

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

This is a condensed transcription of the taped minutes as taken on Thursday, December 13, 2018, The Elms, 777 Fifth Street, Secaucus, New Jersey.

ROLL CALL

Present: Chairman Michael Schlemm
Vice-Chairman Michael Harper
Commissioner Richard Fairman
Commissioner Carmen Rivera
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
William Katchen, CPA to the Authority

Absent: 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 15, 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 present. Commissioner Fairman requested a moment of silence be held in memory and honor of President George H.W. Bush.

APPROVAL OF PREVIOUS MEETING MINUTES – REGULAR/CLOSED – October 25, 2018

GASBY 34 – Government Auditing Standards for 34 provided that every audit of a government agency now has in clear, concise language, what’s called the Management Discussion and Analysis. You have that in the front of the audit before the opinion, I suggest you read that. It gives you a comparison of year to year. It tells you where variances were, why there were variances. It talks about the RAD conversion, about the debt that was taken, how much was (inaudible).

I’m comfortable with the audit. I know that the Finance Committee was present. They asked the auditor a lot of questions. They really had no adjustments to it. They went through the conversion to RAD, the additional amount of funds that are being generated as a result of RAD and the improvements that are being made.

So unless anyone has any questions?” (Mr. Katchen ended his presentation.)

RESOLUTION #2018--30

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 3/31/2018 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 3/31/2018 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
2018 December 13

Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2019.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY AT A MEETING HELD ON DECEMBER 13, 2018

Christopher W. Marra, Executive Director

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

ED Marra noted he did not have the 2017 Dividend from NJPHAJIF. It is usually shown at the December meeting. ED Marra said the monthly account balances report was added to their packet. It covers up to November 30th, 2018.

PROFESSIONAL SERVICES COMMITTEE – nothing at this time

PERSONNEL COMMITTEE

ED Marra presented Resolution #2018-32 adding that in Closed Session in October, Chairman Schlemm worked out an agreement with Brick Housing Authority going back to 10/1/2018 in which SHA has an inter-local agreement between SHA and BHA to provide them Jacob Naszimento as their part-time Executive Director; for that they increased payment made to SHA from \$55,000 to \$60,000, which was main part of that. All other parts of the agreement, which are attached to #2018-32 remain the same from previous year. Jake works there 10 days a month.

RESOLUTION 2018-32
(Approval of Agreement with Brick Housing Authority)

WHEREAS, the Housing Authority of the Town of Secaucus has entered into an agreement with the Housing Authority of the Township of Brick in order to provide the services of a qualified Executive Director; and

WHEREAS, the services of the Executive Director are enumerated in the agreement for services as previously executed by the Authorities; and

WHEREAS, the compensation to the Secaucus Housing Authority for the Deputy Executive Director’s services shall be \$60,000 for a 12 month period, plus a \$70 per diem travel expense.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the Authority does hereby approve and authorize the execution of an interlocal service contract for executive director services with the Brick Housing Authority, in the attached form, to commence on 10/1/2018 and expiring on 9/30/2019, at the annual rate of \$60,000, with all other matters from the existing contract staying in effect.

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

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

Vice-Chairman Harper thanked Chairman Schlemm and Commissioner Fairman for their hard work and long hours making this work to the benefit of SHA. Chairman Schlemm added when he spoke to Brick Housing Authority, he gave Jake a great review. It was nice to have someone say what a fantastic job you do. (Round of applause for DED Naszimento.)

Commissioner Fairman asked a question regarding Paragraph 3 – WHEREAS, we get the services and then on top of that we get the \$70 per diem travel – when he read the agreement, compensation at bottom – it reads \$5,000/month based on \$60K/annually, which “shall include all travel expenses”. Commissioner Fairman asked if he was looking at it wrongly. You could interpret that the per diem is included. ED Marra stated per diem is not included in that; agreement was not changed from last year other than increasing 55 to \$60,000.

He has their resolution. Discussion followed and ED Marra said he'd deal with it tomorrow, but doesn't believe it will be an issue. Vice-Chairman Harper added SHA's resolution is correct.

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

POLICY COMMITTEE:

Commissioner Mondadori, Commissioner Rivera and Chairman Schlemm make up Policy Committee. Yesterday, new draft of Section 8 Administrative Plan was received. SHA is going to introduce that at the January meeting. Mr. Marra and Mr. Naszimento are reviewing the plan, will send back to Nelrod Company asking for a few adjustments. When received back, SHA will send to Policy Committee, and introduced at January's meeting. February meeting will be considered a public meeting on that plan, and be adopted at February. Public meeting will demand SHA puts an ad in the newspaper, notices on bulletin boards, etc. Once it is passed, SHA will send copy to HUD in Newark and become official policy of SHA. Pet Policy will also be updated. It too will be introduced in January and adopt in February; and updating lease as well, which will be put in place April 1st, 2019. In 2019 everybody will sign a brand new lease using terminology for Public Voucher Program instead of Public Housing Program.

BUILDINGS & GROUNDS

ED Marra said nothing is in Commissioners' folders – just items to discuss.

1. Update on completion of Roof Removal & Replacement at The Elms & RIT: Roof job is not completed. Since October's meeting, Carlisle was here in November and unable to provide warranty. They gave the company more roofing and an entire list of items that needed to be corrected in order for them to provide the warranty; more has come back weekly on a Saturday. Emails are exchanged, they don't talk on telephone. SHA is 120 days overdo at this point in terms of liquidated damages. They have not been paid the 2nd check, nor paid Lee his 2nd check. When warranty is received, they both will be paid; SHA will have about \$40,000 remaining, which ED Marra doesn't see them getting any back. They are doing work on the roof to get the warranty, but they're not doing punch list items, having to do with air duct, which is working but other things aren't done. Lee goes every other week to check. SHA doesn't anticipate they're going to do that. SHA will manually have to do with staff or hire somebody to do it, which will come out of the \$40,000. Should they take SHA to Court, then SHA will just deal with it.

The office has an extensive list of expenses to date, and they have shown no interest in emails they've received. SHA is not a priority to them.

2. Update on completion of Elevator Upgrade at The Elms: SHA has no Certificate of Occupancy from Town of Secaucus. An inspection was done on November 30th dealing with very tight quarters re: compactor room and the Town Inspector asked for something that he didn't ask for in 3 previous visits to be done in the room. SHA must do it in order to get the C.O. The elevator people haven't been paid final payment until C.O. is received.

3. Update on Replacement of Fire Pump & Motor at The Elms: The fire pump and motor at The Elms now requires an extra step. A "controller" -- electrical device, which controls fire pump and motor. Now the engineer has determined that the controller -- original from 1975 -- needs to be replaced as well as the pump, jockey pump. SHA will go beyond the \$40,000, so it must be bid. Next Tuesday, people need to come and look at the controller and electrical connections to see some information. Project might not get done until June, an 18-month project with nothing new being done.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

DED Naszimento reported on November and December. November was \$185,000, right where Mr. Katchen wants SHA to be. Monthly reports will not always be right on target. December is also \$185,000. SHA spends approximately \$26,000-\$30,000 on families that are no longer living in Secaucus. They are "port out" to other housing authorities around the country, but SHA still on the hook for their payments, and get credit for them. We have 30 port out families living in Bayonne, East Orange, Irvington, Keansburg, North Bergen, Union City, Newark, Orlando, Palm Beach County, Montgomery County.

In Secaucus, there are 181 active landlords, anticipating opening Choice Voucher list within next few months. As such, purge process will be begin on existing list and send out letters to everyone still remaining on the list with a bottom portion to fill out/send back to SHA if interested in remaining on the list. Ones that do not respond will be taken off. Commissioner Fairman inquired about the 30 port outs, what it would be in relation to total number of how many port out families. DED Naszimento answered month in/month out, SHA could have about 30 active living elsewhere. Total families living in Secaucus is 220 -- so 190 families in Secaucus.

CORRESPONDENCE

1. ED Marra noted an email from 11/9/18 re: litigation challenging HUD's implementation of 2012 operating subsidy. Government filed a motion to dismiss the law suit. Court has scheduled a hearing for 12/13/18. Resolution should be forthcoming and will be forwarded to Commissioners.

OTHER

ED Marra discussed schedule for 2019 of Annual Meeting Schedule. It will be 4th Thursday of every month except for December 12, 2019 – no meetings in August or November.

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

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

REMARKS OF CITIZENS

MARY ANN, #318, living here 27 months, attends every meeting here. She is in contact with ED Marra about her shower. She's done show & tell, brought photographs, and is discussing going to Board of Health and/or news station. Moving to another apartment is not doable any time soon. Shower has sludge, as mentioned every time. She uses 7 bottles of Scrubbing Bubbles/month. ED Marra explained to Board, he's emailed company that did bathrooms back in September – too busy to do it, they needed a few weeks. More discussion with Mary Ann, telling her as soon as 1-bedroom becomes available, she could move. Last conversation was in August and only apartment becoming available was studio. Mr. Marra will bring back Magic Touch Construction, which will be a waste of money, as they're unable to fix problem. It is known Mary Ann has backed up drain – sludge coming into shower. ED Marra said he'd get Magic Touch to come back, and then contact Geocon. End result would be take entire bathroom/tub apart. Right now he has no alternative ideas – bring back Magic Touch tomorrow; contact Geocon to see if they have some ability to do the job, take bathroom apart – floor tub up. Commissioner Suarez added everyone on the Board is sensitive to her situation, but it isn't so easy to get rid of the muck. SHA needs right people to come in and fix it. He suggested ED Marra reach out to Geocon first. ED Marra will speak with Geocon tomorrow, and if unable to come, he'll call Magic Touch, but not to snake the line, because it isn't the answer. Tub needs to be taken apart, take floor up. Mary Ann understands money is involved, but she's had problem 27 months, since the day she moved in. All members agreed with her frustration.

MARGARET CRUZ, #211, speaking for several tenants, thanked ED Marra for taking care of issues mentioned in a letter sent to him. Chairman Schlemm noted letter was brought to attention of Board, number of discussions took place, and ED Marra has been more present on Wednesdays here. As always, if tenants have a problem, please let ED Marra know, and hopefully, items will be alleviated.

BETTY BURKE, #604, a non-smoker, has attempted to keep track of dates & times that she smelled smoke. Betty doesn't want smell in her apartment. Smoker in question states she does go outside, but no one has seen her outside. ED Marra

answered he doesn't have a magic wand to make them stop smoking. As it gets reported, he visits those in apartments around the smoker; follows the policy. His purpose of meeting the other day was to give them smoking statement: you cannot smoke in your apartments – that simple. If smoker cannot live with that, SHA will give them a voucher and they can move out into another apartment – a subsidy – pay the same rent, but have to live someplace else where you can smoke. If SHA takes you to Court, no voucher will be offered when smoker has made SHA spend money on legal expenses to take you to Court to evict you. SHA is telling anyone wishing to move in no smoking. To some people it will not matter, regardless of ED Marra visiting them or sending letters; not even on the day he takes them to Court, and Judge does evict them. Meeting yesterday was they should come see ED Marra, he will explain how the voucher works, rent an apartment some place, pay same rent, smoke all you want. These are HUD Rules, every building throughout the USA.

In Kroll, it's specific to one floor; 600 County, there are less smokers overall in that building – perhaps the design of building, but not as many complaints or they're listening. Betty did mention the smell of marijuana once in a while.

ED Marra announced to the audience about marijuana smoke: he attended a meeting of Harper-Osprey. #1 in those buildings – no smoking! They get calls for marijuana smells. Next time someone smells marijuana in the building, call Police Station and there is aroma of marijuana in the building. Police will come and knock on doors where aroma is coming from. Discussion ensued from several audience members. (Betty handed ED Marra papers listing dates/times.) ED Marra said tenant is supposed to call him if they smell smoke – regular smoking. Back in October, when Harry did inspection of apartments, he was supposed to be aware of smoke smell. Tomorrow is exterminator. If SHA goes to apartment and smells smoke, no more smell of smoke in apartment. Betty noted Harry has no sense of smell. ED Marra told audience if you smell smoke, knock on their door. Unless you want to record on your phone or give eye witness testimony that you smelled smoke in their apartment, ED Marra will write it down and send them a letter. Cost at Harper is \$2,500 and people still complaining about smokers in the building. Only through attrition will it end with ED Marra sending letters. Medical marijuana cannot be smoked in building either as it is not recognized by Federal Government. Even if states legalize marijuana tomorrow, if living in Harper or Exchange or Osprey and N.J. legalizes it tomorrow, there is no smoking in the building. If police come and you are smoking marijuana in building, SHA will take you to Court to evict you.

AUTUMN MANSFIELD, #317, has a crack in her ceiling; her kitchen faucet is dripping periodically. ED Marra said Harry noted during his inspections the cracks and California Ceiling will fix them, but ED Marra is waiting for roof warranty before he pays California Ceiling to come in and fix those cracks. Please call Office tomorrow A.M. and Harry will fix the faucet. A Work Order is created.

MARY ANN SHAUGHNESSY, #318, was there a busted pipe on the 5th floor today as water was pouring onto her balcony. ED Marra thought it was someone's hot water heater.

VINCE IACOBUCCI, #505, thanked ED Marra for having his wall fixed. He has been promised to have his oven repaired. He cannot use it; roast was block of leather after 30 minutes. ED Marra noted stoves were an item on the letter from August. When Harry did inspections of apartments at end of October, a separate inventory was taken who still had an Avanti Stove. ED Marra has the list of 55-56 apartments left containing them. Beginning in January 2019, SHA will purchase 5 stoves a month, taking the entire year, replacing 5 every month. He has been hearing about them since May 2011, right before he got the job here. Replacement will start on 6th floor and go down.

JOAN DELEO, #405, her living room windows are leaking; she used towels and blankets to stop water from coming in. ED Marra thought her windows were changed. Joan said no, they were going to, and now are changed. Her other problem is water in kitchen is steaming hot; taking a shower it is luke warm. ED Marra said in her place under sink is 30 gallon hot water heater for entire apartment. They will check it tomorrow and check gauge, perhaps it is old heater, perhaps mixing valve needs to be changed.

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (6)

Absent: Grecco

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber