

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

May 25, 2017

This is a condensed transcription of the taped minutes as taken on Thursday, May 25, 2017 at The Elms, 777 Fifth Street, Secaucus, New Jersey.

Executive Director Christopher Marra welcomed everyone and called the meeting to order.

Executive Director Christopher Marra opened the meeting by acknowledging the recent accomplishment of the entire office staff in obtaining from the National Association of Housing & Redevelopment Officials the HCV Project Based Voucher/Rental Assistance Demonstration Certificate. The staff took a 2 ½ day class in Atlantic City that ended with a test in which everyone passed. A photo was taken of the staff holding their certificates to be used for an article in the local newspaper.

ROLL CALL

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

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

Absent: Chairman Michael Schlemm
Commissioner Michael Grecco

ED Marra 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 17, 2016. This body wishes to advise you that, in

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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

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

APPROVAL OF MINUTES OF MARCH 23 AND APRIL 27, 2017

ED Marra stated, the minutes were included in the package were for the March 23 meeting, which were not correct in the last meeting package and were tabled. In addition the minutes for the April 27 meeting were also in tonight's package for the Board's consideration.

Vice-Chairman Harpers asked for a motion to accept minutes of 3/23/2017 and April 27, 2017. Motion made by Commissioner Suarez; seconded by Commissioner Mondadori.

VOTE: Vice Chairman Harper Abstained from the March 23 minutes as he was not present. Therefore there were 4 Yes votes for March 23 and 5 yes votes for April 27.

Absent: Schlemm/Grecco

PAYMENT OF CLAIMS FOR MAY 2017

Motion to approve payment of claims made by Commissioner Fairman; seconded by Commissioner Rivera.

VOTE: AYES/All Present Commissioners (5)

Absent: Schlemm/Grecco

COMMITTEE REPORTS

FINANCE COMMITTEE

ED Marra briefly went over the Monthly Bank Account Balances in Bogota Savings Bank and TD Bank. ED Marra noted the two new Money Market accounts at Bogota Savings Bank which are generating additional interest at 1.23%

ED Marra also noted that the NJSEMS program is again on track to have the Authority save us more than \$9,000 in electrical costs for June 2016 through May 2017

ED Marra stated that the Authority had released a RFP for Cell Equipment on the rooftop of any of its three buildings. ED Marra was happy to announce today that they had received one proposal from Verizon Wireless for the use of the roof top at Kroll Heights. The initial fee to be paid to the Authority would be \$24,000 annually with escalations each year. That proposal would be referred to counsel for review and we will get back to the Board and first the Finance Committee when we have something to report.

PROFESSIONAL SERVICES COMMITTEE

ED Marra reported that the Authority had released a FRP for Architectural and Engineering Services to upgrade the elevators at The Elms. The Authority received two proposals one from Coppa Montalbano & Associates of Totowa, NJ and from Charles Collins, Jr. from Medford, NJ. The committee will have to review these two proposals and interview the candidates. ED Marra noted that Coppa Montalbano's fee proposal was hire than Mr. Collins, however they present a little more depth in their engineering personnel than Mr. Collins can currently. So we will see what happens.

PERSONNEL COMMITTEE

ED Marra noted that there was no business on this matter.

POLICY COMMITTEE

Smoking Policy – Survey Results & Next Steps

ED Marra distributed the results of the Smoking Survey to the Board of Commissioners. ED Marra stated that 176 residents responded to the survey, which was a very high participation rate. ED Marra also stated that residents would receive a one-page summary of the survey results tomorrow. ED Marra stated that one of the surprises out of the survey was that probably less people smoke than he had originally thought. The vast majority of people who responded stated that they do not allow people to smoke in their apartment. We had some residents respond that they are in cessation services.

I would like the Policy Committee to look at the policy and then circulate the draft policy to the residents so that they can also read it and provide feedback. The goal is still to make the building Smoke Free on January 1, 2018. So we will have to give resident plenty of official notice 60 – 75 days before the policy goes into effect.

ED Marra stated that he has not yet updated the Section 8 Administrative Plan, but keeps it on the agenda so that it remains an item that everyone is aware that action will have to be taken on it.

BUILDINGS & GROUNDS COMMITTEE

The first item ED Marra discussed was the installation of an air handler and condenser for Impreveduto Towers. The company A&A Industrial was given a Notice to Proceed in which they have 120 days from May 15 to complete the project. We expect that this piece of equipment will be installed in late August or early September.

ED Marra also stated that bids for Roof Removal and Replacement would be due on June 6. A couple of weeks ago we emptied the Greenhouse. We took contractors onto both roofs. This was for both The Elms and Impreveduto Towers. We have about 11 or 12 companies that purchased the bid package and we will be back in touch with everyone about the coordination of that whole event and how long it will take.

MaGrann Associates report for The Elms. The SHA agreed to pay MaGrann Associates \$2,000 to expand upon the initial report which PSE&G provided to the Authority early in 2017. This report, which will be ready by the next meeting, will take into consideration the efficiency and savings not only from the heating provided by a Variable Refrigerant Flow (VRF) system, but also the cooling it provides.

