

SECAUCUS HOUSING AUTHORITY
THE ELMS
777 FIFTH STREET
SECAUCUS, NEW JERSEY

MAY 14, 2026

(This is a condensed version of taped minutes
Taken on Thursday, May 14, 2026.)

ROLL CALL

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

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

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

APPROVAL OF PREVIOUS MEETING

Motion to approve minutes of previous meeting in April 16, 2026 made by Commissioner Mondadori; 2nd by Commissioner Pardasani.

VOTE: AYES/All Present Commissioners (7)

PAYMENT OF CLAIMS FOR APRIL 2026

Commissioner Pardasani: Is PSE&G bill of \$63,000 was an accumulation of bills. ED Snyder: It is probably 2 months' bills, but bills are going up.

Motion to approve payment of claims made by Commissioner Bennett: 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (7)

REMARKS OF CITIZENS REGARDING AGENDA ITEMS – nothing at this time

COMMITTEE REPORTS

MANAGEMENT REPORT – ED SNYDER

ED SNYDER: I prepare a report for the Board every month.

1. Accounts Receivable – Tenants Accounts Receivable here, which is attached and obtained from computer records – it is low – about \$17,000/excellent.
2. Vacancies – Affordable Housing – needs to be reoccupied ASAP. Staff here turns units over in 30 days. Angie handles this in the Office – SHA has zero vacancies. Excellent. One authority I handle is 86% occupied; HUD will make you a substandard performer and need a corrective active plan to get out of that.
3. Demographics – used PHA Webb computer software – tells what composition of tenants in our buildings is; just for information – used in preparing grants, for example.
4. Work Orders – So-so. My final report to Commissioners, we'll go over maintenance in detail; some issues that I work through. It tells you in the program period 1-1-2026 through 3-21-2026 (1st quarter) there were 333 work orders. Based upon Maintenance Supervisor telling me eliminate part-timers (which I did) and also eliminated work orders they did, divided by 3 people is an average of 7 work orders a week – not so good. Two things are happening – they're not entering work orders as they're doing work into the system or a lack of productivity. We will make a realignment of Maintenance staff in my final report to you.

I did a Routine and Preventative Maintenance Schedule when I was Director here and everywhere else I go. On Monday 8-9 AM – take out all trash and recyclables. 9-10 AM – polish and clean elevators. 10-11 AM – etc. I request the Maintenance men initial every one of those boxes. At end of the week, that goes to Maintenance Supervisor; he comes, makes sure that stuff is done and he signs it. That goes to ED; ED does his follow-through 2 times a month and would certify that work is being done.

I also do that with Preventative Maintenance to make sure that anything that needs filters to be changed; what needs to be done in landscaping no matter what it is; cleaning of carpets in a building or flooring. When that's done, they sign on that also. There needs to be a hierarchy and follow-up. Now it is **reactive maintenance**. It needs to be **proactive maintenance**. I give classes on this and a slide that says: WE FIX THINGS AS THEY BREAK. I'm working through that in my report. Hopefully, the new ED will go forward with that.

The Staff tells me, you know, we've been busy and not able to do that yet. When I tell Staff to do something, I expect it to be done by the next time I'm here. One thing lacking here also is follow-through, which is conversation and disciplinary process that needs to take place to make sure these items are done. It will be in my report and to all of you, we'll discuss it and you determine whether or not you want to continue this going forward. One of the things it's going to do is to bring back the standards that I think you need to keep.

I was contracted to search for new Executive Director. We went through statutory process, now done. I submitted it to Department of Human Affairs, and got copy of letter approving new ED. His name is Jonathan Moore, currently an employee at Paterson Housing Authority; before that at Trenton Housing Authority. He will give notice in Paterson, hopefully, within 2 weeks or so and will be showing up. I'm going to recommend that he do is to have meetings with the residents, come through the buildings and meet them so he can get their questions and comments, concerns and all part of moving the Authority forward.

In preparing my report today, I noticed in area of Procurement & Purchasing, a part-time retired employee was hired to do some kind of purchasing. He has no clue what purchasing is. I recommend that new Director become a Qualified Purchasing Agent through State of N.J. which increases your bid limit and ensure that procurement is done according to State law and Federal Procurement Requirements.

While I'm here I want to ensure we are bringing back some of the standards, for example, we issued an RFP for architectural services to prepare public bidding documents here at The Elms. City got us money from community development from Hudson County, redoing parking lot here – remulling it, restriping and doing curbs.

We have to rebid to replace all of the flooring in this building in common areas, painting all apartments, all common areas. Nothing painted since I was here 15 years ago, maybe 20 years. Painting all apartments – notice

sent to tenants: we want to paint your apartment. If there is a medical reason or no one wants it done, they sign a waiver, goes in their file and 3 years from now when they want it painted. We say no, you signed a waiver and can't have it done until next time we do it. All furniture is moved in/out and painted in one day. All exterior doors and railing will be painted.

Drains in parking lot will be reset; some need to be repatched and properly done. We are doing work at Kroll Heights and The Towers also.

There is a 20-year schedule: Capital Needs Assessment. You got that when you converted under Rental Assistance Demonstration Program – RAD. That report tells you what an engineer said SHA should be doing every year for next 20 years including initial work. You are putting money away into a Reserve for Repair & Replacement every year, we'll look at that also and a tool you'll have going forward with new ED to say we need this, etc. If a roof was done 15 years ago, 20 year useful life, 5 years on that schedule, you put on a new roof.

Lease enforcement: I noticed a few things with Staff, enforcing on following work rules. If you're violating work rules, you're violating work rules. Some think sick days are actually vacation days, they are not. They're to be used for the purpose of the agreement. We will put pedal to the metal. People ran out of sick days last year, then out of vacation days, they're making up time. We don't roll that way. I've met with them. If you use your sick days, you have no more, you don't get paid.

In addition, I'm finding some residents don't follow requirements of their lease and some requirements of lease affect the quality of life. So if you're moving family members in with you in violation of the lease, you're doing 2 things: committing fraud in a Federal Program because your rent is based upon your income. Nobody should be living here. Likewise, if you have a pet, follow pet rules and that means – like at Kroll Heights. I go with Ronnie Gallo, he cares about the lawn. He gets annoyed when he sees burn marks. We have somebody we're talking to now whose dog is urinating all over the lawn and burning holes. Requirement is that you take the pet off-site.

Important new Director meet with tenants, hear their concerns, things that SHA can do better, good customer service. We need your help to enforce these rules in order to maintain an orderly, safe environment and good quality for life for everyone living here.

Commissioner Fairman: One thing that limited discussions was when new Executive Director gets onsite, could we consider doing a Resident Survey as we start spending and doing upgrading, etc. and to formally reach out to our

residents, ask them to respond to us. ED Snyder: I did that years ago and after you told me this, I did look for my survey, but it was no longer on my computer. We did discuss amongst ourselves about developing one. I list the employees, give them a rate in customer service from 0 to 10, etc. and it does work. Give us a concern of what you think should be improved in the building. It worked out very well. Employees didn't like it too well, but it's an opportunity to improve your performance. I will make a note of that.

RESOLUTION #2026-5-1 – ANNUAL PLAN APPROVAL

Motion to approve Annual Plan made by Commissioner Bennett; 2nd by Commissioner Mondadori.

VOTE: AYES/All Present Commissioners (7)

CORRESPONDENCE – nothing at this time

OLD BUSINESS – nothing at this time

NEW BUSINESS – nothing at this time

REMARKS OF CITIZENS

MARTHA - #211 – Machines in laundry room are a problem. ED Snyder: I've signed a Purchase Order to purchase a new machine; other one is gone. As part of Capital Improvements, we're looking at replacing all machines in all buildings with the card system.

DIANE - #603 – Mr. Snyder, you said you're replacing flooring in hallways as well, as carpets are stained. ED Snyder: Probably with a laminate like this floor.

DOMINIC - #230 – Dominic asked about capital improvements. Chairman Harper: ED Snyder is creating an extensive plan to lay out potential ones. We will discuss what should be done first in each building.

MS. MENDEOLA - #101 – She spoke about her water tank being too small. At the end of her shower, water is always cold. (Her tank is 20-25 gallons.) A neighbor man tried to check it out, but his hand was too large. She also complained about man who doesn't belong in #201 right above her. He sleeps all day and walks around apartment all night. He is not supposed to be in the apartment at all. ED Snyder will check about water tank. I've asked Maintenance staff and Office workers, they're the eyes and ears and inspectors. If they know what's going on, they need to let ED Snyder know

so he can follow up with letters. When people complain, Staff needs to look into it.

SCOTT - #218 – Tree limb is right next to is window. Please trim it. There is another limb near flag that needs to be trimmed. Scott also mentioned many people bring their family's clothes into the building and use laundry room to wash their clothes. Commissioner Fairman: How many units do you think are doing this? Scott: At least 5-6 units. ED Snyder: I will send a notice around about boarders and lodgers and also use of laundry room. I like to be nice at first. Next step is to verify whether it's true or not and then go to court action. Family **could be evicted**.

JOSEPH - #514 – Joseph spoke about laundry room problem and boarders that don't belong. He said some drive up with their car, drop off laundry. ED Snyder: Easiest way is to put card access on the door; lock it so you need a card to get in there. If tenant gives them a card and they're not supposed to be here, we can then lock the tenant out and can't use laundry room.

BOB - #606 – People from bar on the corner use SHA corner parking lot often. (Difficult to hear: he spoke about a problem in his apartment for last 15 years. ED Snyder said he'd take a look.)

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (7)

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber