

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

This is a condensed version of Regular Meeting **VIA ZOOM** minutes
taken on Thursday, January 28, 2021– commencing at 7:00 P.M.
Secaucus, New Jersey.

Chairman Michael Harper welcomed everyone

Executive Director Christopher Marra called the meeting to order.

ROLL CALL

Present:

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

Also Present:

Executive Director Christopher Mara
Deputy Executive Director Jake Naszimento
Charles D'Amico, Esq., Counsel to the Authority
William Katchen, CPA,
Deborah L. Alvarez, Secretary/Transcriber*

Absent: Commissioner Antonio Suarez

Members of the Public Present on Zoom

Frances Mastropietro – The Elms
Sue Gasser – Kroll Heights
Tatisha West, Maryann Shaugnessy
Satbyanini Bolusani

OPEN PUBLIC MEETINGS STATEMENT

“Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of an 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 on December 17, 2020. This body
28 January 2021 – **VIA ZOOM**

wishes to advise you that, in accordance with N.J.S.A. 28:3D(1) et seq. (Smoking in Public Buildings), smoking is prohibited while this body is in open or closed session.”

APPROVAL OF MINUTES – DECEMBER 10, 2020 INCLUDING CLOSED SESSION

Motion to approve minutes of December 10, 2020 made by Commissioner Mondadori; 2nd by Vice-Chairman Schlemm.

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

PAYMENT OF CLAIMS – DECEMBER 2020/JANUARY 2021

Motion to approve payment of claims for December/January made by Vice-Chairman Schlemm; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6) Absent: Suarez

COMMITTEE REPORTS

FINANCE COMMITTEE

ED Marra noted CPA Mr. Katchen has not joined Zoom meeting. Mr. Katchen will be handling Resolution #2021-1 and Resolution #2021-2 – introduction of budgets for April 1st.

One item is: Status of CARES Funds Expenditures – ED Marra was unable to email to Commissioners the status due to an injury, but SHA is spending CARES money. Mr. Katchen will discuss later spending some of CARES using administrative costs of Staff because there are many restrictions on what money can be used for – having to do with Housing Assistance Program. It isn't to underwrite people's rents for Section 8 or capital improvements – specifically for administration of the program and for cleaning or taking into consideration the spread of COVID. Commissioners will get a more detailed report as to funds that have been expended. SHA has until June 30th to expend them. A contract will be awarded later tonight for surveillance cameras (an upgrade) and some of CARES money will be used.

In Commissioners' packages were monthly account balances through 12/31 for bank accounts and 2020 interest earned from Bogota Savings Bank; 2021 payment from Verizon for cell equipment on roof of Kroll Heights and Public Housing Authority JIF bill – insurance paid for liability for Commissioners, staff, Worker's Compensation, etc. and included what last year's bill was vs. 2021 for comparison.

Also is 2021 PURSE Annual Appropriations Invoice – JIF payment went down \$1,000 but payment to PURSE (Pension & Benefits Program) last year was \$68,000 and 2021 is \$80,432 – a big increase.

PERSONNEL COMMITTEE

Discussion at December meeting re: hiring Jose Rodriguez to be Maintenance Technician @ annual salary of \$40,000; on 60-day probationary period. Jose started work on Monday, January 4, 2021; very well received by staff and in comments from residents, they like Jose as well. He lives on 6th Street and is sent to The Elms many times. In February he will be helping Joe Junowitz, as Joe has 4 turnovers at 600 County Avenue. 4 people left on January 31st. Jose will help with 2 turnovers; changing hot water heaters in those units; then continue to change hot water heaters at 600 County where Greg Kohl left off last March. Mr. Rodriguez passed all background checks; had his physical also. Chairman Harper added when Jose was interviewed, very pleasant and a good addition as Chairman Harper thought he would be.

3. RESOLUTION #2021-3 – HIRING OF MAINTENANCE TECHNICIAN

#2021-3 – 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 four resumes; and

WHEREAS, the Personnel Committee interviewed four candidates; NOW THEREFORE

BE IT RESOLVED, by Board of Commissioners of the Housing Authority of the Town of Secaucus that Jose Rodriguez 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 sixty days.

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

Motion to approve Resolution #2021-3 made by Commissioner Schlemm; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6) Absent: Suarez

Commissioner Fairman had asked previously on interview about due diligence and would it be memorialized in writing, as opposed to being just verbally reported. Was that completed?

ED Marra said if it was specifically in regard to references, the answer is YES; ED Marra spoke to 2 of Jose's references including last employer and a developer that he works for; wrote down the notes from those 10-minute conversations on telephone and they're in his Personnel File with rest of his information. Commissioner Fairman asked if Chairman Harper's conversation re: reference check was also memorialized in writing put into the file? ED Marra said it wasn't and this is the reason: his conversation was a second-hand conversation. He spoke to Chairman of the Hospital Board, who spoke to Mr. Rodriguez' direct report (and who Mr. Marra spoke to). Chairman Harper's conversation was really for purpose of whatever you want to call it, a verification of "my story". ED Marra got same story that Chairman Harper got. Chairman Harper said he will submit a one paragraph codifying it.

POLICY COMMITTEE

There are 3 Resolutions tonight and Mr. Marra and Mr. D'Amico discussed them.

Each Commissioner was given a set of new and old By-Laws that Mr. D'Amico put together by looking at other Housing Authority by-laws, addressing some issues that SHA for both meeting issues, and succession of people. Mr. D'Amico noted Secaucus HA By-Laws don't mention Deputy Executive Director, which he added. There are specific provisions for people that can participate by telephone, which is not in present by-laws. Also meetings that Governor ordered to be conducted, as SHA is doing now. When the Governor's Order expires, according to present by-laws, you have to be in person to attend and vote in the meeting, but Mr. D'Amico put in new by-laws that you could participate by telephone. Those are probably 2 biggest changes.

In addition, Mr. D'Amico did put a paragraph in for the opportunity, should it ever occur, that if the Executive Director/Deputy Executive Director were ever unavailable at the same time – which was addressed also. The proposed By-Laws are more extensive than current ones. He tried to address all issues that he's heard throughout the last 12 months and added them.

Chairman Harper looked at them and said Mr. D'Amico addressed a lot of little things that came up at different meetings from time to time. He thanked Mr. D'Amico and added these By-Laws speak to the present times. Mr. D'Amico said if there are not additions, deletions or corrections then ED Marra can give 30-days notice by newspaper and add to web site. Vote would take place in March. Chairman Harper said if Commissioners have anything they want changed; please get it to ED Marra ASAP so it can be completed for March vote.

Commissioner Harper had 2 questions for Mr. D'Amico: in Article II regarding Officers – you have a preamble in there about not having a Treasurer under Section 2, but then we carry the Treasurer as description of his duties, which might just be little oversight. Mr. D'Amico answered yes, he will add that.

Secondly, did Commissioner Fairman see in the By-Laws where there is a term limit requirement in By-Laws? It is customary in By-Laws frequently having term limitation of consecutive terms and then a skip period and then returning after skip period? Is that anywhere included in your new document? Mr. D'Amico didn't believe so and it is not required. If a majority of Commissioners wanted it added, but it's not required by law. Commissioner Fairman said many boards govern that way and SHA should give a little thought to and some comparative market commentary.

Chairman Harper said he's been on Housing Authority a long time and deals with many Housing Authority people. He does not know of any housing authorities that have term limits on their officers. It is hard nowadays to get people willing to spend that extra time. Commissioner Fairman noted market says Commissioners as opposed to Officers. Chairman Harper asked Commissioner Fairman if he was speaking of Commissioners; Commissioner Fairman said yes. Chairman Harper did not know if SHA would have the power to do that in our by-laws. Mr. D'Amico added it wasn't required by the Statute. Commissioners are appointed by the State and a State Statute or Governor or Municipal Council appointment. Commissioner Fairman just wanted it looked into for clarity; Mr. D'Amico said he would.

FINANCE COMMITTEE

ED Marra announced Mr. Katchen has joined the meeting. At this point in the meeting, we will leave POLICY and return to FINANCE. Mr. Katchen will speak about Resolutions #2021-1 and #2021-2, Introduction of SHA Budget for April 1st.

(THIS PORTION IS VERBATIM TO THE BEST OF TRANSCRIBER'S ABILITY.)

MR. KATCHEN: "Tonight you have 2 Resolutions. One is consideration of a former HUD Budget that even though you converted to RAD, HUD still requires that part (inaudible). When you consider a budget (inaudible) prior to the conversion. The second Resolution is the introduction of the State Budget, which is, as we all know, is the two bites of the apple effect. First, if the Board so desires to approve the budget tonight and authorizes Chris to sign, send it down to the State of New Jersey before February 1st, so they could scrub it, provide their comments, questions; we respond and at your March meeting, consider the budget for adoption.

This budget, if I can, I'll talk to the State Budget first: anticipates a net surplus for the year – the projected year, of \$224,296. Based upon current estimates, changes identified in this budget in excess of 10% as required to be prescribed to the State are a reduction in the management fees from Brick to six months and maintenance costs are expected to be higher based upon what you spent last year and what you're spending this year.

In addition, we have included a Capital Budget of \$290,000 based upon discussions Chris and I had. You're going to do bathrooms, right, Chris?

ED MARRA: Yes, at Kroll Heights, yes.

MR. KATCHEN: At Kroll Heights. And that's what that's projected (inaudible). So, in addition, the other part that the State will look at is, how did you stand this audit vs. how we stand at the end of the proposed year. Page F8 of the State Budget is the analysis of your net position. It's anticipated after the next year – at the end of next year, that your public housing converted to RAD would have a surplus of a little over \$1.6 million and that your voucher program would have a surplus of a little over \$400,000, totaling \$2 million.

So with the conversion to RAD, your surplus has increased each year fairly dramatic. Anybody have any questions or comments?

(NO COMMENTS RECEIVED.)

4. RESOLUTIONS #2021-1 AND #2021-2

Resolution #2019-2
2021 HOUSING AUTHORITY BUDGET RESOLUTION
Secaucus Housing Authority

FISCAL YEAR: FROM: April 1, 2021 TO: March 31, 2022

WHEREAS, the Annual Budget and Capital Budget for the Secaucus Housing Authority for the fiscal year beginning, April 1, 2021 and ending, March 31, 2022 has been presented before the governing body of the Secaucus Housing Authority at its open public meeting of January 28, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,448,800 Total appropriations, including any Accumulated Deficit if any, of \$6,224,504 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$290,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Secaucus Housing Authority, at an open public meeting held on January 28, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, April 1, 2021 and ending, March 31, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the aid Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Secaucus Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 25, 2021.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote		Abstain	Absent
	Aye	Nay		
Commissioner Harper		X		
Commissioner Schlemm		X		
Commissioner Fairman		X		
Commissioner Pardasani		X		
Commissioner Mondadori		X		
Commissioner Rivera		X		
Commissioner Suarez				

Motion to approve Resolutions #2021-1 and #2021-2 made by Commissioner Schlemm; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6) Absent: Suarez

(7:26 P.M. -- AT THIS POINT IN THE ZOOM MEETING, MR. KATCHEN LEFT.)

POLICY COMMITTEE

ED Marra said Resolution #2021-4 – Adoption of Remote Meeting Procedure Policy, which is playing out tonight at this meeting; received by NJ NAHRO at their December meeting. Chairman Harper added this will be done at his Board of Elections meeting next week; most public bodies right now are codifying some sort of remote meeting policy.

5. RESOLUTION #2021-4 – RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY ADOPTING A REMOTE MEETING PROCEDURES POLICY PURSUANT TO N.J.A.C. 5:39-1 ET SEQ

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

Resolution 2021-4

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY ADOPTING A REMOTE MEETING PROCEDURES POLICY PURSUANT TO N.J.A.C 5:39-1 ET SEQ

WHEREAS, the Secaucus Housing Authority (the Authority) is obligated to comply with N.J.A.C. 5:39-1 et seq known as the Emergency Remote Meeting Protocol for Local Public Bodies (the Regulation) which regulates the conduct and protocol of noticing and conducting remote public meetings; and

WHEREAS, in accordance with the Regulation, the Authority must adopt standard procedures and requirements for public comments made during a remote public meeting as well as for public comment submitted in writing ahead of the remote public meeting. The procedures are to include standards of conduct to be followed by members of the public when making comment.

WHEREAS, the Authority has prepared the attached Remote Meeting Procedures Policy which addresses the standard procedures and requirements for public comments and includes, among other things, the notice requirements, the availability of agenda and documents prior to the meeting and statements of adequate notice and public comment required by the Regulation.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Secaucus Housing Authority that the Authority hereby approves and adopts the Remote Meeting Procedures Policy in the form attached hereto as Exhibit A.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

ED Marra doesn't think conferences will be held this year due to pandemic, but this is the Resolution approving attendance at 3 organizations: NAHRO – National Association of Housing Redevelopment Officials; NJ NAHRO; PHADA – Public Housing Administrative Directors Association – which is held during the course of the year. SHA attended no conferences in 2020, but there are some at the end of 2021, especially in November that NJ NAHRO might have in 2021.

6. RESOLUTION #2021-5 – AUTHORIZATION TO ATTEND CONFERENCES

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

RESOLUTION #2021-5
(Authorization to Attend Conferences)

WHEREAS, the Housing Authority of the Town of Secaucus attempts to remain current on issues that affect the administration of its housing programs; and

WHEREAS, there are several industry recognized organizations that conduct seminars and conferences that are of importance and interest to the staff and Board of Commissioners of the Housing Authority;
NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that those interested Commissioners and staff are hereby authorized to attend the following conferences:

PHADA Annual Convention & Exhibition
May 16 – May 19, 2021 San Antonio, TX

PHADA Legislative Forum
September 12-14, 2021, Washington DC

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PHADA Commissioner's Conference
January 9-12, 2022 Manchester Grand Hyatt, San Diego, CA

NJAHRA Annual Conference
September 2021 - Atlantic City, NJ

NJNAHRO-Conference
May 3-6 2021, Atlantic City, NJ

NJNAHRO Conference & Training
November, 2021, Atlantic City

NAHRO Washington Conference
March 2-4, 2021 Washington, D.C.

NAHRO National Conference
October 7-9, 2021 Phoenix, AZ

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

VOTE: AYES/All Present Commissioners (5)

NAY: Fairman

Absent: Suarez

7. RESOLUTION #2021-6 – ADOPTION OF NEW LEASE

Mr. Marra spoke with Mr. D'Amico regarding Resolution #2021-6 during the week – Adoption of New Lease. There was no resolution or lease in Commissioners' meeting package. This document sent to Commissioners tonight will not be adopted this evening. SHA is putting everyone on notice that on March 25th meeting, a new lease will be adopted. Notices were put in 3 buildings today in 3 locations: Community Rooms, laundry rooms and mail area. Tomorrow there will be a document placed in each Community Room in a folder for tenants to look at and new lease placed on web site for tenants to download and read.

ED Marra read the following: **WHEREAS, THE HOUSING AUTHORITY HAS DETERMINED IT TO BE IN THE BEST INTERESTS OF ITS TENANTS TO AMEND THE CURRENT LEASE UTILIZED BY THE AUTHORITY AND ITS TENANTS BY ADDRESSING CERTAIN CONCERNS OF THE TENANTS AND INCLUDING THOSE CONCERNS IN THE NEW LEASE;**

WHEREAS, THE PROPOSED NEW LEASE WILL CONTAIN PROVISIONS ADDRESSING THE RECENT RAD CONVERSION BY THE AUTHORITY ALONG WITH THOSE ISSUES OUTLINED IN A NOTICE TO TENANTS DATED JANUARY 27, 2021;

WHEREAS, THE PROPOSED LEASE MEETING TENANT CONCERNS AND RAD ISSUES WILL BE CONSIDERED BY THE COMMISSIONERS OF THE AUTHORITY AT THE PUBLIC MEETING HELD ON MARCH 25TH, 2021 AT 7:00 P.M.

WHEREAS, THE NOTICE TO TENANTS OF THE PROPOSED NEW LEASE MENTIONED ABOVE AND ATTACHED TO THIS RESOLUTION HAS BEEN POSTED ON OR ABOUT JANUARY 28TH IN ALL 3 BUILDINGS IN WHICH THE AUTHORITY RESIDES ALONG WITH A COPY OF THE ACTUAL LEASE AND THE ABILITY OF TENANTS TO OBTAIN A COPY OF NEW LEASE PROVIDING AMPLE NOTICE OF THE PROPOSED CHANGES IN ACCORDANCE WITH HUD REGULATIONS, AND,

WHEREAS, THE NOTICE PROVIDED THE TENANTS DISCUSSED ABOVE PERMITS AN OPPORTUNITY FOR THE TENANTS TO SUBMIT WRITTEN COMMENTS CONCERNING THE PROPOSED LEASE TO THE AUTHORITY IN ACCORDANCE WITH HUD REGULATIONS. THIS HEREBY RESOLVES THAT THE BOARD OF COMMISSIONERS OF THE TOWN OF SECAUCUS WILL CONSIDER ANY PREVIOUSLY SUBMITTED WRITTEN COMMENTS ALONG WITH ANY COMMENTS DURING THE PUBLIC COMMENT SESSION OF THE PUBLIC MEETING CONCERNING THE NEW LEASE AND VOTE ON THOSE ISSUES AT ITS MARCH 25TH, 2021 MEETING.

Mr. D'Amico stated ED Marra is acknowledging that the tenants were provided notice today and what the new lease is and they have HUD regulations, which ask SHA to give 30-days, when it is about 45 days, and they have ample opportunity to provide written comments to the Director and to attend March meeting to voice any comments orally that they have. Mr. Marra answered yes.

Commissioners saw new lease at December meeting and have had a month to absorb.

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

VOTE: AYES/All Present Commissioners (6) Absent: Suarez

BUILDING & GROUNDS

8. RESOLUTION #2021-7 – AWARD OF CONTRACT FOR VARIOUS SERVICES

Every 2 years SHA goes out to receive proposals for 7 services that it needs during course of the year: HVAC contract; exterminating; interior apartment painting services; carpet installation; fire alarm service; carpet extraction and cleaning services; emergency generator maintenance. SHA did that and tonight's resolution will award contracts for 2 years to 7 companies listed. For the record, it is noted these 7 companies are same 7 that SHA currently has under contract for these services. Behind the Resolution is a list of companies and what their submission was for the services.

**Resolution: #2021-7
(Award of Contract for Various Services)**

WHEREAS, The Housing Authority of the Town of Secaucus has need for various services in order to adequately manage its housing stock at an acceptable standard; and

WHEREAS, the Housing Authority Procurement Policy requires that the Housing Authority solicit for proposals in order to obtain a high level of service at the best possible and reasonable price; and

WHEREAS, the Housing Authority publicly advertised for various services and requested written proposals for these services; and

WHEREAS, numerous vendors provided quotations for their services which were tabulated (attached) and reviewed by the Executive Director;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the following contracts hereby be awarded for a term of 24 months commencing on January 1, 2021 to:

HVAC Contract: **Able Mechanical, Inc.**
280 Route 35
Red Bank, NJ 07701
732-495-3800
Price for basic Maintenance Service: \$1,560
Hourly Rate: \$130 per hour

Exterminating: **E&G Exterminators, Inc.**
122 North Broadway
South Amboy, NJ 08879
732-721-6368

Price per Bi-Monthly Inspection of Unit: \$1.10 per unit
Price for Building perimeter ant control: \$45
Price per unit for Bed Bug Inspection: \$No Charge
Price for Bed Bug treatment per unit:
 Chemically Treated \$148
 Heat Treated \$158
 Cold Treated \$168

**Interior Apartment
Painting Service:** **JG Painting & Contracting**
14 Brook Road, Kendall Park, NJ 08824
Studio Apartment: \$395
1-bedroom Apartment: \$495
2-bedroom Apartment: \$670
Hourly Labor Rate: \$68.00

**Carpet/Tile
Installation
(Turnovers):** **Optimum Flooring, LLC**
255 Route 3 East, Suite 104F
Secaucus, NJ 07094
201-725-7593

Price Per Square Yard for Carpet: \$19.00
 Price Per Square Yard for Padding: \$ 3.50
 Price per Square Foot for VCT: \$ 2.50
 Price per Square Foot for Sheet Flooring: \$ N/A

Fire Alarm Service

Haig’s Service Corp.

211A Route 22, Green Brook, NJ 08812 (T) 732-968-6677

1/1/19 to 12/31/19 – \$1,700.00

1/1/20 to 12/31/20 – \$1,700.00

Hourly Rate - \$120.00

Carpet Extraction/Cleaning Services

Unicorn Building Services

1100 River Street
 Ridgefield, NJ 07657
 201-941-1444

Year 1: \$6,300

Year 2: \$6,300

(The figure above represents having the service performed twice each year)

Generator Maintenance

Ener-G Rudox, LLC

180 Union Avenue, Rutherford, NJ 07073
 201-509-1949

Annual Maintenance: \$2,200

Hourly Rate: \$125

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

Motion to approve Resolution #2021-7 made by Chairman Harper; 2nd by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

9. RESOLUTION #2021-8 – AWARD OF CONTRACT FOR SURVEILLANCE SYSTEM UPGRADE

It is award of contract for \$51,905 to Technotime Business Solutions. Behind resolution is correspondence from Lee Mestres with his due diligence as well as a list of 5 companies that submitted bids for this contract. Lee checked and recommends SHA award them the contract. ED Marra said outside cameras are the biggest problem and hopes to have a better outside camera system.

**RESOLUTION 2021-8
(RESOLUTION AWARDING THE CONTRACT FOR
SURVEILLANCE SYSTEM UPGRADE)**

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) has determined that it needs to procure services for a surveillance system upgrade at all of three of its properties; and

WHEREAS, SHA has published in the newspaper an invitation to bid; and

WHEREAS, the SHA received bids from five (5) bidders on January 12, 2021; and

WHEREAS, on the public opening of the bids Technotime Business Solutions with a bid of \$51,905 was found to be the lowest responsible bidder pursuant to both N.J.S.A. 40A:11-2 and N.J.S.A. 40A:11-4; and

WHEREAS, the bid submitted by Technotime Business Solutions has been reviewed by the Habitech Architecture who recommended the contract be awarded to Technotime Building Solutions; and

WHEREAS, the bid submitted by Technotime Buildings Solutions has been reviewed and deemed by the SHA to be both responsive and conforming with all requirements set forth by the New Jersey Public Contracts Law, the bid specifications and the invitation to bid,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the SHA hereby finds that the contract for the above captioned work items as described in the bid specifications and drawings, be awarded to Technotime Buildings Solutions in the amount of \$51,905; and

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.

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

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

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

PSE&G MULTI-FAMILY PROGRAM & UPDATE ON FIRE PUMP

ED Marra had a conversation by himself with Emma and Doug Miller in early January, they fully understand SHA cannot move forward with this project as it is currently priced; it cannot be done. PSE&G does not seem in any rush to have SHA end this deal with PSE&G, because they continue to hope that Board of Public Utilities (BPU) might come up with new configuration of how they calculate a grant, but that's not going to happen until April or May 2021.

SHA will have a choice to either end that, take action on it in February – ED Marra recorded the meeting with them, so his intention this week was to write up a memo and submit it to the Board, but they know that price that was shown on that sheet in December is not doable for us or feasible. They understand it, but not interested in ED Marra cutting off the deal right away. PSE&G hasn't paid them for this project in a long time, and probably expended their entire \$91,000, but MaGrann still has an interest in it. SHA is not beholding to it. If we decide later on their other projects that are more of a priority, which we've discussed in B&G, SHA still has opportunity to move forward. Yes, we understand that we have to pay a fee to get out of that contract. This is what would have been in memo; not being forced to end it right now, but if SHA wants to end it officially, it can be done in February through a Resolution; that PSE&G will send us a bill; we can have a discussion with them about it. Chairman Harper noted we're in as deep as we can get. ED Marra said we're not spending more money; they're not spending more money.

UPDATE ON FIRE PUMP MOTOR JOCKEY PUMP REPLACEMENT at The Elms and bathroom upgrades at Kroll Heights. Bathrooms at Kroll Heights will go out for bid in February. Hopefully by March or April meeting, we will have an acceptable bid. Bathrooms renovated at Kroll Heights, slightly different than what happened at The Elms. Entire bathroom not being gutted; bathtub and tiles are staying as still in good condition. Everything else in bathroom will change.

On Wednesday Cerullo Fire was back at The Elms; sticking point there for fire pump was that there never was enough water pressure to get it to pass inspection. On January 27th sent an email. This is a portion: "We had a successful day yesterday. The upsize of the main feed was completed and a fire flow test performed. The test performed on April 15th, 2020 had an output of only 563 gallons per minute. Yesterday after upsizing the incoming feed, the fire pump was able to flow to 756 gallons per minute." They did this through installing a 6-inch backflow preventer for the fire pump test, replacing the one that existed. Hopefully, we're coming to end of that project.

Now we have cameras, Kroll Heights bathrooms, B&G will meet in February; March we'll put together some other projects for other buildings. That's it for my report on B&G.

HOUSING CHOICE VOUCHER PROGRAM – DED Naszimento

For January there were 217 landlord transactions and 3 family transactions. We spent \$210,680 in expenses; \$200,024 was sent to landlords via direct deposit; \$10,656 sent in paper checks; sent 8 paper checks to 8 families for \$324 total and spent \$7,275 for port out direct deposit payments to 5 housing authorities.

(Commissioner Fairman rejoined the Zoom meeting at 7:43 P.M.)

REMARKS OF CITIZENS VIA ZOOM

MARY ANN SHAUNASSEY, The Elms – In talking about Resolution #2021-8 – Surveillance Cameras, are they on each floor? ED Marra said it's basically an upgrade to existing with some better equipment for outside of the building.

Re: Resolution #2021-6 – New Lease – Mary Ann looked at it by the mailbox; really talked more about a pet policy. Is there anything you can tell her? Lexi is not a small dog, but medium dog. ED Marra said having read issue about pet policy, any resident who has a pet in building right now will not be impacted by pet policy. Entire lease will be available tomorrow or Monday in every building for people to read and online to download.

In talking about the cleaning for COVID, does that include vent cleaning as well or just basically like Unicorn people that come in and clean. ED Marra said Unicorn people are not being paid for by CARES money. They are the regular cleaning service. Early on when COVID started, there was much discussion about having a cleaning service in the building in terms of people wanted to come in with sprayers, spray buildings and at the time everyone wanted a premium for that. Later on as time passed, and we were following what was provided to us by CDC, spread of disease was less about touching a surface and more about inhaling droplets from people in a room. We are trying to keep building as clean as we possibly can – all 3. We bought some extra special types of cleaning solution, which they may be using, but still not covered by CARES. Our form of PPE was we have about 600 KN95 masks; most of our office staff was happy with other types of masks; maintenance staff were given KN95 masks to use.

Mary Ann spoke about vents in her apartment. ED Marra said they were cleaned 3 years ago in everyone's kitchens and bathrooms and men went on roof and cleaned the vents. She just wanted to know if that cleaning was included in COVID.

FRAN MASTROPIETRO, The Elms – Her windows are a problem. The drafts are horrible and when it rains hard, she gets rain in her bedroom. ED Marra asked if she always got a lot of water in bedroom or just recently started. Fran said she's had it a few times

over the last couple of years, but if it's a hard rain, she gets it. ED Marra said Christmas Eve storm was probably the last time? Fran said yes. ED Marra said they are working on a project for east side of building in terms of reinforcing what exists there or replacing some things. Perhaps in February/March meetings they'll be more prepared to talk about that, but it is a priority for what has to be done next at The Elms. He knows there are issues about rugs and painting, but priority issue is about east facing surface of The Elms. Fran said rugs are 20 years old and need to be replaced; Mr. Marra knows that also.

SUE GASSER, Kroll Heights – Sue wanted to listen and know what was going on. She left the meeting last month and never heard any tenants' questions. Sue does have questions based on the lease. ED Marra knows Sue is computer person and should be able to download it, when available. For residents who participated tonight, please help other residents to participate as well, as this is going to go on for six more months at least. Public meetings probably won't begin to summer or fall. ED Marra said many people don't know what has gone on in the Authority over past year, but we've had incidents and those residents don't live here any more. This lease is to tighten things up so perhaps we wouldn't have residents like that live there any more.

The last time lease was revised here was 20 years ago. Just for the purposes of good housekeeping and some due diligence, SHA needed to review the lease and change it, bring it up to date with HUD regulations that hadn't been included. Changing or updating the lease isn't to scare people. After everyone looks at it, people might have specific questions about a certain thing. Mr. D'Amico said proposed lease gives landlord some more legal authority to protect tenants who abide by the rules and take to Court, the tenants that don't abide by the rules. If you abide by the rules, you won't be affected by it.

ED Marra asked if any other tenants have a question or those not residents but in attendance, do you have any questions.

SUE GASSER did mention the Laundromat. ED Marra said it is being addressed.

GIGI, 600 County – thanked ED Marra for the good job in her building and Sue agreed.

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (6) Absent: Suarez
Meeting adjourned at 7:53 P.M.

Respectfully submitted, Deborah L. Alvarez