

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

This is a condensed version of Regular Meeting **VIA ZOOM** minutes taken on Thursday, September 24, 2020 – commencing at 7:00 P.M. -- Secaucus, New Jersey.

**Executive Director Christopher Marra called the meeting to order.**

**ROLL CALL**

Present:

Chairman Michael Harper  
Commissioner Michael Schlemm  
Commissioner Carmen Rivera  
Commissioner Rajkumar Pardasani  
Commissioner Richard Fairman  
Commissioner Antonio Suarez  
Commissioner Patricia Mondadori

Also Present:

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

**(Open Public Meeting Statement and Flag Salute waived.)**

**APPROVAL OF MINUTES – JULY 23, 2020**

Motion to approve made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Mondadori. VOTE: AYES/All Present Commissioners (7)

**PAYMENT OF CLAIMS – August & September 2020**

Motion to approve payment of claims for month of August/September 2020 by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Pardasani.

Commissioner Pardasani asked about several items. ED Marra answered repair at The Elms/a kitchen was \$3,800; JG Painting and Optimum Flooring – carpeting in various locations; small water incident in Kroll Heights on a Sunday morning – tenant knocked off his faucet in shower. Carpet got wet and below him, carpet got wet – 2 extra costs vs. turnovers; Magic Touch & Unicorn – for June/July.

September, \$20,000 Leased Housing Corporation had not been paid this year. Invoices requested/COVID hit and audit noticed SHA had not paid LHC. SHA did not pay them \$5,000 in 3<sup>rd</sup> quarter of 2019; other \$15,000 is for first three quarters of 2020. Association Fire Alarm – SHA had to replace fire alarm panel at The Elms - \$5,468. ACI Electric for \$10,428 – to replace a shutoff switch for 50-ton chiller at 600 County Avenue – a box outside chiller/original piece of equipment from 1986.

Commissioner Fairman: Any stockpiling of sanitizing/cleaning materials was done. ED Marra noted SHA has 3 Purell dispensers – one in each building entrance; 12-16 refills with more coming and KN95 masks and cleaning supplies.

Commissioner Schlemm: repairs on truck? ED Marra: oldest truck that Harry drives.

Commissioner Schlemm: Atlantic Plumbing at The Elms for vanity tops - \$1,180. ED Marra: 2 expenses – 5 years ago bathrooms redone at The Elms. When bathrooms are getting done, SHA purchases extra vanities, light fixtures, etc. SHA ran out of them. 2 people left The Elms and had significantly damaged vanities – none left. ED Marra called Geocon, getting name of contractor in South Jersey and he purchased 6 vanities; also purchasing 6 light fixtures from electric company.

ED Marra explained other charge in August: see Marra – reimbursement for light fixtures at The Elms - \$959.43. Some companies won't do through purchase order; he used his own credit card. No sales tax, but company wants to get paid.

VOTE: AYES/All Present Commissioners (7)

## COMMITTEE REPORTS

### **FINANCE COMMITTEE**

Monthly bank account balances contained in Commissioners' packets. First months of dealing under new EMEX - Constellation Energy Savings – as a result of EMEX Constellation participation. Constellation is provider of power and EMEX helped SHA do reverse auction. Similar to NJSEM; money not really saved in September (summertime). Transitional months – September-November – SHA usually saves money and changes back in wintertime. Contract is for one year.

Notes from follow-up meeting re: audit, which Commissioners will approve in October – what they discussed during course of debriefing with Mike Harper, Raj Padasani and Rich Fairman. No findings. Discussion about transfer of half-subsidy – SHA failed to pay them money during specific period of time – now doing that. Verified loan ratios have been met – having to do with Bogota Savings Bank and what SHA debt ratio is: net operating income divided by

annual debt service. SHA in good position as stated by auditors – our ratio 2.33 is very good, which must exceed 1.2.

## **PROFESSIONAL SERVICES COMMITTEE**

### **RESOLUTION #2020-16 – AWARD OF CONTRACT FOR SUPERVISORY FILE REVIEW**

EFA Realty is company doing job for past 8 years; only company submitting a bid. Prices included – 2 year contract had prices remaining same; \$50/file review. After 6 years, it is now \$60/review per file. Inspections went up \$2-\$3. Inspection now \$37/per unit. If they don't show up, it's \$23. In the past, inspection was \$35; didn't show up or reinspection fee - \$20.

#### **Resolution #2020-16** ***Contract Award - Supervisory File Review & Inspection Services***

WHEREAS, the Housing Authority of the Town of Secaucus is required to sample its program files and inspection reports to ensure that the program regulations are being followed; and

WHEREAS, the Housing Authority solicited for proposals for supervisory file review & inspection services by advertising in newspapers of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal in request to its duly advertised Request for Proposal; and

WHEREAS, the proposals were received by the Housing Authority's Executive Director and reviewed by the Professional Services Committee;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for Supervisory File and Inspection Services is awarded to:

EFA Rental Resources, LLC  
P.O. Box 351  
Pompton Plains, NJ 07444

In the amount of:      \$60.00 per file review  
                                 \$37.00 per unit inspection fee  
                                 \$23.00 per re-inspection fee  
                                 \$300.00 Informal hearing fee

BE IT FURTHER RESOLVED, that funds for this work is being made available through the Housing Authority's operating budget & Housing Choice Voucher Program.

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

VOTE: AYES/All Present Commissioners (7)

## **PERSONAL COMMITTEE – nothing at this time**

## **POLICY COMMITTEE**

Charles D'Amico, Esq. has been working on revision of existing lease the past 30-45 days. Last update of lease was is 2000; Bill Snyder did specifically as new legislation had come out in 1998 from HUD, and dealing with same lease since then. ED Marra will send it out to Policy Committee and meet with Mr. D'Amico in a few weeks. Commissioners have asked some very good questions regarding new amended lease. Hopefully, it will be ready to be proposed at October meeting and voted on in December. Residents will need to be notified about changes in lease terms; perhaps having residents sign new lease in June or October. Mr. Marra was considering new lease signing at tenant's recertification, but it may need to be signed in January/February. Mr. D'Amico added tenant must be given 30-day notice. ED Marra asked if everyone signed by February 1<sup>st</sup>, would that work. Mr. D'Amico did say during recertification is also fine, but not before 30-day notice. Hope is it can be introduced in October, review it, ask questions and in December adopt the lease.

## **BUILDINGS & GROUNDS**

### **RESOLUTION 2020-17 – AWARD OF CONTRACT FOR ELECTRICIAN SERVICES**

Contract is for Bill Lillis, local contractor, having been electrician for entire time ED Marra has been here, never increased his prices - \$65/hour; \$35/hour for helper. 4 other bids submitted, all beyond \$90/hour for electrician; none from Secaucus.

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

#### **Resolution 2020-17**

*(Approval of Contract for Electrician Services)*

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

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

WHEREAS, the Housing Authority publicly advertised for electrician services in order to request written proposals for these services; and

WHEREAS, four (6) vendors provided quotations for their services which were 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 a contract for electrician services be hereby awarded to:

William Lillis Electrical Contractors  
16 Village Place  
Secaucus, NJ 07094

In the amount of \$65.00 per hour for an electrician and \$35.00 per hour for a helper with a Material Markup of 10% profit and 10% overhead.

BE IT FURTHER RESOLVED that this contract shall be for a period of 24 months and funds have been made available for these services through the operating budget.

VOTE: AYES/All Present Commissioners (7)

Bids are due tomorrow for job being done with PSE&G and MaGrann – Energy Upgrade at The Elms; hoping to get a few bids and come within amount of money necessary to do this project. It has to have certain amount in order to have payoff in 15 years. If number not received, PSE&G will not do this project. Contractors during this time are holding the cards; so much work and their numbers are quite high. ED Marra will send email to Commissioners at end of day relaying what he knows – what bids were and whether or not SHA in the ballpark.

At 600 County Avenue, there were 9 rooftop fans up there from 1986, original equipment, and were replaced for \$18,000 – A&A Industrial having done work for SHA previously.

There are 5 upcoming projects: upgrade to camera system at all 3 properties – supposed to be done with CARES money (extra funds from HUD – almost \$200,000). Lee Mestres has a contract to do architect engineering drawings, specifications for No. 2 and 3 projects, and ED Marra after speaking with B&G is interested in Lee doing rest of projects: #1, #4 and #5. Lee is very conscientious and does follow-ups when looking at a contractor, which ED Marra noted he needs here, giving good assistance and guidance.

Speaking about The Elms – stucco seen on outside is referred to as EIFs. SHA has tried to fix water infiltration problems through changes of windows, etc. Nothing works – Floors 4&5 – Lee believes instead of waterproofing it, SHA needs to get an EIFs study done; does it need to come off and be replaced. Jake added Lee is helping him at Brick HA with a project to get 2 pavilions built; spoke with Brick Town officials with DED Naszimento; and helped with waterproofing project at Brick HA - \$200,000 at one-floor building.

Next week B&G will meet with MaGrann one evening and have Lee at Zoom meeting regarding EFIS study – pros/cons – and get something to B&G to look at in terms of a proposal to do those other 3 projects.

## **HOUSING CHOICE VOUCHER (HCV) PROGRAM – DED Naszimento**

September 2020 – 214 landlord transactions; spent \$250,000 in expenses; \$189,800 of that transferred electronically for deposit. Also had paper checks, including \$218 sent to our families for utilities and for port out families, SHA spent a little over \$7,000 to 5 housing authorities for families that had exercised their affordability option. We decreased that affordability number in past 2 months by sending out letters, requesting that host housing authorities absorb some families and some did so – notably North Bergen Housing Authority, which has absorbed 5-10 families for SHA.

## **INFORMATIONAL**

Harry visited with ED Marra yesterday with his wife. His last day of work will be Friday, October 30<sup>th</sup>. He has enough vacation to take him through end of 2020. SHA will pay him to end of year; giving him about 8 weeks of sick time also – given in a lump sum as part of the contract into his account, not happening until first paycheck in 2021. ED Marra is working on a job description – 20 years since SHA hired a maintenance person, not counting Gregory Kohl. ED Marra will speak with Secaucus Town Hall, if they have a job description. Jake noted he used a Civil Service description at Brick HA in hiring a maintenance worker. ED Marra will speak with Sandra Lopez at Human Resources to see if they still use step system. DPW job descriptions are not what SHA is looking for; it's inside work here and some landscaping and snow removal sprinkled in.

Person here is on Section 8, just got a job with Town of Secaucus – full time custodian starting at \$35,000, not a maintenance man. SHA will also determine if we go back to step system, as most people here now went through – started at a salary, 8 steps – plus increase of whatever contract was. Second one is, although ED Marra didn't get letter tonight, perhaps receive one in October – Fran Pine is going to retire May 31<sup>st</sup>, 2021 having completed 25 years of service. A job description will have to be written for that position. Bill Katchen will help with that. ED Marra would like to have someone onboard February 1<sup>st</sup> to be with Fran for last 2 months of fiscal year and first two months of new year – April/May – to see how that process works.

## **OTHER BUSINESS**

Chairman Harper said Commissioner Fairman brought up election issues recently. ED Marra and Chairman Harper have discussed voter registration – deadline October 13<sup>th</sup>; something can be done in each of the buildings before then. A note can go out to everyone offering them that before the deadline. Board of Elections should have ballots in some time next week. Perhaps on a Sunday afternoon in Community Room of each building, assistance could be provided to a resident with their vote by mail ballots, and have Board of Elections there – ballot could be taken straight from voter and received as using USPS or other option. ED Marra will look for a date for that.

Town of Secaucus has arranged through Walgreen's on Tuesday, October 6<sup>th</sup> to offer residents in our buildings flu shots. Notice is going out Monday. They must register for it; fill out form; come down with Medicare card and can get flu shot on Tuesday, October 6<sup>th</sup>.

Chairman Harper said Commissioner Fairman mentioned at last Leased Housing Meeting to make a motion to donate \$1,000 to Secaucus Emergency Food Pantry. Please write a check and get to Lisa today.

**ADJOURNMENT – 7:30 P.M.**

Motion to adjourn made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Fairman.

VOTE: AYES/All Present Commissioners (7)

Respectfully submitted, Deborah L. Alvarez – Secretary/Transcriber