

SECAUCUS HOUSING AUTHORITY  
KROLL HEIGHTS  
700 COUNTY AVENUE  
SECAUCUS, NEW JERSEY

JANUARY 15, 2026

(This is a condensed version of the Regularly Scheduled  
Meeting of Board of Commissioners at 7:00 P.M.)

Chairman Michael Harper called the meeting to order.

**ROLL CALL:**

**PRESENT:**

Chairman Michael Harper  
Commissioner Vincent Bennett  
Commissioner Richard Fairman  
Commissioner Patricia Mondadori  
Commissioner Raj Pardasani

**ABSENT:** Commissioner Joseph Bujnowski  
Commissioner Michael Schlemm

**ALSO PRESENT:** Executive Director William Snyder  
Stephen Natoli, Esq.  
William Katchen, CPA  
Deborah L. Alvarez, Transcriber/Secretary

**OPEN PUBLIC MEETINGS ACT:**

“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 Cler, 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 16, 2025. In accordance with New Jersey State Laws, smoking is prohibited while this body is in open or closed session.

**FLAG SALUTE**

**MINUTES OF PREVIOUS MEETING – December 4, 2025**

Motion to approve minutes of December 4, 2025 made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Pardasani.

**VOTE: AYES/All Present Commissioners (4)**

**Abstain: Fairman – Zoom problem**

Absent: Bujnowski/Schlemm

PAYMENT OF CLAIMS – JANUARY 2026

Motion to approve payment of claims made by Chairman Harper; 2<sup>nd</sup> by Commissioner Bennett.

Commissioner Mondadori: #1184 – Apartment #506 – what did they have done? ED Snyder: That must be bill for PSE&G. Chairman Harper: It always says #526, number of the building. Commissioner Mondadori: Borough of Cliffside Park – 59 inspections? We do inspections for them? Chairman Harper: They do inspections for us; reciprocal agreement, but whoever does them for CPHA is paid directly by CPHA. Commissioner Mondadori: Who is Emma – eyeglasses? Chairman Harper: She is our newest office employee. That is in their contract of what they're allowed – it might be \$500 a year.

VOTE: AYES/All Present Commissioners (5)

Absent: Bujnowski/Schlemm

EXECUTIVE DIRECTOR WILLIAM SNYDER

ED Snyder spoke of being with SHA for 35 years; tonight feels like kismet and he never left. My term is to be short-lived, perhaps only six months. I will help the Authority search for a permanent Executive Director. When I left here 15 years ago, I now have a consulting company working all over New Jersey. We are running 4 housing authorities in the State and on a temporary basis. We do searches and various things – Authorities that are troubled, helping them recover, etc. I said yes on coming back on a temporary basis and a lot of what goes on here is through my legacy. I applied for funding for these buildings; here every single day they were being built from first shovel in the ground. I have an invested interest and will tell you some of the things I will be doing while I'm here.

We are evaluating what is going on; what the situation is in all areas: policies, personnel, maintenance; condition of the facilities. This will be put in a written report to the Board. We will have a several retreat with the Board to see what their vision is, to see what they want to do. I will tell them where I think they're at; they'll tell me where they want to go and then I tell them how to get there in a written plan. We prepare a plan, organize the plan; staff the plan, delegate authority to staff. After we're out of here and done, hopefully, the next ED will monitor that and take you to the next level. Part will be a Capital Improvement Plan.

When I come into these buildings, I noticed this building hasn't had common areas painted since I left. I don't know when last time apartments were painted. Parking lot is a mess. Flooring in building is a mess. We've already prepared a written plan, Board will decide and we have plans on Capital Improvements that will help in curb appeal – making these buildings what they should be. It's always been my standard to have the buildings good or

better than any building in the town, including private market buildings. Hopefully, the plan will be done before end of spring.

#### RESOLUTIONS #2026-1-1 THROUGH #2026-1-4

##### 1. RESOLUTION #2026-1-3 – APPROVAL OF 2026 ANNUAL MEETING NOTICE

Motion to approve #2026-1-3 2026 Annual Meeting Notice made by Commissioner Bennett; 2<sup>nd</sup> by Chairman Harper.

VOTE: AYES/All Present Commissioners (5)

Absent: Bujnowski/Schlemm

##### 2. RESOLUTION #2026-1- – APPROVAL OF FYE 2025 ANNUAL AUDIT

Board approval that you have reviewed Annual Audit and specifically section regarding Comments & Recommendations. Commissioners are to sign the paper being passed to them at this time.

**MR. WILLIAM KATCHEN, CPA:** As a result of Government Auditing Standards Board #34, in front of audit is **Management Discussion & Analysis**, which is written in plain English for purposes of anticipation that Boards are a lot of volunteers. It does comparisons, there were no audit findings; there were very little audit adjustments presented by the audit. You did end the year once you peel off the non-cash pension and OPEB expenditures, you ended the year with about \$1,800,000 in surplus in the Public Housing Converted to RAD units and \$1,400,000 in surplus in Housing Choice Voucher Program. SHA is in good financial stead at the end of March 31, 2025 and unless there's any questions – Commissioner Fairman always brings up – does the auditor look at the debt service coverage – YES when we met to go over the audit comfortably within that.

Secondly, all your funds are collateralized (inaudible) FDIC requirement – YES; with Bogota it's with Federal Home Loan Bank Letter of Credit and with other banks: TD, Haven Savings it all falls within separate collateral under 250.

The audit is fine with me and I sat with Audit Committee.

Motion to approve FYE 2025 ANNUAL AUDIT made by Chairman Harper; 2<sup>nd</sup> by Commissioner Bennett.

VOTE: AYES/All Present Commissioners (5)

Absent: Bujnowski/Schlemm

##### 3. RESOLUTION #2026-1-2 – INTRODUCTION OF FYE 3/31/27 BUDGET

This is the introduction; budget has to be submitted to State of N.J. within 60 days of start of fiscal year. We're in time for that. I will accept a motion to approve the introduction.

Motion to approve introduction of FYE 3/31/27 Budget made by Chairman Harper; 2<sup>nd</sup> by Commissioner Pardasani.

**WILLIAM KATCHEN, CPA:**

I would like to add one additional Resolution to the Agenda. You have a Resolution for approval of a HUD form of budget, which according to your RAD User Agreement, you are committed to annually consider a HUD form of budget. That budget is specific to the Public Housing Converted to RAD Program. We have a projected deficit of \$560,864; reason why is principally one time Capital Expenditures. You have \$745,000 capital expense in the budget. Floors, painting, air handler, outside paving and roofing – those costs are needed to be incurred in order to enhance and correct issues that have been detected.

With the utilization of that 5-sixty, what that would do is, that would result in utilizing funds from surplus, which is in excess of 1 million. So you do have adequate surplus to cover that and next year, if we don't have the capital costs, then the projected surplus is anticipated to be much higher.

One other caveat on that, beginning January 1<sup>st</sup>, New Jersey State Health Benefits went up 32%. Over the last 3 years, the total is 70% - that is, in all my housing authorities, been a major hurt to all the budgets. But with the conversion to RAD, SHA is able to weather the storm as far as that is concerned. Down the road you may want to look at other alternatives because you just can't continue to incur these kinds of costs.

The 2<sup>nd</sup> resolution would be the State of N.J. adoption. As ED Snyder mentioned, it's 2 bites in the apple. That budget is a very specific format. The State every year tweaks and tinkers with it and we have to follow that. That budget includes all your programs and with that the amount of total revenue from all programs is anticipated to be \$8,997,336 – the budget I just discussed plus your Housing Choice Voucher Section 8 Budget and total expenditures of \$8,923,718 for a net surplus this year of \$73,618. It's still to the positive, but that does include some operating capital costs.

I feel comfortable with the budget; I think the numbers are all realistic. JIF insurance premiums went up only 2%, which is a home run. Your salaries based on union contract for most part and everything else is fairly stagnant or easily projectible.

Chairman Harper asked if each Commissioner received the budget in both forms in their packets. Commissioners all agreed they had received both. Chairman Harper wants to vote on normal one; then call second one 2026-1-2.5 – State of New Jersey HUD budget. ED Snyder stated first one is State of New Jersey; 2<sup>nd</sup> one is HUD budget.

Commissioner Fairman asked ED Snyder to refresh him on Capital Improvements page – 7-65. Have they been approved or not? Mr. Katchen said that is what is being considered this

evening – on State Budget, CB-3 – Commissioner Fairman indicated his question was already answered.

ED Snyder continued: I spoke with Maintenance staff about getting a list of things that need to be done – it is a very raw, preliminary list and I gave them to Mr. Katchen to put in the budget. This will go to B&G Committee for your recommendation; also talking to Maintenance to refine it. We have that money; something may be more prioritized, which is what we'll do. In my opinion, we need some Capital Improvements.

VOTE: AYES/All Present Commissioners (5)

Absent: Bujnowski/Schlemm

#### 4. RESOLUTION #2026-1-2.5 APPROVAL OF HUD BUDGET

Motion to approve made by Chairman Harper; 2<sup>nd</sup> by Commissioner Bennett.

VOTE: AYES/All Present Commissioners (5)

Absent: Bujnowski/Schlemm

#### BUILDINGS & GROUNDS

#### 5. RESOLUTION #2026-1-4 – CHANGE ORDER #1 – DOOR REPLACEMENT AT RIT

SHA asked for change in doors from hollow-core doors to solid core doors, plus other items at RIT.

Motion to approve Change Order #1 made by Chairman Harper; 2<sup>nd</sup> by Commissioner Pardasani.

ED SNYDER: I'm not sure if they came before the Board, but I've seen some contracts. Every contract that is awarded here will come before the Board. Any time there is a Change, it will come to the Board in form of a Change Order because there are requirements on Change Orders. You can't exceed a contract by more than 20%. We always keep a running total of that.

VOTE: AYES/All Present Commissioners (5)

Absent: Bujnowski/Schlemm

ED SNYDER: I reached out to the architect when I got here. Roof has been completed according to architect and the doors also. There is a payment on here, but we are withholding a retainage, which we keep for 6-12 months, whatever architect has in the contract. A punch list will be forthcoming.

CORRESPONDENCE has been received and filed.

OLD BUSINESS – nothing at this time

Commissioner Fairman asked about RFPs for Legal Services, Accounting Services, Auditing. ED SNYDER: When I was here, the Board never approved the issuance of it. As a Contract Register, I would issue and prepare and contracts come back to you. We are collecting them now for your approval. If this process has changed, I need to know. I put it with your Agenda so you see them and if anyone has a question as to what is going on, what it is – in the interest of transparency, post them on web site so anyone can apply. When contracts come in, I will ask Chairman Harper and committee to tabulate them. I can do them or a committee. Professional services are based upon a rating system, not necessarily price and then it goes back to you with a recommendation on who should be approved.

#### REMARKS OF CITIZENS

LINDA – 600 County Avenue - #304 – Linda shared a photo with Commissioners after the storm. She and other neighbors called the Emergency number. Linda spoke to a man next day, he said they couldn't come back unless it snowed again. Photo shows condition of walkway at 600 County Avenue. Laundry Room also next door – only 4 machines – two are out of order. #4 was replaced; out of service more than in service. Two machines work/two do not again. Chairman Harper was under impression new washing machines were being ordered after last meeting. Linda said one came, but it is a different machine. Chairman Harper: Prices have been looked at on alternate ways to pay that was discussed last time. We were told in the past, it was outrageously expensive, no way to do that change. We are here to listen to you. The building has a lot of apartments and only 2 are working. Chairman Harper: Nothing bothers me more than hearing things repeated several times. I always think by the time you bring it to us, that should be the ultimate. I've tried the Office, Maintenance, now I'm bringing it to the Board. ED SNYDER: I will look into it. LINDA: I have one more thing: my neighbors pay Pokino in Community Room. Room has not been finished (showing photograph). Chairman Harper: That's the final work after you do the outside work. It is to clean it up inside. ED SNYDER: I will look into laundry room situation and also look at "carmax" system. It may be some initial cash outlay, but it's also less work for us in terms of collecting it. I will get back to you. I will be doing inspection on every building from top to bottom, take a clipboard and write down every single item; take photos and a report will go to Staff and I will expect them to be corrected.

DEBRA – 600 County Avenue - #1202 – Last meeting PSE&G was discussed. In minutes I was quoted as saying I was complaining about "my electric bill". I was not; I did not say that. What I did say was "I know for a fact that there is a resident who uses heat, AC, lights, TV 24/7 and their bill is low to moderate; whereas, another resident uses no – hardly any electricity and their bill is extremely high. PSE&G needs to come in and reassess that building – 600. It makes no sense, one pays hundreds and the other 20-\$30. I did not say "my". CHAIRMAN HARPER: Was that in the minutes we just accepted today? Because we will make that right. DEBRA: You need a better way of recording these meetings and I think the Attorney was supposed to find out if we can use our own phones to record. MR. NATOLI, ESQ.: I have answers on both those issues. On the first issue about minutes:

minutes just have to be reasonably comprehensible to capture what occurred in terms of who was here, what actions we took, anything that was proposed, generally what happened, but it does not have to be verbatim. At the last meeting that you were here, which was actually 2 meetings ago, I had said that I would come back and advise on that issue, and when I said that, I also said that I don't know that everyone's going to be satisfied with the answer, because I get the sense that some folks wanted verbatim. It does not have to be per the Law. So that's the answer on that question. What was your second question? DEBRA: About if we can use our own phones to record it? MR. NATOLI: You can. CHAIRMAN HARPER: I don't see how you could say no; it's a public room in a public meeting. MR. NATOLI: The only thing I would say about that is, the only restriction we can really put on you as it relates to your recording of us or your recording of the room, it can't be disruptive. That's the only thing.

DEBRA: You mentioned about the carpeting. When Chris was here, we was going to be doing 600 – either removing the carpeting or at least shampooing it. Some are very stained. On 6<sup>th</sup> floor, there was a bad flood and carpet outside my neighbor's is bad. ED SNYDER: We are talking about replacing the carpeting. Based upon when B&G Committee actually decides what they want to do, and you advocating on that, I'm sure that would be considered one of items. Then we go out, get an architect and get public bidding documents. CHAIRMAN HARPER: It's indoor – there are some things you can only do at certain times.

DEBRA: There are 2 things at 600 County: one is cleaning of the windows, which probably haven't been cleaned since being put in. I can't clean the outside, #1. Next is leaks: even though roof was fixed, some of us, including me, still have leaks when it rains. Rain coming from east is hitting outside of building. You say façade can't be done, but it should be looked at. Some façade is eaten away. It's not as bad as I was getting. CHAIRMAN HARPER: We've waterproofed along the way, but you still get leaks. Whatever we did, didn't work. DEBRA: Lastly, when does this Board get reorganized? CHAIRMAN HARPER: April.

CORRADO MINNIRVENI: #509 – On behalf of his mother. When I was a kid, Mr. Snyder helped build the bridge between the 2 buildings; spoke about changes at the top, good in a way as people get complacent. I think Board and ED Snyder moving in the right direction. Board has sensed a lot of frustration on the part of residents, perhaps due to the fact it got stuck in a spot. Good things heard tonight: punch list, change orders, Capital Improvement. A step in the right direction. I wish Mr. Snyder the best. I hope next person will embody what you've done over the past 30 plus years. Thank you.

CHAIRMAN HARPER: Thank you, it's nice to hear. Everybody is trying and I think we're all on the same boat and get to the same place. CORRADO: I'd like to get involved. CHAIRMAN HARPER: Thank you. We appreciate it and would like everybody to get involved as much as possible and help make this the best living environment for all to share. CORRADO: I deal with the DCA every day. It's a lot worse in a lot of other places.

ADJOURNMENT

Motion to adjourn made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Bennett.

VOTE: AYES/All Present Commissioners (5)

Absent: Bujnowski/Schlemm

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber