

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 ___ Marra ___ Schrieks ___ Woods ___ Di Chiara ___ Lynch ___
 Executive Director ___ Attorney ___ Deputy Executive Director ___ Recording Secretary ___

BIDS:

APPROVAL OF MINUTES: Regular Meeting – June 29, 2017 Motion: _____ Seconded: _____

Cody ___ Marra ___ Schrieks ___ Woods ___ Di Chiara ___ Lynch ___

COMMUNICATIONS:

1. Dept. of HUD – fully executed documents pertaining to LHA's FY 2017 Capital Fund Grant (\$241,937).
2. FY 2018 Capital Fund Certification of LHA's building/units completed (as required)
3. Release of FYE 09/30/16 PHAS Score of 93% **High Performer** – to be discussed

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/ADMIN. 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 #16-36	Approval & Adoption of 2017 Capital Fund Program Grant - #NJP01150117 (\$241,937.00)
2. Resolution #16-37	2017 Budget Resolution – FY 10/01/17 thru 09/30/18
3. Resolution #16-38	Authorizing Late 2017 LHA Budget Submission – as Recommended/Required by NJDCA
4. Resolution #16-39	Public Housing & Section 8 Consulting Contract – 10/01/17 thru 09/30/18
5. Resolution #16-40	Authorization to Renew Membership in the NJPHA JIF – 01/01/18 thru 12/31/20

REPORT OF COMMISSIONERS:

UNFINISHED BUSINESS:

OLD BUSINESS:

NEW BUSINESS:

GOOD & WELFARE:

HEARING OF CITIZENS: 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 ___ Marra ___ Schrieks ___ Woods ___ Di Chiara ___ Lynch ___

September 21, 2017

REPORT OF ATTORNEY:

REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS

DISCUSSION:

1. **NEW:**

➤

2. **UPDATE:**

- Emotional Support Animal (ESA)
- Evictions & Related Hearings

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 -- JULY 2017

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
6/18/17 - 7/1/17 THRU 7/2/17 - 7/15/2017					
ARE HEREBY APPROVED					
1	Joan Mastrofilipo	7/1/17	11175	Medicare Reimburs.	\$ 330.00
2	Lenore Morrell	7/1/17	11176	Medicare Reimburs.	\$ 906.30
3	Carolyn Capabianca	7/1/17	2926	Medicare Reimburs.	\$ 327.00
4	Ida Press	7/1/17	2927	Medicare Reimburs.	\$ 327.00
5	Lorraine Haskoor	7/1/17	2928	Medicare Reimburs.	\$ 378.00
6	Saverio Saulino	7/1/17	2929	Medicare Reimburs.	\$ 330.00
7	Garfield Lumber & Millworks, Inc.	7/6/17	11177	Maintenance Supplies	\$ 847.34
8	Jay Bee Flooring, LLC	7/6/17	11178	Floor Repair #1B	\$ 2,531.00
9	Ricoh	7/6/17	11179	Copy Machine	\$ 318.12
10	Verizon	7/6/17	11180	Phones	\$ 65.88
11	U.S. Overall Cleaners	7/6/17	11181	Uniform Cleaning	\$ 450.00
12	Business Card	7/6/17	11182	Bingo Equipment	\$ 126.21
13	LexisNexis	7/6/17	11183	Annual Subscription	\$ 156.00
14	Verizon Wireless	7/6/17	11184	Cell Phones	\$ 431.46
15	Coachworks Ltd	7/6/17	11185	Yukon Seat & Headliner Repair	\$ 725.00
16	Interstate Waste Services	7/6/17	11186	Trash Removal	\$ 842.55
17	W.B. Mason	7/6/17	11187	Office Supplies	\$ 79.30
18	Home Depot Credit Services	7/6/17	11188	Maintenance Supplies	\$ 523.21
19	AMS TIES, Inc.	7/6/17	11189	PH June '17 Background Checks	\$ 10.00
20	AMS TIES, Inc.	7/6/17	2930	S8 June '17 Background Checks	\$ 260.00
21	3G Software Technology, Inc.	7/6/17	2931	July '17 HAP Check Process.	\$ 1,339.32
22	Buggin'Out, LLC	7/13/17	11190	Massey #13 Treatment	\$ 360.00
23	Jersey Elevator	7/13/17	11191	Elevator Maintenance	\$ 167.79
24	SGTS Maintenance, LLC	7/13/17	11192	June 2017 Office Cleaning	\$ 910.00
25	Ricoh	7/13/17	11193	Copy Machine Lease	\$ 453.74
26	Certified Plumbing	7/13/17	11194	Snake Sewer Line DVP Bldg #20	\$ 699.00
27	Francis J. McConnell	7/13/17	11195	PH FYE 9/2016 Audit	\$ 4,315.00
28	Francis J. McConnell	7/13/17	2932	S8 FYE 9/2016 Audit	\$ 4,200.00
29	Gary Luna	7/13/17	2933	Employee Eye Care Reimburs.	\$ 350.00
30	Jacklyn Gillen	7/13/17	1424	Security Deposit Refund	\$ 150.06
31	NJ Division of Pensions and Benefits	7/14/17	Online	PH Active Employee	\$ 14,195.30
32	NJ Division of Pensions and Benefits	7/14/17	Online	S8 Active Employee	\$ 8,489.22
33	NJ Division of Pensions and Benefits	7/14/17	Online	PH Retired Employee	\$ 4,901.32
34	NJ Division of Pensions and Benefits	7/14/17	Online	S8 Retired Employee	\$ 3,783.17
35	Delta Dental of New Jersey	7/17/17	Online	PH Employee Dental	\$ 1,478.82
36	Delta Dental of New Jersey	7/17/17	Online	S8 Employee Dental	\$ 760.03
37	North Jersey Media Group	7/19/17	11196	Public Notices	\$ 22.76
38	Noreika's Service Station	7/19/17	11197	June 2017 Fuel	\$ 290.50
39	Verizon	7/19/17	11198	Phones	\$ 284.07
40	Wallace P. Nowosielecki	7/19/17	11199	PH July 2017 Acct. Retain.	\$ 1,166.66
41	Passaic Valley Water Commission	7/19/17	11200	Water	\$ 6,055.55
42	R&R Design Consultants, LLC	7/19/17	11201	Final Payment - Engineer Voucher	\$ 1,144.00
43	State of NJ - Depart of Labor	7/19/17	11202	Employee Benefits	\$ 189.22
44	C. Dougherty & Co., Inc.	7/19/17	11203	Final Payment - Boiler Repair/Replacement	\$ 15,910.00
45	Paulhus and Associates	7/19/17	11204	PH May & June 2017 50058 Process. Fee	\$ 225.75
46	Wallace P. Nowosielecki	7/19/17	2934	S8 July 2017 Acct. Retain.	\$ 1,166.67
47	Paulhus and Associates	7/19/17	2935	S8 May & June 2017 50058 Process. Fee	\$ 530.25
48	PSE&G	7/27/17	11205	Utilities	\$ 27,595.89
49	Purchase Power	7/27/17	11206	Stamps	\$ 641.98

50	Wallington Plumbing	7/27/17	11207	Maintenance Supplies	\$ 2,081.29
51	Conrad M. Olear, Esq.	7/27/17	11208	PH July '17 Leg. Retain. & Extra Ord.	\$ 2,166.66
52	Dor-win	7/27/17	11209	Maintenance Supplies	\$ 685.00
53	Cablevision	7/27/17	11210	TV, Phones, Internet	\$ 519.81
54	Reasy Refresh	7/27/17	11211	Coffee & Water	\$ 183.56
55	Maztek	7/27/17	11212	Comptuter Service	\$ 75.00
56	Reno's Appliances	7/27/17	11213	Ranges	\$ 825.43
57	W.B. Mason	7/27/17	11214	Office Supplies	\$ 446.89
58	Wilmar	7/27/17	11215	Maintenance Supplies	\$ 1,179.79
59	Acuity Specialty Products, Inc.	7/27/17	11216	Cleaning Supplies	\$ 2,463.89
60	John's Service	7/27/17	2936	Buick Repair	\$ 98.00
61	Conrad M. Olear, Esq.	7/27/17	2937	S8 July '17 Legal Retainer	\$ 1,166.66
62	W.B. Mason	7/27/17	2938	Office Supplies	\$ 467.21

Motion: _____ **Seconded:** _____

Cody ___ Marra ___ Schrieks ___ Woods ___ Di Chiara ___ Lynch ___

MONTHLY BILLS AGENDA -- AUGUST 2017

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
7/16/17 - 7/29/17 THRU 7/30/17 - 8/12/2017					
ARE HEREBY APPROVED					
1	North Jersey Media Group	8/8/17	11217	Public Notices	\$ 224.45
2	Pitney Bowes	8/8/17	11218	Stamp Machine Lease	\$ 301.14
3	Verizon	8/8/17	11219	Phone	\$ 33.60
4	SGTS Maintenance, LLC.	8/8/17	11220	July 2017 Office Cleaning	\$ 910.00
5	Frank Ciliberto	8/8/17	11221	FSA Forfeiture Reimburs.	\$ 45.01
6	Complete Saw & Garden	8/8/17	11222	Maintenance Supplies	\$ 527.00
7	Riccardi Brothers	8/8/17	11223	Paint Supplies	\$ 337.00
8	BugginOut, LLC	8/8/17	11224	Ext. Ord. Exterminating	\$ 500.00
9	Stone Brook Garden & Landscape	8/8/17	11225	Maintenance Supplies	\$ 290.00
10	Maztek	8/8/17	11226	Computer Maintenance for HM	\$ 150.00
11	Jersey Elevator	8/8/17	11227	Monthly Service	\$ 167.79
12	Lodi Fire Prevention Bureau	8/8/17	11228	Registration Fee	\$ 200.00
13	U.S. Overall Cleaners	8/8/17	11229	Uniform Cleaning	\$ 360.00
14	Interstate Waste Services	8/8/17	11230	Waste Removal	\$ 842.55
15	Verizon Wireless	8/8/17	11231	Cell Phones	\$ 431.64
16	Jay Bee Flooring	8/8/17	11232	Massey #29 Floor Repair	\$ 374.00
17	AMS Ties	8/8/17	2939	July 2017 Background Checks	\$ 60.00
18	3G Software Technology, Inc.	8/8/17	2940	Aug 2017 HAP Chk Processing	\$ 1,488.34
19	Maztek	8/8/17	2941	S8 Hard Drive Cleaning	\$ 75.00
20	Delta Dental of New Jersey	8/14/17	Online	PH Employee Dental	\$ 1,275.62
21	Delta Dental of New Jersey	8/14/17	Online	S8 Employee Dental	\$ 852.69
22	NJ Division of Pensions and Benefits	8/15/17	Online	PH Active Employee	\$ 14,195.30
23	NJ Division of Pensions and Benefits	8/15/17	Online	S8 Active Employee	\$ 8,489.22
24	NJ Division of Pensions and Benefits	8/15/17	Online	PH Retired Employee	\$ 4,901.32
25	NJ Division of Pensions and Benefits	8/15/17	Online	S8 Retired Employee	\$ 3,783.17
26	Noreika Service Station	8/16/17	11233	July 2017 Fuel	\$ 201.50
27	Wallace P. Nowosielecki	8/16/17	11234	PH August 2017 Acct. Retain.	\$ 1,166.66
28	W.B. Mason	8/16/17	11235	Office Supplies	\$ 329.36
29	Reno's Appliance	8/16/17	11236	Refrigerators	\$ 1,038.00
30	Wallace P. Nowosielecki	8/16/17	2942	S8 August 2017 Acct. Retain.	\$ 1,166.67
31	Verizon	8/16/17	2943	Phones	\$ 284.00
32	Passaic Valley Water Commission	8/21/17	11237	Water	\$ 5,579.27
33	Conrad M. Olear, Esq.	8/21/17	11238	PH Aug '17 Leg. Ret. & Ext. Ord.	\$ 2,200.66
34	Complete Saw & Garden	8/21/17	11239	Maintenance Supplies	\$ 280.55
35	BugginOut, LLC	8/21/17	11240	Rout. Exter & Ext. Ord.	\$ 650.00
36	Jay Bee Flooring	8/21/17	11241	DVP #20C & #16A Floor Repair	\$ 1,665.00
37	Paulhus and Associates	8/21/17	11242	PH August 2017 50058 Proc.	\$ 115.50
38	Presto Print & Copy	8/21/17	11243	Inspection Booklets	\$ 115.00
39	Rob's Automotive	8/21/17	11244	Tractor & Whipe Repair	\$ 234.57
40	Ace Lock & Key Shop	8/21/17	11245	Rekey Locks & Keys	\$ 479.00
41	Siegel's Hardware	8/21/17	11246	Maintenance Supplies	\$ 76.93
42	Dor-Win	8/21/17	11247	Screen Repair	\$ 99.00
43	Wilmar	8/21/17	11248	Maintenance Supplies	\$ 523.05
44	Aardvark, LLC	8/21/17	11249	Termite Extermin.	\$ 1,500.00
45	W.B. Mason	8/21/17	2944	Office Supplies	\$ 152.01
46	Paulhus and Associates	8/21/17	2945	S8 August 2017 50058 Proc.	\$ 351.85
47	Conrad M. Olear, Esq.	8/21/17	2946	S8 August 2017 Leg. Ret.	\$ 1,166.66
48	Dor-Win	8/30/17	11250	Maintenance Supplies	\$ 1,151.00
49	Wallington Plumbing & Heating	8/30/17	11251	Maintenance Supplies	\$ 382.64

50	Wilmar	8/30/17	11252	Maintenance Supplies	\$ 415.65
51	Millennium Mechanical, LLC.	8/30/17	11253	Routine Work & Ext. Ord.	\$ 2,428.00
52	Cablevision	8/30/17	11254	TV, Phones, Internet	\$ 519.81
53	W.B. Mason	8/30/17	11255	Office Supplies	\$ 751.45
54	Purchase Power	8/30/17	11256	Stamps	\$ 270.99
55	Swift Electrical Supply	8/30/17	11257	Maintenance Supplies	\$ 300.93
56	Aardvark, LLC	8/30/17	11258	Animal Trap & Release	\$ 130.00
57	Russell Reid	8/30/17	11259	Sewerage Transporation	\$ 315.60
58	PSE&G	8/30/17	11260	Utilities	\$ 27,281.72
59	Ready Refresh	8/30/17	2947	Office Water & Coffee	\$ 171.29
60	Robert VanBaulen	8/30/17	1425	Pet Security Refund	\$ 150.15

Motion: _____ **Seconded:** _____

Cody ___ Marra ___ Schrieks ___ Woods ___ Di Chiara ___ Lynch ___

MONTHLY BILLS AGENDA -- SEPTEMBER 2017

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
8/13/17 - 8/26/17 THRU 8/27/17 - 9/9/2017					
ARE HEREBY APPROVED					
1	GE Appliances	9/11/17	11261	Maintenance Stock	\$ 150.00
2	Reno's Appliances	9/11/17	11262	Maintenance Stock	\$ 2,337.00
3	Noreika Service Station	9/11/17	11263	August 2017 Fuel	\$ 341.00
4	SGTS Maintenance, LLC.	9/11/17	11264	August 2017 Office Cleaning	\$ 910.00
5	Business Card	9/11/17	11265	Maintenance Supplies	\$ 51.02
6	Verizon	9/11/17	11266	Phones	\$ 33.30
7	Jersey Elevator	9/11/17	11267	Monthly Elevator Maint.	\$ 167.79
8	U.S. Overall Cleaners	9/11/17	11268	Monthly Uniform Cleaning	\$ 450.00
9	Presto Print & Copy	9/11/17	11269	Envelopes	\$ 155.00
10	Verizon Wireless	9/11/17	11270	Cell Phones	\$ 431.64
11	Interstate Waste Services	9/11/17	11271	Waste Removal	\$ 842.55
12	AMS Ties, Inc.	9/11/17	11272	PH Aug 2017 Background Checks	\$ 20.00
13	AMS Ties, Inc.	9/11/17	2948	S8 Aug 2017 Background Checks	\$ 90.00
14	3G Software Technology, Inc.	9/11/17	2949	S8 Aug 2017 HAP Process.	\$ 1,338.34
15	Arrow Systems Integration, Inc.	9/11/17	2950	Service Call	\$ 346.00
16	W.B Mason	9/11/17	2951	Office Supplies	\$ 112.68
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					

Motion: _____ Seconded: _____

Cody ___ Marra ___ Schrieks ___ Woods ___ Di Chiara ___ Lynch ___

REPORT OF EXECUTIVE DIRECTOR:

1. Approximate total interest earned to date is total of **\$1,225.00±**

2. CONTRACT REPORT:

CONTRACT AWARDED TO:		CONTRACT FOR:
1.	HMI Technical Solutions, LLC (dba/Henkels & McCoy) 3 Valley Square/512 Township Line Road/Suite 200 Blue Bell, PA 19422	Gas Master Meter Maintenance/Certification – All LHA Complexes (as required by PSE&G) – Two-Year Contract - \$2,500 per year
2.		
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. Thank You card from Massey Street S/C Resident, Carol Bruinooge – for maintenance repairs completed by Jerry Fazinetz, Sr. Maintenance Repairer-LPL
4. MEL/JIF Training Class – "Flagger/Work Zone" –to be attended by **all** Maintenance Personnel – scheduled for 09/07, 09/20, and 11/21
5. Sporadic Annual Inspections to be conducted at all LHA Complexes
6. Boro Manager's notice pertaining to sidewalk improvement at Rennie Place
7. NJDCA Local Finance Notice regarding Hurricane Harvey and donation of **surplus equipment** – to be discussed
8. OPRA Requests (2) – sent to PVWC – requesting wholesale water rate costs & resale to specific towns – to be discussed

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

1. To date, there are 460 HCV/Section 8 Participants presently on the program
2. FEMA – still under review
3. Email – informal tentative BCCD Award of \$86,207 for security cameras at all LHA Complexes – to be discussed
4. DVP Service Drive culvert repairs completed by Boro of Lodi DPW
5. Purchase/use of new sewer snake

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.)

6. Resolution #16-36	Approval & Adoption of 2017 Capital Fund Program Grant - #NJP01150117 (\$241,937.00)
7. Resolution #16-37	2017 Budget Resolution – FY 10/01/17 thru 09/30/18
8. Resolution #16-38	Authorizing Late 2017 LHA Budget Submission – as Recommended/Required by NJDCA
9. Resolution #16-39	Public Housing & Section 8 Consulting Contract – 10/01/17 thru 09/30/18
10. Resolution #16-40	Authorization to Renew Membership in the NJPHA JIF – 01/01/18 thru 12/31/20

Motion: _____ Seconded: _____

Cody ___ Marra ___ Schrieks ___ Woods ___ Di Chiara ___ Lynch _____

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:**

- Emotional Support Animal (ESA) – refer to closed session
- Evictions & Related Hearings – refer to closed session

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