep the t's crossed and the l's dotted.

(At this point in the proceeding, the Transcriber began condensing minutes once again.)

Mr. Katchen said there were two Resolutions to consider: one for approval of the HUD budget, and one for consideration of approval of the State budget. Commissioner Schlemm did ask how many voucher additions did Mr. Katchen see. Mr. Katchen said the funding level would come in May, which is five months into the year. Secaucus funding is April 1st, the funding is January 1st. If Secaucus anticipates 99 percent funding, and three percent cost of living increase, take that dollar number, minus what Secaucus is spending, then more people could be put on the program. If cost of living is one or zero percent, then there will be a surplus to cover the cap until people come off the program and you're able to bring it back down to that level. Unfortunately, Secaucus doesn't find out the number until May.

Mr. Marra said he and Mr. Naszimento had discussed it, and probably in February they should issue vouchers to people off the list in February or absorb people, because when you give someone a voucher, it doesn't mean they have a place to live immediately. It can take up to 120 days, especially if the people are not from Secaucus. Probably in February, vouchers will be given to people who are on the list or absorb people. Dynamics change month to month.

ED Marra said Resolution 2014-2 would be approved this evening and sent to the State with an adoption at the March 27th meeting.

RESOLUTION #2014-1 – BOARD RESOLUTION APPROVING AMP BUDGET

RESOLUTION #2014-2 – FY2014-2015 BUDGET INTRODUCTION

DATE: January 23, 2014

FISCAL YEAR: FROM APRIL 1, 2014 TO MARCH 31, 2015

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority for the fiscal year beginning April 1, 2014 and ending March 31, 2015 has been presented before the Members of the Housing Authority at its open public meeting of January 23, 2014; and

WHEREAS, the Annual Budget introduced reflects Total Revenues of \$4,042,716. Total Appropriations, including any Accumulated Deficit if any of \$4,114,900 and Total Fund Balance utilized of \$72,184; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$120,000 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other usage charges in effect will produce sufficient revenues together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C 5:31-2, does not confer any authorization to raise or expend funds, rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project finance agreement, by resolutions appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Members of the Housing Authority, at an open public meeting held on January 23, 2014 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the fiscal year beginning 4/1/14 and ending 3/31/15, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledge agreements, and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption at its March 27, 2014 meeting

Motion to approve Resolution #2014-1 and #2014-2 made by Commissioner Schlemm; seconded by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (4)

Absent: Costantino/Grecco/Kroll

POLICY COMMITTEE

RESOLUTION #2014-3 – ANNUAL AUTHORIZATION TO ATTEND CONFERENCES

ED Marra said this is a list of conferences that the Housing Authority staff or Commissioners can go to during the course of the year. This is an annual list passed each year. ED Marra and Deputy ED Naszimento usually go to the one in Atlantic City in September and April.

(Authorization to Attend Conferences)

WHEREAS, the Housing Authority of the Town of Secaucus attempts to remain current on issues that affect the administration of its housing programs; and

WHEREAS, there are several industry recognized organizations that conduct seminars and conferences that are of importance and interest to the staff and Board of Commissioners of the Housing Authority; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that those interested Commissioners and staff are hereby authorized to attend the following conferences:

PHADA Annual Convention & Exhibition
June 1-4, 2014 New Orleans, LA

PHADA Legislative Forum
September 7-9, 2014, Washington DC

PHADA Commissioner's Conference
January 25-28, 2015 St. Pete Beach, FL

NJAHRA Annual Conference
September 2014 - Atlantic City, NJ

NJ Chapter of NAHRO
April 23-25 2014, Atlantic City, NJ

NAHRO Legislative Conference
March 10-12, 2014 Washington, D.C.

NAHRO Summer Conference
July 17-19, 2014 Tampa, FL

NAHRO National Conference
October 16-18, 2014 Baltimore, MD

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

VOTE: AYES/All Present Commissioners (4)
Absent: Costantino/Grecco/Kroll

BUILDINGS & GROUNDS

RESOLUTION #2014-4 – AWARD OF CONTRACT FOR REPLACEMENT OF AIR HANDLER & EXTENSION OF EMERGENCY GENERATOR EXHAUST

Mr. Marra explained the bids were accepted on January 7th. There were four bids and the low bidder withdrew, as he realized he put down the wrong number. The contract is being awarded to Liberty Mechanical Contractors of Newark, N.J. with a base bid of \$129,857. There are two alternative deducts which SHA is going to accept, as the engineer is recommending SHA accept, for a total amount of \$156,857. This is to replace the 36-year old air handler on top of The Elms and to extend the exhaust for the emergency generating that now comes out on the first floor into the neighbor's back yard.

RESOLUTION 2014-4 (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 \$156,857; 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.

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

VOTE: AYES/All Present Commissioners (4)
Absent: Costantino/Grecco/Kroll

RESOLUTION #2014-5 – AWARD OF CONTRACT FOR FIRE ALARM SERVICES

ED Marra said #2014-5 is the award of contract for fire alarm services. SHA at the present time has both Kroll and The Towers outsourced their fire alarms. SHA did an RFP and got two proposals: Haig and SCF Metro. Haig is the current contractor and bid \$2,010 per year/\$99 hourly rate. At The Elms, a company called Sherlock, who SHA is still under contract to, because they installed the units there. Their rate is \$135/quarter. SHA is proposing Haig be awarded the contract for 2014-2016 @ \$2,010 per year.

