

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 – March 25, 2015

COMMUNICATIONS:

1. Response to Eva Grecco (DVP #15D) on OPRA Request
2. E-mail confirmation to Valley National Bank (R. Fraser, VP) – reimbursement of LHA's 3rd party payroll costs
3. FYE 09/30/14 IPA – completed & distributed – will be placed on LHA website after Final Approval
4. FYE 09/30/14 IPA – Synopsis – will be in newspaper and on LHA website

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 #14-13	Fee Accountant – One-Year Contract Award – May 1, 2015 thru April 30, 2016
2. Resolution #14-14	Fee Attorney – One-Year Contract Award – May 1, 2015 thru April 30, 2016
3. Resolution #14-15	Certifying Resolution – Commissioners' Receipt of FYE 09/30/14 Independent Public Audit (IPA)
4. Resolution #14-16	Rent Write-Off – FYE 09/30/15

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) – Filed Civil Action Complaint to collect cumulative delinquent rent, late fees, & legal fees
 - Rosa Garcia (DVP #9B) – Probation Agreement signed
- ↓ vs. ↑
- Karen Young (DVP #9A) – Probation Agreement signed
 - Non-Payment of Rent – Eviction Notices & Related Balances as of _____ –
 - New/Ongoing – J. Shepstone (DVP #19C) – Complaint Filed – rent/late fees/filing & legal fees [REDACTED]

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

Motion: _____
Seconded: _____

- Ongoing – Christina Johanneman (Former Section 8 Participant):

[REDACTED]

- Ongoing – M. Rouf (Former Section 8 Participant):

[REDACTED]

- 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

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
<u>3/15/15 thru 3/28/15 AND 3/29/15 thru 4/11/15</u>					
ARE HEREBY APPROVED					
1	NJ NAHRO (for Wally)	03/25/15	2617	Training	\$ 250.00
2	NJ NAHRO (for Carmen)	03/25/15	2618	Training	\$ 250.00
3	Ams Ties, Inc.	04/01/15	9902	Background Checks - (PH)	\$ 40.00
4	Home Depot Credit Service	04/09/15	9903	Electrical parts / shower door parts	\$ 131.85
5	U.S. Overall Cleaners	04/09/15	9904	Uniform Cleaning	\$ 510.00
6	Ace Lock & Key Shop	04/09/15	9905	Keys (5)	\$ 9.25
7	Complete Saw Service	04/09/15	9906	Snow Blower Repair	\$ 369.65
8	Direct Supplies Warehouse	04/09/15	9907	Bulbs (back order)	\$ 193.26
9	Aa Chem-Dry Of North Jersey	04/09/15	9908	Carpets cleaned - Rennie #5	\$ 285.00
10	Jersey Elevator Co., Inc.	04/09/15	9909	DVP Elevator repair	\$ 1,062.90
11	Jay Bee Flooring, Llc	04/09/15	9910	Refinish hardwood floor (8-D)	\$ 769.00
12	Business Card	04/09/15	9911	Screws / Stock	\$ 57.92
13	Verizon Wireless	04/09/15	9912	Phones	\$ 435.40
14	Wallington Plumbing & Heating	04/09/15	9913	Repairs on N. Main Boiler Room	\$ 346.44
15	Dor-Win Mfg.	04/09/15	9914	Window Repair	\$ 672.00
16	Acuity Specialty Products, Inc.	04/09/15	9915	Maint Shop Cleaning Supplies / Stock	\$ 2,540.43
17	Ricciardi Brothers-Maplewood	04/09/15	9916	Paint / Supplies	\$ 281.45
18	W.B. Mason Co., Inc.	04/09/15	9917	Toner / Stapler (fc)	\$ 598.95
19	Siegel'S Hardware	04/09/15	9918	Calcium Chloride	\$ 173.62
20	Millennium Mechanical, Llc	04/09/15	9919	No Heat DVP (exp tanks)	\$ 698.00
21	Wilmar	04/09/15	9920	Light bulbs / Door closers	\$ 561.94
22	Interstate Waste Services Of Ne	04/09/15	9921	Scavenger Service (Seniors)	\$ 842.55
23	Garfield Lumber & Millworks, In	04/09/15	9922	Closet shelf, pole, bracket	\$ 41.22
24	Verizon	04/09/15	9923	Phones	\$ 30.41
25	American Messaging	04/09/15	9924	Emergency beepers	\$ 38.75
26	Swift Electrical Supply Compan	04/09/15	9925	Lights / Breakers	\$ 210.56
27	General Electric Company - Ge	04/09/15	9926	Service call on Rennie PI stove	\$ 130.00
28	Sgts . Maintenance, Llc	04/09/15	9927	April Office Cleaning	\$ 880.00
29	North Jersey Media Group	04/09/15	9928	The Record -- Public Notices	\$ 458.18
30	Francis J. Mc Connell	04/09/15	9929	Audit of FYE 9/30/14	\$ 4,200.00
31	Noreika Service Station	04/13/15	9930	Fuel - (PH)	\$ 644.00
32	Passaic Valley Water Commiss	04/13/15	9931	Water Bill (March & April)	\$ 10,364.97
33	Ams Ties, Inc.	04/01/15	2619	Background Checks -- (S8)	\$ 20.00
34	W.B. Mason Co., Inc.	04/09/15	2620	Sec 8 Office Supplies/Stock	\$ 497.17
35	3G Software Technology, Inc.	04/09/15	2621	Hap Checks / Postage	\$ 1,730.01
36	Francis J. Mc Connell	04/09/15	2622	Audit of FYE 9/30/14	\$ 4,200.00
37	Noreika Service Station	04/13/15	2623	Fuel - (S8)	\$ 105.00
38	S.H.B.P. Health Benefits	04/13/15	online	Acive Employees	\$ 21,718.60
39	S.H.B.P Health Benefits	04/13/15	online	Section 8	\$ 5,859.75
40	Employee Contrib to PERS	04/13/15	online	PH & S8	\$ 6,579.14

REPORT OF EXECUTIVE DIRECTOR:

1. Approximate interest earned to April 2015 is total of \$915.00±

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



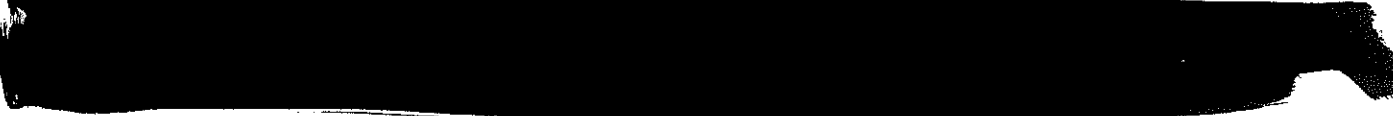
I HEREBY CERTIFY ALL CONTRACT PRICES WERE OBTAINED IN COMPLIANCE WITH LHA AND THE US DEPARTMENT OF HUD CFR 85-36 ESTABLISHMENT OF PROCUREMENT POLICY.

3. Failure to report income:

- Desarie Bravo (DVP, #17B) – arrearage paid in full

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

Motion: _____
Seconded: _____

- 4. 
- 5. 
- 6. 

**~ 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 – any update on the possibility of implementing direct deposit and/or pick-up by landlords of Housing Assistance Payment checks

RESOLUTIONS:

1. Resolution #14-13	Fee Accountant – One-Year Contract Award – May 1, 2015 thru April 30, 2016
2. Resolution #14-14	Fee Attorney – One-Year Contract Award – May 1, 2015 thru April 30, 2016
3. Resolution #14-15	Certifying Resolution – Commissioners’ Receipt of FYE 09/30/14 Independent Public Audit (IPA)
4. Resolution #14-16	Rent Write-Off – FYE 09/30/15

RESOLUTION NO. 14-13

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.

**FEE ACCOUNTANT – ONE-YEAR CONTRACT AWARD
MAY 1, 2015 THRU APRIL 30, 2016**

As the Executive Director/Secretary-Treasurer of Lodi Housing Authority and in compliance with NJSA 40:A11-3, 40A:11-4, covering awards/solicitations for Professional Services, I hereby certify that the Lodi Housing Authority advertised for such professional services in March 2013 for such professional services contracts, and in compliance with the aforementioned NJSA 40:A11-3 and 40A:11-4 and the US Department of HUD “Competitive Process” required under 24CFR 85:36 Procurement, and under the Authority’s By-Laws, Section 9;

I hereby recommend that Wallace Nowosielecki, CPA, of One Garners Lane, Elmwood Park, New Jersey 07407 be appointed to the position of Fee Accountant for the Authority’s Public Housing and Section 8 Rental Assistance Programs as follows:

One-Year Contract Award – May 1, 2015 thru April 30, 2016:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$75.00 per hour for Extraordinary Services

NOW, BE IT RESOLVED, by the Housing Authority, Wallace Nowosielecki, CPA, be and is hereby appointed to said position as Fee Accountant as defined in the preceding breakdown.

NOW, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any and all related contract documents pertaining to said appointment of Wallace Nowosielecki, CPA as Fee Accountant.

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. 14-14

Governing Body Recorded Vote – Members:

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

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**FEE ATTORNEY – ONE-YEAR CONTRACT AWARD
MAY 1, 2015 THRU APRIL 30, 2016**

As the Executive Director/Secretary-Treasurer of Lodi Housing Authority and in compliance with NJSA 40:A11-3, 40A:11-4, covering awards/solicitations for Professional Services, I hereby certify that the Lodi Housing Authority advertised for such professional services in March 2013 for such professional services contracts, and in compliance with the aforementioned NJSA 40:A11-3 and 40A:11-4 and the US Department of HUD “Competitive Process” required under 24CFR 85:36 Procurement, and under the Authority’s By-Laws, Section 9;

I hereby recommend that Conrad M. Olear, Esq., of Seven East Ridgewood Avenue, Paramus, New Jersey 07652 be appointed to the position of Fee Attorney for the Authority’s Public Housing and Section 8 Rental Assistance Programs as follows:

One-Year Contract Award – May 1, 2015 thru April 30, 2016:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$100.00 per hour for Extraordinary Services

NOW, BE IT RESOLVED, by the Housing Authority, Conrad M. Olear, Esq. be and is hereby appointed to said position as Fee Attorney as defined in the preceding breakdown.

NOW, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any and all related contract documents pertaining to said appointment of Conrad M. Olear, Esq. as Fee Attorney.

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. 14-15

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.

CERTIFYING RESOLUTION – COMMISSIONERS’ RECEIPT OF FYE 09/30/14 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, 2014 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, 2014, 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:

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 14-16

Governing Body Recorded Vote – Members:

Aye Nay Abstain Absent

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

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

RENT WRITE-OFF FYE 09/30/15

WHEREAS, former tenants listed below left balances due Lodi Housing Authority thus requiring the balances below to be written off as uncollectible; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Lodi Housing Authority that the total amount of \$692.82 due from said Resident(s) be and is hereby “written off” as uncollectible and shall be taken off the Accounts Receivable Books as of FYE 09/30/15.

FORMER TENANT	COMPLEX	AMOUNT	REASON
John Shugrue	Apt. #5 Rennie Place Senior Citizen Complex	\$459.34	Placed in Nursing Home
Grace Amoresano	Apt. #3B De Vries Park Family Complex	\$190.00	Deceased
David L’Hommedieu	Apt. #40 Massey Street Senior Citizen Complex	\$43.48	Placed in Nursing Home
TOTAL:		\$692.82	

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

Cc: Frank Ciliberto, Sr. Hsg. Asst. Tech-In Charge
 Wallace Nowosielecki, CPA, Fee Account
 Former Residents’ Files