

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

March 27, 2014

This is a condensed transcription of the taped minutes as taken on Thursday, March 27, 2014, Rocco Impreduto Towers, 600 County Road, Secaucus, NJ.

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

Executive Director Christopher Marra called the roll:

ROLL CALL

Present: Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Richard Fairman
Commissioner Arleen Kroll

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

Absent: Commissioner Roger Adriaenssens
Commissioner Michael Grecco

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, 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, the Pledge of Allegiance was led by Commissioner Kroll and recited by all present.)

APPROVAL OF PREVIOUS MEETING MINUTES – February 27, 2014

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

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

PAYMENT OF CLAIMS – March

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

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

COMMITTEE REPORTS

Finance Committee

Resolution #2014-10- Adoption of April 1, 2014 Budget

ED Marra explained this resolution has the same exact figures that were in the introduced budget. Also enclosed is an e-mail, ED Marra received on March 24, 2014 from the New Jersey Department of Community Affairs, Division of Local Government Services, which states that the above captioned budget was approved on March 21st, 2014. It will come back to the Housing Authority, and can be adopted at the upcoming meeting (tonight) on March 27, 2014. Mr. Katchen laid out everything at the January SHA meeting.

Motion to approve by Commissioner Fairman; seconded by Vice-Chairman Schlemm.

VOTE: AYES/All Present Commissioners (4)

HUDSON COUNTY, NEW JERSEY
HOUSING AUTHORITY OF SECAUCUS

RESOLUTION #2014-10

INTRODUCED BY:

COMMISSIONER

SECONDED BY:

COMMISSIONER

DATE:

FISCAL YEAR: FROM APRIL 1, 2014 TO MARCH 31, 2015

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority for the fiscal year beginning April 1, 2014 and ending March 31, 2015 has been presented before the Members of the Housing Authority at its open public meeting of March 27, 2014; and

WHEREAS, the Annual budget and capital budgets 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 amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget introduced reflects Total Revenues of \$4,042,716. Total Appropriations, including any Accumulated Deficit if any, of \$4,114,900 and Total Fund Balance utilized of \$72,184; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$120,000 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the Members of the Housing Authority, at an open public meeting held on March 27, 2014 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the fiscal year beginning 4/1/14 and ending 3/31/15, is hereby adopted and shall constitute appropriations for the purposes state; and

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

Christopher Marra

Date

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

Professional Services Committee

New Jersey Housing Joint Insurance Fund – 2013-2014 Elected Officials Online Training

Mr. Marra explained on January 1, 2013, SHA became a member of JIF (Joint Insurance Fund). All the previous years Nathan Lane, insurance agent for SHA, and there were different insurers backing up SHA because Nathan Lane would always provide the lowest insurance using the bid process. Now that SHA has had this for a year, there are a few requirements, and at April's meeting, something else will be introduced in order to keep our deductibles low. In tonight's package is information on a 20-minute online class called **Ethics in Local Government**. All of the Commissioners have already taken this class at Rutgers, but they'd like you to take it again, it is not required. If a Commissioner takes it, \$250 is taken off SHA's bill, which can be taken at your leisure, but Mr. Marra is required to pass out to everyone. As another requirement, Jake Naszimento, Joe Junewicz and I will be attending a mandatory, 90-minute Supervisory and Management Training Class at Clifton Housing Authority run by JIF. Next month there will additional items on the agenda regarding JIF that SHA has to adopt in order to maintain a lower deductible.

Mr. Marra explained, when you join JIF, you join it for three years, which is why last December SHA did not BID out its insurance. If SHA is happy with the JIF, they could stay in it forever and never have to bid it out again. That determination can be made in another 18 months or so. Chairman Harper asked if it was only certain Commissioners that had to take the online course. ED Marra said it has to be all seven Commissioners taking it online.

Policy Committee

Resolution #2014-11 – Annual Certification that SHA is in Compliance with N.J.S.A.40A:12A-46 AND N.J.A.C. 5:44-2.4 regarding Commissioner & Executive Director's Training Requirements

Mr. Marra explained this Resolution has to do with Commissioner and Executive Director Training Requirements. Last year was the first year the resolution was passed. This resolution only changes the dates from last year. There is a table also included listing the Commissioners and where they are in their training requirements. All have met their training requirements, except for Commissioner Fairman, having taken two classes and this Saturday, a third. There are five classes in all.

Motion to approve made by Commissioner Kroll; seconded by Vice-Chairman Schlemm.

VOTE: AYES/All Present Commissioners (4)

Absent: Adriaenssens/Grecco

RESOLUTION 2014-11

(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.

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

CERTIFICATION
of the
Secaucus Housing Authority
Compliance with Training Requirements

Fiscal Year 4.1.2014 – 3.31.2015

It is hereby certified that the Housing Authority of the Town of Secaucus is currently in compliance with the training requirements for Commissioners and Executive Director as delineated in N.J.S.A 40A:12A-46 and N.J.A.C. 5:44-2.4 All required documentation is appended hereto including a roster of current Commissioners that includes source and date of appointment, training certificates, and a resolution approved by the Commissioners of the Housing Authority at an open public meeting held on the 27th day of March 2014.

It is further certified that the recorded vote appearing in the resolution represents no less than a majority of the full membership of the governing body thereof.

Buildings & Grounds

Resolution#2014-12 – Capital Fund Annual Contribution Contract Amendment Approval of 2014 Capital Fund Program Annual Statement

ED Marra stated SHA was notified last week that it is receiving Capital Funds in the amount of \$260,916, \$10,000 more than received last year. This is one of the two grants that the Housing Authority gets every year – one is Operating Grant, the other is Capital funds. About \$105,000 of this is committed to debt service. In 2007/2008 SHA participated in a Leveraging Program with the New Jersey Housing Mortgage Finance Agency, which allowed the housing authority to borrow a few million dollars. The way SHA is going to pay that off over 20 years is dedicating a portion of its Capital Funds. Obviously, a piece of that is debt service. The majority or all of this money at the present time has been designated to do a renovation of the bathrooms at The Elms. This is what this resolution talks about; what the backup document talks about also.

Motion to approve made by Vice-Chairman Schlemm; seconded by Commissioner Kroll.

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

RESOLUTION #2014-12
(Capital Fund Annual Contribution Contract Amendment
Approval of 2014 Capital Fund Program Annual Statement)

WHEREAS, the Office of Capital Improvements (OCI) has completed calculating Capital Fund formula allocations for the Federal Fiscal Year 2014; and

WHEREAS, the Housing Authority of the Town of Secaucus has been allocated \$260,916 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 2014 Capital Fund Program No. NJ39PO83501-14, 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 March 27, 2014.

Christopher Marra, Secretary

Resolution #2014-13 – SHA to join New Jersey Sustainable Energy Joint Meeting

ED Marra stated this is an organization that will potentially help SHA lower electric and gas bills. Everyone has received the resolution, Exhibit A, and By-laws that are part of NJSEM. Basically, to refresh everyone's memories and since Mr. Fairman was not a commissioner in December, and you all realize SHA pays gas and electric for all these buildings, the common area in this building, outside, over in Kroll and the entire Elms building is all electric paid by SHA. PSE&G has the highest rate for electric, and SHA would like to find a way to lower the rate. This organization works with counties, municipalities, municipal utility authorities, and housing authorities. They go out to an auction for the utilities' cost. In order to begin the process of joining this organization, a resolution must be passed, send them a membership fee of \$150, which will be done after tonight's meeting. Mr. Marra spoke regarding emails back and forth with Mr. Sacco, main contact here; who wrote to Bob Chilton stating SHA wanted to join NJSEM, with the question being when would NJSEM be in a position to bid their electric and/or gas. Would there be a wait until NJSEM got a certain number of new members. The answer was: as soon as things look more favorable they'll get a bid together and go out. On electric, they continue to market and hope to have a good enough group to make a viable bid by the time the market hopefully abates a bit, perhaps late April/early May conditions will be in place to hit the street.

After the winter we've just had, gas and electric rates are very high because everyone was heating their homes. We have potentially a good time to go out for the electric rates. Mr. Marra said SHA could pull out even at the end if you don't think it's a good thing. At some point you must make a decision and stick with it. The Commissioners at the time thought it was good.

Commissioner Fairman asked if there was any background as to what kind of cost could be anticipated by doing this change. Mr. Marra said their cost is \$150. They're just making their money from the provider, not making it from the purchaser. Mr. Marra said SHA has never done this before, always just paid the PSE&G bill. Vice-Chairman Schlemm said he didn't recall the percentage of dollars saved, but the BOE had looked into it when he was on the Board. It is for electric and gas, but in April/May, NJSEM will only go out for electric.

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

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

RESOLUTION 2014-13
TO JOIN NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING

WHEREAS, Local Units of the State of New Jersey are authorized to enter into a joint contract to provide for the formation of a joint meeting for the joint procurement of natural gas, electricity and other forms of energy as permitted by N.J.S.A. 40A:65-14 et seq.; and

WHEREAS, the statutes regulating the creation and establishment of a Joint Meeting contain a mechanism for local units to aggregate their collective energy consumption in order to negotiate and contract for energy in a cost-effective, environmentally sensitive manner, furthering the public interest entrusted to such a Joint Meeting; and

WHEREAS, the governing body of the Town of Secaucus Housing Authority has determined that membership in the Joint Meeting is in the best interest of the Authority.

NOW THEREFORE, BE IT RESOLVED, that the governing body of the **Secaucus HA** does hereby resolve and agree to become a member in the New Jersey Sustainable Energy Joint Meeting (NJSEM) for the purpose of joining with other Local Units in the State to aggregate purchasing power of energy so as to achieve financial savings and to encourage Local Units to cooperate in seeking ways to jointly implement sustainable energy alternatives;

BE IT FURTHER RESOLVED that the Chairman is authorized to execute the Joint Contract Joinder Agreement, attached hereto, and that Jacob Naszimento is hereby designated to represent the Local Unit as a member of the State Management Committee of the NJSEM; and

BE IT FURTHER RESOLVED that the Chairman is authorized and directed to execute such other documents signifying their membership in the NJSEM, and make payment of the Initial Membership Fee of \$150 as required by the NJSEM's Bylaws and to deliver same to the Executive Director of the NJSEM.

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

Annual REAC Inspection – July 2, 2014

ED Marra informed everyone he received a letter that Wednesday, July 2nd, our Annual REAC Inspection will take place for all Housing Authority residents. This is the inspection that gets done once a year by HUD; all three buildings are inspected; people's apartments; common areas; electrical rooms in all the buildings. Generally, SHA scores great on these reports. Vice-Chairman Schlemm asked how many days the inspection takes. Mr. Marra said one day.

Housing Choice Voucher (HCV) Program – Deputy ED Naszimento

Deputy ED Naszimento said this month there are 214 active vouchers under lease. \$174,413 was spent, which is a little low, as we like to be around 177/178. He has issued four new vouchers to families on the waiting list and we're now waiting for them to lease up. Vice-Chairman Schlemm asked how large the list is. Mr. Naszimento said about 1100 names; a little over 400 have preference. We spent an average of \$815 per individual unit; 87 percent of the landlords are receiving their money via direct deposit.

Correspondence – nothing at this time **Miscellaneous**

Mr. Marra included an article from The Secaucus Spectator about the planned housing development between 10th Street and Meadowlands Parkway, which would include some affordable housing units.

Old Business – nothing at this time

New Business

Mr. Marra said the Town of Secaucus contacted SHA and SHA has submitted an application to the County's Community Development Block Program for additional funding for the bathrooms at The Elms. SHA did not have enough money last year to do the bathrooms. That is a Community Development Block Program that SHA will know by June whether or not they got the grant. It would be combined with some of the money that we currently have in our budgets.

The other item is a Buildings & Grounds meeting was held the other evening. They met with Johnson Controls, who came back to see SHA and talk about some changes in the Energy Performance Contract legislation and other things that have changed that might entice SHA to hire Johnson Controls. A meeting will be held with them and Mr. Ketchen some time in April, so see if there is any viability, but it is not very promising.

It is also quite possible this year, SHA will have to institute Green Physical Needs Assessment. In the past, Housing Authorities have been required to undertake a

Physical Needs Assessment. This has been delayed a few years due to budgetary reasons from HUD, but it appears there is a set budget now for the next two years. They think housing authorities will have enough resources to do this. An RFP has to be done, hire an engineering company, they come in and do a complete assessment of all the buildings and give you a 20-year capital plan and try to stage it: what's your most immediate needs, what are you going to have to replace in 15-20 years. The difference with this report as compared to the past is it's going to be more of a focus on energy efficiency and sustainability. Mr. Marra didn't want it to be a total surprise when he brings it up again in 3-6 months and that it may cost SHA some amount of money, probably between \$10,000-\$20,000.

Remarks of Citizens

MR. PHILIPS asked if the windows will be washed soon or this year. Mr. Marra said in the past they haven't been done because of the litigation with the company that did the sealant. Many ladies offered to wash the windows.

ANOTHER WOMAN pointed out how noisy the speaker is. They covered it with a paper plate. Mr. Marra said new wires are being installed for the security cameras, perhaps that is the problem.

ANOTHER WOMAN spoke about items in the common areas being stolen – figurines, plants, etc. It is happening on every floor. Mr. Marra said the elevators will have cameras for the first time. He doesn't know why it occurs, and SHA does appreciate all that's done in the common areas in all three buildings. Chairman Harper said the people should call the office the next day and report the problem.

Tenant Liaison

Kenny Koch said there was nothing at this time.

ADJOURNMENT

Motion to adjourn made by Vice-Chairman Schlemm; seconded by Commissioner Kroll.

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

Respectfully submitted,

Deborah L. Alvarez, Transcriber