REGULAR MEETING OF THE HOUSING AUTHORITY OF THE BOROUGH OF LODI

CALL TO ORDER: PLEDGE OF ALLEGIANCE	<u>注</u> :
NOTICE OF MEETING:	This meeting has been publicly advertised in compliance with the Open Public Meeting Act and is being tape-recorded.
	Di Chiara Lynch Riley Woods Caruso Marra 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:

7 5

- > 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 Mot	ion to	go into Closed Session	Pertaining to Ongoing & Possible Litigation
<u>,</u>	Motion: Second	ed:	CONFIDENTIAL
ा है 	> 0	Berard Onorata, Esq.:	
	4		
	> E	Eva Grecco, Apt. #15D, De \	/ries Park:
÷			
	> <u>J</u>	Joanne & Michael (son) Zirp	ooli, Apt. #4C, De Vries Park:
*			
	> [Dakota Johnson/Jessica To	<u>ft</u> :
k Å	> 0	Christina Johanneman (For	mer Section 8 Participant):
t-		A Pour (Former Section 0.1	
	> <u>N</u>	M. Rouf (Former Section 8 F	Participant):
	> 4	Any Other Pending Litigation	n to be Discussed?
Motion to	end C	losed Session & Returr	to Regular Order of Business
	Motion: Second		*

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 # EXPLANATION AMOUN TUBBURSEMENT AS REFLECTED IN PAYROLL PERIOD 11/9/14 thru 11/22/14 AND 11/23/14 thru 12/6/14 ARE HEREBY APPOVED 11/9/14 thru 11/22/14 AND 11/23/14 thru 12/6/14 ARE HEREBY APPOVED 12/03/14 9650 Maintenance Emergency Beepers 64.8 64.8 65.1 Flood Insurance (Massey Bidg 1) 983.0 3.2 Gablevision 12/03/14 9651 Flood Insurance (Massey Bidg 1) 983.0 3.2 Cable Vision 12/03/14 9652 Cable TV (DVP and Massey St) 479.4 Purchase Power 12/03/14 9653 Stamp Machine Contract / Postage 641.5 Vanessa Corea 12/01/14 395 Security Refund (Merinio 11-8) 302.8 5 Vanessa Corea 12/01/14 395 Security Refund (Merinio 11-8) 302.8 5 Vanessa Corea 12/01/14 395 Security Refund (Merinio 11-8) 302.8 5 Vanessa Corea 12/01/14 395 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Sedita 12/01/14 2564 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Sedita 12/01/14 2565 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Sedita 12/01/14 2565 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/01/14 2567 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/01/14 2567 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/01/14 2567 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/01/14 2567 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/01/14 2567 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/01/14 2567 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/01/14 3658 Windows (DVP) 1,281.2 James Capabianca 12/01/14 3658 Windows (DVP) 1,281.2 James Capabianca 12/12/14 3659 Windows (DVP) 1,281.2 James Capabianca 12/12/14 3665 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/12/14 3665 Medicare Part B (Oct, Nov, Dec) 314.7 3 James Capabianca 12/12/14 3665 Windows (DVP)	Exer Control C		CHK		
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MONTHLY BILLS AGENDA -- DECEMBER 2014

PUBLIC HOUSING & SECTION 8

10000	MINISTER CONTROL OF THE PROPERTY OF THE PROPER	The Part of the Party	СНК		
	CHECK PAYABLE TO	DATE	#	EXPLANATION	AMOUNT
	DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD				
	11/9/14 thru 11/22/14 AND 11/23/14 thru 12/6/14				
	A	RE HEREI	BY APP	PROVED	
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
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REPORT OF EXECUTIVE DIRECTOR:

1. Approximate interest earned for October 2014 is \$152.00± for the new FYS 10/01/14 total of \$312.00±

2. **CONTRACT REPORT**:

abor Only – Two-Year Contract 5 thru 12/31/2016 r hour per worker ees – Two-Year Contract 5 thru 12/31/2016	Wallace Roy Vaughan III Mollica Electrical Contracting PO Box 682 Montville, NJ 07045 Salvatore Pontillo Sgts. Maintenance, LLC
	Sgts. Maintenance, LLC
00 per month	46 Trudy Drive Lodi, NJ 07644
5 thru 12/31/2016	John M. Bratka Jay-Bee Flooring, LLC 853 Robinwood Road Washington Township, NJ 07675
	oor Only – Two-Year Contract 5 thru 12/31/2016 q.ft./\$2.30 sq.ft. DOES NOT REQUIRE BOARD A

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:		
0			
		ON TO END CLOSED SESSION & REGULAR ORDER OF BUSINESS	S ~
	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 <u>447</u> 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

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

Ave	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
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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 <u>Thomas DeSomma, Executive</u> <u>Director/Secretary Treasure</u>r, as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the <u>Fund Year 2015</u>.

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:

Wesday Vi-cember 18, 2014

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

Ave	Nay	<u>Abstain</u>	Absen

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 <u>Article III Meetings, Section 5 Order of Business</u> 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:

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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

<u>ye</u>	Nay	<u>Abstain</u>	Absent

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:

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
Aye	Ivay	Abstaill	Absen

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: