

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

October 25, 2018

This is a condensed transcription of the taped minutes as taken on Thursday, October 25, 2018 at Imprevduto Towers, 600 County Road, Secaucus, NJ.

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

**ROLL CALL**

Present:

Chairman Michael Schlemm  
Vice-Chairman Michael Harper  
Commissioner Patricia Mondadori  
Commissioner Antonio Suarez  
Commissioner Carmen Rivera

Also Present:

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

Absent:

Commissioner Richard Fairman  
Commissioner Michael Grecco

**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 – September 27, 2018**

Motion to accept minutes made by Commissioner Suarez; 2<sup>nd</sup> by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (4)  
Absent: Fairman/Grecco

Abstain: Mondadori

### **PAYMENT OF CLAIMS – October**

There is a bill list for October. Motion to approve payment of claims for October made by Commissioner Rivera; 2<sup>nd</sup> by Commissioner Suarez.

Commissioner Suarez asked about the FEDEX bill for \$1,036.60. He wanted to know if the bill was categorized correctly – since it stated Maintenance Material. ED Marra responded that the bill was associated with the purchase of bathroom supply parts for 600 County Avenue. When the bathroom was renovated in 2010, the parts have a lifetime warranty. The parts are “free”, but the Authority must pay postage/shipping. The company is located in California. Commissioner Suarez wanted to know the value of the products, if they met or exceeded the value of the shipping. ED Marra stated he would get back to him with that information.

Commissioner Mondadori asked a question about the M&F Mason bill for \$4,900 concrete pads for smoking areas. She wanted to know if the bill was for one building or all three. ED Marra responded that the bill was for three (3) concrete pads – one at each building. The pads were about 7 feet wide and 4 feet deep. The smoking shelter was anchored into the pad. ED Marra noted that the DPW assisted the Authority by constructing all three shelters and placing them onto the concrete pads.

Chairperson Schlemm asked why there were bills for two PILOTS. ED Marra stated that the Authority had never paid the 2017 PILOT, the town had never asked and so we paid the 2017 and 2018 PILOT.

Commissioner Mondadori asked what was a PILOT? ED Marra responded that it is in effect the Authorities property taxes for its three properties.

Commissioner Suarez asked about the bill = \$3,538.38 for the repair of a 2000 Ford truck. ED Marra noted that many times the Authority will bring its vehicle to the DPW and it will make repairs to the vehicle and not charge the Authority. During the summer when Ron Gallo was on vacation, this truck lost its brakes. The vehicle's breaks were shot. We needed to have the truck and it was towed to United Ford at the corner of Secaucus Road and County Avenue. ED Marra also noted that this is the oldest truck of the Authorities 3 vehicles. Commissioner Suarez noted that the vehicle may not be worth \$3,538, being 18 years old. However, ED Marra noted that is true and primarily these vehicles are here for the Authority to use for plowing during the winter time and for transportation during Authority hours between all five properties. At the present time, the Authority is not prepared to replace the 2000 Ford truck.

VOTE: AYES/All Present Commissioners (5)

Absent: Fairman/Grecco

## **FINANCE COMMITTEE**

ED Marra noted that the Monthly Account Balances through September 30, 2018 are enclosed in your meeting package.

ED Marra then went on to talk about the status of the Verizon Wireless Contract for cell equipment on the roof at Kroll Heights. He noted that Verizon is in the process of selecting a vendor for the construction of the tower and have an authorized Carlisle roofer (Patwood Roofing) ready to assist them when they make the cut into the roofing material to install the equipment. ED Marra also noted that he completed a W-9 form for Verizon in late September and believes it is possible they could complete construction by the end of November.

## **PROFESSIONAL SERVICES COMMITTEE**

No Business

## **PERSONNEL COMMITTEE**

No Business

## **POLICY COMMITTEE**

No Business

## **BUILDINGS & GROUNDS COMMITTEE**

### **. Fire Pump Replacement at The Elms**

ED Marra stated that this job has taken a very long time. However, he believes that Coppa Montalbano is about to go out for quotes, as they believe the cost will be less than \$40,000. This amount allows the Authority to go out for quotes due to have a QPA on staff.

### **. Roof Removal and Replacement at The Elms**

We are not completed. We do not have a Carlisle guarantee yet. Carlisle was at the site about three weeks ago and there was an active leak in the roof at The Elms and they stopped the inspection, because of the leak. More Roofing came back and did some additional work. They also came back today and did some final work at 600 County Avenue and they are they have rescheduled Carlisle to come back next week. The dumpster was moved off the property at 777 Fifth Street last week. We still have not made the second payment and the Carlisle "mid-term" report is not mandatory, so we will not be receiving any report from Carlisle.

Finally, Jarrod Landscaping sent me a \$2,900 estimate to fix the side area of 777 Fifth Street where the dumpster was located for six months. I have already signed off on that work. We are using this estimate, plus the rug replacement, repairs of ceilings and extra work for Lee Mestres. We are now most likely to ask for 60 days of liquidated damages, instead of 30 days. This project was to be completed by August 13 and we are at the end of October. All the previous expenses I listed total close to \$20,000.

Finally, ED Marra reminded the Commissioners that we still have one project left at The Elms to reduce energy costs. All the projects that we want to do at The Elms are very expensive. Converting the building to gas heat or installing split systems for heating and cooling. So last week I arranged for a conference call for the Finance committee to participate on a conference call with a company called Champion Utility Billing Services out of Florida.

So, what I hope to propose over the following weeks is instead of doing those projects is to submeter the building and have tenants pay for their electric use. The tenants would pay for their utility use. This would significantly save the Authority money on its energy costs. On average for the past three years the Authority has spent \$130,000 on PSEG bills for just 777 Fifth Street. We need to reduce that bill, however when you have residents pay for their utilities you must give them a utility allowance. A utility allowance is a further reduction of their rent after calculating the 30% of income. ED Marra then gave an example of how that might work. If each resident were given a \$50 utility allowance – i.e., a \$50 reduction off their monthly rent that would equal \$60,000 in lost rent per year. However, if the tenants are using \$100,000 of that \$130,000 cost, then the Authority would save \$40,000. The estimated cost to install this would be about \$125,000 or a three-year payback vs. 12, 13, or 14 years to get back the \$800,000 to \$1,000,000 investment. It sounds like a better project. However, we need to get some professional assistance on this through engineering companies.

ED Marra noted that while initially residents will be upset that they now must pay a utility bill they will hear about getting some reduction in rent and finally the funds that we have left over could go toward projects such as painting both The Elms and 600 County Avenue, installing new flooring (rugs, etc.) We need to make our funds last.

The projects for energy efficiency are very expensive and can cause major disruption on the building and the projects are dirty – and how many times have we heard that The Elms are too dirty.

This project can be completed in 30 days, we do not even go into people's apartments.

Chairperson Schlemm then gave a brief overview of how the implementation of the project was described in the conference call.

ED Marra restated you do not go into their apartments you do not have to touch the unit's breaker box, you make a less of a mess in the building and we preserve our principal and save money.

ED Marra concluded, the Authority still gets one bill each month from PSE&G, about \$130,000 annually, the company is a billing service, they send the bill to the tenants and collect the funds each month. Then the company forwards the funds to the Authority. ED Marra forwarded a report to the Finance Committee that found a pilot program in a Baltimore Housing project showed that when these submeters were installed, the overall energy use of the property declined.

Commissioner Suarez asked if the utility allowance was a one-time occurrence or if it went away after a while. ED Marra stated that the utility allowance was a monthly deduction for every tenant in the building and lasted their entire tenure in their unit.

### **HOUSING CHOICE VOUCHER PROGRAM**

ED Marra stated that we do not have a report on October 2018 HCV activity. He did state that there is a resolution 2018-28 which establishes the Payment Standards for the Housing Choice Voucher Program effective October 1, 2018.

Chairperson Schlemm asked for a motion to approve resolution 2018-28, Motion to resolution made by Commissioner Harper 2<sup>nd</sup> by Commissioner Rivera.

### **RESOLUTION #2018-28 ESTABLISHING THE PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, on November 16, 2016 HUD published its final rule in the Federal Register establishing Small Area Fair Market Rents (SAFMR) parameters and naming 24 metropolitan areas that met the selection criteria, for which the Town of Secaucus, specifically zip code 07094 was included and were designated for mandatory use of SAFMRs commencing on October 1, 2017; and

**WHEREAS**, on August 10, 2017 HUD exercised its authority under 24 CFR 888.113(c)(4)(iii) to suspend SAFMR designation for 23 of the 24 designated areas that would have gone into effect on October 1, 2017 until October 1, 2019; and

**WHEREAS**, On December 23, 2017 the U.S. District Court for the District of Columbia entered a preliminary entered a preliminary injunction, voiding that suspension, thereby giving Public Housing Authorities until April 1, 2018 to implement these new rates; and

**WHEREAS**, a Public Housing Authority (PHA) uses the published SAFMR as a guide to establish Payment Standards per bedroom size for the Housing Choice Voucher Program; and

**WHEREAS**, a PHA may establish Payment Standards anywhere between 90 to 110 percent of the published FMR without obtaining HUD approval; and

**WHEREAS**, the Payment Standards are used to calculate the housing assistance payment (HAP) that the PHA pays to the owner on behalf of the family leasing the unit; and

**WHEREAS**, the Payment Standard set by the PHA directly effects the amount of subsidy a family will receive and the amount of rent that will be paid by the tenant; and

**WHEREAS**, a PHA must also determine that its annual budget authority for the Housing Choice Voucher Program will support the established Payment Standards; and

**WHEREAS**, a PHA must also ensure that the program participants will be able to find safe, decent and affordable units within the PHA's jurisdiction within the standards established; and

**WHEREAS**, applicants/participants have experienced cost related obstacles to leasing safe, decent and affordable units within the SHA jurisdiction, and;

**WHEREAS**, HUD has released its 2019 SAFMR for all bedroom sizes in zip code 07094; and

**WHEREAS**, the Secaucus Housing Authority has determined the Payment Standard shall be set at 90% of the 2019 SAFMR for the 0 bedroom, 1, 2, 3, and 4-bedroom units, the payment standard per bedroom size will be:

**2019 Secaucus Housing Authority Payment Standard**

Bedroom Size	SAFMR
0	\$1,359
1	\$1,521
2	\$1,809
3	\$2,268
4	\$2,448

**WHEREAS**, the Payment Standards have been reviewed and approved by William Katchen, our accountant; and

**WHEREAS**, his review has confirmed that sustaining the payment standard for all bedroom sizes is within the best interest of the SHA and the clients they serve

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the payments standards as set forth above are to continue for the period commencing November 1, 2018 through September 30, 2019.

VOTE: AYES/All Present Commissioners (5)

Absent: Fairman/Grecco

Chairperson Schlemm asked for a motion to go into closed session. Motion to resolution made by Commissioner Harper 2<sup>nd</sup> by Commissioner Suarez.

**SECAUCUS HOUSING AUTHORITY  
RESOLUTION NO. 2018-29  
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.

1	<p><b>“(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.”</b> The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are <u>Secaucus Housing Authority &amp; Brick Housing Authority</u></p>
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**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
Inter-Local Agreement	12/13/2018	

**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.

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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 October 25, 2018.

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Christopher Marra, Secretary

**(AFTER THE CLOSED SESSION)**

**ADJOURNMENT**

Motion to adjourn meeting made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5)

Absent: Fairman/Grecco

Respectfully submitted,

Deborah L. Alvarez,  
Secretary/Transcriber



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

CLOSED SESSION MEETING

October 25, 2018

This is a condensed transcription of the taped minutes as taken on Thursday, October 25, 2018 at Imprevduto Towers, 600 County Road, Secaucus, NJ.

Chairman Michael Schlemm called the session to order.

**ROLL CALL**

Present:

Chairman Michael Schlemm  
Vice-Chairman Michael Harper  
Commissioner Patricia Mondadori  
Commissioner Antonio Suarez  
Commissioner Carmen Rivera

Also Present:

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

Absent:

Commissioner Richard Fairman  
Commissioner Michael Grecco

ED Marra stated that tonight's closed session revolved around one topic and that is the Inter-Local Agreement between the Brick Housing Authority (BHA) and the Secaucus Housing Authority for sharing Jacob Naszimento with BHA as their part time executive director.

ED Marra stated that Chairperson Schlemm had spoken to Ron Jampel the BHA Chairperson prior to tonight's meeting and would now make a report on that discussion.

In summarizing their conversation, Chairperson Schlemm had noted that there were several back and forth e-mails between SHA and BHA, as this agreement expired on October 1. Chairperson Schlemm stated that ED Marra suggested that we arrange for a telephone call with the Chairperson. The SHA was seeking an increase of \$5,000 from \$55,000 to \$60,000 for a twelve-month agreement with BHA which would allow Jacob Naszimento to work at BHA 10 days each

month. Initially BHA had rejected both a request for a \$10,000 increase and this most recent \$5,000 request. BHA had cited that they had just concluded their contract negotiations with their employees and a 3% increase was as high as they were willing to go. However, during the conversation Chairperson Schlemm noted that while he understood that, the SHA did not see Jacob as an employee of BHA, but rather that SHA was providing a service to BHA. We were taking on all the financial risks associated with that service. We had the value of service and that BHA benefits from that value.

Once this topic was raised in this manner, Chairperson Jampel appeared to see this request in a new light and indicated that he believed that was something he could persuade his board to approve. He noted that their next meeting was Monday, October 29. He also believed that he would be able to sell this to employees as well, since Jacob is not an employee of BHA.

Chairperson stated that I am hoping his board agrees with him. ED Marra added that if we agree to the \$60,000, the new split of those funds would see the Authority get the additional \$5,000 bringing its share to \$30,000 and Jacob would continue to get \$30,000.

Chairperson Schlemm stated that he believed this agreement was fair for all parties – BHA and SHA – and he noted they are quite happy with Jacob.

Motion to adjourn closed session mad by Commissioner Harper; 2<sup>nd</sup> by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5)

Absent: Fairman/Grecco