

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

March 22, 2018

This is a condensed transcription of the taped minutes as taken on Thursday, March 22, 2018 at Impeveduto Towers, 600 County Avenue, Secaucus, New Jersey.

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

ROLL CALL

Present: Chairperson Michael Schlemm
Vice-Chairman Michael Harper
Commissioner Richard Fairman
Commissioner Patricia Mondadori
Commissioner Carmen Rivera

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

Absent: Commissioner Michael Grecco
Commissioner Antonio Suarez

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 16, 2017. 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

(The flag salute was led by Vice Chairman Harper)

APPROVAL OF PREVIOUS MEETING MINUTES – February 22, 2018

ED Marra noted that the minutes to the closed session of the February 22 meeting are not enclosed. He indicated that he had not completed those minutes and that he was responsible for those minutes. He told the commissioners they would have those minutes at the next meeting.

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

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

PAYMENT OF CLAIMS – March 2018

ED Marra went through some of the bill list and highlighted some of the major expenses, including the annual payment for Pensions to the NJ Division of Pensions and other expenses related to the 1st Floor flood that occurred at The Elms on January 4. These expenses included Optimum Flooring (\$15,950 Magic Touch Construction (\$2,645), and refunding a tenant's rent for February – ED Marra indicated he was sharing a unit. There is also a bill for Multi-Pak (\$9,500 for a compactor for The Elms). ED Marra indicated that at the next meeting he would provide the commissioners with a detailed list of bills related to the flooding incident at The Elms on January 4.

Commissioner Fairman asked about the payment to Jim Polick the consultant for the negotiating the Verizon Wireless contract. Commissioner Fairman wanted to know if they signed the agreement, yet. ED Marra explained that VerizonWireless asked for certain documents to prove that the roofing material used in 2013 did not have any asbestos. He told the Commissioners that he had not yet gotten those documents to Sean Russell and that was part of the hold up. In addition, he told the commissioners that he did not want to elongate payment to Mr. Polick, due to VerizonWireless taking extra time. Mr. Polick had completed his task in helping the Authority with the negotiations and he did not want Mr. Polick to view us as "slow payers" in case we used him in the future for negotiations with other wireless vendors.

Commissioner Fairman said, he understood and want to confirm that \$4,250 was Mr. Polick's total fee. ED Marra confirmed that.

Commissioner Mondadori asked about a Home Depot expense that is described as Maintenance Materials. In addition, Joseph Junewicz was reimbursed for Maintenance Materials. She wanted to know why Mr. Junewicz was paid for Maintenance Materials. ED Marra explained that on occasion, an

item needs to be purchased with a credit card and the employee – sometimes Mr. Junewicz, sometimes myself get reimbursed for that expense.

Motion to accept the Payment of Claims made by Commissioner Harper; 2nd by Commissioner Fairman.

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

Finance Committee

Resolution #2018-12 – Amend Budget for 4.1.17

ED Marra began by stating tonight we have two resolutions regarding the adoption of the budget. The resolution you have in front of you, was proposed to us by the NJDCA.

The process for budget adoption is that we sent the budget to the NJDCA in late January and they review the document. They then came back with three issues. They were:

- 1) On Page C-5 and F-1 – C-5 shows a \$5,688,562 of Total Revenue and \$5,374.426 of Total Appropriations including any Accumulated Deficit those amounts were not reflected on page F-1.
- 2) Page F-5 no schedule is attached for the amount of \$102,000, which exceeds the 5% of total operating appropriations – Miscellaneous Administration
- 3) Page CB-1 – The Certification page was not signed by the Executive Director

In response to this February 16, 2018 e-mail from the NJDCA, Bill Katchen prepared tonight's resolution 2018-12 with the NJDCA approval, so that page F-1 and C-5 would reflect the correct amounts of Revenue and Appropriations.

In response to question 2, Bill Katchen wrote back to Alica Rossi, "On your second point since F-5 is for the current year, do you still require the schedule?" Finally, Bill Katchen instructed me to sign the Certification on Page CB-1 and e-mail back to the NJDCA.

Also, I received an e-mail on March 20, but I did not bring it tonight stating that our budget had conditional approval and a set of directions on what to do, including passing the amendment resolution and 2018-13.

2018-13 is the normal resolution we would pass every year, but it reflects in paragraph 3 those two changes cited in Resolution 2018-12.

A couple of questions I received today were, Why is there a \$300,000 difference between revenues and appropriations and what are the risks to generating the revenue number and if can we assume there is little flexibility to cutting the appropriation number during the year?

So, Bill Katchen created the budget this year and basically it's kind of explained in the minutes (for the January meeting)...if you remember at the last meeting, every year I have been here I have had a deficit in the budget we introduce and every year Bill Katchen hears me whine about it. This year he provides me with a budget that has a \$300,000 surplus and I kind of scratch my head on how we got here.

So there are two reasons on how we got to that number. In previous years budget we have had an operating budget and a capital fund. In effect those two figures merged together to create our new HAP payment. So in the past if you received \$600,000 in Operating Funds and \$250,000 in Capital Funds you got \$850,000. But you could not include capital funds in your operating budget. You had two figure - the capital funds could not fund salaries, materials, only big capital projects, a roof, etc. Now the Contract Rent payment – is really the equal to those two payments, plus an annual increase – of 1.4% this past year. In the past if I had put my Capital Fund into the Operating Budget I would not have had a deficit every year, I would have had a surplus.

There was also a question at the January meeting which Katchen answered. What is the potential of these funds being recaptured? Number one, the State can not recapture this money, it is not their money. Number 2, the SHA has a loan with a bank – a private company in which we are to repay them these funds over 20 years. Having a surplus is part of that deal, HUD saw in the financing and how the funds would flow over 20 years. They can not recapture this money, because if they do we may have a problem repaying that private lender and HUD does not want to deal with that. In addition, HUD signed off on the deal.

Commissioner Fairman asked, my only observation on that is based upon what I am concerned about is submitting numbers to them that shows \$300,000 surplus. So when I see numbers like that in the face of this administration it makes me worry, why could have we taken some of that funds and used it as an operating expense to bring down the surplus.

ED Marra answered that he gave that answer based on his conversations with Bill Katchen. ED Marra then brought up that the other question in this resolution 2018-13, there is a paragraph that reads, WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position planned to be utilized of \$0.00. That is because under RAD, we no longer have a capital budget. We do not get a Capital Fund Grant each year. But this resolution is a standard DCA resolution and since there are still public housing agencies out there, they need to use it.

ED Marra continued, just as an aside, while we are on this topic, since the beginning of the year we have been receiving \$73,000 every month as a HAP payment. If you take that number out for 12 months it equals about \$870,000 in just a HAP payment. We will also get an administration fee, it can be about \$20,000, but I believe it will be closer to \$10,000, so that we will get up to \$120,000 on an annual basis. All of our tenant information is in the HUD PIC System. So based on these figures we are doing pretty good, it appears at this early juncture it is not a bad deal. Every year, HUD bases its funding on your previous year experience. So next year we might even get additional

funding, because the \$73,000 figure is based upon the information we provided to them when we converted.

Commissioner Fairman, asked are those figures included in the budget and ED Marra answered that they absolutely are.

ED Marra stated, so with that explanation I need a motion and a vote on first 2018-12 and then 2018-13.

Vice Chairman Harper moved to vote on Resolution 2018-12, Commissioner Mondadori seconded the motion.

RESOLUTION 2018-12

(A resolution to amend the proposed budget submitted to the NJ DCA on January 26, 2018)

WHEREAS the Board of the Secaucus Housing Authority had previously submitted their 2018 budget to the NJ Department of Community Affairs for approval, and”

WHEREAS, the Authority is desirous of amending the resolution to reflect the proposed total revenue and expenses identified on the approved budget. Whereas the following are amended:

	Original	Amended
Total Anticipated Revenue	\$5,688,562	\$5,712,802
Total Appropriations	\$5,374,426	\$5,413,446

and; WHEREAS the proposed changes have been approved by the Board of Commissioners of the Secaucus Housing Authority.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Secaucus Housing Authority approving the amendment to the 2018 approved budget resolution and authorizing the Executive Director to send to the State of New Jersey Bureau of Authorities this resolution

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco/Suarez

Vice Chairman Harper moved to vote on Resolution 2018-13, Commissioner Fairman seconded the motion.

Resolution: #2018-13 – Adoption of 4.1.17 Budget

**RESOLUTION 2018-13
2018 ADOPTED BUDGET RESOLUTION**

SECAUCUS HOUSING AUTHORITY

FISCAL YEAR: FROM: 4/1/2018 TO: 3/31/2019

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

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$5,712,802, Total Appropriations, including any Accumulated Deficit, if any, of \$5,413,446 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position planned to be utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Secaucus Housing Authority, at an open public meeting held on March 22, 2018 that the Annual Budget and Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, 4/1/2018 and, ending, 3/31/2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary’s Signature)

(Date)

Governing Body
Member:

Recorded Vote
Aye Nay

Abstain Absent

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco/Suarez

ED Marra noted that the Bank Balances Report is enclosed, as well as the Monthly Savings Report on electricity that we have through NJSEM. ED Marra noted that Jacob just went through a Reverse Auction process with the Brick Housing Authority that could result in significant savings for the Authority. So once Jacob has had some experience with that and can bring back some numbers, we can see if we need to switch.

Personnel Committee

- Collective Bargaining Agreement

ED Marra noted that we would be going into Closed Executive Session at the end of the meeting to discuss Collective Bargaining.

Policy Committee

- Smoking Policy Goes into Effect April 1

ED Marra then informed the Commissioners that the new Smoking Policy would go into effect on April 1.

Buildings & Grounds

- **Resolution #2018-14** – Award Contract to for Roof Removal and Replacement at 777 Fifth Street and 600 County Avenue

ED Marra stated that you had in your package an actual resolution that names the company and the bid, as well as the other six companies that bid. In short we had a company bid \$258,000 for the project. The company realized that after submitting the bid, they miscalculated and sent us a letter to withdraw their bid. The next company bid \$321,711.

ED Marra stated that when he was working on an estimate for roof removal and replacement he had estimated that it would cost \$175,000 per roof. At the time, ED Marra admitted that he had not taken into consideration the Greenhouse at The Elms or the pavers at 600 County Avenue. Lee Mestres estimated that he thought it would cost \$340,000. To get the \$321,000 is a good number for us. Patwood Roofing which gave us a figure of \$349,000 along with another company... I was expecting something between \$325,000 and \$350,000. For the \$321,000 the entire roof comes off at The Elms, including the parapet wall and three roofs at 600 County Avenue. In addition, we get a 20 year warranty. So, I think we got the best possible deal and every company wants to know how soon can we start.

The company is More Roofing and they are out of Clifton New Jersey

Vice Chairman Harper moved to vote on Resolution 2018-13, Commissioner Rivera seconded the motion.

QUESTION

Commissioner Fairman asked, Is the \$20,000 on the bonding... is that the normal bonding level on the size of this project.

ED Marra stated that 10% of the project cost or \$20,000

I am just curious is that the normal amount.

ED Marra, yes, I believe all of our projects

**RESOLUTION 2018-14
(RESOLUTION AWARDING THE CONTRACT FOR
ROOF REMOVAL AND REPLACEMENT AT THE ELMS & RIT)**

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 item; and

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

WHEREAS, the SHA received bids from six (6) bidders on Friday, March 16, 2018; and

WHEREAS, on the public opening of the bids More Roofing, Inc., Clifton NJ with a base bid of \$321,711 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 Company has been reviewed by the architectural firm of Habitech Architecture who recommended the contract be awarded to Company; and

WHEREAS, the bid submitted by Company 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 More Roofing, Inc., 83 Wabash Avenue, Clifton, NJ 07011 in the amount of \$321,711; 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.

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco/Suarez

Housing Choice Voucher (HCV) Program

- Deputy ED Report on HCV Program

For the month of March the total amount of available funds spent was \$180,944.84 With 214 active vouchers. The SHA has now adopted the small area FMR which has resulted in our payment standards increasing. We are decreasing the issuance of new vouchers as the new payment standards will increase expenditures on existing families.

ED Marra stated that there are about 50 people left on the Section 8 list that we must serve before we can reopen the list. Every single applicant lives out of town. So I am working with Jacob to expedite them through the process as fast as we can, because many of them will port out of Secaucus. We do not know if every housing authority will absorb these people. They should not be big expenses, because every person on the list is working.

Chairman Schlemm asked, It looks like this number is going up and up, this \$180,000...

DED Jacob Naszimento answered yes. Our target number is \$185,000. While we have the authorization for 250, the number is really budget driven. We have gotten to 220, but it is money driven. We get as many on the program at \$185,000. We essentially have been going down as the rents get higher and higher. Since we have passed the small FMR, it will help get the dollar figure up.

Chairman Schlemm responded OK, what is next.

New Business

- NJNAHRO April 2018 Newsletter

The newsletter talks about the NJNAHRO conference in May in Atlantic City and on page 23 there was an article about the grand opening of The Harper. Commissioner Mondadori asked about the apartment complex and if it was nice. Both Mr. Marra and Mr. Naszimento commented that it was a very nice complex. The next few minutes discussed the Affordable Housing Board's role in the process of establishing 92 affordable units at the property.

RESOLUTION 2018-15 SECAUCUS HOUSING AUTHORITY 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 1 issue is 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 March 22, 2018 at 7:40 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

“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” The collective bargaining contract(s) discussed are between the Board and

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
CBA Negotiations	April 26, 2018	Contract Negotiations

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 March 22, 2018.

Christopher Marra, Secretary

Adjournment

The commissioners came out of Closed Executive Session.

The meeting was adjourned at 8:00 p.m. with a motion from Commissioner Rivera and a Second from Commissioner Fairman. All voted in favor.

Submitted by Christopher Marra