

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

December 7, 2017

This is a condensed transcription of the taped minutes as taken on Thursday,  
December 7, 2017 at The Elms, Fifth Street, Secaucus, New Jersey.

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

**ROLL CALL**

Present:

Chairman Michael Schlemm  
Commissioner Richard Fairman  
Commissioner Antonio Suarez  
Commissioner Patricia Mondadori  
Commissioner Carmen Rivera

Also Present: Executive Director Christopher Marra  
Deputy Executive Director Jake Naszimento

Absent: Commissioner Michael Harper  
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 15, 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**

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

## **APPROVAL OF PREVIOUS MEETING MINUTES – October 26, 2017**

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

VOTE: AYES/All Present Commissioners (4)

Abstain: Schlemm

Absent: Harper/Grecco

## **PAYMENT OF CLAIMS: November 2017**

Motion to approve payment of claims made by Commissioner Fairman; 2<sup>nd</sup> by Commissioner Mondadori.

Commissioner Fairman asked about first item, Spectrotel; is it same amount each month? ED Marra answered it's been in low \$900 range; recently has moved up over \$1,100, which has nothing to do with usage. He's spoken to them. They were caught up in audit; not charging proper fees on telephone bill. SHA's bill went up 80-\$90. They are now trying to play catch up; and are an official 3<sup>rd</sup> party carrier, which N.J. authorizes you to use for telephone services. If a line is down, Verizon comes out. Commissioner Fairman asked if it could be combined into Comcast/Verizon. ED Marra answered during his first 3 years, SHA used Verizon/AT&T. SHA has 24-26 telephone lines: emergency line in building; telephone in elevator; fire line. He called Comcast, Spectrotel and another company. Spectrotel was recommended by someone, the IT man for Secaucus. The 3 mentioned, plus some others, are "plain old telephone lines". Comcast charges \$35/a line, no matter what. Spectrotel or 3<sup>rd</sup> party carriers, they'll price "plain old telephone lines" differently than 2957 and 5902, ones used every day – chase lines. There is no contract with Spectrotel, so he can see if there's a less expensive carrier. The \$900 amount was about \$300 less than Verizon/AT&T and still paying less now.

Commissioner Rivera asked about the exterminator; they are here bi-monthly. Were the bed bugs a one time problem? ED Marra answered bed bug protocol is: when they're identified in apartment, company does an inspection and then treat; come back 2 weeks later, inspect and treat again and then they come back 2 weeks later, inspect and treat again. By that time bed bugs are gone. The \$600 was for the dog. The only place Bella identified bed bugs were in 2 apartments – one that had them and one currently treating. Apartments were 2 separate floors, which prompted ED Marra to hire the dog, as people were not reporting them the first time they saw them. Mr. Marra kept the Power Point re: bed bugs, so when it was necessary, he gave the bed bug talk to tenants. Most important part is: the moment you see bed bugs, call the office. One gentleman with a home health aide might have had bed bugs as long as 6 months.

ED Marra's rule is: if the furniture has to be thrown out, the tenant pays for disposal. Furniture must be wrapped and then thrown out, so bed bugs don't spread being dragged down the hall. There is a company that does this. SHA pays them, and tenant reimburses SHA over a period of time.

Chairman Schlemm asked about truck repair. ED Marra said Ronnie's truck needed some work. Chairman Schlemm asked about A/C and range purchases. ED Marra answered they always keep extra stoves and air-conditioners as back ups for RIT and Kroll Heights.

VOTE: AYES/All Present Commissioners (5)

Absent: Harper/Grecco

### **Finance Committee**

#### 1. RESOLUTION #2017-40 – REVISED ROOF-TOP LEASE AGREEMENT WHICH IS TO BE ISSUED AS PART OF A NEW REQUEST FOR QUALIFICATIONS

ED Marra stated 3 of 5 Commissioners here were on telephone conversation. Negotiations have been ongoing with Verizon for antennas on Kroll Heights. Two meetings ago a consultant was hired from Wisconsin for \$1,000. Consultant rewrote agreement, increasing amount of starting money that SHA would get from \$24,000 to \$30,000; also writing agreement to be more favorable to SHA. SHA should also get \$10,000 signing bonus. Mr. D'Amico sent to Verizon, said SHA hired a consultant, attached is new agreement that we'd like you to consider. Their attorney agreed except for the \$10,000 signing bonus; adding she didn't think it was proper because SHA was a public entity. Monday night Commissioners Suarez, Schlemm, Fairman and Mr. D'Amico and Jim Pollack participated in a conference call about agreement. Chairman Schlemm said SHA gave go-ahead to Mr. D'Amico to move forward asking Verizon for a \$5,000 professional service fee for services of consultant. Mr. D'Amico did send that to Verizon; Verizon shall pay within 90 days a one-time fee of \$5,000 as additional rent to reimburse. They've agreed, but Mr. Marra doesn't have a response. Mr. Marra is asking Commissioners tonight to consider this resolution which is **NOT** adopting this agreement. SHA must take the agreement and add at top "**A Request for Qualifications**" – not an RFP or bid – that is then sent out, published in newspaper; then they must respond to it as written; no more changes to it.

Mr. D'Amico is away, but coming to SHA on Monday to make sure "A Request for Qualifications" is correctly worded. Hopefully, by Monday, Mr. Marra will know if they're accepting the \$5,000. Verizon doesn't want to hear about consultant fees, call it something else. It was noted by Mr. D'Amico, that the \$30,000 for 35 years (it's a 15 year agreement with 4 five-year options) SHA will have made over an additional \$100,000. Commissioner Fairman after one meeting is the one that suggested Cell Site Landowners Association. Commissioner Fairman said the additions added by Mr. Pollick were extensive

and very beneficial to SHA. It does not prevent other companies from approaching SHA and using the same rooftop for their uses as well.

### **RESOLUTION 2017-40**

(Revised Roof-Top Lease Agreement which is to be issued as part of a new Request for Qualifications)

Whereas the Secaucus Housing Authority seeks to increase revenue and utilize currently unused and available space within its dominion and control, and

Whereas in order to achieve the objective above, The Secaucus Housing Authority desires to receive applications from Qualified Applicants in the form of a Request for Qualifications for the Purpose of leasing roof top space atop 700 County Avenue, Secaucus, New Jersey, and

Whereas the Secaucus Housing Authority has consulted with an expert for the purpose of constructing and drafting a lease to provide terms and conditions for qualified applicants to construct, maintain and operate wireless communications facilities, and

Whereas the lease attached to this resolution has been reviewed and approved by General Counsel of the Authority and the appropriate committee of commissioners to serve as the agreement between the Secaucus Housing Authority and any qualified applicant who desires to construct, maintain and operate wireless communications facilities upon the roof of 700 County Avenue, Secaucus, New Jersey,

NOW THEREFORE BE IT RESOLVED, That the Secaucus Housing Authority shall make available to the public by publication, a Request For Qualifications requesting any and all entities wishing to, and qualified to, make application to the Secaucus Housing Authority for the purpose of entering into the attached lease to construct, maintain and operate wireless communications facilities upon the roof of 700 County Avenue, Secaucus, New Jersey.

Motion to approve by Commissioner Fairman; 2<sup>nd</sup> by Commissioner Suarez.

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

### **RESOLUTION #2017-36 APPOINT OF JACOB NASZIMENTO AS FUND COMMISSIONER TO NJPHAJIF**

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

VOTE: AYES/All Present Commissioners (5)

Absent: Harper/Grecco

ED Marra noted the Commissioners have in their packet the NJPHA JIF 2017 Dividend/2018 Proposed JIF Budget. SHA got \$925.18, which is put towards next year's assessments. It also lists bank account balances through 11/30/2017 and a total funds amount. Interest is .085 @ Bogota and earning 1.5 on 12-month CD at Santander.

Commissioner Fairman asked about dividend that SHA gets and what Jake's housing authority. He gets more money. Mr. Marra believes it's not only the size of the authority and what premium is, it also has to do with amount of time you've been in JIF.

ED Marra spoke about NJSEM November bills and savings didn't show up on it. Jake was at League of Municipalities meeting in Atlantic City; there was a special folder just for SHA. Looking at chart that covers 2-year period ending 5/31/18, NJSEM believes SHA's total estimated savings will be \$42,000.

### **Policy Committee**

ED Marra said every Commissioner has in their packet the Draft Smoking Policy. Policy Committee is Carmen, Patricia and Mike. They will meet as soon as possible. This policy will be introduced in January; adopt in February; go into effect April 1<sup>st</sup>. Please take a look at it as it will take effect at beginning of SHA fiscal year – April 1<sup>st</sup>.

### **Buildings & Grounds**

#### **RESOLUTION #2017-38 AWARD OF CONTRACT TO BRAHMA CONSTRUCTION FOR UPGRADE OF ELEVATOR EQUIPMENT @ THE ELMS**

Chairman Schlemm and Commissioner Suarez were in a meeting regarding this resolution. Chairman said 5 bids were received for elevator upgrade @ The Elms. Lowest bid was \$275,000, but incomplete, and not able to provide documentation nor did they have correct subcontractors they were looking to utilize. Architect felt the lowest bid was incomplete and went to next qualified lowest bid, which is Brahma Construction @ \$284,734. It is \$8,000 more than lowest bid, architect checked a few references and determined that they were more qualified. Bidder is a general contractor, as other things have to be done besides install elevator: put in HVAC in order to keep cool, some electrical work, wire connections for alarms. Architect thought GC was better than elevator

company trying to coordinate all these different sub-contractors. It is architect's and committee's recommendation to go with Brahma Construction.

**RESOLUTION 2017-38  
(RESOLUTION AWARDING THE CONTRACT FOR  
UPGRADE OF ELEVATOR EQUIPMENT AT THE ELMS)**

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) has determined that it needs to procure services for the above-captioned work item; and

WHEREAS, SHA has published in the newspaper an invitation to bid; and

WHEREAS, the SHA received bids from five (5) bidders on November 30, 2017; and

WHEREAS, on the public opening of the bids Brahma Construction Corp. of Wallington, NJ with a base bid of \$284,734 was found to be the lowest responsible bidder pursuant to both N.J.S.A. 40A:11-2 and N.J.S.A. 40A:11-4; and

WHEREAS, the bid submitted by Brahma Construction Corp. has been reviewed by the architectural firm of Coppa Montalbano Architects who recommended the contract be awarded to Brahma Construction Corp.; and

WHEREAS, the bid submitted by Brahma Construction Corp. has been reviewed and deemed by the SHA to be both responsive and conforming with all requirements set forth by the New Jersey Public Contracts Law, the bid specifications and the invitation to bid,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the SHA hereby finds that the contract for the above captioned work items as described in the bid specifications and drawings, be awarded to Brahma Construction Corp., 58 Wallington Avenue, Wallington, NJ in the amount of \$284,734; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorize and Direct the Executive Director of the SHA to execute said contract and take any and all necessary administrative actions to implement this Resolution.

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

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

**RESOLUTION #2017-37  
AWARD OF CONTRACT TO MAGIC TOUCH CONSTRUCTION  
FOR PLUMBING SERVICES**

ED Marra explained last December SHA did an RFP for plumbing services; hired Plumb Tech and had been plumbers for SHA for 6-7 years. SHA unhappy with their services, quality of their personnel, billing practices so another RFP was done and Magic Touch Construction came in at lowest rate @ \$88/plumber; \$44 for helper. Although they are more expensive, but do a better job and send 2  
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people out. They provided the same proposal last year. Others were \$100, \$160.

Commissioner Fairman asked if anyone in Secaucus could do this work. Mr. Marra answered an RFP went out; was in Home News but his take on it is: there are some individual plumbers, sometimes they have a helper. Problem is: when there is a problem, SHA cannot wait for that one person. Mr. Marra explained he told Magic Touch all the issues he had with Plumb Tech (stated above). You need a plumber when you need them – their contract says respond within 24-hours a regular call; emergency in two hours. A sole proprietor cannot do that. Electrician is usually planned project, not doing HVAC work. He's doing fans, light fixtures.

**Resolution 2017-37**  
*(Approval of Contract for Plumbing Services)*

WHEREAS, the Housing Authority of the Town of Secaucus has need for the services of an plumber in order to adequately manage its housing stock at an acceptable standard; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Housing Authority solicit proposals in order to obtain a high level of services at the best possible and reasonable price; and

WHEREAS, the Housing Authority publicly advertised for plumbing services in order to request written proposals for these services; and

WHEREAS, three (3) vendors provided quotations for their services which were 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 a contract for electrician services be hereby awarded to:

Magic Touch Construction Co., Inc.  
59 W. Front Street  
Keyport, NJ 07735

There fee schedule is as follows:

Regular Work Hours (8:00 a.m. to 4:00 p.m. M-F)	Plumber: <u>\$88.75</u> Helper: <u>\$44.75</u>
Overtime Working Hours (4:00 p.m. to 8:00 a.m M-F)	Plumber: <u>\$133.12</u> Helper: <u>\$67.12</u>
Weekend Work Hours (12 Midnight to 8:00 a.m. Monday)	Plumber: <u>\$133.12</u> Helper: <u>\$67.12</u>
Holiday	Plumber: <u>\$177.50</u> Helper: <u>\$89.50</u>

Material Mark-up 10%

BE IT FURTHER RESOLVED that this contract shall be for a period of 24 months beginning on January 1, 2018 and ending on December 31, 2019 and funds have been made available for these services through the operating budget.

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

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

**RESOLUTION #2017-39 – AWARD OF EMERGENCY CONTRACT TO TECTA AMERICA TO REPAIR A SECTION OF THE ROOF AT THE ELMS**

Mr. Marra said when greenhouse was taken down, roof was not in great shape at The Elms. This was a Friday, next day it was going to rain. As E.D. Mr. Marra spoke with DED Naszimento, also QPA, declaring an emergency that J.P. Patti come fix the roof before it rains. Their idea was about \$25,000 to patch it up, which was significant. They came on Saturday with 6-7 men, patching the roof. It's been patched since November 18<sup>th</sup>, and although there hasn't been a northeaster, there have been no leaks. However, since ED Marra didn't get quotes according to Procurement Laws, he needs a resolution and has to send an Emergency Procurement Report and file it with NJ Dept of Community Affairs and Local Government Services. Their bill was \$22,922. J.P. Patti is someone SHA does business with. ED Marra will pay for this out of same fund as greenhouse and eventual roof removal and replacement – not out of Operations. Mr. Marra spoke to Mr. Katchen, who suggested an Emergency Resolution. Men were up there during the northeaster and at least two apartments and one hallway were impacted by rain.

**SECAUCUS HOUSING AUTHORITY  
RESOLUTION 2017-39**

**RESOLUTION AWARDING EMERGENCY CONTRACT TO J.P. Patti Tecta America, LLC for emergency repairs to make roof watertight at 777 Fifth Street after the Greenhouse Removal with an estimated cost of \$25,000.**

**WHEREAS**, by memo dated November 17, 2107, the Executive Director of the Secaucus Housing Authority has advised the Deputy Executive Director/Purchasing Agent/QPA that upon removal of the Greenhouse at 777 Fifth Street, it has been determined that roof repair would be necessary on a certain section of the roof to make it watertight; and

**WHEREAS**, the issues with the roof is to preventing water infiltration into the building and resident's units ; and

**WHEREAS**, upon completion of the Greenhouse removal there were visible sections of the roof where the greenhouse had existed for 42 years that clearly exposed the roof to the possibility of water infiltration causing a health and safety issue; and

**WHEREAS**, the Secaucus Housing Authority has obtained a quote from J.P. Patti Tecta America, LLC indicating that the required repair services would cost approximately \$25,000.00; and

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes the award of a contract on an emergency basis where there is a threat to the health, safety and welfare of the public; and

**WHEREAS**, the award of this contract is necessary for the efficient operation of the Secaucus Housing Authority's property located at 777 Fifth Street; and

**WHEREAS**, funds for the contract have been identified by the Executive Director and Deputy Executive Director/Purchasing Agent/QPA; and

**WHEREAS**, the necessary Emergency Procurement Report will be filed with the State of New Jersey, Department of Community Affairs, Local Government Services;

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the Board of Commissioners of the Secaucus Housing Authority, that an emergency contract be and hereby is awarded to **J.P. Patti Tecta America, LLC**, PO Box 539, Saddle Brook, New Jersey, for emergency repairs to make roof watertight at 777 Fifth Street after the Greenhouse Removal at an estimated cost of \$25,000.00.

I do hereby certify the above to be a true and exact copy of a Resolution duly passed and adopted by the Board of Commissioner of the Secaucus Housing Authority at the Regular meeting of the Board held on December 7, 2017 in the The Elms' Community Room 777 Fifth Street, Secaucus, New Jersey, beginning at 7:00 PM, prevailing time.

DATED: December 7, 2017

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Christopher Marra, Executive Director

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

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

Additional items:

Letter regarding replacement fire pump and motor at Rocco Towers; had it inspected; inspection report in there; passed inspection. Now fixed. Fire pump here will be fixed; now in beginning process having to run a flow test on fire hydrant outside this building in order to make sure right pump, capacity for fire pump for this building.

Air handler is almost done at Rocco Towers. Just a few items left on punch list. Just agreed to do 9 exhaust on roof at Kroll Heights using the funds that were paid for at Rocco Towers (an allowance in that and savings) which will be without expending any new money, thus 9 new fans go up on Kroll Heights.

SHA has a proposal from Charles Collins, Architect, to extend his contract to be architect for roof removal and replacement, either both at The Elms & RIT or just at

The Elms. B&G meeting has to occur within the next 10 days or after the holidays or during holidays.

### **Housing Choice Voucher (HCV) Program – DED Naszimento**

For December, total amount of available funds spent was \$182,831 with 213 active vouchers. We are in 2<sup>nd</sup> month of using PHA Web and have transitioned the inspections to pay for this. A letter has been issued to all landlords that still receive a paper check informing them of our impending switch to fully paperless payments. At this time we are not issuing any more new vouchers to families off the waiting list. About 5 of remaining 20 landlords have responded within the first 2 weeks.

### **Correspondence**

ED Marra noted there were a few Board of Adjustment notices from people doing work within 200 feet of The Elms. There is an email dated November 22<sup>nd</sup> updating Commissioners on litigation challenging HUD's implementation of 2012 operating subsidy offset. It was handed out last month as an email and ED Marra got a formal letter restating that Mr. Fairman's reappointment as Commissioner of Housing Authority through August 22, 2019.

Also in Commissioner's package is meeting schedule for 2018. Tonight's meeting was a week earlier this year, usually 2<sup>nd</sup> Thursday. Next year's date is December 13<sup>th</sup>. Other meetings are 4<sup>th</sup> Thursday of every month – 7:00 P.M.

Motion to accept 2018 Annual Meeting Notice made by Commissioner Rivera; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Absent: Harper/Grecco

Commissioner Mondadori asked why Home News closed up. ED Marra said he thought there wasn't enough money being made any more. Woman was running it alone. Mr. Marra noted Hudson Reporter does not take legal notices, nor allowed to put them in a paper that doesn't have a subscription. Notices will be put in Jersey Journal. Unless required, Mr. Marra will just use Jersey Journal and web site and official bulletin board in Town Hall.

### **Remarks of Citizens**

One woman asked about the emergency number and said there was a big emergency as someone's toilet broke, water leaked downstairs, all over floor and computer. Emergency number was called 3 times and no one came or called back. It was the 2<sup>nd</sup> time that she knows of. She did not know the date of the event, but about 3 weeks ago on a Saturday. She also stated back door was closed so someone would not slip and get hurt as water was all over that day. Also, someone called as they were locked out of their apartment; sat in the hall for 3 hours and waited for Joe to come open the door because Joe was on call that week, if that helps with the date. Another person locked themselves out that day

and Joe's remark was, I was just there. I have to come back again? And then the leak happened right after that.

Another asked about wet carpeting and was it checked for mold. ED Marra answered no one checks for mold unless you call him or the office and say it's specifically about the 6<sup>th</sup> floor. Tenants wondered what's under the rug. Mr. Marra said no, they haven't checked for mold – someone needs to call up and say I'm having a smell in my apartment. No one has ceiling tiles in their apartment. One woman stated she has a leak in her bathroom ceiling. It is a new leak, she has not talked to Harry.

Another woman spoke about certain elements that were in building and not very nice. Pat said last evening a man was so drunk and he reeked. Mr. Marra asked if this is the new resident. No one called him the next day, as this person has been discussed before. One woman added he came out of the trash area only in his underwear. Another time he didn't know where he was and couldn't find his apartment. Mr. Marra will speak with him and if necessary, send a letter to start the process. Mr. D'Amico told the audience if they are uncomfortable or feel threatened, they should call the authorities to control the situation, which is the most important thing. It helps Mr. Marra's situation.

Mr. Marra did hear about the other incident on November 20<sup>th</sup> from a maintenance person, although no maintenance person came to the building. No one called Mr. Marra about the police incident on November 20<sup>th</sup>. The police do not report to Mr. Marra. The woman indicated to Mr. Marra the man would not be coming back to the building again.

ED Marra spoke about the traffic of people in and out of the building. He sees it at Kroll Heights, has the camera in the office and sees what's going on. In The Elms it's a system with the hard line telephone. There is an increase in activity at the buildings and it's hard to know everyone. Over time the issue is becoming acerbated; before you knew everyone who lived in the buildings. Many in this building don't speak English. Cameras are in elevators, lobby, and front door, at wash room, and outside, but not on floors.

It was noted the exhaust system in the building is not working at all, not for 3 weeks. Half the fans are in a breaker box that's broken. Now waiting for Bill Lillis to give SHA a proposal to change the breaker box. Once changed, the fans will work.

## **Adjournment**

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

VOTE: AYES/All Present Commissioners (5)

Absent: Harper/Grecco

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber