

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

May 24, 2018

This is a condensed transcription of the taped minutes as taken on Thursday, May 24, 2018 at The Elms, 777 Fifth Street, Secaucus, New Jersey.

Prior to the start of the Commissioners' Meeting, Khoa Nguyen, 18 years old, was introduced to the Commissioners and audience as the recipient of an \$8,000 NJNAHRO scholarship (\$2,000/year x 4 years). Khoa is a Senior at Secaucus High School. Khoa is 1 of 3 statewide recipients. He will be attending Rutgers University in New Brunswick as a Physical Therapist major. Khoa volunteers at the library; his SAT score was 1290 and is the first Secaucus student to receive this scholarship in its 20 year existence.

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

ROLL CALL – ED Christopher Marra

Present:

Chairman Michael Schlemm
Vice-Chairman Michael Harper
Commissioner Antonia Suarez
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

OPEN PUBLIC MEETINGS ACT – Chairman Michael Schlemm

“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 12, 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

Pledge of Allegiance recited by audience.

APPROVAL OF PREVIOUS MEETING MINUTES – not available at this time – they will be presented at June’s meeting.

PAYMENT OF CLAIMS – MAY 2018

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

Commissioner Fairman asked about Leased Housing - \$5,000 each, why does SHA pay them. ED Marra stated SHA pays them \$20,000, but SHA has not received invoice for February; he has February and May invoice. SHA pays them in an agreement as a not-for-profit RAD Conversion for some of the work they’re doing for SHA, actually all paperwork, not physical work. They do not pay SHA in regard to anything. SHA has a separate contract with them for about \$45,000 to take care of their properties. Commissioner Fairman asked what was the purpose under RAD, that SHA needed a not-for-profit partnership.

Chairman Schlemm asked about the sewerage usage charge; is it not included in the PILOT? ED Marra said no; it’s the MUA, Secaucus Municipal Utilities charge for each of the three buildings. Commissioner Fairman inquired about the Unicorn bill; is that reimbursed to SHA? ED Marra said the 66-30 number is reimbursable number, when SHA had very few days left and gave them 3 apartments to turn over, and they did it in 2 days – painting, carpet, etc.

Commissioner Suarez asked about the repair bill? ED Marra said it was lawn mowers. Ronnie’s always goes there because it is used for Kroll Heights and Patriot Commons; bill is usually 2 times a year – spring for lawn mower/fall for snow blower.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

FINANCE COMMITTEE

FINAL PAYMENT FROM INSURANCE COMPANY FOR JAN. 4, 2018 1ST FLOOR FLOOD AT THE ELMS

ED Marra said SHA got their check back; \$32,000 was submitted. Total cost insurance company laid out for damage on 1st floor was about \$366,000, SHA received \$32,829, more than half was for carpeting in 9 rooms. Check came

May 10th; and has been deposited in bank. Rapid Recovery has been paid their full amount.

FOLLOW UP ON PBV FUNDING – HOUSING ASSISTANCE PAYMENTS & ADMINISTRATIVE FEE – Memo of May 17, 2018 – follow up on April 13th memo – ED Marra able to provide additional information re: Housing Assistance Payments & Administrative Fee – year to date SHA has received \$513,442 in Housing Assistance and \$117,660 in Admin Fees; taking it out for rest of the year, SHA is likely to get \$1,136,511 in RAD Program. In the past, SHA was getting Capital Grant of about \$250,000; some years getting only \$650,000 in operating funds; some years \$750,000. If ED Marra sees any changes in this, he will bring it to Commissioners' attention. SHA made out by about \$100,000 in the first year of changes. Commissioner Fairman is that the original budget when SHA did the financing? ED Marra said half payment is; but not the admin fee; admin fee never showed up in the 20-year Cash Flow Chart. Mr. Fairman said SHA is getting more than what SHA showed in financing. ED Marra said yes.

ED Marra spoke about the 2007 leveraging account; paid off in November 2017 with approximately \$3,700 left in the account. ED Marra contacted Wells Fargo; they said contact New Jersey Housing Mortgage Finance Agency. ED Marra wrote to Joe Heath, but has heard anything; copying the Commissioners and others and Bill Katchen. ED Marra will follow-up with Mr. Heath after Memorial Day week-end to see what they are/are not going to do.

Last two items are monthly account balances for housing authority and savings through New Jersey SEM, which is about \$9,500 for the year; there is one more year left in that program; then make a decision if SHA wants to opt out.

Mr. Marra mentioned he sent out email to try to schedule committee meetings. Next Wednesday, (May 30th) Personnel Committee will meet. June 6th for Finance and Professional Services, not yet confirmed; June 13 will be Policy Committee; Buildings & Grounds isn't going to meet, as most of their projects have been implemented, but ED Marra will write email about possible conversion at The Elms, and them maybe meet. After Memorial Day, he will try and confirm all the dates – 3 Wednesdays in a row; should not last more than an hour; Finance and Professional Services might last 75 minutes since it's 2 committees.

Commissioner Fairman speaking regarding balances report. He asked consideration be given to (inaudible) but rates, with what has happened, but rates are very, very subpar even on an operating basis; and maybe with the arbitrage, the differentials, it would be worth the outlay labor wise in order to move these monies around and float them in/out of these accounts. ED Marra answered before he goes to June 6 or 8 meeting, he has all intentions of contacting Bogota Savings and speak with them about (A) SHA has \$1.23K

(inaudible) and also another \$200K that's coming due in August; what can Bogota do for SHA with that money.

PROFESSIONAL SERVICES

ED Marra presented Resolution #2018-19 – AWARD OF CONTRACT FOR SUPERVISORY REVIEW SERVICES. Every 2 years, started before Mr. Marra started here, and now mandated to do “Supervisory Final Review & Inspection Services”; company doing it hasn’t raised their rates in past 7 years; only one that submits a proposal. If approved tonight, Jake will send them 25 Section 8 files, they’ll review files, make sure they’re in compliance, and look at those 25 units and inspect them, making sure they’re in compliance. In the Fall, SHA will give them 25 files from RAD PVB and they’ll make sure they’re in compliance, come and inspect those 25 apartments; make sure they’re in compliance.

Resolution #2018-19

Contract Award - Supervisory File Review & Inspection Services

WHEREAS, the Housing Authority of the Town of Secaucus is required to sample its program files and inspection reports to ensure that the program regulations are being followed; and

WHEREAS, the Housing Authority solicited for proposals for supervisory file review & inspection services by advertising in newspapers of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal in request to its duly advertised Request for Proposal; and

WHEREAS, the proposals were received by the Housing Authority’s Executive Director and reviewed by the Professional Services Committee;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for Supervisory File and Inspection Services is awarded to:

EFA Rental Resources, LLC
P.O. Box 351
Pompton Plains, NJ 07444

in the amount of: \$50.00 per file review
 \$35.00 per unit inspection fee
 \$21.00 per re-inspection fee
 \$250.00 Informal hearing fee

BE IT FURTHER RESOLVED, that funds for this work is being made available through the Housing Authority's operating budget & Housing Choice Voucher Program.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

POLICY COMMITTEE

ED Marra reported on Section 8 Administrative Plan, which has 24 chapters – 250 pages. It needs to be updated fairly significantly; ED Marra has made an attempt to do it; SHA needs to have a good Section 8 Administrative Plan. It will be the focus of what Policy Committee is about.

BUILDINGS & GROUNDS

ED Marra stated every 2 years an RFP for electrician services comes up. 4 companies are listed on back of resolution that submitted. Bill Lillis has been electrician 10-14 years; and hasn't raised his rates in that time and lives in Secaucus. Rates are: \$65/hour; \$35/for helper and rarely has a helper. Everyone else is about \$20 difference. Resolution is to rehire him for 2 years.

Resolution 2018-20

(Approval of Contract for Electrician Services)

WHEREAS, the Housing Authority of the Town of Secaucus has need for the services of an electrician in order to adequately manage its housing stock at an acceptable standard; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Housing Authority solicit proposals in order to obtain a high level of services at the best possible and reasonable price; and

WHEREAS, the Housing Authority publicly advertised for electrician services in order to request written proposals for these services; and

WHEREAS, four (4) vendors provided quotations for their services which were reviewed by the Executive Director; NOW THEREFORE

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

William Lillis Electrical Contractors
16 Village Place
Secaucus, NJ 07094

In the amount of \$65.00 per hour for an electrician and \$35.00 per hour for a helper with a Material Markup of 10% profit and 10% overhead.

BE IT FURTHER RESOLVED that this contract shall be for a period of 24 months and funds have been made available for these services through the operating budget.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

ED Marra explained he was unable to put Resolution #2018-21 into folder even though he contacted Tyson. Contract is 2 years and it ends this July. Tyson wanted to extend contract one more year. Their actual cost when you don't incorporate any other costs is \$13,850/year. SHA spends more on Tyson than that amount because elevator breaks. ED Marra wishes to extend it one more year, but would like to table Resolution this evening.

(AT THIS POINT IN THE PROCEEDING, THE TAPE RECORD STOPPED WORKING. REST OF TRANSCRIPT IS FROM SECRETARY'S NOTES.)

ED Marra spoke about update on roof removal and replacement at The Elms & 600 County Avenue. Men were working on May 14 thon 6th floor; Tuesday it rained and then in Apartments 607-608 there was water in the ceiling. He contacted architect and explained to Commissioners what transpired. Commissioner Fairman asked if SHA would owe money.

ED Marra spoke about the elevator upgrade at The Elms and Change Order #1. Construction work on the elevator should commence in July 2018. They have already installed the condenser unit that will provide the space with air conditioning.

ED Marra talked about update on replacement of fire pump at The Elms and email regarding that. Over the past few months the engineer has tested the fire pump at the corner of Fifth and Front Streets, but the pressure is very weak. They are about to undertake a test of just the pump inside the building. Once that test is completed the engineer will have a better idea of how to develop a specification for the replacement fire pump, motor, and jock pump. Commissioner Fairman suggested SHA not pay the water bill until SUEZ remedies the pressure situation.

HOUSING CHOICE VOUCHER (HCV) PROGRAM – Deputy Executive Director Naszimento

DED Naszimento reported \$181,464 was spent; there were 5 applications and 4 went to another town.

SEMAP Submission was done. ED Marra spoke about 2019 UPCS V-Program.

CORRESPONDENCE

Under PHADA/NAHRO lawsuit, ED Marra said that it had been delayed for a while due to government request. In addition, the SHA received \$120.78 from a settlement between JWD Automotive Inc. v DJM Advisory Group, LLC.

NEW BUSINESS

SHA will have a Health Fair, Thursday, June 21 from 10:00 AM to 12:00 PM at Kroll Heights Community Room.

ED Marra and Mr. D'Amico, Esq. spoke about Verizon and their use of antennas on SHA building and contractual items.

REMARKS OF CITIZENS

MARY ANN, APT #318, still having issues regarding smell in her bathroom. Geocon and 2 plumbers have attempted to find source of smell. ED Marra said wall should be taken down to discover the problem and fix it.

CAMELLA, APT. #410, spoke re: **smoke free building**. Another tenant starts smoking cigarettes and pot at 6:00 A.M. Commissioner Fairman asked how long this goes on? Carmella said when it rains, she stays in her apartment, smell is terrible. ED Marra said someone is also smoking in the elevator. 6th floor does have a problem.

ANTONIO asked about due process. ED Marra said The Elms did not have good attendance at meeting regarding smoking regulations.

MARY said she called a month ago to the office, she fell and her bathroom door is broken. Also there is a dead bird on the 3rd floor (inaudible).

Woman living on 6th floor spoke re: a drinker on that floor. In #616 there is a woman living there that is not supposed to be there. ED Marra said there is an issue with the gentleman, it is his home health aide.

AUTUMN, APT. #317 – spoke about washers/dryers – only liquids allowed. One lady said she has used powder for 13 years. ED Marra said the new machines will only take liquid soap.

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

MEETING ADJOURNED AT 7:40 P.M.

Respectfully submitted,

Deborah L. Alvarez
Transcriber/Secretary