

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

This is a condensed transcription of the taped minutes as taken on Thursday, January 25, 2018 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

Vice-Chairman Michael Harper called the meeting to order.

ROLL CALL – Executive Director Christopher Marra

Present: Vice-Chairman Michael Harper
Commissioner Patricia Mondadori
Commissioner Carmen Rivera
Commissioner Antonio Suarez
Commissioner Michael Grecco

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

Absent: Chairman Michael Schlemm
Commissioner Richard Fairman

Vice-Chairman Harper 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 Reporter on December 13, 2018. 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 – Recited by all in attendance.

APPROVAL OF PREVIOUS MEETING MINUTES – December 7, 2017

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

VOTE: AYES/All Present Commissioners (4) Absent: Schlemm/Fairman
Abstain: Harper

PAYMENT OF CLAIMS – December 17, 2017 to January 18, 2018

Motion to approve payment of claims made by Commissioner Mondadori; 2nd by Commissioner Rivera.

ED Marra explained Adamo Brothers - \$33,000 was the end of their second and last payment. New payment every month – Bogota Savings Bank – RAD Loan Repayment - \$11,120.37 – mortgage repayment every month of \$2.5 million. Not shown on 2017 because it's automatic payment.

NJ JIF - \$30,321 for first installment of Annual Payment; \$22,922 on Page 2, J.P. Patti – when greenhouse was removed, roof needed to be repaired that was under greenhouse to prevent leaks, which did occur any how. Commissioner Mondadori inquired about retirement luncheon ED Marra attended. It was for woman that was ED of Edison Housing Authority.

VOTE: AYES/All Present Commissioners (5) Absent: Schlemm/Fairman

COMMITTEE REPORTS

ED Marra announced Patricia Mondadori and Antonio Suarez were reappointed to five-year terms on Secaucus Housing Authority, serving until 2023.

1. RESOLUTION #2018-3 – AWARD OF CONTRACT TO SMSA LIMITED PARTNERSHIP D/B/A VERIZON WIRELESS

ED Marra explained Commissioners have this and behind it is a Memorandum from Mary Maggio.

Resolution 2018-3 Award of Contract to Verizon for Cell Equipment on the Rooftop of 700 County Avenue

WHEREAS, THE Secaucus Housing Authority, a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey, has issued and

published a Request for Qualifications (RFQ) seeking qualified applicants interested in leasing roofing space at 700 County Avenue, Secaucus, for the purpose of constructing, maintaining and operating a wireless communications facility.

AND WHEREAS, New York SMSA Limited Partnership d/b/a/ Verizon Wireless has submitted a Qualifications Statement reviewed and recommended by Executive Director Christopher Marra as fulfilling the substantial obligations and qualifications of the Request for Qualifications (RFQ);

AND WHEREAS, the Qualifications Statement submitted by Verizon Wireless indicates it will accept the terms of the Request For Qualifications of an annual base rental for the first year of the lease of \$30,000.00 with a 3% increase over the prior year's annual rent for the second year of the initial term and for all following years of the initial term and all extension terms;

AND WHEREAS, the Qualifications Statement submitted by Verizon Wireless has been reviewed by Counsel for the Housing Authority as to form and substance and has been determined to meet the substantial elements of the Request for Qualifications;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SECAUCUS THAT the Executive Director is authorized to enter into and execute a Communications Site Lease Agreement with SMSA Limited Partnership d/b/a Verizon Wireless, One Verizon Way, Basking Ridge, NJ, consistent with the submitted Qualifications Statement and otherwise subject to the proposed leasehold agreement listed in the Request for Qualifications.

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Suarez			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Rivera			
Commissioner Mondadori			

Mr. D'Amico submitted a Qualification Statement, which substantially complies with request SHA put out. They asked for one change – going from 35 years to 30 years, which states the Authority does not install the antennas or maintain them or construct them, and doesn't affect SHA ability to own or lease the roof. It's legally acceptable to accept their Qualification Statement they submitted; they're willing to pay \$30,000/year with 3% on top of that every year. (ED Marra noted the resolution had \$24,000, but it is officially \$30,000. ED Marra said Verizon is giving SHA an initial \$5,000 up front. They sent SHA a \$6,000 check along with RFQ, which was 20% of what first year's lease would cost Verizon.

ED Marra said when something goes out to bid, people send bid bond that has a value – a certain percentage of the project cost or \$20-\$40,000 – purpose being should you award Contractor A a bid and 60-90 days later for whatever purpose, he decides he doesn't want to fulfill contract, you go back to bonding

company and collect that \$20,000. The \$6,000 is equivalent of that. ED Marra has not deposited check, but will after Resolution is passed tonight. Jim Pollack, Consultant, is fine with this Resolution also. Mr. D'Amico asked that copy of Resolution ED Marra sends to Verizon will have corrected amount also.

Mr. D'Amico and ED Marra have reviewed all the terms and conditions SHA was hoping to get; Mr. D'Amico recommends that Resolution 2018-3 be passed.

Motion to approve made by Commissioner Suarez; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5) Absent: Schlemm/Fairman

Next was Memorandum on the Procedure to Execute Annual Deposit for Replacement Reserve.

ED Marra explained this: each year as part of agreement (SHA started off with \$1 million bank account used to fund repairs to buildings over next 20 years). In same 20 year time period, SHA has to keep refunding same bank account. SHA draws money out/but puts money in. Year 1 was \$61,500; each year goes up 2%. Over that same 20 years, if you've drawn \$1 million, you put \$1 million back in, so there is always money for capital repairs. Memo was written to Fran Pine, who will be in charge of doing that. ED Marra wanted Commissioners to know SHA was doing that. There are monthly account balances for all of bank accounts including CD at Santander Bank.

Next is NJ SEMS – what SHA has saved so far through December = \$8,800. If trending out, SHA will save 16-\$17,000 as SHA is half way through the year, which is a cooperative to purchase electricity. NJ SEMS has done their bid for next 2 years starting June 2018; SHA saving money every year. There is also the JIF bill for entire year, taking care of property, general liability, auto, worker's comp, stand pipes and public officials and employment practices liability.

RESOLUTION #2018-1 – HUD BUDGET INTRODUCTION – William Ketchen

RESOLUTION #2018-2 – NJDCA BUDGET INTRODUCTION – William Ketchen

**Resolution #2018-2
2018 HOUSING AUTHORITY BUDGET RESOLUTION
Secaucus Housing Authority**

FISCAL YEAR: FROM: April 1, 2018 TO: March 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Secaucus Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2019 has been presented before the governing body of the Secaucus Housing Authority at its open public meeting of January 25, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,688,562 , Total Appropriations, including any Accumulated Deficit if any, of \$5,374,426 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 0 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Secaucus Housing Authority, at an open public meeting held on January 25, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, April 2, 2018 and ending, March 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Secaucus Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 22, 2018.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Commissioner Schlemm				
Commissioner Harper				
Commissioner Fairman				
Commissioner Grecco				
Commissioner Mondadori				
Commissioner Rivera				
Commissioner Suarez				

(Mr. Ketchen's explanation is transcribed verbatim to the best of my ability.)

The first budget is a form of budget in the manner that's acceptable to HUD. HUD no longer has a standard budget, but they still require that even with the conversion to RAD, that they still require that you adopt the budget in a manner which is detailed enough that if they come out and do a review, that's it's in compliance with their regulations. So I still use a form of budget that they had – that we used to have to submit to them.

Now that budget is different for the first time in that it includes a full year of RAD – the Rental Assistance Demonstration (inaudible). So the tenant rents has not changed, but on Page 2 of the Budget where it shows HUD operating subsidy,

that number is the RAD subsidy, the half payment. So instead of receiving money from HUD now, the money comes from your Housing Choice Voucher Program, who receives the money from HUD. And that funding level is expected to be about 5% higher than what you actually received in 2017 because when you got done with the conversion to RAD at 89% and with the OCAF – Operating Cost Adjustment Factors – it's very close to 95% of what your entitlement would be versus HUD, this year, has stated that expect your funding level to be at 90%, while the tenant portions have not changed at all.

The other part of this budget that's full-blown RAD now is you have debt service. You have mortgage payments and you have the contributions to the reserve for repair and replacement that Chris just mentioned. So the results are instead of showing a negative for potential HUD negative proration, the numbers pretty consistent with what we think you're going to receive and we expect that my budgeted number is that your surplus at the end of the year would increase by just under \$300,000.

Now that's assuming the full RAD funding, which I don't expect you're not going to get, that's assuming that all other expenses remain fairly consistent: For example, utilities. There was a formula under the HUD Operating Subsidy – that formula is out the window because we don't file for HUD Operating Subsidy. So the way that we calculate utilities, which is your largest operating expenses, its last year's actual brought forward and I tack on a 10% increase. So it's either the higher of what we think we're going to spend this year or last year's increase by 10%. And you know what, that's fair, because gas prices are flat, electric prices are flat. Your sewer prices are fairly flat and what's left? Water. Water goes up every year, but that 10% increase will take care of that.

So, the Public Housing Budget anticipates 498,000 is the surplus this year. That's the first resolution. The second one – now that's only for the 275 units. The second resolution includes the DCA budget, which is both your public housing; your building budgets; the 275; the Housing Choice Voucher Program and the capital aspect of your budget.

Now, this budget as presented provides for a projected surplus of \$299,356. So that extra difference between the 298 and the 299 is an anticipated \$1,160 surplus in the Housing Choice Voucher Program. This budget also includes a capital budget and that capital budget is driven by your RPCA, which is the equivalent of a reserve for repair and replacement stuff that you were required to have obtained when you converted to RAD. So that states that you will spend or expect to spend, although I think Chris is probably ahead of the game in terms of the spending of some of this stuff.

The resolution on that – then you will expect to spend next year \$164,031, which is funded in a combination of two sources: out of your reserve for repair and

replacements – that million dollars that Chris mentioned and the contribution that you're putting into the reserve for repair and replacements.

So the reason why the surplus is generated or expected to be generated is for 3 reasons: 1 – the increase RAD funding expected the 95%; 2 – rolled into the rents now is the full amount of a capital fund budget that HUD previously gave to you separately and which most of that was spent on debt service for the previous financing that was done, which is gone now. That's No. 1.

#3 – there is an administrative fee provided now in addition, brand new money, that goes to the Housing Choice Voucher Program. So we've allocated about 75 or \$80,000 of expenses to that, because that fee that's being generated is going to amount to about 275 times 70 – about \$180,000 of new money. So the combination of all those, we hope, generates that kind of surplus at the end of the year. A bridge – we'll look at it, if it comes to fruition and we'll look, as we said, the pay down debt."

ED Marra asked about administrative fee might generate \$185,000, that is above the beyond the money that current Housing Choice Voucher Program gets? Mr. Ketchen said yes, new admin fee because you have a new cap contract for 275 units.

ED Marra asked these questions of Mr. Ketchen: SHA has a surplus and every year ED Marra has been here, he's said SHA has a deficit. He's happy about that. No complaints any more.

#1 is if you have that money, what's the potential that HUD could recapture some of it in this year or next? Is there anything you hear that that is a possibility? If you have too much surplus, State of New Jersey can't take any because they didn't give it to SHA, but can HUD tell you that if you have more than 6 month surplus, they'll take some back? Mr. Ketchen said RAD is now moved from a government program – public housing – to a business activity – a non-government program. Mr. Ketchen explained these numbers fall in place with the 20-year project done for HUD as a condition of converting to RAD. SHA did project this kind of surplus going forward. ED Marra noted some years in the projection, there's a deficit. Mr. Ketchen added because HUD required that you use a 5% vacancy clause. SHA is never more than half a percent and under conversion to RAD, if you do have a vacancy, you don't lose it. You put in a request to yourself for 80% of the gross rent for up to 60 days – vacancy loss payments. SHA should not at any point in time really have any loss of any kind of revenue unless there is a catastrophe in terms of a unit being out of commission.

Mr. Ketchen added SHA had 20-year pro forma that became an exhibit to the loan based upon these numbers. HUD has been known, when there are 3-rd party lenders involved, they can't touch funds that are collateral for the loan.

Commissioner Harper noted RAD worked very well for SHA.

(At this point in the proceeding, Mr. Ketchen left.)

