

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

September 27, 2018

This is a condensed transcription of the taped minutes as taken on Thursday, September 27, 2018 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

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

ROLL CALL

Present:

Chairman Michael Schlemm
Vice-Chairman Michael Harper
Commissioner Richard Fairman
Commissioner Antonio Suarez
Commissioner Carmen Rivera

Also Present:

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

Absent:

Commissioner Patricia Mondadori
Commissioner Michael Grecco

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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 on December 18, 2017.

FLAG SALUTE – Pledge of Allegiance recited by all present.

ED Marra announced there would be a closed session meeting at the end of normal business this evening.

APPROVAL OF MEETING MINUTES – JULY 26, 2018

Motion to accept minutes made by Commissioner Suarez; 2nd by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (3) Abstain: Fairman
Absent: Mondadori/Grecco/Harper*

(*Vice-Chairman Harper arrived after this vote was taken.)

PAYMENT OF CLAIMS – AUGUST/SEPTEMBER

There is a bill list for August and September. Motion to approve payment of claims for August & September made by Commissioner Fairman; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (4)
Absent: Mondadori/Grecco/Harper*

FINANCE COMMITTEE

1. RESOLUTION #2018-23 – RENEWAL OF MEMBERSHIP WITH THE NJPHAJIF

SHA joined for 2 year membership; notice in advance is required under their Rules.

(At this point in the meeting Vice-Chairman Harper arrived at 7:10 P.M.)

As SHA is a member of JIF, they do not need to go out for proposals for insurance. There is an indemnity and trust agreement for the New Jersey Public Housing Joint Insurance Fund also. Commissioner Fairman inquired if there was a change in rates from one term to another. Premiums could possibly change, but SHA is receiving all the same coverage, which are listed 1-5 in Resolution. Chairman Schlemm asked if there might be an increase because of problems at The Elms. ED Marra didn't believe so, because it's the experience in the whole fund.

Motion to approve made by Commissioner Harper; 2nd by Commissioner Fairman.

RESOLUTION #2018-23 (Resolution to Renew Membership in the New Jersey Public Housing Authority Joint Insurance Fund)

WHEREAS, Public Housing Authorities in the State of New Jersey are permitted to join together to form a Joint Insurance Fund as permitted by N.J.S.A. 40A:10-36 et.seq.; and

WHEREAS, the statues regulating the creation and establishment of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such fund; and

WHEREAS, the governing body of the Secaucus Housing Authority has determined that membership in the Joint Insurance Fund is in the best interest of the Authority.

NOW THEREFORE, BE IT RESOLVED, that the governing body of the Authority does hereby resolve and agree to renew its membership in the NJPHA Joint Insurance Fund, effective January 1, 2019 to expire December 31, 2021 for the purpose of establishing the following types of coverage:

1. Workers' Compensation and Employer's Liability
2. Liability, other than motor vehicle
3. Property Damage, other than motor vehicle
4. Motor Vehicle
5. Public Officials Liability/Employment Practices Liability

BE IT FURTHER RESOLVED that Christopher Marra, Executive Director is authorized to execute the application for membership and the accompanying certification on behalf of the Authority and

BE IT FURTHER RESOLVED that the governing body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying their membership in the FUND as are required by the FUND's Bylaws and to deliver the same to the Administrator of the FUND with the express reservation that said document shall become effective only upon the applicant's admission to the FUND following approval by the FUND, passage by the Authority of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs

VOTE: AYES/All Present Commissioners (5) Absent: Mondadori/Grecco

FINANCE COMMITTEE MEMORANDUM ON BANK DEPOSITS

Update: The Finance Committee noted SHA had a \$200,000 CD with Santander at 2.01%, which has been redeposited at 2.43% effective August 4th. Still working on moving money out of Bogota Bank at .85% and also \$75,000 in TD Bank earning .05%. \$60,000 was put into money market earning 1.5%, but kept checking account at low interest rate - \$10,000 because that's the account attached to coins and funds. When that amount increases, money will be moved to money market. CDARS still being investigated. Santander said no problem if SHA went over \$250,000 FDIC, it would not impact us; they could handle it and have to correct all collateralization as necessary. Some quotes gotten in August were no where near 2.43%.

VERIZON WIRELESS CONTRACT FOR CELL EQUIPMENT ON ROOF & COUNSEL MEMOS

A week ago N.J. Sports & Exposition Authority memorialized a resolution thereby approving Verizon's application for a special exception to put antenna on top of Kroll Heights. ED Marra hasn't heard from anyone from Verizon, but they do have all their approvals, should contact ED Marra soon and start to look for construction date. There is a non-disturbance agreement that Atty. D'Amico gave to ED Marra; There should be more to report at the SHA October 27th meeting.

Two summary memos written by Atty. D'Amico explaining lease also were included.

MONTHLY BANK ACCOUNT BALANCES

This was bank balances through August 31, 2018. On back is Operating Account -- 7 accounts; investment fund -- 2 accounts; all in Bogota Savings Bank. TD Money Market Bank Account @ 1.25%. CD with Santander at 2.43%.

REPORT FROM NJSEM

There will be an adjustment and SHA might not have as good a savings as there are some adjustments that need to be made based upon things that involve South Jersey Energy rate adjustment.

ANNUAL AUDIT FOR FY 3.31.19 COMPLETED SEPTEMBER 25-26

Chairman Schlemm, Commissioner Fairman were in-house September 26, audit completed at that time. Chairman Schlemm noted two extremely minor items -- one dealing with payment calculation that was incorrect. Another was a transaction that was done a particular way that had to be done another way. ED Marra explained someone had put in the key for absence, the value of what all the absences have left over, missed by about 14 or \$40,000, \$140,000, too many zeros, which was the one and was readjusted. Other one was a transaction that SHA did that needed to be reclassified. There were no findings; SHA in good financial standings. Mr. Ketchen was present also. Many things were discussed pertaining to RAD and it was broken down how RAD affects SHA over the last 9 months; discussed how SHA needs to start trending information and finances, get a full year in there in order to really see how if RAD is advantageous or is SHA breaking even, ahead of the game or losing. At this point it appears SHA is ahead of the game, giving more flexibility on controlling SHA capital expenses and capital budget as to what and when SHA needs to take care of things.

Commissioner Fairman reaffirmed everything noted by Chairman Schlemm; it is a really good report, clean and crisp. Year over year -- no findings again. ED Marra added that staff is doing their job and Mr. Ketchen doing his job in

compliance with financial regulations. Chairman Schlemm thanked the staff, Mr. Marra and Mr. Naszimento – when this is all good, you know people are doing the right things. Commissioner Fairman acknowledged the progress ED Marra is making on bank deposits and getting better yields on returns on the sizable cash positions, improving cash management systems and all great work as SHA goes into an escalating yield curve. This work will start paying good returns; thank you, Mr. Marra.

PROFESSIONAL SERVICES

ED Marra didn't prepare a resolution for this: Award of Website Contract to PHA-Web, but wants to talk about it.

RESOLUTION #2018-24 – AWARD OF WEBSITE CONTRACT TO PHA-WEB –

WHEREAS, the Housing Authority is by virtue of the Department of Community Affairs, needs a web site and after review of our current web site, ED Marra determined SHA needs a better web site for a number of reasons and that PHA Web provides this service.

ED Marra contacted them and asked them for a proposal. Currently SHA pays \$95/year to have web site hosted and it is not good. He desires to, over the next six months, change the manner in which things work within the Authority. By having PHA Web do this for us, it will look better, more updated and when Mr. Marra sends them information, that same day, the web site will be updated. Now it's updated maybe once a week or 2 times every month: agenda, meeting minutes, put a bid out, changes in description of a program. The most important thing is about telephone calls, especially during the summer when staff takes vacation. People on lists call, Section 8 and Housing Authority. This list is the largest it has ever been in the history of SHA, 100 people who have preferences. Over 400 people are on the list to get into the 3 buildings. The people call intermittently, potentially 1,400 calls all the time. A letter needs to go out to them telling them to look up where they are on the list, go to web site – whatever method is – last 4 numbers of Social Security number, give them a personal code and it will tell them every day where they are on the list. There would also be the ability to add to the list. Jake does take their info over the internet, but ED Marra believes it's getting better, but older people without the means cannot do it. A lot of documentation has to be attached to an application. Between 5 and 25 pages of information needed to be scanned: tax returns, birth certificate, etc. If you don't have scanning ability, then you're stuck. The office found out you could accept it both ways: scanning and paper. In future, perhaps Section 8 will also be done that way. The most important item is: where am I on the list? One woman has been on Housing Choice Voucher list since 2001 – 17 years. If ED Marra happens to answer the phone, he gives a 3 minute tutorial on how they can go up the list – learning if they had a job in Secaucus that would help; others are disabled, etc. Thank you

for the information. The cost of web site is a one-time \$1,500; recurring items are below: on-line tenant waiting list division - \$500 – one time; \$2,000 total and then \$150/quarter, which are going from \$150 to \$600/year with much better service. Hopefully, there will be a reduction in phone calls also.

Motion made by Commissioner Harper; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (5) Absent: Mondadori/Grecco

POLICY COMMITTEE

ED Marra brought up Resolution 2018-26 – Adoption of Personnel Policies & Employee Handbook. Handbook was not passed out, but if Commissioners desire a copy, he will send it to them. Every 2 years, JIF sends Policy Procedure Manual, which SHA has adopted, and their employee handbook. Every two years updates are sent along: communication and media policy; web site – don't use it for such and such; don't take information, etc., about computers. Personnel Procedures in terms of how certain employees are treated, protected classes of employees; pregnant and nursing are under protected category – not an issue SHA is dealing with at the moment. New employee handbook will be handed out October 1st – every employee signs that they got a copy, and it is incorporated into certain aspects of the negotiation policy as in: vacation, sick time, etc.

2. RESOLUTION #2018-26 – ADOPTION OF EMPLOYEE HANDBOOK/PERSONNEL POLICIES & PROCEDURES MANUAL

Motion to accept made by Commissioner Harper; 2nd by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5) Absent: Mondadori/Grecco

RESOLUTION 2018-26

Adoption of Personnel Policies and Procedures

WHEREAS, it is the policy of Secaucus Housing Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Secaucus Housing Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners of the Secaucus Housing Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Secaucus Housing Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Secaucus Housing Authority.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Authority’s General Counsel shall assist the Executive Director in the implementation of the policies and procedures in this manual.

3. RESOLUTION #2018-27 – AWARD CONTRACT TO UPDATE SECTION 8 ADMINISTRATIVE PLAN, TENANT POLICIES AND PVB LEASE AGREEMENT

ED Marra explained an RFP was advertised and sent out specifically to 4 companies to see if they would send back a proposal to redo “Section 8 Administrative Plan”. New one needs to include PBV projects, Project Based Voucher projects that SHA has now, incorporating and also need to update lease and pet policy. Two companies sent back proposals: Nelrod Company, who will produce a Section 8 Administrative Plan that will be more than satisfactory to meet needs of SHA to run its program, meeting all the requirements of HUD. Nelrod’s proposal was for \$5,000 – other company was \$11,000 wanting to send person here for a few days, travel incorporated into that and being physically on-site for 4 days. Nelrod will send a questionnaire, which DED Naszimento and ED Marra will most likely answer; send it back to them and Nelrod will send a Section 8 Administrative Plan, which we will read with them, go over and list questions that you may have; then a conference call to clarify everything; then a Section 8 Administrative Plan is prepared. It will be good through 2021. Chairman Schlemm noted the committee discussed this and believe it is money well spent, rather than have ED Marra use an existing one and update it. Chairman Schlemm recommends this company.

Motion to approve made by Commissioner Harper; 2nd by Commissioner Fairman.

RESOLUTION #2018-27
(Award of Contract for Consulting Services to The Nelrod Company for the update and revision to the SHA’s Section 8 Administrative Plan, PBV Lease Agreement, and various tenant policies)

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for consulting services to assist it in updating its Section 8 Administrative Plan to ensure compliance with all U.S. Department of Housing & Urban Development policies and regulations; and

WHEREAS, the SHA also needs to have its Project Based Voucher Lease Agreement for its 275 units located at 777 Fifth Street, 600 County Avenue, and 700 County Avenue updated and revised to ensure that all residents understand our requirements and expectations for tenancy, as well as to maintain compliance with all U.S. Department of Housing & Urban Development policies and regulations; and

WHEREAS, the SHA also need to have its Pet Policy and Grievance Policy updated to comply with current U.S. Department of Housing & Urban Development policies and regulations; 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 two (2) proposals from consulting firms, and

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

The Nelrod Company
31090 Lubbock Avenue
Fort Worth, TX 76109

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for Consulting services for the update and revision to the SHA's Section 8 Administrative Plan, PBV Lease Agreement, and various tenant policies

The Nelrod Company
31090 Lubbock Avenue
Fort Worth, TX 76109

in the amount of \$5,059.00 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 the U.S. Department of Housing & Urban Development's Project Based Voucher Program.

VOTE: AYES/All Present Commissioners (5)

Absent: Mondadori/Grecco

Commissioner Fairman asked if they do any updating services between the new package and the 2 years out. ED Marra said it will be accomplished in 90 days. He did ask specifically re: pet policy, do they have a section about Service Animals, which is becoming a bigger issue. Woman answered they do not, but a Service Animal Policy is being worked on, and they will provide it to SHA once it's completed at no extra charge.

BUILDING & GROUNDS

ED Marra noted Board will need to go into closed session re: problem with contractor for The Elms roof as well as for a couple of roofs at 600 County Avenue. Although there is progress being made, there are still some problems.

Re: elevator update at The Elms. Although company exceeded their due date, they came every day and had State Inspection which is finished. After the **closed session** meeting will reopen and a Change Order will be talked about.

The elevators passed State Inspection, then town came, SHA didn't pass their inspection. Biggest thing they wanted was, The Elms doesn't have extinguishers, but they do have one in the Compactor Room. When town came they requested a second one in that room – a \$1,400 expense – in the new elevator because at The Elms, the elevator room and compactor room are the same room, not great, but it was built in 1975, and not a lot of space. The 2nd one was installed today; Town of Secaucus is coming back Monday. A tremendous amount of talk has taken place regarding if elevators at The Elms are working – definitely 100% since the day after Labor Day both elevators have worked 100% every single day. In August/July there were problems, but when Elevator #2 was fixed, starting to work on Elevator #1, there was almost no problems in “new elevator equipment working by itself every day until they fixed Elevator #1.” Elevator project is coming to an end; we are satisfied with the work that they did.

Update on Replacement of Fire Pump at The Elms – in Commissioner's packets is a report by Copamontebono. There is an email report from Mark; they're going to get proposals to replace the fire pump at The Elms. If SHA can get one of them to be under \$40,000 and other 2 are all apples to apples and they're over, SHA can award that contract without going out to a full bid, as SHA has a Qualified Purchasing Agent. They are in the process of soliciting companies for that project – somewhere in the neighborhood of \$35 to \$40,000 to replace it at The Elms.

Memorandum on RAD Capital Repairs Budget vs. Actual Costs – the memo came out of the Finance Committee. Briefly, the memo states when SHA converted to RAD, we needed to develop a budget that covered the \$2.5 million for the borrowed money. Listed there are list of projects with a number next to it. Perfect example of that number was \$167,000, which was budgeted

for the elevators, but really they cost \$100,000 more. Whereas, when SHA put the air handler on top of the roof at 600 County Avenue, SHA was \$12,000 under budget, which allowed SHA to put an extra fan on this roof all with the same amount of money. Now quarterly, we will keep a rolling track of that. And occasionally projects that SHA does that will not show up on it, as it wasn't one of the budget projects will occur. If you look at those projects listed, they're not the only projects that SHA is going to do for the buildings over the next 15 years. There will be other projects, but those listed will be explained.

HOUSING CHOICE VOUCHER PROGRAM (HCV) PROGRAM

DED Naszimento reported in August \$183,598 and September \$186,695 was spent, typically goal is \$185,000, which is good. SHA had been below that for a while. Increase is a result of change in payment standards as well as SHA issuing a large amount of vouchers in past six months. Currently, there are 2 applicant families searching in Secaucus; 4 applicant families who have elected to port their voucher to another authority. SHA anticipates having to open Housing Choice Voucher list within the next few months, and as such, SHA will begin purge process of existing list soon.

ED Marra added SHA also received 100 on SEAMP again this year, which is about 5th year in a row SHA received 100. Next year SHA will get 2 SEAMP – one for Housing Choice Voucher Program and Project Based Voucher Program.

DED Naszimento said SHA also received a letter from EFA Rental Resources, but hasn't gone through all the findings as yet. It will be ready by next meeting.

ED Marra said all apartments have been inspected: 2 failed, one for no batteries in the fire/smoke alarm; one was for some leakage of water. People have been sent back out to inspect those and get them into good standing. October meeting, an update will be given: reviewing the files to make sure SHA in compliance with HUD Regulations.

Also, under Housing Choice Voucher, there's a memo about HCV Programs, a background on the entire program, little background on what's happened in SHA; some discussion on how SHA actually earns funds from that and an entire discussion about what is the value of Housing Choice Voucher Program to the Authority and should it continue to be maintained; page also shows statistical summary of clients served as of July 1, 2018 – 184 households. Program was supporting 436 total people in a very small program. Breakdown was number of bedrooms; elderly/non-elderly, how many children/how many adults. Finally, some discussion about audits, which are done every year, but HCV Program always seemed to be in deficit. ED Marra brought that question to auditors last night. When Mr. Ketchen comes to speak in October or December, whenever SHA adopts the audit, he always discusses SHA has this budget, but you have this outstanding liability every year **OTHER PENSION AND EMPLOYEE BENEFITS –**

OPEB, which is a pretty big number, provided to SHA by the State of New Jersey, about what our obligations are for employees, their benefits, pension obligations. It makes your program appear to be deficit on paper, but as discussed last night in terms of cash value, the program has a small reserve and is not in deficit based on expenses and admin fee, etc.

OTHER

EXECUTIVE DIRECTOR'S REPORT AND UNFINISHED BUSINESS

ED Marra noted there were 27 tenants and Commissioner Rivera in attendance. There were 2 meetings: one on September 12th; one on September 19th – in The Elms meeting ED Marra noted, tenants had sent a letter with 19 issues. All 19 items were discussed at The Elms, which was the agenda for the evening. 50 of the 97 units that were active showed up. Each received a letter responding to everything Mr. Marra said, which was written so they would have accountability as to what action was going to be taken and done.

A meeting was held at Kroll Heights and 27 out of 75 units came. There is another meeting here, but isn't enough and more tenants needed to attend. Meetings held at 11:00 A.M., next one at 4:00 P.M., only inviting those that didn't attend the first one. When concluded, everyone in Kroll Heights will receive another letter as to what issues were discussed and what actions are being taken.

Some of the issues were: cleanliness of the building; smoking; snow removal at the corners – garbage in the compactor room. ED Marra said he's ready to lock the compactor room doors on the week-end to force people to keep garbage in their apartments. Those are the main issues. At the same time meeting was held in Kroll Heights, smoking shelters were being erected – one now outside breezeway, one down there (indicating) and ED Marra will send a thank you letter to DPW, who put them together, and installed them. Last one to be put up at Elms, but because of construction, it won't be done until end of October. Smoking Policy will be reinforced at each facility. For those in attendance tonight: one item addressed for cleaning all of the buildings is: SHA has hired a custodial company to come in once a week, every Monday for foreseeable future, but definitely for next 3 months and SHA will see how well they do, does it need to be adjusted and Greg Kohl's responsibilities have been significantly reduced so that time he is at Kroll Heights, he will thoroughly do each one of those jobs. The Elms had the most issues – 4 or 5 issues at Kroll Heights, maybe more according to Commissioner Rivera, which might come out at second meeting here.

LITIGATION

UPDATE: ED Marra spoke regarding government filed a motion asking Court to dismiss the offset law suit because the Claims Court does not have jurisdiction. They asked for more delay. One was sent July 30th, but another September 14th. Last month the government filed its reply to the brief, we filed an opposition; government didn't make any new or surprise arguments. It could take a long time for Judge to figure out what to do with that.

FINANCE COMMITTEE

Commissioner Fairman said re: HCV – it is very helpful and he's pleased it has been memorialized. It addressed a lot, and showed value importance and the cost matter that the Auditor briefed Finance on it. The Capital Repair Budget vs. Actual – on the schedule that Mr. Marra put together where budget is compared to spending, is the YTD Year to Date? ED Marra said yes. Commissioner Fairman asked if it would be cumulative. ED Marra answered he'd hand out the report October, January, April and July. He will keep it rolling quarterly. October might have refrigerators/stoves and have to get reimbursed for them, which will just be cumulative. ED Marra will work on tweaking so Commissioners could follow bigger projects and their status.

Commissioner Fairman asked about "smoking shelters". Are they cumulative, \$10,000? ED Marra said entire cost was \$9,500, almost \$3,000 each, and nothing to construct.

REMARKS OF CITIZENS

MARIE SIMBOLI, #315 – she was surprised to hear that SHA is getting a commercial company to clean. There are not many people here as compared to the 19th; they did not see any improvement. ED Marra answered if the tenants do not see a measurable improvement by the end of October and don't wait until the 31st, please let him know. Marie will tell everyone to let Mr. Marra know. This company also does the carpet extraction. She hopes they do a better job cleaning; she doesn't think they do a good job cleaning the carpets. Mr. Marra doubted that otherwise they wouldn't be hired. Cleaners will start Monday, October 1st. Marie added the last time they cleaned carpets on the 3rd floor, you could feel the water in the carpets. ED Marra said last spring he had a different company, but only used them one time.

Chairman Schlemm inquired when rugs would be done again. ED Marra said October 23-24. If it is still an issue, please call the Office.

CAROL STEWART - #216 – she asked if this was the same company that did the floors, as they did a wonderful job. ED Marra said yes.

CLOSED SESSION

**SECAUCUS HOUSING AUTHORITY
RESOLUTION NO. 2018-28
AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Secaucus Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

WHEREAS, the Secaucus Housing Authority has determined that 3 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on September 27, 2018 8:00 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

“(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____

WHEREAS, the length of the Executive Session is estimated to be 30 minutes after which the public meeting of the Secaucus Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Secaucus Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence
Existing Contract Roof	10/25/2018	
Existing Contract Elevator	9/27/2018	
Personnel	TBD	

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Michael Schlemm, Chairperson

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY AT ITS

PUBLIC MEETING HELD ON September 27, 2018.

Christopher Marra, Secretary

Motion to go into closed Executive Session made by Commissioner Harper; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (5)

Absent: Mondadori/Grecco

8:00 P.M. – PUBLIC LEFT THE MEETING ROOM

(AFTER THE CLOSED SESSION)

Motion to reopen Public Portion of September 27, 2018 meeting of Secaucus Housing Authority made by Commissioner Suarez; 2nd by Commissioner Harper.

VOTE: AYES/All Present Commissioners (5) Absent: Mondadori/Grecco.

#5 – CHANGE ORDER FOR BRAHMA CONSTRUCTION FOR THE ELEVATOR PROJECT AT THE ELMS TO ALLOW US TO GO OVER THE CONTINGENCY BY \$220.40

Motion to approve Change Order made by Commissioner Harper; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (5) Absent: Mondadori/Grecco

ADJOURNMENT

Motion to adjourn meeting made by Commissioner Harper; 2nd by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5) Absent: Mondadori/Grecco

Respectfully submitted,

Deborah L. Alvarez,
Secretary/Transcriber