

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

September 22, 2016

This is a condensed transcription of the taped minutes as taken on Thursday, September 22, 2016 at Kroll Heights, 700 County Road, Secaucus, New Jersey commencing at 7:00 P.M.

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

ROLL CALL

Present: Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Patricia Mondadori
Commissioner Carmen Rivera

Also Present: Executive Director Christopher Marra
James Burke, Esq., Attorney to the Commission

Absent: Deputy Director Jake Naszimento
Commissioner Michael Grecco
Commissioner Richard Fairman

OPEN PUBLIC MEETINGS ACT

Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of an Annual 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 – Led by Commissioner Mondadori

APPROVAL OF PREVIOUS MEETING MINUTES – July 28, 2016 & Special Meeting of September 8, 2016

Minutes amended to note and strike **Swearing in of New Commissioner** as requested by VC Schlemm on July 28, 2016 minutes.

VC Schlemm abstained from voting on both sets of minutes as he was not at either meeting. Chairman Harper abstained from vote on Special Meeting of September 8, 2016. Motion to approve minutes was then tabled until October 27, 2016 meeting. Four Commissioners needed to vote in order for it to be accepted.

Motion to table approval of July 28, 2016 and Special Meeting held on September 8, 2016 minutes made by VC Schlemm; seconded by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (4)

Absent: Grecco/Fairman

PAYMENT OF CLAIMS – August and September 2016

Vice-Chairman asked about \$1,692 spent for washing machine. ED Marra explained RIT has 4 machines. One was destroying residents' clothing and ED Marra paid some of them out of his pocket for new clothing. Three weeks later machine next to it breaks down; that will be reflected on October's bills. Repairman came, didn't do anything but inspect and said it needed to be replaced. Mr. Marra called company, requested man come back and state what is broken and how much to fix it. Ball bearings were replaced for \$750. Machine was removed, they will bring it back.

ED Marra said the audit for 3/31/16 was completed. Year ends 3/31/2017 and he's concerned about this next audit as funds are being spent on RAD. People are going to get paid that the Authority agreed to: Snyder, NW Financial, DeCotiis, etc., surveys. Mr. Marra was going to purchase all new machines, but it would be \$9,800, and not even in the Capital Fund budget. The damaged one put black stains on clothing; the broken one was just broken. VC Schlemm asked what is a BFCE Registration Fee of \$755 at The Elms on August's list. Mr. Marra explained it is paid to Department of Community Affairs almost every single year. This invoice reflects each Life Hazard Use registered with Division of Fire & Safety; 65% of the fee is rebated to local Bureau of Fire Code Enforcement. It is for sprinklers and alarms. The bill here has to do with the boilers and another fee for the emergency generators inspections. VC Schlemm asked what is HR calendar download. ED Marra explained it is for the program that he purchases each year to keep track of vacations, sick days, personal days, which tracks it all making sure of what personnel is doing what. Mr. Schlemm asked about lawn maintenance at Colonial Court. Mr. Marra answered SHA maintenance men do Colonial Court; they are assigned every month. Prior to August-September, ED Marra contacted Jared Landscaping for those two months because it was Joe's turn to do Colonial Court, but he had three apartment turnovers in his building, so Mr. Marra had Jared doing landscaping those two months. When October comes Joe will do October and Gallo will do November. Over the wintertime from December-March, one

person is assigned to Colonial to check the property: basement, walk the properties, shovel, etc. Jared charges \$60 a week to mow there equaling \$240.

Commissioner Mondadori asked about the background checks. ED Marra answered the \$32 charge is for a criminal and credit background check on people submitting applications to live at SHA. Person must score 70 to make it onto the list. SHA probably started doing that procedure when Mr. Snyder was working at three different housing authorities at one time. Company is called National Tenant Network.

VC Schlemm asked about Yardi System for \$24,000. ED Marra explained how that bill breaks down. SHA is paying \$12,000/year to Yardi for Visual Homes. SHA has gotten a credit for what they are using Visual Homes for. Now SHA has Voyager and changing to Visual Homes. Visual Homes is a program run inside the office for both waiting lists, for 275 people who live in the buildings, Jake's Housing Choice Voucher people and also it maintains a data base of work orders. Yardi is not supporting an upgrade to Visual Homes for housing authorities who are doing RAD projects for project based vouchers. Yardi is software, SHA uploads and it will now be going to a total web-based program, keep storage in the Cloud. SHA bought 5 licenses to use this software, but involved in that is a training fee figure as well. The training figure boosts the number, involving not just over the telephone, but actually physically at SHA and there's a \$2,500 data transfer fee. Mr. Marra spoke with two other housing authorities that bought new software and then had data transferred by that company. One was a disaster and one was less than satisfied, because they were changing the company. Company A is going into someone else's software, extracting the data and attempting to put it into theirs. Yardi owns Visual Homes and Voyager. For \$2,500 they're transferring everything right over, which should be smooth, it's all theirs. There will be up to 2 weeks where SHA is running both programs simultaneously and Yardi will be here for the conversion. This is a slow time at SHA because there are no recertifications. SHA will pay Yardi \$175/hour for their time here – 8 hours, 5 days. If it isn't all used, there will be credit. The Staff saw a 2-hour meeting presentation on the phone and a slide show – first hour a Housing Choice Voucher Program, so Jake got all of what he needs to learn; second hour was about how SHA would do RAD Project based vouchers. Terri Weinbrecht does it most of the time; Fran needs to also know it, and Linda. Real difference in price is almost a wash; the difference this year is extra \$2,500 to transfer data and for training time. SHA must have a new system up and running on January 1, 2017. Every month SHA will get money starting in January, whereas how it currently works, they put a lump sum into your account and as you need it, you draw it down over the course of the year. Now in every month, as in Jake's program, SHA will get money.

Motion to approve made by VC Schlemm; seconded by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (4)

Absent: Grecco/Fairman

RENTAL ASSISTANCE DEMONSTRATION PROGRAM

1. RESOLUTIONS #2016-26 AND #2016-27

Mr. Marra explained there was a Special Meeting, #2016-26 and #2016-27 held over from Special Meeting and are not ready to be acted upon because attached to them is the Bank Commitment Letter which SHA has gotten a copy of and DeCotiis, NW Financial and Commissioner Fairman have marked up. It was sent back to Bogota Savings Bank last week; there was one telephone conversation with Mr. Marra and today he got a call from contact there and Bogota Savings Bank has accepted all of the changes that DeCotiis and NW Financial changed. Bogota said their attorney was away, back on Monday and he would produce a new commitment letter then. In the letter there were question marks or wording by DeCotiis stated we need a better interpretation; how could it be accepted by Bogota SB. ED Marra wants a telephone call Monday between Bogota and DeCotiis to make sure everyone is on the same page. DeCotiis takes 48-hours to review it. This is holding up #2016-26 and #2016-27, which is a Resolution the Mayor and Council have to pass.

2. RESOLUTION #2016-29 – AGREEMENT FOR SECTION 8 PROJECT BASED ASSISTANCE CONTRACT ADMINISTRATION WITH THE LEASED HOUSING CORPORATION OF THE TOWN OF SECAUCUS.

ED Marra announced no action would be taken this evening on #2016-29, requesting that the Commissioners read it and the memo attached to it as well. Briefly, this is an agreement that SHA has to have with the Leased Housing Corporation. Chairman Harper and Commissioner Fairman were at a meeting with Mr. Marra. VC Schlemm was unavailable. SHA must use the Leased Housing Corporation for the Administration Fee, an outside not-for-profit agency. DeCotiis has read and approved this agreement and believes that HUD will accept that agreement. What's missing is that Leased Housing wants to be paid some money. Mr. Marra's memo to Staff and Leased Housing was we don't know what the actual costs are at this time; they came up with a figure of \$60,000 at the first meeting, which is not doable and SHA has not agreed to that money. Mr. Katchen was here on the day of the audit along with Michael Harper and Treasurer Fairman. SHA will go back to Leased Housing with a figure of \$20,000. If it does cost more money, SHA can make an adjustment with them on the amount.

Another complication is that SHA needs to do that with them, and the agreement Leased Housing has with SHA to take care of the two properties expires on September 30th. Leased Housing pays SHA approximately \$42,000 a year with a two percent increase every year. Leased Housing will have a special meeting in October to pass two resolutions: this one and another about the contract, but Mr. Katchen believe \$20,000 is a good number, most of which has to do with accounting and audit on their part. There's really no legal aspect

to it, with some amount of Mr. Katchen's time because he's a signatory that the Leased Housing Corporation did some things. VC Schlemm asked if it was a one-year item; ED Marra answered SHA can make it a three-year contract and revisit each year at the end of the year or a one-year contract. \$20,000 is the base, but it would go up each year. VC Schlemm added \$20,000 is for accounting, auditing and some of Mr. Katchen's time. Mr. Katchen hasn't asked for an increase in five years; probably gets \$15,000/year from Leased Housing; \$3,900/year to do an audit. Three years were just done in one day here. Mr. Katchen will probably ask SHA for more money next year also as more work is involved. Bogota Savings will probably ask for information each quarter.

SHA will still have another meeting with them and Chairman, Vice-Chairman and Treasurer to work on what that number is; then come back and pass a resolution, which will be a resolution on top of the agreement. Chairman Harper said: "All right, you paid us \$45,000 a year; it's down to 25, and that's the 20 that we're giving you and we're even." Discussion ensued about this issue between the Commissioners. ED Marra added he wanted the Commissioners to see that agreement because DeCotiis said to him that agreement conforms to HUD's purpose and they would accept that agreement going forward.

B&G will have to meet soon. There is a report that four proposals were received last week to replace the air handler on top of the building. Two are low, and Mr. Marra is worried about the lowest because he's \$2,000 lower; never came to look at the job and he has issues about that. Man that came in \$2,000 above came to look at the job. He hasn't opened them and added he received 11 proposals today for architectural engineering services on the roof replacement, bidders thinking more money because they can do two sets of plans, follow two contractors potentially.

Next Thursday is walk-through of the Elms for architectural engineering services to convert the building. LAN Associates did a report and SHA would be interested in using LAN, but in all recent proposals from LAN, they are highest bidder on everything. If they come in second, Mr. Marra will talk to them about negotiating their fee down or if way high, come in lower if you want the job, since you're familiar with it.

Last meeting of the year is October 27th, and SHA should be able to pass a Resolution awarding these three contracts, because SHA will know for sure they're closing with Bogota Savings Bank, and get the loans. Under the assumption this will go right along, SHA can pass a Resolution on the 27th for all three after B&G has looked at everything.

Mr. Marra noted last part is what is spent to date on contractors for RAD. That's what they'll all get paid by March 31st. Fitzpatrick might not make it to \$85,000, perhaps just 65-70 because a lot was built in for low income housing tax credits; NW Financial is 1% of permanent mortgage financing or \$2.5 million. One

percent is \$25,250, but they're maxed out to only get one-third and they're up to 25 and Bill is 1.25. None of that money is part of the \$2.5 million; it isn't like what you wrap into your mortgage closing costs. Mr. Marra will give Mr. Fairman the bills. The audit is completed. Commissioners Rivera, Fairman and Harper sat in on it. ED Marra was not there. There was some discussion about forthcoming changes in liability pertaining to the audit. Mr. Katchen will speak about this at a future hearing.

Mr. Marra noted the Commissioners received monthly account balances from banks; and electric consortium. VC Schlemm stated the prices have gone up using the electric consortium. ED Marra said in the hottest and coldest months, SHA loses; in transitional months SHA makes it all up plus. September to part of December SHA makes up the expensive costs.

PROFESSIONAL SERVICES COMMITTEE

RESOLUTION #2016-30 – AWARD OF CONTRACT FOR PROPERTY SURVEY SERVICES TO FARALDI GROUP, INC.

ED Marra saw the "survey" on everyone's checklist. It is for property surveys, and was told SHA's surveys were no good, and not done in past five years, a new one must be done. ED Marra called Faraldi, and the footprints of all of the buildings have never changed, they gave SHA a quote. HUD paperwork and RAD paperwork says SHA needs an ALTA survey. The ALTA survey has 22 items in their booklet and you must address those 22 items on the survey, which then makes it \$10,000 more, but by contacting the bank and HUD, ED Marra was able to get email verifications that SHA only needs boundary surveys, which was confirmed back in an email, which DeCotiis was "ccd" on. This is the resolution, as it's a professional service contract, it didn't need a full RFP. \$8,000 each for R.I.T and Kroll Heights; \$5,000 for The Elms. The bank needs it as part of closing documents; HUD needs it as part of the RCC documents – Rental Conversion.

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

VOTE: AYES/All Present Commissioners (4)

Absent: Grecco/Fairman

BUILDINGS & GROUNDS

ED Marra talked about Kroll Heights boiler control has been installed by Liberty Mechanical, who will come back and completed what's on the punch list. The engineer and the company will be back in early October and show management how to operate it. October 15th is switchover day to heat.

Sheridan Mechanical Corp. of Paterson at the Special Meeting was awarded the contract to replace the air handler and compressor for The Elms Community

Room for \$53,000; next highest bid was \$66,000. Their price includes replacing two pieces of equipment and the installation of a new duct to get the water into the compressor. It will go through Apartment 110, but there will be a soffit all the way through – a two week job.

CAPITAL FUND PROGRAM Report was also included in each commissioner's folder.

HOUSING CHOICE VOUCHER PROGRAM – Chairman Harper

Chairman Harper read for the month of August, overall available funds spent was \$181,468.16. For September that number was \$181,543.13. All three families were absorbed to increase the monthly cap expenditure. Vouchers were issued to eight more families who are currently searching for housing. Most likely more vouchers will be issued as we are entering the area of the waiting list, populated mostly by out-of-town families who may choose to “port” their vouchers. SHA was informed it was not selected to host the demonstration of the UPCS (inaudible) inspection training.

MISCELLANEOUS

Chairman Harper noted Mayor Gonnelli sent a letter of gratitude for all the prayers, gifts and well-wishes he received during his illness from residents and Commissioners.

ADJOURNMENT

Motion to adjourn made by VC Schlemm; seconded by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (4)

Absent: Grecco/Fairman

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber

MEETING ADJOURNED: 7:55 P.M.