

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

February 28, 2019

This is a condensed transcription of the taped minutes as taken on Thursday, February 28, 2019, The Elms, 777 Fifth Street, Secaucus, New Jersey.

Executive Director opened the meeting.

ROLL CALL

Present:

Chairman Michael Schlemm
Vice-Chairman Michael Harper
Commissioner Richard Fairman (via telephone)
Commissioner Patricia Mondadori
Commissioner Antonio Suarez

Also Present:

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

Absent:

Commissioner Carmen Rivera
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 on December 19, 2018. 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 was led by Miss Harper, daughter of Vice-Chairman Harper.

APPROVAL OF PREVIOUS MEETING MINUTES – January 24, 2019

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

VOTE: AYES/All Present Commissioners (4)*

*Commissioner Suarez arrived just after the vote.

Absent: Rivera/Grecco

PAYMENT OF CLAIMS FOR FEBRUARY

Motion to approve payment of claims made by Commissioner Harper; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Absent: Rivera/Grecco

FINANCE COMMITTEE

ED Marra discussed Resolution #2019-4 proposed for this evening. In speaking with Mr. Katchen yesterday, and given these instructions: SHA has already received email from N.J. Dept. of Community Affairs with 2 questions, which SHA must provide answers to. When Mr. Katchen provides SHA with answer, he will include that SHA is amending budget by \$150,000 in order to do Energy Upgrade Project for heating & cooling at The Elms. New Jersey will recognize that; in budget that SHA adopts in March, numbers will change and new printed budget will reflect smaller surplus by \$150,000, which SHA will adopt and mailed to DCA where it is reviewed again, signed and send it back. It will be amended next month noting the reduction of \$150,000.

As Commissioner Fairman is on speaker phone, Mr. Marra stated: Two questions have to do with GASBY68 and OPEB – long term liabilities and also a detailed schedule of compensated absences, which was not in budget submitted.

Commissioner Fairman asked ED Marra, after the 150 adjustment is made, what will be the budget surplus to be approved at March meeting? ED Marra answered \$149,000, as it had been \$299,000 surplus.

Work continuing at Kroll Heights to erect wireless cell phone equipment. In February SHA received a \$5,000 check, not a regular monthly payment check. Mary Maggio, Esq. was contacted. Mr. Pollack, consultant to SHA on this, negotiated a \$5,000 bonus (which covered his costs, already paid to him). In April, cell phone tower should be operational and SHA will receive monthly rent for that.

This year we have to increase our monthly contribution to annual deposit for replacement reserve, which goes up 2% every year. Beginning April 1st, SHA will deposit \$5,332/month from Operating Budget into other separate bank account, making sure there is money long-term to continue to make capital improvements.

Monthly account balances report not included in Commissioners' packets because last Friday Bogota Savings Bank was in process of updating their web site, changing all passwords. ED Marra got in on Tuesday morning, but not able to update. He will send new bank statement through January 31st in a few days, nor does he have monthly savings report on electrical consortium; it will be included with updates.

Commissioner Fairman asked about increased amount to reserve, were those numbers in original underwriting budget that was prepared for loan transaction? ED Marra said that is exactly where he's taking it from, original that company did for SHA.

PROFESSIONAL SERVICES COMMITTEE

RFP received for 3 professional services: legal, fee accountant, and auditor. They will be awarded at next meeting. Two received for legal services; one for accounting; one for auditing.

POLICY COMMITTEE

Introduction of Section 8 Administrative Plan – at next meeting there will be public hearing (March 28th). NELROD hired, produced administrative plan for SHA, 189 pages, which is total revamp of administrative plan. It's a plan used for Housing Choice Voucher Programs, also now plan to be used for Project Based Voucher Program for our buildings, which replaces Admissions & Continued Occupancy (ACOP). Policy Committee (Mondadori, River, Schlemm) will go over that in the future. Just for review tonight: SHA introducing a new Project Based Voucher Lease, and then new pet policy effective April 1st; old pet policy 30 years old, and info on service animals, so SHA covered. ED Marra will put notice in newspaper for hearing; mostly landlords and tenants will be interested. Also posting on web site.

BUILDINGS & GROUNDS

1. RESOLUTION #2019-5 – AWARD OF CONTRACTS FOR VARIOUS SERVICES INCLUDING HVAC, EXTERMINATING, INTERIOR APARTMENT PAINTING, CARPET & TILE INSTALLATION, FIRE ALARM SERVICE, CARPET EXTRACTION SERVICE & GENERATOR MAINTENANCE SERVICE

There are some new vendors on the list; now have official new painter: J.G. Painting. SHA had Arris for many years, basically all other vendors are the same. Two have a slight increase in what they are requesting. All submissions are in packets. Only one for fire alarm and generator maintenance, 1 for carpet extracting and cleaning services – same amount as previous 4 years.

Motion to approve made by Commissioner Harper; 2nd by Commissioner Suarez.

Commissioner Fairman asked by a change in painting vendor? ED Marra said Mr. Arris retired and moved to Greece.

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

**Resolution: #2019-5
(Award of Contract for Various Services)**

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

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

WHEREAS, the Housing Authority publicly advertised for various services and requested written proposals for these services; and

WHEREAS, numerous vendors provided quotations for their services which were tabulated (attached) and reviewed by the Executive Director;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the following contracts hereby be awarded for a term of 24 months commencing on January 1, 2019 to:

HVAC Contract: **Able Mechanical, Inc.**
280 Route 35
Red Bank, NJ 07701
732-495-3800
Price for basic Maintenance Service: \$960
Hourly Rate: \$125 per hour

Exterminating: **E&G Exterminators, Inc.**
122 North Broadway
South Amboy, NJ 08879
732-721-6368

Price per Bi-Monthly Inspection of Unit: \$1.10 per unit
Price for Building perimeter ant control: \$45
Price per unit for Bed Bug Inspection: \$No Charge
Price for Bed Bug treatment per unit:

Chemically Treated \$148
Heat Treated \$158
Cold Treated \$168

Interior Apartment

Painting Service: **JG Painting & Contracting**
14 Brook Road, Kendall Park, NJ 08824
Studio Apartment: \$395
1-bedroom Apartment: \$495
2-bedroom Apartment: \$670
Hourly Labor Rate: \$68.00

Carpet/Tile

Installation

(Turnovers): **Optimum Flooring, LLC**
255 Route 3 East, Suite 104F
Secaucus, NJ 07094
201-725-7593

Price Per Square Yard for Carpet: \$17.00
Price Per Square Yard for Padding: \$ 3.50
Price per Square Foot for VCT: \$ 2.60
Price per Square Foot for Sheet Flooring: \$ 2.85

Fire Alarm Service

Haig's Service Corp.
211A Route 22, Green Brook, NJ 08812 (T) 732-968-6677

1/1/19 to 12/31/19 – \$1,840.00
1/1/20 to 12/31/20 – \$1,840.00
Hourly Rate - \$110.00

Carpet Extraction/Cleaning Services

Unicorn Building Services
1100 River Street
Ridgefield, NJ 07657
201-941-1444

Year 1: \$6,300
Year 2: \$6,300
(The figure above represents having the service performed twice each year)

Generator Maintenance

Ener-G Rudox, LLC
180 Union Avenue, Rutherford, NJ 07073
201-509-1949

Annual Maintenance: \$2,246
Hourly Rate: \$110

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

Final roof removal & replacement is over, new roof on; ED Marra hopes no one on 6th floor has any leaks for next 21 years – which is what warranty is for. There is a gutter issue and needs to be fixed. They accepted \$28,000 deduction; Mr. D’Amico helped ED Marra with that; and the architect also. Their last check was for \$13,000.

Elevator project is completed. An email from Mr. Copamontebono hoping to go out for bid re: bid specs to replace fire pump, motor, jockey pump at The Elms. Longest project Mr. Marra has ever seen getting up to bid specs. Original piece of equipment from 1975; discussion regarding water pressure and in March bid will go out with estimated cost of \$45,000.

Email forwarded to Chairman Schlemm and others on B&G Committee and an email from Rachael P. Fredericks, PSE&G, re: SHA working with PSE&G to do a project removing air-conditioners from The Elms apartments, seal up hole, remove baseboard heating, take away existing thermostat and replace with something on the wall of both living room and bedroom, studios – just one, technically called a Variable Refrigerant Drive (VRF) commonly known as a split system (long rectangular item to cool/heat). More energy efficient than now using, saving SHA money. In 2015-2016 spending \$173,000/year for PSE&G here. More recently spending \$138,000 for PSE&G here, noting hallways not heated with electric, but gas using item on roof. SHA also entered into a cooperative so there is a decreased electric bill. SHA needs to get bill under \$100,000. SHA will enter into partnership with PSE&G in which MaGrann, an engineering company, and a bid will be put together and can happen 12 months of the year, as is all inside work, eventually replacing a/c and baseboard, installing split system. Thermostat will not go above 75 degrees.

Commissioner Fairman asked regarding payment to roof contractor, was release given on any and all remaining claims? ED Marra answered yes, all part of the close-out package.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

DED Naszimento explained \$162,414 on tenants residing in Secaucus. Remaining \$24,471 spent on families outside of Secaucus. SHA is currently in process of purging existing Housing Choice Voucher waiting list. Letters sent out to all

families requesting update on their status, if they would like to remain on the list. If letters returned to office marked RETURNED TO SENDER meaning family did not update SHA with newest address, they are removed from waiting list. Over 200 have been received RETURNED TO SENDER, and have been purged. Families that respond will remain on list. When complete, they will be matched up with applicant families' original applications from 2001, 2011 and 2015. Any original applications that do not have a new corresponding RETURNED purged letter will be considered non-responsive. All non-responsive applicant families will also be purged. Section 8 waiting list was opened for one week earlier in February. List being gone over and adding families to PHA web. Once completed, letters will be sent out to all families informing them of their updated status on waiting list.

ED Marra noted there were between 300-350 applications for Section 8. Purging was also done with the RAD PPD list. There were over 400 names and hadn't been purged in more than 12-14 years, reducing down to 217 names. First 70 people have a preference point. Last 140 do not have preference point. Some preference people were purged off. Many called back and had themselves removed. Letters were sent out to those still on the list with their new number 1-217. These are time-consuming projects so only get done every 7-10 years.

CORRESPONDENCE

ED Marra noted 2017-2018 Annual Report from MEL/JIF was received, also receiving update re: update from PHADA on law suit. Resolution getting closer and closer. ED Marra doesn't think it's \$100,000, perhaps 25-\$35,000.

ED Marra spoke about water bill from SUEZ, which will affect all tenants in every building. They supply to everyone in Secaucus. Every water company is now testing their water due to what happened in Flint, Michigan. Lead has been found in water in Secaucus. 108 samples were tested between July 16th and December 12th. 15 of the results exceeded lead action levels of 15 parts per billion. ED Marra sending out letter to everyone. This A.M. he had meeting with other housing directors, mentioning this to them. SHA will test water in each building. Their experience is in high rise buildings, you don't find the lead content. Some housing authorities administer townhomes or 2-story buildings, which is where it was being found, having to do with pipe. Pipe feeding this building is different than that of single family homes. You will make your determination of what you want to do with your water, after water is tested. Every single person in SUEZ service territory got this letter.

Chairman Schlemm inquired if any Commissioners had any questions and/or comments. There were none.

REMARKS OF CITIZENS

CARMELLA, #410, asked about lead in water and putting filter on tap. ED Marra answered now it would be the tenant's job to do that. ED Marra noted SHA is not testing 100 apartments; just a few samples from each floor up to #6.

MARYANN, #318, thanked ED Marra and others for help in ending problem in her bathroom. No more brown water. Thank you for handling it and staying on top of the problem.

ANTOINETTE, #405, still has water getting into the shower, has to keep towel down there. ED Marra told the Commissioners they brought Mike Malpere in who does resurfacing and waterproofing of buildings. He was brought into every apartment, looked out windows and other areas, finding cracks in the building you can see from outside. He will be brought back to address two things, but he believes water is coming in elsewhere. Above #405 is an air-conditioning vent. Mike believes water is getting in a/c vent, then comes down into building. Mike wants to put a cover over a/c vent from outside. In 90 days cover would come off. Recently it's been raining, a few weeks ago it rained hard on a Friday, no wind. Then super windy on Saturday. ED Marra notes people get water when it's raining and windy at same time. With a straight downpour, most don't have any water, but it seems to be when wind blows against building, they get it on east side of building/few on the west side, if any. Windows were changed, and mostly it worked. 2 or 3 out of 5 didn't work that way any more. Roof and parapet now tightened up, so not coming from up there and traveling down. No one on 6 has problems that 5 and 4 have. Water takes the path of least resistance. ED Marra will also come check her apartment once again.

PHYLLIS, #601, someone on 6th floor is smoking. ED Marra said no one is exempt from smoking. He has found a way to detect smoking in other buildings, having to do with person's key pass. If you live here and are a smoker, and he looks at front or side door and you never leave or you leave 2x a week, and you smoke, you're not leaving enough. It happened in Kroll Heights and ED Marra sent them a notice to cease, which said next letter we will take you to court and evict you, having been given a warning letter before. In Kroll you have to go out a certain door to get to smoking, which he never used his swipe card in 30 days in that door. ED Marra will use that as his evidence until he gets to court, showing that you are not going outside to smoke. Someone on the 1st floor is a known smoker and has been told to stop smoking in the apartment. He will get a note soon.

TERRY, #404, skunk around building and around 10 PM, it sprays near her area. ED Marra said he'd call Animal Control and have him bring cages to catch them.

WOMAN IN #410 asking if new heating is going to be electric or gas? ED Marra answered it will be electric. She said she had them in her home.

MISCELLANEOUS

ED Marra noted Commissioner Suarez had completed all the classes for being a Commissioner and received his certificate.

ADJOURNMENT

Motion to adjourn made by Commissioner Harper; 2nd by Commissioner Mondadori.

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

MEETING ADJOURNED AT 7:45 P.M.

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber