

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, MARCH 24, 2016

Pledge of Allegiance: Chairman Daniel Cody requested everyone stand for the Pledge of Allegiance.

Call to Order: Chairman Cody called the Regular Meeting to Order at 7:00 PM and read the following statement, "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."

Chairman Cody read the following, "This meeting has been publicly advertised in compliance with the Open Public Meeting Act and is not being recorded."

Roll Call: Upon Roll Call, the following were found to be present and absent. Present were: Chairman Daniel Cody, Vice Chairman Albert Di Chiara, Commissioners Paul Vincent Lynch, and Robert Marra. Also present were: LHA Attorney Conrad M. Olear, Esq., Executive Director/Secretary Treasurer Thomas DeSomma, Deputy Executive Director Gary Luna, and Housing Manager/Recording Secretary Carol A. Ferrara. Commissioners Vincent Caruso and Gerald Woods were absent.

Bids: No Bids

Approval of Minutes:

A motion was made by Vice Chairman Di Chiara and seconded by Commissioner Lynch to approve the Minutes of the February 18, 2016 Regular Meeting.

Upon Roll Call, the Commissioners voted as follows:

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Lynch Commissioner Marra Vice Chairman Di Chiara Chairman Cody	NONE	NONE	Commissioner Caruso Commissioner Woods

Communications:

1. Notice of re-scheduled meeting (from 03/17/16 to 03/24/16 at 7 PM) advertised and uploaded to website
2. RFQs for Fee Attorney, Fee Accountant, Consultant and IPA advertised with a due date of 04/07/16

Report of Attorney:

- 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)
- J. Pereira (Former PH Resident)
- Request for LPD report on narcan save (as reported in Community News on 02/25/16) – was in a private residence on Union Street – not applicable to DVP

REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS FOR RELATED CORRESPONDENCE

MINUTES OF REGULAR MEETING – MARCH 24, 2016 (cont'd)

Report of Accountant: Nothing at this time.

Report of Security: Nothing at this time.

Bills Agenda:

Motion to Approve the Bills Agenda was made by Commissioner Marra and Seconded by Vice Chairman Di Chiara. Roll Call as follows:

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Lynch Commissioner Marra* Vice Chairman Di Chiara Chairman Cody	NONE	Commissioner Marra Abstained on #75 only	Commissioner Caruso Commissioner Woods

Report of Executive Director:

1. Approximate total interest earned FY, to date, is total of \$910.00±

2. CONTRACT REPORT:

CONTRACT FOR:		CONTRACT AWARDED TO:
1.	PRE-REAC ANNUAL INSPECTION OF ALL LHA COMPLEXES (220 UNITS PLUS EXTERIORS OF ALL BUILDINGS)	AMERICAN PROPERTY CONSULTANTS, INC. 5901 HILLSIDE ROAD/PO BOX 98 ST. LEONARD, MD 20685 \$4,306.08
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. Mayor/Council is reviewing vertical parking on south side of Lawrence Avenue – LPD Traffic Study indicates “no reason to deny request” – awaiting response

4. Draft of Smoke-Free Policy – LHA is closing in on scheduled time for compliance

Report of Deputy Executive Director/Administrator Section 8/Housing Manager:

1. To date, there are 444 HCV/Section 8 Participants presently on the program

2. Mayor/Council endorsed LHA's application for BCCD “Unprogrammed Funds” – for repair/replacement of CCTV Surveillance and Fire Alarm/Call-to-Aid Systems at all locations

3. Leaks in DVP Boilers #1 and #2 – Emergency Repair of Boiler #1 – refer to Res. #15-29

4. PSE&G Customer Application for replacement of residential boilers at DVP – Attorney needs to review for cost impact to LHA

MINUTES OF REGULAR MEETING – MARCH 24, 2016 (cont'd)

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.)

Motion to Approve Resolutions by Consent Agenda was made by Vice Chairman Di Chiara and seconded by Commissioner Lynch.

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Lynch Commissioner Marra Vice Chairman Di Chiara Chairman Cody	NONE	NONE	Commissioner Caruso Commissioner Woods

1. Resolution #15-28	US Department of HUD Mandate – Flat Rents Provision to be a Minimum of 80% of Fair Market Rent (FMR) – Effective July 1, 2016
2. Resolution #15- 29	Declaration of Emergency Expenditure – Repair of Boiler #1 Leak – De Vries Park Family Complex
3. Resolution #15-	
4. Resolution #15-	
5. Resolution #15-	

Report of Commissioner:

Unfinished Business:

Old Business:

New Business:

Good & Welfare:

Hearing of Citizens:

Chairman Cody read the following statement: “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.

