

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

DECEMBER 7, 2023

THIS IS CONDENSED TRANSCRIPTION OF TAPED MINUTES TAKEN ON THURSDAY,
DECEMBER 7, 2023 AT THE ELMS, 777 FIFTH STREET, SECAUCUS, NEW JERSEY.

Executive Director Christopher Marra called the meeting to order.

ED Marra explained Commissioners arrived early this evening to visit finished Apartment #405. New tenant will move in January 1, 2024. They also visited Vinny's apartment on 5th floor to see what 3 windows looks like after new construction.

ROLL CALL: PRESENT:

Vice-Chairman Michael Schlemm
Commissioner Raj Pardasani
Commissioner Richard Fairman
Commissioner Patricia Mondadori
Commissioner John Bujnowski

Also Present: Executive Director Christopher Marra
Stephen Natoli, Esq., Counsel to the Authority
Lee Mestres, A/E - Habitech
William Katchen, CPA to the Authority

Excused: Michael Harper/Antonio Suarez

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OPEN PUBLIC MEETINGS ACT

“Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of an 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, 2022. 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

APPROVAL OF MINUTES OF SEPTEMBER 28, 2023 – REGULAR SESSION

Motion to approve September 2023 minutes made by Commissioner Mondadori; 2nd by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (5)
Abstain: Fairman

Excused: Harper/Suarez

PAYMENT OF CLAIMS FOR OCTOBER & NOVEMBER 2023

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

VOTE: AYES/All Present Commissioners (5)

Excused: Harper/Suarez

REMARKS OF CITIZENS

MRS. BOURBON - #417 – She caught 3 mice already and there are 3 more running in the hall on 4th floor. Someone has seen mice on 6th floor as well. 2nd floor there was 3-4 mice as well. ED MARRA: Exterminator has been here for that and trying a new device that Adam bought. Tomorrow (Friday) exterminators will be here on regular schedule, but must inspect for mice and to leave “stuff” for mice. He has heard about mice over the past 2 weeks, and knew mice were around at beginning of construction. If necessary, exterminators will come back next week.

2023 PROJECT AT THE ELMS – REMOVAL & REPLACEMENT OF EIFs AND WINDOWS AT THE ELMS

1. RESOLUTION #2023-24 – CHANGE ORDERS 1-6 TO ORIGINAL CONTRACT (LEE MESTRES)

ED MARRA: Commissioners have in front of them a memo ED Marra wrote with Lee's review along with Change Orders included and Resolution #2023-24 for Change Orders 1-6 to original contract. Lee will talk about Change Orders and status of project to date.

LEE MESTRES: 6 Change Orders on project. When project bid façade was split into 4 different pieces, not sure if SHA would have enough money to do all 4. Originally, contract signed to A, B, C facades. SHA able to secure additional funding allowing to effect C/O to \$551,000 to add Elevation D bringing cost to \$1.86 million contract amount. Some unforeseen conditions arose when construction began; adjustments needed to be made to specifications.

C/O #2 regarding horizontal joints – in spec we called for vertical joints and some horizontal joints, but because of nature of construction of building, which wasn't known until wall opened up, additional joints requiring a greater amount of movement were needed in order to get warranty SHA needed. Contractors original submission for that C/O was originally \$59,532; we negotiated with him, got it reduced to \$49,610.

C/O #3 based on drawings of addition there was batt insulation in walls of building, as what was indicated was there. Contract documents indicated to contractor to remove any damaged insulation when existing EIFs system, replace it with new insulation, putting in a number to do that work guessing, based on their experience doing the work, how they would have to do. Turned out there **is no insulation or batt insulation**. They installed new insulation, which they did not budget for. C/O is for \$36,300, originally giving SHA a cost of \$43,560, getting them down to \$36,300. Running numbers for square footage of building that equaled based on their – was about \$3.00/per square foot cost – about 50% of the building, not billing for work they had already included in the contract, just additional work.

C/O #4 – in bid documents we detailed metal window systems by Crystal Windows; also had in there ability for contractor to substitute Anderson 100 Series Window in case they could get more competitive price. Problem with Anderson Window is its depth is different than Crystal Window, so inside of window openings had to be framed out with wood to finish opening that wasn't foreseen moving forward with that window. Amount: \$24,771.12 is less than if we went with Crystal Windows.

C/O #5 and #6 – Two additional Change Orders. In order to keep price down for 2nd bid, certain windows were eliminated from job that were either protected by overhangs (entry areas where balconies are) or not directly involved with tenants' units. Hoping to get job within scope. Original Crystal Window was bronze; new Anderson Windows are only white. Ground floor remaining bronze windows would not be esthetically displeasing because it's uniform all across ground floor. Up and around entry area on upper levels having windows remain bronze, while those adjacent are white, while not unacceptable would certainly stand out. Contractor was asked to give SHA quotes to replace those windows as well. Some are within EIFs system being replaced; added benefit to replacing the windows is you get an uncompromised marquee installation process.

One reason we're here is because when those windows were replaced a while back, they were replacement windows put into an existing EIFs system; very difficult to get flashing correct so they don't leak. They are under a protected area so probably don't get a lot of rain water on them, but now incorporating those there should be no concerns regarding leaks and EIFs warranty is in place for all windows.

All C/O total \$769,709.92, bringing new project cost to \$2,078,709.92. When Chris and I going through these and possibility to seek additional funds from original banks SHA went to to try to make up difference to get entire building done, which brought us to request additional \$218,709.92 funding to cover it. At this point in job, no additional Change Orders are contemplated. Building is quite far along, and fortunate with weather to allow them to continue working. We are on track. If you come up with this money, it would be worth the investment for building long-term. Contractors don't have date for completion, as it is weather-based. I can reach out to them to find out their thinking. I spoke to John Buckalew a month ago; John said yellow board on building with green tape and sealant can stay exposed to weather for over a year without any compromise to system, any water leakage and it won't affect warranty once job is completed. If area gets into a 3-month cold snap with quarter of building left unfinished, once weather improves and complete it without any jeopardy to warranty. They ensured me there would be no increase in cost because they believe they have all the materials. All work inside building has been completed, just exterior work at this point.

There will be for window Change Orders, there are 3 units that are near balconies where you walk down hallway to get into unit; there are 3 windows in hallway that are above or look out onto balcony – they are part of Change Order. They would just get into that access hallway not in their living space. Commissioner Fairman asked if there were any supply chain issues. Lee didn't believe so, that they have all their materials at this point either on-site or installed; now they are applying stucco and then finishing colors; not sure if they started work on roof parapet capping.

Lee asked if Chris and SHA staff can begin monitoring energy use at The Elms now with increased insulation value on outside of building. Interesting to see how energy use is affected as weather turns cold.

ED MARRA: Informed Lee he showed 4 Commissioners #405 and then to 5th floor unit to see work, i.e. windows, what they look like in apartments: Commissioners Fairman, Schlemm, Pardasani and Harper. 5th floor residents very happy with their windows. V/C Schlemm said millwork and windows looked great.

LEE: Contractor had manpower to tackle this job. They've gone above and beyond using lot more material based on John Buckalew's recommendations to keep building sealed before getting actual finish coats up. They've spent more than anticipated and worked well with SHA, very professional throughout the entire process.

V/C SCHLEMM: In meeting with owner's son and CFO, they met all the expectations that they laid out that day, correct? LEE: Yes, absolutely. One difficult thing is behind building and courtyard where they did much staging, there will be some landscaping restoration work that they'll have to do to make it look decent, which they can finish end of December or January and come back in spring when work can be completed.

(7:30 P.M. - At this point in the meeting, Lee Mestres left the zoom portion.)

RESOLUTION #2023-24 – CHANGE ORDERS 1-6 TO ORIGINAL CONTRACT

(SHA not secured additional funding, which is Resolution #2023-26. After B&G had their meeting, Bill Snyder meets with Secaucus Affordable Housing Board next Wednesday. We are passing Motion to amend loan {#2023-26} and his Board has the funds, but amendment gets done at SHA that we approved additional \$218,709.92.)

COMMISSIONER FAIRMAN: Have they advanced any money to SHA to date: ED MARRA: On Tuesday, December 12th, Mayor & Council at a regular Town Meeting have on their bill list a line item that says "**Secaucus Housing Authority - \$450,000**" That is how much was put in for at beginning of November, hoping to get money at November 28th meeting, but pulled off bill list as Gary Jeffas wanted to make sure no special requirements were required. Town CFO said no, as long as application was in order, Gary could put on bill list and pay it. They don't know exact amount, but know it's on list.

RESOLUTION 2023-324

(Resolution authorizing Change Order #1 through 6 of \$769,709.92 for Blackstone 360 LLC for the Removal and Replacement of EIFS, Windows and AC Sleeve at 777 Fifth Street

WHEREAS, on June 28, 2023 the Secaucus Housing Authority Board of Commissioners approved Resolution 2023-18 which awarded a \$1,309,000 contract to Blackstone 360, LLC. (The Contractor) of Newark, NJ for the removal and replacement of EIFS, Windows and AC Sleeves at 777 Fifth Street, Secaucus, NJ; and

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

Change Order #1 - \$551,000 – This change order was for the final side of the building and for the full contract of \$1,860,000. This occurred after the approval of the loan from the Affordable Housing Board

Change Order #2 - \$49,610 – Installation of horizontal joints as necessitated by material vendor on approved Submittals, this detail was not included as part of the bid drawings specifications

Change Order #3 - \$36,300 Supply/installation of batt insulation for all exterior wall cavities, as the bid drawings/documents indicated there were only select areas requiring replacement of batt insulation; however upon demolition of existing exterior wall assembly it became clear that there is no batt insulation in any exterior wall assembly on the project.

Change Order #4 - \$24,771.12 – Supply installation of wood trim around the window opening inside the units, as the bid drawings/documents do not reflect the field dimensions/conditions.

Change Order #5 - \$65,267.40 – Supply/installation of additional windows, along with the ancillary items, as requested by the A/E. –

Change Order #6 - \$42,761.40 – Supply/installation of additional windows, along with the ancillary items, as requested by the A/E.

Total Change Orders = \$769,709.92

WHEREAS, this request has been reviewed by Lee Mestres of Habitech Architecture 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 through #6 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 made by V/C Schlemm; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (5)

Excused: Harper/Suarez

FINANCE COMMITTEE

2. RESOLUTION #2023-25 – APPOINTMENT OF CHRISTOPHER MARRA AS FUND COMMISSIONER TO NJPHAJIF

WHEREAS, the Secaucus Housing Authority (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND Commissioner to represent and serve the Authority as it's representative to said Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Secaucus Housing Authority do hereby appoint Christopher Marra as its FUND Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2024.

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 7, 2023.

Christopher W. Marra, Executive Director

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

VOTE: AYES/All Present Commissioners (5)

Excused: Harper/Suarez

3. RESOLUTION #2023-26 – ADDENDUM TO LOAN FROM THE SECAUCUS AFFORDABLE HOUSING BOARD

RESOLUTION 2023-26

(Resolution authorizing the Secaucus Housing Authority to amend loan agreement for an additional \$218,710 with the Secaucus Affordable Housing Board)

WHEREAS, the Housing Authority of the Town of Secaucus (hereinafter referred to as SHA) had determined that it needs to procure services for removal and replacement of EIFS, windows and A/C sleeves at 777 Fifth Street (hereinafter referred to as The Elms); and

WHEREAS The Elms is a 100-unit apartment building which opened in 1975. It is for seniors 62+ and disabled; and

WHEREAS, on the public opening of the bids Blackstone 360, 570 Broad Street, Newark, NJ with a bid of \$1,860,000 for 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 SHA submitted an application to the Secaucus Affordable Housing Board (hereinafter referred to as SAHB) for \$450,000 of financing that would fund the entire project; and

WHEREAS, the SAHB at their July 8, 2023 meeting approved a loan of \$450,000 to the SHA for the removal and replacement of EIFs, windows, and A/C sleeves at The Elms; and

WHEREAS, said loan is to be provided to the SHA under terms that allow the loan to be forgiven in ten (10) years, so long as the SHA keeps the property affordable; and

WHEREAS, Blackstone 360 has submitted \$218,709.92 in Change Orders:

Change Order #2 - \$49,610 – Installation of horizontal joints as necessitated by material vendor on approved Submittals, this detail was not included as part of the bid drawings specifications

Change Order #3 - \$36,300 Supply/installation of batt insulation for all exterior wall cavities, as the bid drawings/documents indicated there were only select areas requiring replacement of batt insulation, however upon demolition of existing exterior wall assembly it became clear that there is no batt insulation in any exterior wall assembly on the project.

Change Order #4 - \$24,771.12 – Supply installation of wood trim around the window opening inside the units, as the bid drawings/documents do not reflect the field dimensions/conditions.

Change Order #5 - \$65,267.40 – Supply/installation of additional windows, along with the ancillary items, as requested by the A/E.

Change Order #6 - \$42,761.40 – Supply/installation of additional windows, along with the ancillary items, as requested by the A/E. which were reviewed by Habitech Architecture and the Executive Director and submitted to the Authority's Commissioners for approval; and

WHEREAS, the Commissioners approved those Change Orders at its December 7, 2023 meeting:

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners are seeking to amend their application to the AHB for an additional \$218,710, based upon the total cost of the project \$2,078,709

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 made by Commissioner Fairman; 2nd by Commissioner Bujnowski.

COMMISSIONER FAIRMAN: What if SHA wouldn't get the money? ED MARRA: Would talk to Bill Katchen and figure out how SHA would pay the money.

VOTE: AYES/All Present Commissioners (5)

Excused: Harper/Suarez

WILLIAM KATCHEN, CPA: Policari & Company, accounting auditing firm, prepared SHA audit for y/e 3/31/2023. Report includes 3 separate reports: their opinion on SHA financial statements; report on government auditing standards and report on specific compliance with HUD requirements. All 3 reports were "clean" – no exceptions, no issues. Finance Committee met with Policari, had no management comments. From finance standpoint, SHA results of operations in total for year had an increase of revenue over expenses of \$579,721, that includes depreciation expenses of \$271,000, which is an expenditure. Actual net income when depreciation is added back is over \$800,000, but SHA also had principle on debt, which was \$57,000 – subtracted from that and also using mostly R&R restricted assets incurred \$667,454 in capital projects. Balance sheets reflect \$4.8 million; current liabilities of \$496,000; about 9/1-2% current ratio coverage is excellent. SHA has adequate cash to cover in case government shut down to cover operations of SHA.

There was deficiency in HAP funding, a good thing, as ED Marra was able to lease up more voucher units where SHA almost at maximum allocation. HUD will catch up next year, SHA made whole on that. COMMISSIONER PARDASANI: On Page 2 - \$1.7 million in current assets. MR. KATCHEN: \$1.66 vs. 39? Majority of that generated by investment of funds moving from short term to longer term over 90 days. Men who write regulations said you have to account for any leases you have in a different manner. Balance sheet is blown up to point where you set up Receivable Over Time, how much you're going to get from antenna leases, set up as Deferred Revenue, then recognize interest and revenue over a period of time. It doesn't mean anything, but does cause Balance Sheet to change a little bit. New receivable this year is Operating (inaudible) current portion \$25,000; long-term portion 3-20; that is extra \$345,000 of receivable in past would have been recognized annually as you received lease payment.

COMMISSIONER FAIRMAN asked Mr. Katchen about meeting with Policari and team, question rose regarding compliance with regards to Bogota loan agreement; who calculates numbers and tests numbers to make sure SHA in compliance? MR. KATCHEN: Principal one is debt service which has some twist to it; backing out vacancies or adding back, but Policari said they tested compliance with it and you had debt service coverage. ED Marra is required to submit to bank, which he did. COMMISSIONER FAIRMAN: Those discussions Policari had with bank regarding testing of numbers proved to be satisfactory.

4. RESOLUTION #2023-27 – ADOPTION OF FY23 ANNUAL AUDIT 3.31.23 & AUDIT REVIEW CERTIFICATION (WILLIAM KATCHEN)

RESOLUTION #2023--27

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 3/31/2023 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 & quot; General Comments & quot; and & quot;

Recommendations & quot; 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 & quot; General Comments & quot; and " Recommendations & quot; 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 3/31/23 and specifically has reviewed the sections of the audit entitled & quot; General Comments & quot; and " Recommendations & quot; 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 Do hereby certify that the foregoing Resolution is a true and correct copy Of a resolution adopted a regular meeting Of the Board of Commissioners held on December 7, 2023.

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

VOTE: AYES/All Present Commissioners (5)

Excused: Harper/Suarez

ED MARRA: Commissioners have bank account balances through October 31, 2023. Financial statement is through September 30, 2023 – all done by Mr. Katchen's office. V/C SCHLEMM asked about 3 CDs – will they be rolled over? ED MARRA: 18-month CD matures 1-26-24 at Bogota Savings, probably will be rolled over. TD Bank and Havens Savings – they were closed out in order to pay 3rd bill to Blackstone 360. Bayonne Community Bank and Valley are left, which expire in July 2024; out of Account 3110 – where all HAP money goes each month. They'll be looked at in July. Bogota at 5% now. SHA received a Letter of Credit from Bogota Bank.

COMMISSIONER PARDASANI asked about \$683,000? MR. KATCHEN: This is replacement of non-expendable equipment, negative number. The 6-83 – look at top **Reserve & Replacement Reimbursement 8-57** – those are costs – the \$683,000 that were funded from Reserve & Replacement. COMMISSIONER FAIRMAN: Thanked ED Marra and Mr. Katchen for protecting SHA regarding deposit cash sorting and FDIC limits; secondly, is by mechanisms they put in place, it has reduced reliance on Bogota and Letter of Credit and management and concerns as to the coverage of that and mechanical operations of it.

PROFESSIONAL SERVICES COMMITTEE

SHA going out to bid for Legal, Accounting and Audit.

PERSONNEL COMMITTEE

Reminder that current labor contract expires 3.31.24 and will speak to Ronnie and Linda for their requests right after the holidays. Town of Secaucus contract does not expire until 12.31.24 as they gave out a 4-year contract last time. SHA is doing also 3% or \$2,000.

POLICY COMMITTEE

There is no fact sheet for Commissioners. HOTMA and NSPIRE – HOTMA is a significant change to way Authorities are going to potentially look at residents both in voucher program and in senior buildings and how their rent is calculated. Most significant change, but not yet fully explained, especially people coming into the building, is idea for 1st time, there is an “asset cap”. ED Marra explained changes re: funds a person is allowed, and has been accepted, no rules about assets. Irrevocable Trust might be used. A person with \$400,000 in bank account will not be eligible to apply to live here; not taking effect until 1-1-2025, but if on list in 2024, and name comes up on 2-1-2025 with that money, you might be declared ineligible. Current tenants are grandfathered. Mr. Katchen added there is Over Income Regulations.

NSPIRE is another thing we've sent to HUD, but not starting here until 10-1-2024. Housing Quality Standards and HQS inspections have been discussed. HQS inspections once a year for people on Section 8; done when an apartment is being rented; that is going away and new protocol – NSPIRE – coming into play. Real problem with NSPIRE is SHA has vendor PHA-Web. Unless PHA-Web updates their software so when people are in the field doing inspections, which looks like NSPIRE inspection, we can't do it. How do we put in the system and upload that inspection to HUD. Email sent from us to HUD stating SHA not ready to do this by 10/1/2024 – hopefully, HUD won't have their software updated for this. Staff is beginning introduction to this, and very concerned about asset part. SHA has 275 units; talking about 10% of population living here, if survivor sells house, it would make them ineligible. Amount is \$100,000 for all 50 states – selling home in Iowa is different than selling home in N.J. but HUD made it \$100,000 not adjusting for regional as of right now. Everyone is working on PHA-Web and will require SHA to update Administrative Plan – 267 page document. Nelrod will have to do for SHA at some point.

BUILDINGS & GROUNDS

Memorandum on final cost of interior painting at The Elms and Rocco Towers, basically saving \$15,000 as in original quote SHA had 50 apartments painted, but only painted 31 apartments. \$107,000 bid ended up \$91 or \$92,000 cost. Savings was: if you lived in building For less than 5 years, apartment not painted; not everyone wanted their apartment painted.

OLD BUSINESS & NEW BUSINESS – nothing at this time

Annual meeting schedule there – no meetings in August or November; 4th Thursday of month. No conflict with any holidays. First Thursday next December.

REMARKS OF CITIZENS

ELSA - #610 – Daughter speaking for her: She has problem walking and there is problem with parking. Medical escort parks there (yellow area); it would be good if no one parked there overnight in case someone has to be picked up/dropped off. They say they're allowed to park in fire zone. ED MARRA: No tickets given? A VOICE: Medical escort has a spot. It says 15 minutes on the sign. ED MARRA: If something happens in the street, police in charge.

(Major discussion among many.) ED MARRA: We'll talk to police department/traffic and see if there's an alternative idea to that.

JOE PATRIZZO - #514 – Someone is smoking on 5th floor that comes down from 6th floor. They go out to the window and put cigarette butts in a plant. (Daughter from #610 noted she also smelled smoke on 6th floor.)

ED MARRA: Asked those present about workers and man in charge that visited the tenants' apartments, would someone make a statement about LaBeal and the workers – good, bad?

(Many voices answered they were clean, did clean up, if there was a problem, they came back and fixed it right away. Supervisor was very good also.)

CARLENE - #605 – A/C pulled out, 2nd man came and it was not a major inconvenience (difficulty in hearing her). She wrote a letter on the good job they did. Workers were very concerned about residents.

MS. CRUZ - #211 – Letters were put on doors, but should have been in an envelope. Some have door guards so it can't go under the door. ED MARRA: Yes, it was a mistake and should have been put under the door, not on the door.

ADJOURNMENT: Motion made and passed by all to adjourn meeting. SO APPROVED.