

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

May 28, 2015

This is a condensed transcription of the taped minutes as taken on Thursday, May 28, 2015 at The Elms, Fifth Street, Secaucus, New Jersey.

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

ROLL CALL

Present: Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Roger Adriaenssens
Commissioner Richard Fairman
Commissioner Patricia Mondadori

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

Absent: Commissioner Frances Jodice
Commissioner Michael Grecco

OPEN PUBLIC MEETINGS ACT – Vice-Chairman Schlemm

“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 – Open and Closed Session

Motion to accept minutes for the April 30, 2015 meeting as amended, made by Commissioner Schlemm; seconded by Commissioner Adriaenssens. ED Marra noted there was change to the Minutes and that was: Commissioner Adriaenssens came in late, not Commissioner Fairman.

VOTE: AYES/All Present Commissioners (5)

Absent: Jodice/Grecco

PAYMENT OF CLAIMS

Motion to approve payment of claims for the month of May made by Commissioner Schlemm; seconded by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (5)

Absent: Jodice/Grecco

FINANCE COMMITTEE

RFP for Financial Services related to RAD

ED Marra announced an RFP was released for Financial Services related to the RAD program. The proposal are due on June 2 and the Finance Committee will interview the firms.

Monthly Account Balance

ED Marra stated that all Commissioners have account balances for five banks account in their meeting packet. As of April 30, 2015 the Secaucus Housing Authority had the following account balances:

Account	4/30/15
Account #1	\$997,520.05
Account #2	\$110,779.17
Account #3	\$61,355.07
Account #4	\$289,832.33
TD Bank	\$162,923.00*

ED Marra noted that the fifth account represents the balance as of May 15, since that account was just recently opened at TD Bank. This is the account where the SHA deposits its laundry money.

NJSEMS

ED Marra also noted that in the meeting packet are the results of NJSEMS auction for electric rates. These new rates go into effective June 4, 2015 and will last 12 months. ED Marra noted that fifteen months ago, NJSEM representatives came with presentation regarding their auction program.

Deputy ED Naszimento had found this through his QPA Class. For the next 12 months, SHA's PSE&G electric bill will save about five percent.

BUILDINGS & GROUNDS

Kick-off Meeting with EMG

Last month EMG was hired by the SHA to conduct the Physical Condition Assessment (PCA) as part of SHA's efforts to undertaking the RAD. Mr. Marra enclosed copies of contract with cover letter sent to EMG to Commissioners. EMG wants to have first review of buildings on July 1 (The Elms), July 2 (Towers), July 16 (Kroll Heights). There are a whole series of items they need to see; access to 25% of occupied units; access to all vacant units; access to all down units; maintenance areas; mechanical areas; common areas; exterior of property; roof access. This is almost like REAC inspection, but more intense.

Renovation of 99 bathrooms at The Elms

Renovations on bathrooms will be started on June 15th. ED Marra will give out the schedule on June 1st for the first month – residents of The Elms. He hopes they can keep to their schedule. People will have days' notice so they can prepare apartment appropriately.

Flooding in G-01 at Rocco Impreveduto Towers

A problem arose and G01, 600 County Avenue, had to be removed from PIC System. The unit has experienced flooding since the middle of March, 2015. SHA relocated the residents in the apartment to another unit. We have taken it out of the PIC system, so that HUD knows we are working on it, otherwise they will want to know why we have not leased it within 30 days.

It flooded again during an April rainstorm. 15 years ago this unit also flooded. There was a sump pump and French drain put into the unit. With all these problems, rent cannot be collected on this unit. SHA has had the town plumber in, as well as two contractors. All have given suggestions about fixing it.

RIT Chiller Unit

Also at 600 County Avenue in 2010, a new chiller was installed outside the building. Over the last 4 years due to a number of issues, mostly that the HVAC people under contract didn't maintain it correctly, it was necessary that the manufacturer be called; they came, but it isn't running 100 percent to capacity. There will be large bills forthcoming in June from the manufacturer. SHA has received two new compressors within the warranty time - \$5,000/worth of product costing nothing.

Parking Lot Repairs

The parking lot at front of Kroll Heights has been fixed and the parking lot at The Elms fixed. A truck will come next week to fill cracks at The Elms Centre Avenue lot.

Tree Planting @ The Elms

11 trees were planted on the property of The Elms. Mr. Marra told the Board members that people have offered to donate money for the planting of trees, which cost about \$165. One individual wants no recognition; one wants it planted in memory of someone – requesting a plaque be placed below tree. Mr. Marra is suggesting \$200 donation, as the plaque will cost money. These people approached ED Marra, please think about it.

HOUSING CHOICE VOUCHER PROGRAM – Deputy ED Naszimento

DED Naszimento said \$175,000 was spent on the HCV Program in May. Approximately eight or nine of first 13 families have been housed. He will contact two more families tomorrow, bringing total to 15 new families since February. Four families from the original waiting list are still looking for housing. HCV Program at 90 percent for direct deposit. By next month, he expects to hit target expenditure of \$180,000. SEMAP was submitted about a week ago and Mr. Naszimento stated that he expect the program to obtain a perfect score once again. A Supervisory File Review was also completed recently with the results enclosed in your meeting packet. The contracted company takes about 10 percent of the files randomly reviews each file to ensure compliance with HCV program requirements.

TENANT ISSUES – Kenny Koch

Kenny Koch reported that he had spoken with Mayor Gonnelli and Superintendent of DPW regarding the road conditions located at the bottom of Dorigo Lane and Windsor Drive. As discussed in the past a difficult situation with only the weekends as clear days to temporarily close the road or redirect all traffic up Dorigo Lane to County Avenue. Superintendent of the DPW claimed he will be able to work out a situation using a private road company.

CORRESPONDENCE – nothing at this time – filed

OLD & NEW BUSINESS – nothing at this time

NEW BUSINESS

Decision regarding tree donation will be postponed until June's meeting.

EXECUTIVE DIRECTOR'S REPORT – nothing at this time

REMARKS OF CITIZENS

One woman asked about elevator problem at The Elms. ED Marra said he was out of the office Wednesday/Thursday. He was contacted by staff late Wednesday afternoon. The SHA has a contract with Haig Services to conduct an annual fire alarm inspection. Their technician touched or performed some task with the elevator that turned the elevators off. SHA has a contract with ThyssenKrupp Elevator, a very good company, that has a good track record with the SHA. It states in our contract: in an emergency situation, they are to respond within two hours. That did not happen. Finally at 4:00 P.M., a high ranking official from the Secaucus Police Department got ThyssenKrupp to commit to come by 5:30 P.M.

Mr. Marra apologized on behalf of the Housing Authority it should not have happened but still would have even if he had been on premises. Mr. Marra stated that Haig Services is supposed to do inspections in two other buildings – Mr. Marra has indicate that they will not, until he has spoken to the company's president. In addition, ED Marra noted that the SHA will be hit with a hefty bill from ThyssenKrupp. The SHA will pass this bill on to Haig, because they caused the problem. The police department and Emergency EMT services were made aware of the problem. A councilman was here last evening and one EMT truck was here until after 10 P.M. ThyssenKrupp did not give an explanation regarding the delay, which will be discussed later with SHA attorney as contract was violated.

(At this point in the proceeding, Chairman Harper took over the meeting.)

A man in a wheelchair suggested they have a back-up company when problems arise. Mr. Marra said they would look at it in the future. In the past ThyssenKrupp has been reliable and even come on holidays or at different times. He doesn't understand why it took 5-1/2 hours to get here.

A woman with an orange top said every day of the week before Elevator #1 she noticed it was shaking whenever she was on it.

A woman with a green top, who lives on 3rd floor, heard scrapes from the elevator when coming from 2nd floor.

A woman in blue asked about the bathroom renovations. Chairman Harper said bathrooms in apartments should be completed in 2-1/2 days. They will be done in rows – 201-301-401, etc. Chairman Harper said water will be on in bathrooms every evening when men leave.

ADJOURNMENT TO GO INTO CLOSED SESSION

**SECAUCUS HOUSING AUTHORITY
RESOLUTION NO. 2015-20
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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“(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
Deputy Director	60 days	New Contract
Personnel Job Description	60 days	Change in Title

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 2015-20 made by Commissioner Schlemm; seconded by Commissioner Fairman.

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

REOPENING OF PUBLIC MEETING

**Resolution 2015-21
Settlement of Contract with Deputy Executive Director**

Whereas, Jacob Naszimento, Deputy Executive Director, current salary is \$66,186.73 and he has received a 2.3% increase for each of the past three years in line with the increases given through the Collective Bargaining Agreement which expired 3/31/2015; and