Motion to approve Resolution #2018-1 and Resolution #2018-2 in unison made by Commissioner Suarez; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5) Absent: Schlemm/Fairman

PROFESSIONAL SERVICES

RESOLUTION #2018-4:AWARD OF CONTRACT TO ACCOUNTANT (FEE ACCOUNTANT)

RESOLUTION #2018-5 – AWARD OF CONTRACT TO ACCOUNTANT (AUDITOR)

RESOLUTION #2018-6 – AWARD OF CONTRACT FOR LEGAL SERVICES.

Mr. Marra said SHA did an RPF for accountant, auditor and legal services. For #2018-4 and #2018-5 only one bid was received – Mr. Ketchen’s office and Mr. Policari’s office. Legal services there were two proposals – Mr. D’Amico and from another law firm. The second firm did not comply to what was asked for, giving an hourly rate, but no retainer number; which Mr. D’Amico gave a retainer number. All amounts listed on resolution. ED Marra sent email out to Professional Services Committee: Commissioners Suarez, Schlemm and Fairman – this is what we got, all within line, and all good.

**RESOLUTION #2018-4
(Accounting Services)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for fee accounting services for the fiscal year commencing on 4/1/2018; and

WHEREAS, the Housing Authority solicited for proposals for accounting services and received one (1) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

William Katchen, CPA
596 Anderson Avenue
Cliffside Park, NJ 07010

in the annual amount of \$32,700.00 and an hourly rate of \$125.00 be hereby approved; and
2018 SHA Minutes January 25

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Suarez			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Rivera			
Commissioner Mondadori			

**RESOLUTION #201-5
(Award of Audit Contract)**

WHEREAS, there exists a need for financial auditing services to be rendered to the Housing Authority of the Town of Secaucus for the Fiscal year ending 3/31/2018; and

WHEREAS, the Housing Authority duly advertised and solicited proposals for these services in accordance with the requirements of HUD Handbook 7460.8 and PIH Notice 90-47; and

WHEREAS, the Housing Authority received one (1) proposal in response to its RFP and the Professional Services Committee has reviewed the proposal in accordance with its established rating system; and

WHEREAS, the highest rated proposal was submitted by the firm of:
 Polcari & Co.
 2035 Hamburg Turnpike, Unit H
 Wayne, New Jersey 07470

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for auditing services be hereby awarded to:

Polcari & Co.
 2035 Hamburg Turnpike, Unit H
 Wayne, New Jersey 07470

in the amount of \$12,656.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposal is on file in the office of the Housing Authority of the Town of Secaucus and this award was made through a fair and open competitive process in accordance with rules of the State of New Jersey.

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			

Commissioner Suarez			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Rivera			
Commissioner Mondadori			

**RESOLUTION #2018-6
(All Legal Services)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2018; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received two (2) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

Charles M. D’Amico, Esq. LLC
700 Plaza Drive Suite 212
Secaucus, New Jersey 07094

in the annual amount of \$20,000.00 and an hourly rate of \$115.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award was made in accordance with a Fair and Open competitive process in accordance with the rules of the State of New Jersey.

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Suarez			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Rivera			
Commissioner Mondadori			

Motion to approve Resolutions #2018-4, #2018-5 and #201806 made by Vice-Chairman Harper; 2nd by Commissioner Grecco.

VOTE: AYES/All Present Commissioners (5) Absent: Schlemm/Fairman

ED Marra said tomorrow the budget will be sent to DCA in Trenton; then will be readopted in March.

RESOLUTION #2018-7 – ED Marra hasn't prepared as Personnel Committee hasn't met for a variety of reasons; resolution will be ready at next meeting.

POLICY COMMITTEE

ED Marra gave all Commissioners introduction of new Smoking Policy. There is no resolution tonight, but will have one in February. This policy will go out tomorrow with a cover letter to all 275 residents; introduced last night at Board meeting; will be adopted in February. Please come to meeting if they care to speak about it or ED Marra's office. There will be designated smoking areas, not identified in this policy; identified tomorrow. Kroll Heights going towards County Avenue, out the breezeway, there will be a small space – shelter where you go to smoke on County Avenue.

Rocco Towers – at front door is a driveway – across the driveway – a little shelter there; guests smoke there also; workers smoke who are on the job; The Elms – side door entrance that takes you to side door pathway to parking lot – at the end will be a shelter. They will be the only places, not in front of the building or on sidewalk – not the designated area. There will be an enforcement policy there. It's like the Catholic Church – you might commit 1-2 sins, but if you don't do anything for six months, your slate is wiped clean and begin again. There are 40 smokers out of 275 units. Not many are interested in cessation services

RESOLUTION #2018-8 – ANNUAL AUTHORIZATION TO ATTEND CONVENTIONS

All of potential conferences made available to people in Housing Authority – NAHRO – PHADA – NJNAHRO – if a Commissioner would like to attend conference in San Francisco, the Board doesn't need vote; they just go and follow travel policy.

RESOLUTION #2018-8 **(Authorization to Attend Conferences)**

WHEREAS, the Housing Authority of the Town of Secaucus attempts to remain current on issues that affect the administration of its housing programs; and

WHEREAS, there are several industry recognized organizations that conduct seminars and conferences that are of importance and interest to the staff and Board of Commissioners of the Housing Authority; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that those interested Commissioners and staff are hereby authorized to attend the following conferences:

PHADA Annual Convention & Exhibition
May 6-9, 2018 New Orleans, LA

PHADA Legislative Forum
September 9-11, 2018, Washington DC

PHADA Commissioner's Conference
January 6--9 2019 Miami, FL

NJAHRA Annual Conference
September 2018 - Atlantic City, NJ

NJNAHRO-Conference
May 21-23 2018, Atlantic City, NJ

NJNAHRO Conference & Training
November 12-14, 2018, Atlantic City

NAHRO Legislative Conference
April 22-24, 2018 Washington, D.C.

NAHRO Summer Conference
July 27-29 2018 San Francisco, CA

NAHRO National Conference
October 25-27, 2018 Atlanta, GA

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

Motion to approve made by Vice-Chairman Harper; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (5)

Absent: Schlemm/Fairman

RESOLUTION #2018-9 – RESOLUTION RATIFYING ADOPTION OF NEW 2018 SMALL AREA FAIR MARKET RENTS & REVISED PAYMENT STANDARDS FOR HCV PROGRAM

ED Marra discussed an item not addressed before, a memo he sent to the Commissioners, A Small Area Fair Market Rents, which significantly boosted to better represent what rents are in Secaucus, but can damage the HCV program because if too much in rent is paid, not enough vouchers will be paid out. A finite amount of money – existing people and new people \$100-\$250 more for their apartment rent, SHA won't give out vouchers to anybody. Rents are listed on the memo - \$15,10 – 0; \$1,700 – 1; \$2,030 – 2; \$2,570 – 3; \$2,760 – 4. SHA is allowed to adopt a policy saying it can be as low as 90% of that figure or as high as 110%. ED Marra's recommendation is SHA adopt 90% figure.

Mr. Marra added, "Whereas the payment standards have been reviewed and approved by William Ketchen, our Accountant" -- in other words, someone says they want a 1 bedroom, SHA is only willing to pay up to \$1,530; 2 bedroom - \$1,827. This year SHA was paying \$1,519 - \$300 more; \$1,827 is the reality in Secaucus for a 2-bedroom apartment. This resolution asks to adopt the 90%. DED Naszimento has a general dissent with SHA being forced to do this; SHA was able to hold the line with landlords in Secaucus and eventually they would take last year's numbers. What's the difference? Now he has to offer that landlord \$300 more for the unit he would have taken less last year. ED Marra said SHA doesn't have to offer anything; if you exist they still must come to you 60 days before and ask for an increase - #1. #2 it's really a concern about new landlords when they typically ask, well, what can you pay me. This goes into effect April 1, 2018 per the policy. Next October they will change again. These are posted on the web site. DED Naszimento is worried it will stop SHA from helping more families on the way to SHA.

**RESOLUTION #2018-9
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 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, the Secaucus Housing Authority has determined the Payment Standard shall be set at 90% of the SAFMR for the 0 bedroom, 1, 2, 3, and 4 bedroom units, the payment standard per bedroom size

2018 Secaucus Housing Authority Payment Standard

Bedroom Size	SAFMR
0	\$1,359
1	\$1,530
2	\$1,827
3	\$2,313
4	\$2,484

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 WHA 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 April 1, 2018 through September 31, 2018.

Motion to approve made by Commissioner Grecco; 2nd by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5) Absent: Schlemm/Fairman

BUILDINGS & GROUNDS

In Commissioners' packets is a Notice to Proceed, January 26, 2018 elevator upgrade in The Elms; contractor signed; 200 days to complete the project. ED Marra has signed contract, but contractor doesn't order anything until it's signed; 16 weeks to get the parts. Work will begin around June, finished some time in August. Disruption won't occur until about June.

Memo in package has to do with Mr. Collins. ED Marra spoke with Buildings & Grounds Committee. He will not be retained as architect for that, and okay with that. ED Marra asked Michael Schlemm and other people on B&G, as this is a Professional Services contract. Coppa Montalbano is doing 2 projects in the

building. ED Marra can ask them to give him a proposal. Instead ED Marra went to 3 architects who have worked here over past 6 years; he spoke with each one of them, please send an RFP by January 31st – the catch is if you do this job, you have to do it so expeditiously that by March 22nd, we are actually awarding a contract to a contractor to do the roof removal and replacement. They all said they'd do it. ED Marra has a schedule outlined there, and they believe can meet it. This will require SHA Tuesday after Super Bowl to have a special meeting, with at least 4 people here holding it as early as possible, you can call in if you can't make it, a 1 item agenda meeting to award the contract.

An RFP is needed for heating & cooling installation at The Elms, going out soon, a big amount of money to be spent to do conversion.

The Elms had a standpipe burst and a fire pump, jockey pump and a motor no longer work. It has failed its inspection. SHA hired Coppa Montalbano last meeting to do that work. Part of their first test was to hire Suez to go out to the fire hydrant outside and run a pressure test. Fire hydrant failed pressure test, but it didn't fail inside the building. It did not generate enough pressure; Suez has to correct this. They can't work on the fire pump until Suez corrects problem outside. Suez has to fix because if there is a fire on 5th Street and not enough pressure is produced, there is a problem. Pipes are old and have to be cleaned.

HOUSING CHOICE VOUCHER (HCV) PROGRAM – DED NASZIMENTO

DED Naszimento explained month of January total amount of available funds spent was \$178,741 – a little lower than what we should target. More vouchers will be issued soon. SHA in 3rd month of using PHA Web, transitioning nearly all landlord payments to direct deposit – 5 remaining landlords who have not signed up for direct deposit. One needs to remain a check because of lien placed on the property, requiring money go directly to IRS. Another landlord in the past has trouble with hackers, so he requests his payment be in form of check. Other 3 just won't budge.

Letters have gone out to new families that they have come to top of the list and ready to issue them vouchers, leasing them up shortly.

OTHER BUSINESS

ED Marra said package contained JIF Annual Report.

Update on standpipe at The Elms: Mr. Marra sent email photos to Commissioners on January 5th; 10 apartments; 9 people had to be relocated; 3 were relocated within the building; 2 men were put at place on Meadowlands Parkway – Extended Stay America; 4 people went to live with families. Today carpet was laid – 2 apartments – for 2 men in hotel. Everyone given date of February 2nd to get back into their units. 5 of the people can get in by February

2nd. Other 4 people might require getting back on 5th, 6th or 7th. Mr. Marra might get them all back in on 2/2 if they don't mind that kitchen cabinets are being installed. In most apartments, wallboard was cut 2 feet up, carpet ripped up; kitchen floor ripped up; kitchen cabinets ripped out of their kitchen in 9 apartments. Entire apartment is being painted. Bathrooms weren't damaged nor new vanities just installed. Vice-Chairman Harper has visited several times and company doing work has been outstanding – 16 men working on day 1 and throughout the week end. Men moved furniture out into Community Room, helped them get back into their rooms to get stuff; moved 3 into units that were vacant or to share a unit. Outstanding chores not part of their job. This is a claim for JIF, which will also include people who stayed in units will pay February rent, if asked to leave for January, rent was already collected for that month, you won't pay rent in February. That claim will be put into JIF also – to get rent money back. SHA pays for carpet because SHA using SHA carpet person. Standpipe replacement not covered by JIF.

ADJOURNMENT

Motion to adjourn made by Commissioner Grecco; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (5)

Absent: Schlemm/Fairman

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber