

STATE OF NEW JERSEY
SECAUCUS HOUSING AUTHORITY
IMPREVEDUTO TOWERS @ 600 COUNTY ROAD
SECAUCUS, NEW JERSEY

September 25, 2014

This is a condensed transcription of the taped minutes as taken on Thursday, September 25, 2014 at 600 County Road, Secaucus, New Jersey.

Executive Director Christopher Marra welcomed everyone and called the meeting to order.

SWEARING IN OF MICHAEL GRECCO and MICHAEL HARPER

ED Marra informed the Board that the Mayor and Council had reappointed Michael Harper and Michael Grecco to a new five year term effective April 1, 2014 to March 31, 2019. Chairman Michael Harper took the oath of office first and then Commissioner Grecco read his oath. Each signed their Oath of Office at that time. Chairman Harper noted that he has served on this Authority for four different mayors. It is his fourth appointment and when he finishes this term in 2019, he will have served more than half of his life on the Board.

ROLL CALL

Present: Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Richard Fairman
Commissioner Michael Grecco
Commissioner Roger Adriaenssens
Commissioner Frances Jodice
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

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 26, 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 Mr. James Burke, Esq.)

APPROVAL OF PREVIOUS MEETING MINUTES – 7/24/2014

Commissioner Adriaenssens requested the minutes be amended as he was not present and, therefore, did not second a particular motion. ED Marra will listen to the tape and make the necessary correction. Motion to accept minutes as amended made by Commissioner Jodice; seconded by Commissioner Kroll.

VOTE: AYES/All Present Commissioners (7)

PAYMENT OF CLAIMS – August/September

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

VOTE: AYES/All Present Commissioners (7)

Finance Committee

1. RESOLUTION #2014-26 – DISPOSAL OF SURPLUS PROPERTIES

RESOLUTION 2014-26 (AUTHORIZING DISPOSAL OF SURPLUS PROPERTY)

WHEREAS, the Housing Authority of the Town of Secaucus is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Board of Commissioners are desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Housing Authority of the Town of Secaucus in the County of Hudson as follows:

(1) The sale of the surplus property shall be conducted through GovDeals.com pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Borough Clerk’s Office;

(2) The sale will be conducted online and the address of the auction site is govdeals.com;

(3) The fee charged by GovDeals is seven and one-half (7 ½%) percent of the gross sale receipt with no listing charge or advertising charge;

(4) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(5) A list of the surplus property to be sold is as follows: Regular Board of Commissioners Meeting September 25, 2014

Product	Make	Model	Serial Number
Color Television	Sylvania	63194C	V30213296
Refrigerator	FranklinChef	FCD400VW	042003907
Paper Shredder	Fellowes	120-2	040523 E 1 0026 779
Lobby Furniture	Kinetics	N/A	N/A
1992 Pick Up Truck	Ford	F-150	1FTEF14Y5NNAO6431
14" Monitor	Pelco	PMC14H	40600774
DVR	GE Interlogix	SDVR-10-160	D500-Y9-392532

(6) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(7) The Executive Director is authorized to set minimum bids, set reserves below which bids will be rejected, set bidding increments, group items for sale by lots, and the right to accept or reject any bids submitted.

(8) The Executive Director sets the auction date.

ED Marra explained this has to do with the disposal of surplus properties:

1. Color television
2. Refrigerator
3. Paper shredder
4. Lobby furniture in Kroll Heights was changed
5. 1992 Ford F150 Pick-Up truck

At a Buildings & Grounds meeting one of the things discussed was that SHA go out through state contract, to purchase a new pick-up truck within the next month. It will be a Ford 250 and have a plow; this will give the SHA 3 trucks to use in the plowing of five properties during winter. The sixth and seventh item added to the disposition list by ED Marra is a 14-inch color monitor and a DVR, both of which are more than 10 years old. They were part of the old security system and located in Ron Gallo's office in Kroll Heights. All items will be sold through govdeals.com, which has been done previously.

Motion to accept the resolution made by Commissioner Adriaenssens; seconded by Commissioner Grecco.

VOTE: AYES/All Present Commissioners (7)

2. RESOLUTION #2014-27 – AWARD OF TWO YEAR CONTRACT EXTENSION TO CASA PAYROLL SERVICES

RESOLUTION #2014-27
(Awarding the Contract for Payroll Services)

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for a Payroll Services Company; 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 SHA did advertise in 2012 for proposals in the appropriate newspapers; and

WHEREAS, SHA received two (2) proposals from Payroll Services Companies; and

WHEREAS, after review it was determined that Casa Payroll Services of Egg Harbor Twp. submitted the best proposal in the amount of \$4,087.50 annually for a twenty four month period beginning January 1, 2013 and ending December 31, 2014, with an option for an additional twenty four months; and.

WHEREAS, Casa Payroll has submitted a proposal in the amount of \$4,233.75 annually for a twenty four month period beginning January 1, 2015 and ending December 31, 2016.

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

1. The contract for Payroll Services be awarded to Casa Payroll Services, LLC in the amount of \$4,233.75 annually.
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.

Mr. Marra spoke with Mr. Katchen regarding this contract. From January 2013 through the end of 2014, Casa Payroll Services has done the work. The annual fee is \$4,087.50. Their proposal for two additional years was for \$4,233.75. The two-year addition was part of their original proposal. They are inexpensive and Mr. Katchen said the two year addition was fine. There are nine employees on the payroll.

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

VOTE: AYES/All Present Commissioners (7)

Policy Committee

3. RESOLUTION #2014-28 – APPOINTMENT OF WILLIAM SNYDER AS SHA QPA AND INCREASE BID THRESHOLD

RESOLUTION #2014-28

Increasing Bid Threshold and Appointing a Qualified Purchasing Agent (pursuant to N.J.S.A. 40A:11-3a & N.J.A.C. 5:34-5)

WHEREAS, the recent changes to the Local Public Contracts Law gave local Contracting units the ability to increase their bid threshold up to \$36,000; and

WHEREAS, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et. seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, William Snyder possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et. seq.; and

WHEREAS, the Secaucus Housing Authority wishes to take advantage of the increased bid threshold;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Secaucus Housing Authority hereby increases its bid threshold to \$36,000; and

BE IT FURTHER RESOLVED, that the Commissioners hereby appoints William Snyder as the Qualified Purchasing Agent authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit as part of his Modernization Coordinator Service Contract effective September 1 2014 to December 31,2014; and

BE IT FURTHER RESEOLVED, that in accordance with N.J.A.C. 5:34-5.2, the Executive Director is authorized and directed to forward a certified copy of this resolution and a copy of William Snyder's certification to the Director of the Division of Local Government Services.

ED Marra explained this resolution is to appoint William F. Snyder, as Qualified Purchasing Agent, for four months – September 1 to December 31, 2014. No money is involved because Mr. Snyder is already under contract with SHA as Modernization Coordinator. This is being done so that the SHA can enter into a contract with M. Malpere & Co. to remediate the defective waterproofing work

that Wonderstar did from 2010 to 2012. On July 31st Joseph Junewicz took me outside and showed me some significant deficiencies that are occurring – one in the back/one on the side of the building. In addition, a woman on the 8th floor who lives right below where one of the seams are that is always talked about, which was never chalked properly, gets water in her apartment when it rains. Mr. Marra called the architects, three written quotes were received. The lowest quote is from Malpere & Company, who a few years ago did work at Kroll. The quote is for 31-\$32,000, which is above the \$17,500, but below the \$36,000 according to the State, so a QPA is needed to sign off on that purchase order in order to make it conform to finance regulations. Mr. Snyder will sign the purchase order. Mr. Naszimento is going to take those classes soon, and hopefully after January SHA will have a QPA on staff.

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

VOTE: AYES/All Present Commissioners (7)

Building and Grounds

Mr. Marra handed out the results of the REAC Inspection done on August 27, 2014. Mr. Marra went back as far as possible to look at the SHA's REAC scores. According to Mr. Marra, the Authority had never scored a 97 out of 100-EVER. Mr. Marra stated, that since he has been here the Authority had scored a 79 each year. This year, the inspector overlooked flaws or deficiencies that other inspectors cited the SHA in the past. Specifically, paint on the sprinkler head in the RIT building. Mr. Marra stated that this score was a culmination of all the hard work which the maintenance staff and properly managed contractors had performed over the years. In addition, Mr. Marra cited former ED William Snyder for instituting into his staff good maintenance practices. The benefit of receiving this score is that the Authority will not have to be inspected for three years.

Chairman Harper congratulated the maintenance people on all their hard work. (Applause.)

House Choice Voucher Program

Deputy Executive Director Jake Naszimento reported for the month of August approximately \$165,000 was spent; for September the amount was very similar. Finally, all the vouchers were issued that were needed to do to get out from under the out-of-towners. 25 families have vouchers that are searching and most of them have elected to go to Jersey City or West New York. Jersey City or other housing authorities will absorb those, which enables us to help Secaucus families who are living in Secaucus. Eight vouchers will be issued to Secaucus families now.

ED Marra spoke of the SEMAP report, which he emailed to everyone in July. The SEMAP score was 100 again. ED Marra noted that Jacob Naszimento solely administers that program and that for the past three years, the SHA has scored 100. Prior to last year, the SHA had never scored 100 two years in a row. (Applause.)

On August 29th, the SHA receive official correspondence from HUD that the administrative fee for the Housing Choice Voucher Program would be increased slightly from 75 to 79 percent.

Correspondence

The NJ DCA sent a letter to SHA asking for a report on crime statistics. Mr. Marra contacted the police department and there has been no crime reported.

Old Business

Lynn Bartlett, Acting Director of Bergen County Housing Authority, sent a letter to SHA thanking them for their shared services arrangement where Jake helped them in various capacities. Commissioner Schlemm asked how it compared to SHA. Jake said it was much larger and quite different. They have 4,000 vouchers; 50-60 employees and more bureaucratic, where SHA is more personal. SHA has 250 vouchers. Jake was there between 20-24 hours a week, payment was a tad under \$10,000 for the period.

ED Marra gave the Commissioners a report on Samantha Vogel, the high school senior who interned over the summer. Ms. Vogel ran a program for three weeks – eleven sessions which provided the residents with additional social activity. Mr. Marra indicated that feedback from residents was very positive.

Report from Kenny Koch, Mayor's Liaison

Kenny Koch reported on the trend of fire calls that were responded to at 600 County Avenue. Kenny noted that

In 2011 – there were 12 unattended cooking calls.

In 2012 – there were 54 unattended cooking calls.

In 2013 – there were 45 unattended cooking calls.

In 2014, first eight months of 2014 – 15 unattended cooking calls have been responded to, because of the installation of the Safe-T-Element on the stoves in 25 apartments. Kenny read an extensive report on the installation. The last two will be installed at a later date, when the installer is in this area and available.

Kenny also reported on the Windsor Lane “dip” which needs more repair as water lays in it and during winter, will turn to ice. A local trucking company is not

making that repair easy, and only wants work done on Sunday when their trucks are not using their driveway.

Kenny will have surgery on his other knee and be unavailable for several months.

Adjournment

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

VOTE: AYES/All Present Commissioners (7)

Respectfully submitted,

Deborah L. Alvarez, Transcriber