

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

March 26, 2015

This is a condensed transcription of the taped minutes as taken on Thursday, March 26, 2015 at Rocco Impreveduto Towers Secaucus, New Jersey.

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

At this point in the proceeding, The Mayor & Council's appointee Patricia Mondadori was sworn in as a Commissioner by James Burke, Esq.

Ms. Mondadori was appointed by the Mayor & Council to fill the unexpired terms of Arleen Kroll who resigned in January 2015

Executive Director Christopher Marra called the roll.

ROLL CALL

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

Absent: Commissioner Michael Grecco
Commissioner Roger Adriaenssens

Also Present: Executive Director Christopher Marra
Deputy Executive Director Jake Naszimento
James Burke, Esq., Counsel to the Authority
Kenny Koch, Mayor's Liaison

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 20, 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

Motion to accept minutes of February 26, 2015, (regular and closed session) made by Commissioner Fairman; seconded by Commissioner Jodice.

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

PAYMENT OF CLAIMS FOR MARCH

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

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

FINANCE COMMITTEE

ADOPTION OF 2015-2016 BUDGET

Executive Director Marra indicated he had received an e-mail on Monday, March 23, 2015 which read The Secaucus Housing Authority budget for the year ending March 31, 2016 has been approved and is being mailed back to the authority. The authority may proceed with adoption of the budget as scheduled for March 26, 2015.

Ann C. Zawarkay, CPA, CGMA
Chief of Authorities and Auditing

Mr. Marra indicated that the figures in this resolution were exactly the same as in the resolution that introduced the budget.

**RESOLUTION 2015-11
FY 2015-2016 Budget Adoption**

2015 ADOPTED BUDGET RESOLUTION

SECAUCUS

HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2015 TO: March 31, 2016

WHEREAS, the Annual Budget and Capital Budget/Program for the Secaucus Housing Authority for the fiscal year beginning April 1, 2015 and ending, March 31, 2016 has been presented for adoption before the governing body of the Secaucus Housing Authority at its open public meeting of January 26, 2015; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,074,395, Total Appropriations, including any Accumulated Deficit, if any, of \$4,249,890 and Total Unrestricted Net Position utilized of \$175,495; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$474,000 and Total Unrestricted Net Position planned to be utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Secaucus Housing Authority, at an open public meeting held on January 26, 2015 that the Annual Budget and Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, 4.1.2015 and, ending, 3.31.2016 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Motion to approve Resolution 2015-11 made by Commissioner Fairman;
seconded by Commissioner Schlemm.

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

PROFESSIONAL SERVICES COMMITTEE

No business

PERSONNEL COMMITTEE

Executive Director Marra stated that the Personnel Committee had met with Union representatives early in the week and that the Board would have to go into Closed Session at the end of the meeting to present the Union's proposal and the planned response by the Personnel Committee.

POLICY COMMITTEE

Executive Director Marra indicated that he had two resolutions for the Policy Committee portion of the agenda. The first resolution was for the annual revision to the Flat Rent Schedule. This would be the Flat Rent that the SHA would charge effective April 1, 2015 to all new residents and to those existing residents once they completed their recertification. Mr. Marra indicated that only 18 of the 275 residents currently pay Flat Rent.

Resolution 2015-12

*Resolution Revising the Flat Rent Schedule for the Secaucus Housing Authority
Effective April 1, 2015*

WHEREAS, the Housing Authority of the Town of Secaucus was duly created as an agency and instrumentality of the municipality of the State (the Local Unit) in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 State, and acts amendatory thereof and supplemental thereto (N.J.S.A. 40A:12A-1 *et seq.*) (the Housing Law); and

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) has mandated that a Flat Rent schedule be used by all Housing Authorities to allow tenants in public housing to choose between an income based rent and a Flat Rent; and

WHEREAS, the FY 2014 Consolidated Appropriations Act- Section 210 and Section 234 requires that Flat Rent schedule be no less than 80% of the Fair Market Rent (FMR); and

WHEREAS, the Secaucus Housing Authority's current flat rent schedule does not meet the statutory provision for its one bedroom and studio apartments.

NOW THEREFORE BE IT RESOLVED, that the flat rent schedule for public housing be revised as follows effective April 1, 2015

The Elms

Bedroom Size	Fair Market Rent	80% of FMR	Current Flat Rent	Revised Flat Rent w/utility cost
Studio	\$1,009	\$807	\$805	\$820
1 BR	\$1,109	\$887	\$884	\$900

Kroll Heights

Bedroom Size	Fair Market Rent	80% of FMR	Current Flat Rent	Revised Flat Rent w/utility allowance
Studio	\$1,009	\$807	\$767	\$782
1 BR	\$1,109	\$887	\$846	\$862

Improved Towers

Bedroom Size	Fair Market Rent	80% of FMR	Current Flat Rent	Revised Flat Rent w/utility allowance
1 BR	\$1,109	\$887	\$801	\$817

Motion to approve Resolution 2015-12 made by Commissioner Schlemm; seconded by Commissioner Jodice.

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

Executive Director Marra stated that the next resolution was an annual Certification that the SHA was in compliance with N.J.A.C. Training Requirements for its Commissioners and the Executive Director

RESOLUTION 2015-13

(Annual Certification of SHA Compliance with N.J.A.C. Training Requirements for Commissioners and Executive Director)

WHEREAS, the State of New Jersey’s Department of Community Affairs (DCA) is the agency that administers and regulates Housing Authorities as defined by the Local Redevelopment & Housing Law; and

WHEREAS, such law indicates that both Commissioners and the Executive Director must meet training requirements as delineated in N.J.S.A. 40A:12A-46 and N.J.A.C.5:44-2.4 within a certain period of time, after their appointment; and

WHEREAS, the DCA has found there to be continuing issues with Housing Authorities not being in compliance with these statutes and now requires Housing Authorities provide an annual certification with resolution of compliance detailing the following information;

Commissioners

1. Source of the appointment
2. Training requirement compliance status
3. Five year term status

Executive Director

1. Provide a copy of their written contract
2. Training requirement compliance status

NOW THEREFORE BE IT RESOLVED, by the Secaucus Housing Authority’s Board of Commissioners that the SHA is in compliance with all training requirements for Commissioners and the Executive Director and such documentation and Certification are attached and will be forwarded to the DCA upon approval of this resolution.

Motion to approve Resolution 2015-13 made by Commissioner Fairman; seconded by Commissioner Jodice.

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

BUILDINGS & GROUNDS

Update on Renovation of The Elms' Bathrooms

Mr. Marra said everyone has the email sent to him on 3/18 from contractor. The sample bathroom will be started on March 24, taking a maximum of two days to complete. Everyone will get to see the sample bathroom. ED Marra, DED Naszimento, Harry and Joe met with the architect and Bed Bath. Once everyone is happy, the manufacturer will start manufacturing the tubs, sending tubs in batches of 33. He anticipates 4-5 weeks after March 24th construction will be started in the units the contractor has 120 days to complete the job from some point around April 20th on.

Release of RFP for A/E Services

ED Marra stated the he had included in the meeting package a newsletter about the RAD and then since distributing the meeting package, received an e-mail from RAD with our Commitment to Housing Assistance Payment (CHAP). In anticipation of this about one week ago, the SHA published a RFP for A/E services to conduct a Physical Condition Assessment (PCA.) This is needed as part of the Rental Assistance Demonstration (RAD) program. That would allow us to award a contract at our April meeting.

Bill Snyder has also asked me if he can remove all the residents from the PIC system. I asked him what that means and can we place them back into the system if we choose not to do it. What this action does is that it signals to HUD that you are serious about moving forward in the RAD process and removes your Authority from the REAC system. That would prevent further inspections and would also remove the Authority from the PHAS score in 2015. It can be reversed up to the last moment, should the SHA choose not to convert to RAD

ED Marra also informed the Board, especially since there are new members. In the Fall of 2013, the SHA entered a contract with Execu-Tech, LLC (a company owned by Bill Snyder) to take the SHA through the RAD process. That contract is still in effect. So, I am going to mail that contract out to everyone, so that they can see the terms and conditions. While Bill came to the meeting in April and did not send us a bill, you should begin to expect to see invoices on the Bill List for Execu-Tech's work on the RAD process.

One of the first steps in the RAD process is to put together your Development Team. Execu Tech is part of your development team along with the Engineering/ Architectural company that we are seeking through the RFP. Then you have to find someone to help you with the financing. What I think Bill will discuss in April is doing the Low Income Housing Tax Credits or a simple loan.

Commissioner Richard Fairman stated that while Bill Snyder presentation in March was excellent, he felt that if the SHA were to pursue RAD that in fulfilling some level of due diligence the Board should meet with a HUD representative who is the "go-to-guy" on RAD who can present to the Board, sit with us and let the Board question them on some of the RAD process.

Executive Director Marra indicated that he was working on that matter and believed he could do it.

Repairs necessary at the Centre Avenue Parking Lot near The Elms

ED Marra gave a brief presentation using his laptop to show the Commissioners damage that has been done to the surface of the parking lot located on the corner of Centre Avenue and Fifth Street across the street from The Elms. SHA had hired Straight Edge Construction, Inc. to come to the site and do a video pipe inspection of the storm water sewer located under the parking lot. The photos were taken while the company was onsite. As the pictures illustrated a storm water inlet had significantly deteriorated over the years – the parking lot was constructed in 2002. This in turn caused the metal sewer grate to sink into the inlet, without falling into the basin. Currently the SHA has orange cones around the area.

It is anticipated that the cost to reconstruction will exceed the \$5,400 which will necessitate obtain two or three written proposals, using Jacob Naszimento's QPA to assist in the process should the total cost exceed \$17,500, but be less than \$36,000.

ED Marra will hope to be able to obtain prices and get the area fixed by the end of April.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

Jacob Naszimento, Deputy Executive Director gave an update on the Housing Choice Voucher program. As of March 2015 the SHA currently has 216 active vouchers under lease. For the month of March the total amount of overall available funds spent was \$174,452.36. The SHA has issued vouchers to the first 12 preference point families on the new waiting list. At least 4 of those families will be leased up in Secaucus for April 1st. Letters have gone out to all other families informing them of their status on the waiting list. The Secaucus Housing Authority is pleased to report that as of March 1st 90% of all HAP payments are being sent to landlords electronically utilizing the ACH credit entry program (direct deposit).

TENANT SERVICES/ISSUES – Kenny Koch, Mayor’s Liaison

Kenneth Koch gave a quick overview of his work with the Mayor's office and the town's DPW to try and get them to permanently fix the roadway at the intersection of Windsor Drive and Dorigo Lane.

CORRESPONDENCE

No correspondence

OTHER

OLD BUSINESS

ED Marra told the Commissioners that he had rejected the four proposals that were received by the SHA in response to the Authority's RFP for the Purchase of Electricity. This decision was made after consulting with Gabel Associates the company that is handling NJSEMS Request for Bids for electrical supply service. SHA joined NJSEMS in early 2014 in hopes of being part of an aggregate purchase of electric supply in an attempt to reduce its overall cost that is currently experiences for the purchase of electricity. That is anticipated to occur on April 16, 2015.

NEW BUSINESS

ED Marra referred to the information that was contained in each Commissioner's package that HUD had released new income limits for Public Housing & the Housing Choice Voucher program. The maximum income limit for the two programs are 1 Person \$42,950 and 2 Persons \$49,050. The Housing Choice Voucher program is interested in the figures all the way up to 6 people. With that many people in the house the income limit is \$71,150. All figures slightly increased from the 2014 figures.

EXECUTIVE DIRECTOR'S REPORT

Chris also informed Board members about the NJNAHRO annual conference from April 22 to April 24.

Finally, he reminded Commissioners that they will have to submit their annual Financial Disclosure online this year. All statements are due for submission by April 30, 2015.

REMARKS OF CITIZENS

CLOSED SESSION:

**SECAUCUS HOUSING AUTHORITY
RESOLUTION NO. 2015-14
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.

1	“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” The collective bargaining contract(s) discussed are between the Board and Secaucus Public Employees Association;
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WHEREAS, the length of the Executive Session is estimated to be 45 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
Union Negotiations	60 days	New Contract

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.

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 February 26, 2015.

Christopher Marra, Secretary

Motion to approve Resolution 2015-14 made by Commissioner Schlemm; seconded by Commissioner Fairman.

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

REOPENING OF PUBLIC MEETING

ADJOURNMENT

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

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

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Christopher Marra, Executive Director