ED Marra continued, initially the Authority was considering installing boilers on the ground floor and running piping into each apartment to provide baseboard heating using gas to heat the water. The PSE&G report done by MaGrann Associates introduced the Authority's attention an alternative idea – the VRF System. This equipment installation would be less disruptive to residents and provide the Authority with a quicker payback and additional savings.

This new path that the Authority is pursuing has lead ED Marra to send rejection letters to the A&E companies that submitted proposals for the boiler system.

In addition the Authority will issue a new RFP for A&E services to convert The Elms heating and cooling system to Variable Refrigerant Flow (VRF) System. That project can be done during all 12 months of the year.

ED Marra stated that he would stop here and see if any commissioner had questions on what had been discussed so far.

Commissioner Fairman asked a question about the Monthly Bank Account Balances. He wanted to know if Mr. Marra had contacted Bogota Savings Bank about providing us with a new proposal for banking services. During our meeting in March of this year, Mr. McCourt indicated that Bogota would send us a new proposal which would include a raise in the interest we are earning on our bank accounts.

ED Marra had remembered this conversation, but has not followed back up with Mr. McCourt to obtain that proposal. He indicated that he would take care of that in the upcoming week.

HOUSING CHOICE VOUCHER PROGRAM

Jacob Naszimento gave a report for the month of May the total amount of overall available funds spent was \$187,308. We have issued vouchers to 4 families who are currently in various stages of apartment searches. 2 of those families have elected to port their voucher out of town while the other two are searching in town. In addition HUD gave us the new 2017 income limits individuals qualify at \$48,200 and last year it was \$45,050.

ED Marra noted to the residents that means if someone is making up to \$48,000 a year, they are eligible to live here. Both residents and Mr. Marra noted that figure is very high.

Also, Mr. Naszimento stated that the Authority had submitted its SEMAP report to HUD and we expect to get our response in early July. There was some confusion due to the Authority's conversion to RAD.

CORRESPONDENCE

Mr. Marra introduced the PHADA/NAHRO letter to join lawsuit against the U.S. Department of Housing & Urban Development (HUD). In 2012-2013 PHAD and NAHRO took HUD to federal court claiming that the recapture that occurred in 2012 by HUD to hundreds of housing authorities was illegal as it breached the terms of the so-called Annual Contributions Contract. The US Court of Federal Claimed ruled in January 2017 that had had breached the deal. So PHADA and NAHRO were writing to Authorities who had not initially joined to see if they would be interested.

They are asking Authorities for \$3,000. In the letter to the Housing Authority they have indicated that the estimated amount of funds the Authority might recoup is \$140,562.

It was agreed that the finance committee would look at this and perhaps bring it back at the next meeting for action.

ED Marra noted that one other item that I need to take care of is to distribute the revised Committee Assignments from Chairperson Schlemm..

OTHER

New Business

Linda Fanning will be holding a Health Fair on Thursday, June 22 from 10:00 a.m. to 12:00 p.m. at the Kroll Heights Community Room

Mr. Marra also handed articles on the president's proposed budget. It calls for a lot of reductions in the U.S. Department of Housing & Urban Development

Vice Chairman Harper recognized Commissioner Fairman who had two items for New Business.

Commissioner Fairman asked on the budget you just mentioned when do we think we will have some HUD feedback on that?

The reason I ask if I understand it correctly, it could affect the back half of our fiscal year?

ED Marra noted that the budget calendars are not coordinated.

Commissioner Fairman also wanted to propose one other item at the April reorganization meeting for a proposed meeting calendar for all committee the purpose of this is that all committees must meet at least once.

ED Marra had talked to Chairman Schlemm

ED Marra stated that at the next meeting in June, I will have a schedule for everyone

REMARKS of CITIZENS

There were no remarks of Citizens

When we get the air conditioner Betty Burke asked a question about the proposed new system. The focus of the question was controlling the unit for heating and unit.

ADJOURNMENT TO CLOSED SESSION

Chairperson Harper noted that the Board had to go into closed session to discuss matters of personnel. He asked for a motion. A motion was made by Commissioner Fairman and Seconded by Commissioner Mondadori

**SECAUCUS HOUSING AUTHORITY
RESOLUTION NO. 2017-17
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 December 11, 2014 at 7:47 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	<p>“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”</p>
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Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are

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
Executive Director	0 days	Terms of Employment

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, Vice 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 May 25, 2017.

Christopher Marra, Secretary

After the Commissioners came out of Closed Session, Chairperson Harper asked for a motion for resolution 2017-21.

The motion was made by Commissioner Fairman and Seconded by Commissioner Suarez

Resolution 2017-21
Settlement of Contract with Executive Director

Whereas, Christopher Marra, Executive Director, current salary is \$91,001.04 and received his last 2.3% increase on April 1, 2014; 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;

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 a

\$13,650 increase to his base salary effective April 1, 2017. This will increase his base salary to \$104,650.00.

BE IT FURTHER RESOLVED that the Board of Commissioner of the Housing Authority of the Town of Secaucus will prepare an amendment to their 2017 adopted budget and send it to the State of New Jersey Bureau of Authorities for their approval.

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

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

Chairperson Harper then asked for a motion to adjourn the meeting. Commissioner Rivera made a motion to adjourn and Commission Fairman seconded the motion.

The meeting was adjourned at 8:20 p.m.