

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

October 22, 2015

This is a condensed transcription of the taped minutes as taken on Thursday, October 22, 2015 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

Vice-Chairman Michael Schlemm welcomed everyone and called the meeting to order at 7:10 P.M.

**ROLL CALL**

Present: Chairman Michael Harper\*\* (Arrived at 7:13 P.M.)  
Vice-Chairman Michael Schlemm  
Treasurer Richard Fairman  
Commissioner Frances Jodice  
Commissioner Patricia Mondadori

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

Vice-Chairman Schlemm 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, 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**

**APPROVAL OF PREVIOUS MINUTES – JULY 23, 2015**

Motion to approve Minutes of July 23, 2015 made by Commissioner Jodice; seconded by Commissioner Mondadori.

VOTE: AYES/3 Present Commissioners  
Absent: Adriaenssens/Grecco

Abstain: Schlemm

## **PAYMENT OF CLAIMS**

Motion to approve payment of claims for August, September and October made by Commissioner Jodice; seconded by Commissioner Fairman.

Commissioner Fairman asked about debt ceiling moving again. ED Marra said fiscal year ended September 30<sup>th</sup> for Federal Government. SHA drew down all of its operating subsidies for that, so now in new year there is a continuing resolution through December 11<sup>th</sup>. Subsidy hasn't been drawn down in the first 25 days of new fiscal year, but everything is okay, and HUD is not giving any direction in that regard. ED Marra hasn't seen any emails about how to handle a potential close down. When it did happen, biggest impact was in Newark, where people were furloughed and didn't get paid. Other housing authorities including SHA didn't have furloughs.

VOTE: AYES/All Present Commissioners (3)

Absent: Adriaenssens/Grecco

## **BUILDINGS & GROUNDS**

Architect Lee Mestres spoke about the bathroom renovation project at The Elms. Work is now on second floor, having started at the top floor. By the end of next week, bulk of work will be completed, and punch list will be worked on for lower three floors. Once punch list completed, there will be another check of everything. Contractor will start processing close-out. First punch list wasn't too great. One crew working had a lot of minor mistakes, nothing major, mainly between manufacturer and contractor, as to why manufacturer didn't supply requested items. Once sorted out and additional manpower brought onboard, because contractor was worried about timeframe, work progressed much better.

Second punch list got rid of a lot of nuisance items, but one item is still the proper chalking of tub and shower surrounds. SHA specified and paid for the more expensive, permanent solution which welds the two pieces of plastic together, as silicone wears out over time. Contractor wasn't using that solution, partly because it's more difficult to apply. Tenants seem very happy. Work should be finished next week. VC Schlemm asked about problem with wall being taken down and replacing studs – what was the percentage? Mr. Mestres said 100 percent to this point. Damage being done was from toilet sitters on upper floors, exit discharge is out back through the wall as opposed to most toilets, exit down through the floor. Through the wall flange leaked, deteriorated the frame and maintenance people felt just studding behind toilet would need to be replaced. When opened up, it was found studding was a

problem, but number of studs they had in place in the wall was below industry standards. Normally, it would be 16", this was 36". Ground floor has regular toilets; perhaps there won't be problems with the walls. VC Schlemm asked when they would be finished. Mr. Mestres said they have until November 15<sup>th</sup> to complete. Commissioner Fairman asked if there was any retainage amount held for X amount of time for performance reasons or if they aren't done in time. Mr. Mestres said there's 10% retainage on the job, which is the least amount. There is also a maintenance bond, and warranty period for a year, with them.

Mr. Mestres gave update on G-01 apartment at The Towers. He removed the manhole covers off the sewer line and drain line to see if area was clogged. The area drain above the building to the left it's clogged up, and concern is that pipe running right through middle of the building underground, if it's getting clogged or leaks, you're not getting proper drainage from above the building and water presses against foundation, which can cause leaks. Good news is he took cover off and it's whistle clean, which appears to mean it doesn't leak from that point on. There is an issue, so it's probably the draining part. Pipe coming in from corner of building looks like it's running from the foundation drain, which looks like there is a foundation drain system in place, which also looked clear. It's less likely that water is getting in from a ground source, because drainage system seems to be working. Mr. Mestres says the window sill is physically under ground. He measured the sill today, which is probably 4-6" below ground level. Anytime there is heavy rain or snow, it builds up there, melts and these windows are not meant to withstand standing water. Building has stucco there and for years there were law suits brought about regarding stucco because it is like a sieve and there are mold issues. Mr. Marra said this building has been water-proofed several times. Mr. Mestres said system isn't meant to be underground; stone and earth piled up against it probably jeopardizes it. According to "as built drawings" foundation system itself is underground; liquid waterproofing usually lasts a long time, which leads him to think water is not coming through foundation, perhaps window areas or areas up above where waterproofing is (unintelligible).

One recommendation is to look at relandscaping that area; get a new retaining wall to get ground level down where it should be, below the windows; put in drain system. There is an area drain now that is between the 2 units, which is probably working, but a new drain should be put in further up, next to the unit that's leaking to pick up any water and tie it into the other drain. The unit next to the leaking unit doesn't seem to have any problems. Ground level is well below the windows, which perhaps point to more of a window issue and wall system issue over waterproofing. Mr. Mestres said the wall that's getting the main amount of water against it from his investigations is the north wall by the main entrance. The whole area could be excavated and waterproofed, but he thinks it's more work than necessary to try and solve the problem. Safely assuming it's not an underground issue, but water coming from above, his recommendation is to probably pave that area between that area and the

ramp, extend the concrete seating area right up to the building. In a driving rain, rain is hitting the building and saturating the ground. The timber retaining wall that comes off the building, ties itself into the parking lot, is acting as a dam so that any area getting into that area has no way of getting out. If concrete added on top of there, drain away the water, put in an under-drain system in to catch anything that might get through and tie it into drains in front of the two units.

Mr. Mestres has a three part recommendation: clean the drainage lines at the top of the site, especially the one quite blocked up. Commissioner Schlemm asked if there was standing water on the roof. Mr. Mestres said those drains all tie into the drain system and drain outs in the basement should be cleaned out. If hiring a company to do this, have them investigate it using snakes. There is a sump pump in the elevator and according to drawings, one in the electrical room as well. Those would block up with water if there was a blockage. He recommends the next time there is a heavy rain, to check out those two areas, or during the day take the top off one storm drain outside and check if water is flowing through there, and check water coming out of foundation drain system as well. If those are all flowing, then it's just a localized problem right around where the leaks are.

Another recommendation is regarding the interior drain system. They did put a sump pump in that unit; it has basically an inverted steel channel, which they put right in underneath the metal framing on the wall. There is water in the sump pit, which appears to still be working, but water could be coming right across it and into the apartment, and/or that little channel may have gotten clogged over time, so it's not draining properly. If you wanted, you could put suspenders on with a belt, cut open the slab, and put a big perforated pipe that runs in under-neath the slap to collect water that's coming down the wall. Mr. Mestres would start with cleaning the upper lines, then doing the retaining wall, relandscaping to see if that solves the problem. ED Marra said other than getting different quotes; it might be too late this year. Mr. Mestres said the concrete work wasn't that much, it could still be done. Retaining wall is not cemented, but blocks stacked on top of each other, which can be done any time of year. ED Marra said maybe try to do it, then see if it snows, melts, and/or rains to see if it remains dry before going inside to renovate the facility and get it back online. It will depend on the cost, but it is a production to remove an apartment from the Public Housing System through HUD. The cost would have to go out to bid as it is probably above the threshold. Clean out of drains could be done as a work order. Commissioner Jodice said when her mother moved in years ago, that area was not a problem. Mr. Mestres answered it was a steep slope and grass probably eroded, a truck backed up and just dumped a load of dirt or stone. Dirt clogs the stone over time and raises the elevation. ED Marra said SHA needed Mr. Mestres to make a plan; then bring it to the town and see if the town was willing to do it; maybe SHA purchase the materials and town provide the labor, something along those lines. He would see if the town was

willing to do that as a project, but he needs to have something to show them so they will know how extensive it is. Perhaps if Mr. Mestres could indicate the cost, if it went out on a bid, so Secaucus would be aware of the cost, that would be helpful. Mr. Marra is thinking if it cost \$100,000 to fix a unit that will bring in \$400/month forever, is that cost effective. Mr. Mestres said the retaining wall system might be \$37,500, but since it's a high-rise, you might have to apply the high-rise rate. You might be able to ask HUD for special wage determinations for a project. Mr. Mestres asked if SHA wanted him to put something together. ED Marra said yes for the landscaping part, and Mr. Marra said he'd work with Joe and Jake and figure out what contractor they have that does clean out of sewer/storm water drains.

(7:37 P.M. At this point in the meeting Mr. Mestres left the meeting. Mr. Burke arrived at this point.)

Mr. Marra stated in the September package, but not included in this month's package, he discussed a memo he wrote regarding four apartments in Rocco Towers that had been identified with bed bugs. Three owners came forward within a few days of each other, but all on different floors, to say they believed they had bed bugs. Tuesday, 8/25, E&G Exterminators treated the three apartments, which had been identified through tenant notification and professional inspection. On Thursday, 8/27, Mr. Marra held two informational sessions with people in Rocco Towers' Community Room, using Power Point that another exterminating company had. The purpose was basically to tell people to not be embarrassed to come to the office and say they had bed bugs, because they spread quickly. On Tuesday, 9/1 was a canine inspection of all 100 apartments starting on 12<sup>th</sup> floor. Basically, they were found in only the three apartments, but in an apartment on the first floor, they claimed to have found evidence of scaling of a bed bug, and this apartment was included in the treatment pattern. They've all been treated 3 times every other week and it has been completed. Last treatment showed no bed bugs dead or alive. On October 14<sup>th</sup>, a regular bi-monthly inspection took place and no bed bugs were found in those 4 apartments. Mr. Marra tells everyone it takes six months to make sure they're gone, which means the end of February. Discussion ensued about how to take care they don't come back – vacuuming, throwing the bag down the chute, and not leaving it in the apartment. Mr. Marra said they couldn't figure out how the first lady got them as she has no visitors, no aides, no hospital stays; but the other people stayed a long time in hospital or nursing home.

## **CAPITAL FUND PROGRAM**

Mr. Marra spoke about the Capital Fund Quarterly Report. 9/30 didn't change from 6/30, but the 12/31 one will change significantly indicating SHA has no capital left, and basically, have spent the '14 and '15 Capital Fund for the bathrooms (Geocon) and '16 funds are not received until February.

## **RAD – RENTAL ASSISTANCE DEMONSTRATION PROGRAM**

Mr. Marra said last Board meeting was in July. Finance Committee met a few time with Company hired in July – NW Financial. B&G Committee never met although they got a copy of initial Physical Condition Assessment Report, never met with EMG, because you only talk to them on the telephone. Mr. Marra gave out copies to this memo to Staff, Commissioners and Mayor Gonnelli, which is 6 pages. For the Staff, they must understand the peaks/valleys of operating capital fund ends with this. Going forward with RAD, there will be a slight increase every year in the “Operational Cost Adjustment Factor”. By March 31<sup>st</sup> a financial plan must be given to HUD; if not done and HUD does not give an extension, then SHA would probably disqualify them from participating in RAD.

During the conversation with financial people, there was talk of using Low-Income Tax Credits. One considered project was to convert The Elms' apartments to gas, which SHA has talked about since 1975 when The Elms was built. He asked if EMG could do that as part of their Physical Assessment Contract. They said no, that was outside their scope, and couldn't do that kind of a report. Mr. Marra went to LAN, that installed the air handler on top of the roof, which is gas powered, and they are going to provide SHA with a report about cost to convert The Elms' apartments to gas heat. LAN will do a 20-year analysis of what the savings would be going from electric heat to gas heat. Tuesday they came to look at the building and asked where are the boilers going to go, as The Elms doesn't have a lot of space. There is a room in the back that Harry uses as storage; 30 years ago it was Bill Snyder's office. Now files, paper towels and wash products are stored there; it is big enough for the boiler – no add on will be needed. This would only be heating the 100 apartments, not to heat water and it will not be sub-metered. This report should be received within the first 10 days of November.

## **RESOLUTION 2015-27 – AWARD CONTRACT FOR RAD SPECIAL COUNSEL**

Mr. Marra explained there were two proposals in August. One for DeCotiis Fitzpatrick & Cole and the other Harold Fitzpatrick. They were interviewed in September; Mr. Snyder was also there. One of the most important things they have to do is write an opinion, if SHA should choose to do Low Income Housing Tax Credits. If yes, the buildings change ownership and 99.9% of the buildings are owned by a private company to enable them to get the tax credits. SHA has an agreement with Township of Secaucus for a Cooperative Service Agreement, allowing SHA to pay them a pilot (inaudible) taxes. If the building is owned by a private company, it's not entitled to a pilot, and therefore would have to pay full taxes on the buildings, which doesn't make any sense and also kills the deal. Mr. Snyder is of the opinion that these lawyers should write an opinion that Cooperative Service Agreement is good and just move forward. DeCotiis did not want to write that opinion, and Harry Fitzpatrick has a small law

firm. SHA rebid and DeCotiis is now willing to write that opinion, should we want them to, but is another discussion for another time, and McManimon, Scotland, who were not interviewed are also willing to write an opinion, however, DeCotiis wants to charge \$85,000; McManimon, Scotland - \$135,000 to do the same exact work. Mr. Marra said having interviewed DeCotiis, and had they said that night they'd write that opinion, that Committee would have come back to the Board and said we recommend you hire DeCotiis. McManimon, Scotland were not interviewed because they're \$55,000 to do the same thing. The Resolution calls for hiring DeCotiis, Fitzpatrick & Cole and if you go back to the 6-page memo, the last page with bullet points lists all the things they're supposed to do. This is a resolution for the Commissioners to consider, and Commissioners Schlemm, Fairman and Mondadori can add to it.

Commissioner Fairman said if SHA wants them to fight for matters that Commissioners talked about wanting to maintain for the benefit of this community that whoever is engaged to do whatever relative to this they have to pass that commitment and test to SHA. This was put to DeCotiis several times. Commissioner Schlemm questioning why their change of heart? Chairman Harper said because SHA went out to bid. ED Marra said Jeff Kramer worked for DeCotiis and didn't believe in this opinion, whereas a Cooperative Service Agreement allowing SHA to have a pilot could be pushed forward under the RAD program. DeCotiis respected him, and that was the opinion. Mr. Kramer changed law firms. DeCotiis hired a new attorney, who is now slightly more open-minded to the Cooperative Service Agreement. Mr. Snyder says it's the most expeditious way to move forward. When opinion is written, you get Town of Secaucus to agree with it, then the process to just continue that pilot, SHA would pay 60-\$75,000/year to Town of Secaucus in a pilot. Mr. Burke added it's under either Redevelopment or Low & Moderate Income Housing. Both qualify for HUD. Mr. Marra said that under the process Mr. Snyder is recommending/advising the Secaucus Housing Authority does not have to go through this redevelopment process to get the pilot. It's a big time differential – can be done in three months vs. nine months or 12 months. Since RAD gives you a limited amount of time to do this. Remember, you only need that opinion should SHA choose to do the Low Income Housing Tax Credit. If SHA goes to a bank, gets a loan, continues to own the property, no opinion is necessary to write, but some negotiation for pilot might have to be done. This is what Resolution 2015-27 is about: to hire DeCotiis and do all the things outlined. DeCotiis was interviewed by three Commissioners and Mr. Snyder. Harold Fitzpatrick in the 1980's was the attorney for SHA. Discussion followed about the first bids, why they were thrown out and a second bid sent out. Mr. Burke said he's worked with DeCotiis on several affordable housing deals. It is down to two or three firms that do this type of work. VC Schlemm asked should the resolution be voted on this evening. ED Marra said we want to hire them, because if SHA decides to do Low Income Housing Tax Credit Program, then DeCotiis needs to start writing the opinion, getting in touch with Town of Secaucus, starting to talk to their law firms about what SHA is attempting to do and get that in play. There

are 180 days until March 31<sup>st</sup>. There isn't another Commissioners' meeting for another seven weeks. Resolution is not to exceed \$85,000.

(At this point in the meeting, Mr. Mestres left.)

ED Marra gave the fees of DeCotiis, which DeCotiis stated not to exceed \$20,000. For services in connection with financing or any Low Income Housing Tax Credit issues, they estimate fees would not exceed \$65,000, with hourly rate of \$175 for services performed by attorneys including attendance at required meetings, legal services provided by paralegals and legal assistants will be billed at \$95/hour. Mr. Marra said is \$20,000 if they only have to write the opinion. What if they don't write the opinion and only do the mortgage, is the \$20,000 still good or would it be less? Answer is probably it won't be less than \$20,000.

(7:55 P.M. – At this point in the proceeding, William Katchen, CPA arrived.)

Mr. Katchen said if you go with commercial mortgage, that simplified level of process vs. Low Income Housing, the degree of processing at HUD is dramatic. Madison Housing Authority is on the 5-yard line right now. The degree of title from title to RAD user agreements to bank commitment letters is very intense. He thinks the less expensive way to go is if you loan vs. Low Income Housing Tax Credit, but the savings in legal fees isn't going to be the overriding factor, it's how much money does SHA really need at this point to complete the work. Down the road, if SHA goes with Low Income Housing Tax Credit, the 85,000 is very reasonable. HUD work alone is a 3-pronged amount of work: the work to deal with before it with the Town and pilot; dealing with any lender; and thirdly, negotiating a partnership agreement, which is labor-intensive and finally, the HUD work involved.

#### **RESOLUTION 2015-27 – AWARDING THE CONTRACT FOR SPECIAL COUNSEL NEEDED AS PART OF THE RENTAL ASSISTANCE DEMONSTRATION PROJECT**

Motion made by Commissioner Fairman; seconded by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens/Grecco

**RESOLUTION 2015-27**

*(Awarding the Contract for Special Counsel needed as part of the Rental Assistance Demonstration Project)*

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for Special Counsel as part of the Rental Assistance Demonstration (RAD) Program; and

WHEREAS,SHA is permitted to contract for such services, pursuant to both the New Jersey Redevelopment and Housing Law and the New Jersey Public Contracts Law; and

WHEREAS, pursuant to SHA’s Procurement Policy Guidelines, the above contract was advertised for proposals on August 19, 2015 in the appropriate newspapers; and

WHEREAS, SHA received two (2) proposals from law firms, and

WHEREAS, after review and interviews both proposals were rejected and the SHA again advertised for proposals on September 23 in the appropriate newspapers; and

WHEREAS, SHA again received two (2) proposals from law firms; and

WHEREAS, after review and interviews it was determined that DeCotis Fitzpatrick & Cole, LLP of Teaneck, NJ submitted the best proposal in the amount of:

Total fees not to exceed \$85,000

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

1. The contract for Special Counsel will include the Scope of Services attached to this resolution dated October 6, 2015
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.

<b>Commissioners</b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>
Chairman Harper			
Vice Chairman Schlemm			
Commissioner Adriaensenns			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Jodice			
Commissioner Mondadori			

## **AUDIT REPORT – WILLIAM KATCHEN, CPA**

SHA Commissioners have received the Audit Report prepared by Policari & Company. The exit conference was held with Anthony Policari, ED Marra, Commissioner Fairman, Chairman Harper and Mr. Katchen. Tonight the Commissioners will approve a resolution that you've received the audit and specifically reviewed the section entitled: Audit Findings & Recommendations. There are no audit findings and recommendations. The Audit gave SHA an "unmodified opinion" which is synonymous with a clean slate. When a governmental audit is performed, it is the highest level of compliance in work next to a peek-a-boos audit – a public company oversight audit. There is a report on the financial statements; on compliance with HUD rules and regulations, and compliance with General Accounting Office rules and regulations. There were very few adjustments, which have been implemented. At March 31, 2015, please take report home and read Section entitled MD&A – Management Discussion & Analysis, which is required by Government Audit & Standards Board under GASB No. 34, because many Board members do not have financial backgrounds. SHA is "comfortably healthy" financially, but the reason SHA is looking at RAD, because there is one that has to be accomplished that will not be funded by HUD in the near future under Capital Fund Program, and SHA is lucky to be funded this year at 85-1/2% of what SHA is entitled to under the regulations of HUD operating subsidy programs. The original estimate was thought to be between 80-82%. RAD will currently fund SHA at 90%. You'll be five percent higher and there are ancillary fees tied into RAD, which could be \$150,000. Going forward, if HUD continues to fund you at the levels you're at, which will be difficult for any authority in New Jersey, to continue to operate.

The new health benefit premiums were just received for January 2016, it's the first time in 10 years that health benefits are going up less than 10%. Family coverage is now \$32,000, at which most employees are funding 15-20%. Commissioner Fairman had two observations: that MD&A is very useful and helpful for all publicly held companies, that's how their management describes the business activities and performance of it. Wall Street has been using for a long time. Commissioner Fairman asked if SHA gets a management letter from that auditor. Mr. Katchen said no, because he is bound, and a management letter almost always has to rise to the point of (inaudible) finding a recommendation. Since the Auditor had none of those, there is no management letter.

### **RESOLUTION #2015-28**

Motion to approve Resolution #2015-28 made by Commissioner Jodice; seconded by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens/Grecco

## **RESOLUTION #2015-28**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended 3/31/2015 has been completed and filed pursuant to NJSA 40A:5A-15; and

WHEREAS, NJSA 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with NJSA 40A:5A-11; NOW THEREFORE

BE IT RESOLVED that the governing body of the Housing Authority of the Town of Secaucus hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended 3/31/2014 and specifically has reviewed the sections of the audit entitled "General Comments" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy of the resolution.

I, Christopher W. Marra, duly appointed  
Executive Director of the Housing  
Authority of the Town of Secaucus  
Do hereby certify that the foregoing  
Resolution is a true and correct copy  
Of a resolution adopted a regular meeting  
Of the Board of Commissioners held on  
October 22, 2015

CHRISTOPHER W. MARRA

ED Marra said that under FINANCE, the account balances for the bank are enclosed. Monthly savings report on electric consortium from NJSEM is enclosed. Letter from Direct Energy on regulatory changes going into effect June 2016, which is after our contract expires.

Under POLICY COMMITTEE, there is a change to the flat rent requirement. He sent members a PIH Notice 2015-13 where there is a change for fiscal year 2015. There is another letter dated 9/3/15 from Principal Deputy Assistant Director

Secretary of HUD over-income families in Public Housing. There was a report done about people in public housing making over \$200,000/year. Mr. Marra said that doesn't really happen here, but occasionally one or two people do go over what the income level. He sent it to the Commissioners FYI. He explained in depth to the Commissioners about this.

### **HOUSING CHOICE VOUCHER (HCV) PROGRAM – DED Naszimento**

DED Naszimento explained for the last three months, the program was status quo. SHA reached the limit where we want to be – for October 1<sup>st</sup> SHA spent \$184,541. As families are coming off the program, DED Naszimento is adding new ones. Currently, three families are looking for housing, two in Secaucus and one in Jersey City. DED Naszimento contacted a fourth family today, and they'll be searching. SHA is not absorbing any families from out of town; only administering since July and receiving ad-min fees for those families coming to Secaucus. The SEMAP score was received, which is the highest rating you can get, we didn't get 135 out of 135, receiving 5 points off. Secaucus is a high performer. No one is exactly sure why that happened. Two PIH notices were received, both dealing with ad-min fees. First one deals with how ad-min fees have to be reported; second one affects Secaucus because they're increasing the ad-min fees from 79-81 percent, that changes the fee from \$52.29 to \$53.63, which Secaucus pays ad-min fees to other housing authorities to administer our vouchers – about 30 families out of town – it will be an extra \$50/month. We have four families that come into town, and we collect ad-min fees for those families.

### **PHAS SCORE FOR FISCAL YEAR ENDING 3/31/2015**

ED Marra said this item came two days ago: it is the PHAS score for the fiscal year ending 3/31/2015 which states SHA scored 99 out of 100. Maximum points were on everything but physical, which was 39. The REACT inspection score received last year will be carried over for three years.

Lastly, ED Marra said last meeting is December 10<sup>th</sup>, but he's quite sure a special meeting will be needed in November, because Commissioners are going to have to talk about whether they want to do Low Income Housing Tax Credits. Reports will be given stating projects that need to be funded, story about converting The Elms, and then to hear the pros and cons about Low Income Housing Tax Credits and whether or not it's actually worth it going through that process. Somewhere between 11/10 and 11/20 there will probably be a meeting. Mr. Snyder will be here and perhaps Mr. Katchen, perhaps starting earlier than 7:00 PM, if that works for everyone.

### **ADJOURNMENT**

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

VOTE: AYES/All Present Commissioners (5)

Absent: Adriaenssens/Grecco

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber