

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

February 23, 2017

This is a condensed transcription of the taped minutes as taken on Thursday, February 23, 2017 at The Elms, Fifth Street, Secaucus, New Jersey.

(Executive Director Christopher Marra excused himself to return to his office for a brief time.)*

Chairman Michael Harper welcomed everyone and called the meeting to order.

ROLL CALL – DED Jake Naszimento

Present: Commissioner Patricia Mondadori
Commissioner Antonio Suarez
Chairman Michael Harper
Commissioner Michael Schlemm
Commissioner Richard Fairman

Also Present: Executive Director Christopher Marra*
Deputy Executive Director Jake Naszimento
James Burke, Esq., Counsel to the Authority**

Absent: Commissioner Michael Grecco
Commissioner Carmen Rivera

Chairman Harper read the 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 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 and Secaucus Homes News on December 16, 2016. 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.”

MOMENT OF SILENCE

(At this point in the proceeding, Chairman Harper requested a moment of silence be held in respect and admiration for Former Mayor Paul Amico, Mayor for 28 years. Secaucus has had 4 mayors since Mayor Amico.)

FLAG SALUTE

(At this point in the proceeding, the Pledge of Allegiance was recited by all present.)

APPROVAL OF PREVIOUS MEETING MINUTES – January 26, 2017

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

VOTE: AYES/All Present Commissioners (5) Absent: Grecco/Rivera

PAYMENT OF CLAIMS

Motion to approve payment of claims made by Commissioner Fairman; 2nd by Commissioner Schlemm.

Commissioner Fairman inquired about bills from Home Depot and/or Lowe's. Does SHA get a discount? DED Naszimento said yes, because SHA is a government agency, but the amount of discount differs with each company, averaging about 10%.

VOTE: AYES/All Present Commissioners (5) Absent: Grecco/Rivera

COMMITTEE REPORTS

RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Chairman Harper reported the expenses are almost finished on the RAD conversion; final bills from almost everyone are being received now.

FINANCE COMMITTEE

Commissioner Fairman reported ED was going to coordinate with Mr. Katchen regarding a visit to the bank re: investability of some of the funds as well as the unique market interest rate on the deposits. He is unaware if the meeting has taken place yet. Chairman Harper said it would be tabled until ED Marra returned.

PROFESSIONAL SERVICES COMMITTEE

RESOLUTIONS #2017-5 THROUGH AND INCLUDING #2017-9

DED Naszimento stated that resolutions 2017-5 through 2017-8 were for professional services which begin on April 1, 2017. Chairman Harper noted that Bill Katchen has been the SHA accountant for at least 30 years. Vice Chairman Schlemm asked that Resolution 2017-9, which deals with a Buildings & Grounds matter, also be included in this vote

**RESOLUTION #2017-5
(Accounting Services)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for fee accounting services for the fiscal year commencing on 4/1/2017; and

WHEREAS, the Housing Authority solicited for proposals for accounting services and received one (1) proposals 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 \$30,000.00 and an hourly rate of \$125.00 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

**RESOLUTION #2017-6
(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 3/31/2017; 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 \$12,635.00 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.

RESOLUTION #2017-7
(Legal Services-Ordinary Legal)

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2017; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received three (3) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

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

Charles M. D'Amico, Esq. LLC
700 Plaza Drive Suite 212
Secaucus, New Jersey 07094

in the annual amount of \$10,000.00 and an hourly rate of \$100.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award was made in accordance with a Fair and Open competitive process in accordance with the rules of the State of New Jersey.

RESOLUTION #2017-8
(Legal Services-Tenant Issues)

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2017; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received three (3) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been 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:

Charles M. D'Amico, Esq. LLC
700 Plaza Drive Suite 212
Secaucus, New Jersey 07094

in the annual amount of \$6,900.00 and an hourly rate of \$100.00 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

Buildings & Grounds

Resolution: #2017- 9 *(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, 2017 to:

Emergency Generator

Maintenance: **Kinsley Power Systems**
310 Guinea Road, Brewster, NY 10509
Annual Price: \$1,140
Hourly Rate: \$125.00 per hour

Carpet Extraction

February 23, 2017

Waxing of Vinyl Floors: **Divine Professional Cleaning Services, Inc.**
 2253 Cincinnatus Avenue, Bronx, NY 10473 971-449-7466
 Year 1: \$6,000
 Year 2: \$6,200

Commissioners	Ayes	Nays	Absent
Chairman Harper	X		
Vice Chairman Schlemm	X		
Commissioner Fairman*			
Commissioner Grecco			X
Commissioner Mondadori	X		
Commissioner Rivera			X
Commissioner Suarez	X		

*Abstain

POLICY COMMITTEE

Chairman Harper noted that the Pet Policy for Secaucus Housing Authority would be revised soon.

BUILDINGS & GROUNDS COMMITTEE

There was a brief discussion and updated on the Roof Replacement at 600 County Avenue and 777 Fifth Street and the Air Handler for 600 County Avenue. In addition, ED Marra stated that there would be a meeting with PSE&G representatives concerning their Multifamily Program for The Elms

HOUSING CHOICE VOUCHER (HCV) PROGRAM

DED Naszimento stated that for the month of February, the total amount of overall funds spent was \$181,204. Vouchers have been received for 20 families, who are currently in various stages of searches. Seven of those families have elected to pull their voucher out-of-town. Secaucus Housing Authority will be adjusting its admin. fee for March 1st.

(**At this point in the proceeding, Mr. Burke, Esq. arrived at the meeting.)

Commissioner Fairman asked DED Naszimento if there was anything SHA could be doing that is not being done that could increase fee strength to SHA and does it change from time to time? DED Naszimento answered no, because the number is dictated to SHA from HUD. The fee changes once a year every March 1st.

REMARKS OF CITIZENS

The tenant from #318 has a problem with her shower since moving in. Harry has worked on it, but when it backs up there is black soot that comes up and the

tenant is just standing in it. This is the new bathroom. Her white rug is black and she daily scours the tub.

Another tenant living in #415 has the same problem. Commissioner Schlemm asked if this is since the new bathrooms were installed or before that. Tenant in #318 is new and doesn't know. Tenant in #415 said it was a problem before the new bathrooms went in.

Tenant from #404 asks why SHA only has access to Comcast. They are expensive. Chairman Harper said Comcast is the only cable company in Secaucus, and SHA can do nothing about the problem.

(At this point in the proceeding, ED Marra returned – 7:15 p.m.)

OTHER

ED Marra explained to the Commissioners there is a NJNAHRO Conference, RAD Training, April 3-4-5, 2017 in Atlantic City. Mr. Marra wants to send the entire office: Bea, Fran, Terri, Linda, Jake, Mr. Marra and Jason. The office would be closed for three days. While the three ladies were there with Denise, they did it once before. This is training and certifications after taking a test at the end. A rough estimate is approximately \$1,000/per person – 5 people would be \$5,000, which is the cheapest way to do this training. Anything else, more training and travel is involved. Mr. Marra has not registered anyone yet. He is on the Board and they know this meeting was tonight. A notice will be passed out to the tenants regarding if you have an emergency call the 1-800 number all day. Someone will take care of your problem. Maintenance staff will be around and Greg, but the office will be closed.

ED Marra has an RFP for a cell tower. It will be released soon to the newspapers and on Secaucus' web site. He doesn't know what companies will respond, but hopefully extra income will be available from that. Commissioner Fairman mentioned there is an application on the cell phone web sites. He will email them to ED Marra.

Another tenant asked about getting new carpeting for the Community Room. ED Marra said not for the next two years.

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

VOTE: AYES/All Present Commissioners (5)

Absent: Grecco/Rivera

Respectfully submitted, Deborah L. Alvarez
Secretary/Transcriber