

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

July 27, 2017

This is a condensed transcription of the taped minutes as taken on Thursday,  
July 27, 2017 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

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

**ROLL CALL – Executive Director C. Marra**

Present:

Chairman Michael Schlemm  
Vice-Chairman Michael Harper  
Treasurer Richard Fairman  
Commissioner Carmen Rivera

Also Present:

Executive Director Christopher Marra  
Deputy Executive Director Jake Naszimento  
Charles D'Amico, Esq., Counsel to the Authority

Absent:

Commissioner Patricia Mondadori  
Commissioner Antonio Suarez  
Commissioner Michael Grecco

Mr. Marra read the Open Public Meetings Act.

**OPEN PUBLIC MEETINGS ACT – Chairman Schlemm**

**“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, 2016. 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 – Pledge of Allegiance recited by everyone in attendance.**

**APPROVAL OF PREVIOUS MEETING MINUTES – June 22, 2017**

Motion to accept minutes made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (4)  
Absent: Mondadori/Suarez/Grecco

**PAYMENT OF CLAIMS – July 2017**

Motion to approve payment of claims for July made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Rivera.

Chairman Schlemm asked about \$2,350 – Repair 3 Apartments, Broken Damage. ED Marra answered it was 600 County; Apartments GO4, 108 and 208. Leak discovered in GO4 (ground floor bathroom leaking). Water cleaned up, 2 days later another leak. Joe opened up the wall behind toilet and found a leak. He checked first and second floors also; found leak was somewhere between 1 and 2. Plumbtec paid last month for a repair, and this month also. They came in, fixed it; M. Lienhardt Construction put up the wall boarded it; painted it and put back together. Fran Pein suggested ED Marra submit to insurance, which he did, gave them plumbing bill and M. Lienhardt Construction's bill. SHA has \$1,000 deductible and insurance reimbursed \$1,975.

Chairman Schlemm asked about washer/dryer repairs - \$1,800. ED Marra explained: CSC Services: SHA uses Sebco now. CSC Services formerly was a company called Coinmach. SHA had collected 2014, 2015 and some 2016 bills which were complicated and ED Marra worked through it. SHA owed them \$2,500 including taxes and travel time. He reconciled the bills; they were legitimately owed the money. Coinmach got purchased by CSC Services in that process and those are owed from 2014, 2015 and part of 2016. Chairman Schlemm asked about carpeting for The Elms; was it just a turnover? ED Marra answered yes, Apartment 515. ED Marra explained about the chiller repair - \$770.90. It is being taken care of by Daikin, but on July 6<sup>th</sup> the people on the top floors don't have air-conditioning; rest of building does. There was air in the lines – a gauge in the penthouse was reading 23 pounds, but customer had no pressure on the 12<sup>th</sup> floor, 3 floors down. Bypass valve opened to put water in the loop, gauge went to 0 PSI and valve started filling; they were here for 3 hours and a truck charge. ED Marra noted since SHA had taken the contract to take care of the chiller, there have been no more problems; it wasn't in the chiller, but in the lines in the building.

Chairman Schlemm inquired about the bedbugs at The Elms. ED Marra said it was Apartment 318 and they're getting 3 services, 3 times every other week.

Historically, Mr. Marra said, this building maintained by Ron Gallo has never had a bedbug. At the Towers, there have been two cases of bedbugs. The Elms has had different maintenance people and had as many as 5 different occasions of bedbugs. They were reported right away, SHA isolates it to one apartment; do the service and we don't get an expansion of bedbugs. Tenants are well informed on the proper procedures to follow in case they do get them.

Chairman Schlemm asked about turn sprinklers on/repair at The Elms. J.P. Property came late this year, May, because of all the rain. Each year they open the sprinklers/close them and if any broken sprinkler heads, they are repaired.

VOTE: AYES/All Present Commissioners (4)  
Absent: Mondadori/Suarez/Grecco

## **FINANCE COMMITTEE**

Mr. Marra has 3 resolutions for consideration this evening.

1. RESOLUTION 2017-18 – OPEN AN ACCOUNT AND DESIGNATE A NEW DEPOSITORY INSTITUTION – 12 MONTH C/D FOR \$200,000 WITH SANTANDER BANK

### **RESOLUTION 2017-18**

*(Awarding contract for Investment of Funds in a Certificate of Deposit and designating a new Depository Institution)*

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has identified a need to maximize interest earned on collected funds: 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 SHA solicited via telephone and e-mail three banks seeking interest rates on a 12 month Certificate of Deposit; and

WHEREAS, SHA received three (3) proposals from a banking institution, and

WHEREAS, after review it was determined that Santander Bank, Secaucus, NJ submitted the best proposal for a 12 month Certificate of Deposit at 1.45% and they can satisfying the Authority's financial obligations and maintaining various account records.

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

1. The SHA will deposit \$200,0000 into an account at Santander in a 12 month certificate of deposit account as per the proposal attached with all pricing being guaranteed for one year from the date of switch over.
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.

<b>Commissioners</b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Suarez			
Commissioner Rivera			

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Michael Schlemm  
Chairperson

I, Christopher Marra, Secretary of the Secaucus Housing Authority, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted on July 27, 2017.

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Christopher Marra, Secretary

Question is what to do with \$200,000, can SHA get a better rate than at TD Bank, which is basically washer/dryer money that has been accumulating. Santander, TD Bank and Haven Savings were called. Santander is able to give a 12-month CD at 1.45%, higher than Bogota and higher than the other two. The man in charge of the Santander Government Operations is Dennis McNerney, former County Executive of Bergen County. Each of the Commissioners signed the paperwork this evening before the meeting. Commissioner Fairman noted if SHA is with a Government Specialist Department, the people will know all the laws and regulations, which should help SHA with other matters as well. Mr. Katchen informed ED Marra a resolution must be passed and the General Depository Agreement signed by our Chairman and their Chairman. Hopefully, the money will be moved tomorrow or Monday.

Motion to approve made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (4)  
Absent: Mondadori/Suarez/Grecco

2. RESOLUTION #2017-19 – RENEW CONTRACT FOR MONEY MANAGEMENT SYSTEM/BANKING SERVICES

ED Marra noted this is the same title used in August 2013 when SHA moved money to Bogota Savings Bank. Bogota sent Mr. Marra letter on June 20<sup>th</sup>, which Finance Committee also received, outlining their requirements, one of

which was SHA maintain accounts bearing a minimum interest bearing yield of .85% for checking. ED Marra added this is where SHA's four main accounts are. He used the same resolution; rate is good until June 2018. When SHA got the last one in August 2013, they said that rate was good until October 1, 2014, which Mr. Marra didn't really think about; that he should call them before that date in 2014 and say, can you renew us at .65% or whatever number at that time. 2015-2016 passed and now SHA must make an effort to call them a month before and say our rate is coming up, can you do any better.

Commissioner Fairman stated he has a problem with .85% for the period of time for a year. He thinks there will be monetary actions probably tightening those rates. He would feel more comfortable if Bogota Bank would agree to do this deal with SHA through the end of December. By December there will be a much better outlook as to what rates could be for the second half; he feels it's substantially below the market and testimony to that was the 1.45% 12-month CD purchased in July.

Commissioner Fairman also said SHA should ask for the rate through the end of the year, be a 6-month transaction and not locking up money for 12 months at a substantially, under-market number. ED Marra will prepare a letter and send to Brian re: letter of June 20<sup>th</sup> and that Board has asked him to respond stating SHA only wants 6-month; please reconsider rate on January 1<sup>st</sup>, 2018, and see what their response is. Commissioner Fairman noted Mr. Marra sent them a request back in March regarding rates and Bogota Bank waited until 3<sup>rd</sup> week in June to answer, which he feels was a strategic move on their part.

Commissioner Fairman also spoke about the 3-year account that ED Marra just discussed. If they won't give SHA the December cutoff, then he would be inclined to ask them to revisit the pricing that they had in place for 3-years, not the one year, because the actual bases point differential between market and that is 20 times. It would be referred to in the banking community as undue enrichment. No one likes that phrase. It might not be worth the time and energy of the Board for the Director, but it should be brought up. If SHA leans on them to only go to December 31, 2017, he thinks they'll focus. Commissioner Fairman suggested a resolution on the basis of taking it to December 31 at .85% and then the paper is in place; it's done; SHA can conclude the discussion with them. ED Marra said perhaps the Board could give him an instruction, not a resolution, that if they give you .85% through December 31<sup>st</sup> sign the agreement and transfer the money to that account. If they don't do that, then don't take any deal and come back to the Board in September with something else. Attorney D'Amico said that was doable.

ED Marra said perhaps this resolution wasn't necessary, but because Bogota sent him something in writing, and because he vetted it out to the Finance Committee, and they weren't happy about it, he then made it into a resolution and discussion it with everyone.

ED Marra mentioned there might have to be a special meeting prior to September 27<sup>th</sup> if they are amendable to the idea of just reducing that to December 31<sup>st</sup>. Commissioner Fairman added if the Board is comfortable with taking the transaction as they put it on the table, as every month that goes by, it eats into his concept of return ---

Chairman Schlemm asked what happens if the resolution isn't passed? ED Marra said nothing, it stays the same. He will send a letter to Mr. McCord and speak with him on Tuesday. If Mr. McCord is fine with December 31<sup>st</sup>, it wouldn't be necessary for ED Marra to come back and get a resolution for; we already have the General Depository agreement. This was created because he knew SHA was already dealing with this bank. SHA is just in conversation with the existing bank about what their rates are.

Discussion about Resolution #2017-19; it was decided to table Resolution #2017-19.

**Motion to table Resolution #2017-19 made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Fairman.**

VOTE: AYES/All Present Commissioners (4)

Absent: Mondadori/Suarez/Grecco

3. RESOLUTION #2017-20 – AWARD OF CONTRACT FOR CELL EQUIPMENT TO VERIZON WIRELESS

ED Marra had inserted Resolution #2017-20 in Commissioners' meeting packet. He is now requesting they remove it and tear up as Mr. D'Amico created a new one ED Marra handed out this evening. Mr. D'Amico suggested to ED Marra that this be discussed in closed session.

**FINANCE COMMITTEE**

ED Marra said the annual audit will take place August 21-22. The Finance Committee will attend. Chairman Schlemm will be away. Commissioners Suarez and Fairman will be there; either Commissioner Harper or Commissioner Rivera is welcome to attend also. Attendance by Commissioners for August 22<sup>nd</sup> is requested and needed.

ED Marra spoke about the notice of receipt for insurance claim for property damage at 600 County Road. There is the monthly account balance report enclosed and monthly savings report on the electric consortium.

**PROFESSIONAL SERVICE COMMITTEE**

Professional Service Committee and Finance Committee met in early July. Personnel & Policy Committee will meet in August or early September, but certainly before September meeting.

## **BUILDINGS & GROUNDS**

ED Marra said Resolution #2017-21, Capital Fund Annual Contribution Contract Amendment. Normally this resolution would have an attachment showing a budget. There is no budget because this is money once SHA gets it, because SHA is in transitional year of going into Project Based Vouchers, this money gets drawn down to be used as operational. It does not specifically have to be used for capital projects. SHA needs to make annual contributions to long-term capital funds which start off at \$55,000 this year, which go right into the Capital Fund Contribution. That money when it becomes available will be drawn down, but a resolution needs to be passed regarding that. It is the highest amount: - \$279,000 since Mr. Marra has been here.

4. RESOLUTION #2017-21 – CAPITAL FUND ANNUAL CONTRIBUTION CONTRACT AMENDMENT

**RESOLUTION #2017-21**  
*(Capital Fund Annual Contribution Contract Amendment  
Approval of 2017 Capital Fund Program Annual Statement)*

**WHEREAS**, the Office of Capital Improvements (OCI) has completed calculating Capital Fund formula allocations for the Federal Fiscal Year 2017; and

**WHEREAS**, the Housing Authority of the Town of Secaucus has been allocated \$279,496 for the purpose of carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve the low-income elderly population.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Secaucus Housing Authority that the Annual Statement (form HUD-50075.1) for the FY 2017 Capital Fund Program No. NJ39PO83501-17, a copy of which is annexed hereto and made part hereof by reference are work items included in the most recent five year plan previously approved by HUD, be, and hereby is approved.

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Michael Schlemm  
Chairperson

I, Christopher Marra, Secretary of the Secaucus Housing Authority, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted on July 27, 2017.

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Christopher Marra, Secretary

Motion to approve made by Commissioner Harper; 2nd by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (4)

Absent: Mondadori/Suarez/Grecco

ED Marra continued: in the packet a paper describes dates for demolition of greenhouse. This evening ED Marra handed out another paper from Charles Collins. Low bid was Adamo Brothers Construction @ \$89,500. Mr. Collins notes he spoke to Mr. Adamo, and is confident that proposed contract amount is correct and adequate to complete the project. He stated it should take 3 weeks to complete; no unusual demolition techniques will be used. Mr. Collins contacted 3 of Mr. Adamo's references. He believes Mr. Adamo was in accordance with all of the information. ED Marra spoke to Mr. Adamo and Carabello Demolition 5-8 minutes each; 90% revolved around poured concrete walls; the difficulty in taking them down, removing them off the roof and not to do damage to the roof. Mr. Collins asked low bidder for roof project, what he put in for the demolition - \$55,000. Mr. Adamo in speaking with ED Marra felt the project was about \$110,000, but he bid \$89,500; thinking someone would bid 90-92, and wanted to make sure he was under.

ED Marra did not prepare a resolution for this. It was a lot of money for SHA to spend to remove the greenhouse. There are two options: #1 Just leave it there in the condition it's in; people put the roof on like they've done in the past OR #2 Go back to the bidder, do an addendum to this bid that says "the existing project is the same, leave the walls; take down the structure; take down the pavers; take down the decking; empty it; take everything out so that SHA sees the roof to the bottom – and see what they come back with.

Mr. Marra in discussion with Mr. Collins noted there was no drain in that area; drains are along the parapet. There is a concern about ponding within the wall structure. When Mr. Collins described what he had in mind, ED Marra said it would create more havoc up there – drill a hole in bottom of poured concrete walls for water to escape to roof area so it could find the drain, which would only cost \$74,000. Everything is about the walls. The major problem is Mr. Marra

cannot go back to Adamo nor have a conversation with him because it would be “bad” in the bid process. Since it isn’t a proposal, he can’t ask about other ideas – if you do this, how much would it cost; if you do that, how much would it cost. Carabello said off the top of his head, if you leave the walls, I can reduce my bid by \$35,000; just speaking with him 8 minutes on the telephone. He was the estimator that came out and looked at the job. This is a lot of money, Mr. Marra added. Everything is in place to award the bid. Commissioner Fairman asked couldn’t the structure be torn down; seal off the concrete walls?

ED Marra explained about the walls: you take the entire structure down, leave the walls and then the roofer – then it physically becomes a new parapet wall, take the roofing; it goes over the concrete wall, put the steel structure on top like you would do the parapet to seal it. Mr. Marra asked Mr. Collins how he thought it would pond; there’s an opening at the end, not like it’s a pool where every end is closed. Collins thought they’d have to devise a way with the roofer to create a way to get the water off. Mr. Marra did prepare a resolution, but did not hand out which would reject all the bids. Attorney D’Amico said the bids would have to go out twice before that could be done. He suggests putting out the bid again stating not to exceed \$89,000 to see if there are any responses for the project as it exists. Commissioner Fairman suggested putting a lower number in the RFP. Attorney D’Amico said SHA is not in demolition business, so SHA doesn’t really know. ED Marra wished there was enough money to just do it, but he’s not telling the Commissioners that.

The building has existed 42 years and has probably had the original roof and two more after that; last one being in 2001; 15 years on a roof; perhaps it was 1975 to 2001, the records can’t be found, but 26 years is a long time for a roof. ED Marra did find paperwork on Coffey Brothers and Mr. Snyder was complaining about their bad work at the end; holding back money; fighting for liquidated damages, etc. There was a Carlyle roof with a 15 year warranty. ED Marra stated the greenhouse has been nullified – electricity removed, water shut off. If it leaks into the greenhouse and doesn’t leak into the 6<sup>th</sup> floor, is SHA going to repair the Plexiglas panels – no. There were things stored up there by SHA and others until electricity was shut off; and storing stuff also. It can’t be used for storage at all. Mr. Marra has already put out the notice for the roof; did the walk through on August 1<sup>st</sup> and bid on August 15<sup>th</sup>. Collins says no matter what, SHA has to add an addendum to that bid because the bid now out says the greenhouse will be gone. To change the roof there might be between 200 and 225,000. The roof here cost \$198,000.

Regarding the roof at RIT – only one roof is being done – a paver roof, which is only \$100,000; now we’re talking \$400,000 to do two roofs. By reducing RIT to one roof, is Mr. Marra swapping out the money to do the greenhouse. We have no good roof on just the one spot. He can’t ask a roofer to go look at it and estimate how much - \$100,000 or \$120,000.

There is a roof replacement at 600 County and 777 Fifth; a walk-through on August 1<sup>st</sup>; bids due August 15<sup>th</sup>. There has to be an addendum at least six days before August 15<sup>th</sup>, so they would know there's a change, whatever it is.

ED Marra continued: there is a sprinkler inspection. The controller was broke and then it was determined that the fire pump and motor at RIT broke. As they replaced the controller, it turned on the fire pump and motor, which smoked and no longer worked. Three quotes were taken and bid was \$21,000; SHA has a GPA, so this was easy.

At The Elms, where there is no sprinkler system, having hoses on floors 2 through 6 and standpipe that goes up to 6<sup>th</sup> floor. There is a fire pump, a jockey pump to the motor, which are originals to the building – 1975. Cerullo Fire has been telling ED Marra they're on the way out. This year they failed every test, no longer work. Cerullo gave ED Marra a quote today. Another company gave him a quote of \$42,000 and ED Marra asked them why? Answer: Well, to replace motor and pump at RIT is a one-day job, newer also. At The Elms: original piece of equipment from 1975 is being replaced. Code says you need a new controller; hire an electrician to do that job, which is not just replacing pumps. A 4-day job with men on-site 4 days. You also need a jockey pump, motor and a pump, thus \$42,000. Mr. Marra has a quote for partial replacement and another for total replacement. One more is coming in tomorrow. This money after being spent will probably be drawn down from the long-term Capital Fund - \$1 million, as they are major capital pieces of equipment. He will also speak with Capamontabano, who hopefully can look at the fire pump. If job is over \$40,000, someone has to write a bid. We would have to get a fire pump engineering company to write a bid for that job. Vinny knows all this and has been put on notice that neither one of these buildings has fire pumps. At The Elms, Floors 2-6, the sprinklers were built in 1975, but there are hoses at the end of the hallway. We are throwing them away and informing Vinny in writing of that, as he had indicated Fire Department will never use them. Fire Department would hook their hoses up to the stand pipe that needs a pump. While he got 3 quotes for one job, The Elms is different, more money.

Going back to discussing the greenhouse: no original plans can be found. Bill Snyder in 1975 might have worked here; Joe is looking for plans everywhere. Bill is coming for a visit tomorrow; hopefully, he'll remember something. Major problem is the walls – take them down; cut them; 300# piece of concrete has to come off the building. No one remembers how the roof was replaced in 2001. SHA didn't own the parking on Centre Avenue in 2001. Bids can be accepted; think about it some more; or Commissioners can direct Mr. Marra to reject bids and have bid go out and see what it would cost to keep walls up or spend \$90,000.

Commissioner Fairman asked, if SHA doesn't do anything, but spend a minimal amount of money, does that have any longer term integrity issues that would

cause a bigger problem later on. If we seal walls off, does that have any risk integrity-wise later on. ED Marra said the issue with walls in putting roofing over them that seems to have a very reasonable, but not ordinary procedure. He can try to find someone just to talk with them about what SHA might try. Perhaps Bill Snyder has an interested roofer, who can come and give ED Marra an idea of what the cost might be to do Rocco's one roof. SHA cannot wait for bids to come in on August 15<sup>th</sup>. We have to tell them what's happening at The Elms; tell them what's coming down and see what their bids are. If we get \$300,000 for 2 roofs, then you award the \$89,000 bid. If you don't get it, reject all their bids and start over. Discussion continued about what to do if this or that should happen to occur. ED Marra noted at RIT, they're just removing the pavers, removing the roof and put a new roof on; probably a week, if they're here every day.

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

Deputy Director Naszimento reported for month of July total amount available funds was \$189,563; 218 active vouchers. SHA is not issuing any new vouchers to families off the waiting list. DED Naszimento received final SEMAP score. For the 6<sup>th</sup> year in a row, SHA was designated a high performance agency. Mr. Marra received 4-page email this afternoon and handed it out to the Commissioners. As a reminder for new Commissioners, SHA has never received 100 until the last 6 years.

## **NEW BUSINESS**

ED Marra handed out proposed new rule, which every town and every Authority will have to deal with, putting a public notice in newspapers based on bargaining agreements. There is a form to use, which will include: cost of bargaining agreements; what the increase is in a raise; what benefits are; and then if something is negotiated with Executive Director, it also has to go in as a public notice. It is not yet in effect.

Chairman Schlemm asked ED Marra about carbon monoxide alarms. Subject was visited last month. DED Naszimento and Chairman Schlemm noted: "carbon monoxide alarms shall be installed and maintained in full operating condition in the following locations, in the immediate vicinity of every sleeping room and building that contain a fuel burning appliance or that have an attached garage." ED Marra said you would go back to date New Jersey Register, Monday, 17<sup>th</sup>, and go back a couple of pages to see what that was fully about. Chairman Schlemm added it was in a discussion last month, talking about bulk of SHA failures based on that. Vice-Chairman Harper added it was a new addition.

ED Marra doesn't need a decision on this subject tonight, but in his 6 years as Executive Director, SHA maintains a waiting list, now referred to as Project Based

Voucher Projects. There is a preference point system and whole list of 270 names; preference point system contains 25-30 people. He'd tell people if there were #30, they'd have a 12-15 month wait. Some people have 5-10 year wait, which he would tell people. As of today, there are 70 people on the list with preference points, an indication of what is happening in the world. While he has no documentation to prove this, but we have the most people on our list on Social Security Disability that SHA has ever had, meaning most are not 62 years old. ED Marra is proposing an idea that for six months, beginning November 1, 2017, because a process has to be followed, SHA close list for 6 months. He had hoped to do it October 1 to April 1, but SHA doesn't have enough time. It has to be discussed in committee meetings, vote on closing the list, put a notice in paper for 30 days, and then list is closed. After a certain period of time, the list is reopened, put notice in newspaper, then reopened.

ED Marra wants to close the list: to catch up; to get some people off the list and reduce waiting list to 40-50 people; SHA is still wrestling with software. Beginning in January (December 30<sup>th</sup> really), SHA has to be absolutely ready and 100% prepared to submit to HUD through the PIC system, the file that enables SHA to get our Administrative Fee and HAP payments. Now we draw down from the Operating Subsidy. Terri is the main person in the office who will be affected; no one else. If the applications can be removed for six months, Terri can catch up. ED Marra is telling people now they have a 3-year wait. Yes, it will be delaying list for 6 months, but also list will be reduced down to 40-50. Historically, 24 people leave every calendar year. Last year 40 people left, but we still have 70 with preference points this year. ED Marra spoke with DED Naszimento and ED Marra doesn't think Section 8 will be opened up until October 2018. No decision is needed tonight, but it will be discussed at a Policy Meeting. Terri can get acclimated more with the software. Right now Terri just does recertifications, intake and move in/move out. Applications can't sit there and pile up. They are produced every week as people call every week to see what's up and ask various questions.

Commissioner Fairman said Town Environmental Group is initiating a new grocery bag campaign to avoid plastic. They want to leave 100 bags at SHA for tenants to use, and asked Commissioner Fairman to bring it up before the Board this evening, as they think "our residents" will avoid plastic bags. Mr. Marra will bring them next door and leave a note on it that says, "This bag is from the Environmental Committee in an attempt to use this vs. plastic bags." Do it in English and Spanish and get people to do it vs. just taking the bag. Lenny Cramer is the contact person.

Commissioner Fairman spoke about immigration and SHA's policies regarding admission and verification of citizenship. Does SHA do that and do we have any ICE issues. DEP Naszimento answered SHA has "mixed families". The father is not here legally; he's allowed to be on Section 8 though it's pro-rated. In this particular instance: father, mother and child, so the assistance is slashed by 33%

and SHA doesn't report that, because the father is excluded. ED Marra asked if someone visits Jake, and not yet a citizen, what is it that they have to produce? DED Naszimento answered he'd run them through the "Save System" – their Alien ID Card, permanent resident card or naturalization papers. The government has the Save System which verifies they're here legally or not. If not here legally, they still have to fill out a Declaration Form 214 and they're declaring they're non-legal status to SHA. It has occurred very rarely. ED Marra added in his six years here it hasn't happened yet in the Public Project Based Voucher. SHA gets people who are not citizens; come in with their Alien ID Card. Terri runs them through the Save Systems. When the files are checked, this is what Janice does and if she sees that person, who is not a citizen, 9 out of 10 times, there is a Save System report in there. Should the Save System not be there, then it is run every time. Terri runs it for that, and Jake for Section 8. This particular family has been in the program a long time. No government official has contacted us and asked who is illegal here.

There were no citizens in attendance. Chairman Schlemm asked for resolution to go into **closed executive session**.

Motion to go into closed session to discuss contracts and legal matters made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (4) Absent: Mondadori/Suarez/Grecco

**SECAUCUS HOUSING AUTHORITY**  
**RESOLUTION NO. \_\_\_\_\_**  
**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 July 27, 2017 at 7:45 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

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

contract;

**WHEREAS**, the length of the Executive Session is estimated to be 30 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
Negotiation for Cell Equip	7.27.2017	Resolution

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

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

\_\_\_\_\_  
Michael Schlemm, 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 July 27, 2017.

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

**(AT THIS POINT IN THE PROCEEDING, THE BOARD CAME OUT OF CLOSED EXECUTIVE SESSION.)**

Motion to reopen the public meeting made by Commissioner Harper; seconded by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (4)  
Absent: Mondadori/Suarez/Grecco

July 27, 2017

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3. RESOLUTION #2017-20 – AWARD OF CONTRACT FOR CELL EQUIPMENT TO VERIZON WIRELESS

(Continued from Page 6, where Resolution #2017-20 was first discussed.)

Motion to conditionally approve made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Rivera.

Resolution #2017-20  
**APPROVING A LEASE AGREEMENT**  
**With New York SMSA Limited Partnership d/b/a Verizon Wireless**

WHEREAS, THE Secaucus Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey desires to lease roofing space at 700 County Avenue, Secaucus, NJ by entering into a Communications Site Lease Agreement;

AND WHEREAS, a Communications Site Lease Agreement between New York SMSA Limited Partnership d/b/a Verizon Wireless and the Secaucus Housing Authority has been negotiated for a term of ten(10) years with automatic renewal for two (2) additional five (5) year terms plus annual r

enewal terms thereafter unless terminated in accordance with the terms of the Lease Agreement;

AND WHEREAS, Verizon Wireless has agreed to an annual base rental for the first year of the lease of \$24,000.00 with a 3% increase over the prior year’s annual rent for the second year of the initial term and for all following years of the initial term and all extension terms;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF SECAUCUS that the Executive Director is authorized to enter into and execute a Communications Site Lease Agreement with New York SMSA Limited Partnership d/b/a Verizon Wireless, One Verizon Way, Basking Ridge, NJ.

<b>Commissioners</b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

VOTE: AYES/Chairman Schlemm; Vice-Chairman Harper; Commissioner Rivera  
ABSTAIN: Commissioner Fairman Absent: Mondadori/Suarez/Grecco

## **ADJOURNMENT**

Motion to adjourn made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (4)  
Absent: Mondadori/Suarez/Grecco