

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

July 28, 2022

This is condensed transcription of taped minutes taken on Thursday, July 28, 2022, Kroll Heights, 700 County Road, Secaucus, New Jersey.

Chairman Michael Harper called meeting to order.

ROLL CALL

Present:

Chairman Michael Harper
Commissioner Richard Fairman on Zoom
Commissioner Patricia Mondadori on Zoom
Commissioner Antonio Suarez on Zoom
Commissioner Raj Pardasani
Commissioner Carmen Rivera

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

Absent: Commissioner Michael Schlemm

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 12, 2021. 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

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes are not available at this time for approval and acceptance.

PAYMENT OF CLAIMS FOR JULY 2022

There were no questions or concerns from Commissioners. Motion to approve payment of claims made by Commissioner Pardasani; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6)

Absent: Schlemm

REMARKS OF CITIZENS – nothing at this time

COMMITTEE REPORTS

FINANCE COMMITTEE – Bank balances through June 30, 2022 in each Commissioner's packet. Note inside states \$175,000 taken out from TD Bank account on 7/25; opened up an 18-month Certificate of Deposit at Bogota Savings Bank – 2.25% interest rate/APY 2.28%. Bogota Savings Bank also increased interest rate on 2 accounts from .40 to .850. FED raised rate again today, SHA will see after August 1 if any bank has an attractive rate that some SHA money can be moved there for 6, 12 or 18 months.

Commissioner Pardasani, Chairman Harper, Commissioner Fairman met at 2:30 PM along with Bill Katchen and Anthony Polcari. Polcari & Company finished audit today for SHA. Commissioner Pardasani said everything was good. Commissioner Fairman stated meeting was good, no surprises, liked consistency of Polcari work, happy they are SHA external auditor. ED Marra thanked all SHA staff who helped with this endeavor – checking files for compliance, Terry Weinbrecht and Tanya Oquendo; Angie Oliveros, Linda Fanning, Fran Pein – all contribute to have these audits come off well; Bill Katchen and his staff. SHA gets a copy of audit and Polcari will be auditors for Leased Housing Corporation for Town of Secaucus; having completed 2 audits: 1 ending 3/31/21 and 3/31/22. Going forward they will always be auditor, unless Leased Housing decides to change; 2 done at same time works for efficiency.

PROFESSIONAL SERVICES – N/A

PERSONNEL COMMITTEE – Effective July 31st, Greg Kohl, Maintenance Technician, retiring; worked for SHA a little over 10 years, starting off as Custodian; promoted to Maintenance based on the fact he could change hot water heaters, saving SHA a tremendous amount of money even with raise he got; doing a good job. When Harry left, Greg became main Maintenance man at The Elms. Adam Quinones has taken over that role; SHA has posted through Town of Secaucus and our web site, the job. In addition we sent out over 250 letters to allies of SHA. Most of them are families that are receiving Section 8 or local contractors to see if they had any references for us, who might be interested.

Other item on agenda to be discussed in Closed Session is now that we've concluded contract for personnel, we need to discuss Executive Director's contract.

POLICY COMMITTEE FOR SMOKING

Information received back from HUD, giving reports which in the future over next few weeks, will be shared with Commissioners intermittently and am waiting for information back from JIF and other housing authorities contacted about how they enforce their policy.

Commissioner Fairman stated that smoking matter needs to have a strong priority toward the September meeting. ED Marra agreed.

BUILDINGS & GROUNDS

Completed last month was Main Access Control with a few problems along the way, mostly at The Elms, but seemed to have been ironed out.

People in this audience, beginning week of August 9th Geocon will commence beginning of replacement of 84 apartment doors at 600 County Avenue, starting on 10th floor working their way down. According to contractor yesterday, he believes 3 apartments can be completed each day., but don't know how many men they're sending, meaning technically they should be finished with 2 floors each week – 15 apartments/week; hope they can maintain that pace.

In early September, we expect modernization of elevators at 600 County to commence.

We still have removal and replacement of windows and EFIs at The Elms. We have a grant application in with County of Hudson. Those awards get announced in October. Once they're announced, SHA will put job out to bid.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

Commissioners have report about HCVP. Now SHA is funding up to 228 families for about \$241,000, including breakdown of how that works.

We received our SEMAP score, which was not required to be submitted for 2 full years due to COVID – SHA not submitting in 2020-2021. Have submitted for year ending 3/31/22 – half of Linda and half of Jake, scoring a 96 or “high performer” which we were when Jake was doing it. Linda happy to receive that as well as Angie Oliveros.

NEW BUSINESS

SHA is working with contractor who does most of the work for Town of Secaucus – outdoor furniture. Outdoor furniture at Kroll Heights, tables/benches on patio and 4 benches located in front of Towers, are going to be replaced with similar looking furniture – iron type/maroon colored/diamond shaped cutouts. Order put in on Tuesday - \$13,000 through State Contract, don't know when it will get here – early Fall. \$13,000 includes actual furniture but some of it is installed – bolted into the ground. New furniture not needed at The Elms at this time.

REMARKS OF CITIZENS

DOREEN MORGAN - #708 – There are some concerns about overflow of recyclables on weekends. ED MARRA: 6-8 months ago, SHA began to have a maintenance man come in to change compactor bag in the bottom. On a Sunday about 8 months ago, SHA changed it to compactor changed on Sunday, maintenance man would go into each building: Kroll & The Elms, to empty recycling compactor closet. At your building, no one actually changes it because Joe actually changes it on his own – doesn't get paid for doing that, except when he's man on call, and has been emptying them on his own. I will bring this to his attention tomorrow. Doreen said it's on her floor – 3rd floor.

CAROL STEWART - #216 – What does SHA do with money collected from washers/dryers? ED MARRA: It is collected as revenue for SHA. When we need to buy new washers/dryers or get repairs, we use that money; mostly it becomes part of the budget. Revenue-wise, it's probably like \$35,000 a year.

Carol suggested 2 years ago that garbage/recyclables be put on table, bring Spanish speaking residents down and explain: paper here – garbage here – plastics here because people still mix it up. ED MARRA: Usually on Sunday, it's empty. Carol said yes. ED MARRA: Men leave after 3 PM on Friday. Office staff leaves at 12:00 on Friday as they work extra time Monday-Thursday. We will have one meeting in each building; difficult to get everyone in a building to attend – yes, Spanish and English.

ADJOURNMENT ---Motion made Commissioners Mondadori and Seconded by Commissioner Suarez to go into **CLOSED SESSION** at this point.

SECAUCUS HOUSING AUTHORITY RESOLUTION NO. 2022-26 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 1 issue is 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 July 28, 2022 at 7:45 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.

1 **“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body”** The contract discussed are between the Board and Executive Director;

1 **“(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 No docket number currently available; only a Notice of Claim
 and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **to make Commissioners and management aware of their repsonsibilites regarding this Notice of Claim;**

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
ED Contract	7.28.2022	
Notice of Claim	NA	

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 July 28, 2022.

Christopher Marra, Secretary

Motion made by Commissioners Mondadori and Seconded by Commissioner Suarez.

BACK IN PUBLIC SESSION

Motion to accept ED Marra's rate of salary increase for next 3 years made by Commissioner Pardasani; 2nd by Commissioner Mondadori.

**Resolution 2022-27
Settlement of Contract with Executive Director**

Whereas, Christopher Marra, Executive Director, current salary is \$114,674 and received his last increase on April 1, 2020; and

Whereas, the Personnel Committee has met with Christopher Marra, Executive Director in order to negotiate a new agreement, and

Whereas, the Personnel Committee and Christopher Marra, Executive Director have arrived at an agreement on these matters; and

Whereas will receive a 3% increase effective 4.1.21, 4.1.22 and 4.1.23.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that Christopher Marra, Executive Director will receive the following increase to his base salary effective April 1, 2021.

Name	Current	2021	2022	2023
Marra	\$114,674	\$118,114	\$121,657	\$125,307

BE IT FURTHER RESOLVED that the Board of Commissioner of the Housing Authority of the Town of Secaucus will prepare an amendment to their 2022 adopted budget and send it to the State of New Jersey Bureau of Authorities for their approval.

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

VOTE: AYES/All Present Commissioners (6)

Excused: Schlemm

Motion to adjourn meeting made by Commissioner Pardasani; 2nd by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (6)

Excused: Schlemm

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber