

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

March 24, 2022

This is a condensed transcription of taped minutes taken on Thursday,
March 24, 2022, Impeveduto Towers, Secaucus, New Jersey.

ROLL CALL

Present:

Chairman Michael Harper**
Vice-Chairman Michael Schlemm
Commissioner Richard Fairman
Commissioner Raj Pardasani
Commissioner Patricia Mondadori
Commissioner Antonio Suarez**

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

Absent: Commissioner Carmen Rivera

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 Annual 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 December 12, 2021. There is no smoking in this facility.”

FLAG SALUTE

APPROVAL OF PREVIOUS MEETING MINUTES – March 4, 2022

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

VOTE: AYES/All Present Commissioners (4) Absent: Harper/Rivera/Suarez

PAYMENT OF CLAIMS – MARCH 2022

Commissioner Schlemm asked about Apartment #406 @ The Elms repair and what is State Chemical? ED Marra said it had to do with kitchen cabinets including installation. State Chemical sells SHA specific cleaning products mixed with water that custodial company uses to clean building; also buy a service from them – fragrant service that's put in compactor room in different buildings so there is no call in middle of summer saying compactor room smells terrible.

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

VOTE: AYES/All Present Commissioners (4)

Absent: Harper/Rivera/Suarez

REMARKS OF CITIZENS – nothing at this time

FINANCE COMMITTEE

1. RESOLUTION #2022-14 – ADOPT BUDGET 4/1/2022

RESOLUTION 2022-14 2022 ADOPTED BUDGET RESOLUTION

SECAUCUS HOUSING AUTHORITY

FISCAL YEAR: FROM: 4/1/2022 TO: 3/31/2023

WHEREAS, the Annual Budget and Capital Budget/Program for the Secaucus Housing Authority for the fiscal year beginning April 1, 2022 and ending, March 31, 2023 has been presented for adoption before the governing body of the Secaucus Housing Authority at its open public meeting of January 27, 2022; 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 \$6,832,610 Total Appropriations, including any Accumulated Deficit, if any, of \$6,590,988 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,810,000 and Total Unrestricted Net Position planned to be utilized of \$60,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Secaucus Housing Authority, at an open public meeting held on March 24, 2022 that the Annual Budget and Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, 4/1/2022 and, ending, 3/31/2023 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)

State reviewed SHA budget as was submitted, approved it; sent back to SHA and Commissioners need to adopt; resolution sent back to them; budget has been adopted, including change to have Annual Replacement for Reserve increased to \$90,000. It is same Resolution with same numbers as when introduced.

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

VOTE: AYES/All Present Commissioners (4)

Absent: Harper/Rivera/Suarez

Monthly account balances report through 2/28/2022 also included. By March 31st ED Marra will take money out of account having \$1,825,000 and put into Account #1 – as we basically paid for bathrooms with Operating; need to move money into there, which Commissioners Fairman and Pardasani talked to me about with financial statement. Commissioner Schlemm: Basically, taking from Reserves – putting it into Operations. Commissioner Fairman: On second chart – after Account #2, 3 and 4 – it has .85. Down below it has .3 @ .85 – is it really 85 basis points or 8-1/2 basis points. ED Marra: Statement says 0.85. It was never lowered, whereas they did lower some other accounts to .40. Commissioner Fairman: If that is correct, that's a significant well-above market – good news. ED Marra: SHA has almost \$200,000 in TD Bank – money collected from laundry over many years. Eventually, we'll take some money out; might use money from there to pay for new Access Control System - \$30,000.

(7:10 P.M. – Chairman Harper and Commissioner Suarez joined the meeting.)

Commissioner Fairman: Notes say ,085 -- ED Marra: It's a typo.

PERSONNEL COMMITTEE

2. RESOLUTION #2022-15 – HIRING OF ANGIE OLIVEROS AS HOUSING CHOICE VOUCHER SPECIALIST

RESOLUTION #2022-15
Hiring of Housing Choice Voucher Specialist

WHEREAS, the Housing Authority of the Town of Secaucus has seen its Housing Choice Voucher program grown 25% over the past eight years; and

WHEREAS, the Housing Authority of the Town of Secaucus just reassigned staff to take over management of the program; and

WHEREAS, it has been determined that the Housing Authority is in need of a Housing Choice Voucher Specialist for the program to fulfill the responsibilities outlined in the attached job description; and

WHEREAS, the Housing Authority had Angie Oliveros work for the Authority has an intern for 7 weeks; and

WHEREAS, the Executive Director has recommended to the full Board of Commissioners that the Authority hire Ms. Oliveros as a full time employee; NOW THEREFORE

BE IT RESOLVED, by Board of Commissioners of the Housing Authority of the Town of Secaucus that Angie Oliveros will be offered the position of Housing Choice Voucher Specialist; and

BE IT FURTHER RESOLVED that the starting salary for this position be \$35,000 based upon a probationary period of six months.

Commissioners met Angie Oliveros at The Elms last month.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Rivera

3. RESOLUTION #2022-16 – HIRING OF ADAM QUINONES MAINTENANCE
TECHNICIAN

Adam begins work at SHA next Monday, March 28th; been through his physical, drug test; have called all his references; took notes on it – a previous supervisor, supervisor from current job but not direct supervisor and person he works with. Adam is very excited and super interested. Chairman Harper: Adam was nice, young gentleman; hope he's part of SHA for a long time. Angie has been with SHA for a while, and welcome her onboard. Commissioner Mondadori: Adam is replacing Jose, correct?

Resolution #2022-16
Hiring of Maintenance Technician

WHEREAS, the Housing Authority is in need of a Maintenance Technician to fulfill the maintenance duties and responsibilities to keep the Authority's buildings orderly and in good repair; and

WHEREAS, the Housing Authority advertised for this position and received two resumes; and

WHEREAS, the Personnel Committee interviewed two candidates; NOW THEREFORE

BE IT RESOLVED, by Board of Commissioners of the Housing Authority of the Town of Secaucus that Adam Quinones will be offered the position of Maintenance Technician; and

BE IT FURTHER RESOLVED that the starting salary for this position be \$40,000 based upon a probationary period of six months.

Motion to approve made by Chairman Harper; 2nd by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)

Absent: Rivera

COLLECTIVE BARGAINING AGREEMENT – Have not met in a long time; at conclusion of tonight's meeting, there will be a closed session to discuss Collective Bargaining Agreement, as ED Marra learned some information today.

UPDATE TO EMPLOYEE HANDBOOK – 1/3 of SHA Staff has been turned over in last six months – 3 new people, 9-10 total staff – ED Marra updating Employee Handbook, provided to SHA by JIF. First one created in 2014; there's a Procedures and Policy Manual also. One new document will be created and shared at April meeting; hopefully adopted at April meeting. ED Marra spoke with JIF and Sandra Lopez, Human Resources, Secaucus – issuing a memo on Monday about our employees going online between today and April 4th to New Jersey MEL – training arm of JIF for municipalities, housing authorities, school boards, etc. and they are required to take 3 online classes; printing out certificate at conclusion. SHA had same staff for 8-9 years – handbook was not referred to ever; taking training 5 years ago on sexual harassment – they are taking 3 classes right now, which Sandra Lopez recommended.

POLICY COMMITTEE

No memorandum right now, but SHA will adopt Admin Plan at April 28th meeting. Notice in newspaper, located also on front page of SHA web site, 30-day comment period, so people can download and comment on it; then adopt on 4/28.

BUILDING & GROUNDS

SHA just signed contract with Main Access Systems for installation of new controlled access system. It will require all employees, Commissioners, residents to get new access control cards. Software for system will be updated and some minor equipment. Wiring and actual hard readers will remain. One main reason for updating is that other companies' software expired and there was no update to it. This company installing it, will have service contract with us and they will take care of it for next several years until it needs updating again. Probably in last week of April, they will be able to install new system.

4. RESOLUTION #2022-17 – AWARD OF CONTRACT TO EXCEL ELEVATOR & ESCALATOR

Copamontebono sent letter of recommendation to ED Marra – SHA put out bid for project; pre-construction meeting and 4 companies showed up. No one bid on project. SHA puts out another bid; no one shows up for pre-construction meeting. Excel, who attended first one, submits a bid, not in compliance, according to N.J. Public Procurement Law as they didn't insert a document about conditions – unacceptable. Excel is based in Secaucus, merging with a company named Phase Three; have done public work before; have their offices down by old Hilton Hotel, Harmon Plaza. In their letter, there was adjustment for steel work that needs to be done at top of elevator shaft. We now have \$33,000 service contract, which is not part of bid; total amount of bid includes \$40,000 allowance; they will also upgrade cab. When they are doing this work, Excel is in charge of elevator – fixing one/maintaining one. When it's over, SHA gets a 1-year under warranty for service & parts. For next 3 years, balance is \$33,000 or \$11,000/year. We will see if they respond to our bid document for just servicing all elevators; normally, no one responds to that except Thyssen.

Commissioner Fairman: Why no interest in two earlier requests? ED Marra: No feedback from anyone on why no interest. At first meeting in original documentation, companies had 180 days to complete job from time of Notice to Proceed. 4 contractors in audience and all said **impossible**. They needed 300 days. Architect wrote what might be normal amount of time – 6 months to complete job. They wrote now it would take 6 months to get equipment. Elevators at The Elms was 180 day job. What was done in first bid was issue an addendum stating they'd have 300 days to complete job from time of Notice to Proceed. All okay with that, but no bids. Copamontebono has hired elevator consultant on this job; outreaching to contractors. No real evidence, but possibly supply side is part of it. Even if we award this contract tonight, **elevators won't be worked on until Thanksgiving** – Elevator 1 will be down/only having Elevator 2 – fix #1 then when done -- #2 down. It will take that long to get equipment. Commissioner Fairman: Did architects give any advice as to how to change proposal and request in order to broaden acceptability of bid on market? ED Marra: Other than changing days, no, because a company like

Thyssen – who didn't bid on this project – because wants to use their equipment in elevator and in all bids, architect wrote it had to be **non-proprietary equipment being used**. So that any company could service elevators. Only change from Bid 1 to Bid 2 was you had 300 days to complete job. This project was not in original RAD conversion. Commissioner Fairman: Building & Grounds approved this; all members on B&G voted on it? ED Marra: This specific Excel Elevator – no. Chairman Harper: No, we voted to move ahead. Voting on it tonight. Commissioner Schlemm: Copamontebono was one that did The Elms; specs for it and all. Based on that, we went with them again as they did a good job. ED Marra: They were all forwarded information when we got it. Commissioner Schlemm: We were told 2nd bid had failed and they were going to negotiate. We are seeing this now; but we knew negotiations were coming. ED Marra: It will be a bonded contract; have to meet prevailing wage. Commissioner Fairman: Aside from Mr. D'Amico, will there be an architect or another consultant reviewing legalese of document? ED Marra: Mark Montebono.

Commissioner Fairman: It all sounds a little off because of what market conditions are today, who is company that will be awarded contract – references, building perform, financial viability, etc. There is a 3-year window here – 3 years will start (inaudible) and that's a long span in private equity. ED Marra: We're not required to give them service contract – not part of the deal; not signing on you are getting service contract. They'll finish job, 1 year they guarantee work; service is something that we can choose to do or not. (Discussion about service agreement continued.)

RESOLUTION 2022-17

Award of Contract for the Elevator Modernization at 600 County Avenue, Secaucus, NJ

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) has determined that it needs to procure the services of a contractor to modernize the elevator equipment at Imprevduto Towers, 600 County Avenue, Secaucus, NJ; and

WHEREAS, SHA accepted bids on Wednesday, January 19, 2022 and there were no responsive bidders: and

WHEREAS, the SHA again accepted bids on Wednesday, February 16, 2022: and where there was one (1) bidder, but who bid was deemed incomplete; and

WHEREAS, under NJ Public Contracts Law 40A:11-5 Bids have been advertised pursuant to section 4 of P.L. 1971, c.198 (C.40A:11-4) on two occasions and {a} no bids have been received on both occasions in response to the advertisement,...any such contract may then be negotiated and may be awarded upon adoption of a resolution by a two-thirds affirmative vote of the authorized membership of the governing body authorizing such contract; provided, however that

{1} not available from an agency or authority of the United States or the State of New Jersey or of the county in which the county of the contracting unit is located;

- {2} The terms, conditions, and restrictions and specifications set forth in the negotiated contract (Bid specification package) are not substantially different from those which were the subject of competitive bidding
- {3} Any minor amendment or modification of any of the terms, conditions, restrictions and specifications which were the subject of the competitive bidding pursuant to section 4 of P.L. 1971, c.198 (C.40A:11-4) shall be stated in the resolution awarding the contract;

NOW THEREFORE, BE IT RESOLVED on this 27 day of March 2022 by the Board of Commissioners of the Town of Secaucus Housing Authority that:

1. That the Authority received no bids for the above project and following NJ Public Contract Law, as cited above, in conjunction with their professional service provider CMA began negotiating with separate qualified parties to undertake this assignment.
2. Based upon the receipt of one proposal from a qualified contractor it is the recommendation of CMA that the Authority award Excel Elevators and Escalators Secaucus, NJ a contract for \$586,640 for Elevator Modernization at 600 County Avenue.

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.

Motion to approve Resolution #2022-17 made by Commissioner Schlemm; 2nd by Chairman Harper.

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

April 12th bid will be accepted for removal and replacement of 84 apartment doors at 600 County Avenue. At meeting on 4/28 more information will be available.

ED Marra showed detailed new, large drawing from Architect Lee Mestres of The Elms from 5th Street side – pointing to various areas. #1 there are less windows in new drawing; all 1-bedroom apartments will get 3 windows in living room; 1 window in bedroom. Windows in bedroom need to be better to meet code for egress. Right now apartments have double-hung windows – most seniors cannot open double-hung windows, lots of problems with maintenance. New drawing: there is 1 picture window and 2 double-hung windows to reduce amount of maintenance. No more air-conditioners. P-TAK unit – sleeve is now rectangle – P-TAK unit in every bedroom and every studio. B&G Committee has seen this; discussion about hole in the wall and blow cool or hot air into Bedroom; not doing that either. Worse case – 1-bedroom keep their electric baseboard heat, if we have to do that. Now there are some bedrooms that have a stand-up air-conditioner in bedroom. If we have to continue doing that,

like past 50 years, then we'll continue to do that. Neither B&G nor Lee Mestres is in agreement that we should try to create hole in the wall; vent cool or hot air into bedroom. In addition, if you read Lee's report, building is now layered to give a bit of depth (indicating) this panel/orange panel/and this. (ED Marra showing schematic of building.) There will be one more B&G zoom meeting, where Lee shows final things, but idea is – this is what building would look like with fewer windows – better for conservation; better for efficiency of heating/cooling unit; less escaping.

If you read Lee's memo, it explains this picture (indicating). Lee has talked to Contractor Mike Malpere, plus discussion in committee about people having to move out. Malpere stated that isn't true; they don't have to leave. Work can be done where person stays. There is one empty unit - #405 – if we were six months out from project being done and people were to leave units for whatever reason, we would not fill them; following that process all the way through to the back. This project will be done in phases (indicating).

As part of elevator project, roof has to be changed on elevator penthouse – highest roof up there – original 1986 roof. Mr. Mestres and ED Marra investigating that with idea maybe roof doesn't have to be ripped off – a moisture test will be done on that roof. If not too much moisture isn't there, we will cover it with a chemical where it's like a new roof. Other roof to be changed – 3rd floor In this building, roof that is above laundry room is also from 1986. If we do two small roofs that require NO CRANES, then we will change 3rd floor roof also. Commissioner Suarez asked if any roofs leak. ED Marra: They all leak.

ED Marra talked about Commissioners doing a walk-through the 3 buildings again – hasn't been done in several years. Start on lowest floor, walk up, go into several apartments; go to Kroll – same procedure; then to The Elms. There are 3-4 Saturdays before Easter weekend.

Information given to Commissioners about Housing Choice Voucher Program, showing what has been spent over past 3 months; rolling report; how many vouchers SHA is using – now it's 221 total.

Please look in your mail from Town Clerk about your financial statement.

REMARKS OF CITIZENS

LINDA - #304 – Will new maintenance man have photo, so we know who he is? ED Marra: Yes. Commissioner Mondadori suggested a Meet & Greet. Linda asked about rugs being replaced with vinyl – is that now? ED Marra: Over next 3 years, we are changing doors in this building; next year we will paint interior of building – common area, etc. If you haven't moved in here within past 3-4 years by that time, you will be asked if you want your apartment painted. Some will not. Following year, if we have money left, we will change all flooring from #1 to

this floor to vinyl tile. Commissioner Schlemm: When we did our last walk-through, ED Marra said in 2018-2019 all these things were put on a list, speaking to residents discussing different things – that's why we are revisiting it now trying to get a 5-year plan and move forward.

DEBORAH - #902 – Asked about seating outside – first bench is broken on bottom.

ADJOURNMENT TO CLOSED SESSION

Motion to go into Closed Session made by Commissioner Schlemm; 2nd by Chairman Harper.

VOTE: AYES/All Present Commissioners (6)

Absent: Rivera

ADJOURNMENT

Motion to adjourn meeting made by Chairman Harper; 2nd by Commissioner Schlemm.

MEETING ADJOURNED AT 7:58 P.M.

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber