

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

July 26, 2018

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

Executive Director Christopher Marra opened the meeting.

**ROLL CALL**

Present:

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

Also Present:

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

Absent:

Commissioner Michael Harper  
Commissioner Richard Fairman  
Commissioner Michael Grecco

Chairman Schlemm 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 12, 2017. 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**

Pledge of Allegiance recited by all.

## **APPROVAL OF PREVIOUS MEETING MINUTES – April 26<sup>th</sup> (Regular/Closed); May 24<sup>th</sup> (Regular)**

Motion to accept minutes by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (4)  
Absent: Harper/Fairman/Grecco

## **PAYMENT OF CLAIMS – JUNE/JULY**

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

VOTE: AYES/All Present Commissioners (4)  
Absent: Harper/Fairman/Grecco

## **COMMITTEE REPORTS**

### **Finance Committee**

#### Bank Deposit Allocations

ED Marra had reports of Finance Committee, having to do with funds SHA has in Santander & TD Bank and extra funds in Bogota Savings. End result is to put funds into Certificate of Deposit. One program (CDARS) which only Finance Committee has seen, and brought to ED Marra's attention by Deputy ED Naszimento – if a housing authority deposits more than \$250,000 – and FDIC only covers up to \$250,000, but if you have more than that amount, it costs the banks money to take those large deposits because they must purchase extra collateral insurance. Through CDARS, you can purchase the CD, which has no cap on it. So if SHA has \$500,000 to deposit somewhere at 2%, they can take the entire amount, as there is a network of banks, who will spread the money into that network, so no bank goes over \$250K. ED Marra has 2 contacts re: CDARS at Valley National Bank. As there was no meeting in June, some information is dated.

#### Roof Top Cell Equipment

A year ago SHA put out a proposal and Verizon Wireless is going to put an antenna on this building at some point and will pay SHA \$30,000/year for 15 years in order to have antenna on roof. Permission needed from N.J. Sports & Exhibition Authority for approval, which they received on June 12<sup>th</sup>. Resolution passed and note from Verizon Wireless rep was, "Per Zoning Attorney, it went well, but it takes about 8 weeks for N.J. Sports & Exhibition Authority to actually recommend approval or denial." So SHA won't know anything more until middle of September.

Account balances are on agenda this evening – and are only up to May 31<sup>st</sup>. ED Marra did not do one through June 30.

Mr. Marra also distributed the OPEB Report in Accordance with GASB 45. This document is contracted out annually by SHA and is used in the audit process.

The dates of September 10-11 will be dates of Annual Audit review by Finance Committee members at 4:00 P.M. for a briefing. It will be presented at October's meeting to full Board.

**Professional Services Committee** – nothing at this time

**Personnel Committee**

Chairperson introduced the following resolution regarding salaries for Christopher Marra and Jacob Naszimento.

1. RESOLUTION #2018-21 – CONTRACT SETTLEMENT WITH EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR

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

**Resolution 2018-21**

**Settlement of Contract with Executive Director and Deputy Executive Director**

Whereas, Christopher Marra, Executive Director, current salary is \$104,650 and received his last increase on April 1, 2017 and Jacob Naszimento, Deputy Executive Director current salary is \$70,185 and received his last increase April 1, 2015; and

Whereas, the Personnel Committee has met with Christopher Marra, Executive Director and Jacob Naszimento, Deputy Executive Director in order to negotiate a new agreement, and

Whereas, the Personnel Committee and Christopher Marra, Executive Director and Jacob Naszimento, Deputy Executive Director have arrived at an agreement on these matters; and

Whereas, as part of this agreement both ED Marra and DED Naszimento have agreed to convert their two day holiday pay into a new base salary effective 4.1.18; and

Whereas after converting that two day holiday pay into a new base salary will receive a 3% increase effective 4.1.18 and a 2.75% increase 4.1.19, and a 2.75% increase 4.1.20.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that Christopher Marra, Executive Director and Jacob Naszimento, Deputy Executive Director will receive the following increase to their base salaries effective April 1, 2018.

Name	Current	Weekly	Two Days	New Base	3% 2018	2.75% 2019	2.75% 2020
Marra	\$104,650	\$2012.50	\$805	\$105,455	\$108,618	\$111,605	\$114,674
Naszimento	\$ 70,185	\$1,349.72	\$270	\$ 70,455	\$ 72,568	\$ 74,564	\$ 76,614

BE IT FURTHER RESOLVED that the Board of Commissioner of the Housing Authority of the Town of Secaucus will prepare an amendment to their 2018 adopted budget and send it to the State of New Jersey Bureau of Authorities for their approval.

VOTE: AYES/All Present Commissioners (4)  
Absent: Harper/Fairman/Grecco

### **Policy Committee**

ED Marr reported that this committee met June 12. SHA has issued RFP to review, revise and rewrite Section 8 Administrative Plan. It needs to include information about new Project Based Voucher Program. Two resident policies need to be updated as well: Pet Policy and Grievance Policy, which were done last in 1997. Lease Agreement with residents needs to be reviewed and possibly updated. Proposals are due on August 23<sup>rd</sup>, presumably action will be taken at September meeting.

### **Buildings & Grounds**

ED Marra explained there is Resolution #2018-22 – Extension of Elevator Maintenance Contract for 12 Months. It is with ThyssenKrupp; they had a 2-year contract and wish a 1-year amendment. It is less than \$17,000, which can be approved for one year; next year a brand new bid document will go out to bid for elevator services. People doing elevator work at The Elms, Arrow Elevator, have never bid on contracts while Mr. Marra has been ED, but are interested in bidding on future contracts.

2. RESOLUTION #2018-22 – EXTENSION OF ELEVATOR MAINTENANCE CONTRACT FOR 12 MONTHS (7/1/2018 – 6/30/2019) TO THYSSEN/KRUPP ELEVATOR

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

***RESOLUTION #2018-22  
(One Year Amendment to Elevator Contract)***

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for a Elevator Service Contract; and

WHEREAS, SHA is permitted to contract for such services, pursuant to both the New Jersey Redevelopment and Housing Law and the New Jersey Public Contracts Law; and

WHEREAS, pursuant to SHA's Procurement Policy Guidelines, the SHA did advertise in 2016 for this in the appropriate newspapers; and

WHEREAS, SHA received four (4) proposals from Elevator Service Companies; and

WHEREAS, after review it was determined that ThyssenKrupp of Cranford. submitted the best bid in the amount of \$15,060.00 annually for a twenty four month period beginning July 1, 2016 and ending June 30, 2018, and

WHEREAS, ThyssenKrupp has submitted a proposal with no increase in the standard service contract in the amount of \$15,060.00 annually for a twelve month period beginning July1, 2018 and ending June 30, 2019.

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

1. The contract for Elevator Services be awarded to ThyssenKrupp in the amount of \$15,060 annually.
2. 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 (4)

Absent: Harper/Fairman/Grecco

### Roof Removal & Replacement

ED Marra reported on roof removal and replacement at The Elms & 600 County Avenue – work at 600 County Avenue is completed – only 3 roofs replaced. Some finishing work needs to be done. The Elms is not done and crew have not been working there for 2 weeks, even with all the sunshine last week or rain this week, except for one day when there was a small leak in the lobby of 6<sup>th</sup> floor. There are probably 5-6 more days' worth of work at The Elms – putting metal coping on parapet wall.

### Elevator Upgrade at The Elms

Update on Elevator Upgrade at The Elms – Mr. Marra said there is Change Order #2, which doesn't need approval as there was an allowance included when bid was written, and SHA still under the allowance. Work is being done on Elevator #2; Elevator #2 has been shut down since July 11<sup>th</sup>. Elevator #1 is doing all of the work since July 11<sup>th</sup>; one elevator servicing 100 units, not 75. It has broken down numerous times. There was an incident over this past weekend in which they shut down power to the elevator. Harry and Mr. Marra were on site Sunday morning. A repairman came, who was able to fix it and has been good since Sunday morning. It needs to be shut down until at least August 1<sup>st</sup>. On August 1<sup>st</sup>. On August 1<sup>st</sup> #2 will be complete; brand new equipment and will

operate and then work can be done on #1. Each elevator shut down for approximately 3 weeks.

ED Marra updated everyone on replacement of fire pump at The Elms. There was a pressure test of the existing fire pump on June 5<sup>th</sup>.

### RAD Capital Repairs Budget vs. Actual Costs

ED Marra stated that as a result of a Finance Committee meeting, there was a request to produce a memorandum about the budget that was created prior to converting to RAD. This budget was used in seeking the \$2.5 million loan from Bogota Savings Bank. That budget was broken into 2 categories. 1) A Capital Repairs Account and 2) a Replacement Reserve Account. The Capital Repairs was specifically for 4 projects 1) Replacement of Air Handler at 600 County Avenue. 2 & 3) Roof Removal and Replacement at 600 County and 777 Fifth Street, and 4) Conversion of 777 Fifth Street from electric to gas heat. The other category was to fund capital projects over a twenty year span. The Finance Committee wanted to see what was the budget vs actual costs. This memorandum will be distributed on quarterly basis going forward.

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

For month of July, total amount available \$182,140; there are 6 applicant families searching in Secaucus; 3 applicant families took their vouchers to other towns. It is anticipated to open Housing Choice Voucher within the next few months.

ED Marra added that the Finance Committee also asked for a memorandum on the Housing Choice Voucher Program. Mr. Marra stated that it wasn't ready for this evening and will be sent out by August 2<sup>nd</sup>. This program is half of what SHA does, but only gets a minute in these meetings – there was a question brought in the committee as to what is the value of HCV Program; does it make money; are we always in deficit; what does it actually do; how many people does it serve. Mr. Marra stated he is in process of putting an initial memo on that, having DED Naszimento review it and then pass out amongst full Board so they will have more information about how that program actually works, which has many moving parts.

### **Tenant Services/Issues**

ED Marra reiterated SHA has a non-smoking policy; no smoking in the building. Two concrete pads were poured – one by Rocco; one outside breezeway at Kroll. Soon a shelter will be delivered and a company will come to build and install in a day. Mr. Marra informed one of the smokers there would be Smoking Cessation Class; many smokers might come, but will they stop smoking is another

story. Mr. Marra found American Lung Association has a grant from a foundation to specifically assist housing authorities facing No Smoking Policy in buildings. Program is: someone (probably ED Marra) from SHA would go to training seminar and be taught how to come back to SHA and do a 7-session training seminar for smokers. He is working with a contact of American Lung Association in this part of U.S. and going to have a session in September. Mr. Marra will have other housing authorities come here also. There will be a training session in September; once Mr. Marra is trained and certified, he will send a memo out to people who still smoke in the buildings, hoping they will attend.

### **Correspondence**

A letter was received from Senator Cory Booker, dated May 3<sup>rd</sup>, regarding criminal background checks. Everyone resident has had a criminal background check done, even ED Marra before he was hired for this position. Many times these checks are for tenants' safety; even if it happened 20 years ago. SHA also subscribes to a company that gives that report, and Senator Booker's letter was about what they do, treating potential applicants fairly. People going for Section 8 are also given same background check.

### **New Business**

ED Marra spoke about the smoking policy. Everyone resident was sent copy. As part of the policy it was stated that smoking would only be prohibited in designated smoking areas. Each building will have an area which will be a smoking shelter which is really a small bus stop. ED Marra attached a sample of what the shelter would look like.

### **Remarks of Citizens**

Chairman Schlemm requested those speaking speak clearly, giving their name and apartment number.

Marie Simboli, Apt. 315, asked about antenna on building, what will it provide. Mr. Marra explained it will provide cell service for Verizon Wireless. She also inquired about Pet Policy and Grievance Policy. He stated everyone was given this when moving into the building. No one had updated their pet information for a few years, and SHA's policy is old, not addressing such items as "service animals". Grievance Policy is one everyone has.

Marie talked about dirt around the building, having moved in in 2007; realizing rugs are dirty, but basic things are dirty: garbage rooms, railings discolored as no one cleans them; oils from everyone's hands have made banisters yellow. Management comes and goes but tenants see it all, and should be taken care

of. Table in lobby hasn't been cleaned in over a month, as she sits there every day. Smells aren't good either. Towers is much cleaner, no smells, no dust or dirt. Joe does a magnificent job. Sometimes the tenants come in and clean the tables as maintenance just swipes with a rag and it's done.

Re: smoking – she was a smoker and stopped a while ago, but still gets all the smoke from the breezeway where they smoke and comes in her apartment. She also noted many people in Kroll still smoke in their units.

Mrs. Minervini spoke about another woman smoking in her apartment and outside. Her daughter noted during a visit about the smell of smoke and also dirty carpets; no one cleans any more. There was a problem with carpet on 5<sup>th</sup> floor and no one cleaned it for 2 weeks. She has been living here 8 years. The woman also has a problem opening window in her apartment.

Discussion from others about window problems.

One lady noted there aren't many at these meetings held at Kroll. ED Marra said many come to the meetings at The Elms every time.

Marie Simboli added she speaks with other tenants to attend the meetings, but they say nothing gets done, so no one bothers to come. Marie said if you are quiet about the problems, nothing will ever get done.

Commissioner Suarez said the Board is pleased to see people at these meetings and expressing their feelings and thoughts. He can't say it will all get fixed. Marie Simboli answered everyone in Kroll prefers to complain and not come to meetings, and that's the problem. Chairman Schlemm added changes have taken place over the past year. Many people smoked and it's difficult for them to change overnight is near impossible. We're trying things like smoking program; smoking shelter. It is a process and won't happen overnight. Cleaning the building will be looked at and investigate what's going on with that. The smoking problem comes up in each building – not an isolated problem; a change in how the building and this organization does things. It was handed down by the Federal Government and is now the rule.

Someone asked if smoking is permitted in the breezeway. Chairman Schlemm said absolutely not; two locations only and those are the shelters being built. Policies will have to be enforced and go after individuals not cooperating. This particular item will take time to totally get done and under control.

ED Marra answered a question regarding distance shelter is from SHA buildings.

## **Adjournment**

Motion to adjourn made and seconded.



VOTE: AYES/All Present Commissioners (4)

Absent: Harper/Fairman/Grecco

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber