

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

APRIL 16, 2026

ROLL CALL

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

ALSO PRESENT: Executive Director William Snyder
Niti G. Raval, Esq., Counsel to the Authority

ABSENT: Commissioner Joseph Bujnowski

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."

FLAG SALUTE

ANNUAL REORGANIZATION

ED Snyder: This is annual reorganization meeting of Secaucus Housing Authority, floor is opened for nominations for position of Chairperson.

Commissioner Schlemm nominated Michael Harper as Chairperson. Commissioner Fairman nominated Michael Schlemm as Chairperson. Chairman Harper asked Commissioner Schlemm if he was open to being Chairperson. Commissioner Schlemm answered no, he would remain as a Commissioner.

As there were no other nominations, ED Snyder deemed that nominations for position of Chairperson are closed.

Chairman Harper nominated Commissioner Pardasani as Vice-Chairman; 2nd by Commissioner Mondadori. Commissioner Fairman nominated Commissioner Schlemm as Vice-Chairman. ED Snyder asked Commissioner Schlemm if he accepted the nomination as Vice-Chairman. Commissioner Schlemm declined the nomination, but thanked Commissioner Fairman. There were no other nominations and ED Snyder deemed that nominations for position of Vice-Chairman were closed.

Chairman Harper nominated Commissioner Bujnowski for position of Treasurer. Commissioner Fairman 2nd the nomination. There were no other nominations for Treasurer.

ED Snyder: Chairperson is Commissioner Michael Harper; Vice-Chairperson Commissioner Raj Pardasani; Treasurer Joseph Bujnowski.

VOTE: AYES/All Present Commissioners (6) Absent: Bujnowski

APPROVAL OF PREVIOUS MEETING

Motion to approve minutes of previous meeting in March 2026 made by Commissioner Pardasani; 2nd by Commissioner Bennett.

VOTE: AYES/All Present Commissioners (6) Absent: Bujnowski

PAYMENT OF CLAIMS FOR APRIL 2026

Commissioner Fairman asked about cash positions re: CDs that we've had and rolled over. ED Snyder will ask accountant to prepare something. Commissioner Schlemm received a call from Tanya today, he then called Valley Bank so that Tanya could get the information. She is amassing the information, but there is a change of banks, change of signatures. It is in the process, but having a difficult time. Commissioner Fairman asking for cash balances, month over month, particularly as spending is ramping up. What is our cash position trend-wise? Could we have a monthly balance report; that would be good. ED Snyder noted that request.

Motion to approve payment of claims made by Chairman Harper; 2nd by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (6) Absent: Bujnowski

(There were no questions from public regarding Agenda Items.)

COMMITTEE REPORTS:

MANAGEMENT REPORT – ED SNYDER

We will go into Closed Session for Executive Director search. I've gotten deeper into our maintenance systems; printed out a contract register with what we are spending on contract costs and finding since I was first here to now – the Staff is more reliant on contractors than I believe they should be. Last year from April 1st to March 31st of this year, only 200 work orders were put into the system. We have an average 4 men, that's 50 work orders per man, which is about 1 work order a week. Staff is telling me they have other work they have to do that I'm not aware of. I expressed I'm doing this for 50 years, pretty knowledgeable on what work can be done in course of a week. I'm having them do now, as they're so overworked is to give me a record of what all they do for 2 weeks during course of a day to find out how we have to be less reliant on contractors. Looking at contractor costs, SHA had a large bill for drain cleaning; most issues on work orders were drain cleaning. Drain gets clogged; I can't be bothered as it's dirty, so I call Rotoroter, when you can use equipment here and clean drain for almost nothing, we pay \$300.

Two contractors you're using to turn-over units. Last year over \$100,000 from both of them turning over units, which does not include flooring (a separate floor company). This is kitchen cabinets, painting, etc. I want maintenance to do more of this. As we rely more and more on contractors, less on maintenance staff, there's no need for maintenance staff. Usually, when you have people turning over units, we say, well we have to let you go or it's time for retirement. I'm trying to send that message to them, meeting with them, so whoever takes over, understands there should be less reliance on contractors. The fact the work order system is not being used to its potential – I see plumbing issue – they say drain cleaning. I need more information to be put in --- how long it took, details of what you did. I use a method, which is ratio of number of maintenance men you need based upon number of units you have. It's one for every 75 units. We have the correct ratio – about 4-1/2 as there is one part-time man. Its not too many men, it's too much reliance on contractor costs. Certainly with cash flow, that's going to save a lot of money.

As you know, I did inspections. New person when coming in, I will explain to them also routine items that I came up with. Whoever's here should be walking around like I do with a pad. Go into a room like this: okay, there's a light out. Write it down and given to men. Men are now telling me that I gave this to them a week or so ago, I'm coming back next week. Usually, when I do that, they understand it has to be fixed. If not fixed, you get a verbal warning, an unwritten warning for (inaudible) discipline. They're asking me for an extension. I told them I'm reluctant to do that, that's why you get a sheet, tell me what you do and why you can't do what I'm asking you to do. I really emphasize that where I go, because you're getting less and less money from Federal Government.

Some other recommendations when I leave will be in my final report. We had issues with waiting list. Staff has been trained nobody jumps waiting list. A violation of Federal Regulations. If I find that out, that's going to be an issue and I'm telling people that are certified new applicants, I'm going to recommend to you and to them that they do an inspection in apartment where person is moving from, particularly if they're local. It tells you a lot of things: when you're dealing with tenants or applicants, once you get them in the building, it's next to impossible to get them out. Best time of dealing with this is before they get in. If there are bed bugs where they're coming from, we're not taking you. If you're a hoarder, we're not taking you. Filthy, we're not taking you. I recommend that and it helps get the buildings more under control.

I've noticed since I've been here, there are some residents and none here tonight, but I would have never accepted them. You get a few bad residents and they ruin it for all the good residents. Quality of life issue. It's a cultural shift, which I'm trying to impress upon staff. Your office staff is pretty good; coming around; morale is a little bit better. I'm empowering them to do stuff – deal with residents as opposed to last Director dealing one on one. Hopefully, they'll be trained and able to do that in a way, which is before I leave, training for customer service that our residents are our customers; they should treat them with courtesy. Treat them professionally; shouldn't be abused.

I came up with a list of Capital Improvement items and like to start them while I'm here. For example, go out for RFPs for architectural firm to do parking lot here and parking lot next door. Replace flooring in this building including the apartments and next door where they are very old. Carpeting in one apartment is since I was here. Your accountant wants me to sit down with him so I don't spend too much money. When you converted under RAD, you're required to put money away in a Reserve for Repair & Replacement which we put away every year. I need to see the balance in that so see what we can do. I will get back to you once we get the architect and decide what work you want to do and may be phased over a series of years. I see a lot of deferred maintenance in things that are just general upkeep in the buildings.

As we turn units over, we replace with new laminate floors, much nicer than scratch proof and some of the old carpets, etc. Apartments here and in other building need to be painted. We ask tenants if you want your apartment painted, have a form that they sign. If you want to waive your right to paint, we take that, put it in the file so you're not going to be painted until the next cycle painting. I visited one apartment here with chalk all over the walls, bad paint. People were telling me the tenant must be putting powder on the walls. Tenant not tall, but powder is on the ceilings. I asked him if he wanted apartment painted, we're doing building, so it will get done.

I asked for a petition for a gentleman next door, Danny, who is looking for a bench. He will be happy to know, the bench is there. A simple item. Chairman Harper: Please forward with the improvements. Commissioner Schlemm requested a Buildings &

Grounds to go over the list. ED Snyder will give B&G a synopsis with his budget estimates and speak with Mr. Ketchen. This way the improvements can be made while ED Snyder is on site and he can get credit for it.

RESOLUTIONS #2026-4-1 THROUGH AND INCLUDING #2026-4-4

1. RESOLUTION #2026-4-1: RESOLUTION OF THE COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY APPROVING THE LATE ADOPTION OF THE 2026-2027 BUDGET
2. RESOLUTION #2026-4-2: 2027 ADOPTED BUDGET RESOLUTION – FISCAL YEAR: April 01, 2026 to March 32, 2027

Motion to approve #2026-4-1 and 2026-4-2 made by Commissioner Mondadori; 2nd by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (6)

Absent: Bujnowski

3. RESOLUTION #2026-4-3 – ADOPTING CASH MANAGEMENT PLAN

State of N.J. requires that public entities adopt a Cash Management Plan, essentially which says where you're going to invest your money and investments need to be in a good or approved financial institution (Governmental Unit Deposit & Protection Act) which protects your investments above and beyond the FSLIC or FDIC limits.

In addition, your money is in accounts, which an accountant requires, with a Federal Depository Agreement, which actually requires that your funds be set aside separately as security. In event of a bank failure, you not only have GUDPA from the State, FSLIC, FDIC, savings & loan, you also have this money set aside in your name so you'll always be made whole.

Commissioner Fairman: Over the years we looked at investing the surplus funds we have, dribbled them out to stay under FDIC limit at various banks, etc. but was told that we are unable to invest in U.S. Treasury bills through direct dealing with U.S. Treasury. Do you know anything about that? ED Snyder: I don't know why you couldn't invest in U.S. Treasury and even at bank, I wouldn't worry about FDIC limit because State of N.J. is protecting your money under GUDPA. Statements are sent electronically and as long as you're in there, you're protected. I'll ask Mr. Ketchen as I don't see why you couldn't invest. Commissioner Fairman: We wanted to do it that way was to eliminate time and energy of dealing with banks, as we could do it all electronically. Many times the yield on a Treasury bill is superior to banks. Attorney Raval: Statute allows for (inaudible) of Treasury bonds. You are allowed to reinvest including Treasury bonds. Commissioner Fairman: It's a matter of can we do it directly

with Treasury itself: we can buy notes and bonds through banks, but we want to do it direct, digital treatment.

Motion to approve Adopting Cash Management Plan made by Commissioner Bennett; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (6) Absent: Bujnowski

4. RESOLUTION #2026-4-4 – INDEMNIFICATION RESOLUTION

This is passed every year in event of any type of legal issues, as what happened years ago under N.J. Tort Act, if someone files a civil suit, you have to file within a certain period of time (90 days). We had a case in Secaucus where a slip and fall never notified us, after 90 days they filed suit, I told insurance company here's the Tort Claim Act, they didn't file in time. Judge threw claim out. They came back and sued all Commissioners and myself individually. We have this here in event you get sued, you're protected for rightful legal actions. No malfeasance or negligence on your part. If new Director gets taken out by FBI, you get called in, you have a right to appear with your Counsel as long as you didn't do something wrong. Attorney Raval: Answer is it is a provision under the Tort Claims Act that says individuals can be sued personally absent any willful misconduct. So long as you don't do that, it's fine. With respect to coverage it doesn't have anything to do with you. The monetary amount, the person who falls or the person who says that they're injured has to have more than \$3,600 in medical bills.

Motion to approve Resolution #2026-4-4 made by Chairman Harper; 2nd by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6) Absent: Bujnowski

CORRESPONDENCE: List sent to each Commissioner in packet. There were no questions or concerns.

OLD BUSINESS – nothing at this time

NEW BUSINESS

ED Snyder in working with the Staff and possibly meeting with new Director with residents are lease violations. There isn't a great system now, but a good inspection system is needed. When someone moves into an apartment – a move-in inspection. When someone moves out – a move out inspection. If a complaint is made – a special inspection. There are lease requirements as to notify tenants when we do this. When you go around with exterminator once a month, maintenance men are the eyes & ears. If you see bed bugs or something, office needs to know and can follow up with letters.

Other thing I look for is boarders and lodgers. When I was here, people maybe had more cars and rarely got a parking spot. When working in another area, I told Project Manager there were children living here. He said no. I went at 7:00 in morning and watched school bus pull up and take about 10 kids out of building. I put the word out that it's not only a violation of the lease, it's a violation of Federal Regulations and technically fraud, as rent is based upon your income. I'm going to start enforcing it it's a requirement. Same thing with pets. You have a pet policy and people are violating that – dogs defecating, people stepping in it. Parking policy – abandoned vehicles. I'm big on quality of life issues for residents. Commissioner Fairman: Does our lease need to be reviewed and updated? ED Snyder: We can take a look at it.

GENERAL REMARKS OF CITIZENS

DEBORAH - #1202 – I have sent you emails re: smoking, but someone in Office is taking your emails that I send. ED Snyder: I use a personal email and don't really check; I'll look at it. Deborah: At last meeting you talked about stucco being repaired. Tenants want to know if windows could be replaced? I get terrible smoke smell in my bathroom. I gave you a list in the email. ED Snyder: I will look for it. Deborah: Tenants asked if windows could be replaced at same time as when they do the stucco; many people in Rocco have air coming in in little racks. ED Snyder: Anything can be done, but it costs money. I have in there restuccoing the building and rechalking all of the joints and windows. If there's air infiltration, chalking should take care of that. If it's window itself, sometimes it's just the felt that needs to be replaced. We will look at it. What is status of carpeting in halls in Rocco, is it going to be taken up and flooring put down? ED Snyder: I'm going to be bringing in an architect to prepare bids. They painted next door. Colors have changed, I want to have a designer to make it look nice again. I hope to start some of these things while I'm still here. Deborah: Are we going forward with laundry cards? ED Snyder: Laundry machines are in Capital Improvement Plan as to what buildings we do at what time. Card access will be considered or changed at that time. All machines have to be done at once.

CORRADO (for his Mother) - #509 – The minutes and Agenda online – Chairman Harper: They've not been updated since January and that's a hand-over issue and I was doing those. We have to post them. Sorry about that. I saw RFP for Director online and deadline of February 27th. Any applications? Chairman Harper: We interviewed 2 applicants last night. We will go into Closed Session for Personnel issues to discuss that with rest of the Board. Corrado: What is time line for ED Snyder: Chairman Harper: We are dealing with ED Snyder and his company in 3-month cycles so far and he was just rehired for another 3 months. I expect ED Snyder to be here for a few more 3-month cycles to get that person's feet on the ground. Chairman Harper: We want to hand it over to new person and set them up for success. Corrado: You mentioned a report. ED Snyder: When I leave something like this, I leave an exit report that will have an analysis of every system, personnel, maintenance, management, whatever you could think of and recommendations for the Board. My

goal is to put together a mission statement and a vision as to where we're at and where you want to go in 6 months, next year and hopefully new person will take that forward report to the Board, have a real Capital Improvement Plan, not only for now but next year and the future. I'm big on being proactive. I want to know when roof was installed and look forward. If it's useful life is done, we got to have it on the schedule for 10 years from now and make sure we have the money. It's become reactive here and I want to get back to being proactive. Corrado: How will tenants/residents be involved? ED Snyder: We will have meetings with residents as it's important to hear from them what's going on. Chairman Harper: That came up with our interviewers and they are looking at outreach to our residents. You'll probably see a lot of that in coming months and new Executive Director to make that real. Commissioner Fairman: We've had limited discussion at Board level regarding having a survey of residents as to their concerns, satisfaction, electric, paper, both languages, but to get that input in for new person and ED Snyder's team. Corrado: What's the biggest problem you've seen so far? ED Snyder: I don't see big problems. I've worked in Newark, Paterson, East Orange. If you want to see some conditions, it's not good. This is one of the better housing authorities in New Jersey, staff needs to be tweaked a little, get more proactive. My goal has always been, this is the best housing authority in N.J. Standards that I set were that these buildings should look as good or better than any private market building in town. We're going to try and bring it back. Instead of being an A-minus, B-plus, we want to be an A-plus. I'm going out immediately to bring in an architectural firm; by next meeting we will be able to report when bids will come in for some items. Corrado: I walk down the hallway. I still see that yellow, dingy light. The garbage room – it's those small things that aren't major capital improvement projects, and I don't live here, but when I'm here, those things stick in my head. ED Snyder: Those are easily taken care of with deodorizer and things like that. Be proactive is a notice to residents to say, if you're drinking beer on week-ends, clean out your beer bottles, clean it out. Those are important points in meeting with residents. I accept all of their complaints when meeting with residents, write them down and what I can correct, I correct, but at the same time, I let them know certain things such as that. Don't throw raw garbage down the compactor chute; don't put needles in there. When I was here, I would have maintenance go through garbage, find mail and things that they were doing, throwing raw garbage down there and meet them one on one. Corrado: I'm hearing a little bit more positive, but seeing some results goes a long way.

CAROL – Are you hiring same person to do parking lot that did it the last time as they a lousy job, had to come back and repave entire lot? Are you taking bids on it? ED Snyder: You have to take bids – a public bid. They also did stucco on building next door; that's a mess also.

ADJOURNMENT

Motion to move into Closed Session for purposes of Personnel discussion made by Commissioner Bennett; 2nd by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (6)

Absent: Bujnowski

Public meeting adjourned and Board went into Closed Session.

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber