

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

******SPECIAL MEETING******

March 1, 2016

This is a condensed transcription of the taped minutes as taken on Thursday, March 1, 2016 at The Elms, 777 Fifth Street, Secaucus, New Jersey.

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

ROLL CALL

Present: Commissioner Richard Fairman
Commissioner Michael Schlemm
Commissioner Patricia Mondadori
Chairman Michael Harper

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

Absent: Commissioner Roger Adriaenssens
Commissioner Michael Grecco
Commissioner Frances Jodice

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 16, 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 led by James Burke, Esq. and recited by all present.)

APPROVAL OF MINUTES – JANUARY 28, 2016

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

VOTE: AYES/All Present Commissioners (4)
Absent: Adriaenssens/Grecco/Jodice

PAYMENT OF CLAIMS

One question was raised about item involving solarium greenhouse on roof of The Elms, which leaked causing a leak into apartments on the sixth floor, specifically towards center of that floor. Greenhouse was waterproofed again.

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

VOTE: AYES/All Present Commissioners (4)
Absent – Adriaenssens/Grecco/Jodice

RAD – Rental Assistance Demonstration Program

1. UPDATE ON PHASE I – ENVIRONMENTAL ASSESSMENT BY EMG
ED Marra spoke about memo dated 2/18/16 re: update that reps of EMG were onsite 2/9-2/10 and 2/16 to conduct assessment of SHA's three properties and an email prior to visit which explained their upcoming visit. Report must be completed prior to 3/31, which will complete one step in dealing with RAD. This will change the way SHA is funded, not taking effect until 2017, but a series of reports must be done first.

2. UPDATE ON PCA BY EMG/NW FINANCIAL, LLC
ED Marra said today (3/1) EMG and NW Financial talked on telephone and came to conclusion on "Physical Condition Assessment (PCA)" that works with the financing. During next week, Commissioners will get a copy of that information – Estimated Sources and Uses. According to NWFinancial, amount of projects listed and amount of money for those projects works within the financing necessary for them to put something together to go to banks to try to get the loan. Last two people have met – engineering and finance.

3. RAD CHECKLIST FROM DECOTIIS, FITZPATRICK, COLE

DeCotiis, Fitzpatrick have not been called upon yet, but sent ED Marra a checklist of items and documentation SHA needs in order for them to do their job. Mr. Marra is working on compiling those, but not all 29 items are needed, because SHA is not doing Low Income Housing Tax Credits.

4. EXPENSES TO DATE FOR PROFESSIONAL SERVICES FOR RAD CONVERSION
Mr. Marra said this is an updated list of expenses to date. He will not discuss it every month unless a Commissioner has a specific question. It is through February 19, 2016, which hasn't changed except for DeCotiis, Fitzpatrick - \$350 for their initial work.

Tomorrow SHA has a conversation with RAD Transaction Manager, who will be happy to learn of the progress to date. Next meeting is March 25, and there should be a lot of information for all of the Commissioners, and also be completed with the first phase of documentation necessary for them.

FINANCE COMMITTEE

Mr. Marra said Resolution #2016-11 is for authorization of disposal of surplus property. There were four items, netting about \$450 – lots of walkie-talkies and radios; a Toro lawn tractor; bingo machine in Rocco Towers. Margaret Cruz says bingo machine is worth about \$10, and Mr. Marra hopes someone will come and take it away as it can no longer be fixed. Mr. Marra hopes to find another one for about \$500.

RESOLUTION #2016-11

(AUTHORIZING DISPOSAL OF SURPLUS PROPERTY)

(WHEREAS, the Housing Authority of the Town of Secaucus is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Board of Commissioners are desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Housing Authority of the Town of Secaucus in the County of Hudson as follows:

(1) The sale of the surplus property shall be conducted through GovDeals.com pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the SHA’s main office;

(2) The sale will be conducted online and the address of the auction site is govdeals.com;

(3) The fee charged by GovDeals is seven and one-half (7 ½%) percent of the gross sale receipt with no listing charge or advertising charge;

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(4) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(5) A list of the surplus property to be sold is as follows:

Product	Make	Model	Serial Number
Lawn Tractor	Toro Wheel Horse 520-H	41200E04	2000416
Bingo Blower Machine & Board	John A. Roberts	NA	NA

(6) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(7) The Executive Director is authorized to set minimum bids, set reserves below which bids will be rejected, set bidding increments, group items for sale by lots, and the right to accept or reject any bids submitted.

(8) The Executive Director sets the auction date.

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

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

VOTE: AYES/All Present Commissioners (4)

Absent: Adriaenssens/Grecco/Jodice

Mr. Marra then discussed the Monthly Account Balances Report and Monthly Savings Report on NJSEM Program. SHA has about \$6,000 in utility savings.

PROFESSIONAL SERVICES

SHA fiscal year begins every April 1st. Every January there are 4 professional services advertised: accounting, auditor and two legal services. Memo included in your packet states there is a slight increase in legal costs. Two accounting services have no increase. A second sheet of paper shows other firms' proposals for legal, both on tenant and ordinary legal. No others submitted for accounting or auditor services.

RESOLUTION #2016-6 – AWARD OF CONTRACT TO ACCOUNTANT (FEE ACCOUNTANT)

**RESOLUTION #2016-6
(Accounting Services)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for fee accounting services for the fiscal year commencing on 4/1/2016; and

WHEREAS, the Housing Authority solicited for proposals for accounting services and received one (1) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

William Katchen, CPA
596 Anderson Avenue
Cliffside Park, NJ 07010

in the annual amount of \$30,000.00 and an hourly rate of \$125.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

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

RESOLUTION #2016-7
(Award of Audit Contract)

WHEREAS, there exists a need for financial auditing services to be rendered to the Housing Authority of the Town of Secaucus for the Fiscal year ending 3/31/2016; and

WHEREAS, the Housing Authority duly advertised and solicited proposals for these services in accordance with the requirements of HUD Handbook 7460.8 and PIH Notice 90-47; and

WHEREAS, the Housing Authority received one (1) proposal in response to its RFP and the Professional Services Committee has reviewed the proposal in accordance with its established rating system; and

WHEREAS, the highest rated proposal was submitted by the firm of:

Polcari & Co.
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for auditing services be hereby awarded to:

Polcari & Co.
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470

in the amount of \$12,304.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposal is on file in the office of the Housing Authority of the Town of Secaucus and this award was made through a fair and open competitive process in accordance with rules of the State of New Jersey.

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

RESOLUTION #2016-8
(Legal Services-Ordinary Legal)

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2015; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received three (3) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

James Burke, Esq.
70 Adams Street
2nd Floor
Hoboken, New Jersey 07030

in the annual amount of \$19,500.00 and an hourly rate of \$125.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award was made in accordance with a Fair and Open competitive process in accordance with the rules of the State of New Jersey.

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

**RESOLUTION #2016-9
(Legal Services-Tenant Issues)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2015; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received two (2) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

Joseph Zisa, Esq.
77 Hudson Street
Hackensack, New Jersey 07601

in the annual amount of \$15,000.00 and an hourly rate of \$125.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

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

Motion to approve Resolutions #2016-6 through and including Resolution #2016-9 made by Vice-Chairman Schlemm; seconded by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (4) to approve #2016-6 through #2016-9
Absent: Adriaenssens/Grecco/Jodice

POLICY COMMITTEE

ED Marra included a memo to the packet regarding Introduction of New Flat Rents for FY 2016. There is also the notice he's handed out to residents regarding flat rents beginning April 1st.

BUILDINGS & GROUNDS

Mr. Marra spoke about Resolution #2016-10. There is resolution, memo and annual contribution agreement. Also, ED Marra said each year, as SHA operates in its current form, they receive two grants: an operating fund and a capital fund. This year \$261,000 was received. Forms must be completed and then complete a budget. \$109,515 goes to pay off debt that SHA assumed in 2007 – Capital Leveraging Fund, where it promised to pay back, along with other housing authorities, as they had a lot of repairs to be made at one time. Each year SHA pays back a piece of it. This goes out until 2027, but it will be paid off under RAD Program sooner. There is \$155,000 to spend throughout the buildings. Mr. Marra and Mr. Naszimento have come up with projects to be funded using \$261,000: Page 3 has a detailed list on the page just handed out. One is software upgrade to the server at SHA. There are 2 servers now, but want to go to 1 server – Microsoft 2008, allowing more advanced downloads of programs for both visual homes and accounting software and have backup in Cloud.

The second item regards \$10,000 taken every year for administration of Capital Fund Fees. We have also budgeted \$20,000 for Professional Service & Fees, usually architectural, engineering and any other consulting services necessary. Some future projects require architectural services. The first project is at Rocco Towers, G01 – and a resolution will be passed this evening for \$16,495 to do some site work there outside that apartment. In addition, G01 needs to be renovated – another \$16,000 has been budgeted, of which, \$6,000 was to install French Drains. At Rocco Towers, the garbage compactor needs to be replaced, which Jake is working on and getting quotes for. In The Towers, ED Marra is recommending that the air compressor and air handler system for the Community Room be replaced. The compressor in this room was installed in 1975; the air handler in the back of the building, outside the doors where the compactor room is, is from 1975. Now new equipment will be much more energy efficient and save money; it is budgeted for \$35,000.

In The Elms the emergency button in each apartment is on a chain. That system is no longer supported by a manufacturer, and we are possibly short one emergency button right now. An entire system must be purchased. Jake is getting quotes from the company that created it, and from others. Some have not responded. One services the other 2 buildings. Everyone will be given a new button, with a capital cost to SHA and an ongoing cost. For the capital cost, \$15,270 has been budgeted.

At Kroll Heights, when it was 1 degree on Valentine's Day, the heating system failed again. People's heat is provided by boilers – gas heat. The control system was installed in 1993 – making it 23 years old, which no longer works. Commissioner Schlemm said there is almost no replacement. An
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architect/engineer is necessary for the purchase of this controller, because the boilers are not being replaced, but the control system runs the entire system. If for some reason, boilers are purchased in 5 years, the control system must be compatible with the boilers. An architect/engineer RFP is needed for that. Mr. Marra would like to have an architect/engineer for the air-compressor and air handler installation at The Elms. Those are the 2 things this budget would cover. ED Marra asked the Commissioners if they had any questions or other suggestions. Vice-Chairman Schlemm asked if SHA has an IT person. Mr. Marra said it is Aaron Green, part time IT person for SHA, on an hourly rate. His cost was not included in the \$4,000. Commissioner Fairman asked if there was a reserve line. Mr. Marra said front two pages of the HUD Document are important – the money listed at \$16,495 for site improvements; \$16,000 for dwelling structure (in unit fixing – G01); \$20,000 for fees and costs and \$105,765 for non-dwelling equipment. If all these were done and 10-\$12,000 left over, projects could still be added that aren't listed or in worse case scenario, something is broken tomorrow, or he sends it to HUD and something is broken @ \$35,000, the third page gives them a budget of your intended projects. The money has to be obligated in 2 years and spent in 4.

RESOLUTION #2016-10 – CAPITAL FUND ANNUAL CONTRIBUTION CONTRACT AGREEMENT

RESOLUTION #2016-10

*(Capital Fund Annual Contribution Contract Amendment
Approval of 2016 Capital Fund Program Annual Statement)*

WHEREAS, the Office of Capital Improvements (OCI) has completed calculating Capital Fund formula allocations for the Federal Fiscal Year 2016; and

WHEREAS, the Housing Authority of the Town of Secaucus has been allocated \$261,280 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 2016 Capital Fund Program No. NJ39PO83501-16, 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.

Michael H. Harper
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 February 25, 2016.

Christopher Marra, Secretary

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

VOTE: AYES/All Present Commissioners (4)
Absent: Adriaenssens/Grecco/Jodice

**RESOLUTION #2016-5 – AWARD OF CONTRACT FOR WATER INFILTRATION
MITIGATION @600 COUNTY AVENUE**

Mr. Marra said this Resolution was on agenda at last meeting. Mr. Burke, Esq., went back and looked at it. Mr. Marra sent photos to the Commissioners showing them what was going on in G01. Brief update: pipe was fixed before heavy rainstorm last week and very little water got in G01. SHA had already committed for the French drain, it was laid 3 days later. SHA did not pay a contractor to demo the apartment; maintenance staff did the demo after Mr. Marra got quotes that were expensive. Maintenance is asking Mr. Marra if this resolution is now necessary. Mr. Marra said landscaping outside these 2 apartments is bad in terms of rock up to windows. He asked architect if this project needs \$10,000 wall or \$15,000 wall. Change orders could be written. Mr. Marra knows this has to be done, rock should not be up to windows and when it snows, snow is right over window. Chairman Harper asked what “a little water” means. Mr. Marra said not a flood like in the past.

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

VOTE: AYES/All Present Commissioners (4)
Absent: Adriaenssens/Grecco/Jodice

There is a budget and timeline for G01. After French drains are installed, more wallboard will be cut out, but no new wallboard will be installed until several significant rains have fallen to make sure there is no more flooding. Hopefully, G01 will be back online by April 1st, maybe June 1st people moving in. ED Marra is expecting final bill for bathrooms tomorrow.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

DED Naszimento said for February there were 222 active vouchers under lease. \$187,361.97 was spent, a little bit above \$185,000 target amount. Two families were issued vouchers, and only one family is left. The 187 number will be down to 184 for this month.

OLD BUSINESS

- NJNAHRO conference on 4/25-4/27 in Atlantic City.
- SHA received correspondence from N.J. Department of Community Affairs re: 2016 budget SHA submitted to them. They had 3 issues, which Mr. Katchen responded to the next day answering their questions. At March meeting SHA will be adopting budget for April 1st in the condition that it's in.
- Mr. Marra gave Commissioners copy of an article from N.Y. Times how public housing may become the new opportunity for private donors, which was focused mostly on N.Y. C Housing Authority.

Mr. Marra said it is possible under RAD that this building will be converted from electric to gas heat. Cost for that project is mid-\$700,000. Mr. Marra noted back in September 2012 in an energy savings plan received from Johnson Controls, they budgeted that project "Electric to Natural Gas Conversion at The Elms" -- \$2 million. Mr. Marra nor the Board liked that price or project. Discussion followed about how price of gas has come down and cost of putting air handler on roof of The Elms.

REMARKS OF CITIZENS

Someone inquired that if new rugs were not possible in the apartments and hallways, perhaps they could be steam cleaned. Mr. Marra said it's possible they can look at that going forward, but probably not in this calendar year. ED Marra is hoping to do projects that have been delayed a long time – new roof on The Elms, which was installed in 2001-2002 with a 10-year warranty. A new roof was installed at Kroll in 2014 with a 20-year warranty. If there is a leak, SHA doesn't pay to fix it and so far only one leak in two winters. The architect said it was the Cadillac of roofs at Kroll Heights and The Elms needs that also. Tonight he mentioned SHA gets \$261,000 in Capital money, but other years it was \$650,000 in Capital money. Painting or rugs might now get done on a rotational basis – 25 percent of the time for each project.

One woman asked if she could purchase a stove for herself as the ones in the apartments are not good. ED Marra said they'd have to see what she wanted to purchase before she purchases it. It is only a 20-inch stove. Some agreement

would be worked out regarding when she moves out, signing it over to SHA when she leaves.

Someone also asked about a microwave above the stove. Mr. Marra said he didn't believe there's enough space above the stove. The hoods there are merely ornamental and not useful. Mr. Marra asked who would install it, as safety is the major concern.

One woman suggested knocking down a wall, lengthening the kitchen counter and having space for a microwave. Someone commented about the pantry in the studio apartment being spacious. She lives in a one-bedroom and can't reach things because she's too short and there's wasted space. Mr. Marra stated it would be a few years before they redesigned the kitchens – one project at a time.

Mr. Marra is having a meeting at 4:00 P.M. March 16th in this building. Please come.

ADJOURNMENT

Motion to adjourn made by Commissioner Fairman; seconded by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (4)
Absent: Adriaenssens/Grecco/Jodice

Respectfully submitted,

Deborah L. Alvarez, Transcriber