

REGULAR MEETING OF THE HOUSING AUTHORITY OF THE BOROUGH OF LODI

(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: Caruso ___ Lynch ___ Marra ___ Woods ___ Di Chiara ___ Cody ___
Executive Director ___ Attorney ___ Secretary ___ Deputy Director ___

BIDS:

APPROVAL OF MINUTES: Regular Meeting – January 21, 2016

COMMUNICATIONS:

1. LHA Public Housing FYE 09/30/15 – PHAS Score = **98% High Performer**
2. LHA Section 8 FYE 09/30/15 – SEMAP Score = **93% High Performer**
3. Certification/Submission of LHA's Independent Public Audit for FYE 09/30/15 – distribution of – refer to Resolution #15-24

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 #15-20	Declaration of Emergency Expenditure – Blizzard of January 2016
2. Resolution #15- 21	One-Year Painting Contract Awarded to A & A Painting Contracting Company (Highland Park, NJ) – January 1, 2016 thru December 31, 2016
3. Resolution #15-22	Budget Revision #1 – Public Housing & Section 8 Operating Budgets for FYE 09/30/16
4. Resolution #15-23	Budget Revision #2 – Section 8 Operating Budget for FYE 09/30/16
5. Resolution #15-24	Certifying Resolution – Commissioners' Receipt of FYE 09/30/15 Independent Public Audit (IPA)
6. Resolution #15-25	Approval by Board to Apply for 2016 Unprogrammed Bergen County Community Development Block Grant Funding – application still being prepared
7. Resolution #15-26	Declaration of Emergency Repair – De Vries Park Boiler #2 Leak
8. Resolution #15-27	Approval & Adoption of 2016 Capital Fund Program Grant - #NJP01150116 - \$233,358 – still being typed

REPORT OF COMMISSIONERS:**UNFINISHED BUSINESS:****OLD BUSINESS:****NEW BUSINESS:**

GOOD & WELFARE: BCCD Resolution for "Unprogrammed Funds"

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:**

REPORT OF ATTORNEY:

REFER TO **CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS**

- Christina Johanneman (Former Section 8 Participant)
- M. Rouf (Former Section 8 Participant)
- E. Ferrer (Former Section 8 Participant)
- E. Grecco (PH Resident)
- E. Stellato (PH Resident)

- New:
 - J. Pereira (Former PH Resident)
 - S. Grotsky (PH Resident)

REPORT OF ACCOUNTANT:

1. NOTHING AT THIS TIME

REPORT OF SECURITY:

1. NOTHING AT THIS TIME

REPORT OF EXECUTIVE DIRECTOR:

1. Approximate total interest earned for February 2016 is total of **\$825.00±**

2. CONTRACT REPORT:

CONTRACT FOR:		CONTRACT AWARDED TO:
1.		
2.		

CONTRACT LISTED ABOVE DOES NOT REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD

I HEREBY CERTIFY ALL CONTRACT PRICES WERE OBTAINED IN COMPLIANCE WITH LHA AND THE US DEPARTMENT OF HUD CFR 85-36 ESTABLISHMENT OF PROCUREMENT POLICY.

- 3. Correspondence to Mayor and Council requesting consideration of vertical parking on south side of Lawrence Avenue
- 4. Notice to DVP Residents pertaining to handicapped parking in the lot at end of Service Drive
- 5. Report on outside contractor for Annual Inspections

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

1. To date, there are 437 HCV/Section 8 Participants presently on the program
2. Submission to Mayor and Council requesting endorsement of LHA application for BCCD “Unprogrammed Funds” – for repair/replacement of fire alarm and closed circuit TV systems – refer to Resolution #15-25
3. DVP Boiler #2 Leak – to be discussed

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 #15-20	Declaration of Emergency Expenditure – Blizzard of January 2016
2. Resolution #15- 21	One-Year Painting Contract Awarded to A & A Painting Contracting Company (Highland Park, NJ) – 01/01/16 thru 12/31/16
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7. Resolution #15-26	Declaration of Emergency Repair – De Vries Park Boiler #2 Leak
8. Resolution #15-27	Approval & Adoption of 2016 Capital Fund Program Grant - #NJP01150116 - \$233,358.00 – still being typed

February 18, 2016

RESOLUTION NO. 15-20

Governing Body Recorded Vote – Members:

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

Ave Nav Abstain Absent

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**DECLARATION OF EMERGENCY EXPENDITURE
(State of Emergency Declared by
Gov. Chris Christie on January 22, 2016)**

**SNOWSTORM EMERGENCY EXPENDITURE
ALL PUBLIC HOUSING COMPLEXES – DE VRIES PARK
AND SENIOR CITIZEN COMPLEXES LOCATED AT
MASSEY STREET/RENNIE PLACE/NORTH MAIN STREET**

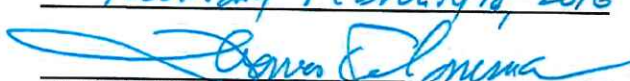
WHEREAS, on or about January 22, 2016, an Emergency Declaration by Governor Christie and related snow accumulation required the Lodi Housing Authority (Authority) to retain Emergency part-time employees to remove the accumulation of snow from all the complexes (sidewalks, steps, stairwells, and common areas such as, parking lots, service drive, etc.); and

WHEREAS, as Executive Director, I hereby certified that the “snowstorm” referenced above, created a threat to all Authority’s tenants’ health, safety and welfare, and further declared an Emergency existed; and

NOW, THEREFORE, BE IT RESOLVED, that said Emergency affected all the Authority’s tenants’ health, safety and welfare, as defined in NJSA 40A:11.6, and required immediate remediation.

BE IT FURTHER RESOLVED, all such related expenditures, including but not limited to outside contractor costs, full-time/part-time related Maintenance overtime, snow removal equipment, de-icer, rock salt, etc., all of which should be classified as “Emergency Expenditures.”

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:

Thursday February 18, 2016

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 15-21

Governing Body Recorded Vote – Members:

	<u>Ave</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner V. Caruso				
Commissioner P. Lynch				
Commissioner R. Marra				
Commissioner G. Woods				
Commissioner A. Di Chiara				
Commissioner D. Cody				

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**ONE-YEAR PAINTING CONTRACT AWARDED TO
A & A PAINTING CONTRACTING CO.
111 COLUMBIA STREET, HIGHLAND PARK, NJ 08904
JANUARY 1, 2016 THRU DECEMBER 31, 2016**

WHEREAS, it is the intention of the Authority’s Board of Commissioners to continue to provide decent, safe and sanitary housing for all its Residents; and

WHEREAS, formal bids are not required under Department of H.U.D. Rules and Regulations and in accordance with the Authority’s Procurement Policy and 24 CFR 85.36, the Lodi Housing Authority solicited price 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 and evaluation has been made by the 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 labor cost will not exceed the NJSA Public Law 40:A:11-3L (\$17,500 yearly) in any contract year;

NOW, THEREFORE, BE IT RESOLVED as Executive Director, I hereby recommend A&A Painting and Contracting Company of 111 Columbia Street, Highland Park, New Jersey 08904 be awarded a 1-Year Contract for Interior Painting (Labor Only) covering the term period 01/01/06 to 12/31/07, at the rates listed below:

COMPLEX	PER APARTMENT – 1 COAT
MASSEY STREET	\$690.00
RENNIE PLACE	\$690.00
NORTH MAIN STREET	\$710.00
DVP – 1 BEDROOM	\$745.00
DVP – 2 BEDROOM	\$790.00
DVP – 3 BEDROOM	\$870.00

NOW, THEREFORE, BE IT RESOLVED, A&A Painting and Contracting Company is hereby awarded a 1-Year Contract for Interior Painting (Labor Only) 01/01/16 to 12/31/16; and

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any and all related contracts on behalf of the Authority.

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:

Thursday February 18, 2016

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

February 18, 2016

RESOLUTION NO. 15-22

Governing Body Recorded Vote – Members:

	<u>Ave</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner V. Caruso				
Commissioner P. Lynch				
Commissioner R. Marra				
Commissioner G. Woods				
Commissioner A. Di Chiara				
Commissioner D. Cody				

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**BUDGET REVISION #1 – FYE 09/30/16
PUBLIC HOUSING & SECTION 8 OPERATING BUDGETS**

WHEREAS, the Lodi Housing Authority’s (Authority) FYE 09/30/16 Public Housing & Section 8 Operating Budgets were previously adopted on or about June 2015 with Final Adoption in November 2015; and

WHEREAS, NJDCA Division of Local Finance requires that “Employee Share Cost for Health Benefits” shall no longer be budgeted as income, and the net expense shall only be budgeted for Employee Health Cost; and

WHEREAS, these changes do not affect the Authority’s Public Housing or Section 8 Operating Reserves for FYE 09/30/16, which ultimately results in zero (0) financial impact; and

WHEREAS, this procedural change is required by NJDCA Division of Local Finance.

NOW, THEREFORE, BE IT RESOLVED, the budgetary changes referenced above are hereby adopted as Budget Revision #1 to the FYE 09/30/16 Public Housing and Section 8 Operating Budgets.

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:

Thursday Feb 18, 2016

[Signature]

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

February 18, 2016

RESOLUTION NO. 15-23

Governing Body Recorded Vote – Members:

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

Aye Nav Abstain Absent

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

BUDGET REVISION #2 – FYE 09/30/16 – SECTION 8 OPERATING BUDGET

WHEREAS, the Lodi Housing Authority’s (Authority) FYE 09/30/16 Public Housing & Section 8 Operating Budgets were previously adopted on or about June 2015 with Final Adoption in November 2015; and

WHEREAS, US Department of Housing and Urban Development (HUD) has recently increased the Section 8 Administrative Fee Pro-Ration from 75% to 80% of Actual Authorities administrating the Section 8 Housing Choice Voucher Program, effective the past FYE 09/30/15; and

WHEREAS, said adjusted pro-ration will enable the Authority to pro-rate its Administrative Expenses attributed to Clerk 1 Time and related costs at a 70% to Public Housing and 30% to Section 8 Administrative Clerical Work; and

WHEREAS, this time and related pro-ration of actual expenses (referenced above) is hereby found to be deemed appropriate and necessary by the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, this change to Clerk 1 Pro-Rate Time and Expense referenced herein is hereby approved and adopted as Budget Revision #2 to the FYE 09/30/16 Section 8 Operating Budget.

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:

Thursday Feb. 18, 2016
[Signature]
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 15-24

Governing Body Recorded Vote – Members:

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

Ave Nav Abstain Absent

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**CERTIFYING RESOLUTION – COMMISSIONERS’ RECEIPT
OF FYE 09/30/15 INDEPENDENT PUBLIC AUDIT (IPA)**

WHEREAS, NJSA 40A:5A-15 requires the governing body of each local Authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for fiscal year ending September 30, 2016 has been completed and filed with the NJDCA pursuant to NJSA 40A:5A-15; and

WHEREAS, NJSA 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations,” in accordance with NJSA 40A:5A-17;

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Lodi Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30, 2015, and specifically has reviewed the sections of the audit report entitled “General Comments” and Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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:

Thursday FEB 18 2016

[Signature]

EXECUTIVE DIRECTOR/SECRETARY-TREASURER



LODI HOUSING AUTHORITY A HUD SPONSORED PUBLIC HOUSING AGENCY

50 Brookside Avenue, Lodi, New Jersey 07644

THOMAS DeSOMMA
Executive Director/ Secretary Treasurer
973-470-3650 – Fax 973-778-1429

February 18, 2016

**HOUSING AUTHORITY OF THE BOROUGH OF LODI
INDEPENDENT PUBLIC AUDIT (IPA)
FYE 09/30/15**

**We hereby Certify that we have received a copy of FYE 09/30/15
IPA as prepared by Francis J. McConnell, Certified Public Accountant.**

**We further Certify that this FYE 09/30/15 IPA has been presented
and placed on the February 18, 2016 Regular Meeting Agenda by the
Executive Director of the Housing Authority of the Borough of Lodi.**

Daniel Cody, Chairman Date

Albert Di Chiara, Vice Chairman Date

Vincent J. Caruso, Commissioner Date

Paul V. Lynch, Commissioner Date

Robert Marra, Commissioner Date

Gerald Woods, Commissioner Date

ATTESTED:

Conrad M. Olear, Esq. Date

RESOLUTION NO. 15-25

Governing Body Recorded Vote – Members:

Aye Nay Abstain Absent

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

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

AUTHORIZATION FOR SUBMISSION OF APPLICATION FOR 2016 UNPROGRAMMED BERGEN COUNTY COMMUNITY DEVELOPMENT (BCCD) GRANT FUNDING – FOR REPAIR/REPLACEMENT OF THE CCTV SURVEILLANCE AND FIRE ALARM SYSTEMS AT ALL FOUR (4) LODI HOUSING AUTHORITY COMPLEXES

WHEREAS, the Board of Commissioners (Board) of the Lodi Housing Authority (Authority) wishes to submit an application to the County of Bergen for 2016 Unprogrammed Community Development Block Grant Funding for the rehabilitation of the Authority’s four (4) Public Housing Complexes, all located within the Borough of Lodi, as follows: De Vries Park Family Complex, 200 Union Street; A. B. Caniano Senior Citizen Complex, 20 Rennie Place; George Ciliberto Senior Citizen Complex, 15 Massey Street; Matthew A. Di Chiara Senior Citizen Complex, 375 North Main Street; and

WHEREAS, the Board must obtain an endorsing Resolution from the Mayor and Council of the Borough of Lodi.

NOW, THEREFORE, BE IT RESOLVED, the application referenced herein for 2016 Unprogrammed BCCD Funds is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby authorizes the Executive Director to forward a copy of the 2016 Unprogrammed Funding Application to the Mayor and Council of the Borough of Lodi requesting consideration to approved the required Municipal Endorsing Resolution.

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:

Thursday February 18, 2016



EXECUTIVE DIRECTOR/SECRETARY-TREASURER

February 18, 2016

RESOLUTION NO. 15-26

Governing Body Recorded Vote – Members:

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

Ave Nay Abstain Absent

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

DECLARATION OF EMERGENCY EXPENDITURE
REPAIR OF BOILER #2 LEAK – De VRIES PARK FAMILY COMPLEX

WHEREAS, on or about January 11, 2016, during routine inspection at the De Vries Park Boiler Room, it was noticed that Boiler #2 was leaking water and steam was escaping out of back boiler plate cover; and

WHEREAS, subsequent follow-up inspection and removal of Boiler #2 back cover revealed the back boiler section was leaking; and

WHEREAS, the Deputy Executive Director immediately contacted Millennium Mechanical (LHA's HVAC Contractor), who promptly responded and upon their inspection determined that while the leak was apparent, they suggested to temporarily fix the leak (due to cold weather), and the temporary fix should be sufficient; in addition, should Boiler #2 be totally shut down, Boiler #1 would be able to maintain heat/hot water necessary throughout the De Vries Park Family Complex.

NOW, THEREFORE, BE IT RESOLVED, that Boiler #2 Leak is a threat to tenants' health and safety as defined in NJSA 40A:11-6 and requires immediate remediation.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that all such related expenditures be classified as "Emergency Expenditures," and as such, repairs and costs are hereby authorized to be paid from any and all available funds under the Authority and Public Housing Authority's Operating Program and/or Operating Reserves.

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:

Thursday February 18, 2016

Thomas Delain

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:

- **Ongoing:** C. Johanneman (Former Section 8 Participant)
- **Ongoing:** M. Rouf (Former Section 8 Participant)
- **Ongoing:** E. Ferrer (Former Section Participant)
- **Ongoing:** E. Grecco (PH Resident)
- **Ongoing:** E. Stellato (PH Resident)
- **New:**
 - J. Pereira (Former PH Resident)
 - S. Grotsky (PH Resident)
- **Any Other Pending Litigation or Personnel Matters to be Discussed?**