

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

June 23, 2016

This is a condensed transcription of the taped minutes as taken on Thursday, June 23, 2016 at The Towers, Secaucus, New Jersey.

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

Prior to the beginning of the meeting, Chairman Harper gave an update on Secaucus Mayor Michael Gonnelli wishing him get well on behalf of everyone at Secaucus Housing Authority.

ROLL CALL

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

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

Absent: Commissioner Michael Grecco

ED Marra informed Board Chairman and Members he had received a letter of resignation from Commissioner Roger Adriaenssens citing health issues and inability to sit for a long time. Chairman Harper noted the Board members had not changed for 11 years and in recent years, unfortunately, there was great turnover.

OPEN PUBLIC MEETINGS ACT

“Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of a Regular Meeting Notice with the Municipal Clerk, the posting of said notice on the official bulletin board in the Municipal Government Center, and delivery of same to the Jersey Journal and Secaucus Homes News on December 12, 2015. This body wishes to advise you that, in accordance with N.J.S.A. 26:3D(1), et seq. (Smoking in Public Buildings), smoking is prohibited while this body is in open or closed session.”

FLAG SALUTE

(At this point in the proceeding, the Pledge of Allegiance was recited by all present.)

APPROVAL OF PREVIOUS MEETING MINUTES – MAY 2016

Motion to accept minutes made by VC Schlemm; seconded by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco

PAYMENT OF CLAIMS – JUNE 2016

Commissioner Fairman had a question about the water mitigation regarding GO1. ED Marra said it was paid for with Capital Funds and is now completed. Repairs at GO1 included \$6,425 for M. Leinhard Construction – that's the repair for sheet rocking and painting; Geocon was paid \$1,400 for the removal and reinstallation of the bathtub work, listed last month; Habitech Architects was paid with the Capital Fund; and finally Quality 1st Construction was paid \$15,495 for the construction of the retaining wall. When the bids were opened, their bid was \$16,495 and that is what we awarded. However, Habitech has vendors bid with contingency included, therefore since it was not used we now have an extra \$1,000 in the Capital Fund. \$10,040 was the cheapest price that DED Naszimento negotiated on the new medical pendant system at The Elms, which was also paid for with Capital Funds. VC Schlemm asked about Aquarius? ED Marra said SHA goes to him every year for the report that only Commissioner Fairman understands regarding Other Employee Benefits, costing \$1,500 and only takes a short time for this company to conduct that report, which is part of the audit. Every three years a larger report is done costing \$4,500.

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

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco

ANNUAL COMMITTEE ASSIGNMENT

Chairman Harper spoke about memorandum he sent out to each Commissioner regarding committee assignments. He also informed newly-appointed Commissioner Rivera regarding voice vote for a motion; it is not mandatory that way and if she requested an individual vote on something, please let Chairman Harper know at that time or before the vote is taken.

Chairman Harper continued, Commissioner Rivera is on Policy Committee, which is very good for a new member and Tenant Member, giving you a bit of

everything. Committee assignments are always open, and should you like to sit in on another committee, please let Chairman Harper know and it will be available to you.

NEW BUSINESS – Moved to accommodate a guest

ED Marra introduced Ranger Rand, 19, Summer Intern, at SHA. Ranger informed the Commissioners he is a graduate of Secaucus High School and now enrolled at Rowan University; beginning his Sophomore Year majoring in Business and Accounting. Ranger hopes to get his CPA and work for one of the big four. Last year at SHA he worked in Maintenance Dept., this year he will be inside the office as an Intern. There he is handling phone calls, helping at the window and in with Third Party Verifications. ED Marra said 3rd Party Verification has to do with Annual Recertification for tenants. This month the office is working on Impreveduto Towers' tenants and in July they will work on The Elms. Staff contact banks and pension agencies checking and confirming what tenants have in their accounts; did their pension payment go up or same as last year. This requires a lot of talking and faxing. After that it is resorted and put in proper files for HUD. VC Schlemm asked if Ranger would have access to Mr. Katchen, CPA. ED Marra stated that there is a person who comes to SHA once a month from Bill Katchen's office working on monthly records for the agency. Hopefully, she will work with Ranger a couple of times. Ranger will be introduced to other aspects in the office and he will be present when audit is conducted. Chairman Harper commended Ranger on the great job he did last year and wished him well this year.

RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)

Mr. Marra next spoke about HUD draft review regarding what SHA has to do with physical condition assessment, etc. Kara Williams-Keith at HUD read the narrative of the physical conditions talking about projects; one being the electrical box and the generators being all original to the building. Several items she wanted to add back to the PCA – kitchen cabinets haven't been updated in 20 years; change refrigerators and air-conditioners. There are about 7-8 items for each building. Lisa Petrosky will have to negotiate these things; Lisa can go back 5-6 years and see how many refrigerators and a/c were purchased, send it to HUD, which may address issue that SHA isn't going to replace all of them, as approximately 90 were replaced in the last six years, perhaps budgeting for 10, not 175. Something has to be put back in, but not all of them. Kara just got hired in January for this specific chore, sending to SHA a list of what is operational under PCA and what are replacement items. If it's operational, she doesn't care; replacement she wants back in PCA. Kitchens in Elms haven't been replaced in 20 years; Kroll Heights has original kitchens from 1993. The response is being written and should be ready by Tuesday; she does state great job, exclamation point. There is a more detailed version of her email that says, "RPC Narrative Tool". ED Marra is writing statements with Lisa. Discussion was also about 40-year old staff lock box at The Elms. Lisa knows some things are

going to be put back in, as she's worked on this with other housing authorities in New Jersey.

Commissioner Fairman asked if these items are put back in, does it change the numbers. Mr. Marra said Lisa works it all out. Lisa informed ED Marra SHA could have gone to Bogota Savings & Loan and asked to borrow up to \$1 million more. Collectively, the Board and Mr. Katchen don't want to borrow the maximum, just what is needed. Hard hat strategy, SHA went to the Local Finance Board and asked for \$2.5 million because it's probably going to float up to 2.3-2.4 when all is said and done with these people. Mr. Marra spoke about replacements: 175 apartments with two air-conditioners in each. Some things are not feasible to replace all at once. Chairman Harper added SHA will talk those numbers down to where they have to be.

Mr. Marra said there was a two-hour presentation from Yardi about Voyager; first hour covered Section 8; second hour covered public housing under the RAD Program, which covered the project based vouchers under RAD. In July, this will be discussed further. ED Marra wanted the name of an out-of-state housing authority that went from Visual Homes and had a RAD program. They gave SHA a Voyager client that had just switched to them. He will have more information about this in July and feels better about some of this. (1) The transfer of data from Visual Homes to Voyager is very important, Yardi will charge \$2,500 to do that. He was more comfortable with a company that knows Visual Homes and knows Voyager than one outside, i.e. Happy Software, etc. He heard one story (Madison Housing Authority) who transferred to Tenmast and had to input data by hand, i.e. the entire wait list. They don't have a Section 8 program. This project will have to be implemented by November 1st and when the program begins SHA will start with Project Based Vouchers. Jake can continue with Visual Homes for another month or so as his doesn't change. After December 31, everything will be in Voyager, as that's when the new money comes in from HUD – subsidy money every month. Now money is put into an Operating Grant put into an account that SHA draws down over the course of a year. When this program kicks in, SHA will draw down from Capital Fund as it is needed, and comes every month.

The first week in November it will be running side by side with Visual Homes; people will be sent here the first week for the transition. Our staff is small but competent with Visual Homes. More will be discussed in July, and a resolution is probably not needed. It is just an upgrade. SHA is spending \$11,800 for this; \$2,000 from capital fund was put away and can be put towards it also. Visual Homes contract is February 1. Any unused portion will be credited towards the Voyager bill.

EXPENSES TO DATE FOR PROFESSIONALS

Mr. Marra noted the Commissioners had list of expenses for RAD professionals:

FINANCE COMMITTEE

ED Marra noted that all commissioners had the monthly account balances for our accounts at TD Bank and Bogota Savings bank and the results of our participation in NJSEMS. The SHA saved about \$9,000 on its electric costs in during the past 12 months by participating in this program. ED Marra reminded everyone that our annual audit would take place August 8 and 9, which Commissioner Fairman and Chairman Harper should add to their calendar.

