

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 – November 20, 2014

COMMUNICATIONS:

1. NONE AT THIS TIME

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 #14-04	Designation of Fund Commissioner for NJPHA JIF for Fund Year 2015
2. Resolution #14-05	Amendment to By-Laws – Article III Meetings – Section 5 “Order of Business”
3. Resolution #14-06	Stipend for Additional Re-Assignment of Work Duties for Sr. Housing Assistance Technician-In Charge – Effective February 1, 2015
4. Resolution #14-07	Stipend for Additional Re-Assignment of Work Duties for Housing Manager – Effective February 1, 2015

REPORT OF COMMISSIONERS:

OLD BUSINESS:

NEW BUSINESS:

GOOD & WELFARE:

HEARING OF CITIZENS:

UNFINISHED BUSINESS:

ADJOURNMENT:

REPORT OF ATTORNEY:

1. NEED UPDATE:

- Executive Director's request for Legal Advisory opinion pertaining to SHBP Employer/Employee Premium Plan Cost Payments – **see attached**
- Eva Grecco (DVP #15D) – LHA Notice of 12/4/14 – cumulative delinquent rent of \$269.00 – to be paid in full with January's rent by 01/13/2015 or applicable charges & eviction proceedings will be instituted
- Rosa Garcia (DVP #9B) – LHA Notice of 12/4/14 – cumulative delinquent rent of \$686.00 – to be paid in full with January's rent by 01/13/2015 or applicable charges & eviction proceedings will be instituted

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

Motion: _____
Seconded: _____

CONFIDENTIAL

- Gerard Onorata, Esq.:

- Eva Grecco, Apt. #15D, De Vries Park:

- Joanne & Michael (son) Zirpoli, Apt. #4C, De Vries Park:

- Dakota Johnson/Jessica Toft:

- Christina Johanneman (Former Section 8 Participant):

- 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

MONTHLY BILLS AGENDA -- DECEMBER 2014

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
<u>11/9/14 thru 11/22/14</u> AND <u>11/23/14 thru 12/6/14</u>					
ARE HEREBY APPROVED					
1	American Messaging	12/03/14	9650	Maintenance Emergency Beepers	64.87
2	Fema Flood Payments	12/03/14	9651	Flood Insurance (Massey Bldg 1)	983.00
3	Cablevision	12/03/14	9652	Cable TV (DVP and Massey St)	479.40
4	Purchase Power	12/03/14	9653	Stamp Machine Contract / Postage	641.98
5	Vanessa Correa	12/01/14	1395	Security Refund (Merinio 11-B)	302.83
6	Shop Rite of Lodi	12/01/14	9654	Shop Rite Gift Cards	900.00
7	Joan Mastrofilipo	12/01/14	9655	Medicare Part B (Oct, Nov, Dec)	314.70
8	James Sedita	12/01/14	9656	Medicare Part B (Oct, Nov, Dec)	314.70
9	Ida Pless	12/01/14	2564	Medicare Part B (Oct, Nov, Dec)	314.70
10	Lorraine E. Haskoor	12/01/14	2565	Medicare Part B (Oct, Nov, Dec)	314.70
11	Carolyn B. Capabianca	12/01/14	2566	Medicare Part B (Oct, Nov, Dec)	314.70
12	Saverio Saulino	12/01/14	2567	Medicare Part B (Oct, Nov, Dec)	314.70
13	Home Depot Credit Service	12/12/14	9657	Wood / Stock	223.27
14	Aluminum Window Service, LLC	12/12/14	9658	Windows (DVP)	1,281.20
15	U.S. Overall Cleaners	12/12/14	9659	Uniform Rental	570.00
16	Ace Lock & Key Shop	12/12/14	9660	Keys Cut / New Deadbolts	266.00
17	Dor-Win Mfg.	12/12/14	9661	Glass Replacement (Massey)	98.00
18	Garfield Lumber & Millworks, Inc.	12/12/14	9662	Spackle / Screws / Stock	73.93
19	The Corner Nursery, LLC	12/12/14	9663	Salt	416.50
20	Apollo Sign	12/12/14	9664	Alumuinum Parking Signs	500.00
21	Roofing Sales Co., Inc.	12/12/14	9665	Roofing / Siding / Gutter Supplies	232.54
22	National Transfer Inc	12/12/14	9666	31 N. Main Dumping Fee	40.00
23	Wallington Plumbing & Heating Suppl	12/12/14	9667	Stock / Heat Leak Bldg 11	1,381.63
24	Chas. F. Connolly Dist Co. Inc.	12/12/14	9668	Hot Water Mixing Valve Thermostat	708.30
25	Passaic Valley Water Commission	12/12/14	9669	Water Bill (All Projects)	5,005.71
26	Wilmar	12/12/14	9670	Toilet seats / Lights / Fixtures	660.19
27	Verizon	12/12/14	9671	Phones	30.33
28	Jersey Elevator Co., Inc.	12/12/14	9672	Regular Maintenance	162.90
29	Reno'S Appliance	12/12/14	9673	Stoves	2,326.00
30	Jay Bee Flooring, LLC	12/12/14	9674	Floors Sanded / Repaired	6,532.00
31	Poland Springs Direct	12/12/14	9675	Water / Coffee	170.99
32	W.B. Mason Co., Inc.	12/12/14	9676	File Cabinet / Stock	441.15
33	Fabulous Floors LLC	12/12/14	9677	Carpet (37 N. Main)	2,405.00
34	Rachles/Michele'S Oil Company	12/12/14	9678	Heating Oil	5,277.13
35	Lodi Pba Local #26	12/12/14	9679	Donation	100.00
36	Ricciardi Brothers-Maplewood	12/12/14	9680	Paint (all units) / Stock	835.67
37	Wallace Nowosielecki	12/12/14	9681	PH Retainer	1,166.66
38	Sgts . Maintenance, LLC	12/12/14	9682	Office Cleaning	880.00
39	Verizon Wireless	12/12/14	9683	Maintenance Phones	420.53
40	Anchor Pest Control	12/12/14	9684	Monthly Exterminator Service	275.00
41	C & M Shade Corp.	12/12/14	9685	Shades	1,172.40
42	Ams Ties, Inc.	12/12/14	9686	PH Backround Checks	40.00
43	Paulhus & Associates, Inc.	12/12/14	9687	PH 50058 Processing	288.75
44	Noreika Service Station	12/12/14	9688	PH Gas	322.00
45	Ams Ties, Inc.	12/12/14	2568	Sec 8 Backround Checks	10.00
46	Paulhus & Associates, Inc.	12/12/14	2569	Sec 8 50058 processing	346.50
47	3G Software Technology, Inc.	12/12/14	2570	Sec 8 Hap Check Processing	1,733.93
48	W.B. Mason Co., Inc.	12/12/14	2571	Sec 8 Stock	649.37
49	Paci Press	12/12/14	2572	Business Cards (L. King)	75.00
50	Wallace Nowosielecki	12/12/14	2573	Sec 8 Retainer	1,166.67
51	Noreika Service Station	12/12/14	2574	Sec 8 Gas	97.00
52	NJ Div of Pensions & Benefits	12/12/14	online	SHBP Premiums -- Active Employee	20,121.74

MONTHLY BILLS AGENDA -- DECEMBER 2014

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD <u>11/9/14 thru 11/22/14 AND 11/23/14 thru 12/6/14</u> ARE HEREBY APPROVED					
53	NJ Div of Pensions & Benefits	12/12/14	online	SHBP Premiums -- Retirees	5,523.81
54	NJ Div of Pensions & Benefits	12/04/14	online	SHBP Premiums -- Emp Contributions	6,766.16
55	NJ Div of Pensions & Benefits	12/11/14	online	SHBP Premiums -- Emp Contributions	7,093.32
56					
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REPORT OF EXECUTIVE DIRECTOR:

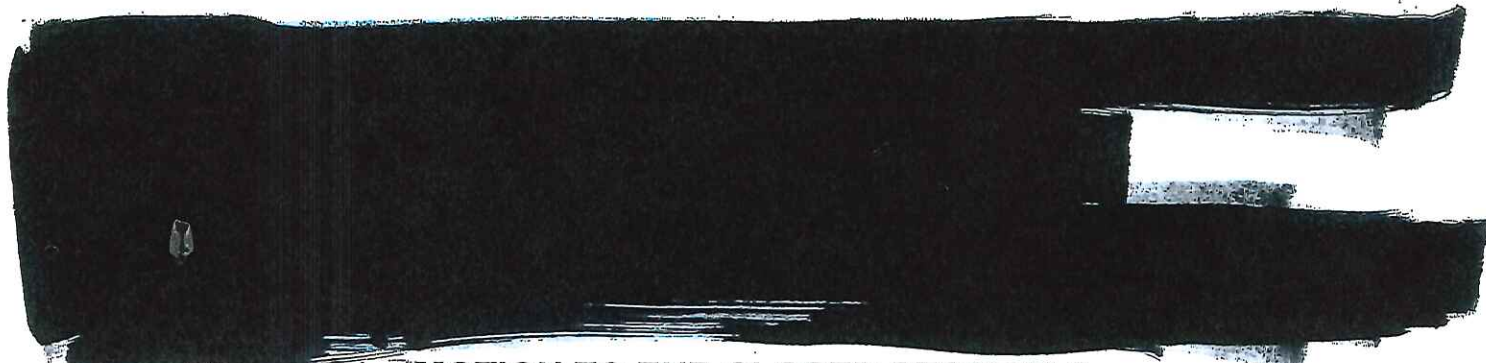
1. Approximate interest earned for October 2014 is **\$152.00±** for the new FY 10/01/14 total of **\$312.00±**
2. **CONTRACT REPORT:**

CONTRACT FOR:		CONTRACT AWARDED TO:
1.	Electrical Services – Labor Only – Two-Year Contract 01/01/2015 thru 12/31/2016 \$68.00 per hour per worker	Wallace Roy Vaughan III Mollica Electrical Contracting PO Box 682 Montville, NJ 07045
2.	Janitorial Services – Two-Year Contract 01/01/2015 thru 12/31/2016 \$880.00 per month	Salvatore Pontillo Sgts. Maintenance, LLC 46 Trudy Drive Lodi, NJ 07644
3.	Wood Flooring – Labor Only – Two-Year Contract 01/01/2015 thru 12/31/2016 \$2.30 sq.ft./\$2.30 sq.ft.	John M. Bratka Jay-Bee Flooring, LLC 853 Robinwood Road Washington Township, NJ 07675
CONTRACT LISTED ABOVE DOES NOT REQUIRE BOARD APPROVAL SINCE 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.

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

Motion: _____
Seconded: _____



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

Motion: _____
Seconded: _____

**MERRY CHRISTMAS &
HAPPY & HEALTHY NEW YEAR
TO YOU & YOURS!!!!**



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

1. To date, there are 447 HCV/Section 8 Participants presently on the program
2. 2nd Request to PSE&G for refund of third-party supplier overcharges - \$4,827.52 – **any update?**
3. FEMA Reimbursement – **any update?**

RESOLUTIONS:

1. Resolution #14-04	Designation of Fund Commissioner for NJPHA JIF for Fund Year 2015
2. Resolution #14-05	Amendment to By-Laws – Article III Meetings – Section 5 “Order of Business”
3. Resolution #14-06	Stipend for Additional Re-Assignment of Work Duties for Sr. Housing Assistance Technician-In Charge – Effective February 1, 2015
4. Resolution #14-07	Stipend for Additional Re-Assignment of Work Duties for Housing Manager – Effective February 1, 2015

RESOLUTION NO. 14-04

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.

DESIGNATION OF FUND COMMISSIONER FOR THE NJ PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND (NJPHA JIF) FOR FUND YEAR 2015

WHEREAS, Lodi Housing Authority (LHA) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its representative to said Fund.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Lodi Housing Authority does hereby appoint **Thomas DeSomma, Executive Director/Secretary Treasurer**, as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the **Fund Year 2015**.

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 December 18, 2014


EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 14-05

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.

**AMENDMENT TO BY-LAWS
ARTICLE III MEETINGS
SECTION 5 “ORDER OF BUSINESS”**

WHEREAS, the Executive Director/Secretary Treasurer of the Lodi Housing Authority (LHA) periodically reviews and makes recommendations to LHA’s By-Laws, as he deems in the best interest of the Authority; and

WHEREAS, the Executive Director/Secretary Treasurer has recently reviewed Article III Meetings, specifically, Section 5 “Order of Business” and hereby recommends that the LHA Board of Commissioners (Board) consider adopting the “Order of Business” for its Regular Meetings as follows:

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- NOTICE OF MEETING
- ROLL CALL
- BIDS
- APPROVAL OF MINUTES
- 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
- REPORT OF COMMISSIONERS
- OLD BUSINESS
- NEW BUSINESS
- GOOD & WELFARE
- HEARING OF CITIZENS
- UNFINISHED BUSINESS
- ADJOURNMENT

NOW, THEREFORE, BE IT RESOLVED, as recommended by Executive Director/Secretary Treasurer, the “Order of Business” for its Regular Meetings, as referenced in the preceding paragraph, is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, said Amendment to LHA’s By-Laws entitled Article III Meetings, Section 5 Order of Business is hereby approved to reflect the changes referenced herein and to be effective 45 days after adoption 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 December 18, 2014


EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 14-06

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.

STIPEND FOR ADDITIONAL RE-ASSIGNMENT OF WORK DUTIES (EFFECTIVE FEBRUARY 1, 2015) FOR SENIOR HOUSING ASSISTANCE TECHNICIAN-IN CHARGE, FRANK CILIBERTO

WHEREAS, the Board of Commissioners (Board) of Lodi Housing Authority (LHA) adopted Resolution #12-03 entitled "Revision to Employee Title/Salary Step Guide" on October 25, 2012; and

WHEREAS, said Salary Guide was adopted and, subsequently, additional work responsibilities were re-assigned to the Senior Housing Assistance Technician-In Charge (Frank Ciliberto) by the Executive Director/Secretary Treasurer; and

WHEREAS, some of the additional re-assigned work duties/responsibilities consist of:

- Monthly preparation of all vendor payments and monthly Bills Agenda for Board Meetings; and
- Maintaining weekly/monthly QuickBook Reports pertaining to Public Housing Income/Expenses; and
- Preparing/maintaining weekly/monthly computerized Public Housing & Section 8 reports as may be required by Executive Director, Deputy Executive Director, Consultant, Fee Accountant, Auditor, etc.; and
- Posting of daily/weekly/monthly rent collections, along with computerized reports applicable to collection; and
- Preparation of letter notification to tenants and/or LHA Attorney, if applicable, pertaining to late rent payments/eviction proceedings.

WHEREAS, the Executive Director/Secretary Treasurer hereby recognizes this recent re-assignment of work/duties was not taken into consideration when Resolution #12-03 was adopted.

NOW, THEREFORE, BE IT RESOLVED, the Executive Director/Secretary Treasurer hereby recommends the additional Stipend of \$1,500.00 be paid to Senior Housing Assistance Technician-In Charge (Frank Ciliberto) for this additional work assignment.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board, based upon the Executive Director/Secretary Treasurer's representation and recommendation within this Resolution #14-06, hereby authorizes the additional stipend of \$1,500.00 to be part of the base pay for the Senior Housing Assistance Technician-In Charge (Frank Ciliberto), effective February 1, 2015 (applicable Salary Guide adopted under Resolution #12-03 will be amended to reflect said Stipend).

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 December 18, 2014

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 14-07

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.

STIPEND FOR ADDITIONAL RE-ASSIGNMENT OF WORK DUTIES (EFFECTIVE FEBRUARY 1, 2015) FOR HOUSING MANAGER, CAROL FERRARA

WHEREAS, the Board of Commissioners (Board) of Lodi Housing Authority (LHA) adopted Resolution #12-03 entitled "Revision to Employee Title/Salary Step Guide" on October 25, 2012; and

WHEREAS, said Salary Guide was adopted and, subsequently, additional work responsibilities were re-assigned to the Housing Manager (Carol Ferrara) by the Executive Director/Secretary Treasurer; and

WHEREAS, some of the additional re-assigned work duties/responsibilities consist of:

- Maintenance of LHA's time clocks and its computerized software program on a daily/weekly/bi-weekly schedule, along with preparation and distribution of all related reports to Executive Director/Deputy Executive Director/Employees; and
- Preparation/Maintenance/Submission of Payroll Records and posting of all forms/reports required for processing on a daily/weekly/bi-weekly schedule; and
- Preparation/Maintenance/Submission of Flexible Spending Account (FSA) and related Federal/State reporting requirements; and
- Responsible for all NJPHA JIF reporting requirements as they related to workers' compensation, general liability claims, auto claims, etc.

WHEREAS, the Executive Director/Secretary Treasurer hereby recognizes this recent re-assignment of work/duties was not taken into consideration when Resolution #12-03 was adopted.

NOW, THEREFORE, BE IT RESOLVED, the Executive Director/Secretary Treasurer hereby recommends the additional Stipend of \$2,000.00 be paid to Housing Manager (Carol Ferrara) for this additional work assignment.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board, based upon the Executive Director/Secretary Treasurer's representation and recommendation within this Resolution #14-06, hereby authorizes the additional stipend of \$2,000.00 to be part of the base pay for the Housing Manager (Carol Ferrara), effective February 1, 2015 (applicable Salary Guide adopted under Resolution #12-03 will be amended to reflect said Stipend).

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 December 18, 2014



EXECUTIVE DIRECTOR/SECRETARY-TREASURER