

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

This is a condensed transcription of the taped minutes as taken on Thursday, April 25, 2019 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

Executive Director Christopher Marra welcomed everyone, called the meeting to order.

First: Public Hearing on Revisions to Section 8 Administrative Plan for Housing Choice Voucher, Project Base Voucher and RAD PBV Programs. Commissioners received this at their home 3 weeks ago – 200 pages; plan that SHA will use to administer three programs; online for one month and continue to be online. Vast majority covers Housing Choice Voucher Program and RAD PVB Program. No comments have been received.

Motion to open Public Hearing on Revisions to 3 Programs listed above made by Commissioner Grecco; 2nd by Commissioner Mondadori.

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

Motion to close Public Hearing on Revisions to 3 Programs listed above made by Commissioner Rivera; 2nd by Commissioner Grecco.

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

ROLL CALL:

Present: Chairman Michael Schlemm
Commissioner Patricia Mondadori
Commissioner Carmen Rivera
Commissioner Michael Grecco
Commissioner Michael Harper*
Commissioner Richard Fairman*

Also Present: Executive Director Christopher Marra
Deputy Executive Director Jake Nasziment0
Charles D'Amico, Esq., Counsel to the Authority

Absent: Commissioner Antonio Suarez
Commissioner Richard Fairman

ED Marra read Open Public Meetings Act.

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 18, 2018. 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 all those present.

ANNUAL REORGANIZATION:

This is first meeting of fiscal year; annual reorganization meeting. ED Marra suggested at this time to Commissioners Mondadori, Rivera and Grecco in nomination of slate for Chairperson, Vice-Chair and Treasurer that same slate be put forward as candidates.

Motion to nominate Michael Schlemm as Chairperson; Michael Harper as Vice-Chairperson and Anthony Suarez as Treasurer; 2nd by Commissioner Grecco.

VOTE: Commissioner Schlemm – Yes
Commissioner Grecco – Yes
Commissioner Mondadori – Yes
Commissioner Rivera – Yes

Absent: Suarez/Harper*/Fairman

APPROVAL OF PREVIOUS MEETING MINUTES – March 28, 2019

Motion to approve previous minutes made by Commissioner Rivera; 2nd by Commissioner Mondadori.

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

PAYMENT OF CLAIMS – April 2019

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

Chairman Schlemm asked about Bath Pros – ED Marra said it was to cut tubs in 2 apartments at Kroll Heights. Commissioner Mondadori inquired about “background check”. Is NTN a private company? ED Marra said there are 2 companies – NTN is for people coming into the building – criminal and credit background check. There was a special check on a single person, which was \$62 involving Section 8; but Division of State Police does most @\$18 – just a criminal check. Section 8 it is up to landlord to do credit check. Chairman Schlemm asked about copier for The Elms. ED Marra said when copier gets old @ Kroll Heights, it is sent to The Elms; new copier comes here. Last one sent to The Elms broke and parts not available due to age. Copier at The Elms needed for Harry, residents especially when doing recertification, and Medical Escort sometimes. Cost was \$1,800, it is desk top type.

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

COMMITTEE REPORTS:

Finance Committee

1. RESOLUTION #2019-12 – ADOPTION OF CAHS MANAGEMENT PLAN, which talks about banks being used for deposits, ED Marra gives bank report every month to Commissioners. Same resolution adopted for last 8 years.
2. RESOLUTION #2019-13 – INDEMNIFICATION RESOLUTION – CIVIL, an affirmation of something SHA has through JIF, Commissioners are covered for civil actions by JIF.

RESOLUTION #2019-12 *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.

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

RESOLUTION #2019-13
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, 2019 through March 31, 2020.

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

Motion to approve Resolutions #2019-12 and #2019-13 made by Commissioner Grecco; 2nd by Commissioner Mondadori.

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

Monthly account balances included with Commissioners' packages. NJSEM agreement coming to end of year one.

Professional Services

Lee Mestres brought into buildings to view upcoming projects: flooring to be changed in Community Room at The Elms, no longer having rug. Proposal submitted by Lee for \$2,500 to put together plans to get proposals for the job; anything to be considered from hardwood or anything else, but not VCT tile or linoleum. If that works, rug in Kroll Heights will also be changed.

#3 – RESOLUTION #2019-14 – AWARD OF CONTRACT TO LEE MESTRES FOR A/3 SERVICES TO REPLACE FLOORING IN COMMUNITY ROOM OF THE ELMS.

RESOLUTION #2019-14
(Award of Contract for A/E Services for
Replacement of Flooring at The Elms Community Room)

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for A/E services for Floor Replacement in the Community Room at The Elms, 777 Fifth Street; and

WHEREAS, SHA is permitted to contract for such services, pursuant to both the New Jersey Redevelopment and Housing Law and the New Jersey Public Contracts Law; and

WHEREAS, pursuant to SHA's Procurement Policy Guidelines, the SHA solicited a professional service companies for proposals; and

WHEREAS, SHA received a proposal from one A/E firm, and

WHEREAS, the highest rated proposal was submitted by the firm of:

Habitech Architecture
12 Pinecrest Drive
Medford, NJ 08055-9774

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for A/E services for Roof Replacement be awarded to:

Habitech Architecture
12 Pinecrest Drive
Medford, NJ 08055-9774

in the amount of \$2,500.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposals are on file in the office of the Housing Authority of the Town of Secaucus and funds for this contract have been made available through a loan from Bogota Savings Bank arranged through the SHA's participation in Rental Assistance Demonstration Program

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

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

Commissioner Mondadori asked for explanation of what Lee is doing. ED Marra said Lee will measure room, give some ideas of what can be done, write a proposal with specifications to be submitted to contractors for them to submit bid. Lee also overlooks quality control as it is installed. It will include raised level at The Elms Community Room – designed better. Lee will submit it to Building & Grounds with suggestions.

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

(At this point in the meeting, Commissioner Harper arrived – 7:18 P.M.)

Policy Committee

#4. RESOLUTION #2019-15 – ADOPTION OF SECTION 8 ADMINISTRATIVE PLAN

#5. RESOLUTION #2019-16 – ADOPTION OF REVISED PET POLICY

Motion to approve Resolution #2019-15 and Resolution #2019-16 made by Commissioner Harper; 2nd by Commissioner Rivera.

RESOLUTION 2019-15
ADOPTION OF ADMINISTRATIVE PLAN FOR THE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Whereas a written Administrative Plan for administration of the Housing Choice Voucher program of HUD [HCV] is required to state Housing Authority policy on matters for which the Housing Authority has discretion to establish local policies, and

Whereas, a Housing Authority must administer its program in accordance with its Administrative Plan, and:

Whereas an Authority is required to revise its administrative plan to be in accordance with HUD regulations and requirements, and

Whereas the current Administrative Plan for the HCV Program of the Town of Secaucus Housing Authority (SHA) dated December 11, 2014 is not in accordance with revised HUD regulations as set forth in 24 CFR Parts 5, 8, 35, 92, 882, 887,888,903, 908, 982, 983, 984, 985 and Federal Register Notices nor, the Authority’s conversion from public housing to project based voucher through HUD’s Rental Assistance Demonstration Program and other binding program directives.

Now, Therefore, Be it Resolved, that Town of Secaucus Housing Authority hereby adopt this totally revised Administrative Plan all policies and procedures outlined in this plan effective immediately.

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

RESOLUTION 2019-16
ADOPTION OF REVISED PET POLICY

Whereas a written Pet Policy is required to state Housing Authority policy on matters dealing with pets at its three properties, 777 Fifth Street, 600 County Avenue, and 700 County Avenue, and

Whereas, a Housing Authority must administer its policy in accordance with all HUD regulations and requirements, and:

Whereas the current Pet Policy Administrative Plan for the HCV Program of the Town of Secaucus Housing Authority (SHA) was adopted in December 1997 is not in accordance with revised HUD regulations and policies nor the Authority’s conversion from public housing to project based voucher through HUD’s Rental Assistance Demonstration Program and other binding program directives.

Now, Therefore, Be it Resolved, that Town of Secaucus Housing Authority hereby adopt this revised Pet Policy for its three properties effective immediately.

Commissioners	Ayes	Nays	Absent
Chairman Schlemm			
Vice Chairman Harper			
Commissioner Fairman			
Commissioner Grecco			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

Chairman Schlemm brought Commissioner Harper up to date on what happened so far at this meeting including the fact that Commissioner Harper was unanimously elected to Vice-Chairman.

ED Marra explained last time pet policy was adopted was 1997; that cats had to be declawed; and policy needed updating. Company that helped develop policy will help with policy about service animals also. More and more people coming in with a service animal. To be changed: no matter what pet was: bird, turtle, fish, cat or dog - \$300 security deposit. No longer asking for \$300 deposit for turtles or birds. Cats and dogs require \$300 – fish requires \$300 in case tank breaks and 10-gallons go all over. Dog cannot be more than 15" full grown, not more than 20-pounds at full grown. Pet owners are going to be charged **non-refundable fee** of \$100 for dogs or cats. Person will give \$100 plus \$300 security which you will get back when you leave, which is allowed under Federal Code of Regulations. There has to be an Agreement for Care of the Pet. If you have a pet, go in hospital or you're not here for a while, or sick, someone has to take care of pet. If you go into nursing home long-term, you need someone who will take over the pet. Last page is actual agreement.

Other item being asked for is photograph of pet to be given to office when you come in. As part of recertification people were to have cat and dog licensed every year – it wasn't reinforced. If shots are needed each year, that must be done also. People said it was a financial burden, which was included in pet policy they signed, except they were not doing it. There is now a separated book and in July every pet owner will have to tell office new pet license number. Some couldn't get to town hall or couldn't get shot for animal. For those already here, it stays the same; new people will have new policy for their signature – extra \$100 for Authority.

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

BUILDING & GROUNDS

Bid was out for replacement of fire pump at The Elms, no bids received. When potential bidders called, they said problem was not enough time; price couldn't be obtained from manufacturer of fire pump. Now it will be rebid with lots of time and brought up at June meeting for award of contract.

Bid out for janitorial services and elevator maintenance contract. Janitorial service bids received yesterday; 7 bids; 3 lowest bidders, a company from Ridgefield Park bid \$25,000 + change; company called Triple A Facility that bid \$27,000 and Unicorn, doing job now, bid \$37,000. All others over \$40,000. ED Marra calling low bidder and he is coming in for another walk through Tuesday-Wednesday; all paperwork in order, but ED Marra wants to speak with him, call

references and has to understand if it doesn't work in 3 months, he will be terminated and \$27,000 person next.

Elevator maintenance contract will be awarded in June; walk through on May 2nd.

MaGrann Associates at The Elms Maundy Thursday doing audit for most of the day, checking lighting, in apartments, breaker boxes. More information needed by them re: water use and sewer use and better detail re: electric bill.

HOUSING CHOICE VOUCHER (HCV) PROGRAM – DED Naszimento

For April, total amount of available funds spent was \$193,76, broken down as \$165,583 being sent for Secaucus; remaining \$28,178 spent on port out families residing outside of Secaucus. On April 4th at 6 P.M., SHA held a Section 8 orientation with first 50 applicants on updated waiting list; well attended and held in this room. Some topics reviewed were: Housing Choice Voucher Program goals; roles and responsibilities of tenants, landlords and housing authority; inspections and recertifications; portability and evictions. Many questions were asked and session lasted over an hour. Very good dialogue and approximately 45 people attended out of 50.

MISCELLANEOUS

ED Marra asked Commissioners who have filed their Financial Disclosure on line; Commissioners receive a confirmation number to be printed out at end of filing. Town Clerk gets list of who has done it.

REMARKS OF CITIZENS – nothing at this time

ADJOURNMENT

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

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

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber