

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

June 26, 2014

This is a condensed transcription of the taped minutes as taken on Thursday, June 26, 2014 at Imprevduto Towers, 600 County Road, Secaucus, New Jersey.

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

SWEARING IN OF NEW COMMISSIONER

Frances Jodice was duly sworn in at this time by Mr. James Burke, Esq.

Chairman Harper noted that Commissioner Jodice had previously been a Commissioner with the Secaucus Housing Authority for 14 years, and was the gubernatorial appointment. This year Commissioner Fairman is the gubernatorial appointment and Commissioner Jodice is a Mayor and Council appointment.

ROLL CALL

Present: Chairman Michael Harper
Commissioner Roger Adriaenssens
Commissioner Michael Grecco
Commissioner Richard Fairman
Commissioner Frances Jodice
Commissioner Arlene Kroll

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

Absent: Vice-Chairman Michael Schlemm

Mr. 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 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, 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, newly appointed Commissioner Jodice led the audience in the Pledge of Allegiance.)

APPROVAL OF PREVIOUS MEETING MINUTES – May 22, 2014

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

VOTE: AYES/All Present Commissioners (6)

Absent: Schlemm

PAYMENT OF CLAIMS

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

VOTE: AYES/All Present Commissioners (6)

Absent: Schlemm

COMMITTEE REPORTS

FINANCE COMMITTEE

ED Marra reported that the Annual Audit of SHA will take place on August 18-19 by Policari & Company for the fiscal year that ended 3/31/14. Commissioner Grecco, Commissioner Fairman and Chairman Harper will come to the office at 2-3 PM on 8/19 to get a first hand report right after the audit is concluded.

PERSONNEL COMMITTEE

RESOLUTION 2014-21 – ADOPTION OF SHARED SERVICES AGREEMENT WITH BERGEN COUNTY HOUSING AUTHORITY

ED Marra explained in this evening's packet was a resolution and an agreement with Bergen County Housing Authority, and a memo to Messrs. Harper, Schlemm & Fairman on this agreement with their suggested changes in it, including comments that Mr. Burke, Esq. added and the amount of money that SHA will collect under this agreement - \$10,135. BCHA contacted many housing authorities and were seeking assistance in building up their Section 8 leases. The new Acting Executive Director contacted Mr. Marra and said she'd be interested in this Shared Service Agreement, which is very limited in scope,

lasting for 12 weeks. If it goes beyond 12 weeks, Mr. Marra will have to come back to the Board and ask for more time. Mr. Naszimento will go there three days a week to work with them. He fully understands his first priority is the Secaucus Housing Authority, and if he has to come back to Secaucus every night or on Saturday to do the work, that's the arrangement. It is an opportunity for Secaucus to make money. This arrangement is similar to when Mr. Snyder was here, but the money was bigger and for the entire year, not just 12 weeks. Jake will go there 3 days a week/7 hours a day – Tuesday-Wednesday-Thursday.

Mr. Marra spoke about the insertion in the Agreement, which Mr. Burke and Commissioner Fairman brought up. It says SHA is not responsible for anything – BCHA shall indemnify and hold the SHA harmless from any action, law suit or administrative proceeding involving BCHA's Section 8 Housing Choice Voucher Program. Both authorities are insured by JIF. It was sent to JIF; nothing has been received back in writing, but Mr. Marra received a verbal, and had a conversation with the Acting Director. An example of a typical problem, might be that someone asks for a formal hearing because they felt somewhere in the process, they weren't treated fairly. BCHA would handle the meeting. They would get a third party to come in and listen to the hearing, which Jake would not attend. Jake is merely handling Section 8, handing out vouchers, leasing people up and not making policy. Their meeting is this evening, and they're adopting a resolution as well. Deputy Director Naszimento thanked the Board for the opportunity to do this.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Schlemm

RESOLUTION 2014-21

(Approval of Shared Services Agreement with Bergen County Housing Authority)

WHEREAS, the Bergen County Housing Authority (BCHA) is seeking assistance from the Secaucus Housing Authority (SHA) for the purpose of providing Section 8 Housing Choice Voucher Eligibility services; and

WHEREAS, the Executive Director of the SHA has informed the BCHA that our agency would be able to provide such services through an agreement executed between the SHA and BCHA in order to purchase part-time services directly from the SHA via the attached agreement; and

WHEREAS, the services of the SHA involve the use of the Deputy Executive Director and such services are enumerated in the Shared Services Agreement executed by the Authorities and attached hereto; and

WHEREAS, the compensation to the SHA for the Deputy Executive Director's services shall be \$10,165 for a period not to exceed 36 working days at an hourly rate of \$35.30 per hour;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the attached agreement for services with the BCHA be hereby approved for a six month period which may be terminated by either party with a 30 day written notice.

Commissioners	Ayes	Nays	Absent
Chairman Harper			
Vice Chairman Schlemm			
Commissioner Adriaenssens			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Jodice			
Commissioner Kroll			

POLICY COMMITTEE

Mr. Marra spoke about changes to Flat Rent Requirements – 2014 Appropriations Act. Mr. Marra distributed in tonight's meeting package a memo from Sonia Burgos and copy of the SHA's Public Hearing Notice posted on all bulletin boards. The hearing is on July 26 at 11 AM at The Elms and at 6 PM at Kroll Heights. The SHA is going to follow the memo on what it has to do in this process. Mr. Marra stated that Flat Rent means if you're not paying flat rent now, you have nothing to worry about. If you're paying flat rent, it's going to slightly change. Out of 275 residents about 21 residents pay flat rent.

BUILDING & GROUNDS

STATUS REPORT ON THE ELMS AIR HANDLER REPLACEMENT – Mr. Marra handed out an email received. Project at The Elms is done. Generator has an exhaust to the roof; generator is on the roof; gas line is connected. A separate company was hired yesterday Chute Master, to clean out the vents that are in the common area, Floors 2-6, and July 3rd will be the date of the final inspection by the Secaucus Building Department when the project concludes. Marra informed the audience that when he came onboard, he was told the machine hadn't worked for five years; but somewhere in the last month he was told it hasn't worked in 14 years, meaning no air was being exchanged in the common areas in the building.

RESOLUTION 2014-22 – CHANGE ORDER #3 - \$600 ELECTRONIC SECURITY UPGRADE

Mr. Marra stated this is the final report on the electronic security upgrade. The resolution is for a change order for \$600. The change order is for the purchase and installation of an analog camera to be placed in the vestibule of RIT building. This camera is hooked into an existing analog system that allows residents and people in the Community room to view who is coming in their front door, should their doorbell ring. A woman in Apt. 208 knows all about the

system, if any problems, ask her. Mr. Marra was very pleased with the company that did the work and though they far exceeded their 60 days to complete the project, but he said they did a good job. The SHA has a better camera system that allows us to see things more clearly and a brand new access system. Commissioner Adriaenssens asked if the camera was just for this building. ED Marra responded yes.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Schlemm

2014-22
Approval of Change Order #2
Electronic Security Upgrade

Whereas, the Housing Authority of the Town of Secaucus has entered into a contract for the installation of an Electronic Security Upgrade involving security cameras and access controls for the Authority's three properties; and

Whereas, the contractor has submitted a change-order for a change in the scope of work which has been reviewed and approved by the project consultant TSG Solutions, Inc.;

Now Therefore Be It Resolved by the Board of Commissioners of the Housing Authority of the Town of Secaucus that Change Order #2 with the contract with SMS Building Systems, LLC is hereby approved and the contract amended as follows:

Original Contract	\$104,683
Change-Order #1	\$ 6,484
Amended to include:	<u>\$ 2,090</u>
Revised Contract Amount	\$113,257
Change-Order #2	<u>\$ 600</u>
Revised Contract Amount	\$113,857

Be it further resolved that funds for this change order are available through the Capital Fund and Operating Fund

Commissioners	Ayes	Nays	Absent
Chairman Harper			
Vice Chairman Schlemm			
Commissioner Adriaenssens			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Jodice			
Commissioner Kroll			

RESOLUTION 2014-23 – AWARD CONTRACT TO HABITECH ARCHITECTS FOR A/E SERVICES TO RENOVATE THE BATHROOMS AT THE ELMS

Mr. Marra explained that the Housing Authority through the good graces of the Secaucus Mayor & Council received a grant for \$180,000 from the Community Development Block Grant Program of Hudson County, which will go towards the renovation of 100 bathrooms at The Elms, along with SHA capital money and operating money. This was the firm that SHA hired in 2013, and is hiring again for the same amount of money - \$10,300. They have gotten vendors to come in and Mr. Marra notified everyone there was a model bathroom on the 3rd floor and thanks to Commissioner Schlemm, there is a new way to use the existing tub, in which tenants can walk right in. Mr. Marra will send out photos on an email. Many of the residents want a walk-in into the tub through the cut-out. The goal is to hire Habitech tonight, have a bid by the end of July, award the contract in September/October and have construction begin in January, which is the same process Mr. Marra told all the residents there. Commissioner Fairman asked if this is the firm that advised SHA last year. Mr. Marra said before Commissioner Fairman was on the board, they went through this entire process last year as part of the Energy Performance Contract. Habitech was the architect @ \$10,300, but the deal was killed. They got paid their money, but there was no project.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Schlemm

RESOLUTION 2014-23

(Awarding the Contract for A/E Services for Bathrooms at The Elms 777 Fifth Street)

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for A/E services for Bathroom Renovation and Upgrades at The Elms.; and

WHEREAS, the SHA did award a contract to Habitech Architects, P.C. of Medford, NJ in December 2012 for the same exact service; and

WHEREAS, the project was never carried out, due to price of the submitted bids exceeded the SHA's budget, and

WHEREAS, the SHA now has the financial resources to execute such a project; and

WHEREAS,SHA is permitted to contract for such professional services, pursuant to both the New Jersey Redevelopment and Housing Law and the New Jersey Public Contracts Law, and the SHA's Procurement Policy Guidelines; which allows for the award of an A/E contract of less than \$100,000 and

WHEREAS, Habitech Architects, P.C., Medford, NJ has submitted a proposal for \$10,300 the same figure originally awarded in 2012, after a RFP was published;

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

1. The contract for A/E services for the Bathroom Renovations and Upgrades at The Elms be awarded to Habitech, Inc. in the amount of either:
 - a) \$10,300 should the SHA award the contract to one single general contractor; or
 - b) \$16,500 should the SHA award multiple contracts to renovate the bathrooms
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.

Commissioners	Ayes	Nays	Absent
Chairman Harper			
Vice Chairman Schlemm			
Commissioner Adriaenssens			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Jodice			
Commissioner Kroll			

REAC INSPECTION

Mr. Marra informed the residents Tuesday, July 1st is the REAC inspection. Only about eight apartments in each building will be inspected. It is not necessary for the tenant to be home. Either Joe, Ronnie, Harry or Mr. Marra will accompany them.

Other projects being worked on: Mr. Marra said about 4 weeks ago, one of the two compressors for the RIT air-conditioning system that SHA bought less than five years ago, died. It is still under warranty, so SHA gets the machinery free, but not the installation, probably costing about the same. There were a number of calls from residents, and there is a limited number of "stand in the apartment" – coming from The Elms (where they stand in the bedroom there, tube going out the window, but it stays in your room). Some residents are on oxygen, having significant health issues and SHA has been able to provide 4-6 residents with that machine. Mr. Marra knocked on many doors when the temperature reached 90 degrees. Some people didn't even know that the air-conditioning was broke because it was 70-72 in their apartment. Some people had it warmer, and maintenance tried to adjust some things. Mr. Marra has been told that the piece of equipment that is going to be delivered here to the housing authority on Monday, July 7th. It will take an entire week to install the equipment, taking the other one out, the new one in. By July 11 or 12th both should be operating at full capacity.

At The Elms, the vents in the common areas haven't been cleaned in 35 years and haven't been running in 14 years. There is a proposal in to do all parking lots, but more than one proposal is needed. Finally, there is a greenhouse on top of The Elms. It isn't maintained and it's been there since the building was built, losing points on it every year from REAC. Now the greenhouse is impacting the residents who live on the sixth floor, because in one of the bathrooms on that floor, the entire ceiling is falling down into the bath tub. Mr. Marra gets the roofer and he says the leak is coming from the greenhouse, down through the chalking that hasn't been replaced since it was built, going down into the apartment. The office calls glass companies and no one wants the job. One proposal has been received for \$2,800 to pull out the caulking, wipe it down, put in new chalking. One company says it will help, another says it will still leak. No resident in The Elms uses the greenhouse, but the Gardening Club in Secaucus uses the greenhouse. One way or another \$2,800 must be spent, but eventually a decision will have to be made about whether or not the greenhouse should remain. Chairman Harper indicated to ED Snyder many years ago that the greenhouse should be maintained, but nothing has been done in Chairman Harper's 16 years here. Mr. Marra said perhaps the Mayor can get money out of the Meadowlands Commission, they would help to repair or improve it. Now the apartment needs repair also and money will have to be spent in that regard.

HOUSING CHOICE VOUCHER PROGRAM – Deputy Director Naszimento

Deputy ED Naszimento reported for the month of June there were 207 active vouchers under lease and a total amount of \$166,000, which is a low amount over the past three or four months. As families are being taken off the waiting list and issuing them vouchers, they're choosing to have their vouchers sent to the Jersey City Housing Authority, as many on the list are from Jersey City. It is allowed. In turn, JCHA after they lease up, are choosing to absorb the voucher, which means that SHA is not getting credit for it. SHA then issues a new voucher and the process repeats and all the while, time is passing. Mr. Naszimento spoke with his counterpart in Jersey City and said this was negatively affecting us. When we get our numbers up another \$10,000, Mr. Naszimento will let them know they can be absorbing again. There is a big onus now throughout the State to absorb vouchers because Washington is watching us, and then next year you'll be allotted the same amount of money or perhaps even more. Mr. Marra said this is a residential effect of the sequestration. Nobody handed out a voucher last year.

Mr. Naszimento said he also has the results of the Annual Supervisory File Review done by EFA Rental Resources. In Mr. Naszimento's memo to Mr. Marra and the Board he said it's a clear indication that the HCVP continues to improve, the number of problem files continues to decrease and this year out of 22 files screened, only five seem to contain a true finding. He detailed in his memo what he's going to do to remedy those five files. Mr. John states that tenants

have not filed the EIV Certification Page. It is explicitly stated on the EIV page that this is not a requirement.

CORRESPONDENCE

Mr. Marra noted there was a notification from the Secaucus Board of Adjustment that it was doing something about property near The Elms.

OTHER

Today the County Executive was at The Elms this morning to announce to the residents that the County was giving SHA \$180,000 grant. There were 50-60 residents, Mayor & Council members in attendance. There was a Health Fair here in this building. Mr. Marra noted that the Health Fair has been running for 14 years or more and Linda Fanning does it every year. There were about 50 residents down there today from 10-12, 7 or 8 health care agencies, hospitals, pharmacies, and it was a good health care event.

Mr. Marra introduced Ashlee Amancha, SHA intern for the summer. A grant was received from New Jersey NJNAHRO. Chairman Harper welcomed her to our meeting (applause). Ashlee graduated high school in 2012, now attending College of New Jersey (a junior) and graduating in 2016. She is an accounting major at this time, but switching to finance. In May 2013 and 2014, she did a mission trip to New Orleans to help restore homes still affected by Katrina. Ashlee plans to go every year until she graduates. She shared other interesting items about clubs and groups she belongs to. Ashlee said she's been given a lot of responsibility in the office and is enjoying it all. She thanked Mr. Marra and the Board for having her on the team. (Applause) Mr. Marra stated Ashlee is doing a fantastic job, and very lucky to have her.

NEW BUSINESS

ED Marra said Jake has been going to QPA classes (Qualified Purchasing Agent) to obtain a QPA Certification. Jake has passed Principles of Public Purchasing 1 and 2. He'll be enrolled in a class this fall, which will be the third class. Jake added he's taking 3 and 4 simultaneously, and the State exam in December, which is only administered in June and December. Mr. Marra said it will make it easier at SHA and won't have to go out to bid each time on an item under \$32,000; getting just three proposals and using his certification to determine which one can be awarded the contract.

Chairman Harper informed the people present that there were several losses recently in SHA's extended family. Harry (The Elms) lost his Mom Friday; just today Ronnie lost his Father. Please keep their families in your thoughts and prayers.

REMARKS OF CITIZENS – nothing at this time

ADJOURNMENT

Motion to adjourn made by everyone; seconded by everyone.

VOTE: AYES/All Present Commissioners (6)

Absent: Schlemm

Respectfully submitted,

Deborah L. Alvarez, Secretary