

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

December 5, 2024

(THIS IS CONDENSED TRANSCRIPTION OF REGULARLY SCHEDULED MEETING TAKEN ON THURSDAY, DECEMBER 5, 2024, THE ELMS, SECAUCUS, NEW JERSEY.)

Executive Director Christopher Marra called the meeting to order.

**ROLL CALL:**

Chairman Michael Harper  
Vice-Chairman Antonio Suarez  
Commissioner 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

**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 13, 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**

**APPROVAL OF MINUTES OF OCTOBER 24, 2024 REGULAR MEETING & CLOSED SESSION FOR SEPTEMBER 26, 2024**

Motion to approve minutes of October 24, 2024 and Closed Session Minutes of September 26, 2024 made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (7)

**PAYMENT OF CLAIMS FOR NOVEMBER/DECEMBER**

Motion to approve payment of claims for November/December made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (7)

**REMARKS OF CITIZENS – nothing at this time**

**COMMITTEE REPORTS**

FINANCE COMMITTEE

1. RESOLUTION #2024-25 – APPOINTMENT OF CHRISTOPHER MARRA AS FUND COMMISSIONER TO NJPHAJIF

**Resolution # 2024-25**

(Resolution appointing Christopher Marra as it's  
FUND Commissioner for 2024 to the NJ Public Housing Authority JIF)

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 its 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 this FUND Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2025.

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 5, 2024.

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Christopher W. Marra, Executive Director

Motion to approve appointment of ED Marra as Fund Commissioner for NJPHAJIF made by Chairman Harper; 2<sup>nd</sup> by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (7)

ED Marra reported on monthly bank account balances for SHA. As of 10/31/2024 SHA has \$3.7 million in various banks. There is also a financial statement covering SHA for 6 months of the year. Mr. Katchen was not available this evening; audit is not prepared. There are 2 audits: one is SHA Statement of Budget to Actual for 6-Month Period ending 9/30/2024. If you go over to right "variance favorable" the top number starts at \$51,864. Total operating expenditures were negative \$91,000. A lot of that is in HAP payment – whatever we budgeted for HAP payments were over that number right now. Other one is General Expenses, which was Employee Benefits that has negative of \$34,043. That's where the two are.

It is possible that when we budgeted for Employee Benefits (health and dental insurance), it's possible that it wasn't budgeted for enough because saying that we were budgeting \$166,590, but through 6 months SHA spent \$117,348, which is one of the big variances right there. If you go to HAP payments – HAP payment is \$4,500,000 was budgeted. We should have been at \$2,250,000. It looks like for the quarter, we were \$21,000 negative. \$375K versus \$396K. I don't know why number is negative 79 because SHA should have spent \$2,250,000, but we spent \$2,329,000. It means that we are spending more money one-half than we budgeted. HAP is money we pay landlords for Section 8 Program; also one we pay Housing Authority – half we collect on each unit. This is clearly money we're expending to landlords because rents are so high; we are maxing out the rent, whatever highest payment standard is, we are using that for new people coming onboard, plus using 254 vouchers whereas last year we might have used 245-244 vouchers. 254 is used every single month.

This page (indicating) says: Total Operating Expenditures – variance is a negative \$56,886. Our Reserve Replacement for Contribution shows a negative and I don't know why, we pay in \$150K; making that payment every month. Debt Service not in negative because that is exact money – Debt Service - \$11,000 we pay each month. Going to next one: General Expenses – there is Employee Benefits as a big variance to the negative. PILOT – 1 time payment which we haven't made this year, it's showing as negative \$10,445. Go to Ordinary Maintenance: that shows a variance of negative \$36,903. I have not delved into that number to discover why there is a variance for that amount of money. This was one of the least calendar turnovers since I've been here. Turnover generates paint, rugs, flooring and sometimes other things. It's possible due to general plumbing repairs, etc., because we only had 17 turnovers. There's a total administration claiming to be \$18K negative, but salaries are the same; haven't added any staff. Only salary not incorporated into our budget is for an intern, a minor amount of money.

Biggest thing on first one is HAP payment is more because we pay more; benefits number possibly was greater than what was originally budgeted; employee benefits are also representative here as being in negative as well. Why there is Replacement for Non-Expenditure Equipment – why that number shows any negative, I don't know the answer, but should just be flat. SHA puts \$12,500 aside each month to build up to \$150,000. Sundry is laundry.

Commissioner Fairman's question was inaudible. ED Marra: We built up a good reserve on Account #3110 – (inaudible). Only thing you can do with that money is pay landlords HAP payment and Administrative Fee also collected in this fund. Administrative Fee goes to offset salaries. We get maximum HAP that we can from HUD; we are spending more than we had originally budgeted. HUD looks at us each month – I look at 254 number; this is 275. Basically, they're always filled except for the month with a turnover. HUD looks at SHA as 579 vouchers. We are actually funding 1-2 more vouchers above 254 and 2 people are coming off the program at end of 2024. Yes, I spoke to Linda, Angie and Kayla and no person can rent an apartment for December-January-February if you have a voucher on the street, you have to hold onto it, can't do anything with it. We'll extend you time, don't worry, but you can't rent an apartment until we get number back to 254, which happens through attrition. Woman who has a voucher is moving into Rocco Towers; she's giving up her voucher.

#### PROFESSIONAL SERVICES COMMITTEE

#### 2. RESOLUTION #2024-26 – AWARD OF TECHNICAL MAINTENANCE CONSULTING CONTRACT

SHA is awarding Award of Technical Maintenance Consulting Contract. If you look at that, it's an annual number, contract states SHA can with 30-day notice cancel that contract. We're using the annual number that was in their proposal.

#### ***RESOLUTION #2024-26***

#### ***(Technical Maintenance Consulting Services for U.S. HUD Programs)***

WHEREAS, the Housing Authority of the Town of Secaucus has need for Technical Maintenance Consulting Services to assist in the management in planning for preventive maintenance, reduce operating expenses, improved customer service, strategic planning for future expenditures, improve safety for facility management staff and tenants, assessment of vendor relationships, measurement of Facility Management performance through Key Performance Indicators, and assistance in developing an inventory tracking system

WHEREAS, the Housing Authority solicited for proposals for Technical Maintenance Consulting Services and received one (1) proposal in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Executive Director and the Professional Services Committee and has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

Execu-Tech, Inc.  
20 Marin Lane  
Manahawkin, NJ 08050

in the annual amount of \$47,060.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey.

VOTE: AYES/All Present Commissioners (7)

3. RESOLUTION #2024-27 – AWARD OF CONTRACT TO HABITECH ARCHITECTURE FOR A/E SERVICES TO REMOVE AND REPLACE TWO ROOFS AT 600 COUNTY AVENUE

This is award of contract to Habitech Architecture, attachment shows two roofs we're talking about; final 2 roofs which are from 1986 of Rocco Towers including one which is over 4 apartments on 12<sup>th</sup> floor. When it rains now, they each get water. 12<sup>th</sup> floor of Rocco is a dropped ceiling. Dropped ceiling gets water, then ceiling disintegrates and falls into apartments upsetting residents. We have to replace that, clean it up and Lee will write up something for those 2 roofs.

**RESOLUTION #2024-27  
(Award of Contract for A/E Services for Removal and  
Replacement of 2 roofs at 600 County Avenue)**

WHEREAS, the Secaucus Housing Authority (hereinafter referred to as SHA) has need for A/E services for the removal and replacement of two roofs at 600 County Avenue; and

WHEREAS, SHA is permitted to contract for such services, pursuant to both the New Jersey Redevelopment and Housing Law and the New Jersey Public Contracts Law; and

WHEREAS, pursuant to SHA's Procurement Policy Guidelines, the SHA solicited a professional service companies for proposals; and

WHEREAS, SHA received a proposal from one A/E firm, and

Habitech Architecture  
12 Pinecrest Drive  
Medford, NJ 08055-9774

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for A/E services for the removal and replacement of two roofs at 600 County Avenue be awarded to:

Habitech Architecture  
12 Pinecrest Drive  
Medford, NJ 08055-9774

in the amount of \$15,500.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposals are on file in the office of the Housing Authority of the Town of Secaucus and funds for this contract have been declared available by the Executive Director and Fee Accountant.

Motion to approve Resolution #2024-26 and Resolution #2024-27 made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Bujnowski.

VOTE: AYES/All Present Commissioners (7)

SHA will be going out for 3 professional services for 4/1/2025.

#### PERSONNEL COMMITTEE

There are resolutions for promotion of Angie Oliveros to Project Based Voucher Coordinator; promotion of Kayla Quintero to Housing Choice Voucher Specialist. There is no Resolution #2024-30 – did interview people for Resident Services Coordinator, but not ready to announce a name or hire someone for that.

Chairman Harper approved #2024-28 and #2024-29 moving these related resolutions together.

Motion to approve Resolution #2024-28 and Resolution #2024-29 made by Chairman Harper; 2<sup>nd</sup> by Commissioner Schlemm.

#### **RESOLUTION 2024-28**

*(Promotion of Angie Oliveros from Housing Choice Voucher Specialist to Project Based Voucher Coordinator)*

WHEREAS, Theresa Weinbrecht, Project Based Voucher (PBV) Coordinator is retiring effective February 28, 2025; and

WHEREAS, her job was to manage the Secaucus Housing Authority's (SHA) PBV Program which consisted of managing the 275 units located at three properties; and

WHEREAS, upon her departure the SHA will need to have a person take over the responsibilities of the PBV Program; and

WHEREAS, Angie Oliveros began working for the SHA in January 2022, first as the Housing Choice Voucher Specialist; and

WHEREAS, Ms. Oliveros has worked on the Recertification of the participants in our Housing Choice Voucher program; and

WHEREAS, Ms. Oliveros has also taken training classes and received certification in 1) Housing Choice Vouchers – Project Based Vouchers + Rental

Assistance Demonstration and 2) HCV, PH & Rent Calculation Certification 3) Housing Quality Standards Inspection Training.

NOW THEREORE BE IT RESOLVED, by Board of Commissioners of the Housing Authority of the Town of Secaucus will promote Angie Oliveros from the position of Housing Choice Voucher Specialist to PBV Coordinator effective December 1, 2024; and

BE IT FURTHER RESOLVED that the starting salary for this position be \$50,000.

VOTE: AYES/All Present Commissioners (7)

**RESOLUTION 2024-29**

*(Promotion of Kayla Quintero from Resident Services Coordinator to Housing Choice Voucher Specialist)*

WHEREAS, Angie Oliveros is being promoted to Project Based Voucher (PBV) Coordinator effective December 1, 2024; and

WHEREAS, her job was to assist in the management of the Secaucus Housing Authority's (SHA) Housing Choice Voucher (HCV) Program which consists of managing the 254 vouchers for families, the elderly and disabled; and

WHEREAS, upon her departure the SHA will need to have a person take over the responsibilities of the HCV Program; and

WHEREAS, Kayla Quintero began working for the SHA in September 2023, in the position of Resident Services Coordinator; and

WHEREAS, Ms. Quintero has worked on the Recertification of the participants in our Project Based Voucher (PBV) program; and

WHEREAS, Ms. Quintero has also taken training classes in PHA-Web and has gone through one year of recertifying up to 70 PBV residents.

NOW THEREORE BE IT RESOLVED, by Board of Commissioners of the Housing Authority of the Town of Secaucus will promote Kayla Quintero from the position of Resident Services Coordinator to Housing Choice Voucher Specialist effective December 1, 2024; and

BE IT FURTHER RESOLVED that the starting salary for this position be \$40,000.

VOTE: AYES/All Present Commissioners (7)

ED Marra: Theresa Weinbrecht will be effectively retiring February 28<sup>th</sup>, but not in office during January/February. Angie Oliveros is taking her job. Other retirement is Joe Junewicz, who is retiring after 38 years here at SHA. He is retiring December 31, 2024. We hired Ron Conroy, Jr. – 4<sup>th</sup> person and Ronnie Gallo is going to becoming Maintenance Supervisor.

## POLICY COMMITTEE

At October meeting Housing Choice Voucher Administrative Plan was introduced. Tonight we are adopting it.

### **RESOLUTION 2024-31** **ADOPTION OF ADMINISTRATIVE PLAN FOR THE** **SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

Whereas a written Administrative Plan for administration of the Housing Choice Voucher program of HUD [HCV] is required to state Housing Authority policy on matters for which the Housing Authority has discretion to establish local policies, and

Whereas, a Housing Authority must administer its program in accordance with its Administrative Plan, and:

Whereas an Authority is required to revise its administrative plan to be in accordance with HUD regulations and requirements, and

Whereas the current Administrative Plan for the HCV Program of the Town of Secaucus Housing Authority (SHA) dated April 2022 is not in accordance with revised HUD regulations as set forth in various PIH Notices related to Housing Opportunity Through Modernization Act (HOTMA) and NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE (NSPIRE).

Now, Therefore, Be it Resolved, that Town of Secaucus Housing Authority hereby adopt this totally revised Administrative Plan all policies and procedures outlined in this plan effective immediately.

Motion to approve adoption of Housing Choice Voucher Administrative Plan made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (7)

## **BUILDING & GROUNDS**

Monday company started painting apartments here at The Elms. Twenty people out of 50 eligible for painting, 20 agreed to have painting done; 2 are here tonight. Tiny problems, but trust contractor. They should be finished by 12/13 or 12/16; they will come back after the holidays and begin to paint common area as decorations are up and would be too difficult to paint. Same thing with lighting contractor. He will come back after holidays, coordinate their efforts. Lighting first then painting, we believe.



You have report on The Elms electric use of approximately 15 months utility cost. Not sure yet if we're using a little KWH energy, which is a positive, but we'll see this winter. Test is December to March versus last. Building finished technically in December of last year, but we'll see how it works this year. I'll have December's bill in January to share.

We awarded elevator maintenance contract – 3 bidders. Thyssen-Krupp discontinuing to get contract; only servicing 2 buildings: The Elms and Kroll Heights. Rocco Heights done under Excel Elevators. We will award contract for carpet flooring and accessory installation repairs on open end basis – meaning when we have a turnover, what cost is of taking up rug and putting down new flooring. Commissioner Fairman noted date on #2024-33 states March 2025. ED Marra will fix it to be effective January 1, 2025.

Motion to approve Resolution #2024-32 and #2024-33 **as amended** made by Commissioner Schlemm; 2<sup>nd</sup> by Commissioner Mondadori.

## **RESOLUTION 2024-32**

### *Award of Two Year Elevator Maintenance Contract*

WHEREAS, the Housing Authority of the Town of Secaucus has need of an elevator maintenance company in order to maintain its equipment; and

WHEREAS, the Housing Authority publicly bid the elevator maintenance contract in accordance with the requirement of the New Jersey local Public Contract Law and the Authority's procurement policy; and

WHEREAS, bids were received on November 7 and three (3) bids were received in response to its duly published Request for Bids that were reviewed by the Executive Director; and

WHEREAS, it has been determined that the bid submitted by TK Elevator Corporation of Kearny, NJ is the lowest responsible bidder and should be awarded the contract;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract beginning January 1, 2025 and concluding December 31, 2026 for elevator maintenance be hereby awarded to the lowest responsible bidder:

Elevator Maintenance Corp.:

Year 1: \$12,000

Year 2: \$12,360

BE IT FURTHER RESOLVED that funds for this contract have been made available through the Housing Authority' RAD Activity fund.

**Resolution 2024-33**  
**Award of Contract for Carpet, Flooring, Accessory Installation/Repairs on an**  
**Open-End as Required Basis at all buildings**

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

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

WHEREAS, the Housing Authority publicly advertised for Carpet, Flooring, Accessory Installation/Repairs on an Open-End as Required Basis at all buildings and requested written proposals for these services; and

WHEREAS, two vendors provided quotations for their services which were tabulated (attached) and reviewed by the Executive Director and the Authority's Architect;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the following contracts hereby be awarded for a term of 24 months commencing on March 1, 20231 to:

Optimum Flooring, LLC  
1534 Paterson Plank Road  
Secaucus, NJ 07094

VOTE: AYES/All Present Commissioners (7)

There is one change in #2024-34 regarding a contractor from Irvington for interior painting during turnovers of apartments. Everyone else remained the same, plumber, electrician, exterminator, etc. – 7 remain same, 1 changes. Janitorial/custodial which was well attended, slightly more competitive than usual, but AAA Facilities Services actually won. They actually lowered their bid, going from \$2,850 to \$2,799 – next highest one was \$3,000. Painter is under \$1,000 to paint 1-bedroom unit, which includes paint and I was surprised to see that price. He came here and we explained to him you have to provide all the paint. He has worked for Irvington Housing Authority. I Googled his company. He's a Harvard trained attorney, grew up in Irvington; decided to get out of financial law and go into this.

AAA Facility, janitorial, it's always good when we don't change them as there is new people floating around the building, getting into a routine or call company back in because they begin to cut corners – 9 to 15 months from beginning of contract, have meeting with them. They've been doing a good job.

Motion to approve Resolution #2024-34 and Resolution #2024-35 made by Chairman Harper; 2<sup>nd</sup> by Commissioner Suarez.

**Resolution: #2024-34**  
**(Award of Contract for Various Services)**

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

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

WHEREAS, the Housing Authority publicly advertised for various services and requested written proposals for these services; and

WHEREAS, numerous vendors provided quotations for their services which were tabulated (attached) and 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 the following contracts hereby be awarded for a term of 24 months commencing on January 1, 2025 to:

**ELECTRICIAN**

William Lillis Electric  
16 Village Place  
Secaucus, NJ

	\$
	6
	5.
	0
Hourly Rate	0
	\$
	3
	5.
	0
Hourly Rate - Helper	0
	1
	0
Material Markup	%
	1
	0
Overhead	%

## **INTERIOR PAINTING**

Chiach 1 Builders  
1 Webster Street  
Irvington, NJ 07111

0-bedroom	\$700.00
1 bedroom	\$850.00
2 bedroom	\$975.00
Hourly Rate Labor	\$38.00

## **CARPET EXTRACTION**

Unicorn Building Services, Inc  
1100 River Street #5  
Ridgefield, NJ 07650

Year 1	6900
Year 2	6900

## **FIRE ALARM INSPECTION**

Haig's Service Corporation	
1.1.25 to 12.31.25	\$3,300
1.1.26 to 12.31.26	\$3,600
Hourly Rate	\$125

## **HVAC**

Able Mechanical

Price for Basic Maintenance	\$1,980
Hourly Rate	\$165 8:00 to 4:30 pm

## **PLUMBING**

### **Magic Touch Construction Co., Inc.**

59 W Front Street, Keyport, NJ 07735  
732-

Guaranteed Hourly Rate for repair and replacement costs for years 1 & 2 (2025 & 2026)

Regular Work Hours (8 AM to 4:00 PM M-F)	Plumber	<u>\$133.50</u>
	Helper	<u>\$75.00</u>
Overtime Working Hours (4:00 PM to & AM M-F)	Plumber	<u>\$200.00</u>
	Helper	<u>\$112.50</u>
Weekend Work Hours (12 Midnight to 8 AM Mon)	Plumber	<u>\$200.00</u>
	Helper	<u>\$112.50</u>
Holiday (12 Midnight to 7 AM following day)	Plumber	<u>\$267.00</u>
	Helper	<u>\$150.00</u>
5. Material Mark-up	10%	

## **EXTERMINATOR**

E&G Exterminators  
122 North Broadway, South Amboy, NJ 08879

Price per Bi-Monthly Inspection/Treatment of Unit	\$4.00
Price for Building Perimeter Ant Control	\$350.00
Price per unit for Bed Bug Inspection	\$20.00
Price for Bedbug treatment per unit Chemically Treated	\$175
Heat Treated	\$225
Cold Treated	\$225
Other Treatment	\$190

## **EMERGENCY GENERATOR MAINTENACE**

**GenServe. LLC**  
341 Kaplan Drive, Fairfield, NJ 07004  
201-614-0091

Annual Maintenance: \$2,550  
Hourly Rate: \$125

## **RESOLUTION 2024-35**

### *Award of Two Year Janitorial Services Contract*

WHEREAS, the Housing Authority of the Town of Secaucus has need of Janitorial services contract in order to keep its buildings in clean and sanitary condition; and

WHEREAS, the Housing Authority published request for proposals for such services in accordance with the requirement of the New Jersey local Public Contract Law and the Authority's procurement policy; and

WHEREAS, proposals were received on November 7 and seven (7) proposals were received in response to its duly published Request for Proposals that were reviewed by the Executive Director; and

WHEREAS, it has been determined that the proposal submitted by AAA Facility Solutions, LLC of Randolph, NJ is the lowest responsible proposal and should be awarded the contract;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for janitorial services be hereby awarded to:

AAA Facility Solutions, LLC:  
Year 1: \$33,588 or \$2,799 per month  
Year 2: \$33,588 or \$2,799 per month

BE IT FURTHER RESOLVED that funds for this contract have been made available through the Housing Authority' operating fund.

VOTE: AYES/All Present Commissioners (7)

### **HOUSING CHOICE VOUCHER (HCV) PROGRAM**

Memo indicates where SHA is through November 2024, then we will pass a resolution tonight establishing new payment standards for the program effective 1/1/2025. They are listed on Agenda. What we're experiencing, every single housing authority in New Jersey is experiencing. Resolution #2024-36 – turning to Page 2 this is a FAFFR – Small Area Fair Market Rents being able to drill down to zip code. You see how high number is. If you're in a 2-bedroom @ \$2,900 paying SHA \$1,000 (30% of your income - \$1,900) that we're sending every month to landlord multiplied many times over. I haven't done an analysis to see what average Section 8 person is paying; what's median, what's the average that they're paying. Last time I did it, it was \$850, perhaps 3 years ago. There are a variety of people doing that, many people living on their Social Security Disability. Even living in 1-bedroom, they could

be paying \$250 against \$1,800. It's a big subsidy. Every housing authority in New Jersey is challenged by high rent and subsidy they have to put out.

Motion to approve Resolution #2024-36 – Establishing Payment Standards for the Housing Choice Voucher Program made by Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Bujnowski.

**RESOLUTION #2024-36  
ESTABLISHING THE PAYMENT STANDARDS FOR THE  
HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, on November 16, 2016 HUD published its final rule in the Federal Register establishing Small Area Fair Market Rents (SAFMR) parameters and naming 24 metropolitan areas that met the selection criteria, for which the Town of Secaucus, specifically zip code 07094 was included and were designated for mandatory use of SAFMRs commencing on October 1, 2017; and

**WHEREAS**, on August 10, 2017 HUD exercised its authority under 24 CFR 888.113(c)(4)(iii) to suspend SAFMR designation for 23 of the 24 designated areas that would have gone into effect on October 1, 2017 until October 1, 2019; and

**WHEREAS**, On December 23, 2017 the U.S. District Court for the District of Columbia entered a preliminary injunction, voiding that suspension, thereby giving Public Housing Authorities until April 1, 2018 to implement these new rates; and

**WHEREAS**, a Public Housing Authority (PHA) uses the published SAFMR as a guide to establish Payment Standards per bedroom size for the Housing Choice Voucher Program; and

**WHEREAS**, a PHA may establish Payment Standards anywhere between 90 to 110 percent of the published FMR without obtaining HUD approval; and

**WHEREAS**, the Payment Standards are used to calculate the housing assistance payment (HAP) that the PHA pays to the owner on behalf of the family leasing the unit; and

**WHEREAS**, the Payment Standard set by the PHA directly effects the amount of subsidy a family will receive and the amount of rent that will be paid by the tenant; and

**WHEREAS**, a PHA must also determine that its annual budget authority for the Housing Choice Voucher Program will support the established Payment Standards; and

**WHEREAS**, a PHA must also ensure that the program participants will be able to find safe, decent and affordable units within the PHA's jurisdiction within the standards established; and

**WHEREAS**, applicants/participants have experienced cost related obstacles to leasing safe, decent and affordable units within the SHA jurisdiction, and;

**WHEREAS**, HUD has released its 2025 SAFMR for all bedroom sizes in zip code 07094; and

**WHEREAS**, the Secaucus Housing Authority has determined the Payment Standard shall be set at 100% of the 2024 SAFMR for the 0 bedroom, 1, 2, 3, and 4 bedroom units, the payment standard per bedroom size will be:

**2025 Secaucus Housing Authority Payment Standard**

Bedroom Size	SAFMR
0	\$2,560
1	\$2,590
2	\$2,940
3	\$3,610
4	\$4,110

**WHEREAS**, the Payment Standards have been reviewed and approved by William Katchen, our accountant; and

**WHEREAS**, his review has confirmed that sustaining the payment standard for all bedroom sizes is within the best interest of the SHA and the clients they serve

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the payments standards as set forth above are to continue for the period commencing January 1, 2025 through December 31, 2025.

VOTE: AYES/All Present Commissioners (7)

**OLD BUSINESS – nothing at this time**

**NEW BUSINESS – nothing at this time**



## **MISCELLANEOUS**

Packet contains calendar for 2025 to be adopted and also Leased Housing Corporation audit tonight, but we don't have it. We do not have our audit either. It will be adopted at January meeting. Policari will submit it to HUD before December 31, 2024 as required, but it wasn't ready for tonight's meeting.

We need to have a Closed Session for 5 minutes at the end of this meeting.

## **REMARKS OF CITIZENS**

One gentleman commented on elevators and lack of maintenance on elevators. #1 which was just finished, if you step on one side, it squeaks. Step on the other side it squeaks. #2 elevator bounces. It's been going on since they fixed it. ED Marra will call Thyssen & Krupp and they'll come back and look at it. When they fix it, town and State come in, once it passes their inspection Thyssen & Krupp just comes back for monthly maintenance. Usually when a complaint comes in, I hear about it, but have not heard anything since we fixed the elevator that there was a problem. I'll have them come and look at it.

Gentleman said he's never seen preventative maintenance on either elevator. ED Marra: They come in every quarter. Gentleman: Have them come in more often. ED Marra: Next time TKE comes in, I will be there and make sure you are there, so that you can speak with them about what you are experiencing. We'll see what they can do.

ED Marra: Only one smoking device has been installed right now, which is in Apartment #101. Tenant thinks we are after her, but we are not. I thought more would be here before Thanksgiving, but they aren't. Company claims more will be sent to us and I expect them Monday. Once they are here, each unit will get a device. Explain again in English and Spanish what this means and try our best to reinforce that they must go to designated smoking area. There are only 11 to 15 smokers. They are killing it for other 90 people. I'm hoping that by putting this in their apartments, they stop smoking. I'm not looking to evict people for smoking, but if you continue to do this and done time and again and we have you smoking, we will take you to court in Jersey City. You might win, but you're still going to court and inconvenienced as much as we can inconvenience you.

I put the smoking area in a place that was easily accessible, not over here (indicating) or at the corner of Front Street, which I could have done or next to the bus stop. (Discussion about "pot" followed.)

ED Marra spoke about illegally parked cars: I have to go to Police Station, sign a ticket; policeman comes out, then tow truck comes out

and car gets towed. Two cars are parked in Patriot Commons parking lot, there for a month. We know where people live, put signs on cars, but they aren't moved. I don't want to spend money putting up a gate, give you a pass card, scan it in and go in. If we have to do that at some point, that's what we'll do. I can send a letter to owner of Franklin, telling him it's his job to make sure his patrons don't park here.

ED Marra asked if anyone was getting water in their apartments. Someone said water gets in at 4<sup>th</sup> floor common area. ED Marra: Call the office, don't tell Adam anything. They were here to fix it, but we'll call them back to look at it.

**ADJOURNMENT TO CLOSED SESSION**

**SECAUCUS HOUSING AUTHORITY  
RESOLUTION NO. 2024-37  
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

**“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body”** The collective bargaining contract(s) discussed are between the Board and

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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_;

**“(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 South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are

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**WHEREAS**, the length of the Executive Session is estimated to be 20 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	
Hiring of New Employees	10/24/24	

**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.

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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 \_\_September 26, 2024.

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Christopher Marra, Secretary

Motion to close Regular Meeting to go into Closed Session made by  
Commissioner Mondadori; 2<sup>nd</sup> by Commissioner Suarez.

VOTE: AYES/All Present Commissioners (7)

(At this point in the meeting, Commissioners went into Closed Session.)

**ADJOURNMENT**

Motion to adjourn made by Commissioner Suarez; 2<sup>nd</sup> by Commissioner  
Mondadori.

VOTE: AYES/All Present Commissioners (7)

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber