

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

September 28, 2017

This is condensed transcription of taped minutes taken on Thursday, 9/28/2017 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

Chairman Schlemm welcomed everyone and called meeting to order.

**ROLL CALL**

Present: Chairman Michael Schlemm  
Vice-Chairman Michael Harper  
Treasurer Richard Fairman  
Commissioner Michael Grecco  
Commissioner Patricia Mondadori  
Commissioner Carmen Rivera  
Commissioner Antonio Suarez

Also Present: Executive Director Christopher Marra  
Deputy Executive Director Jake Naszimento  
Charles D'Amico, Esq., Counsel to the Authority

**OPEN PUBLIC MEETINGS ACT – V/C Harper**

**“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, 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**

(Pledge of Allegiance recited by all present.)

## **APPROVAL OF PREVIOUS MEETING MINUTES – May 25, 2017, 7/28/17 and Special Meeting – 8/30/17**

Motion to accept minutes made by Commissioner Grecco; 2<sup>nd</sup> by Commissioner Harper.

Minutes of 5/25/17 – Abstain: Schlemm

VOTE: May 25, 2017 - AYES/All Present Commissioners (6)  
July 28, 2017 – AYES/All Present Commissioners (7)  
Special Meeting – August 30, 2017 – AYES/All Present Commissioners (7)

## **PAYMENT OF CLAIMS – AUGUST & SEPTEMBER**

Motion to approve made by Commissioner Fairman; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (7)

## **COMMITTEE REPORTS**

### **Finance Committee**

#### 1. RESOLUTION #2017-28 – AMENDMENT TO BUDGET

This resolution amends budget based on actions taken at 5/25/17 meeting.

Motion to approve made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (7)

The audit has been completed. Commissioners will receive a copy before October's meeting where it will be voted on. A copy of the Account Balance Report shows that SHA has a Money Market Account with Santander Bank and earning 1.5% for 12 months; it was opened August 4, 2017.

On 8/31/2017 the account at TD Bank went from \$234,000 down to \$37,906 as money was transferred to Santander Bank. Commissioner Harper noted there were no major findings on the audit report.

Regarding the NJSEM account, \$5,200 has been saved over three months, which ED Marra finds unusual and would mean \$20,000 would be saved over a year's time. Once November/December arrive, ED Marra expects the amount will undoubtedly be less.

## **Professional Services**

VERIZON WIRELESS PROPOSAL – Mr. D’Amico sent a memo dated September 8<sup>th</sup> to ED Marra, which highlighted the biggest differences. Commissioners had asked if SHA could receive more than 3% increase in some of the extensions Verizon wanted. Mr. D’Amico added it to the agreement, Verizon took it out. Verizon originally wanted two 5-year extensions, which they now want 4, meaning 35 years total.

Roof warranty -- which they agreed to, and was most important item to ED Marra, and with a subsequent phone call to their attorney, where she indicated they wanted to soften the language – not on the roof warranty, but work with the roofers when they do the installation to make sure that they roofers, who are giving the roof warranty, approve the work that’s done. ED Marra also spoke with Carlisle, who guaranteed roof warranty – that cuts made into the roof and those servicing the roof, and that Carlisle will okay that; Verizon will come and watch work being done; Verizon is fine with that. There might be a charge, which is not covered under warranty; SHA will pass cost onto Verizon.

Mr. D’Amico added another section, which ED Marra found from another housing authority, and was used in the proposal. Mr. D’Amico knows it was Verizon’s words, just used at another location. Mr. D’Amico took out the 10% interest that SHA would owe Verizon if there was a default, which Verizon said was okay. Mr. D’Amico said all the points are negotiable; Mr. D’Amico didn’t discuss it with Verizon attorney, as ED Marra wanted to discuss it with the Board to see how you feel about this. Everything Verizon is not agreeing to is not written in stone. Mr. D’Amico feels they are anxious to get the building, so there’s some maneuverability. Verizon’s attorney did not want to agree with the 5% for one particular year, as industry standard is 3%. Mr. D’Amico said most important item is the roof; Mr. D’Amico can get stronger language than she suggested over the telephone. Now everything is in limbo until Board decides what direction you want Mr. D’Amico to take. His opinion: the terms are negotiable.

Commissioner Fairman stated when it’s wrapped up, he would like to see an advisor on the entire set up; that the 3% annual increase is really sacrosanct to SHA, no “gotcha”, no referring to some other cross-section which jeopardizes that because Commissioner Fairman feels that is one of the economic matters to this whole transaction, for SHA to have an automatic annual for the life of the full 35 years, 3% increase – simple period. It will, as he projects, exceed the inflation rate over the next 10 years by a fair margin. Commissioner Fairman liked that Verizon said this is industry market standard today, because it didn’t used to be that way. They hide the CPI, 3 or 5-year anniversaries, etc.

Mr. D’Amico answered that he will have an attachment saying this year you pay this much; this year you pay this much; this year you’re paying that much. End

of story. Commissioner Fairman inquired if this was an affiliate of Verizon, the parent or partially owned by Verizon. Mr. D'Amico said: New York SMSA Limited Partnership d/b/a Verizon Wireless. Commissioner Fairman's question is: since this is a long-term, so much going on in this industry space today – who owns who and chopping each other up – he wants to make sure that Verizon or described entity that they proffer cannot be sold or transferred to somebody without SHA consent and approval. In other words, some Chinese offshore venture of some kind over the life of it when soft banks split up. Mr. D'Amico thought there was a provision that they can transfer. Commissioner Fairman asked if SHA could get approval of the transfer or some standard that they can transfer anywhere within the Verizon world as long as Verizon remains the control partner.

ED Marra said there should be one Finance Committee meeting before it's put to bed or sent back to Verizon. Commissioner Fairman added if SHA goes forward with the consultant, the consultant will know how to get that paper with them in his opinion. To him they are important legal points: 3% and transfer of ownership.

Mr. D'Amico thought it important to note, before he became SHA's attorney, there was an RFP submitted by SHA without public notice. The request had actual lease in it; now SHA is going back and forth changing what the RFP is. Verizon is hoping to get SHA to agree on a lease since SHA already proposed the lease and then said okay, and then no, never mind. They want SHA to agree to the lease and then SHA put out another RFP again. The consultant is a good idea when you start from scratch, but SHA is starting from scratch. Verizon might say how many times are you going to say okay, and then change it again. Commissioner Fairman is hoping the points he's raising are sufficiently put in, that SHA won't need to make any change. Mr. D'Amico added if you mark it up too much, Verizon might come back and say never mind, and respectfully, he doesn't know how SHA could limit them regarding the transfer; they can't transfer their own equipment to someone else. You want the person who gets the transfer to be bound by the terms of the agreement. Commissioner Fairman wants Verizon to stay on the hook or it's got to be in their Verizon Enterprise businesses. Mr. D'Amico will suggest it.

ED Marra spoke about Cell Site Owners, a single proprietor owner, from Wisconsin, who ED Marra spoke with. He also sent the man a copy of SHA's RFP. This man sent back a 2-page agreement. Mr. Marra hasn't completed what was asked of him, but the gentleman did send some references. He has not helped anyone in the tri-state area: New York, New Jersey, Pennsylvania; most were in Midwest and one in Maryland. Mr. Marra has not called the references at this time. Commissioner Fairman would like a Nexus-Lexis report run on this company. Perhaps it would be possible to have a 6:00 P.M. meeting one evening, as he is a sole proprietor, and talk to him on the telephone. He believes he can get some additional money; not interested in any money that

SHA has already been guaranteed by Verizon; only be recipient of money if he can get more money. ED Marra doesn't have enough info this evening to go further. We might not physically have to meet, just a conference call with him.

**Personnel – Closed Session Meeting of August 30, 2017**

2. RESOLUTION 2017-29 – MEMORIALIZATION OF FINAL INTER-LOCAL AGREEMENT BETWEEN SECAUCUS HOUSING AUTHORITY AND BRICK HOUSING AUTHORITY

**RESOLUTION 2017-29  
(Approval of Agreement with Brick Housing Authority)**

WHEREAS, the Housing Authority of the Town of Secaucus has entered into an agreement with the Housing Authority of the Township of Brick in order to provide the services of a qualified Executive Director; and

WHEREAS, the services of the Executive Director are enumerated in the agreement for services as previously executed by the Authorities; and

WHEREAS, the compensation to the Secaucus Housing Authority for the Deputy Executive Director's services shall be \$55,000 for a 12 month period, plus a \$70 per diem travel expense.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the attached agreement for services with the Brick Housing Authority be hereby approved for a 12 month period which may be terminated by either party with a 30 days advance notice.

ED Marra stated at the August 30<sup>th</sup> meeting, agreement will state SHA will ask for \$55,000 - \$70 per diem for travel. ED Marra has verified with JIF, SHA doesn't have to purchase a fidelity bond as SHA already has a \$1 million bond, as does Brick Housing Authority. Brick Housing Authority has approved agreement of September 18 from SHA, and sent back 2 copies signed by Chairperson. SHA will sign 2 copies, send one back. DED Naszimento has gone down 2 days this week and starting the process.

Motion to approve made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (6)

ABSTAIN: Fairman

Commissioner Fairman inquired about the business/economics model; how will it be split; how will it be determined? ED Marra will verify it with Personnel Committee, but it's along lines of what was discussed in **closed session**. Per diem travel expense will go 100% to DED Naszimento. SHA getting \$55,000; \$30,000 over 12 months goes to DED Naszimento; \$25,000 to SHA going into the

General Fund. Personnel Committee will meet in October. DED Naszimento thanked the Board for the opportunity and appreciates the challenge.

### **Buildings & Grounds**

3. RESOLUTION #2017-30 – AWARD OF CONTRACT TO COPPA MONTALBANO ARCHITECTS FOR A&E SERVICES RELATED TO REPLACEMENT & UPGRADE OF FIRE PUMP, MOTOR, CONTROLLER AND OTHER INSTRUMENTATION AT THE ELMS, 777 FIFTH STREET.

#### **RESOLUTION #2017-30**

#### **(Award of Contract for A/E Services for Replacement of the existing fire pump, motor controller and other piping instrumentation at The Elms)**

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for A/E services for the replacement of the existing fire pump, motor controller and other piping instrumentation at The Elms, 777 Fifth Street; 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 in the appropriate newspapers; and

WHEREAS, SHA received five (5) proposals from A/E firms, and

WHEREAS, the highest rated proposal was submitted by the firm of:

Coppa Montalbano Architects  
97 Lackawanna Avenue  
Totowa, NJ 07512

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for A/E services for the replacement of the existing fire pump, motor controller and other piping instrumentation at The Elms, 777 Fifth Street

Coppa Montalbano Architects  
97 Lackawanna Avenue Totowa, NJ 07512  
in the amount of \$11,500.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposals are on file in the office of the Housing Authority of the Town of Secaucus and funds for this contract have been made available through a loan from Bogota Savings Bank arranged through the SHA's participation in Rental Assistance Demonstration Program

ED Marra published an RFP; 5 proposals received. Lowest proposal by Coppa Montalbano, who is currently working on elevator at The Elms, \$11,500 plus potential for \$2,000 in out-of-pocket costs, part of which has to do with (inaudible) at the end. ED Marra gave a 1-page Project Understanding to Commissioners and some similar fire pump experiences is also attached to Resolution #2017-30. Lee Mestres is around, but his proposals do get too high as did Collins. Coppa Montalbano did the air handler here, and A&E for elevator. ED Marra is recommending they be awarded the contract. Fire pump is 42 years old; problem was ED Marra wasn't receiving consistent proposals back. There is a good chance that after specs are written, SHA will not have to go out for full bid. ED Marra believes this is a project for less than \$40K. With DED Naszimento's QPA, SHA can take the 3 quotes and award it without going through publication in newspaper eliminating that cost and time involved. ED Marra noted all that would be involved: resolution, contract signing, etc. and perhaps expedite fire pump process.

Motion to approve made by Commissioner Suarez; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (7)

ED Marra reported Commissioners had another report from Coppa Montalbano with budget for what they found with their first phase of elevator upgrade. Chairman Schlemm explained: essentially SHA will get 2 brand new elevators. Plan is to take 1 elevator out of service; refurbish; clean it up, replace everything except cab itself (not new doors/walls/ceilings/floors) but new button pad; new floor indicator and new controls that are generic not proprietary so SHA can go out to anyone, which will help lower price. Once fixed; the 2<sup>nd</sup> one will be done – same scenario except for cabin.

Chairman Schlemm added existing elevator room is not air-conditioned. Because new computerized controllers and equipment in there throws off heat, it has to be air-conditioned, which has raised price more than SHA anticipated. It must be done though. When completed, building will have brand new state-of-the-art elevators with generic controller that anyone can bid on, rather than having a proprietary one.

Commissioner Mondadori asked how long will repair take for just one? Chairman Schlemm said 5 weeks to complete modernization; 5 weeks for other one. Cameras are in them now, maintenance will redo cameras; fire alarms will be taken care of also. Mr. Marra isn't sure if a General Contractor will be needed, but it will be figured out down the road; total about 10 weeks.

UPDATE ON GREENHOUSE DEMO @ THE ELMS

ED Marra reported a contract has been signed with Adamo and met with Charles Collins tonight; a bid bond was provided and insurance. It is hoped by October meeting, greenhouse will be gone. Adamo is busy and doing a lot of work for Town of Secaucus at this time.

Charles Collins brought back Patwood Roofing; Buildings & Grounds met with them. Bid for 2 roofs was \$542,500 or \$270,000 per building. Tonight they said to do just The Elms is \$310,000. They listed a number of items that are causing the project to be this expensive, all legitimate. Chairman Schlemm, Vice-Chairman Harper and ED Marra were those in attendance. They asked Patwood if project was approved within next 10 days, could they do it this year. Answer was yes. It would be \$400,000 to do that, just about the money budgeted for both roofs. ED Marra added at end of discussion, that we talked about the roof outside (ED Marra motioned to the parts of the roof outside the Community Room at 600 County Avenue and referred to as the "wings". These roofs are over people's apartments and are 90% of calls to this building because of those "wings". ED Marra discussed with them about just replacing the roofs on the "wings" without using a crane, using an elevator, taking material off roof and going down in the elevator, etc. There is also another small roof ED Marra would like fixed. Patwood will come back with a price tomorrow just to fix those 3, the ones that are leaking during the course of winter. Generally, other roofs haven't leaked these past 31 years. ED Marra asked Commissioners what their thoughts were on the \$310,000; should he rebid; rebidding involves time and money; Collins will want more money to come up with new specs, different bid, etc. Will you just accept this and have Collins manage it based upon contract that we have? Chairman Schlemm and V/C Harper expect the next number to be very good and indicated that he Building & Ground Committee would meet to discuss.

### **Housing Choice Voucher (HCV) Program – DED Jake Naszimento**

DED Naszimento indicated total amount for September of all overall available funds spent was \$182,111 with 214 active vouchers. SHA is not issuing any more new vouchers to families off the waiting list. SHA currently has 2 families searching for housing outside Secaucus that we might get billed for; since the writing of this report, SHA has received a bill for 1 of the families; he is anticipating a time-out on their voucher. In terms of expenditures, SHA is exactly where Mr. Katchen wants SHA to be. ED Marra added SHA will not be issuing any new vouchers for the rest of 2017.

### **Correspondence**

ED Marra spoke of August 25, 2017 letter from NJ DCA regarding Commissioners. They are requesting names of Commissioners, dates they were appointed and what their term is. FYI: Michael Harper was appointed April 27, 1999 and this year he will be celebrating 18 years as a Commissioner.

DEMOGRAPHIC REPORT – ED Marra produced a demographic report for on the population of SHA's three buildings. There was a perception in the office that population of buildings and population on waiting list were getting younger. The Wait List has 76 people on it with a Preference Point, which is the largest ever been - it's usually between 25-35 people. In the past the wait was 12-18 months; now it's more than 2 years. The population is not getting younger; wait list is relatively young – 14% of people on list are below 62, which means they are on list because they have Social Security Disability. SHA has a large Hispanic population throughout the three buildings and large Asian population, in 600 County Avenue. Commissioner Fairman asked how do these stats compare, if they can be, to profile of Section 8. ED Marra hasn't done a profile of that, but he can, noting 85% of them are single women, white or Hispanic. ED Marra said real question on Section 8 is how many children are being served, as SHA looks at Head of Household, some have 1-5 children and Jake has 214 active vouchers. There could be 500 kids in those 214 vouchers. Jake said the Christmas list could be checked. Most single men on this voucher are either on Social Security Disability, don't work at all, or there are people over 62 on Section 8. They had it before they turned 62, 62 now and still living in an apartment, no interest in moving into a building unless they lived in a house for 20 years, rent hasn't gone up but \$100 in 20 years and owner dies; kids get the house, they come to SHA. Application process can be shorter using point system.

### **Old Business**

PHADA letter came August 29, 2017 about law suit and litigation. Government isn't fighting law suit or appealing. SHA already sent in \$3,000; SHA doesn't know what that means – if SHA will get \$184,000, but they wanted SHA to be in the loop and PHADA looking for more people to enter. Chairman Schlemm asked if the money, when received, would go back into General Funds. Yes, Mr. Marra said.

Commissioner Fairman spoke with ED Marra about Bogota Savings. ED Marra wrote to Bogota Savings, but hasn't received a response. He called them at the beginning of the week trying to identify when .85% starts as either on the paper statement or online, interest rate is not listed. ED Marra asked them when the .85% started; they are looking it up. ED Marra has a call into Mr. McCord requesting a "relook" at the end of the year.

### **New Business**

SICK LEAVE PAYOUT – ED Marra stated there is a proposed regulation, **not legislation**, dealing with municipalities, school boards, counties and known colloquially as Sick Leave Payout. ED Marra feels it's all about Police Chiefs. For example, he's an employee starting with SHA in 1985, here 30 years and has 250 sick days. If paid today, you get whatever maximum the union says at current

rate. Now it says you have to go back and delineate the days that you had those sick days, what were you making and keep track of that. So it's not a flat fee. ED Marra believes this is going forward, not back. It isn't for new hires. Mr. D'Amico explained PERS – Public Employee Retirement System – that law is a \$10,000 payout maximum.

UPDATE – ED Marra explained Verizon currently installing fiber optics in the buildings, now at Kroll Heights, then Towers and last The Elms. Work being monitored, they are sending plans to the office, no cost to SHA and make sure they don't screw up the building.

Vice-Chairman Harper noted someone complained about mold in Community Room at The Elms. ED Marra will check it out tomorrow. Chairman Schlemm explained he received a completion certificate from the New Jersey Department of Community Affairs for Inocencia Rivera. Carmen has completed the mandatory Commissioner classes and received her Certificate of Completion. APPLAUSE. A photograph will be taken on the way out this evening. There is no November meeting.

### **Adjournment**

Motion to adjourn made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Harper.  
VOTE: AYES/All Present Commissioners (7)

Respectfully submitted, Deborah L. Alvarez