

REGULAR MEETING OF THE LODI HOUSING AUTHORITY

(This Agenda is posted to inform the public of actions being considered by the Authority's Board of Commissioners and Executive Director/Secretary Treasurer. There may be additions and deletions prior to the Board Meeting before taking final action.)

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

NOTICE OF MEETING: This meeting has been publicly advertised in compliance with the Open Public Meeting Act.

ROLL CALL: Cody ___ Lynch ___ Marra ___ Di Chiara ___ Woods ___
Executive Director ___ Attorney ___ Secretary ___ Deputy Director ___

BIDS:

APPROVAL OF MINUTES: Regular Meeting – December 15, 2016 Motion: _____ Seconded: _____
Cody ___ Lynch ___ Marra ___ Di Chiara ___ Woods ___

COMMUNICATIONS:

- 1. Letter of Resignation from Vincent Caruso as LHA Commissioner effective 12/31/16
- 2. Notice/Publication of Meeting Date change to January 26, 2017
- 3. 2016 Multiple Dwelling Reports filed 01/06/17 (due 01/31/17)

REPORT OF ATTORNEY:

REPORT OF ACCOUNTANT:

REPORT OF SECURITY:

MONTHLY BILLS – PUBLIC HOUSING & SECTION 8 RENTAL ASSISTANCE:

REPORT OF EXECUTIVE DIRECTOR:

REPORT OF DEPUTY EXECUTIVE DIRECTOR/ADMINISTRATOR OF SECTION 8/HOUSING MANAGER:

RESOLUTIONS:

CONSENT AGENDA (These Resolutions are matters covering operation of Lodi Housing Authority and will be passed by one roll call vote covering all items on the Consent Agenda.)

1. Resolution #16-14	2-Year Service Contract to Provide Maintenance of Boilers/Boiler Controls (DVP, Massey, North Main) & A/C Units (DVP & Rennie)
2. Resolution #16-15	Board of Commissioners Acknowledgement to Institute Smoke-Free Public & Senior Citizen Housing
3. Resolution #16-16	Change Order #1 – Time Extension & Cost Change of \$1,600.00± Pertaining to Removal/Replacement of DVP Boilers – C. Dougherty & Co., Inc. – still in typing

REPORT OF COMMISSIONERS:

UNFINISHED BUSINESS:

OLD BUSINESS:

NEW BUSINESS:

GOOD & WELFARE:

HEARING OF CITIZENS: As Chairman, be advised...citizens are reminded that all discussions must pertain to Lodi Housing Authority business. Citizens, not discussing LHA business, will be issued the following: 1st – Reminder/Warning; 2nd – Ruled Out of Order; and 3rd – Should citizen continue to discuss non-LHA business, he/she will be asked to leave LHA Meeting/Community Room. Failure to comply will result in citizen being escorted out by Security.

CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS:

ADJOURNMENT: Motion: _____ Seconded: _____

Cody ___ Lynch ___ Marra ___ Di Chiara ___ Woods ___

REPORT OF ATTORNEY:

REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS

DISCUSSION:

1. **NEW:**

2. **UPDATE:**

➤ Evictions & related correspondence

3. **ANY OTHER PENDING LITIGATION/PERSONNEL MATTERS:**

REPORT OF ACCOUNTANT:

1. NOTHING AT THIS TIME

REPORT OF SECURITY:

1. NOTHING AT THIS TIME

MONTHLY BILLS AGENDA -- JANUARY 2017

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
12/18/16 -12/31/16 THRU 1/1/17 - 1/14/17					
ARE HEREBY APPROVED					
1	PSE&G	12/19/16	10916	Utilities	\$ 26,067.97
2	Joan Mastrofilipo	1/1/17	10917	Medicare Reimburs.	\$ 314.70
3	Lenore Morrell	1/1/17	10918	Medicare Reimburs.	\$ 511.50
4	Carolyn Capabianca	1/1/17	2868	Medicare Reimburs.	\$ 314.70
5	Ida Press	1/1/17	2869	Medicare Reimburs.	\$ 314.70
6	Lorraine Haskoor	1/1/17	2870	Medicare Reimburs.	\$ 829.20
7	Saverio Saulino	1/1/17	2871	Medicare Reimburs.	\$ 314.70
8	Verizon Wireless	1/5/17	10919	Cell Phones	\$ 353.54
9	Interstate Waste Services	1/5/17	10920	Trash Service	\$ 842.45
10	Staples Credit Plan	1/5/17	10921	Emergency # Magnets	\$ 80.22
11	AMSties, Inc.	1/5/17	10922	Dec 2016 Background Chks	\$ 70.00
12	Lodi Old Timers Little League	1/5/17	10923	Sign Sponsorship Fee	\$ 100.00
13	U.S. Overall Cleaners	1/5/17	10924	Uniforms	\$ 628.50
14	Ricoh USA Inc.	1/5/17	10925	Copy Machine Lease	\$ 453.74
15	BugginOut, LLC	1/5/17	10926	DVP Extermin. & NM #18 Treat.	\$ 380.00
16	Cablevision	1/5/17	10927	Phones, TV, Internet	\$ 460.27
17	New Jersey NAHRO	1/5/17	2872	Membership Dues	\$ 175.00
18	3G Software Technology, Inc.	1/5/17	2873	Jan 2017 HAP Processing	\$ 1,326.20
19	Purchase Power	1/5/17	2874	Postage	\$ 320.99
20	Ready Refresh	1/5/17	2875	Office Coffee & Water	\$ 119.50
21	Pitney Bowes	1/5/17	2876	Stamp Machine Lease	\$ 169.98
22	W.B. Mason	1/5/17	2877	Office Supplies	\$ 208.22
23	Commissoner of LWD	1/12/17	10928	Employee Boiler Lic. Renewal	\$ 80.00
24	Noreika Service Station	1/12/17	10929	Dec. 2016 Fuel	\$ 548.00
25	Business Card	1/12/17	10930	Maintenance Supplies	\$ 1,374.23
26	Jay Bee Flooring, LLC	1/12/17	10931	M# 23 Floor Sanding	\$ 374.00
27	Ricciardi Brothers	1/12/17	10932	Maintenance Supplies	\$ 204.08
28	National Transfer, Inc.	1/12/17	10933	Dump Fee NM#18	\$ 19.50
29	Stone Brook Garden & Landscape	1/12/17	10934	Rock Salt	\$ 180.00
30	Verizon	1/12/17	10935	Phones	\$ 65.82
31	All American Sewer Service	1/12/17	10936	Bldg #21 Sewer Line Emergency	\$ 695.00
32	Ricoh	1/12/17	2878	Copy Machine	\$ 342.01
33	NJ Division of Pensions and Benefits	1/13/17	Online	PH Active Employee	\$ 14,195.30
34	NJ Division of Pensions and Benefits	1/13/17	Online	S8 Active Employee	\$ 8,489.22
35	NJ Division of Pensions and Benefits	1/13/17	Online	PH Retired Employee	\$ 4,901.32
36	NJ Division of Pensions and Benefits	1/13/17	Online	S8 Retired Employee	\$ 3,783.17
37	Delta Dental of New Jersey	1/13/17	Online	PH Employee Dental	\$ 1,478.82
38	Delta Dental of New Jersey	1/13/17	Online	S8 Employee Dental	\$ 760.03
39	Ace Lock & Key Shop	1/20/17	10937	Rekey NM #5	\$ 12.00
40	Passaic Valley Water Commission	1/20/17	10938	Water	\$ 6,024.31
41	HD Supply Facilities Maintenance	1/20/17	10939	Maintenance Supplies	\$ 479.49
42	John's Service	1/20/17	10940	Yukon Battery Replacement	\$ 45.59
43	Millennium Mechanical	1/20/17	10941	Replace Mixing Valve Control	\$ 1,803.00
44	SGTS Maintenance, LLC	1/20/17	10942	Dec 2016 Office Cleaning	\$ 880.00
45	Thomas DeSomma	1/20/17	10943	Employ. Benefits Eye Care Reimburse.	\$ 350.00
46	North Jersey Medica Group	1/20/17	2879	Public Notice	\$ 153.70
47	Verizon	1/20/17	2880	Phones	\$ 283.42
48	Ricoh	1/20/17	2881	Copy Machine Lease	\$ 453.74

REPORT OF EXECUTIVE DIRECTOR:

1. Approximate total interest earned for to date is total of **\$560.00±**

2. CONTRACT REPORT:

CONTRACT FOR:		CONTRACT AWARDED TO:
1.	Wood Floors – Resanding/Refinishing – Two-Year Contract January 1, 2017 thru December 31, 2018 \$2.30 sq.ft.	Jay-Bee Wood Flooring, LLC 853 Robinwood Road Washington, NJ 07676
2.	Electrical Contract (Labor Only) – Two-Year Contract January 1, 2017 thru December 31, 2018 \$68.00 per hour	Mollica Electric 33 Union Street Ridgefield Park, NJ 07660
3.	Computer Maintenance – Two-Year Contract January 1, 2017 thru December 31, 2018 \$75.00 per hour	Mazteck, Inc. 128 Birchwood Road Paramus, NJ 07652
CONTRACT LISTED ABOVE DOES NOT REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD		

I HEREBY CERTIFY THE "FUNDING AVAILABILITY" TO AWARD THE CONTRACTS, AS REFERENCED, HEREIN AND FURTHER CERTIFY THAT ALL CONTRACT PRICES WERE OBTAINED IN COMPLIANCE WITH LHA AND THE US DEPARTMENT OF HUD CFR 85-36 ESTABLISHMENT OF PROCUREMENT POLICY.

3. Requisition to BCCD for Reimbursement of \$95,152.00 – 1st Payment made toward Removal/Replacement of DVP Boilers
4. Correspondence to Valley National Bank (Ron Fraser, 1st VP) pertaining to payment of LHA's payroll services based upon compensating balances
5. Correspondence from the Record qualifying statement as "official newspaper" for public advertisements/notices, etc.

REPORT OF DEPUTY EXECUTIVE DIRECTOR/ADMINISTRATOR SECTION 8/HOUSING MANAGER:

1. To date, there are 452 HCV/Section 8 Participants presently on the program
2. Repair/Replacement of DVP Boilers – progress report
3. Emergency Repair – main sewer line – DVP Bldg. #21
4. Emergency Repair – aquastat on old DVP boiler – need update

RESOLUTIONS:

CONSENT AGENDA (These Resolutions are matters covering operation of Lodi Housing Authority and will be passed by one roll call vote covering all items on the Consent Agenda.)

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Motion: _____ **Seconded:** _____

ROLL CALL: Cody ___ Lynch ___ Marra ___ Di Chiara ___ Woods ___

RESOLUTION NO. 16-14

Governing Body Recorded Vote – Members:

Aye Nay Abstain Absent

Commissioner D. Cody
Commissioner P. Lynch
Commissioner R. Marra
Commissioner A. Di Chiara
Commissioner G. Woods

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**TWO-YEAR SERVICE CONTRACT TO PROVIDE MAINTENANCE OF
BOILERS/BOILER CONTROLS (DVP, MASSEY, & NORTH MAIN)
& A/C UNITS (DVP & RENNIE)**

WHEREAS, it is the intention of the Lodi Housing Authority to provide decent, safe and sanitary housing to all its residents; and

WHEREAS, formal bids are not required under Department of HUD Rules and Regulations and in accordance with the Authority’s Procurement Policy and 24 CFR 85.36, the Lodi Housing Authority solicited proposals from contractors in this line of business in accordance with competitive pricing regulations and in compliance with its Procurement Policy; and

WHEREAS, a review has been made by the Lodi Housing Authority’s Executive Director of all proposals received and a determination has been made that the lowest qualified proposal received was within the Authority’s budget allocation, and said yearly cost will not exceed NJSA Public Law 40:A:11-3 (\$17,500) in any contract year and was found to be in compliance with the Lodi Housing Authority’s Procurement Policy as well as the provisions of the New Jersey Statutes as promulgated by the Department of Public Utilities, Board of Public Utilities Commissioner, including NJ Local Unit Pay-to-Play Law under NJSA 19:44A-20.4 et.seq.; and

THEREFORE, BE IT RESOLVED, as Executive Director, I hereby recommend that a contract for maintenance/service of boilers, boiler controls, and air conditioners be awarded to Millennium Mechanical, LLC, PO Box 1020, Little Falls, New Jersey 07424, as the lowest qualified bidder as follows:

01/01/17 – 12/31/17 \$ 8,360.00 – 1ST Year
01/01/18 – 12/31/18 \$ 8,360.00 – 2ND Year

BE IT FURTHER RESOLVED, the Authority’s Public Housing yearly Operating budget allocations be amended to coincide with this Maintenance Service Contract amount, which is effective from January 1, 2017 thru December 31, 2018.

THIS IS TO CERTIFY THAT THE ABOVE IS A TRUE COPY AS ADOPTED
BY THE HOUSING AUTHORITY OF THE BOROUGH OF LODI AT THE
MEETING HELD ON:

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 16-15

Governing Body Recorded Vote – Members:

Aye Nay Abstain Absent

Commissioner D. Cody
Commissioner P. Lynch
Commissioner R. Marra
Commissioner A. Di Chiara
Commissioner G. Woods

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

BOARD OF COMMISSIONERS ACKNOWLEDGEMENT TO INSTITUTE SMOKE-FREE PUBLIC HOUSING (FAMILY & SENIOR CITIZEN COMPLEXES)

WHEREAS, the US Department of Housing and Urban Development (HUD) has been advocating smoke-free housing since 2009 and published proposed rule in 2015; and

WHEREAS, in accordance with 24 CFR 965.653, HUD is prohibiting all tobacco products from dwelling units, indoor common areas in Public Housing, and in PHA Administrative Office/Maintenance buildings; and

WHEREAS, the smoke-free policy must extend to all outdoor areas up to 25 feet from all PHA buildings; and

WHEREAS, the Final Rule will be effective 60 days after publication in the Federal Register, and the implementation of said policy, specifically, no later than 18 months from the effective date of the Final Rule; and

WHEREAS, the Board of Commissioners of Lodi Housing Authority (LHA) has instructed the Executive Director, during the course of its monthly Board Meetings, to begin developing a Smoke-Free Policy, to notify residents (and new admissions), to conduct required in-house surveys, etc. that LHA will be a Smoke-Free Zone.

THEREFORE, BE IT RESOLVED, LHA’s Board of Commissioners hereby acknowledges they have participated in numerous discussions for purposes to establish a Smoke-Free Policy, as required by HUD.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to prepare, amend, and establish Smoke-Free Policies applicable to all LHA Public Housing and Senior Citizen dwelling units, resident common areas, and its Administrative Office buildings, including common areas, garages, Maintenance Shop/Shed, effective February 1, 2017.

THIS IS TO CERTIFY THAT THE ABOVE IS A TRUE COPY AS ADOPTED BY THE HOUSING AUTHORITY OF THE BOROUGH OF LODI AT THE MEETING HELD ON:

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

CLOSED SESSION:

(This report is included on website/distributed as part of the Public Agenda)

Lodi Housing Authority shall now exclude members of the public from the meeting for any of the following reasons:

1. The Board may discuss matters involving Personnel or individuals who have received assistance from the Authority. The identification of such individuals may result in a violation of their rights to privacy.
2. The Board may discuss matters which are covered pursuant to NJSA 10:4-12(b)(1,2,3) involving individuals who have received assistance from LHA or who have applied for assistance. To disclose the names of such individuals would work an unwarranted invasion of their rights to privacy.
3. LHA may discuss Personnel Matters which are specifically exempt from public meetings pursuant to NJSA 10:4-12(b)(8).
4. The Board may discuss matters with Counsel that shall fall within the Attorney-Client Privilege and are, therefore, excluded from the public meeting.
5. The Board may discuss other matters pursuant to NJSA 10:4-12.

Please be advised that at the conclusion of this session, the Board shall return to a public session and the members are invited to return in order to observe. Thank you.

DISCUSSION:

1. **NEW:**

2. **UPDATE:**

- Evictions & related correspondence

3. **ANY OTHER PENDING LITIGATION/PERSONNEL MATTERS:**