

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

This is condensed transcription of taped minutes as taken on
Thursday, April 22, 2021 via ZOOM
Secaucus, New Jersey.

Executive Director Christopher Marra called the meeting to order.

ROLL CALL

Present: Vice-Chairman Michael Schlemm
Commissioner Raj Pardasani
Commissioner Patricia Mondadori
Commissioner Antonio Suarez
Commissioner Richard Fairman

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

Absent: Chairman Michael Harper
Commissioner Carmen Rivera

OPENING STATEMENT – none at this time

FLAG SALUTE – none at this time

ANNUAL REORGANIZATION

Vice-Chairman asked Mr. D'Amico, Esq., if reorganization could be done at end of meeting as Chairman Harper is not present at this time. Mr. D'Amico said yes.

APPROVAL OF MINUTES FROM MARCH 25 AND FEBRUARY 25, 2021

There were no questions or comments. Motion to approve made by Commissioner Mondadori; 2nd by Commissioner Pardasani.

MARCH MINUTES:	VOTE/Ayes – 4	Abstain: Suarez
FEBRUARY MINUTES	VOTE/Ayes – 4	Abstain: Schlemm

PAYMENT OF CLAIMS – APRIL 2021

1. ED Marra noted first big bill: ACI Electric – billed SHA at end; for 100 breaker boxes in each unit at The Elms. Project initially was \$61,000; early before project started it was determined an adjustment was needed in price, having to do with size of box and hole. Architect wrote letter, price increased \$20,000 -- \$81,783.
2. Home Depot - \$36,815 – ongoing project of changing hot water heaters in 600 County Avenue. When ED Marra gone for 8 weeks, SHA attempting to order them from Hudson Heating, who were unable to provide any hot water heaters until June 2021. Jose Rodriquez has a contractor's account with Home Depot, spoke with them, got a price for 80 Rheem – same specification 20-gallon hot water heater, \$36,815 -- \$460 a hot water heater; went back to Hudson Heating, got price for 80 from them – either \$680 or \$860. As amount was under \$40,000 and DED Jake Naszimento is a QPA, SHA got 80 hot water heaters from Home Depot in 2 weeks, whereas Hudson Heating could get 20 in June, and 20 each month after that. Chris wanted Jose to install all or most of them before summer vacations kick in for the maintenance staff.
3. Magic Touch – This charge had to do with changing the 119 gallon electric hot water heater at The Elms – which services the laundry and common area bathrooms to a 50 gallon gas hot water heater.
4. \$22,357 – final payment for fire pump replacement, installation, etc. at The Elms.

Motion to approve payment of claims for April 2021 made by Commissioner Mondadori; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (4)

Absent: Harper/Rivera

COMMITTEE REPORTS

Finance Committee:

1. RESOLUTION #2021-16 – APPROVAL OF CASH MANAGEMENT PLAN
2. RESOLUTION #2021-17 – INDEMNIFICATION RESOLUTION – CIVIL

RESOLUTION #2021-16 ***Adopting Cash Management Plan***

WHEREAS, it is in the best interest of the Housing Authority of the Town of Secaucus to earn additional revenue through the investment and prudent management of its cash receipts; and

WHEREAS, P.L. 1983, Chapter 8, approved January 18, 1983 is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan,

NOW, THEREFORE, BE IT RESOLVED, that the following shall constitute the Cash Management Plan for the Housing Authority of the Town of Secaucus and the Executive Director shall deposit and manage its funds pursuant to this plan:

Definitions

1. Executive Director shall mean the Executive Director of the Housing Authority of the Town of Secaucus.
2. Fiscal Year shall mean the twelve month period ending March 31st.
3. Cash Management Plan shall mean that plan as approved by resolution.

Designation of Depositories

At least once each fiscal year the governing body shall by resolution designate the depositories for the Housing Authority of the Town of Secaucus in accordance with N.J.S.A. 40A:5-14. The Housing Authority of the Town of Secaucus designates the, Bogota Savings Bank, TD Bank, Santander Bank and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

Audit Requirement

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Authority to Invest

1. The Board of Commissioners shall pass a resolution at its first meeting of the fiscal year designating the official who shall make and be responsible for municipal deposits and investments. The Executive Director of the Housing Authority of the Town of Secaucus is so authorized.

Investment Instruments

1. The Executive Director shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

Records and Reports

1. The Executive Director shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum the Executive Director shall:
 - a. Keep a record of all investments.
 - b. Keep a cash position record which reveals, on a daily basis, the status of the cash in its bank account.
 - c. Confirm investments with the Board of Commissioners at the next regularly scheduled meeting.
 - d. Report monthly to the Board of Commissioners as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

Cash Flow

1. The Executive Director shall ensure that the accounting system provides regular information concerning the cash position and investment performance.
2. All monies, shall be turned over to the Executive Director and deposited in accordance with N.J.S.A. 40A:5-15.

3. The Executive Director is authorized and directed to invest surplus funds of the Housing Authority of the Town of Secaucus as the availability of the funds permit. In addition, it shall be the responsibility of the Executive Director to minimize the possibility of idle cash by depositing the monies in interest bearing accounts wherever practical and in the best interest of the Housing Authority of the Town of Secaucus.
4. The Executive Director shall ensure that funds are borrowed for Capital Projects in a timely fashion.

Signatories

The signatories of the Housing Authority shall be Chairman, Vice Chairman, Treasurer and Executive Director. Transactions must be supported by at least two of the aforementioned officials.

RESOLUTION #2021-17
Indemnification Resolution-Civil

WHEREAS, N.J.S.A. 59:10-4 permits local public entities to indemnify public employees and officials from damages from civil violations of Federal or State law as long as the governing body believes the acts or omissions did not constitute actual fraud, actual malice, willful misconduct or intentional wrong; and

WHEREAS, the Board of Commissioners of the Secaucus Housing Authority believe that this indemnification should include payment of any deductible from any insurance coverage.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners do hereby grant all commissioners/employees for the Secaucus Housing Authority indemnification in accordance with N.J.S.A.59:10-4 for any and all actions taken on behalf of the Authority for the year beginning April 1, 2021 through March 31, 2022.

Motion to approve Resolution #2021-16 and #2021-17 made by
Commissioner Suarez; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners – 5

Absent: Harper/Rivera

ED Marra discussed Resolution **#2021-18 Authorizing SHA to Enter into Educational Services Commission of New Jersey Cooperative Pricing System**. It is mostly a Board of Education Coop. Magic Touch Construction gave a quote of low \$90's, 2 men working entire day. SHA has to give them a Resolution. Vice-Chairman spoke re: BOE and co-operative. He is in favor of it. ED Marra said they consider your application and is not aware of the fact that your hands are tied only to you whomever is in the co-op for services that you need. Commissioner Fairman has 2 observations – he is always supportive of this, but do any other entities of Town of Secaucus use this particular co-op? ED Marra didn't call Secaucus Purchasing Agent Sandra; doesn't know Purchasing Agent at BOE. He does know they use co-ops, but doesn't know if it is this one. He will call and ask if they use this one. He

will call Grace at BOE. Commissioner Fairman likes independent due diligence with Town would be good for the record.

RESOLUTION #2021-18 – AUTHORIZING SHA TO ENTER INTO THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY COOPERATIVE PRICING SYSTEM

**RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE Secaucus Housing Authority
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on (DATE OF ACTION) the governing body of the (CONTRACTING UNIT), County of (COUNTY OF LOCATION) , State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Secaucus Housing Authority

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

I hereby, certify that the above resolution was adopted by the Secaucus Housing Authority Board of Commissioners at a meeting of said governing body held on April 22, 2021.

BY:

(NAME AND TITLE)

ATTEST BY:

(NAME AND TITLE)

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

VOTE: AYES/All Present Commissioners (5)

Absent: Harper/Rivera

ED Marra said there will be a follow-up about this in May.

Monthly Account Balances

Bank account information through March 31, 2021 included and email from John Smith from EMEX that included chart supplied to him by Constellation, including ED Marra's charts. SHA will not end up in the green or black, which was done for only one year. John provided email that described why these things may have occurred; why they did occur. ED Marra says if SHA going to join this other organization or get in, SHA has to keep it through month of June, but is something Finance Committee will discuss: Commissioners Pardasani and Fairman and Chairman Harper. It wasn't a good first year. Perhaps SHA needs to try another way to save money through the electric; a discussion for another time.

