

REGULAR MEETING OF THE HOUSING AUTHORITY OF THE BOROUGH OF LODI

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

NOTICE OF MEETING: This meeting has been publicly advertised in compliance with the Open Public Meeting Act and is being tape-recorded.

ROLL CALL: Cody \_\_\_ Di Chiara \_\_\_ Lynch \_\_\_ Riley \_\_\_ Woods \_\_\_ Caruso \_\_\_ Marra \_\_\_  
Executive Director \_\_\_ Attorney \_\_\_ Secretary \_\_\_ Deputy Director \_\_\_

BIDS:

APPROVAL OF MINUTES: Regular Meeting – February 19, 2015

COMMUNICATIONS:

- 1. Commissioners Vincent Caruso "Diploma" for successfully completing the course of study for a Public Housing Authority Commissioner
- 2. To Dept. of HUD – submission of FFY 2015 CFP NJ39P01150115 – \$224,208 – will draw down money after FYS 10/01/15
- 3. LHA Public Notice to receive comments at 6:00 PM on 06/18/15 pertaining to its Annual and 5-Year PHA Plan (FYS 10/01/15)

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:

1. Resolution #14-11	Declaration of Snow Emergency by Governor Christie for 03/05/15
2. Resolution #14-12	Acceptance/Authorization of Retirement Status for Lenore Morrell, Supervisor of Accounts (effective 10/01/15) & Authorization for A Three-Year Payout of Accrued Leave Payments (starting 10/01/15)

REPORT OF COMMISSIONERS:

OLD BUSINESS:

NEW BUSINESS:

GOOD & WELFARE:

HEARING OF CITIZENS:

UNFINISHED BUSINESS:

ADJOURNMENT:

**REPORT OF ATTORNEY:**

**1. NEED UPDATE:**

- **Ongoing** – Executive Director needs Final Legal Advisory opinion pertaining to SHBP Employer/Employee Premium Plan Cost Payments
- **Ongoing – Eva Grecco (DVP #15D)** – Civil Action Complaint to collect cumulative delinquent rent, late fees, & legal fees of \$1,029.00 – see attached Summons – Court scheduled for 03/30/15 – also note payment received of \$50 towards October balance
- **New – Rosa Garcia (DVP #9B)** – Complaint against Karen Young (DVP #9A) – Hearing scheduled for 03/13/15
- **New – Karen Young (DVP #9A)** – Counter-Complaint against Rosa Garcia (DVP #9B) – Hearing scheduled for 03/16/15
- **Ongoing** – Executive Director’s request to render legal opinion pertaining to employees’ prescriptions – whether or not LHA has right to require employees to reveal as confidential in employees’ files
- **New – Carol Glover (Massey #11)** – assigned to Attorney to determine if tenant has been placed in short-term care, long-term care, nursing home, etc. – **to be discussed**
- **New – Barbara Stivalo (Rennie #38)** – Unauthorized Visitor/Trespasser (son, Michael Callazzo) – **to be discussed**
- Non-Payment of Rent – Eviction Notices & Related Balances as of \_\_\_\_\_ –

**\*Need Motion to go into Closed Session Pertaining to Ongoing & Possible Litigation**

Motion: \_\_\_\_\_  
Seconded: \_\_\_\_\_

- **Joanne & Michael (son) Zirpoli, Apt. #4C, De Vries Park:**  
\_\_\_\_\_
- **Ongoing – Christina Johanneman (Former Section 8 Participant):**  
\_\_\_\_\_
- **Ongoing – M. Rouf (Former Section 8 Participant):**  
\_\_\_\_\_
- **Any Other Pending Litigation to be Discussed?**

**\*Motion to end Closed Session & Return to Regular Order of Business**

Motion: \_\_\_\_\_  
Seconded: \_\_\_\_\_

**REPORT OF ACCOUNTANT:**

1. NOTHING AT THIS TIME

**REPORT OF SECURITY:**

2. NOTHING AT THIS TIME

**REPORT OF EXECUTIVE DIRECTOR:**

1. Approximate interest earned to February 2015 is total of **\$850.00±**

**2. CONTRACT REPORT:**

CONTRACT FOR:		CONTRACT AWARDED TO:
1.		
2.		
<b>CONTRACT LISTED ABOVE DOES NOT REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD</b>		

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 Ronald Fraser, First Vice President of Valley National Bank – requesting review of LHA’s compensating balances – **to be discussed**
4. Failure to report income:
  - Sophia Fava (DVP, #16A) – owes LHA \$12,940.00
  - Desarie Bravo (DVP, #17B) – owes LHA \$5,028.00
5. Notice of Claim forwarded to NJPHA JIF regarding Samuel Grotsky (Massey Senior)
6. Be advised LHA has publicly advertised and requested RFQs for Fee Accountant and Fee Attorney – both due back 03/26/15

**~ PERSONNEL & POSSIBLE LITIGATION  
– NEED MOTION TO GO INTO CLOSED SESSION ~**

Motion: \_\_\_\_\_  
 Seconded: \_\_\_\_\_

7. Lenore Morrell, Supervisor of Accounts has submitted Retirement Application, effective 10/01/15 – Refer to Resolution #14-12 – **to be discussed**

**~ MOTION TO END CLOSED SESSION &  
RETURN TO REGULAR ORDER OF BUSINESS ~**

Motion: \_\_\_\_\_  
 Seconded: \_\_\_\_\_

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

1. To date, there are 446 HCV/Section 8 Participants presently on the program
2. Deputy Executive Director – update on the possibility of implementing direct deposit and/or pick-up by landlords of Housing Assistance Payment checks – see attached notice from Bergen County Housing

**RESOLUTIONS:**

<p>1. Resolution #14-11</p>	<p>Declaration of Snow Emergency by Governor Christie for 03/05/15</p>
<p>2. Resolution #14-12</p>	<p>Acceptance/Authorization of Retirement Status for Lenore Morrell, Supervisor of Accounts (effective 10/01/15) &amp; Authorization for A Three-Year Payout of Accrued Leave Payments (starting 10/01/15)</p>

**RESOLUTION NO. 14-11**

Governing Body Recorded Vote – Members:

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

Aye      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 for March 5, 2015)**

**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 March 5, 2015, 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 to 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:

\_\_\_\_\_

\_\_\_\_\_  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER





**LODI HOUSING AUTHORITY** A HUD SPONSORED PUBLIC HOUSING AGENCY

50 Brookside Avenue, Lodi, New Jersey 07644-3214

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

March 6, 2015

**SNOWSTORM EMERGENCY DECLARATION/CERTIFICATION  
(State of Emergency Declared by  
Gov. Chris Christie for March 5, 2015)**

**ALL PUBLIC HOUSING COMPLEXES – DE VRIES PARK/  
MASSEY STREET/RENNIE PLACE/NORTH MAIN STREET**

Due to Governor Christie's Emergency Declaration due to snow on or about March 5, 2015, Lodi Housing Authority (Authority) found it necessary 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.).

Therefore, as Executive Director, I hereby certified to the Emergency Snow Removal resulting from the "snowstorm" referenced above.

Furthermore, I hereby certify any such related Expenditures be classified as "Emergency Expenditures" and fall within NJSA 40A:11-6.

**THOMAS DeSOMMA**  
Executive Director

Date

## RESOLUTION NO. 14-12

Governing Body Recorded Vote -- Members:

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

Aye       Nay       Abstain       Absent

Approved \_\_\_\_\_ Denied \_\_\_\_\_

REVIEWED AND APPROVED AS TO LEGALITY:

\_\_\_\_\_  
LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

### ACCEPTANCE OF LENORE MORRELL'S SUBMISSION OF RETIREMENT PAPERS (EFFECTIVE 10/01/15) & AUTHORIZATION FOR THREE-YEAR PAYOUT OF ACCRUED LEAVE PAYMENTS (STARTING 10/01/15)

**WHEREAS**, on March 9, 2015, Lenore Morrell, Supervisor of Accounts, informed the Executive Director of Lodi Housing Authority (LHA) that she filed her online Retirement Application on March 4, 2015 with an effective date of October 1, 2015; and

**WHEREAS**, LHA received an email notice dated 03/04/15 (copy attached) from the NJ Division of Pensions and Benefits confirming Lenore Morrell's Retirement Application has been submitted; and

**WHEREAS**, the LHA Board of Commissioners (Board) has adopted its Employee Personnel Policy (aka Employee Handbook), along with numerous Board Resolutions authorizing, outlining, and defining employee benefits; and

**WHEREAS**, the Board has, within said Employee Handbook, enacted policy for employee payout of accrued sick, vacation, and personal leave time; and

**WHEREAS**, said Employee Handbook, Sections VII, VIII, IX, and more specifically, Section XI, Page 17, Payment of Accumulated Vacation/Sick Leave, authorizes a three-year payout unless otherwise agreed upon by employee and authorized by Board, in addition to payment of accrued vacation/personal leave mandated to be paid within 60 days (accrued leave not to exceed \$30,000 for pre 10/01/93 hired employees and not to exceed \$15,000.00 for post 10/01/93 hired employees); and

**WHEREAS**, the Board has maintained and wishes to continue to maintain its financial solvency by implementing its existing three-year payout policy; and

**WHEREAS**, the Board has discussed with its Executive Director/Secretary Treasurer entitled accrued leave and related payout for same, to be based on Authority's existing three-year policy and such accrued leave payouts shall be based upon employee's current salary/hourly rate on 09/30/15.

**NOW, THEREFORE BE IT RESOLVED**, the Board hereby accepts Lenore Morrell's Retirement date effective October 1, 2015.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, the Board hereby authorizes the three-year payout of accrued leave time, as referenced in Paragraph 5 of this Board Resolution #14-12, and further understands and agrees to in the event of Lenore Morrell's demise or separation of service from LHA during any time after the adoption of the Resolution #14-12, said employee and/or her Estate will be paid for the entitled accrued leave payments as referenced herein for the remaining period not to exceed the three years starting FYS 10/01/15.

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:

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EXECUTIVE DIRECTOR/SECRETARY-TREASURER

**Thomas DeSomma**

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**From:** pensions.nj@treas.state.nj.us  
**Sent:** Wednesday, March 04, 2015 1:41 PM  
**To:** thomasd@lodihousing.org  
**Subject:** Certification of Service and Final Salary

The Division of Pensions and Benefits has received the Application for Retirement Allowance from LENORE MORRELL, [REDACTED]. Please logon to EPIC to view the effective date of retirement, complete the Certification of Service and Final Salary and submit it to the Division. If the member does not appear in the list of outstanding certifications, please allow 4 to 6 hours for the system to update. If you have any questions, please contact the Division at 609-292-7524 or email us at [pensions.nj@treas.state.nj.us](mailto:pensions.nj@treas.state.nj.us).

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