- **CITIZENS IN ATTENDANCE: NONE**

MINUTES OF REGULAR MEETING – MARCH 24, 2016 (cont'd)

Closed Session:

**CLIENT-ATTORNEY PRIVILEGED INFORMATION
(Not to be included on website or 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.

**Motion to go into Closed Session was made by
Commissioner Marra and seconded by Commissioner Lynch.**

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Lynch Commissioner Marra Vice Chairman Di Chiara Chairman Cody	NONE	NONE	Commissioner Caruso Commissioner Woods

**Motion to end Closed Session and return to Regular Order of Business was made by
Commissioner Lynch and seconded by Commissioner Marra.**

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Lynch Commissioner Marra Vice Chairman Di Chiara Chairman Cody	NONE	NONE	Commissioner Caruso Commissioner Woods

MINUTES OF REGULAR MEETING – MARCH 24, 2016 (cont'd)

Adjournment:

Motion to Adjourn was made by Vice Chairman Di Chiara and seconded by Commissioner Lynch.

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Lynch Commissioner Marra Commissioner Woods Vice Chairman Di Chiara Chairman Cody	NONE	NONE	Commissioner Caruso Commissioner Woods

Meeting was Adjourned at 8:05 PM and Chairman Cody declared the Regular Meeting closed.

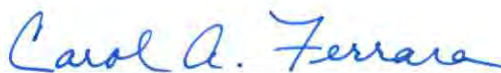


THOMAS DeSOMMA
Executive Director/Secretary Treasurer



DANIEL CODY
Chairman

Transcribed/Typed by:



CAROL A. FERRARA
Housing Manager/Recording Secretary

MONTHLY BILLS AGENDA -- MARCH 2016

PUBLIC HOUSING & SECTION 8

CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT	
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
02/29/16 - 3/13/16 THRU 03/14/16 - 03/27/16					
ARE HEREBY APPROVED					
1	Cablevision (VOID)	3/2/16	10471	Paid in February	\$ 479.90
2	James Sedita	3/2/16	10472	Medicare Reimburs.	\$ 549.60
3	Joan Mastrofilipo	3/2/16	10473	Medicare Reimburs.	\$ 314.70
4	Lenore Morrell	3/2/16	10474	Medicare Reimburs.	\$ 511.50
5	Ace Lock & Key Shop	3/2/16	10475	Locks Rekeyed R&NM	\$ 56.00
6	Complete Saw And Garden Equipment	3/2/16	10476	Repair 2 Snowblowers	\$ 679.10
7	U.S. Overall Cleaners	3/2/16	10477	Maint. Uniform Cleaning	\$ 510.00
8	American Messaging	3/2/16	10478	Emergency Beepers	\$ 59.33
9	Wallington Plumbing & Heating Supply C	3/2/16	10479	Toilet/Stock	\$ 533.41
10	Aesfire, Llc	3/2/16	10480	Senior Alarms	\$ 5,875.17
11	Cablevision	3/2/16	10481	Cable DVP & Rennie	\$ 479.40
12	Millennium Mechanical, Llc	3/2/16	10482	Repair Boilers DVP	\$ 3,295.45
13	Anchor Pest Control	3/2/16	10483	DVP Exterminator	\$ 275.00
14	Stone Brook Garden & Landscape Supp	3/2/16	10484	Salt	\$ 2,225.00
15	Acuity Specialty Products, Inc.	3/2/16	10485	Maint. Stock	\$ 1,529.99
16	Ready Refresh	3/2/16	10486	Office Water/Coffee.	\$ 193.75
17	Purchase Power	3/2/16	10487	Office Stamp Machine	\$ 320.99
18	Siegel'S Hardware	3/2/16	10488	Stock	\$ 67.00
19	Jersey Elevator Co., Inc.	3/2/16	10489	Annual Maintenance	\$ 325.80
20	Direct Supplies Warehouse	3/2/16	10490	Medicine Cabinets	\$ 669.52
21	Paulhus & Associates, Inc.	3/2/16	10491	PH 50058 Processing	\$ 199.50
22	Ida Press	3/2/16	2767	Medicare Reimburs.	\$ 314.70
23	Lorraine Haskoor	3/2/16	2768	Medicare Reimburs.	\$ 829.20
24	Saverio Saulino	3/2/16	2769	Medicare Reimburs.	\$ 314.70
25	John's Service	3/2/16	2770	Repairs to Gary's Car	\$ 212.97
26	Mazteck	3/2/16	2771	Setup New Comps for Off.	\$ 300.00
27	Nutchie's Service	3/2/16	2772	Tow PFJ45N	\$ 75.00
28	Paulhus & Associates, Inc.	3/2/16	2773	S8 50058 Processing	\$ 861.00
29	Carolyn Capabianca	3/7/16	2774	Medicare Reimb (Jan, Feb, Mar)	\$ 314.70
30	Noreika Service Station	3/7/16	10492	LHA Vehicle Fuel	\$ 283.00
31	Verizon	3/7/16	10493	Phones	\$ 31.92
32	Acuity Specialty Products, Inc.	3/7/16	10494	Maint. Stock	\$ 272.90
33	Complete Saw And Garden Equip.	3/7/16	10495	Maint. Supplies	\$ 344.85
34	Jewel Electric Supply Co.	3/7/16	10496	Lighting Stock	\$ 124.56
35	SGTS Maintenance	3/7/16	10497	Cleaning Service	\$ 880.00
36	Riccardi Brothers	3/7/16	10498	Paint Supplies	\$ 49.15
37	Garfield Lumbar & Millworks Inc.	3/7/16	10499	DVP 10B & 12E Supplies	\$ 218.21
38	Verizon Wireless	3/7/16	10500	Cell Phones	\$ 514.52
39	Jay Bee Flooring	3/7/16	10501	Massey #40 Floor Repair	\$ 744.00
43	AMS Ties	3/7/16	10502	S8 Background Checks	\$ 90.00
40	3G Software Technology, Inc.	3/7/16	2775	S8 Check Processing	\$ 1,335.89
41	W.B. Mason	3/7/16	2776	Office Supplies	\$ 648.27
42	AMS Ties	3/7/16	2777	PH Background Checks	\$ 40.00
44	NJ Division of Pensions & Benefits	3/2/16	Online	PH SHBP Active Premium	\$ 14,217.93
45	NJ Division of Pensions & Benefits	3/2/16	Online	S8 SHBP Active Premium	\$ 8,696.95
46	NJ Division of Pensions & Benefits	3/2/16	Online	PH SHBP Retired Premium	\$ 2,161.81
47	NJ Division of Pensions & Benefits	3/2/16	Online	S8 SHBP Retired Premium	\$ 3,783.17
48	NJ Division of Pensions & Benefits	3/2/16	Online	Employee PERS	\$ 7,971.27
49	Wilmar	3/15/16	10503	Maint. Supplies	\$ 1,056.89
50	Millennium Mechanical, Llc	3/15/16	10504	Emerg. DVP Boiler Repai	\$ 2,329.23

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51	Riccardi Brothers	3/15/16	10505	Paint Supplies	\$ 657.38
52	Strasser & Associates	3/15/16	10506	PH Mar. 2016 Legal Retain.	\$ 1,816.66
53	Electronic Workbench	3/15/16	10507	TV Repair	\$ 250.00
54	Swift	3/15/16	10508	Maint. Supplies	\$ 31.89
55	Wallace P. Nowosielecki	3/15/16	10509	PH Mar 2016 Acct. Retain.	\$ 1,166.66
56	Wallington Plumbing & Heating Supply	3/15/16	10510	Plumbing Supplies	\$ 413.14
57	Jay Bee Flooring	3/15/16	10511	Floor Repair M #39 & DVP #13D	\$ 1,502.00
58	Ricoh USA Inc.	3/15/16	10512	Copy Machine Payment	\$ 181.46
59	Verizon	3/15/16	10513	Phones	\$ 274.30
60	LexisNexis Matthew Bender	3/15/16	2778	2 Admin. Code Books	\$ 154.44
61	Strasser & Associates	3/15/16	2779	S8 Legal Retainer	\$ 1,166.66
62	Wallace P. Nowosielecki	3/15/16	2780	S8 Acct. Retainer	\$ 1,166.67
63	Delta Dental	3/15/16	Online	PH Employee Benefits	\$ 1,403.09
64	Delta Dental	3/15/16	Online	S8 Employee Benefits	\$ 896.99
65	Home Depot	3/21/16	10514	Maint. Supplies	\$ 582.22
66	Kelin Heating & Air Conditioning, Inc.	3/21/16	10515	Emerg. Boiler Repair	\$ 9,885.00
67	Dorwin	3/21/16	10516	Window Repair	\$ 55.00
68	Millennium Mechanical, Llc	3/21/16	10517	Emerg. Boiler Repair	\$ 1,337.46
69	Ready Refresh	3/21/16	10518	Office Water/Coffee	\$ 217.18
70	W.B. Mason	3/21/16	10519	Office Supplies	\$ 28.26
71	Passaic Valley Water Commission	3/21/16	10520	Complex Water Bills	\$ 5,359.63
72	Jay Bee Flooring	3/21/16	10521	Floor Repair M#6	\$ 374.00
73	Pitney Bowes	3/21/16	8/12/07	Stamp Machine	\$ 301.14
74	NJ Division of Pensions & Benefits	3/21/16	Online	Employee PERS	\$ 7,971.27
75	PSE&G	3/23/16	10522	Utilities Bill	\$ 27,059.68
76	Interstate Waste Services	3/23/16	10523	Trash Service	\$ 3,089.35
77	ADI	3/23/16	10524	DVP Smoke Alarms	\$ 243.00
78	Paulhus & Associates, Inc.	3/23/16	10525	PH 50058 Processing	\$ 231.00
79	Paulhus & Associates, Inc.	3/23/16	2782	S8 50058 Processing	\$ 383.25

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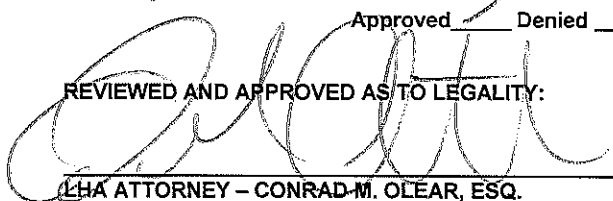
RESOLUTION NO. 15-28

Governing Body Recorded Vote – Members:

	<u>Aye</u>	<u>Nav</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner V. Caruso				<input checked="" type="checkbox"/>
Commissioner P. Lynch	<input checked="" type="checkbox"/>			
Commissioner R. Marra	<input checked="" type="checkbox"/>			
Commissioner G. Woods	<input checked="" type="checkbox"/>			
Commissioner A. Di Chiara				<input checked="" type="checkbox"/>
Commissioner D. Cody				<input checked="" type="checkbox"/>

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

US DEPARTMENT OF HUD MANDATE – FLAT RENTS PROVISION TO BE A MINIMUM OF 80% OF FAIR MARKET RENT (FMR) – EFFECTIVE JULY 1, 2016

WHEREAS, the US Department of Housing and Urban Development (HUD) mandates that all Public Housing Authorities' Flat Rents be updated and established at a minimum of 80% of the attached Bergen-Passaic Fair Market Rent (FMR) Notice; and

WHEREAS, Lodi Housing Authority (LHA) is required to comply with the aforementioned HUD mandate.

NOW, THEREFORE, BE IT RESOLVED, effective July 1, 2016, the new flat rents will be effective and applied to a household's annual rent option upon Annual Re-Examination.

NOW, THEREFORE, BE IT FURTHER RESOLVED, effective July 1, 2016, LHA Board of Commissioners (Board) hereby, and in compliance with HUD mandate referenced herein, re-establishes New Flat Rents at the 80% minimum of the 2016 FMR's to include all excess utilities, which are as follows:

1 BEDROOM	2 BEDROOMS	3 BEDROOMS
\$982.	\$1,152.	\$1,487.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby approves implementation of the 80% minimum of the 2016 FMR, to be effective with the July 1, 2016 Annual Re-Examinations.

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:

Tuesday March 24 2016

[Signature]

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 15-29

Governing Body Recorded Vote – Members:

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

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. O'LEAR, ESQ.

DECLARATION OF EMERGENCY EXPENDITURE

REPAIR OF BOILER #1 LEAK – De VRIES PARK FAMILY COMPLEX

WHEREAS, on or about March 7, 2016 during follow-up inspections of the De Vries Park Boiler Room, it was noticed that now Boiler #1 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 and suggested to temporarily fix/patch, which was completed but patch would not hold to maintain heat/hot water necessary throughout the De Vries Park Family Complex.

NOW, THEREFORE, BE IT RESOLVED, that Boiler #1 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 related to Boiler #1 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 March 24, 2016
EXECUTIVE DIRECTOR/SECRETARY-TREASURER