Use of CARES money

There was a notice by HUD in September 2020 that extended use of CARES money through December 31, 2021. Initially it was 12/31/2020, then 6/30/2021 and now through end of year. Important things not known at last meeting, but have been brought to ED Marra's attention. He asked Board if Emily (part time) could be kept through August – **A – what can you fund CARES money with** – temporary help. All of Emily's time here at SHA including last summer and January through August is now to be included in CARES money. Also: an IIT person working here last year – Aaron Green – most of his time can be used through CARES money, but not included in this. ED Marra did include Techno time and surveillance cameras, he **didn't include** \$12,000 for Lee Mestres for architectural/engineering costs. This is going to make it up, higher, as he gives numbers of Commissioners each month, going through rest of year. He spoke with Bill Ketchen yester; said SHA won't make it to \$200,000; asked Mr. Ketchen as ED Marra has heard it talked about in housing authorities, that just regular staff time somehow – if CARES sheets are filled out, which we self-create, can somehow be used to count towards \$200,000. Mr. Ketchen's answer was "Yes, if you can justify extra time that the housing authority spent doing CARES-related things, such as: if maintenance staff spent extra time doing extra cleaning that wasn't done normally, related to CARES. Answer is NO. Did maintenance men do overtime related to CARES clean-up or CARES anything. Answer is NO. Did regular staff time do anything extra as related to CARES money? Answer is NO – unless there is this possibility, for example, that some of it was dedicated to working with Lee or working with Aaron Green in selecting a telephone system; and add other things such as SHA bought Office 365 licensing so SHA would have access to SHA information no matter where you were just by logging in. It isn't just SHA can use some of Jake's, Fran's, Terri's time. It will be

difficult to get to \$200,000; probably make it over \$100,000, but for rest of year this sheet will get updated as we go forward.

Commissioner Fairman asked if there were any expenditures ED Marra wasn't envisioning or putting in motion at this point that SHA could do to take every dollar? ED Marra has bullet-pointed the document, but there is a very limited amount of items that can be used for CARES money. An example, if SHA had to fund and administer our own vaccination program; if nurses had to be paid to give shots or materials or whatever Town provided to us in our buildings for no cost. If SHA had to fund that, a bill would be submitted and that would be it.

Personnel Committee

Collective Bargaining Agreement expired March 31, 2021 – it will be discussed at Finance Committee.

Policy Committee

By Laws will be discussed in May.

Building & Grounds

Two memos on RAD Capital Repairs Budget vs. Actual Expenses on Capital Repairs & Update on all existing capital repairs or projects approved Board of Management

ED Marra stated memo on RAD, it's important to note the amounts of money left including Santander account as a Capital account – extra money in there. Look at charts, which show each building – showing what was budgeted in Physical Condition Assessment Report and what SHA has spent in that category over 4 years since Physical Condition Report has been done.

THE ELMS: Roof; \$5,827 with Magic Touch to convert common area water heater; changed in-house residential water heaters; elevators – almost \$300,000 upgrading/modernizing elevator equipment; \$21,413 by purchasing 50 stoves; fire pump project (estimated to be \$28,000) was \$157,000 plus A&E costs. Event not used was not new breaker boxes costing \$81,783.

THE TOWERS: Most were done – roof; now doing residential hot water heaters in-house. When \$32,000 is spent at Home Depot, at present time ED Marra has no intention of taking that money out of Replacement Reserve Escrow Account; it will be funded out of General Operate. HVAC common area done also.

KROLL HEIGHTS: No projects have been done that were budgeted in PCA, but there is a new project – bathroom renovations - \$381,500 + \$12,500. Yes, when

SHA does that project, it will be taken out of Replacement Reserve Escrow Account, big project, outside contractor.

There is no report, but it will be generated in a few days: there is a very good possibility that SHA will spend lots of money to modernize elevator equipment at 600 County Avenue. Basically, Thyssen has told ED Marra that elevator has to be modernized. Since January 1st at least one elevator has been shut down, how many service calls have come there for elevators. Resident who lives at 600 County wrote a letter to Mayor Gonnelli stating how can Authority keep shutting down elevator, which was forwarded to ED Marra yesterday. Project will cost significant amount of money. Last time equipment was modernized was before 2000. This is about motors, governor and cables.

No questions on RAD Capital Repairs Budget memo or update on all existing capital repairs or projects

HOUSING CHOICE VOUCHER (HCV) PROGRAM – DED Jake Naszimento

ED Marra and DED Naszimento said a report generated by P.H.A. Webb tells SHA everything that was talked about in past; what was spent on program; how many landlord transactions; all money spent. Basically, top 2 numbers tell how many vouchers are out in Secaucus – somewhere between 221 and 222 that SHA is managing. 214 from Secaucus/7 from outside of which other Housing Authorities fund those vouchers. SHA has 5 going outside.

CORRESPONDENCE

ED Marra wrote a memo about a year ago re: what maintenance men had declared to be some priority Capital projects. You can see how it's changed in a year.

Lee Mestres and a representative from company that manufactures the “drive it product” will be here at May 27th meeting. SHA will consider using that for refacing The Elms – they will give Board an overview and little education on product in 21st century; and what it would take to actually do this entire job – pulling it off, what is process like, can it only be done during certain times of the year. This project would be done during “seasonal weather”; SHA needs to hire architect, draw up specs in June, so that can be bid and awarded by December, so it can be started in May of 2022. Please walk by The Elms and look up at all of the building – front part. It is in severe disrepair on the front. Based upon report that Cliff Kapson (ph.) did, it has to be done. May 27th representative will probably do a power point on Zoom and educate us.

About 2 weeks ago on a Sunday, April 11th, an older person was in lobby of Kroll Heights; not from Secaucus. At some point he walked into building behind somebody who opened the door; going up to 5th floor and fell asleep on bench

outside elevator. Resident saw it, recognized he didn't live here, called 800 number and Jose Rodriguez came, on-call maintenance person, and escorted him out of building. Police were not called as man cooperated with Jose, and left.

MISCELLANEOUS

Commissioner Mondadori said she walks a lot past The Elms and will look up, but there are a lot of cigarette butts outside front door.

COMMENTS OF CITIZENS

SUE GLASSER, Kroll Heights – She'd like to sit down with ED Marra for 30 minutes. Also, outside 3rd floor entrance where she uses her wheelchair to get out by smoking area, who is responsible for cleaning up? SHA is Mr. Marra said. Sue said there are bottles, people sleeping there, other bodily fluids there – ED Marra said 3 years ago a smoking area was put outside of Kroll Heights that faced County Avenue; one put at Rocco Tower; one in front of The Elms. First 2 years, nothing happened and no complaints. Even smokers have now brought it to his attention. People stop there, smoke, relieve themselves, leave litter and a better job of maintaining has to be done. Sue will speak to ED Marra tomorrow about bathrooms and another item.

DOREEN MORGAN, The Towers – Wanted to speak about elevators, but knows it was already discussed. It is very frustrating: yesterday getting on elevator for 7th floor, it would not stop at 7th floor. She walked down stairs to 4th floor; elevator finally stopped there, got on, pushed lobby; went up to penthouse; went back and forth a few times – finally, it went down to lobby. There are many elderly and disabled people in The Towers that cannot use stairs. It needs to be addressed.

There are some uneven spots in parking lot at The Towers, as she has to park in Knoll Heights and walks outside. Where she walks there are a lot of uneven areas. Perhaps they can be filled in with blacktop or something – please have someone just check it out; difficult for people using wheelchairs or walkers.

SUE GLASSER – Spoke about Kroll Heights – 15 minute waiting area should be yellow; people think that's a handicap area and when Town repainted, they put handicap sign there, but some people park there all week-end. Medicines can't get delivered or can't find spot or take motorcycle spot.

DOREEN – Times when you come in and out of building, especially at night, it takes a long time for doors to close. She can be almost on the elevator and finally doors are closing. ED Marra said it's probably set at a certain time, but knows door is based upon a fixture at top of door. He will check on it and make sure amount of time is correct. She always feels like someone could rush in behind her. ED Marra asked if it is better now that there is more light. Doreen said yes.

GIGI – 600 County Avenue – woman talked about cracks on pavement; that is how GiGi broke her wrist. She fell down and it is the second time she fell down. Please fix it. ED Marra knows about parking lot over there and will call Secaucus Paving again and get them to come.

ED Marra noted at this point in the hearing he has been unable to reach Chairman Michael Harper. Mr. D’Amico, Esq., said since all Commissioners are the same, it can be done next month; not prejudicial to things done today.

Vice-Chairman Schlemm agreed as did other Commissioners in attendance.

ED Marra informed Commissioners they will hear from him about Committee Meetings – most likely through Zoom unless there is a reason Committee wants to sit in Community Room. Everyone will have a committee meeting this month.

ADJOURNMENT

Motion to adjourn made by Commissioner Mondadori; 2nd by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (5)

Absent: Harper/Rivera

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber