

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

October 24, 2024

This is condensed transcription of taped minutes taken on Thursday,
October 24, 2024 – Impeveduto Towers, Secaucus, New Jersey.

ROLL CALL

Chairman Michael Harper
Vice-Chairman Raj Pardasani
Commissioner Richard Fairman
Commissioner Michael Schlemm
Commissioner Antonio Suarez
Commissioner John Bujnowski

Absent: Commissioner Patricia Mondadori

Also Present: Executive Director Christopher Marra
Stephen J. Natoli, Esq.

OPEN PUBLIC MEETINGS NOTICE

"Adequate notice of this meeting is required by the Open Public Meeting 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, 2023. 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

MINUTES OF PRECEDING MEETING – September 26, 2024 Regular Meeting

Motion to approve minutes made by Commissioner Suarez; 2nd by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (4) Absent: Mondadori
Abstain: Commissioner Bujnowski/Commissioner Schlemm

ED Marra informed Commissioners Closed Session Minutes of 9/26/2024 were not yet available.

PAYMENT OF CLAIMS – October 2024

Motion to approve bill list made by Chairman Harper; 2nd by Commissioner Pardasani.

Commissioner Pardasani asked about \$3,400 bill from Evening Journal. ED Marra: It was for legal notices that are put in Jersey Journal. We will take action on different services at December meeting: new contract for elevator and custodial; that's why its so high. Commissioner Fairman asked about a year-end update on energy use (kilowatthours/dollars) at The Elms, perhaps in December or January. Commissioner Schlemm: There were 3-4 accounts noted with no money value – Haig Service Corp maintenance contract. Also pager service and municipal capital contractor's cost – no numbers. ED Marra: Those 3 are 3 standardized items: Haig has quarterly payment, municipal contract is for copier machines/lease payment we make each month. Pager service – I don't know why number isn't there, but will send everybody that number. Nothing higher than usual. Commissioner Suarez: So, \$223,746 is accurate. ED Marra: Yes.

VOTE: AYES/All Present Commissioners (6)

Absent: Mondadori

FINANCE COMMITTEE

Balances as of 9/30/2024 – look at Account #1 – 8/31/2024 - \$730,000 and on 9/30/2024 - \$512,000 -- \$220,938 taken out of there; 6-month CD @ TD Bank, maturing on 3/5/2025.

Account #4: It was \$657,883 in August; back up to \$927,000 – money in TD Bank – CD matured and back into that account – Housing Choice Voucher; account where there is fungibility, but no flexibility with those funds, can only be used for one source, whereas in Account #1 they can be used for anything. We intend to go back into Account #1 during October/early November and with Provident Bank open up a CD for at least \$200K. Other thing to take note of is: 9-month CD with Bogota Bank maturing on April 3, 2025 – 4.64%, \$43,000. October 11, 2024 – 9 months going forward, we have a 9-month CD \$186,771.86 at 4.69% - one that we renewed at Bogota. Others: Connect One Bank and Valley Bank, BCB. Our balance at end of month - \$3,549,727. Slowly building up our balance.

Only other account to look at is: IDRR Money Market 141. That account has \$302,000 in it. Going back to 1/31/2024 – 9 months – account started with \$17,000 in it. We depleted it in order to fund The Elms project. We're rebuilding that back up for capital fund uses. We have scheduled other things in next few months.

Commissioner Fairman: In view in the market, I would move fairly quickly to find new CD and get it. ED Marra: TD Bank still has rate at 5%, but won't stay long.

(At this point in the meeting, Mr. Natoli entered the room.)

PERSONNEL COMMITTEE

RESOLUTION #2024-24 – HIRING OF MAINTENANCE TECHNICIAN

WHEREAS, the Housing Authority is in need of a Maintenance Technician to fulfill the maintenance duties and responsibilities to keep the Authority's buildings orderly and in good repair; and

WHEREAS, the Housing Authority advertised for this position and received five resumes; and

WHEREAS, the Personnel Committee interviewed three candidates; NOW THEREFORE

BE IT RESOLVED, by Board of Commissioners of the Housing Authority of the Town of Secaucus that Ronald Conroy, Jr. will be offered the position of Maintenance Technician; and

BE IT FURTHER RESOLVED that the starting salary for this position will be \$40,000 based upon a probationary period of six months.

Motion to approve hiring of maintenance technician made by Commissioner Schlemm; 2nd by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (6)

Absent: Mondadori

POLICY COMMITTEE

A legal notice was placed in newspaper. At December meeting we'll adopt new Housing Choice Voucher Program Administrative Plan, book given to Commissioners in 3-ring binder.

As far as Non-Smoking Policy – installation of wifi has taken place at The Elms. WYND is sending me one single device for Apartment #101. It will be placed in #101, go through instructions with me to make sure it's registering in that unit/registering correctly on software. Then they will send WYND will send other 99 units, each one assigned to a particular apartment number. They will be installed during November. December we meet at The Elms, and there will most likely be discussions.

BUILDING & GROUNDS

Lee Mestres and I are meeting with painting and electrical contractors for project at The Elms on 10/30/2024. Public notices published for various services including custodial, elevator, installation of flooring, proposal bids due back on November 7th for action at December 12th meeting. Also published a notice seeking proposals for maintenance consulting contract, due by November 1st.

Planning for Capital Projects in New Budget effective 4/1/2025 – Before meeting in December, memo will be sent out to Commissioners about projects to be considered doing for budget we put together as it's introduced in January. Mr. Katchen comes to my office in December to put it together. Projects include: potential to do flooring in this building; idea that that location out there (indicating) which is patio on top of roof which leaks all the time – we spend money all the time to fix it. Original roof from 1986. When Lee comes on Thursday, we will look at that roof and another as we need to get those specific roofs changed, ultimately patio is reconfigured or no patio, but I'll have Lee talk to us about that. Roofers do not want to take slabs off and deal with them. Idea would be to hire roofer and a "demo company" where they take slabs off and get rid of them. Slabs can't be piled up on roof, not putting them in this room with new floor. Lee will give us some ideas about what we can do up there to keep it somewhat available for tenants to go out there, but in a different configuration.

Two ideas: flooring of common area in this building, since it's been painted; that roof out there (indicating) and some items for Rocco. We're doing things at The Elms now, so nothing special at this time as we're going to paint, plus relay, eventually in 2026 perhaps re-floor in The Elms, especially lobby.

HOUSING CHOICE VOUCHER (HCV) PROGRAM

SHA is 3 vouchers over – at 257 instead of 254. Just updated our waiting list. There are 21 people remaining on waiting list for HCVP. Discussion doesn't mean those 21 will be gone in a month. It will take time to get through them, but I see us opening up list next April/May to get people on HCV list. Commissioner Fairman: Is that 21 higher than last time? ED Marra: We opened list last time in April of 2022, there were 185-190 people. That's how long it takes us to get through list. We try our best to make sure people use voucher, but there are occasions when you give people a voucher, go out to look for apartment, can't find it, voucher expires, they lose their voucher. Some people aren't responsive enough, never contact you again, it expires and don't contact you again. Sometimes we extend the 120 days, if they're close.

REMARKS OF CITIZENS

DEBRA MORRISSETTE - #1202 – This building from 1986; need to paint, take care of outside. There are leaks and in January when I had knee replaced, my ceiling fell down or repaint the building, need to invest money not in closet doors. Take care of outside first, then inside.

Meena Bhavsar – #501 - For two years I'm complaining about bird droppings on my car. Two trees behind my car, I've asked for branches to be cut so the problem will be solved. It is not solved. #2 – There are so many bugs and insects in my apartment. (Photos shown.) ED Marra: Do you speak with exterminator when he comes? Resident: Exterminator said we need 1-2 days, but he doesn't come back. ED Marra: We need exterminator to come back specifically to look at your apartment. He was here 2 weeks ago, but for bi-monthly treatment. Show him those photos of what bugs are in your apartment.

MS. DIAZ - #G.O. 3 – Lives next to emergency generator. Chairman Harper: We are the governing board of the Housing Authority. Maintenance issues should be brought up to Maintenance and the Office; they don't have to be brought here, but you can bring up anything here. Ms. Diaz: The boiler makes a lot of loud noise constantly during the winter. ED Marra: Ms. Diaz lives next to emergency generator. We did bring in GenServe to test that generator. I'll speak with her and you collectively at end of meeting.

Meena Bhavsar - #501 – Birds are dropping on his car even though branches were trimmed back. Could tree be chopped down? It happens year-round. He has to clean it off every day. ED Marra: We will just chop down the tree. I'll call the company.

LINDA CROWLEY - #304 – On weekends, the compactor overflows. ED Marra: I've never heard that complaint at Rocco Towers where there are 8 units on each floor, but we've gotten that complaint constantly in other 2 buildings. I'll speak with you after the meeting. That situation will get resolved shortly.

Chairman Harper reminded people about early voting from 10/26 to 11/3.

(Motion to adjourn and go into Closed Session made by Chairman Harper; 2nd by Commissioner Suarez.)

VOTE: AYES/All Present Commissioners (6)

Absent: Mondadori

**SECAUCUS HOUSING AUTHORITY
RESOLUTION NO. 2024-23
AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Secaucus Housing Authority to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

WHEREAS, the Secaucus Housing Authority has determined that 2 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on September 26, 2024 at 7:50 P.M, and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

1	<p>“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” Subject to the balancing of the public’s interest and the employee’s privacy rights under <u>South Jersey Publishing Co. v. New Jersey Expressway Authority</u>, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are</p> <p>_____</p> <p>_____</p> <p>_____;</p>
---	--

WHEREAS, the length of the Executive Session is estimated to be 10 minutes after which the public meeting of the Secaucus Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Secaucus Housing Authority will go into Executive Session for **only** the above stated reasons;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence
Personnel	Not Known	

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Michael Harper, Chairperson

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON October 24, 2024.

Christopher Marra, Secretary

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (6)

Absent: Mondadori

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber