

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

February 22, 2018

This is a condensed transcription of the taped minutes as taken on Thursday, February 22, 2018 at The Elms, 777 Fifth Street, Secaucus, New Jersey.

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

ROLL CALL

Present:

Vice-Chairman Michael Harper
Commissioner Richard Fairman
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:

Chairman Michael Schlemm
Commissioner Carmen Rivera
Commissioner Michael Grecco

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 16, 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 led by Commissioner Mondadori.

(A moment of silence was held in remembrance of Chairman Michael Schlemm's father.)

APPROVAL OF PREVIOUS MEETING MINUTES – January 26th & Special Meeting held on February 6, 2018

Motion to accept minutes made by Commissioner Suarez; 2nd by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (4)
Absent: Schlemm/Rivera/Grecco

PAYMENT OF CLAIMS – February 2018

ED Marra indicated Commissioners received the Bill List on Monday. Two big items were A&E Industrial Piping (payment of installation of air handler on top of 600 County and the replacement of 9 rooftop fans at Kroll Heights. The other large expense was \$6,800, for installing a thermostatic mixing valve at Kroll Heights. This is only building that has a boiler system for hot water heater in boiler room. Magic Touch did that job.

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

VOTE: AYES/All Present Commissioners (4)
Absent: Schlemm/Rivera/Grecco

INFORMATIONAL UPDATE

ED Marra included in file the letter of January 29th from Mary Maggio, representing Verizon Wireless. The contract was sent back to Verizon with adjustments they wanted; Board agreed to changes. Today's letter received from them, and Mr. D'Amico explained changes were minor: Secaucus Housing Authority name changed to what is on deed. ED Marra has lease to sign and memorandum of the lease, which will be signed tomorrow; mailed back to Mary Maggio, who will send ED Marra an executed copy of the contract and ball then fully in their court. Verizon has to get external approvals in order to move forward. Commissioner Fairman asked if ED Marra knew when cash would start coming to SHA. ED Marra believes it will be six months. Shawn Russell, Verizon rep, may be able to be more definitive. Commissioner Fairman suggested Mr. D'Amico prepare a 3-4 page summary of the deal, cogent points, dates, action type items as a useful tool in the future.

FINANCE

Monthly account balance report is in packet; monthly savings report through NJ SEM.

PROFESSIONAL SERVICES – nothing this evening

PERSONNEL COMMITTEE

ED Marra said Resolution #2018-7 which will be considered tonight is to memorialize the salary adjustment for Jacob Naszimento for his responsibilities under the Inter-Local Agreement with the Brick Housing Authority. Mr. Marra provided all the board members with a memorandum recommending the distribution of funds that the SHA receives under the 12 month agreement.

Motion to approve Resolution #2018-7 made by Commissioner Suarez; 2nd by Commissioner Harper.

VOTE: AYES/All Present Commissioners (3)
Absent: Schlemm/Rivera/Grecco

Abstain: Fairman

RESOLUTION #2018-7 (Adjustment of Jacob Naszimento's Salary as Result of Inter-Local Agreement with Brick Housing Authority)

WHEREAS, the Housing Authority of the Town of Secaucus (SHA) entered into an Inter-Local Agreement with the Housing Authority of the Township of Brick (BHA) for the use of SHA's deputy executive director to act as the BHA part time executive director; and

WHEREAS, this agreement stated that the SHA would receive \$55,000 for the services of the SHA's deputy executive director over a twelve month period beginning October 1, 2017 through September 30, 2018; and additionally receive another \$700 per month for travel expenses related to going from Secaucus to Brick and back; and

WHEREAS, the SHA's Executive Director has recommended that Jacob Naszimento's salary be increased during the term of this contract by \$30,000 (or \$576.92 per week) for performing and fulfilling the duties outlined in the Inter-Local Agreement; and

WHEREAS, Jacob Naszimento should also receive the \$700 travel reimbursement, with proper travel reports submitted to SHA that match up with his days in Brick; and

WHEREAS, the SHA would receive \$25,000 during the term of this agreement to assist it in the operations and more specifically the capital investments it has planned to make on its three properties;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that Jacob Naszimento, Deputy Executive Director

will receive an additional \$30,000 in salary (non-pensionable) effective October 1, 2017 through September 30, 2018 and will receive a monthly travel reimbursement of \$700, for his role in fulfilling the Inter-Local Agreement between the SHA and BHA.

BE IT FURTHER RESOLVED that funds for this increase will come directly from the BHA, which will be billed monthly for these funds.

POLICY COMMITTEE

ED Marra brought up Resolution #2018-11 – Adoption of Smoking Policy. ED Marra noted this resolution started last year when HUD announced there would be a ban on smoking in all public housing buildings; has to be 25 feet from the building. ED Marra has met with residents and residents who only smoke in each of SHA's buildings; talked about designated areas and at The Elms, although there is a bench out front, it will be moved and now near parking lot – no smoking in front of the buildings. At Kroll Heights they have smoked 25 feet away from the front door for 15 years; and will now take breezeway out to County Avenue and smoke there under a small canopy. Rocco Towers – smokers will cross over driveway and smoke under a tree there. Mr. Marra stated that this smoking ban includes guests, and contractors. No SHA employees smoke. There is an escalation of enforcement, all written very plainly. SHA will enforce **NO SMOKING POLICY**. It will annoy some people. Mr. D'Amico stated the Federal Government is requiring that public buildings be smoke free; lease says you have to follow rules and regulations of the buildings. ED Marra said everyone had to sign an addendum to their lease. This goes into effect **APRIL 1ST**. Designated area will be set up. Commissioner Fairman inquired if there was any particular paperwork from residents. ED Marra said another version of policy would be given out tomorrow; and an addendum to the lease they have to sign.

Motion to approve made by Commissioner Suarez; 2nd by Commissioners Mondadori & Fairman. **(INDIVIDUAL VOTE TAKEN.)**

VOTE: AYES/All Present Commissioners (3)
Absent: Schlemm/Rivera/Grecco

NAY: Harper

BUILDINGS & GROUNDS

ED Marra stated exhaust fans installed at Kroll Heights and air handler project at RIT is about complete. The contract signed to begin work on elevators at The Elms. Work will commence at end of May and by August it will be completed. He also published advertisement of BID for removal of roof and replacement at The Elms and 600 County Avenue. At March 22nd meeting ED Marra expects the contract to be awarded to company to remove this roof and replace it and at The Elms and RIT. The work will be done over the summer. Lastly, he gave an update on fire pump, motor and jockey pump at The Elms. The replacement is

pending. This equipment is in the generator room and quite likely more than 25 years old or original, and not fully functional. This pump sends water up standpipe in case there's a fire on upper floors. Fireman hooks their hose to it and has water; not working at desired pressure; needs to be replaced. However, Coppa Montalbano paid Suez to do a test on fire hydrant on 5th Street. They ultimately found out that pump doesn't have enough water pressure – now on Suez to do work on pipes in the street. When cleaned, SHA will be able to move forward.

ED Marra brought up subject of first floor at The Elms. On January 4th, there was a snow storm which came after many consecutive days of very cold weather. A standpipe broke in the south hallway of The Elms, flooding out 9 of 10 tenants. Most apartments had rug and water damage, not furniture damage; units 101 and 102 did. It was originally thought to be a 4-week project; turned into an 8-week project. By next Friday, Mrs. Sanchez will move back into 101, which will have completed everybody. Tomorrow the rug is being laid in the hallway. Most residents are back into their apartment. Mr. Marra said all residents were very cooperative during that process; some lived in a hotel for a month; some went to live with family for a month; some shared apartments with others and there were 3 empty apartments where residents were relocated. Vice-Chairman Harper thanked everyone also, realizing there were emergencies and it was a horrible first few hours and days getting everyone situated. Mr. Harper said that Rapid Recovery, the company running the recovery and repair operation were very good. He stated that if anyone feels differently to please speak privately to Mr. Harper or Mr. Marra, as he'd like to express his feelings to the company when all the work is completed. He understands the workers were very respectful to tenants and their property.

ED Marra stated in this Community Room everything will be cleaned: walls, rugs, tables and chairs so that it is restored properly. He realizes tenants didn't get to use their Community Room for 2 months, but is coming to an end.

HOUSING CHOICE VOUCHER PROGRAM – DED Jake Naszimento

For the month of February, total amount of available funds spent was \$176,531. Letters have gone out to multiple new families informing them they have come to top of Housing Choice Voucher list and SHA is ready to issue them a voucher. SHA will be absorbing any new families to increase our spending.

CORRESPONDENCE

ED Marra has received an email from Michael Winfield, Verizon, regarding SHA sharing in some marketing Verizon is doing to sell FIOS. He feels Finance Committee should take a look at it and consider. It might be a new source of revenue. Mr. Harper suggested passing it to Treasurer and Finance Committee.

NEW BUSINESS

NJNAHRO is having its annual conference/trade show May 20-23 and if any Commissioner is interested in attending, please let ED Marra know. Attached agenda has already changed. Attendance can be 1, 2 or 3 days. ED Marra sent email today to Commissioners that NJNAHRO has a 24-page newsletter. On Page 23 is an article on Secaucus Affordable Housing Authority and Housing Authority for the grand opening of **THE HARPER** by Hartz Mountain, several photos included and a little story about work of affordable housing authority.

REMARKS OF CITIZENS

Maryann Shaughnessy attended a meeting a few months ago, discussing her plumbing problem. Tonight she brought a red solo cup filled with the goop she steps in during her shower. Two men went to her apartment, said they wanted to knock the wall down, Mary Ann said no. It does smell. ED Marra said the previous plumber looked at it, now SHA has Magic Touch Construction doing plumbing. Although they are a few more dollars than previous one, they do fix "stuff". Mary Ann said it's not the water, but the drain and spills over. ED Marra will get Magic Touch to look at her drain. ED Marra asked if anyone else has a drain problem. Another woman said she did and had also fallen. He noted it also happened in someone else's apartment and the floor had to be removed along with the wall. At that time, he called the company back that had installed the bathrooms, and they fixed everything.

Robert Fraley #606, inquired about exhaust fan being on all night; he could hardly sleep because of the noise. ED Marra said that's only recently a resident called him about smell of cigarette smoke coming into their apartment, which comes from below them. Because of that, ED Marra put the exhaust fans on all night. Under the fire code, it should be on all night, but he doesn't do it. It also happens at Kroll Heights, people on 4th or 5th floor can hear it, and have fewer fans than here. ED Marra said it must be working, because he's received no more phone calls about the smoke. ED Marra hoped there would be no more problems up to April 1st when there would be no more smoking in the buildings. Gentleman tried many things to cover the noise, which he told the Commissioners about. ED Marra will speak with Harry tomorrow and lower it.

ED Marra spoke again about dryers. Machine cannot be programmed to add quarters to it -- only the stackables -- dryer has been moved from 40 back to 60 minutes -- only stackable. Other ones, you can add a quarter, rather than having to put in \$1.25 again.

Another woman spoke about washing machines. She suggested ED Marra say people can't use powder detergent because it sticks to the bottom and next person has to clean it out. Please tell people to only use liquid. ED Marra said up until about 5 years ago, SHA banned people from using liquids because they

would spill it on their way down to laundry room. So SHA said no more liquid, especially true in Kroll and in Rocco, spilling soap on the rugs. Over time the manufacturers don't want you to use powder in the newer machines. ED Marra will send out a note stating "For the better use of the washing machines, please use pods or liquid. Please be careful. They should be covered at all times on your way to the machine. Open containers should not be brought there."

Mr. Farley said then the machine with soap would have to be taken out. ED Marra said Kroll got new machines after 18 years, 4 years ago, machine is still on the wall, but empty. Whirlpool machines there can't use powder.

CARMELA SCIANCALEPORE, #410, inquired about replacement of rugs. ED Marra said rugs won't happen for the next few years. She asked if you cleaned it on your own, do you get reimbursed. ED Marra said no. When the housing authority has funds and the buildings mechanicals/operations work, then they'll look at painting building including common area and hallways and replacing rugs, and kitchens in The Elms, which might happen before rugs.

BETTY BURKE, #604, said when hot water tank leaked and left stain, Harry came up and shampooed her rug, but said stain is still there although rug is cleaner.

ADJOURNMENT

Motion to go into Closed Session made and seconded.

VOTE: AYES/All Present Commissioners (4)
Absent: Schlemm/Rivera/Grecco

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber