

SECAUCUS HOUSING AUTHORITY
ROCCO IMPREVEDUTO TOWERS
600 COUNTY AVENUE
SECAUCUS, NEW JERSEY

MARCH 19, 2026

ROLL CALL

Chairman Michael Harper
Commissioner Richard Fairman
Commissioner Joseph Bujnowski
Commissioner Vincent Bennett
Commissioner Patricia Mondadori
Commissioner Michael Schlemm
Commissioner Raj Pardasani

ALSO PRESENT: Executive Director William Snyder
Stephen Natoli, Esq., Counsel to the Authority

FLAG SALUTE

OPENING STATEMENT

"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 the delivery of same to the Jersey Journal on January 15, 2026."

APPROVAL OF PREVIOUS MEETING – FEBRUARY 19, 2026

Motion to approve made by Commissioner Mondadori; 2nd by Commissioner Pardasani. It was noted Commissioner Bujnowski was in attendance at the February 19, 2026 meeting and minutes will be corrected.

VOTE: AYES/All Present Commissioners (7)

PAYMENT OF CLAIMS

Commissioner Pardasani asked about the PSE&G bill. Chairman Harper said bill was for all 3 buildings; it is listed as RIT, but covers all 3 of them. Commissioner Schlemm: What about AAA Facility Solutions - \$11,000? ED Snyder: It is for janitorial supplies, 4 months which they didn't bill. Commissioner Schlemm: K&B – that \$14,000 was for turnover painting? Chairman Harper: Maybe they were being sent to C. Marra and not being answered in all the transition. ED Snyder: #418, #518, #1104 – etc.

Motion to approve payment of claims for March 2026 made by Commissioner Schlemm;
2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (7)

REMARKS OF CITIZENS – (AGENDA ITEMS) – Nothing at this time

EXECUTIVE DIRECTOR'S REPORT – ED SNYDER

Commissioner Bujnowski went to two buildings with me. We went over what a permanent ED should be doing; went with maintenance men to all 3 buildings, starting at the top, roof literally; roof fans, walk floor by floor and have it all written up. I then

prepare a report to go to maintenance men for routine stuff. When I was here years ago, I had prescribed routine schedules. Now they know that is something we are going to implement. There were little things and big things. This building has a terrible problem with stucco. South end of building, it's all coming off and has to be redone; a significant capital repair – hundreds of thousands of dollars, I suspect.

There will be 2 items: routine work items that I expect them to do; then I do a reinspection and whoever comes in will do the same thing: trained to do that. Only way to maintain standards in a building is to make sure someone is walking around checking this stuff. Once a month, walk from the top of the bottom with a clipboard – fix what needs to be fixed and next time I walk through, it had better be fixed.

Then we have a Personnel Policy – go through that process. There is a cultural shift going on with the staff. I've already met with them; I am very big with customer service and will do more customer service training. They're expected to treat residents with professionalism, courtesy and so far, it seems to me, they're coming around, getting a lot more leeway in terms of things that they should do. Previous management style was pretty much a bottleneck, control everything. Some examples: maintenance.

Most of our goods and services are procured according to your procurement policy in New Jersey Local Public Contract Law. You go out, Director would prepare bids, secure bids. Elevator is a prime example: once you get them, then you enter into an elevator contract. You went through the process; contract went into a file and that was it. That isn't the way it works. Contract has to be distributed to maintenance men because when I ask them now are they coming every month? Well, yes, we think so. One thing that was done away with, which I'll reinstitute, is a sign-in log in elevator machine room that they're here. If they don't do their preventive maintenance, they don't get paid. You can't have no preventive maintenance you're paying for a year and then they charge you \$15K to repair something that they should have done in preventive

maintenance. Maintenance men don't know what work is to be done by vendors as they don't have copies of the contract.

Likewise, Finance doesn't have copies of it, so when bill comes, they're likely to pay a bill before the work or goods are even received. It's communication issues that we're working out to make sure Finance has a contract, Maintenance has a contract. When bill comes in, they call maintenance men in that building, has work been done? Yes, big job like roof here. Did you pay the bill or was a punch list done? Did the architect sign off on it? So we're setting up communication to make sure that Finance – the staff likes it. They feel empowered. It will be more of a team approach and help in terms of morale.

Another thing that's not been leaned on too hard is the inspection system. In maintaining facilities like this, an inspection system is absolutely critical. When a person moves into the apartments – move in inspection. If there's a complaint from a resident or from someone else that something is going on, hording, fruit flies coming out of the apartment, a special inspection is needed. There is no follow-up. You need follow-up from management saying here's a letter, I'm going to be back on this date. It has to be fixed. If it's not fixed, we're going through the eviction process; and then a move out inspection. Also, the maintenance men understanding they're the eyes & ears of the Authority. Every month they go into an apartment and do an extermination. They're not just to look around, they're supposed to be looking to see: #1 – condition of the apartment; #2 – are there any lease violations; are people living in the apartment that are not on the lease; are there pets or things in the apartment that shouldn't be taking place. Is there feces all over the place. Let management know. Again, communication. Everybody works together.

I set standards and impress that upon anywhere I go. My standards here were that these buildings should be maintained better than any private building that's in the town. Maintenance should be the same, curb appeal also. No one should think this is subsidized housing; think this is as good as private market housing. Only way is to tell the men, this is what you expect. If something isn't being cleaned properly, to show them how it has to be cleaned, repaired, etc. I've worked in Paterson, Newark and East Orange. All over the State. We are in good shape here – newer buildings. You're in decent financial shape, and there is money to make capital improvements. Somebody needs to pull it all together. We'll help to develop a plan, whoever comes in, hopefully will take that plan over, move it forward, maintain the standards by doing simple things.

Staff has been advised there are Federal Rules and Regulations and need to follow them. When I ask questions about why "this" is being done – the answer is "Well, that's our policy." I say show me the policy; what I'm finding is they don't have a policy; they don't know where it is. We will make 3-ring binders with all the policies, so when somebody says I want a transfer up to another apartment, there's a Transfer

Policy. You get put on a Transfer List. Form has to be filled out. Things you have to do to go through that. Before, the Director answered all the questions. I don't have the time to do that. We try to educate them so they can answer the questions.

In terms of Waiting List, how it should be maintained. They've already been informed that jumping the Waiting List is a violation of Federal Rules & Regulations and subject to termination.

Procurement: We're going to prepare a contract register that says every single contract you have; what it is; when it was adopted; when it expires and it's like a (inaudible) file. I keep them all in line with the fiscal year so at end of a fiscal year – 1 or 2 year contract, we bid; we get proposals at the same time and this way that contract register is there and we know when things are going to expire. We make sure things are publicly bid. At the end of the year, I go through accounting records and do an account analysis by vendor and see how much we spent by vendor. If amount exceeds public bidding limit of \$17,500, and does happen during an emergency, then next year we know to bid it out. We have one contractor here who doesn't have a contract and SHA spent almost \$50K on it. We just keep on using him. I know him, and he's a good contractor, but it wasn't bid, we just had to replace upper cabinets in a kitchen apartment. The quote from him was \$3,500. Upper kitchen cabinets don't cost more than \$800. That job was half a day's job to take cabinets out and put new ones up. We do whole kitchens in one day. We're preparing bidding documents as I told him \$3,500 is a little high. Some things have been bid; some have not. We have contracts and proposals, but that's just 1 item I noticed.

In terms of search for new Executive Director, I also have Asbury Park, but I tell them I have to be at the beach by the end of April, so that's my goal here also. Search is taking place in accordance with requirements of N.J. Administrative Code. We've advertised and only received four applicants. I was shocked. One of my other jobs is to run the State Redevelopment Housing Association, so I have every single employees' and Housing Authority's email address. This was put out in entire State and to see only 4, it's very disappointing, as this happens to be the crème de la crème of jobs in my opinion in New Jersey. Elderly units, relatively good shape, good financial shape. You can pay a decent salary, so I was shocked to see that. Personnel Committee will proceed to interview 8 people, unless you want to go somewhere else. We will come back to you, make a recommendation. If it's somebody who has little experience; I've trained other people in other towns. If you're a good administrator, you can do this. You don't have to have specific Housing Authority experience, but you need to be trained. I would suggest you bring somebody in to do training over a series of a year. Disciplines of how to maintain a facility. If you have good supervisory skills, that's a skill you have no matter where you are. Key to it is we help you get to where you want to be and establish those standards. Somebody is going to pick up that mantle and carry it forward based upon your goals, your standards.

Chairman Harper: I want to thank you for all you've done. This is in a way returning home for you; you built this in a lot of ways, this building at the very least, and around for The Elms. Great having you back. Bill is one of the top professionals in the State, a home town boy who became respected as one of the best in the State. He isn't here because he needs the work. He has a ton to do everywhere and is here because it's Secaucus. It's in his heart and I thank you for everything you're doing. He hit the ground running. His contract is in three-month intervals and is now up. I would accept a motion to extend that 3 months. Even before I get that motion, as Bill said, no matter who we get, I think everything you're doing right now, I want you to be here with that person for a couple of months at the very least to implement them, show them what you know needs to be improved and how to run this Authority.

ED Snyder: If not me, I have hired retired Executive Directors that I have a great deal of respect for and have worked for me at one time or another: Lou Riccio and Joe Billy. These are very capable people to carry this forward.

Chairman Harper: I would accept that motion.

Commissioner Fairman: So moved. **Motion to extend William Snyder's contract for 3 more months** made by Commissioner Fairman; 2nd by Commissioner Bennett.

VOTE: AYES/All Present Commissioners (7)

Commissioner Fairman: Bill, excellent news on many fronts. Have there been any requests from HUD to return funds to them that they have previously (inaudible): ED Snyder: Good question and answer is No, but I do have authorities where that's happened – not here, no. Commissioner Fairman: Have there been any personnel changes since you've come onboard? ED Snyder: No, but there's been a tightening of the Personnel Policy. I didn't mention that insofar as what was going on here is a liberal way of interpreting personnel, which is, if somebody uses all those sick time, we'll let them borrow it from next year. I don't do that. I'm dealing with a mess with that and I made it very clear: After April 1st this is what you get. Anything that predated me deals you made are off the table. So far, I have docked several employees for excessive sick days. The reason I do that is – I talk with them and they understand, you know, these are the work rules and this is what you have to work under and if you don't, there are consequences.

Commissioner Fairman: One thing some of us might appreciate and hope to receive monthly going forward is some summary of the bank balances, because some of us look at the changes month over month of bank balances as to how we're doing. There used to be a form that had been generated for a couple of years, something like that would be helpful. ED Snyder: That should be easy to do because as you know I can print that out once the previous month's rec is done, and it should be done within 2

weeks once you get the statements. Not a problem. Commissioner Fairman: And to include CD's. ED SNYDER: That will be on the trial balance. Yes.

REMARKS OF CITIZENS

DEBORAH - #1202 - I gave name of company that does laundry cards to Angie. Did you get that? ED SNYDER: No. Having gone to the buildings, I see the machines are old. At 10 year point- useful life is pretty much gone. Depending on what you're charging to pay off the machines, rest of that is all profit. As part of Capital Improvement I'm preparing is to replace all of the laundry equipment. It's more expensive to adapt machines to cards. It makes sense to make a move. I don't know if Board will approve to do it all at once or one building at a time over 3 years. In the planning is the card system. SHA owns the machines. Better machines don't need much repair. This is procurement, it has to be publicly bid.

DEBORAH: Many residents here have high electric bills. This man's bill is \$822. Many of them here use everything 24/7. Their bill is small. I spoke with PSE&G about my bill. They said the building needs to be "recalibrated". Can you do that? PSE&G said management has to do that. They will come here. COMMISSIONER PARDASANI: I think it's the entire town problem. A friend was on vacation for a month and her bill was \$1,000. ED SNYDER: I've heard this over the years. It develops into a rumor and everyone says, it's an \$800 bill. On this man's bill previous balance was \$463. So bill is not \$800. Current month's charges are \$358, which is still high, but this is a problem statewide. Everybody pays their own bill here, you're getting a utility allowance and that utility allowance has to be looked at. When I was here 20 years ago, we collected everybody's bills for a whole year. When we averaged the bills, let's say \$75 charge, and winter bill was \$200 - \$25 in the summer. In averaging it out, the utility allowance you're getting. Everybody's rent here is net of the utility allowance, you have the money back to pay your bill. If you can give me someone's 12 bills, I'll take a look at it and compare it to utility allowance. DEBORAH: I'll have Antonio do that. Last thing: Who actually work for the Housing Authority in the Office? ED SNYDER: Everybody. DEBORAH: When I sent Angie an email one time, she said she doesn't work for SHA. She said she does Section 8. ED SNYDER: Send me that email. Everybody works for the Housing Authority. CHAIRMAN HARPER: I think she said I don't work Senior Housing. DEBORAH: Who do we talk to when we have a problem? Who works for this? ED SNYDER: Just bring it to the Office; ask for Emma or Kayla. ED SNYDER: If Emma can't get you the answer, then she'll bring it to me. DEBORAH: If new Director doesn't live up to your standards, who do we contact? ED SNYDER: That's why the Board is here. ED SNYDER: The Director works for the Board. Board has an important oversight role. Board adopts policies, policies are given to Executive Director, ED and Staff are required to enforce those policies. If they're not being enforced, and I tell EDs and Commissioners all over New Jersey, fire a zero and hire a hero.

KATHY - #707 – Going back to utility bill: when I first moved in and got my contract, it said \$70. I thought that was \$70 a month, that you paid towards PSE&G. ED SNYDER: Let's say your rent is \$1,500/month and you're required to pay \$300 towards rent that HUD is paying. Whatever 30% of your income is. \$70 is deducted for that and you'd pay only \$230. So whatever your gross rent is, it's net of that utility allowance so that you have money in your pocket to pay that towards your utility bill. CHAIRMAN HARPER: We don't pay utility bill, that's taken off the calculation of your rent. If your rent was supposed to be \$300 based on your income, it's now \$230. ED SNYDER: You should be getting a HUD Form 5058, telling you all of your income and how it calculated your rent; going to have a gross rent called a TTP (Total Tenant Payment). Subtracted from that is utility allowance; and net total payment you have to pay. That is what you pay and HUD is paying a rent – say \$1,500. Some people pay minimum rent - \$50. If I remember, at The Elms no one pays utility bills. At The Elms, if your calculation is \$300, they pay \$300.

(Deborah brought man's bills to present to ED Snyder and Board at this point in the meeting. ED Snyder: Bring to Emma and tell her I want copies for the whole year and I'll take a look at it.)

LINDA - #304 – Regarding laundry room. The other day I lost a dollar; I reported it to Linda Fanning. She wrote it up for Emma, who was off that day. I went a day or 2 later, and got questioned how did I lose a dollar. Next day I used another machine to dry my clothes. My neighbor MaryAnn was using machine #3, put in the \$1.75 and lost it all. Machine is not working properly. I've told them more than once about machine #3. It doesn't calculate and I was insulted being asked how did I lose a dollar. ED SNYDER: Hopefully with new machines, we won't have that problem. CHAIRMAN HARPER: I don't think Emma meant it, and as ED Snyder said customer service is important.

ED SNYDER: Stefano is on disability and I required that he come back on light duty and is working in the Office.

LINDA: On long week-ends, the compactor room recycling is overflowing. It's always a problem on long week-end. ED SNYDER: In this building? I'm looking into that as there is an issue with when they're taking it out. He's coming at the wrong time.

DEBORAH: Is parking lot ever going to get repaved? CHAIRMAN HARPER: Yes. ED SNYDER: It's on Capital Improvement list. DEBORAH: Stucco? I've been telling them about that. When rain comes from the east, I get leaks. ED SNYDER: Yes, yellow stucco and it will be the chalk joints because I do know we have leaks again here.

CAROL: When the parking lots are being done, is it both buildings? ED SNYDER: Yes, asphalt is almost up to the end of the curb, so it has to be milled, take it down, look at drains to see if they need to be improved, reset drains and replace curbing that's been

damaged and pave. It also probably doesn't meet ADA requirements any more for number of handicap spots, size of van spots. That will all be redone. Town says they are getting money from County to do The Elms. We cannot do everything at once because it's just not functional. You set over a series of years. CHAIRMAN HARPER: I think parking lots will be on sooner list rather than later list.

KATHY - #707 - Regarding laundry room: it isn't just the dollar, the machine will fill with water, but doesn't work and not drain. ED SNYDER: If somebody comes to the office one time in a year and says they lost a dollar, I'm going to give you your dollar back. It's common sense. I will tell the Staff if this is somebody who doesn't come on a regular basis, just give them their dollar back. Not worth an argument. CHAIRMAN HARPER: As ED Snyder said, it's time to get the cards, new equipment. Cards are not an end all either, there's problems with them also.

ADJOURNMENT:

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

VOTE: AYES/All Present Commissioners (7)

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber