

STATE OF NEW JERSEY  
SECAUCUS HOUSING AUTHORITY  
70COUNTY ROAD  
SECAUCUS, NEW JERSEY

June 25, 2015

This is a condensed transcription of the taped minutes as taken on Thursday, June 25, 2015 at Impeveduto Towers, 600 County Avenue.

Executive Director Christopher Marra welcomed everyone and called the meeting to order.

**ROLL CALL**

Present: Chairman Michael Harper  
Vice-Chairman Michael Schlemm  
Commissioner Richard Fairman  
Commissioner Patricia Mondadori  
Commissioner Frances Jodice

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

Absent: Commissioner Michael Grecco  
Commissioner Roger Adriaenssens

Chairman Harper 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 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, 2014. 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 28, 2015 – Open & Closed Session**

Motion to accept minutes made by Vice-Chairman Schlemm; seconded by Commissioner Fairman.

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

**PAYMENT OF CLAIMS – JUNE**

ED Marra gave out a revised bill list for June and a memo to go with bill list regarding Envirocon and Daikin bills – see below.

Please accept this memorandum and its attachments as an explanation for recent expenditures related to the Chiller Unit which services Rocco Impreveduto Towers. During the past seven months (or over two fiscal years), the SHA has expended \$25,000 with two separate companies in repairing an 80-ton Chiller Unit which was purchased in April 2010.

Envirocon:	\$7,050 (\$6,000 was charged in the previous year’s budget)
	\$5,208
	<u>\$1,762</u>
	<b>\$14,020</b>
Daikin	\$2,030
	\$3,320
	\$5,177
	<u>\$ 710</u>
	<b>\$11,237</b>

The SHA purchased – as one of its Leveraging Projects – an 80 ton Chiller Unit in 2010. The unit was installed in October/November 2010 during the off season. As you will note, the previous executive director retired at the end of 2010. The first season the unit was in operation was the spring/summer of 2011. During its first four years of existence the unit was serviced by two companies Plumb Tech Services (2011-2012) and Hi-Pressure Air Conditioning & Heating. (2013-2014). The SHA never entered into a contract with Daikin – the manufacturer, most likely due to costs. During those four years the Authority never expended any funds on preventive maintenance other than the annual contract costs with both companies. However, that may have led to the level of expenditures we recently had to incur.

The Authority has signed a one year contract with Daikin, effective July 1, 2015 through June 30, 2016 for \$3,864 (see attached) and we are contacting Able Mechanical about renegotiating and extending for one year their contract.

ED Marra further explained every Friday Bingo is held in RIT's Community Room. Mr. Marra and Joseph Junewicz came up here about a week ago and Joe put on a/c in this room. The orange service button lights up. They called Able Mechanical (under contract). This room has a separate unit (also a/c for penthouse), which encompasses three compressors and blades have to be ordered. Joe said original unit was from 1986 and this is first time anything is being replaced since 1986. Commissioner Fairman asked if Mr. Marra was concerned about doing RFP for HVAC services, hire a company and then they do minimal amount of work. A maintenance man does not stand over them, this was two separate companies and had they done regular maintenance with replacement of some parts, this issue would not have come up. Prior to Mr. Snyder retiring, he did not want to enter into a maintenance contract with Daikin, because he thought they were too expensive. SHA did get two compressors under warranty that the Authority didn't have to pay for, totaling about \$5,500.

Motion to approve payment of claims for June made by Vice-Chairman Schlemm; seconded by Commissioner Jodice.

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco/Adriaenssens

## **ANNUAL COMMITTEE ASSIGNMENT**

Chairman Harper distributed a memorandum on Committee Assignments for FY 2015. The assignments are:

**Personnel Committee** – shall be responsible for making recommendations, in consultation with the executive director, regarding staffing levels, work rules, employee conduct and other issues as enumerated in the Collective Bargaining Agreement.

**Members:** Vice Chairman Michael Schlemm and Commissioner Roger Adriaenssens

**Finance Committee-** shall review and present, in consultation with the executive director, the annual Housing Authority budget. The committee shall also review quarterly financial statements and the annual audit, and make recommendations, if necessary as a result of their review.

**Members:** Commissioner Michael Grecco and Commissioner Richard D. Fairman

**Buildings & Grounds Committee-** shall make recommendation regarding the maintenance and upkeep of the buildings and grounds at all locations. This shall include review and recommendations of routine maintenance and long-term capital improvements.

**Members:** Commissioner Michael Schlemm and Commissioner Roger Adriaenssens

**Policy Committee-**shall review all existing Housing Authority policies, and where necessary, propose amendments or modifications and propose new policies where appropriate in consultation with the executive director.

**Members:** Commissioner Frances Jodice and Commissioner Patricia Mondadori

**Professional Services**-shall be responsible for soliciting and reviewing all professional service proposals. Members shall complete a written evaluation of all proposals and assign scores to each proposal. The executive director shall aggregate the members' point scores and the contract shall be awarded to the highest rated proposal.

**Members:** Commissioner Patricia Mondadori and Commissioner Richard D. Fairman

As he noted committees are limited to three members, otherwise it triggers the Open Public Meeting Act. If anyone is interested in a particular committee, please ask and Chairman Harper will be glad to give up his position on that committee.

## **FINANCE COMMITTEE**

ED Marra sent a memo to Chairman Harper and Commissioner Fairman saying an RFP was issued for financial services for rental assistance demonstration. Three firms responded and were interviewed last Wednesday by Chairman Harper, Commissioner Fairman, ED Marra, DED Naszimento and Mr. Ketchen with a follow-up meeting today on the phone with Mr. Snyder. This will be further discussed during the RAD Update.

ED Marra said the Commissioners had the bank account balances. The annual audit is scheduled for August 10-11. It will be done by Policari & Co. The Finance Committee will meet with Mr. Polcari at the end of the second day to get debriefed on the audits results.

## **PERSONNEL COMMITTEE**

ED Marra explained last year two teenagers were hired to work outside; one young lady to work inside. This year there will be only one person. The SHA obtained this person through the Town of Secaucus' Summer Youth Employment Program. Ranger Rand will be working and is the only person SHA can afford to hire for the summer. It is six weeks/25 hours a week – 20 hours for the first week because of July 3<sup>rd</sup>. Ranger will work outside and get to things both inside and outside that the staff can not do with their regular responsibilities. He will also fill in on landscaping during maintenance staff vacation. He will report to Ronnie, Joe and Harry, and Mr. Marra. Ranger works from 7-12 noon.

### **Resolution 2015-22 (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 \$9.50 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 Ranger Rand, Elizabeth Court, Secaucus be hereby hired in the Summer Youth Employment Program effective June 29, 2015 through August 14, 2015.

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

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco/Adriaenssens

## **BUILDING AND GROUNDS**

### **Rental Assistance Demonstration (RAD) Program Update**

Chairman Harper spoke about Commissioners on the Authority and welcomed Commissioner Mondadori. He likened the Commission to becoming a family. Chairman Harper is pleased Commissioner Fairman is serving because of his personal background in banking and financing he is going to be a great asset for the Authority along with Bill Snyder and Bill Katchen as the Authority moves through the RAD process.

As stated earlier, three firms responded to the RFP for financial services in regard to the RAD process. Chairman Harper thinks they should meet with the three firms again before next week, leaning towards lower loan and doing more in-house administratively, close to what is being done now. They are: Hamilton Management Solutions; Nassau Capital Advisors and NW Financial Group. Thinking of changes from public housing to RAD system is a once-in-a-lifetime/generational type thing. SHA should look into getting as much as possible up front. SHA has asked these firms to come back with numbers specifically designed around tax credit scenario, perhaps allowing for more renovations, more money and working smartly to do good things for the buildings, which are already in excellent shape. Commissioner Schlemm asked if SHA is looking to get some expertise with tax credits and tax laws. Previously, it was discussed about shying away from this because of the tax credits/laws. Chairman Harper thinks SHA will benefit from the lessons learned in Paterson, Passaic as they are a few months ahead of Secaucus. Hopefully, SHA will get 18-\$19 million, and if it costs \$1 million to get that, all well and good. Commissioner Fairman said there might be some changes and trade-offs. The numbers were shown to SHA to entice SHA. Commissioner Fairman agrees with Chairman Harper, SHA is in the right place at the right time. Commissioner Schlemm asked if management is looking for more experts to apply. Chairman Harper said the three need to be whittled down; each can do what SHA is looking for in expertise. Each company has worked with Mr. Snyder in some form or another. Chairman Harper suggested another meeting with the companies and Counsel to get it established by next meeting.

## **Physical Condition Assessment (PCA)**

ED Marra, DED Naszimento, and Bill Snyder had a conference call with EMG. The buildings will be inspected in July with a draft report by mid-August.

## **RENOVATIONS OF THE ELMS' BATHROOMS**

Geocon started on June 15<sup>th</sup>. They're on the 6<sup>th</sup> floor and in apartments longer than three days – more like six days. In some cases, no feedback/other cases after six days the tenants are getting antsy. There are at least 4-5 done, except for a single piece of molding that was not shipped in by Best Bath. Harry has a log book, which he keeps every day on how many people are sent. The same six crew members are here every day. Commissioner Schlemm asked how they look. ED Marra and DED Naszimento have checked them out. One very critical tenant on 6<sup>th</sup> floor sent a note she's waiting for towel rack, otherwise very pleased.

## **Improveduto Towers – Apartment G-01 Water Infiltration**

ED Marra again spoke about this ground floor apartment. Water is in apartment even when it doesn't rain. There is a sump pump and French drain, which were installed 15 years ago. He met with several contractors, but ED Marra is not willing to take their suggestions, which could cost the SHA an undetermined amount of money and still not be the correct solution for the water infiltration. ED Marra issued an RFP for architectural services, which can be approved by the Board at the July meeting. No one is living in this apartment. HUD understands the problem and is updated periodically.

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

DED Naszimento said on June 10<sup>th</sup> HUD informed them they're increasing administration fee from 74 to 79 percent - \$44 to \$52. The SHA spent \$178,256 on June 1<sup>st</sup>. Nine of first 13 families have been housed. Two families from original waiting list still searching for housing in other towns. SHA has now approached targeted monthly expenditure amount on contracts that we want to be spending per month – approximately \$184,000. New vouchers will be issued as families fall off. Recently the EFA rental resources did their annual file review, taking about 10 percent of files. Their findings show that the program is run correctly. There were five slight issues. One being the woman was in a larger apartment than needed as her grown children had moved out. She will be downsized to a one-bedroom. Ms. John's recommendations will be taken. Specific focus this year will be on zero-income households – having 6-7 households that are zero income. We pay all of the rent, and issue checks to help pay their utilities.

## **TENANT SERVICES – Kenny Koch**

Chairman Harper recognized Mayor's Liaison Kenny Koch who recently celebrated his 80<sup>th</sup> birthday. (Applause.) Kenny reported on the Dorigo & Windsor Lanes repair job. He spoke with Superintendent O'Connor, who said the town has hired a company to repair everything along side the field, but not in front of the four businesses. Hopefully, the paving will also take in the intersection.

## **CORRESPONDENCE – nothing at this time**

## **OLD BUSINESS**

ED Marra spoke about Letter to Haig Service Corp regarding the reimbursement for charges related to ThyssenKrupp Elevator having to come to The Elms on May 27<sup>th</sup>. In addition, ED Marra handed out a letter from James Burke to ThyssenKrupp Elevator asking them for a written explanation on why they were in violation of their contract by not responding to an emergency service call within two hours on May 27<sup>th</sup>.

## **REMARKS OF CITIZENS**

GLORIA WARNKE, 600 County Avenue Apartment #1001, asked about air-conditioning repairs. Mr. Marra stated that he had received no calls in office regarding apartments being too hot. Ms. Warnke indicated her friend in 802 has a problem. Mr. Marra said yes, it's inside the unit. The unit will be looked at soon. Gloria also mentioned the air quality in the hallways, which is unbearable. Mr. Marra explained that RIT's can not get any air flow because windows in the common area do not open. In addition, the air handler on the roof does not cool the air in the summer time. Therefore on very hot days the handler is shut off to prevent more hot air entering the commons areas. Mr. Marra indicated that this may have to be a repair that gets done during the RAD conversion.

## **ADJOURNMENT TO CLOSED SESSION**

### **SECAUCUS HOUSING AUTHORITY RESOLUTION NO. 2015-23 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 2 issues are 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 December 11, 2014 at 7:47 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.

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**“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are

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and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is the possible eviction of residents;

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**“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”** Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are

**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
Personnel Job Description	60 days	Change in Title
Legal Matters	60 days	Possible Eviction of Tenants

**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.

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Michael Harper, 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 June 25, 2015.

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Christopher Marra, Secretary

Motion to approve Resolution 2015-23 made by Commissioner Schlemm; seconded by Commissioner Fairman.

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

Motion to adjourn public session to enter into closed session made by Commissioner Jodice; seconded by Commissioner Schlemm.

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

Respectfully submitted,

Deborah L. Alvarez, Transcriber