

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

October 27, 2022

Condensed transcription of taped minutes from Thursday,
October 27, 2022, Impreveduto Towers, 600 County Road,
Secaucus, New Jersey.

Chairman Michael Harper called meeting to order.

ROLL CALL

Present:

Chairman Michael Harper
Vice-Chairman Michael Schlemm
Commissioner Richard Fairman via Zoom
Commissioner Patricia Mondadori
Commissioner Carmen Rivera

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

Absent: Commissioner Raj Pardasani
Commissioner Antonio Suarez

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 12, 2021. This body wishes to advise you in accordance with N.J.S.A. 26:3D (Smoking in Public Buildings), smoking is prohibited while this body is in open or closed session.”

INFORMATIONAL

ED Marra announced that the Brick Housing Authority (BHA) has passed a resolution giving Jake Naszimento, a 3-year contract as Executive Director of BHA.

FLAG SALUTE

APPROVAL OF PREVIOUS MEETING MINUTES – September 29, 2022

Minutes were corrected to read at ROLL CALL: **Chairman Michael Harper**
Vice-Chairman Michael Schlemm.

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

VOTE: AYES/All Present Commissioners (4) Abstain: Fairman
Absent: Pardasani/Suarez

PAYMENT OF CLAIMS – October

Commissioner Mondadori: Optimum Flooring – various locations? ED Marra:
Amount of money paid as they were redoing apartments during turnovers; had
a small job at The Elms also.

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

VOTE: AYES/All Present Commissioners (5) Absent: Pardasani/Suarez

FINANCE COMMITTEE

Money moved to CDs; taken money from TD Bank or MNM. Took money from
Acct #4 and IDRR Money Market Acct putting that into two (2) 9-month CDs --
\$750,000 and other \$500,000 – interest is 2.47%. 18-month is for 2.25%.

1. RESOLUTION #2022-30 – AUTHORIZING DISPOSAL OF SURPLUS PROPERTY.

RESOLUTION 2022-30 **(AUTHORIZING DISPOSAL OF SURPLUS PROPERTY)**

WHEREAS, the Housing Authority of the Town of Secaucus is the owner of certain
surplus property which is no longer needed for public use; and

WHEREAS, the Board of Commissioners are desirous of selling said surplus property in
an “as is” condition without express or implied warranties.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners for the
Housing Authority of the Town of Secaucus in the County of Hudson as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals.com pursuant to the
Authority’s participation in Sourcewell cooperative purchasing;

The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available at <https://www.sourcewell-mn.gov>;

- (2) The sale will be conducted online and the address of the auction site is govdeals.com;
- (3) The fee charged by GovDeals is seven and one-half (7 ½%) percent of the gross sale receipt with no listing charge or advertising charge;
- (4) A list of the surplus property to be sold is as follows:

Product	Make	Model	Serial Number
Rheem	Ruud	EGSP20	Q162113775
Rheem	Ruud	EGSP20	Q162113739
Rheem	Ruud	EGSP20	Q162113769
Rheem	Ruud	EGSP20	Q162113751
Rheem	Ruud	EGSP20	Q162113772
Rheem	Ruud	EGSP20	Q162113755
Rheem	Ruud	EGSP20	Q162113774
Rheem	Ruud	EGSP20	Q162113782

- (5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (6) The Executive Director is authorized to set minimum bids, set reserves below which bids will be rejected, set bidding increments, group items for sale by lots, and the right to accept or reject any bids submitted.
- (7) The Executive Director sets the auction date.

ED Marra has been around buildings with new maintenance men; working on Right To Know List, trying to inventory chemicals and paints at SHA so ready for next year's inspection. At 600 County Avenue SHA ordered in 2021 too many 20-gallon hot water heaters. 80 were ordered; due to a lack of communication – there are 12 units in this building that don't use 20-gallon heaters; they use 30-gallon hot water heaters, which we have correct amount as we ordered them. We have 16 20-gallon H/W heaters. As we've just replaced them all, now unlikely that many will break. 8 will be sold through govsales.com. Commissioners have in their packets a note we will start sale at \$460, what SHA paid for them back in 2021. The Elms has electric H/W heaters, but are 206 volts. It is a bidding site. They have to pick them up – no delivery. Commissioner Mondadori: Ask the Mayor to put on Facebook.

Motion to approve made by Commissioner Rivera; 2nd by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (5)

Absent: Pardasani/Suarez

PROFESSIONAL SERVICES COMMITTEE

In December, we will have some information from Lee Mestres, who will give us a proposal for architectural engineering services for interior painting of The Towers; hiring him to draw up bid and spec to paint some time in 2023.

PERSONNEL COMMITTEE

Two men were hired at last meeting.

POLICY COMMITTEE

NON-SMOKING POLICY

Emails sent to all Commissioners Monday. ED Marra wrote to 3 different organizations/people – contacts at HUD. Email returned from HUD dated August 1st with resources for SHA to look at; printed out and have been reviewed but not provided to Commissioners as it's a lot of paperwork.

Also wrote to JIF; letter included to you, but not heard from JIF as of October 27th. I'll follow up with Steve Sacco next week or Tracy Lopez, copied on that, asking if they had any information/guidance that they could provide to SHA.

Chose 17 Housing Authorities to write to as they are similar to SHA in terms of size, hoping that most might actually respond to us. Many of these EDs I know and sample letter was enclosed to Commissioners; giving EDs 3 questions to answer. Basically, they were about their best practices – hunting out smokers, violators of policy; their experience of did they evict anyone for that – we've had this talk before about other counties, but not happen in Hudson County; lastly, did they engage with any outside resources to further engage smoking residents with education or health information about this.

Today/tomorrow Joe Junewicz is inspection all 100 units – 50/50 – next week SHA hired a company to inspect 100 units at The Elms. With Joe and that company next week, they've been instructed that if you enter someone's apartment and you EITHER witness evidence of smoking or AN ORDER of smoking it needs to be reported back to me so we can follow-up with them to see why do we see this evidence or why did Inspector smell smoke when he entered your unit. Joe is inspecting 600 County Avenue – doing 50 units today/50 tomorrow. Company hired that I see at NJNAHRO meetings. SHA has only 2 maintenance men qualified to inspect buildings: Ronnie & Joe. Adam will be with this person for 50 units and Stephan with him for other 50 at The Elms so they will learn what inspection is. After a year here we will send them for training to learn how to do it. Monday & Tuesday, Inspection will be at The Elms.

COMMISSIONER MONDADORI: What are the chances of them actually admitting that they smoke? ED MARRA responded, it depends on evidence – an ashtray. Men have an iPhone on them so can take a photo. Physical evidence – how can you say you don't smoke when we're taking a photo of ashtray. Smoking smell is when we get into -- I was outside and it came in on my clothes, etc. Tenant now needs to know SHA is watching them and to pay attention and smoke outside. We are aware you smoke and I've now come to give you your verbal warning. Next warning will be written. Inspector coming next week is new to SHA and if he comes in and smells it and Adam will be with him.

Commissioner Fairman asked for names of Commissioners on Policy Committee.

ED MARRA: Chairperson, Pat Mondadori and Carmen Rivera. There was meeting during formulation of Smoking Policy; met during formulation of when Lease was modified, which also had elements referring to Non-Smoking Policy and now in there, but not met since April when event occurred in The Elms.

COMMISSIONER FAIRMAN: Have there been any recent in last 60 days enforcement actions? ED MARRA: In June 2022 when exterminator here, I was with him at The Elms; went into 2 units; smelled smoke. Then went back to those people since first time in those units I smelled smoke; put them on record I was here; this is your verbal warning not to smoke. Since then we've been in units during other rounds of extermination every other month. Now when we're in inspecting for about 15 minutes, it will be a good opportunity. Residents are noticed that we are coming.

Commissioner Fairman shared his views regarding length of time Non-Smoking Policy has been discussed; risk to others that do not smoke; wishes to meet with Policy Committee, professionals, etc. to help shape a more accelerated time table to completing work that has been commenced; to make a motion at December meeting regarding timeliness of policy review, including immediate interview and engagement of special Counsel to review existing policy with recommendations to improve enforcement actions and fulfillment of policy and related legal matters. It was articulated at July meeting. Also want to propose a motion to make Impreveduto Towers a smokeless property, residency only available to non-smokers. Possibly another motion to transition The Elms property to offer residency to smokers on top 2 floors only; establish a transition and migration plan to be completed by March 2024. All addressed to safety risk; health risk and property risk. ED Marra will speak with Commissioner Fairman on Friday and Committee after November 8th, but before Thanksgiving to meet before December meeting.

BUILDINGS & GROUNDS

2. RESOLUTION #2022-31 – AWARD OF CONTRACT TO NORTHEAST ROOF MAINTENANCE COMPANY FOR REMOVAL AND REPLACEMENT OF 3 SMALL ROOFS AT 600 COUNTY AVENUE.

Discussed at September 29th meeting; Lee Mestres provided SHA with letter of recommendation behind Resolution; 2 bidders came in.

**RESOLUTION 2022-31 - (RESOLUTION AWARDING THE CONTRACT FOR
REMOVAL AND REPLACEMENT OF THREE ROOFS
AT IMPREVEDUTO TOWERS)**

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) has determined that it needs to procure services for the removal and replacement of three roofs at 600 County Avenue; and

WHEREAS, SHA has published in the newspaper an invitation to bid; and
WHEREAS, the SHA received bids from two (2) bidders on September 28, 2022;
and

WHEREAS, on the public opening of the bids Northeast Roof Maintenance, Inc. of South Amboy, NJ with a bid of \$92,804 was found to be the lowest responsible bidder pursuant to both N.J.S.A. 40A:11-2 and N.J.S.A. 40A:11-4;and

WHEREAS, the bid submitted by Northeast Roof Maintenance, Inc. has been reviewed by the Habitech Architecture who recommended the contract be awarded to Northeast Roof Maintenance, Inc.; and

WHEREAS, the bid submitted by Northeast Roof Maintenance, Inc. has been reviewed and deemed by the SHA to be both responsive and conforming with all requirements set forth by the New Jersey Public Contracts Law, the bid specifications and the invitation to bid,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the SHA hereby finds that the contract for the above captioned work items as described in the bid specifications and drawings, be awarded to Northeast Roof Maintenance, Inc. in the amount of \$92,804; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorize and direct the Executive Director of the SHA to execute said contract and take any and all necessary administrative actions to implement this Resolution.

Motion to approve Resolution #2022-31 made by Commissioner Rivera; 2nd by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (5) Absent: Pardasani/Suarez

Excel Elevator & Escalator was to begin work right after Labor Day. SHA talked with them all of October to provide SHA with start date; work plan. Meanwhile, we meet Northeast Maintenance last week to get ready to sign contract.

Northeast and Excel tell me yesterday, yes, ready to start Monday, October 31st. I send email to Excel – both want to start; just want to have conference call to make sure we understand what's going to happen.

Northeast tells me in their email, if they start on 31st of October, weather permitting, they will have completed job by November 11th. Great for SHA!

Excel Elevator basically admitted finally, that there's a manpower issue, why they have not started work here. Longer they take, longer job gets pushed out. They also had contract that stated they need to do job in 365 days. 365 days started perhaps in June 1, 2021, but they are hard pressed to meet 365. They are supposed to send work plan tomorrow; we'll go over with architect and engineer – Coppa Montelbano – but I'm concerned they haven't started anything yet. Excel was only company that bid on the job. If we start process over again, it will take a while.

Removal and replacement of EIFs at 777 Fifth Street – **grant announcement**. This was email from Hudson County Community Development Block Grant Program telling SHA about money awarded – about \$90,000 – all information sent to Lee Mestres. Lee said based upon timing of this, SHA would go out to bid in January, if we wanted to start in May, in order for contractors to hold their price. SHA has this \$90,000; \$149,000 back from PHADA NAHRO law suit against HUD – almost extra \$250,000 towards this project; having saved about \$900,000. By the time this actually gets started, pay some money, SHA should have significant amount of money saved up for this. Doing whole building can be within budget SHA has.

Most likely at December's meeting, Lee Mestres will join us via zoom, giving a presentation to people in audience about this project. We will come back after awarding contract to them, going over project with residents, to help them understand it all. Many are frustrated and don't understand why not painting or changing rugs – as we are waiting for this project to happen first.

Project completed with removal and replacement of 84 apartment doors at 600 County. Resolution tonight -- #2022-32 – Change Order totaling \$760, having to do with some issues about preparing locks to work with existing keys. \$15/lock was wanted -- \$1,260. We already had \$500 allowance in project, so this resolution is asking for Commissioners' consideration to pass tonight.

RESOLUTION 2022-32 - RESOLUTION AUTHORIZING CHANGE ORDER #2 OF \$760 TO GEOCON INDUSTRIES FOR THE REMOVAL AND REPLACEMENT OF APARTMENT ENTRY DOORS AT 600 COUNTY AVENUE.

WHEREAS, on April 28, 2022 the Secaucus Housing Authority Board of Commissioners approved Resolution 2022-24 which awarded a \$107,000 contract to Geocon Industries, Inc. (The Contractor) of South Amboy, NJ for the removal and replacement of 84 apartment entry doors at 600 County Avenue, Secaucus, NJ; and

WHEREAS, after the work commenced and completed the following areas required a change order:

- 1) Additional costs was incurred for preparing the locks to work with existing keys. The cost for the Change is \$15.00 each lock or \$1,260 for 84 doors.
- 2) As there was a \$500 allowance in the project, the total cost of the change order is \$760.

WHEREAS, this request has been reviewed by Lee Mestres of Habitech Architects and the SHA's Executive Director.

NOW, therefore, be it resolved by the Board of Commissioners of the Secaucus Housing Authority that Change Order #1 be approved

- 1) The Executive Director be and hereby is authorized, empowered and directed to execute and deliver agreements and expend the authorized funds
- 2) The Executive Director be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing;

Motion to approve Resolution #2022-32 made by Chairman Harper; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5) Absent: Pardasani/Suarez

HOUSING CHOICE VOUCHER PROGRAM – August/September 2022

SHA in mid 240s of total vouchers using – a testament to Linda Fanning and Angie Oliveros doing a very good job managing that Program.

CORRESPONDENCE

Commissioners received copy of memo written to Maintenance re: hiring Oscar and Stephan. For their 1st 2 weeks on the job they floated from building to building to assimilate themselves to buildings, get to know maintenance men.

Oscar has begun painting a unit @ The Elms; 2 turnovers for November. Back at Towers Monday to paint unit turnover here; purchased one example of flooring that he will lay here in that unit – LBT from Home Depot/25 cases. When all said and done, cost of how many hours he worked to paint these units; how much spent on paint, how much paint used; how much spent on flooring; how many hours to put down flooring; ripping up of flooring. So there is comparison from them to outside contractors. We will submit our RFPs out this year for normal services: painting, flooring, plumbing, etc. These 3: Stephan, Oscar, Adam – are doing things that in the past would ask if contractor could do – these 3 say they know how to do it, and are doing it. Stephan changed hot water heater with John O'Connor; now ready to change final 8-9 in this building/handicap units. Perhaps after 1st of year go back and change 50 that are 10-years old or older still in The Elms.

PHA Web going to have a conference 3rd week of April at Mohegan Sun; 4th week of April is NJ-NARUC Conference in A.C. In January when conference resolution is submitted, I will put this PHA Web to office people, have 2 people go to this one; 2 people go to NJ-NARUC Conference as well.

REMARKS OF CITIZENS

LINDA CROWLEY – #304 - Thank you for new doors in building; thanks also for slop sink in Laundry Room. Are new benches ordered for outside? Three men are so nice.

ED MARRA: New benches ordered; vestibule/cube area when you come into building – cracked window on one side; other side a window and frame is rotted out – will be changed.

LINDA: At The Elms on 4th floor, they have new carpeting where fire was and it's beautiful. I noted every floor at The Elms has a TV. ED MARRA: New TV will be here. At The Elms 50 years ago TV on every floor in the middle – basic Comcast. Perhaps 3-4 years ago Mayor sent 5 flat screen TVs for The Elms lobby; they were installed. They've had TV in their lobby since day they opened. She mentioned to son of new neighbor about smoking in front of building. ED MARRA: It will become monthly or bi-monthly notice to residents – in Spanish, English – need to follow no smoking policy – you are responsible for visitors. If they are smoking in wrong spot, it will come back to tenant and will be the one who suffers consequences.

Commissioner Mondadori asked if there are other languages spoken at SHA. ED Marra answered Korean and Japanese people. Most material sent out is in English and Spanish. Most Asian residents here have a good knowledge of English. Everything is translated now.

COMMISSIONER FAIRMAN: In July or August meeting about apartment matter, it was discussed that letter would be submitted to local Prosecutor apprising them of the matter. Has that been done? ED Marra said no, but it will be sent. Letter re: person we terminated as one who participated in program and to the landlord. Commissioner Fairman asked if ED Marra's compensation package has been approved. ED Marra stated approved at June meeting; will email more to Commissioner Fairman; at end of meeting it was stated there would be a discussion about whether or not there would be additional compensation.

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (5)

Absent: Pardasani/Suarez