

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

**This is a condensed version of Zoom Meeting with Commissioners taken on  
Thursday, June 25, 2020, Secaucus, New Jersey.**

Executive Director Christopher Marra called meeting to order.

**ROLL CALL:**

**Vice-Chairman Michael Schlemm  
Commissioner Richard Fairman  
Commissioner Rajkumar Pardasani  
Commissioner Carmen Rivera**

**Also Present:**

**Executive Director Christopher Marra  
Charles D'Amico, Esq., Counsel to the Board  
Deputy Executive Director Jake Naszimento  
Emily Panameno, SHA Summer Intern**

**Absent: Chairman Michael Harper  
Commissioner Patricia Mondadori  
Commissioner Antonio Suarez**

**OPEN PUBLIC MEETINGS ACT**

Notice of this meeting as required by Open Public Meetings was provided by through the Annual Meeting Notice. It was posted on Secaucus Housing web site as a Zoom meeting.

**MINUTES**

The minutes from regularly scheduled meeting of May 28, 2020 and April 23, 2020 were put forth for consideration. Commissioner Schlemm made a motion to approve both sets of minutes and Commissioner Pardasani seconded the motion.

VOTE: AYES/All Present Commissioners (4) Abstain: Rivera on April 23 since she was not in attendance Absent: Harper, Mondadori, Suarez

## **PAYMENT OF CLAIMS – JUNE 2020**

Motion to approve Payment of Claims made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Pardasani.

VOTE: All Present Commissioners via Zoom (4)      Absent: Harper, Mondadori,  
Suarez

## **FINANCE COMMITTEE**

ED Marra told the Board that the monthly bank account balances were included in the meeting packet and that the Finance Committee would be meeting sometime over the next two weeks to go over issues, including perhaps moving funds to obtain better interest rates.

ED Marra also stated that the final NJSEM report was also enclosed. This past year was difficult to get an accurate reading on the savings for the Authority. ED Marra will be providing, initially monthly, then quarterly reports on the savings with EMEX, LLC.

Finally, ED Marra reported that as of the last week of June, the Authority had not yet scheduled the audit with Polcari & Company, as he was told their firm was not going out to Authorities to conduct these audits.

## **PROFESSIONAL SERVICES COMMITTEE**

No business at this time

## **PERSONNEL COMMITTEE**

ED Marra introduced Emily Panemeno who is the summer intern for the Secaucus Housing Authority. Ms. Panemeno started on May 18 and plans on working through July 10. Ms. Panemeno gave a brief presentation on herself. She is a graduate of Secaucus High School and recently completed her first year of nursing school at Felician College. Ms. Panemeno hopes to get her nursing degree, become a RN, and hopefully run her own clinic. The Secaucus Housing Authority will pay Ms. Panemeno \$15.00 per hour and half the cost, up to \$1,800 (or 8 weeks) will be paid for by NJNAHRO.

## **POLICY COMMITTEE**

No business at this time

## **BUILDING & GROUNDS COMMITTEE**

ED Marra reported that on June 16, the Buildings & Grounds Committee (Commissioners Suarez and Harper) participated in a Zoom Buildings & Grounds Committee meeting with representatives from McGrann Associates and PSE&G to go over the Energy Upgrade project slated for The Elms later this year. The document which was used as the basis for the meeting, was distributed to all Commissioners in their meeting packet. The document entitled *MultiFamily Retrofit Basis of Design The Elms* dated May 2020 describes 6 Energy Conservation Measures (ECM) that this project will deliver. The largest being the installation of a Variable Refrigerant Flow (VRF) System which will dramatically change how each unit is heated and cooled. The other projects include a variety of common area and apartment specific lighting upgrades, as well as water projects, that include changing the Common Domestic Hot Water Heater (located in the Emergency Generator Room) from electric to gas and making it smaller. It currently exceeds 75 gallons and this hot water heater services the laundry room, common bathrooms on the first floor, and the kitchen in the Community Room.

MaGrann and PSE&G had been delayed due to the Covid-19 restrictions put into place by Governor Murphy. Now, both parties see going out to bid for this project in late July and hopefully starting on the project before the end of the year.

ED Marra also gave a brief update on the Removal and Replacement of the Apartment Breaker Boxes at The Elms. This project must take place before the PSE&G project can get underway. ED Marra had spoken to the contractor and he believed he would be underway by the third week of July.

## **HOUSING CHOICE VOUCHER (HCV) PROGRAM**

Jacob Naszimento Deputy Executive Director gave his report on the June Housing Choice Voucher Program.

213 payable landlord transactions / 8 family transactions
\$196,870 in HAP expense (overall money sent to landlords)
\$189,800 direct deposits to landlords

\$8,591 paper checks including \$408 sent to 8 families for utilities
\$19,924.83 port out direct deposit payments (all port outs are dd) paid to 8 housing authorities

## **CORRESPONDENCE**

Operating Reserve Offset Lawsuit – ED Marra distributed an e-mail about the Operating Reserve Offset Lawsuit. The May 13, 2020 e-mail stated:

The Government filed its brief on April 29 and the Joint Appendix last week. This concludes the briefing of the appeal.

The Court will now schedule an oral argument, unless the Court decides to make its decision based on the briefs filed by me and the Government. It is unusual for the Court not to have an oral argument for an appeal.

Oral arguments are usually scheduled three or four months after the briefing is completed. Normally, arguments are heard by a three-judge panel at the courthouse. However, all oral arguments in federal courts are currently being heard over the phone or through Zoom or some other video teleconferencing platform. I will let you know when the argument is scheduled.

I hope everyone is staying safe. Please let me or Joseph know if you should have any questions.

## **ADJOURNMENT**

Motion to adjourn made by Commissioner Pardasani; 2<sup>nd</sup> by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (4)

Absent: Harper, Mondadori,  
Suarez

Respectfully submitted,

Christopher Marra