

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

January 27, 2022

This is condensed transcription of taped minutes as taken on Thursday, January 27, 2022, Kroll Heights, 700 County Road, Secaucus, New Jersey.

*** VIA ZOOM***

Executive Director Christopher Marra called meeting to order.

ROLL CALL

Present: Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Patricia Mondadori
Commissioner Raj Pardasani
Commissioner Antonio Suarez

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

Absent: Commissioner Richard Fairman
Commissioner Carmen Rivera

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 Annual 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 17, 2021.

FLAG SALUTE

PUBLIC HEARING On REVISION OF BY-LAWS OF SECAUCUS HOUSING AUTHORITY

This has been an ongoing 1-year effort to revise and modernize By-Laws, put a 45-day notice in newspaper back in early December 2021; posted on web site for over 60 days; Board members have reviewed By-Laws.

ED Marra asked are there any questions on By-Laws – no response from public.

Are there any questions from Commissioners on By-Laws – no response at this time.

APPROVAL OF MINUTES OF DECEMBER 9, 2021

Motion to approve minutes of December 2021 made by Commissioner Mondadori; 2nd by Chairman Harper.

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

PAYMENT OF CLAIMS – DECEMBER & JANUARY

Motion to approve payment of claims made by Commissioner Schlemm; 2nd by Commissioner Pardasani.

Vice-Chairman Schlemm asked if it was final payment for bathroom renovations; ED Marra said yes and all work completed. On next month's bill there will be a charge for 12 incisions for safety step cut ins, as requested by 12 residents, at a cost of \$795. It was less money than if contractor had done it, who quoted it at \$1500.

Commissioner Pardasani asked about elevator for \$14,259 charge. ED MARRA: Part of charge is service contract that SHA has now with Thyssen-Krupp for one-quarter; rest is that at 600 County Avenue, an elevator fails to go down on a holiday – doing it 2 times – right before Christmas and just before Thanksgiving. SHA has 1-year contract with Thyssen-Krupp, because SHA terminated contract with other company at end of November. Thyssen-Krupp a bit higher, but they do fix the elevator; other company doesn't. SHA pays Thyssen-Krupp a quarterly contract number; there were about 4 calls in November/December for 600 County Avenue. 2 of 4 calls occurred on a holiday.

Commissioner Mondadori asked about Abe Lumber – ED Marra said it's a purchase done about every 5 years for salt/melting ice tablets, which lasts about 5 years. While not local any more, Joe Junewicz still calls him for that.

Commissioner Pardasani: SHA has 2 copiers, has study been done about buying instead of leasing - \$148/month – are there more advantages to leasing. ED MARRA: You lease copier for 4-5 years; paying every month; report to them every quarter on how many copies are made – number on meter. With leasing, when there's a problem with copy machine, they fix it for no cost. Supply "ink" is also no cost, when you run out of ink, 2 days later you have an ink. Chairman Harper noted the County does that also.

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

COMMENTS OF CITIZENS

ED Marra asked if anyone in audience had issues, questions or topics that they wanted to ask about now. DEBORAH GERMANARIO – 600 County Avenue – asked about plans for Rocco Towers. ED Marra said it would be discussed under Buildings & Grounds.

FINANCE COMMITTEE REPORT

Commissioners have account balances; interest earned from Bogota Bank was not received. SHA received payment from Verizon for cell equipment on top of Kroll Heights; JIF bill for 2022 was received. Commissioner Schlemm asked how much longer contract with Verizon is. ED Marra indicated 12 more years; amount received goes up 3% each year.

There are 2 bills: Public Housing JIF bill enclosed with notations of costs in past years. 2022 PERS – Annual Employee Appropriation Invoice gets paid on 4/1/2022 with notations there on what was paid in previous years. There is a significant increase in costs. SHA has only had one big claim in ED Marra's tenure here – at The Elms.

PROFESSIONAL SERVICES COMMITTEE

SHA advertised for Professional Service Contract that begins April 1st: Fee Accountant, Auditor and Legal Services. Only 1 proposal for each service: Fee Accountant is for William Katchen - \$34,200 (same fee as 2021). Policari & Company for audit went up a small amount - \$13,700 for 2022. Charles D'Amico, Esq. fee which went from \$27,000 to \$29,000 starting April 1st. No other proposals received.

RESOLUTION #2022-3 (Accounting Services)

WHEREAS, the Housing Authority of the Town of Secaucus has need for fee accounting services for the fiscal year commencing on 4/1/2022; and

WHEREAS, the Housing Authority solicited for proposals for accounting services and received one (1) proposal in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

William Katchen, CPA
2022 January 27 at Kroll Heights

596 Anderson Avenue
Cliffside Park, NJ 07010

in the annual amount of \$34,200.00 and an hourly rate of \$175.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

**RESOLUTION #2022-4
(Award of Audit Contract)**

WHEREAS, there exists a need for financial auditing services to be rendered to the Housing Authority of the Town of Secaucus for the Fiscal year ending 3/31/2022; and

WHEREAS, the Housing Authority duly advertised and solicited proposals for these services in accordance with the requirements of HUD Handbook 7460.8 and PIH Notice 90-47; and

WHEREAS, the Housing Authority received one (1) proposal in response to its RFP and the Professional Services Committee has reviewed the proposal in accordance with its established rating system; and

WHEREAS, the highest rated proposal was submitted by the firm of:
Polcari & Co.
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for auditing services be hereby awarded to:

Polcari & Co.
2035 Hamburg Turnpike, Unit H
Wayne, New Jersey 07470

in the amount of \$13,700.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposal is on file in the office of the Housing Authority of the Town of Secaucus and this award was made through a fair and open competitive process in accordance with rules of the State of New Jersey.

**RESOLUTION #2022-5
(All Legal Services)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2022; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received one (1) proposal in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

Charles M. D'Amico, Esq. LLC
700 Plaza Drive Suite 212
Secaucus, New Jersey 07094

in the annual amount of \$29,000.00 and an hourly rate of \$140.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award was made in accordance with a Fair and Open competitive process in accordance with the rules of the State of New Jersey.

Motion made by Chairman Harper; 2nd by Commissioner Schlemm.

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

PERSONNEL

Status of Collective Bargaining Agreement with our union is the same; no movement. Town of Secaucus is very close to settling police contract, therefore, other contracts perhaps in month of February will have negotiation session with union here. Secaucus did not pass a resolution on January 25th concluding contracts – still in limbo.

ED Marra will have soon final draft of Housing Choice Voucher Specialist job description. On January 18th an Intern Angela Oliveros started in the office. Angela is completing her second week of 8 week internship; a Secaucus resident; graduating from Hudson Community College with degree in Sociology and current going to Rutgers University to get a full Bachelor Degree in Sociology. ED Marra will have her at February meeting via zoom or in person to introduce herself to Board members and speak about her 6 weeks as intern.

RESOLUTION #2022-6 – ANNUAL AUTHORIZATION TO ATTEND CONFERENCES

RESOLUTION #2022-6

(Authorization to Attend Conferences)

WHEREAS, the Housing Authority of the Town of Secaucus attempts to remain current on issues that affect the administration of its housing programs; and

WHEREAS, there are several industry recognized organizations that conduct seminars and conferences that are of importance and interest to the staff and Board of Commissioners of the Housing Authority; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that those interested Commissioners and staff are hereby authorized to attend the following conferences:

PHADA Annual Convention & Exhibition
May 19 – May 22, 2022 San Antonio, TX

PHADA Legislative Forum
September 11-13, 2022, Washington DC

PHADA Commissioner’s Conference
January 8-11, 2023 Hilton Lake Buena Vista, Orlando, FL.

NJAHRA Annual Conference
September 2022 - Atlantic City, NJ

MARC-NAHRO/NJNAHRO-Conference
May 1-4 2022, Atlantic City, NJ

NJNAHRO Conference & Training
November, 2022 Atlantic City

NAHRO Washington Conference
March 28-30, 2022 Washington, D.C.

NAHRO National Conference
September 22-24, 2022 San Diego, CA

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

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

Commissioner Pardasani asked which conference is the most beneficial to a new Commissioner. ED Marra answered going to National NAHRO Convention is probably most beneficial for a Commissioner. Chairman Harper said being in Washington, D.C. is very beneficial. ED Marra noted you go with other Commissioners and staff people generally meeting either Congressman Pascrell or other Congressmen staff; also meeting with one Senator’s staff to talk about housing issues. NAHRO is also good; Chairman Harper has gone to one as has Commissioner Fairman; probably most well attended.

(At this point in the meeting, Mr. William Katchen joined the Zoom public meeting in Kroll Heights Community Room – 4 people in audience, going back to Resolution #2022-1 and Resolution #2022-2 – Adoption of HUD Budget & DCA Budget.)

MR. KATCHEN: First budget for consideration is formal HUD budget. That budget applies specifically to converted elderly units – 275 – and budget reflects an excess of a budgeted or projected excess of revenue over expenses of \$171,740 for year ending March 31, 2023. Even though SHA no longer has to submit to HUD, the conversion to RAD still requires that a formal HUD budget be considered.

Second budget is New Jersey budget in a format required by the State and this budget needs to be considered by the Authority 60 days or more in advance of the start of SHA fiscal year. If the Board so desires to introduce this budget today, it's the 2 bites of the apple: first for consideration is introduction authorizes ED Marra to sign, send to State; State has a specific check list for review; they'll come back with possibly some budget comments, which SHA will respond to and come back to Board in March for adoption.

State budget combines the Housing Choice Voucher Program with converted public housing program and also includes capital budget. That budget has a projected surplus in operations of \$241,622. This budget and other one include the change debt service schedule as a result of your mortgage with Bogota Savings and adjustment in interest rate at the beginning of the year.

Additionally, SHA has a capital budget that ED Marra put together in amount of \$1,810,000 of which \$60,000 of that to be funded from Operating Surplus and \$1,760,000 to be funded from renewal and replacement reserve of which majority of funding was generated when SHA converted to RAD from mortgage proceeds.

Resolution for State of New Jersey projects an excess of \$241,622 in Operations and the use on Capital Budget of \$60,000 of unrestricted surplus. As you see by looking at State budget, there is a lot of information; New Jersey every year expands it to include more information for reader. Thank you.

ED Marra sent email to Commissioners, not detailed, but saying highlights of budget were capital projects SHA would fund this year and that this budget calls for creation of a new position, which is Housing Choice Voucher Specialist at starting salary of \$35,000. Job description forthcoming.

Mr. Katchen requested ED Marra send resolutions tomorrow; he will email it to appropriate person at State, Chief of Bureau of Authority. ED Marra said he'd send it via email signed.

Motion to approve Resolutions #2022-1 and #2022-2 made by Commissioner Mondadori; 2nd by Commissioner Pardasani.

Resolution #2022-2
2022 HOUSING AUTHORITY BUDGET RESOLUTION
Secaucus Housing Authority

FISCAL YEAR: FROM: April 1, 2022 TO: March 31, 2023

WHEREAS, the Annual Budget and Capital Budget for the Secaucus Housing Authority for the fiscal year beginning, April 1, 2022 and ending, March 31, 2023 has been presented before the governing body of the Secaucus Housing Authority at its open public meeting of January 27, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,832,610 Total appropriations, including any Accumulated Deficit if any, of \$6,590,988 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of 1,810,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$60,000; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Secaucus Housing Authority, at an open public meeting held on January 27, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning, April 1, 2022 and ending, March 31, 2023 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the aid Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Secaucus Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 24, 2022.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Commissioner Harper	X	
Commissioner Schlemm	X	
Commissioner Fairman		X
Commissioner Pardasani	X	
Commissioner Mondadori	X	
Commissioner Rivera		X
Commissioner Suarez	X	

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

RESOLUTION #2022-7 – ADOPTION OF BY-LAWS AS TOTALLY REVISED

**RESOLUTION 2022 -7
RESOLUTION AMENDING BY-LAWS OF
HOUSING AUTHORITY OF THE TOWN OF SECAUCUS**

WHEREAS, it is deemed desirable and in the best interests of the Housing Authority of the Town of Secaucus (the “Authority”) to make certain revisions to the By-Laws of the Authority in order to afford the members of its Board of Commissioners (the “Members”) greater ability to vote and for a cohesive transfer or power in the administration of the Authority; and

WHEREAS, the Authority placed a 45 day Legal Notice in the local newspaper of record and has placed the By-Laws on its website for review by the public; and

WHEREAS, the Members have reviewed and considered the attached revised By-Laws of the Authority.

NOW THEREFORE BE IT RESOLVED, that the members of the Housing Authority of the Town of Secaucus hereby approve the aforesaid By-Laws.

Motion to approve Resolution #2022-7 made by Commissioner Suarez; 2nd by Commissioner Schlemm.

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

BUILDINGS & GROUNDS

1. Modernization of elevators at 600 County Avenue – SHA went through process, 3-4 companies came to walk-through; on January 19th, no one submitted a bid. SHA going back out to bid; nothing changes in specifications, nothing to modify – we need new elevators. SHA wanted to give bidder 180 to 210 days to complete job; they all said more than that – 300 days to complete job; 4 months at least to get equipment. 180-210 days are not enough. Modified to 300 days to complete job – no bids

received. Bids due in February. If no bids received, then we find a company and negotiate.

2. Bid Specifications for Access Security on all 3 Properties

Last year surveillance system upgraded; now going to update access system. Five companies came today to walk-through. Bids due in February; software SHA is using is old; need to update it and hopefully receive bids and award in February.

3. Doors were changed on 12th and 11th floors – totaling 16 doors, costing a little under \$40,000. We were going to do that every year, but COVID arrived; no one wanted to do anything and we must make sure doors are all uniform; bids and proposals were difficult the first time. We are going to remove/replace the remaining 84 apartment doors. Doors were installed in 1986 and have a piece of contact paper over them, which are now coming off making doors look terrible. New doors will be wood. Plan for next 3 years for Rocco Towers on assumption that we have money; this year we will change doors. Next year's budget will have money to paint interior of Rocco Towers – common area and those apartments that want to have them painted. 2024 – change flooring in Rocco Towers; idea being no more carpeting – LBT – luxury vinyl tile or something like that, no carpeting in common area. Then it will also be offered to residents in their apartment who want their flooring changed.

(AT THIS POINT IN THE MEETING, LEE MESTRES, ARCHITECT/ENGINEER JOINED THE MEETING. ED Marra explained there were 5 Commissioners, 3 residents from The Elms and Secretary to the Board in attendance.)

LEE MESTRES did "SCREEN SHARING" with everyone on Zoom and ED Marra.

Mr. Mestres presented an extensive discussion with plans and various suggestions for updating exterior of The Elms, sharing drawings and renderings throughout his discussion.

ED Marra contemplated a B&G committee meeting some time in February; members report back at February meeting about their recommendations is going forward. ED Marra asked Mr. Mestres if by the end of February job could go out for bid. Mr. Mestres said he has a lot of basic information in place; really of matter of fine-tuning; wants input on how they feel about design renditions in order to get things finalized. Do you like panels, but not colors – perhaps end of February is possible, more likely March; make sure everything is right before releasing it.

Mr. Mestres will look at color palettes in neighborhood; maybe draw from that, if there is some consistency there to help tie building in. He will look up alternate

ideas in terms of color and layout. Commissioner Schlemm asked if masonry needs pressure washing. Mr. Mestres said waterproofing could be done again. ED Marra said last time was 2008-2009. If building was previously painted, then waterproofing over painted material is different than waterproofing just brick or exposed CMU. There are 4 areas where building could be done in phases: front, sides and leave rear as is; come back and do that later. There are natural breaks that will help SHA in terms of money. Phase the project, perhaps, if not doing the PEADOCK units, then do entire building depending on where SHA is budget-wise; which will come into play when bid is structured.

Commissioner Schlemm asked about when everything is stripped down to sheathing, hoping that it hasn't been compromised. Mr. Mestres said it definitely has in some areas and will be replaced. ED MARRA: Apartment 405 is vacant and sheetrock can be taken off for inspection – no one will live there until job is completed. MR. MESTRES: When bad insulation is put up, paper layer on one side which goes on inside of wall that has tabs you lay over metal stud and staple; then put up sheetrock. That insulation is being held in place somewhat by inside face of stud that's attached with sheetrock, so not as easy to pull out – would be cut and put new insulation in.

Commissioner Schlemm asked when doing this bid does SHA say 25% replacement included in price or something along those lines. Is that prudent way to do it? MR. MESTRES: If you know there is a certain area in building that is bad, can figure out what that percentage is, SHA can say built in is 20% to be replaced and ask them for a unit cost to replace 10 square feet of insulation. If they replace that 20%, they get paid for that. If it isn't replaced and all good, SHA can use unit cost to get credit back for work that wasn't done. If additional work, SHA uses unit cost to add on additional work. Also to consider in replacing windows, are ground floor windows going to be replaced as well. Mr. Mestres explained about the ground floor windows at this point. ED Marra would talk about replacing windows at end of each hallway, they should be replaced – old and from 1997, difficult to open/close and also windows in lobby at Floors 2-6 and common areas.

Chairman Harper asked if Mr. Mestres would be in attendance at B&G Zoom meeting. ED Marra said yes. Committee is Chairman Harper, Michael Schlemm and Antonio Suarez. Mr. Mestres suggested that if anyone sees something appealing – color-wise or pattern or anything that might be appropriate for The Elms, take a photo of it; send to ED Marra and he will forward it to Mr. Mestres.

(At this point in the Zoom meeting, Mr. Mestres left the meeting – 8:30 P.M.)

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

ED Marra put in Commissioners' meeting package HCVP amount of money spent November-January.

REMARKS OF CITIZENS

There were none

ADJOURNMENT

Motion to adjourn by Commissioner Schlemm; 2nd by Commissioner Suarez.

Hopefully, omicron will be further diluted and meeting will be in person at The Elms.

VOTE: AYES/All Present Commissioners (5)

Absent: Fairman/Rivera

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber