

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

April 28, 2022

This is a condensed transcription of taped minutes taken Thursday,
April 28,, 2022, Kroll Heights, Secaucus, New Jersey.

ROLL CALL

Present:

Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Richard Fairman
Commissioner Patricia Mondadori
Commissioner Carmen Rivera
Commissioner Antonio Suarez

Also Present:

Executive Director Christopher Marra
Charles D'Amico, Esq., Counsel to the Authority
Via Zoom
William Ketchen, CPA to Board

Absent: Commissioner Raj Pardasani

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. This body wishes to advise you in accordance with N.J.S.A 26:3D smoking is prohibited in open or closed session.”

FLAG SALUTE

ANNUAL REORGANIZATION

ED MARRA: Nominations from floor needed for Chairperson. COMMISSIONER SCHLEMM: Nominated Chairman Michael Harper. COMMISSIONER FAIRMAN:

Nominated Michael Schlemm. ED MARRA: No other nominations. Nominations closed.

Vote taken for Michael Harper – 5 yes 1 no. Vote taken for Michael Schlemm – 1 yes 5 no. Michael Harper will be Chairman for next year of Secaucus Housing Authority.

CHAIRMAN HARPER: Nominated Vice-Chairman Michael Schlemm as Vice-Chairman for upcoming year.

CHAIRMAN HARPER: Nominated Vice-Chairman Michael Schlemm as Vice-Chairman for upcoming year. **Vote taken for Michael Schlemm – 6 yes**

CHAIRMAN HARPER: Nominated Antonio Suarez as Treasurer. No other nominations. **Antonio Suarez will be Treasurer for upcoming year.**

PUBLIC HEARING ON SECAUCUS HOUSING SECTION 8 ADMINISTRATIVE PLAN

ED MARRA: More than 30 days ago, notice was in Jersey Journal and on SHA website, notice on public bulletin board in Town Hall. Plan sent previously to Board members. SHA received no comments on Administrative Plan from public at this point. Administrative Plan will provide Authority with Rules & Regulations to run its Project Based Voucher Program and its Housing Choice Voucher Program. There were no comments from public about draft of proposed Section 8 Administrative Plan. Action will be taken later in this meeting.

Agenda changed a bit few months ago so citizens could give comments two times during our meetings – once at beginning. Does anyone have remarks of citizens they would like to make? (No response.)

CHAIRMAN HARPER: Today was Take Your Child to Work Day and some employees brought their children in. ED Marra had a great agenda, touring the building; kids were wonderful, spoke to seniors; had a good time. Wonderful to see them and bring life into building. Thank you, ED Marra.

APPROVAL OF PREVIOUS MEETING MINUTES – March 24, 2022 INCLUDING CLOSED SESSION

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

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

PAYMENT OF CLAIMS – APRIL 2022

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

COMMISSIONER MONDADORI: Flooring - \$10,000? ED MARRA: Was to carpet 6th floor @ The Elms – removal of carpeting. Other was usual turnover of building in apartment. Every 2 years a contract goes out, contractor gives you a price – painting, electrician, etc.

COMMISSIONER SCHLEMM: N/E Utility – it says “utility revision - \$800”? ED MARRA: Northeast Utility – every few years we hire them to calculate the new utility allowance for Housing Choice Voucher Program, giving money to tenants, but we’re supposed to update utility allowance. We do it with this company every 2-3 years.

VOTE: AYES/All Present Commissioners (6)

COMMITTEE REPORTS

FINANCE COMMITTEE

Two resolutions approved each year at Annual Reorganization Meeting. Wording stays same, basically, each year – adding a bank or two if we have money with them.

1. RESOLUTION #2022-18 – APPROVAL OF CASH MANAGEMENT PLAN

RESOLUTION #2022-18 *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
Commissioner Harper			
Commissioner Schlemm			
Commissioner Fairman			
Commissioner Pardasani			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

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

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

2. RESOLUTION #2022-19 – INDEMNIFICATION RESOLUTION – CIVIL

RESOLUTION #2022-19
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, 2022 through March 31, 2023.

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

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

VOTE: AYES/All Present Commissioners (6)

Absent: Pardasani

Monthly account balances through 3/31/2022 also included.

PERSONNEL COMMITTEE

- 3. RESOLUTION #2022-20 – ADOPTION OF EMPLOYEE HANDBOOK & POLICIES & PROCEDURAL MANUAL

RESOLUTION 2022-20

Adoption of Personnel Policies and Procedures

WHEREAS, it is the policy of Secaucus Housing Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Secaucus Housing Authority has determined that there is a need to update its personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Board of Commissioners of the Secaucus Housing Authority that the Personnel Policies and Procedures Manual (and accompanying Employee Handbook) attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Secaucus Housing Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Secaucus Housing Authority.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Authority’s General Counsel shall assist the Executive Director in the implementation of the policies and procedures in this manual.

Commissioners	Ayes	Nays	Absent
Chairman Harper			
Vice Chairman Schlemm			

Commissioner Fairman			
Commissioner Pardasani			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

2014-2015 last time this was updated, which JIF provides to SHA. Since employees hadn't changed in a long time, ED Marra kept book year after year. Changes occurred in 2020-21; SHA has 3 new employees; took JIF new version of it to fit SHA; distributed to employees, most have signed agreement that they read it or acknowledge receiving it; now given to Board Members 3 weeks ago.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Pardasani

Personnel Committee met earlier this week and tonight. Union Bargaining Team had some progressive discussions; SHA will discuss in Closed Session after this public meeting.

POLICY COMMITTEE

4. RESOLUTION #2022-22 – ADOPTION OF SECTION 8 ADMINISTRATIVE PLAN

**RESOLUTION 2022-22
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 April 2019 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 Harper			
Vice Chairman Schlemm			
Commissioner Fairman			
Commissioner Pardasani			
Commissioner Mondadori			
Commissioner Rivera			
Commissioner Suarez			

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

VOTE: AYES/All Present Commissioners (6)

Absent: Pardasani

RESOLUTION #2022-23 – not available this evening.

BUILDING & GROUNDS

- 5. RESOLUTION #2022-24 – AWARD OF CONTRACT FOR THE REMOVAL AND REPLACEMENT OF 84 APARTMENT DOORS AT 600 COUNTY AVENUE

3 bids received; low bidder was Geocon Industries for \$107,000 to replace 84 doors. Geocon Industries has worked at SHA over past 10 years on at least two projects: renovation of bathrooms at 600 County Avenue & renovations of bathrooms at The Elms. SHA very satisfied on those 2 assignments; much bigger contract than this.

***RESOLUTION 2022-24
(RESOLUTION AWARDING THE CONTRACT FOR
REMOVAL AND REPLACEMENT OF 84 APARTMENT ENTRY DOORS AT
IMPREVEDUTO TOWERS)***

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) has determined that it needs to procure services for to remove and replace (upgrade) 84 apartment entry doors at 600 County Avenue; and

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

WHEREAS, the SHA received bids from three (3) bidders on April 12, 2022; and

WHEREAS, on the public opening of the bids Geocon Industries, Inc. of South Amboy, NJ with a bid of \$107,000 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 Geocon Industries, Inc. has been reviewed by the Habitech Architecture who recommended the contract be awarded to Geocon Industries, Inc; and

WHEREAS, the bid submitted by Geocon Industries, Inc. 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 Geocon Industries, Inc. in the amount of \$107,000; 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 Schlemm; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6)

Absent: Pardasani

INFORMATIONAL

Excel Elevator & Escalator awarded contracts last month to modernize elevator equipment at 600 County Avenue. They've worked here a few times in elevator equipment room; equipment not anticipated to arrive until well after Labor Day. Starting might be in October. Modernization calls for replacement of all equipment and cabs.

Main access systems for installation of new control access system. Everyone will receive a new swipe card; all cards will be destroyed. There will be organized photo shoot, as picture will go on card – happening some time in May. Approved a few months ago - \$30,000 contract. Update will be given at end of May.

During May B&G will meet with architect, Lee Mestres, one more time to approve plan for removal & replacement of EFIS and windows at 777 Fifth Street. This week Town of Secaucus has permitted their Consultant Millennium Strategies

to work with SHA to apply for money to Hudson County Community Development Block Grant Office to see if we can get some funds to help offset cost of that project or elevator project – one or the other. They will get back to ED Marra in 5-10 days.

Two small roofs have to be removed at 600 County Avenue – roof on elevator floor and another small roof located on 3rd floor above laundry room.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

Report provided to all Commissioners showing trend lines of how we're doing in HCV Program. Linda Fanning and Ms. Oliveros are working hard to get people into homes; give out vouchers. SHA has 230 vouchers. Reminder of getting up the voucher number is for two-fold: one is trying to get people a voucher; we just opened the list and received 250 applications in one week, majority of them Secaucus residents who need help with rent. Other purpose: higher number is, more administrative fee SHA receives, hoping to offset administrative personnel costs, etc.

In month of May we will submit SEMAP, which we haven't done past 2 years because of pandemic. HUD waived all housing authorities didn't have to submit their SEMAP report. A report we submit online in May; get a report back in July or August about how are we doing in voucher program. You will see at May meeting.

About 250 applications now in piles – we printed 500; town helped distribute them through library; social services, Mayor's office and available here.

CORRESPONDENCE

Commissioners need to file their Financial Disclosure online. Email received from law firm Coan-Lyons, representing PHADA/NAHRO regarding settlement of operating reserve offset law suit. Federal Government is paying the law firm; law firm will send our portion of that. ED Marra thinks it might be 60-\$65,000; SHA paid about \$6,000 to participate in law suit. Commissioner Fairman asked where those funds would be placed.

OLD BUSINESS – nothing at this time

NEW BUSINESS

On April 8th there was a fire at The Elms in Apartment #406; unfortunately, resident who lived there, Louis Postell, passed away. Fire contained to #406; firemen and police in attendance. Residents evacuated. Nothing happened to other residents and all were back in their units by 4-5 PM that night. SHA working with insurance company to get unit refurbished and also hallway on 4th

floor. Entire rug on 4th floor ripped up because it smells of smoke. 4th floor probably will be repainted and refloored as part of insurance claim. Unit will be repaired and be able to live in by August. His son works for Town of Secaucus in DPW, deceased was long-time resident of Secaucus. Report by Hudson County Prosecutor's Office will be available for Board at June meeting.

REMARKS OF CITIZENS – nothing at this time

Public portion of meeting adjourned at this point to go into Closed Session.

6. RESOLUTION #2022-26 – PUBLIC PORTION ADJOURNED TO GO INTO CLOSED SESSION

**SECAUCUS HOUSING AUTHORITY
RESOLUTION NO. 2022-6
AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Secaucus Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

WHEREAS, the Secaucus Housing Authority has determined that 2 (insert number) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on April 28 , 2020 at 7:50 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

“(3) Any material the disclosure of which constitutes an unwarranted invasion of

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individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition

of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”

The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

_____;

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“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____

_____ and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

_____;

WHEREAS, the length of the Executive Session is estimated to be 30 minutes after which the public meeting of the Secaucus Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Secaucus Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence
Collective Bargaining Agree	TBD	
Insurance Matter	TBD	

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Michael Harper, Chairperson

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON April 28 2022.

Christopher Marra, Secretary

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

VOTE: AYES/All Present Commissioners (6) Absent: Pardasani.

ADJOURNMENT AFTER CLOSED SESSION

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

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

Respectfully submitted,

Deborah L. Alvarez, Secretary/Transcriber