

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

March 26, 2020

This is condensed transcription of taped minutes taken on Thursday,  
March 26, 2020 done through the software Zoom.

Chairman Michael Schlemm called meeting to order.

**ROLL CALL**

Present:

Chairman Michael Schlemm  
Vice-Chairman Michael Harper  
Commissioner Richard Fairman  
Commissioner Patricia Mondadori  
Commissioner Rajkumar Pardasani

Also Present:

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

Absent:

Commissioner Carmen Rivera  
Commissioner Antonio Suarez

**OPEN PUBLIC MEETINGS ACT – Chairman 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 19, 2019. 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**

Executive Director Marra waived the flag salute and the reading of the open public meeting minutes.

**APPROVAL OF PREVIOUS MEETING MINUTES – February 27, 2020**

Motion to approve made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Mondadori.

27 February 2020

VOTE: AYES/All Present Commissioners (5)  
Absent: Commissioner Rivera & Suarez

**PAYMENT OF CLAIMS – March 2020**

VOTE: AYES/All Present Commissioners (5)

Absent: Commissioner Rivera & Suarez

**FINANCE COMMITTEE**

Motion to approve made by Commissioner Harper; 2<sup>nd</sup> by Commissioner Mondadori.

**RESOLUTION 2020-8  
2020 ADOPTED BUDGET RESOLUTION**

**SECAUCUS HOUSING AUTHORITY**

**FISCAL YEAR: FROM: 4/1/2020 TO: 3/31/2021**

WHEREAS, the Annual Budget and Capital Budget/Program for the Secaucus Housing Authority for the fiscal year beginning April 1, 2020 and ending, March 31, 2021 has been presented for adoption before the governing body of the Secaucus Housing Authority at its open public meeting of January 23, 2020; 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 \$6,148,514 Total Appropriations, including any Accumulated Deficit, if any, of \$5,857,803 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$200,000 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 26, 2020 that the Annual Budget and Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, 4/1/2020 and, ending, 3/31/2021 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.

VOTE: AYES/All Present Commissioners (5)  
Absent: Commissioner Rivera & Suarez

## Monthly Bank Account Balances

Executive Director Marra directed the commissioners to review the monthly bank account balances. There were no questions.

## UTILITY SAVINGS PROGRAM AND NJSEM

Executive Director Marra informed the Commissioners that he signed the paperwork which withdrew the Housing Authority out of further participation with NJSEM, effective May 31, 2020. ED Marra stated that he had been contacted by NJSEM representatives to provide feedback on why the Authority opted out of the program. ED Marra is investigating other companies that can provide access to third party suppliers at a reduced rate. These include EMEX and Constellation both who are authorized to provide this service by the NJ Board of Public Utilities.

## **PROFESSIONAL SERVICES COMMITTEE**

No business

## **PERSONNEL COMMITTEE**

No business

## **POLICY COMMITTEE**

Executive Director Marra reminded the Commissioners that this amendment to the Administrative plan was to remove a specific Preference Point, placed in the Authority's plan 20 years ago. It now leaves the Authority with simply 3 ways to obtain a Preference Point to obtain housing in one of the three buildings.

### **RESOLUTION #2020-9 (Approval of Revised Section 8 Administrative Plan)**

WHEREAS, the Housing Authority of the Town of Secaucus is required to administer its Section 8 Program in accordance with all applicable federal regulations promulgated by the U.S. Department of Housing & Urban Development; and

WHEREAS, the regulations require that the Housing Authority adopt an Administrative Plan that enumerates the criteria for administration; and

WHEREAS, the Housing Authority last adopted a revised Administrative Plan on April 28, 2019; and

WHEREAS, the Housing Authority has determined that the plan needs to be revised in order to better define

- The issue of "local preferences" in the selection of applications

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the following revisions to the Section 8 Administrative Plan are hereby adopted:

Chapter 3 – Waiting List Management, Completion of Application, Preferences, Determination of Eligibility and Selection of Families, Denial of Admission

**PART D: Local Preferences (Page 12)**

Local preferences will be aggregated with a point system. The following local preference shall be used in selecting applicants:

- An applicant who resides in the Town of Secaucus at the time they submit their application
- An applicant who is working in the Town of Secaucus at the time they submit their application
- ~~A Family Member (parent, brother, sister, aunt, uncle) of Secaucus resident who has lived in the municipality for at least two (2) years~~
- Veterans & their spouse (2 years minimum service and Honorably Discharged)

**BUILDINGS & GROUNDS**

Executive Director Marra gave a brief overview of activities related to Buildings & Grounds. The Fire Pump/Motor/Jockey Pump project at The Elms was finally coming to an end. This morning all parties were on site to test the fire pump, before scheduling the town inspection.

Executive Director Marra also informed the Commissioners that he, along with Lee Mestres and the contractor ACI Electrical were postponing the removal and replacement of breaker boxes at The Elms.

Finally, as of the date of this meeting, there was no new information to report on the PSE&G Multi Family Program

**HOUSING CHOICE VOUCHER (HCV) PROGRAM – DED Jake Naszimento**

March 2020

209 payable landlord transactions / 5 family transactions
\$185,476 in HAP expense (overall money sent to landlords)
\$178,268 direct deposits to landlords
\$6,975 paper checks including \$241 sent to 5 families for utilities
\$19,760.52 port out direct deposit payments (all port outs are dd) paid to 8 housing authorities

Due to the coronavirus: The SHA is not currently issuing new vouchers nor are we currently inspecting apartments for their annual recertification. We are also not currently transferring families between apartments, unless it is to prevent homelessness.

## **CORRESPONDENCE**

**NEW BUSINESS – nothing at this time**

**EXECUTIVE DIRECTOR'S REPORT – nothing at this time**

**REMARKS OF CITIZENS**

## **ADJOURNMENT**

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

VOTE: AYES/All Present Commissioners (5)

Absent: Rivera & Suarez

Respectfully submitted,

Christopher Marra