

STATE OF NEW JERSEY  
SECAUCUS HOUSING AUTHORITY  
700 COUNTY AVENUE  
SECAUCUS, NEW JERSEY  
**SPECIAL MEETING**

September 8, 2016

This is a condensed transcription of the taped minutes as taken on Thursday, September 8, 2016 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

Treasurer Fairman welcomed everyone and called the meeting to order at 5:45 P.M.

**ROLL CALL**

Present: Treasurer Richard Fairman  
Commissioner Michael Grecco  
Commissioner Patricia Mondadori  
Commissioner Carmen Rivera

Also Present: Executive Director Christopher Marra

Absent: Chairman Michael Harper  
Vice Chairman Michael Schlemm

**OPEN PUBLIC MEETINGS ACT**

**“Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the notifying the media more than 48 hours in advance and having the meeting notice placed on the official bulletin board of the Town of Secaucus.**

**FLAG SALUTE**

Executive Director Marra informed the Commissioners that on tonight’s resolution only two of the four resolutions would be acted on, as the other two resolutions could only be acted on when the Authority had a Bank Commitment Letter from Bogota Savings Bank that was approved by the SHA’s Special Counsel. The Commitment Letter which was supposed to arrive earlier in the week did not arrive until this afternoon (September 8) and Special Counsel has not had the time to review and determine whether to accept the letter and request changes.

ED Marra went on to say that the first resolutions 2016-25 could be acted upon, because it dealt with the Local Finance Board's (LFB) approval of our application on June 8. The resolution's purpose is to ensure that Commissioners have read and reviewed the findings in their LFB's resolution.

With that Treasurer Fairman called for a vote:

Commissioner Rivera made a motion to adopt aforesaid resolution;

Commissioner Grecco seconded the motion.

## **RESOLUTION 2016-25**

### **RESOLUTION OF THE SECAUCUS HOUSING AUTHORITY CONCERNING REVIEW OF THE FINDINGS OF THE LOCAL FINANCE BOARD MADE AT A MEETING OF SAID BOARD ON JUNE 8, 2016 IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:5A-7 WITH RESPECT TO A PROPOSED FINANCING TO PROVIDE FOR THE ISSUANCE OF HOUSING REVENUE BONDS**

**WHEREAS**, the Local Finance Board, in the Division of Local Government Services, State of New Jersey Department of Community Affairs (the "Local Finance Board") at a meeting held on June 8, 2016, issued favorable findings, a copy of which Findings are attached hereto as **Exhibit A** (the "Findings"), with respect a financing to be undertaken by the Secaucus Housing Authority (the "Authority") in an amount not to exceed \$2,500,000 through the issuance of Housing Revenue Bonds (Rental Assistance Demonstration Project), Series 2016 (the "Series 2016 Bonds");

**WHEREAS**, the Findings have been filed with the Secretary of the Authority and a copy of such findings has been received by each member of the governing body of the Authority;

**WHEREAS**, N.J.S.A. 40A:5A-7 requires that the governing body of the Authority, within 45 days of receipt of the Findings, shall certify by resolution to the Local Finance Board that each member thereof has personally reviewed such findings and recommendations;

**WHEREAS**, each member of the Authority has personally reviewed the Findings, as evidenced by a group affidavit which has been signed by a majority of the full membership of the Authority in the form prescribed by the Local Finance Board; and

**WHEREAS**, failure to comply with this requirement may subject the members of the Authority to the penalty provisions of N.J.S.A. 52:27BB-52; and

**WHEREAS**, the Commissioners of the Authority desire to adopt this resolution acknowledging the the Findings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF SECAUCUS, as follows:**

**Section 1.** Each Commissioner of the Authority, having personally reviewed the Findings, is hereby authorized to execute the Group Affidavit to such effect set forth in **Exhibit B** attached hereto.

**Section 2.** After execution of the Group Affidavit, the Authority will have complied with the requirements of N.J.S.A. 40A:5A-7 with respect to the Findings; accordingly, the Authority does hereby severally authorize and direct the Secretary of the Authority or DeCotiis, FitzPatrick & Cole, LLP, counsel to the Authority, to submit to the Local Finance Board a certified copy of this resolution and such fully authorized and executed Group Affidavit evidencing the Authority's compliance therewith.

**Section 3.** This resolution shall take effect immediately upon adoption.

AYE: Fairman, Grecco, Mondadori, and River

ABSENT: Harper and Schlemm

#### **RESOLUTIONS 2016-26 AND 2016-27**

As Chris explained at the beginning of the meeting due to the late arrival of Bogota Savings Bank Commitment Letter, the Board can not act upon Resolutions 2016-26 and 27. Chris anticipates that they will be on the agenda for the regularly scheduled meeting of September 22.

#### **AWARDING CONTRACT FOR REPLACEMENT OF AIR HANDLER AND CONDENSER UNIT AT THE ELMS**

Chris explained to the Board that even if the Authority had not had resolutions for the RAD Program, the SHA still would have needed to hold a meeting to award this contract. The SHA received four bids for this contract on August 23. Attached to the resolutions was the recommendation letter from the Engineering company Appari Engineering about Sheridan Mechanical Corp.

This company was the lowest responsible bidder. Appari had called their references and reviewed their submission package to ensure they were in compliance. Should the Board pass this resolution tonight, the Authority will confirm a meeting with Sheridan for Monday, September 12 to sign the contract. It is anticipated that work should begin in early October and be concluded within 30 days.

Treasurer Fairman asked if Commissioner Schlemm was familiar with this project. ED Marra answered that Commissioner Schlemm was familiar with what the engineering company was proposing to do at this site to replace the air handler and condenser.

Treasurer Fairman then called for a vote. A motion was made by Commissioner Mondadori and Seconded by Commissioner Grecco.

**RESOLUTION 2016-28  
(RESOLUTION AWARDING THE CONTRACT FOR  
REPLACEMENT OF AIR HANDLER AND CONDENSER UNIT AT THE ELMS)**

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) has determined that it needs to procure services for the above-captioned work items; and

WHEREAS, SHA has published in the newspaper an invitation to bid; and

WHEREAS, the SHA received bids from four (4) bidders on August 23, 2016; and

WHEREAS, on the public opening of the bids Sheridan Mechanical Corp., Paterson, NJ with a base bid of \$53,045 was found to be the lowest responsible bidder pursuant to both N.J.S.A. 40A:11-2 and N.J.S.A. 40A:11-4;and

WHEREAS, the bid submitted by Sheridan Mechanical Corp. has been reviewed by the architectural firm of Appari Engineering, LLC who recommended the contract be awarded to Sheridan Mechanical Corp.; and

WHEREAS, the bid submitted by Sheridan Mechanical Corp. has been reviewed and deemed by the SHA to be both responsive and conforming with all requirements set forth by the New Jersey Public Contracts Law, the bid specifications and the invitation to bid,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the SHA hereby finds that the contract for the above captioned work items as described in the bid specifications and drawings, be awarded to Sheridan Mechanical Corp. in the amount of \$53,045; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorize and Direct the Executive Director of the SHA to execute said contract and take any and all necessary administrative actions to implement this Resolution.

AYES: Commissioners Fairman, Grecco, Mondadori, Rivera

ABSENT: Commissioners Harper and Schlemm

**Adjournment**

The meeting was adjourned at 6:05 p.m. with a motion from Commissioner Rivera and a Second from Commissioner Grecco. All voted in favor. Submitted by Christopher Marra