

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

January 26, 2023

Condensed transcription of taped minutes taken on Thursday,  
January 26, 2023, Kroll Heights, 700 County Road, Secaucus, New Jersey.

ED Christopher Marra called meeting to order.

**ROLL CALL**

Present:

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

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

Absent: Commissioner Antonio Suarez

ED Marra read Open Public Meetings Act.

**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 on December 15, 2022.**

**FLAG SALUTE**

**FYI:** ED Marra noted Commissioners packet contained nice notes from current residents, family members of residents moving out addressed to Housing Authority regarding great employees.

**APPROVAL OF PREVIOUS MEETING MINUTES – December 8, 2022**

Motion to approve minutes of 12/8/2023 made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

**PAYMENT OF CLAIMS – January 2023**

Commissioner Mondadori: Home Depot bills, please list in categories what amounts are for. ED: Over next few months Home Depot bills will be more as SHA maintenance using Home Depot product "Life Pro" as LBT tile – taking about 20-24 boxes of tile to floor a unit. In March/April ED will have paperwork for Commissioners to see what it costs for SHA to do that job – material & labor. There will be past bills  
2023 January 26

from contractors who did similar work for SHA – is SHA saving money? We have “contractors’ credit card” from Home Depot. Commissioner Pardasani: Excel Elevator bill @ \$150,149 modernization? ED Marra: This was first payment made to them – bill is \$550,000. When any bill like that is paid it first goes through architect, company has to prepare bill; sent to architect; architect signs off on it that that amount of work has been done; send to ED; ED signs off on it; we pay them. Commissioner Mondadori: What is PILOT. ED: Payment in Lieu of Taxes. Accountant determines how much SHA pays to Town. Commissioner Fairman: Is there an outside independent architect/project supervisor? ED Marra: Yes the firm is Copa Montalbano Architect. They put together paperwork/monitoring as it goes along. Tonight recent field report handed out to Commissioners – a firm Copa Montalbano subcontracted with to monitor Excel Elevator. Report is from January 11<sup>th</sup> visit. Commissioner Schlemm: 513 Elm Street? ED: Yes, kitchen cabinets - \$4,000/\$1,000 floor.

Motion to approve January list for Payment of Claims made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

## COMMITTEE REPORTS

### **FINANCE COMMITTEE**

Financials through December 31, 2022 handed out to Commissioners – covering 3/4ths of the year.

**MR. KATCHEN:** Nine month budget to actual on cash basis not accrual – 8 months of operations except for Payroll and Regular Payroll Taxes (9 months in there). For Public Housing converted to RAD units, there is excess of \$55,202 for that period after consideration of large amount of maintenance work, even though those projects could be funded from Reserve, Repair & Replacements. ED Marra has correctly funded them from Operations so RR&R is available long-term. (ED: \$106,000 to replace all doors @ Rocco Towers out of Operations.) On HCVP, 2<sup>nd</sup> budget to actual, has an excess of \$7,410. With HUD funding with last 2 years of pandemic has been able to increase number of people SHA is assisting – now 244 – almost at maximum number of units. In 2023, HUD budget has been approved by both sides on Congress as well as POTUS to go up 10%. ED may be able to add people up to 254. HCVP operating at optimum level.

Commissioner Fairman: Actual year-to-date through December, SHA had \$55K surplus; on schedule it shows a \$73,000 variance from budget period. Why the gap? MR. KATCHEN: Look to left, Budgeted Excess of Revenue over Expenses for 12 months - \$171,740; for 9 months - \$128,605. Because of work being done – Extraordinary Non-Routine (doors, e.g.) that resulted in SHA expenses being over budget by \$226,000, but revenues also over budget by \$153,000 – biggest piece of that was settlement with HUD on litigation where they “clawed subsidy”. It’s a negative 73, but in anticipated negative amount. (Further discussion between Commissioner Fairman/Mr. Katchen re: how SHA is doing.)

MR. KATCHEN: State of New Jersey requests, but Local Fiscal Affairs Act of N.J., says please get your budget in 60 days in advance of start of your fiscal year. SHA starts April 1<sup>st</sup>. SHA prepares 2 budgets: 1 – HUD form of budget, which I still use. Conversion to RAD required that you still prepare a formal budget. Second budget is State Budget prescribed, modified, designed by N.J. and will be submitted totally electronically through their FAST System. HUD form of budget is solely for operations of Public Housing Converted to RAD Units, which projects in excess of Revenue over Expenses of \$92,716, but it also contemplates extraordinary work, specifically interior painting of \$200,000. If not doing non-routine painting, projected surplus would be \$292,000, but work needs to be done. HUD form of budget provides for in excess of \$92,000 after.

ED MARRA: In Agenda in B&G in February, there will be 2 bids going out – 1 is for The Elms/removal of EFIs & windows and replacing them. Money to pay that is in Replacement for Reserve Account. Other bid is to paint inside of Rocco Towers from 1<sup>st</sup> floor to Community Room including some apartments for people living here prior to December 31, 2018. Estimated cost could be more than \$200,000, coming

out of Operations, trying to hold Replacement for Reserve for The Elms & elevator – two biggest bills SHA will have last year and this year. (Discussion re: Page 2 of HUD Form of Budget – bottom says Excess of Revenue Over Expenses of \$92,716.)

MR. KATCHEN: State budget consolidates all SHA budgets – new 2023 Housing Authority Budget which provides for \$7,408,546 in revenues; \$7,311,468 of appropriations, as well as projected \$1,550,000 in capital projects.

**Page F1** has 2 columns: Public Housing Management (RAD Conversion) – 275 units – those amounts same as what was looked at on HUD form of budget. HCVP Program is middle. Those 2 combined here – this \$97,078 projected surplus subtracting \$43,060 is what's on HUD form of budget. Both programs anticipate surplus; you will have money from HUD – biggest part of HCVP is rents for landlords; SHA has money held by HUD; surplus SHA has and SHA expects 10% increase. Voucher program healthy.

**Page CB3** – indicates what SHA anticipates doing next year on Capital projects: elevator upgrades (already started). Going back to **Page F8** – F8 is first page State of NJ looks at – SHA Analysis of Surplus starting with audit at end of 2022, takes into consideration Non-Cash Converted Expenses – OPEB (Other Post-Employment Benefits), pension – all accounting entries required to make not having an out-of-pocket impact. SHA accounts for what's not paid in cash accounting entry. **Page F8** shows if all ends up according to plan, SHA at end of this fiscal year with just under \$2.3 million in Unrestricted Surplus in Public Housing Conversion Units and \$753,000 in HCVP.

**Page CB3** – These are jobs ED Marra has planned: elevator upgrades, EFIs and windows at The Elms. Both jobs with exception of \$90,000 will be funded from Reserve for Repair & Replacements. \$1.4 will come out of Reserve for R/R not SHA Operations. **Page F8** – Other Restricted Net Position - \$1,472,000 – where \$1,460,00 is.

ED MARRA: In original RAD (2015-16) project called Convert The Elms to Gas – then became Convert The Elms to Heat VRFs. Since those projects did not work out, that money remained; ED wrote to HUD saying SHA can't do that project; need to do this project, about same amount of money. HUD said okay. Bigger project changed – an energy plan to save energy.

(Discussion about 2 projects, cost, reserve, contribution to Reserve this year is \$69,500 adding to \$1,472,000. Next year budgeted @ \$100,000.) SHA sends money every month beginning in April to Replacement Reserve Account. Last year – \$90,000 divided by 12. Making budget this year, it will be \$100,000 divided by 12 months starting in April. MR. KATCHEN: Next year HUD does Operating Cost Adjustment Factors – next year a 5.7% increase will be in rental income; PSE&G just proposed cut in electric rates of 23%.

CHAIRMAN HARPER: Thanked Mr. Katchen for his due diligence, being a giant of the industry in Northeast and N.J.; happy to have him take care of SHA.

1. RESOLUTION #2023-1 – HUD BUDGET INTRODUCTION – William Katchen
2. RESOLUTION #2023-2 – NJDCA BUDGET INTRODUCTION – William Katchen

Motion by Commissioner Schlemm that RESOLUTION #2023-1 and #2023-2 be approved; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

### **3. RESOLUTION #2023—3 ADOPTION OF FY22 ANNUAL AUDIT 3.31.22 & AUDIT REVIEW CERTIFICATION**

ED: Explained about Audit happening in October. In past SHA contracted with company in Connecticut re: OPEB, paying them \$1,500; send SHA report in 3 minutes; now State pays for OPEB – municipalities, school boards, housing authorities, etc. which takes until 12/31. No budget done until you have OPEB number. Audit had no findings or recommendations.

MR. KATCHEN: No findings/no recommendations. Policari made some adjustments relating to OPEB – Other Post Employment Benefits and accrued pension requirements. Another firm previously did many everyone in N.J. GASB – Government Auditing Standard Board said if there's a multi-member plan, which SHA is part of – NJ State Health Benefits & NJ Division of Pensions, it has to be done at highest level as part of a single report. If SHA used Aquarius Capital, it doesn't comply with Government Auditing Standard Board pronouncement, which is why NJ hired actuary and big accounting firms to work together to prepare report. As the firms have fallen behind, they cannot give SHA a clean opinion unless they have that number, which doesn't mean anything to SHA, as SHA pays as they go for health benefits, retirees and for pension, SHA pays what State says to pay. Audit is self-explanatory; they have MDNA – Managements Discussion & Analysis – that's in plain simple language for volunteers (most Boards) – doing comparisons, giving an idea of what state of economy is, talking about pandemic, etc. Best is there are no audit comments.

ED MARRA: Back in July, Chairman Harper, Commissioner Pardasani, Commissioner Fairman and Mr. Katchen all met with Mr. Policari to get “debriefing” on audit. Resolution needs to be voted on and certification signed by Commissioners; I will get Commissioner Suarez' signature myself as 7 signatures are needed. Mr. D'Amico will sign bottom.

#### **RESOLUTION #2023—3 ADOPTION OF FY22 ANNUAL AUDIT 3.31.22 & AUDIT REVIEW CERTIFICATION**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended 3/31/2022 has been completed and filed pursuant to NJSA 40A:5A-15; and

WHEREAS, NJSA 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with NJSA 40A:5A-11;

NOW THEREFORE BE IT RESOLVED that the governing body of the Housing Authority of the Town of Secaucus hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended 3/31/22 and specifically has reviewed the sections of the audit entitled “General Comments” and “Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy of the resolution.

Motion to approve Resolutions #2023-3 made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

Commissioner Fairman: Are there any things at State or Federal level that would affect SHA financial position as it currently exists? MR. KATCHEN: Not State as SHA receives no funding from State, but from Federal standpoint, they will have to start to cut back. HCVP now funds both Public Housing Converted units and tenant based program, increases are historic – 10% in 2023 – growing into levels of Social Security & Medicare. Way SHA is funded doesn't make sense, whatever you spent year before is what you will get next year with cost of living adjustment. In Northeast case, its good news as rents are high and HUD approved increases in base rent you could use up to 70% over that number. Congress has to look at HCVP at some point saying how are we going to deal with this going forward as we can't continue to fund this. With the extra money now SHA is taking advantage of it the correct way.

(At this point in the meeting, Mr. Katchen left the meeting.)

ED: Commissioners have monthly balances report thru 12/31/22 – SHA has 4 CDs – report lists when CDs end, interest rate. Verizon check included on list with correct amount of increase. List has GIF payment for 2023 - \$87,198; for PERS payment on 4/1 each year shows calculated contribution and has gone up a lot last several years.

### **PROFESSIONAL SERVICES COMMITTEE**

Two resolutions for Fee Accountant and Auditor – RFP sent out only receiving 1 proposal – Mr. Katchen and 1 from Mr. Polcari.

### 3. RESOLUTIONS

#### **RESOLUTION #2023-4 (Accounting Services)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for fee accounting services for the fiscal year commencing on 4/1/2023; and

WHEREAS, the Housing Authority solicited for proposals for accounting services and received one (1) proposal in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

William Katchen, CPA  
596 Anderson Avenue  
Cliffside Park, NJ 07010

in the annual amount of \$34,200.00 and an hourly rate of \$175.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

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

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

4. RESOLUTION #2023-5 – AUDITOR

**RESOLUTION #2023-5  
(Award of Audit Contract)**

WHEREAS, there exists a need for financial auditing services to be rendered to the Housing Authority of the Town of Secaucus for the Fiscal year ending 3/31/2023; and

WHEREAS, the Housing Authority duly advertised and solicited proposals for these services in accordance with the requirements of HUD Handbook 7460.8 and PIH Notice 90-47; and

WHEREAS, the Housing Authority received one (1) proposal in response to its RFP and the Professional Services Committee has reviewed the proposal in accordance with its established rating system; and

WHEREAS, the highest rated proposal was submitted by the firm of:

Polcari & Co.  
2035 Hamburg Turnpike, Unit H  
Wayne, New Jersey 07470

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for auditing services be hereby awarded to:

Polcari & Co.  
2035 Hamburg Turnpike, Unit H  
Wayne, New Jersey 07470

in the amount of \$14,000.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposal is on file in the office of the Housing Authority of the Town of Secaucus and this award was made through a fair and open competitive process in accordance with rules of the State of New Jersey.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

Commissioner Fairman asked about the \$34,200 – is it paid out hourly? ED Marra said no, it's divided by 12 months. In 11 years, Mr. Katchen has never charged an hourly rate. Mr. Policari does the same.

**POLICY COMMITTEE**

5. RESOLUTION #2023-6 – ANNUAL AUTHORIZATION TO ATTEND CONFERENCES

This year a few people will be sent to conferences – PHA-Web is having conference for users up at Mohegan Sun Casino in Connecticut. Tanya and Angie will go there – HCVP hoping to go paperless. Fran, Linda and Terri have been offered to go to NJNAHRO in April; Linda declined. Fran may not go;

Terri may go. In April on first day of conference, there is always conference for maintenance workers, bringing in a company to show workers the real equipment – electrical and plumbing work. Our 3 men we just hired should attend – go on Sunday, stay overnight, attend conference, etc. on Monday, come home and be at work on Tuesday. ED will also attend NJNARUC. There are not many opportunities for maintenance men for training to do things; this will give them some specialization – April 24-27.

**RESOLUTION #2023-6 –  
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 21 – May 24, 2023 Denver, CO

PHADA Legislative Forum September 17-19, 2023, Washington DC

PHADA Commissioner’s Conference January 8-11, 2023 Hilton Lake Buena Vista, Orlando, FL.

NJAHRA Annual Conference September 2023 - Atlantic City, NJ

2023 PHA-Web User Conference. April 17-19, 2023 Mohegan Sun Casino & Resort, Uncasville, Connecticut

NJNAHRO-Conference April 24-27 2023, Atlantic City, NJ

NJNAHRO Conference & Training November, 2023 Atlantic City

NAHRO Washington Conference March 22-24, 2023 Washington, D.C.

NAHRO National Conference October 6-8, 2023 New Orleans, LA

Motion to approve Resolution #2023-6 made by Chairman Harper; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

**BUILDING & GROUNDS**

6. RESOLUTION #2023-7 – AWARDING SEVERAL CONTRACTS FOR VARIOUS SERVICES

**Resolution: #2023-7  
(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

2023 January 26

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: \$1,680  
Hourly Rate: \$140 per hour

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

Price per Bi-Monthly Inspection of Unit:     \$2.40 per unit  
Price for Building perimeter ant control:     \$250  
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:**       **K&B Contractors, LLC**  
5 Ventrone Drive, Woodland Park, NJ 07424  
862-262-2589

Price for 0 bedroom     \$570  
Price for 1 bedroom     \$1,050  
Price for 2 bedroom     \$1,280  
Hourly Labor Rate     \$65.00

**Fire Alarm Service**  
**Haig's Service Corp.**  
211A Route 22, Green Brook, NJ 08812 (T) 732-968-6677

1/1/23 to 12/31/23 – \$2,700.00



1/1/24 to 12/31/24 – \$3,000.00

Hourly Rate - \$120.00

**Carpet Extraction/Cleaning Services**

**Unicorn Building Services**

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

Year 1: \$6,900

Year 2: \$6,900

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

**Generator Maintenance**

**GenServe. LLC**

341 Kaplan Drive, Fairfield, NJ 07004  
201-614-0091

Annual Maintenance: \$2,430

Hourly Rate: \$125

**Electrician**

**William P. Lillis Electrical Contractor**

16 Village Place, Secaucus, NJ 07094  
201-867-7131

Hourly Labor Rate- Electrician: \$65.00

Hourly Labor Rate – Helper: \$35.00

Material Markup 10% Overhead 10% Profit

**Plumbing Services**

**Magic Touch Construction Co., Inc.**

59 W Front Street, Keyport, NJ 07735  
732-

Guaranteed Hourly Rate for repair and replacement costs for years 1 & 2 (2023 & 2024)

**Regular Work Hours**

(8 AM to 4:00 PM M-F)

Plumber \$110.50

Helper \$75.00

**Overtime Working Hours**

(4:00 PM to & AM M-F)

Plumber \$165.75

Helper \$112.50

**Weekend Work Hours**

(12 Midnight to 8 AM Mon)

Plumber \$165.75

Helper \$112.50



CAROL STEWART - #216 Kroll Heights – Former ED Snyder said tenants could go from building to building to do laundry; now it's a problem as our machines are filled with clothes from next door. There are 4 machines, but 1 is always down. New people seem to be washing more. Please could we go back to original request – do laundry in your own building. 1 person comes every week and uses 2 machines.

R.I.T. has more apartments with only 4 washers/4 dryers and 1 is always down. New people do not empty dryer filter – sign is in English & Spanish. Please go back to people using machines only in their building. ED noted it is difficult to monitor after 4 PM and on week-ends. ED will consider suggestion of only residents using washer/dryer in their building.

Commissioner Pardasani asked about purging of list. ED answered every few years “purge letter” is sent out – 350 letters sent out to 350 people on list for senior housing; went out 1/1/2023 and told to respond by 1/31/2023 if you want to continue to remain on list. Many letters sent to people with zero preference points; many come back **return to sender; person doesn't live there any more.** Those names removed. We look at first 65 with preference points – some won't respond; some will return letter and say no longer interested in list; after February 1<sup>st</sup> Office purges list and send out new letter with new position number to everybody remaining on list.

## **ADJOURNMENT**

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

VOTE: AYES/All Present Commissioners (6)

Absent: Suarez

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber