

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

October 26, 2017

This is a condensed transcription of the taped minutes as taken on Thursday, October 26, 2017 at Kroll Heights, 700 County Road, Secaucus, New Jersey.

Treasurer Richard Fairman welcomed everyone and called the meeting to order.

**ROLL CALL**

Present:

Treasurer Richard Fairman  
Commissioner Antonio Suarez  
Commissioner Patricia Mondadori  
Commissioner Michael Grecco  
Commissioner Carmen Rivera

Also Present:

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

Absent:

Chairman Michael Schlemm  
Vice-Chairman Michael Harper

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 26, 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.”**

## **FLAG SALUTE**

Commissioner Rivera led us in the Pledge of Allegiance.

## **PAYMENT OF CLAIMS**

Motion to approve payment of claims for October made by Commissioner Rivera; 2<sup>nd</sup> by Commissioner Suarez.

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

## **MINUTES OF SEPTEMBER 2017**

Motion to accept September 2017 minutes made by Commissioner Grecco; 2<sup>nd</sup> by Commissioner Mondadori.

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

## **COMMITTEE REPORTS**

### **FINANCE COMMITTEE**

Treasurer Fairman welcomed William Katchen, CPA to Secaucus Housing, who discussed Annual Audit presented for consideration by the Board. Mr. Katchen explained Commissioners are not to understand audit, only to acknowledge receipt of audit and specifically section entitled "Audit Findings & Recommendations. Audit includes 3 reports and section entitled: MD&A – Management Discussion & Analysis. MD&A is required by Government Auditing Standards Boards Pronouncement #34 putting in plain English what results of the operations were, a comparison to previous years and what following year looks like. SHA has no audit findings; relating to that SHA has 3 specific reports with it.

If SHA was a business and having a financial audit prepared, there would be only one report – audit on financial statements. SHA is required as they receive over \$750,000/year in Federal Assistance, to have a single audit performed, which requires that Auditor issue 3 reports: audit on financial statements; report on government auditing standards and one specific to funding source – specific regulations. Each report is presented here; each one is unmodified, meaning clean to the highest level.

2016 was a busy year – SHA converted to RAD; paid off leveraging debt; a new debt was issued with the Bogota Savings Bank; and SHA funded a reserve for repair & replacements. As a result: SHA financial statements include another schedule tool. On Page 27 of audit, it shows a new column: **Business Activities** – SHA is now treated, under ownership of Housing Authority, the operations of 275 units, as a business activity vs. (on the far left column) A Project - Public Housing. This gives SHA the flexibility and with approval as long as SHA has a mortgage to

use any additional funding for whatever purpose SHA was created under law. If SHA wanted to develop new affordable housing, surpluses could be used to the extent that the bank allows. As long as there is a mortgage out there, they have first dibs, e.g., on SHA resources.

This year SHA had Project, because there was Public Housing for April to December, and January to March was RAD. 2018 will be all RAD and HCV. SHA converted January 1<sup>st</sup>, 2017 – SHA will be all RAD, but a hybrid in terms of funding. April-December 2017 will still be Public Housing & Capital Funding. January 1<sup>st</sup>, SHA converts solely to full RAD Project Based Vouchers.

Mr. Katchen complimented Policari on the audit, which is succinct and to the point. MD&A is a good resource for SHA Commissioners in plain English, if anyone finds it difficult to follow.

Treasurer Fairman commented that Finance Committee with Mr. Katchen, DED Naszimento, himself and ED Marra met with Policari to review draft of audit in August, which is customary.

ED Marra noted the Commissioners were signing and adopting Resolution 2017-31 and also signing an **Audit Review Certificate**, which Charles D'Amico, Esq. will sign at the bottom and notarize it, which will be sent to N.J. Department of Community Affairs. Because there are 5 Commissioners present, the aforementioned N.J. Dept of Community Affairs will accept it.

(At this point in the proceeding, the proper documents were signed by each Commissioner present.)

Treasurer Fairman asked Mr. Katchen how often he finds a housing authority having an unclean finding. Mr. Katchen answered typically audit findings are not generated from financial side; generated from the compliance side, meaning Tenant Files. Mr. Katchen explained in detail what auditors are to do is alternate programs – one year look at Public Housing Files; next year Housing Choice Voucher Program Files; they're required by law to select a random sample of 20% of files. A local Authority has not had a clean opinion as long as Mr. Katchen has been involved, because Tenant Files and Waiting List and Inspections are not adequately maintained according to HUD Regulations. When they receive their PHAS score, a barometer of how HUD says you're doing, you lose a point for every audit finding. SHA will not be subject o PHAS any more, but still subject to Compliance Requirements.

Treasurer Fairman formally thanked ED Marra and DED Naszimento for another successful year, Mr. Katchen for his help and Staff at SHA.

## RESOLUTION #2017-31

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 3/31/2017 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 3/31/2017 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.

I, Christopher W. Marra, duly appointed  
Executive Director of the Housing  
Authority of the Town of Secaucus  
Do hereby certify that the foregoing  
Resolution is a true and correct copy  
Of a resolution adopted a regular meeting  
Of the Board of Commissioners held on  
October 26, 2017

CHRISTOPHER W. MARRA

### **Resolution #2017-31 – Adoption of FY 2017 (3/31/17) Audit Report & Audit Review Certificate**

Motion to accept Resolution #2017-31 made by Commissioner Suarez; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Absent: Schlemm/Harper

INFORMATIONAL – ED Marra advised the Commissioners that Commissioner Fairman had received reappointment from Governor Chris Christie, as the Governor's Appointee. His term has been extended to August 22, 2019. As Governor Christie leaves office, he makes sure he gets his favorite housing authority commissioners reappointed. ED Marra noted everyone is happy Mr. Fairman has been reappointed through August 22, 2019.

#### FINANCE COMMITTEE – continued

ED Marra included the Monthly Account Bank Balances Report and Monthly Savings Report from NJSEM. SHA has been notified by NJSEM that NJSEM will be going out for bid for electric power supply to replace current NJSEM power in June 2018. We will not opt out with them as SHA saved \$1,339, accumulating \$6,626 in savings over past 4 months.

ED Marra said last item under Finance leads into Professional Services Committee: Verizon Wireless Proposal to SHA for Kroll Heights. Verizon sent proposal on September 8<sup>th</sup>, which they marked up and sent to Mr. D'Amico, Esq., which was sent to ED Marra and forwarded to Messrs. Schlemm, Suarez and Fairman. During this time, background checks were being conducted on a company called **Cell Site Landowners**. Commissioner Fairman recommended SHA have a consultant; a telephone interview was conducted with Messrs. Fairman, Schlemm and Suarez; did a background check and 2 references were checked.

ED Marra deferred to Mr. D'Amico at this point to explain SHA is trying to get a new document to put out to bid. Mr. D'Amico spoke with Mr. Polick today. He believes, based on his reading of what Verizon claims to have already agreed to, Mr. Polick can make enough changes in there to possibly increase the funding. The goal being for Mr. Polick to give SHA a document that Verizon will accept and if accepted, there will be an increase in fees for SHA. The warranty on the roof needs to be kept in place or have adequate protection in case something happens with the installation of some of the materials Verizon is going to use or the equipment. All other things are not that disputed. ED Marra added Mr. Polick's proposal states that SHA has a proposal from Verizon - \$24,000 a year, which SHA got prior to Mr. Polick coming onboard. His deal is: if he is able to get any increase in annual amount, it's a one-time thing; if he gets an increase of \$8,000, e.g., he gets 8 times the amount of the executed lease increase of the initial monthly rent greater than \$2,000/per month. So, if he got \$250/month, it would be 8 times \$250 or \$2,000. Mr. Polick also talked about "a signing bonus". Mr. Polick might get a \$5,000 signing bonus from Verizon, of which he would get 25% of that signing bonus or \$1,250. In other words, ED Marra added, is \$2,000 plus \$1,250 = \$3,250; that's what he would get, but SHA has paid \$1,000; he deducts \$1,000 off; SHA would only pay him \$2,250.

Should he be able to get SHA \$1,000 more a month for 35 months. We've done background check; he's from Wisconsin; had a long background on other side of industry where he worked with cell phone companies in early 1990's. Now he's trying to help property owners; he had 3 references, all of which were various sized businesses. ED Marra spoke with two of them, both very good. No laws suits either against himself or his company. Treasurer Fairman noted it is fairly customary for landlords in this cellular industry to hire experts. Hopefully, he will deliver for SHA.

Motion to accept Resolution 2017-32 – Award Professional Services Contract to Cell Site Landowners made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Grecco.

### **RESOLUTION 2017-32**

*(Awarding the Contract for consulting services in negotiating a lease with Verizon Wireless for Cell Equipment to be placed on the roof of Kroll Heights)*

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for consulting services in regard to lease negotiations with Verizon Wireless in their desire to put cell equipment on the roof of Kroll Heights, 700 County Avenue, Secaucus, NJ; and

WHEREAS, the SHA needs this service; and

WHEREAS, the SHA has the financial resources to execute such a project; and

WHEREAS, SHA is permitted to contract for such professional services, pursuant to both the New Jersey Redevelopment and Housing Law and the New Jersey Public Contracts Law, and the SHA's Procurement Policy Guidelines; which allows for the award of an Professional Service Contract of less than \$100,000 and

WHEREAS, Cell Site Landowners Association (Jim Polick), PO Box 506, Bristol, WI 53104 submitted a proposal that included the following services and compensation;

#### 1. Services

Consultant shall provide consulting and lease negotiation services to Property Owner with respect to the proposed lease as described above.

Consultant's services herein shall consist of assisting Property Owner with lease negotiations by providing guidance on favorable lease terms and modifying the existing or any future proposal by Verizon Wireless. "Verizon Wireless" as used in this agreement shall also include Verizon Wireless's agents, successor's, assigns, or any other entity that enters onto a wireless facilities lease with Property Owner at the Subject Property.

#### 2. Compensation

Property Owner agrees to compensate Consultant by paying an Initial Consulting Fee in the amount of \$1,000.00, payable at the time of execution of this Agreement, and a Final Consulting Fee as follows:

1. Eight times (8X) the amount of the executed-lease increase of initial monthly rent greater

than \$2,000.00 per month and

2. 25% of any Option Fee, Signing Bonus, Professional Services Fee (or any equivalent fee) paid by Verizon Wireless to Property Owner

Said Final Consulting Fee is due upon the earliest of Property Owner's receipt of any option fee, signing bonus, rent or the like; and the Initial Consulting Fee shall be credited towards the Final Consulting Fee. In the event the negotiations do not result in a signed lease or other similar agreement, Property Owner owes no fee to Consultant other than the Initial Consulting Fee.

### 3. Term

Consultant shall provide said services until the earlier of the following occurs:

- A. Property Owner reaches an agreement in principle with Verizon Wireless;
- B. Verizon Wireless no longer desires to lease a portion of the Subject Property;
- C. It becomes apparent to Consultant that, despite Consultant's best efforts, Property Owner and Verizon Wireless will not be able to reach an agreement.
- D. Consultant elects to terminate this Agreement, at his sole discretion.

In all cases Consultant shall retain and/or be due any of Consultant's fee earned as of the termination.

NOW THEREFORE BE IT RESOLVED by the members of the Board of Commissioners of the Secaucus Housing Authority as follows:

3. The Executive Director is hereby authorized and directed to execute said contract and to take any and all necessary administrative actions to implement this Resolution.

VOTE: AYES/All Present Commissioners (5)

Absent: Schlemm/Harper

### **PERSONNEL COMMITTEE**

DED Naszimento told Commissioners SHA Staff had PHA web training this week; good software that is natural progression from Visual Homes. PHA was best option, increasing SHA more, and cutting edge of housing authority software, internet based, e.g. from 4:30-6:30 today, DED Naszimento did most of his December files, which was not available in prior software, cutting down time of doing one file from 30 to 8 minutes; prints everything out, no more handwriting including envelope for tenant is printed. If necessary, you can work remotely. PHA-WEB has an eight minute response in getting back to you regardless of any time you send Nick, the Trainer, an email. Standard practice with present company is a week or longer. It is helping Terri on Project Based Voucher side also. Old form of paper inspections is gone; a Sprint tablet was purchased. Inspectors can go out and do inspection completely on a tablet; press button; loads to main system. DED Naszimento will have it then, nothing to carry for Inspector, nothing to remember.

Treasurer Fairman asked how PHA-WEB was obtained. Jake said Mr. Katchen knew about it, a company growing exponentially across USA. Through word of

mouth within months or a few short years, you'll see this company clustered with other communities in a county. They are now in Texas, Massachusetts, New Jersey – Cliffside Park, Fort Lee uses them. The independent company has 15 employees based in Wisconsin. ED Marra added Visual Homes was state of the art 25 years ago, purchased by a larger company in 2000's. PHA Web is small but at NJNAHRO Convention every year with a table. ED Marra has spoken with them several times, even before SHA considered RAD. Mr. Marra said he'd heard 3 anecdotal stories about conversion of data and all horrible stories. PHA Web converted data; Mr. Marra had only one telephone call on one specific item to correct. When Terri and Jake saw data, it was perfect, whereas when Yardee, who owned SHA data, tried to convert it from Visual Homes to Voyager, everyone had problems. Jake explained Voyager tried to take all of SHA data, but only data that stretched back 18 months, took it out and put it into an Excel sheet; then tried to move Excel sheet into their data – much was lost in the shuffle. PHA Web takes SHA passwords, accesses HUD's main frame site, which is PIC, reverse draw data back from PIC – all data is perfect and go back as many years as needed. SHA has just started using them and Terri/Jake already now how to use it. SHA will collect rent out of PHA Web by uploading files to the bank. Jake has 8-9 owners over 70 in age. In December's check, they will receive a letter stating as of February 1, 2018, you need to receive your check electronically. Fill out this form, send back to SHA by January 1<sup>st</sup>. Mr. Marra knows these people receive Social Security electronically and have a bank account somewhere.

Commissioner Suarez and DED Naszimento had a short discussion about information being inputted, going into PIC; would SHA get caught where they'd have to pay someone download fee to transfer the information. Jake doesn't think PHA Web had to pay any type of extraction fee; taking SHA passwords, knowing software engineering and took data back. Cost is cheaper also.

**Resolution #2017-33** – ED Marra noted it is not being acted upon this evening due to the fact no Personnel meeting was held in October. It will be back in December.

**Resolution 2017-34 – NAMING JACOB NASZIMENTO A QPA & INCREASING OUR BID THRESHOLD FROM \$36,000 TO \$40,000 FOR THE SECAUCUS HOUSING AUTHORITY DURING OUR FISCAL YEAR OF APRIL 1, 2017 THROUGH MARCH 31, 2018.**

ED Marra explained when Jake got his QPA a few years ago, and this is up again because Jake is named QPA in Brick, N.J., and it should be done annually in April, threshold was \$36,000. This resolution names him SHA QPA and increases bid threshold from 36,000 to \$40,000 for SHA.

Motion to approve made by Commissioner Grecco; 2<sup>nd</sup> by Commissioner Rivera.



## RESOLUTION #2017-34

### *Increasing Bid Threshold and Appointing a Qualified Purchasing Agent (pursuant to N.J.S.A. 40A:11-3a & N.J.A.C. 5:34-5)*

WHEREAS, P.L. 2009, c. 166, codified as N.J.S.A. 40A:11-2 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing Agent; and

WHEREAS, the Secaucus Housing Authority desires to create the position of Purchasing Agent; and

WHEREAS, Jacob Naszimento possesses the Certification of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et. seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Secaucus Housing Authority that the position of Purchasing Agent is hereby created for the Secaucus Housing Authority; and

BE IT FURTHER RESOLVED as follows:

- 1) The Purchasing Agent shall possess a valid Qualified Purchasing Agent certificate, as issued by the New Jersey Division of Local Government Services, Department of Community Affairs; and,
- 2) The Purchasing Agent shall have the authority, responsibility and accountability for the purchasing activity for the Secaucus Housing Authority, to prepare public advertising for bids and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts on behalf of the Secaucus Housing Authority and to award contracts permitted through New Jersey statutes and in accordance with the regulations, forms and procedures promulgated by state regulatory agencies in the name of the Secaucus Housing Authority, The Secaucus Housing Authority Procurement Policy and conduct any activities as may be necessary or appropriate to the purchasing function of the Secaucus Housing Authority ; and,
- 3) That the Commissioners hereby appoint Jacob Naszimento as the Purchasing Agent authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Housing Authority; and
- 4) The Board of Commissioners hereby increases the bid threshold, in accordance with N.J.A.C. 5:34-5.4 which provides that a government unit which employs a Qualified Purchasing Agent can take advantage of the higher bid threshold of \$40,000.00 pursuant to N.J.S.A. 40A: 11-3(a) and grants the authorization to negotiate and award

such contracts below the bid threshold; and

VOTE: AYES/All Present Commissioners (5)

Absent: Schlemm/Harper

### Policy Committee

ED Marra will have a proposed Smoking Policy ready next week. Policy Committee will hold a meeting and make decisions.

### **Buildings & Grounds**

SHA hired Coppa Montalbano an engineering firm, who met with Building & Grounds, and today bids for elevators were received. Four companies picked up bid packets; 1 company bid @ \$297,000 or \$50,000 over budgeted amount. Mark Montalbano recommends SHA reject bid; issue a new bid so action could be taken at December 8 meeting.

SHA received only 1 bid, which is an issue because there is more to this project than what an elevator company does. Electricians are involved. A general contractor is needed to manage this with several subs; problem being no money for GC to make, not enough mark-up at \$297,000 or \$250,000 for them. In reality, 5 companies picked up the bid; 2 were elevator companies; 3 were GCs; only 1 GC submitted. Montalbano said same bid specs will go out; it cannot be modified; what is in there is necessary to upgrade the elevator equipment. If only 1 bid spec is received, since SHA hasn't done a bid 2 times exactly the same; after you have done it 2 times, you are then allowed to negotiate with those that submitted a bid, and only those that submitted a bid.

ED Marra has reached out to Thyssen-Krupp and others who are in the elevator business industry, who he did not reach out to prior to this because ED Marra thought he'd receive 2-3 bids. Montalbano told ED Marra he hoped there would be a little more action.

ED Marra is asking Commissioners to act on a resolution not in their package, Resolution 2017-35 rejecting bids for elevator upgrades at 777 5<sup>th</sup> Street. There was a GC that worked on Town Hall elevator; hopefully, we can speak with him, although the project took 6 months. Treasurer Fairman noted Snyder has an elevator company in Secaucus. ED Marra said Standard & Slade came in to pick up bids. Montalbano does put everything on a CD for the prospective bidders. ED Marra will call Tyson, perhaps they have a GC they work with, perhaps they never saw the notice. Thyssen-Krupp has a Modernization Department, people who do the work – come out, give a quote for elevator and do the job. Treasurer Fairman informed Slade is going 7-8 elevator towers at Harmon Cove, which has been an issue there. Mr. D'Amico didn't think ED Marra was limited to people that bid; if only 1 person bid the first time, and same person bid the 2<sup>nd</sup> time, they could raise the bid. It is still over the budget and you can negotiate with anyone. Mr. D'Amico will look into it to be sure.

**RESOLUTION 2017-35**  
**REJECTING BIDS FOR ELEVATOR UPGRADE AT 777 FIFTH STREET**

WHEREAS, on October 24, 2017, the following bid was received for Elevator Equipment Upgrade at The Elms 777 Fifth Street:

Name of Bidder Bid Amount

1) Brahman Construction \$297,000.00

WHEREAS, the bids received for Elevator Equipment Upgrade at The Elms 777 Fifth Street exceeded the budgeted amount for this project.

NOW, THEREFORE, BE IT RESOLVED, by the Secaucus Housing Authority Board of Commissioners, that the bid for Elevator Equipment Upgrade at The Elms 777 Fifth Street is hereby rejected.

BE IT FURTHER RESOLVED that the Board of Commissioners refers this project back to the SHA's Buildings & Grounds Committee for further review and that committee will report back to the full board with recommendations on how to bring these projects within budget.

Motion to approve rejection of bid made by Commissioner Grecco; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Absent: Schlemm/Harper

**Update RIT-Air Handler & Condenser Unit**

ED Marra explained Coppa Montalbano, Architect; A&A Industrial – air-handler is on roof at RIT; put up there in September and in operation. A condenser unit is up there also. Commissioners have punch list that was generated 10/6/17. Many items have been done except to modify the fence for full operation of a new unit access door, which is being done. As Buildings & Grounds haven't been able to meet, ED Marra is explaining what is going on: many times an engineering company bills into bid price an allowance – whatever you think the job is, add \$10K or \$15K – the purpose is not to create a situation where they come back to the Board and ask for a Change Order; if a small change, they can just do it, no resolution necessary. In looking at the back side of the paper, original bid was \$132,193 with \$12K allowance. So far \$569 has been used of that allowance for a fire alarm system wiring, which was not in code.

While A&A Industrial was here in May/June 2017, whatever happened simultaneously, ED Marra was on roof of Kroll Heights – day before talking to roof contractors – there are 9 fans on the roof at Kroll Heights, which ventilate air through the kitchen/bathroom in each apartment. Several of those fans don't work – don't have to replace motor, replace the belt, they are 23-24 years old and done. A&A says we'll replace all the fans; we'll look at them, etc. They gave ED Marra 2 quotes, although ED Marra said SHA doesn't have any money; SHA Commissioners Meeting – 10/26/2017

we just did RAD. A&A said they'd replace 6 broken ones - \$7,284; or Option 2, we'll replace all 9 for \$10,527. Mr. Marra didn't learn about this until about 2 months ago – the fact of \$12,000. Let's see how the project goes before we give away \$12,000 to this in case something happens here. Now nearing the end of the project, Commissioners can see there is an allowance money left over and within the bid they estimated fence would cost \$9,000, but it's only \$4,400. Now we have additional \$4,500. Mr. Marra doesn't need a resolution from the Board, and would normally sit with B&G and present this to them. They would like the idea, go ahead and do it. Mr. Marra would just do it. Right now he is informing the B&G Committee (the Commissioners here) saying we should change the fans on the roof; A&A can do it; Coppa Montalbano is the architect engineer to make sure that it's done correctly. Without expending any additional money, we'll have new fans. A&A said they'd lower the price \$1,000 if SHA could loan them a maintenance man for a day. ED Marra said certainly and that's the \$10,527.

ED Marra's recommendation is we should not miss this opportunity to replace these fans, since it's necessary. No vote is needed, just approval.

### **Update Fire Pump @ RIT**

ED Marra reported fire pump was replaced @ RIT; tested and in compliance and now working, which helps with sprinkler system all the way to 16<sup>th</sup> floor.

### **Update on Fire Pump Replacement @ The Elms**

Coppa Montalbano is putting together a bid package for that, and if under \$40,000 a full blown bid won't have to go out, saving legal ad notices; save time; contact 3-4 companies; they submit written proposals; have a QPA on staff and he can sign PO saving time and money. Hopefully, by December 8<sup>th</sup>, ED Marra will have a report on that.

### **Updating on Demolition of Greenhouse – Notice to Proceed Letter – 10/23/17**

ED Marra gave notice to proceed from Monday, 10/23/17 – Mr. Marra will send out more photos tomorrow when more is dismantled; greenhouse is made of a concrete wall, basically and then a structure – steel beams, glass and pieces of steel. Today almost half of the glass is gone and half of the plastic is gone. They anticipate that the entire structure and concrete wall will be completed by Tuesday next. A crane will come in and stuff will be removed in one day; then they'll start to dismantle the wall. The crane will come back 2 times because in dismantling that wall, concrete slabs cannot be placed all over the roof, nor can they be stacked. They have until the day before Thanksgiving to complete the job. Contractor has been there every day except Tuesday when it rained; there are 4 men on the job every day, usually.

## **Roof Replacement @ The Elms & RIT**

ED Marra spoke with Chairman Schlemm today discussing B&G meeting with Pat Wood Roofing, giving SHA a written proposal if they were just going to replace roof at The Elms - \$310,000, which was not discussed at September meeting because we just met them that evening, thus nothing in writing. We also asked about something in writing to just replace areas of the rocker roof - \$73,000. Now we're going back to the "bidding law". SHA wrote a bid document, put bid out that said: replace all of the roofs at 600; replace roof at 777 Fifth Street; remove greenhouse at 777 Fifth; remove all the patio blocks at 600. Horrendously high bids were received - \$580,000; \$750,000, which SHA rejected. Bid then modified totally and put out a second time stating: remove roof at 777 Fifth; greenhouse pretty much gone; just do one roof at 600. Only one bid received for that project - \$470,000 from Pat Wood Roofing - which was rejected. We did not reject 2 identical bids in a row, so we cannot negotiate with Pat Wood Roofing or any other. SHA cannot negotiate with any other roofing company; who might sue us, no one else bid on it - true statement - but also possible that if audited next year, and auditor said let me see document on roof contract, seeing perhaps 2 separate bids were done - not in compliance with New Jersey Procurement Law. There would be a finding. In order to avoid all this, and greenhouse will be off roof day before Thanksgiving, not going to put on a roof in December/January - B&G Committee will meet again and decide are we writing a spec just for 777; just a significantly modified spec for 600 - however we do it, just so we get a cleaner bid and bring people back to see what's different. Crane was placed in parking lot, you can do the same thing. Mr. D'Amico suggested it's absolutely proper for SHA to put out a bid stating you can bid on both of the roofs or one of them, which might save some money.

As greenhouse slowly comes off, SHA has contract with TECTA America, who will patch up the roof where it's necessary, so that should it snow/rain over winter, there won't be too much water infiltration, which is an existing contract SHA has.

## **New RFP for Plumbing Services**

SHA had a plumber for past 10 months and ED Marra had become disenchanted with their billing system, the way of billing SHA, the quality of personnel that they were sending here to do work and then an event occurred. SHA has a stipulation, we can end the contract, cancelled for convenience. Mr. Marra sent a letter that as of September 30<sup>th</sup>, your contract is cancelled for convenience and you'll be paid for work done through September 30<sup>th</sup>. ED Marra did have a conversation with the person and they knew SHA was unhappy although they'd worked here 7 years, work over the past 12 months had not been good.

ED Marra has a new RFP out and gets proposals for on November 14<sup>th</sup> for a new plumbing company; he has a 90-day contract with the company that was 2<sup>nd</sup> best proposal from last year giving SHA same terms/conditions in terms of price per hour. Mr. Marra needs to have a plumber under contract because if one isn't under contract, and he calls a plumber, they won't come to SHA or fix anything. For the interim period SHA has Magic Touch Construction, Keyport, N.J. They were informed of SHA's dissatisfaction with Plumb Tech. Magic Touch said they have a better staff, worked at Patriot Commons already, Junewicz has seen them. Mr. D'Amico stated Mr. Marra was dissatisfied with man doing the job, couldn't tolerate them to continue the job; a plumber is a necessity, therefore, an emergency situation. The law permits you to do it. Mr. Marra said when SHA has next meeting December 8<sup>th</sup>, a resolution will be passed hiring a new plumbing company for a 2-year contract that starts January 1<sup>st</sup>.

### **Housing Choice Voucher - DED Naszimento**

DED Naszimento reported total amount for October spent was \$183,882 with 215 in active vouchers. There is one port in family; that port in family money was not included – which is really \$216, but he never includes that money as Jersey City send us a check for that family although SHA does receive \$52.42 ad min fee for that family. At this time, no more new vouchers are being issued to families off the waiting list.

### **Correspondence**

The Commissioners' packets contained a letter about litigation with HUD from Carl Coan of Coan & Lyons. This firm was hired jointly by PHADA and NAHRO to take HUD to court seeking damages from the reduction of public housing subsidies in 2012. We (the SHA) have agreed to participate in the 2<sup>nd</sup> round of that litigation and have already sent our \$3,000 check. This letter is an update about where Coan and Lyons are in the process.

### **Miscellaneous**

Mr. Marra mentioned an article he saw in the Library from June 26, 1975 edition of Secaucus Home News. It shows proof that the greenhouse was not there when the building was opened, coming as an after thought. It states entire building was \$2.8 million, naming architect, communal living space, what income limitations are, what potential rents are. Annual gross income of a couple cannot exceed \$6,500.

### **Old, New or Other Business – nothing at this time**

## **Adjournment**

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

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

It was noted Commissioner Rivera is collecting items to send to Puerto Rico.

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber