

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

June 25, 2015

CLOSED EXECUTIVE SESSION

This is a summary of the minutes of a
CLOSED EXECUTIVE SESSION as taken on
Thursday, June 25, 2015 at Imprevduto Towers, Secaucus, New Jersey

Executive Director Christopher Marra called the meeting to order.

ROLL CALL

Present:

Commissioner Richard D. Fairman
Chairman Michael Harper
Commissioner Frances Jodice
Commissioner Michael Schlemm
Commissioner Patricia Mondadori

Absent:

Commissioner Michael Grecco
Commissioner Roger Adriaenssens

Also Present:

Executive Director Christopher Marra
James Burke, Esq., Counsel to the Authority

PERSONNEL

As a follow up to the May Closed Session meeting Chris submitted to the Commissioners a revised job description for Gregory Kohl, Custodian. It read as follows:

JOB DESCRIPTION

Title: **MAINTENANCE CUSTODIAN**

GENERAL PURPOSE

Under general supervision from the Maintenance Supervisor and the maintenance person for each building, performs custodial/maintenance duties to include overall building maintenance and repair functions.

EXAMPLES OF DUTIES

This position is primarily assigned the responsibility of keeping the SHA's three apartment buildings common areas in clean and orderly condition.

The person will sweep, mop, scrub, and vacuum all common areas. Common areas include hallways, stairways, lobbies, laundry rooms, community rooms, bathrooms, connecting bridges, elevators, trash compactor room floors, and SHA offices. Cleaning includes furniture, windows, and handrails.

In addition, on an as needed basis this position may also be assigned responsibilities related to the construction, maintenance, repair or upkeep of buildings and units, at Housing Authority properties. This may include assisting in the renovation of buildings, general maintenance and upkeep of plumbing, heating, air conditioning, electrical and other systems; may perform routine carpentry work.

This position may also be eligible to participate in the Housing Authority's On-Call practice

All work is done inside building.

Chris suggested that under this proposal, instead of providing Kohl with additional money on his base salary, the SHA could offer him the opportunity to work On-Call for one week per month, but at a higher rate than what he is paid to be a Custodian. This could be \$26.00 per hour for any hours for which he goes out on a call, plus the \$125 per week.

Generally, this was well received as a proposal, especially eliminating Kohl from any landscaping responsibilities.

LEGAL – Tenant Evictions

Chris reported that the SHA was successful in if the not eviction, court ordered demand that Edward Molta relinquish his apartment by August 31. Mr. Molta had been arrested in September 2014 by the Secaucus PD. Legal action by the SHA began against Mr. Molta in January 2015.

In addition, the SHA was about to commence eviction procedures against Juana Molina of 600 County Avenue. The SHA had Ms. Molina – on video – at least eight times throwing food on the floor of the compactor room. Although this eviction might involve matters concerning Personnel, Commissioners agreed that the case should be handed over to Zisa & Hitscherich, as they handle all of the SHA's tenant related matters.

Motion to come out of Closed Session

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

VOTE: AYES/All Present Commissioners (5) Absent: Grecco/ Adriaenssens