PROFESSIONAL SERVICES COMMITTEE

RESOLUTION 20-16-21 – CONTRACT AWARD FOR SUPERVISORY FILE REVIEW AND INSPECTION SERVICES

This contract is given out every 2-years and is probably with the same people for the past eight years. They randomly review 25 Section 8 files and 25 public housing files and inspect the corresponding units to ensure that they are in compliance with HQS and UPCS, respectively. This quote is the same amount as in the last four contracts. The annual cost is about \$5,000. Section 8 is mandated, under the code of federal regulations, but the SHA does for public housing as a good practice.

VC Schlemm asked a question about the fact that files should be done more like Section 8. Switching to the software will allow SHA to do it cleanly – his question being SHA will transfer the date, are they doing something they could spend money on now and be ahead of the game? ED Marra said they're reviewing the paper files and is what the Supervisory File Review is, not reviewing what's in the computer. Mr. Marra further explained, and Jake knows it better as he deals with it all the time, when you put things into the computer, and it's talked about in the office all the time – the PIC system (Public Indian Housing Center). Everyone in Section 8 living here is in that system, all of their information, income, birth, Social Security. If something is wrong, the PIC system finds it and rejects the application. It happens when you are a first-timer here. When someone passes away, PIC doesn't let you keep them in there, because they're dead and Social Security information is shared with HUD systems HUD hates having dead people for any period of time, because that means the housing authority is not doing what it should. The electronics are always being reviewed by the PIC system.

Resolution #2016-21

Contract Award - Supervisory File Review & Inspection Services

WHEREAS, the Housing Authority of the Town of Secaucus is required to sample its program files and inspection reports to ensure that the program regulations are being followed; and

WHEREAS, the Housing Authority solicited for proposals for supervisory file review & inspection services by advertising in newspapers of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal in request to its duly advertised Request for Proposal; and

WHEREAS, the proposals were received by the Housing Authority's Executive Director and reviewed by the Professional Services Committee;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for Supervisory File and Inspection Services is awarded to:

EFA Rental Resources, LLC
P.O. Box 351
Pompton Plains, NJ 07444

in the amount of: \$50.00 per file review
 \$35.00 per unit inspection fee
 \$21.00 per re-inspection fee
 \$250.00 Informal hearing fee

BE IT FURTHER RESOLVED, that funds for this work is being made available through the Housing Authority's operating budget & Housing Choice Voucher Program.

Commissioners	Ayes	Nays	Absent
Chairman Harper			
Vice Chairperson Schlemm			
Commissioner Adriaenssens			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			

Motion to approve made by VC Schlemm; seconded by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco

PERSONNEL COMMITTEE

ED Marra spoke re: 2016-22 – Hiring of One Person for Outside Summer Help for seven weeks. Person's name is Andrew Beato. Jake said his family is one of Section 8 families also, just graduated from Secaucus High School, played football, ran track. Andrew will start Monday.

Resolution 2016-22 (Summer Employment Program)

Whereas the Town of Secaucus has established a Youth Employment Program in order to provide employment opportunities to local youth: and

Whereas, the Housing Authority of the Town of Secaucus wishes to participate in this program and to employ one (1) local youth that will assist with various functions with the maintenance staff; and

Whereas the hourly rate of pay shall be \$10.00 per hour in line with the Town of Secaucus program and shall not exceed 25 hours per week.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners that Andrew Beato, Huber Street, Secaucus be hereby hired in the Summer Youth Employment Program effective June 27, 2015 through August 12, 2016.

Commissioners	Ayes	Nays	Absent
Chairman Harper			
Vice Chairman Schlemm			
Commissioner Adriaenssens			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			

Motion to approve hiring Andrew Beato for summer apprenticeship made by VC Schlemm; seconded by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco

BUILDING & GROUNDS

Buildings & Grounds Committee met with DLB Associates at beginning of June, minutes included to Commissioners. Mr. Marra received an email at 6:00 PM this evening with a report. Because the project is under \$36,000, and Jake is a Qualified Purchasing Agent, there is no full-blown BID process necessary. SHA is doing an Invitation to Bid and 5-6 companies will receive the email including SHA contractor, Able Mechanical, and can bid. Job should cost \$5,000-\$25,000. SHA needs a company what to write up in the spec, choose the correct control box, and report on condition of boilers. They think boilers will last another 3-5 years. This will prevent heat from going out at Kroll Heights next year.

ED Marra added the other report is from people at The Elms. Important result of this, which is from Aparri Engineering, they are not doing to move the condenser. It will stay behind the building, with the piping now going into the drop ceiling, go through Unit 110 (which is on the plans, but doesn't exist). Mr. Marra questioned going through someone's apartment; told them to go back and look again as there are dropped ceilings along the way (which he did) and

they will speak again about going through an apartment. Existing pipes will not be used, not moving things, etc.

VC Schlemm's question is about size – 8-1/2 tons, 18 KW, realizing they are much more efficient since 1975. Mr. Marra said now 7-1/2 and 15 KW and he will meet with them after July 4th, Appari needs to answer questions and additional report went back to 8-1/2 ton condenser. This is only for the Community Room, not the lobby area. It could be done during the transitional months of September-October, and might fall under the \$36,000.

ED Marra said another one-year maintenance contract was signed with Daikin for the chiller at Imprevduto Towers. This company does not do installations, but SHA could purchase it from them, they have a GSA state contract and then have SHA engineer find contractors to install it. It all sounds good, but dealing with one contractor is better.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

DED Naszimento said numbers were a little lower, but four families will be leasing up on July 1st. He will send out another 3-4 vouchers also. He also informed the Commissioners the New Jersey Department of Community Affairs, Division of Housing, opened up their own Section 8 waiting list for one week (Monday-Friday). ED Marra was contacted and SHA contacted every family in town who were not able to get on SHA list when it was opened up in February 2015 or had contacted SHA after that. The Office gave them instructions on how to apply, and tomorrow is first day they can relog in and find out what their status is on that list. It doesn't directly affect SHA's office, we're helping low-income families living in Secaucus. 750 people will be put on a waiting list in Hudson County, meaning if they got 5,000 applications, it's a lottery. The Office called Mayor Gonnelli and Lisa Snedekker as many times people go to them, but nothing is referred to SHA. Mr. Marra said if you counted up the lists for all 21 counties it is 10,000 people. Jake added if you lived in one county, but you qualified in another county's income limits, you were able to apply in that county as well. Jake said he heard there were 100,000 applications submitted, some families filling out multiple applications.

Commissioner Fairman asked how large the universe is of people you notified that (inaudible). ED Marra said between him and Jake it was probably 75 people.

ARTS & CRAFTS CLASS

Mr. Marra reported that yesterday and today the arts & crafts was to start, which didn't happen. Notification didn't get posted at The Elms. He contacted Lisa Snedekker on Tuesday and she indicated classes would start this week. One of the women slated to lead the class was having a medical procedure, which

changed everything. He will speak with her about logistics as Carmen is on vacation and people from Kroll Heights won't get to The Elms. People need to sign up before because it's an arts & craft class and supplies are needed. ED Marra wants people to sign up before Wednesday and Thursday so they have an idea of how many are coming. Flyer was sent out to everyone on Monday morning. There was no announcement at The Elms the morning it was canceled and five people showed up.

OLD BUSINESS

Mr. Marra said everything is on schedule and on the other projects. July's meeting will be July 28th. No meeting in August. There is a possibility of a special meeting some time in September.

Mr. Marra has not signed the commitment letter for Bogota Savings Bank yet. He said they does not want to talk to the bank until SHA has a final number agreed upon with HUD.

Commissioner Fairman, as Treasurer, spoke about the RAD billings, (some words inaudible), sometimes with the professionals involved in a transaction like this, the bond counsel, DeCotiis, and in his experience with others would often say that component of the transaction often has more potential error in the work product than billings. It is sort of customary on the street for that work product summary that goes with the billings to be a little more looked at just to help make sure there is no unintentional mistake, oversight, etc. because they're often at the back-end of this, so it's natural that occurs. What he would offer is that he'd be happy to review those bills and work product, not to approve, but just to lend an extra eye to make sure that someone didn't unintentionally make a mistake. Chairman Harper said he's 100 percent for that, and VC Schlemm added if someone knows another is looking at them, they might be more careful. ED Marra added in the DeCotiis interview, and he's pretty sure it's in the proposal, \$20,000 of that \$85,000 was at the time when SHA didn't know what they were doing and being put towards RAD and low-income housing tax credit. Discussion followed about what happened in the beginning of the process regarding low-income housing tax credit. Commissioner Fairman reiterated it had nothing to do with the firm.

ADJOURNMENT

Motion to adjourn by VC Schlemm; seconded by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco.

Respectfully submitted,
Deborah L. Alvarez
Secretary/Transcriber