Commissioner Fairman asked about the difference in the price of the two bids. Mr. Marra explained about 12 years ago, there was a company called Fire Control Systems, which installed the actual fire alarm systems. For the first couple of years, they did the servicing. Then the amount of money that it cost to service them significantly increased, like to 9-\$10,000 annually. At that point, Mr. Snyder RFPed. Haig has actually serviced it for about six years, and does have this very low number. There hasn't been a problem with them in Kroll. For the new Commissioners, in the last 18 months there have been a lot of problems in Rocco Towers with the fire alarm, not necessarily related to Haig, possibly related to Haig, but not necessarily. It has to do with unattended cooking and going into the minusha of it, The Towers actually has the smoke detector in the apartment that's hard wired to the fire company, whereas, in Kroll, there's a smoke alarm, but that's just for the apartment. The actual alarm to the fire company is in the hallway. So, it might not be a big puff of smoke on the electric stove, but three fire engines arrive outside of The Towers in four minutes for, basically, unattended cooking, or sometimes attended cooking that gets a little out of control.

But Haig has serviced it for six years. In general, the maintenance men don't have any issues with them. They do respond when there is a problem, and service it regularly. If you go back three years ago, there has always been a difference in price. Haig was at \$1,190 with more bidders bidding, but much more expensive. Commissioner Schlemm said the hourly rate was quite different - \$40 compared to \$100. He'd be interested in seeing what the breakdown would be. ED Marra said in the proposal, that you offer that the companies have the opportunity to come view the system, to maybe look at the building. The other company did not come to look at the building. They just sent in their number.

**Resolution: #2014-5
(Award of Contract for Fire Alarm Services)**

WHEREAS, The Housing Authority of the Town of Secaucus has need for a company to service its Fire Alarms 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 Fire Alarm Services; and

WHEREAS, the SHA received two proposals for these 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 36 months commencing on January 1, 2014 to:

Haig's Service Corporation
211A Route 22, Green Brook, NJ 08812
2014 - \$2,010
2015 - \$2,010
2016- \$2,010
Hourly Rate \$99.00

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

VOTE: AYES/All Present Commissioners (4)
Absent: Costantino/Grecco/Kroll

Chairman Harper announced changes to Committee assignments, which are in effect until March. He said if anyone would like to be on a different committee to please let him know. Committees are three members, so they may be held without advertising a public meeting. The Chairman sits on all committees as well as two other members.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

Deputy Executive Director Naszimento said for the month of January 2014, SHA had 212 active vouchers under lease. \$173,878.07 was spent, which is a low number. SHA hopes to be around \$175-\$178,000. After Mr. Katchen's report this evening, another portability family could be added. Portability means they live in Secaucus but are paid for from an out-of-town housing authority. As of 1/1/14 87 percent of all landlords are receiving their checks via direct deposit.

Chairman Harper asked new Commissioner Adriaenssens to give a few words regarding his background. Commissioner Adriaenssens said it's an honor to join SHA. He had some experience in Union City, so taking the reins in Secaucus seems a lot easier and more controllable.

TENANT SERVICES

ED Marra said he did not have a financial report from RITKH. There was no new tenant association after December 31st. No election, no one ran, so going forward there will not be an RITKH Tenant Association. They had some money remaining as of December 31. It was a mutual decision that a Super Bowl Party should be held and all the monies spent, since it's their money, and that's what is planned. When the Commissioners meet next month, the bank account should have zero balance or close to that. Perhaps going forward the tenant association will come back to life. Mr. Marra said the associations are difficult to run and there is a lot of pressure on the officers. Bingo will probably occur every other Wednesday, giving all the money back, similar to what occurs at The Elms.

Chairman Harper asked those in the audience to please spread the word that Tuesday morning, January 28th, in this room, the doctor and nurse will host another nutritional seminar. Mr. Marra said flyers will be put out and it will be announced.

CORRESPONDENCE/OLD BUSINESS/NEW BUSINESS – nothing at this time

EXECUTIVE DIRECTOR'S REPORT

Mr. Marra included that NARHO had done a little bit of homework on what SHA might get in terms of funding of the new Bills, and they did say approximately 88 percent of subsidy eligibility is what housing authorities should get, and 99 or 100 percent of the Voucher money that was budgeted, so SHA should see an increase, as Mr. Katchen said.

Denise Villano retired on December 31st, so people in the office have new job responsibilities. The first few days were rough, but things are going along better. Staff has been doing very well as SHA approaches the end of the month. By February SHA will be 100 percent changed over to Bogota Savings Bank. All money will be transferred into there. One account will be kept open in Capital One to deposit the laundry money.

Today for the security electronic upgrade, which was awarded last month to SMS Building Systems, there was a walk-through done today with TSG Solutions, the architect for this project, and SMS Building is being issued a letter or a notice to proceed effective February 1st. They will have 60 days to complete the job. Everyone was in agreement with that. Mr. Marra expects most of it to be done early February.

Commissioner Schlemm asked about the bill for id/scan cards. Mr. Marra said the SHA ran out of cards and had to order new ones. That would not impact

the security upgrade. The roof project at Kroll Heights is done here, and the final bill will be paid in the next few weeks.

REMARKS OF CITIZENS – nothing at this time

Chairman Harper mentioned that January 23rd special people celebrated their birthdays: Kerrigan Ann Harper turned five and our esteemed Executive Director Christopher Marra is a tad older than that. Commissioner Schlemm's son turned 27.

Happy Birthday and applause at this point in time.

ADJOURNMENT

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

VOTE: All Present Commissioners (4)
Absent: Costantino/Grecco/Kroll

Respectfully submitted,

Deborah L. Alvarez, Transcriber