

**MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, JULY 21, 2016**

**Call to Order:** Chairman Gerald Woods called the Regular Meeting to Order at 7:00 PM.

**Pledge of Allegiance:** Chairman Woods requested everyone stand for the Pledge of Allegiance.

After the Pledge, the Chairman made the following statement, "This Agenda is posted to inform the Public of actions being considered by the Authority's Board of Commissioners and its Executive Director/Secretary Treasurer. There may be additions and deletions prior to the Board Meeting before taking final action."

Chairman Woods also stated the following, "This meeting has been publicly advertised in compliance with the Open Public Meeting Act."

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

**Bids:** No Bids

**Approval of Minutes:**

**A motion was made by Commissioner Cody and seconded by Commissioner Caruso to approve the Minutes of the June 23, 2016 Regular Meeting.**

**Upon Roll Call, the Commissioners voted as follows:**

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

**Communications:**

1. Congratulations extended to Commissioner Vincent Caruso on his Re-Appointment for a 5-Year Term ending 06/10/2021.

**Report of Attorney:** Upon the Attorney's absence, the Report was given by the Executive Director/Secretary Treasurer Thomas DeSomma.

- E. Grecco (PH Resident)
- E. McKelvey (PH Resident)
- Roskhin Properties, LLC (Section 8 Landlord)
- New – Section 8 Participant – Fraud Allegation
- Any Other Pending Litigation/Personnel Matters to be Discussed

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

**MINUTES OF REGULAR MEETING – JULY 21, 2016 (cont'd)**

**Report of Accountant:** Nothing at this time.

**Report of Security:** Nothing at this time.

**Bills Agenda:**

**A motion to Approve the Bills Agenda was made by Commissioner Cody and seconded by Commissioner Marra. Roll Call as follows:**

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Caruso Commissioner Cody Commissioner Marra Chairman Woods	NONE	Commissioner Marra (on #39 only)	Vice Chairman Di Chiara Commissioner Lynch

**Report of Executive Director:**

1. Approximate total interest earned FY, to date, is total of \$1,190.00±
2. **CONTRACT REPORT:**

CONTRACT FOR:	CONTRACT AWARDED TO:
1. NONE AT THIS TIME	
<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. **Ongoing:** Mayor/Council approved (via ordinance) vertical parking on south side of Lawrence Avenue – will follow up with Boro regarding delay in striping street
4. **Ongoing:** Smoke-Free Policy – survey distributed with approximately 40 responses received

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

1. To date, there are 454 HCV/Section 8 Participants presently on the program
2. Design Engineering for repair/replacement of DVP boilers are presently underway
3. Pre-Reac Inspections – received final report pertaining to the 2<sup>nd</sup> phase of inspections @ S/C Complexes (which were completed in June 2016) – copies to be forwarded

**MINUTES OF REGULAR MEETING – JULY 21, 2016 (cont'd)**

**Resolutions:**

**CONSENT AGENDA** (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.)

1. Resolution #15-49	Designation of T-Mobile/Cell Tower Income as Non-Federal Funds
2. Resolution #15-	

**Motion to Approve Resolutions by Consent Agenda was made by Commissioner Cody and seconded by Commissioner Caruso.**

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

**Report of Commissioner:**

**Unfinished Business:**

**Old Business:**

**New Business:**

**Good & Welfare:**

**Hearing of Citizens:**

Since there were no citizens in attendance, Chairman Woods did not 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: 1<sup>st</sup> – Reminder/Warning; 2<sup>nd</sup> – Ruled Out of Order; and 3<sup>rd</sup> – 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 – JULY 21, 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 Cody and seconded by Commissioner Caruso.**

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

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

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

**MINUTES OF REGULAR MEETING – JULY 21, 2016 (cont'd)**

**Adjournment:**

**Motion to Adjourn was made by Commissioner Cody and seconded by Commissioner Caruso.**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAINED</b>	<b>ABSENT</b>
Commissioner Caruso Commissioner Cody Commissioner Marra Chairman Woods	NONE	NONE	Vice Chairman Di Chiara Commissioner Lynch

Meeting was Adjourned at 7:25 PM and Chairman Woods declared the Regular Meeting closed.



THOMAS DeSOMMA  
Executive Director/Secretary Treasurer



GERALD WOODS  
Chairman

Transcribed/Typed by:



CAROL A. FERRARA  
Housing Manager/Recording Secretary

# MONTHLY BILLS AGENDA -- JULY 2016

## PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
<b>DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD</b>					
<b>06/20/16 - 07/02/16 THRU 07/03/16 - 07/17/16</b>					
<b>ARE HEREBY APPROVED</b>					
1	Joan Mastrofilipo	7/1/16	10663	Medicare Reimburs.	\$ 314.70
2	Lenore Morrell	7/1/16	10664	Medicare Reimburs.	\$ 511.50
3	James Sedita	7/5/16	10665	Medicare Reimburs.	\$ 549.60
4	NJ Motor Vehicle Commission	7/5/16	10666	Dump Registration	\$ 280.50
5	Ace Lock & Key Shop	7/5/16	10667	Rekey Various Apartments	\$ 486.00
6	Anchor Pest Control	7/5/16	10668	S/C Monthly Extermin. Services	\$ 275.00
7	Chief Fire Equipment & Service Co.	7/5/16	10669	Fire Inspection	\$ 636.50
8	Cablevision	7/5/16	10670	TV, Phone, Internet	\$ 489.18
9	AA Chem-Dry of North Jersey	7/5/16	10671	Carpet Repair Rennie #33	\$ 120.00
10	Reno's Appliance	7/5/16	10672	Stove Stock	\$ 1,333.08
11	U.S. Overall Cleaners	7/5/16	10673	Monthly Uniform Cleaning	\$ 412.50
12	Jay Bee Flooring, LLC.	7/5/16	10674	Damage Floor Repair	\$ 320.00
13	Verizon	7/5/16	10675	Phones	\$ 481.41
14	Jersey Elevator Co, Inc.	7/5/16	10676	Elevator Maintenance	\$ 162.90
15	Carolyn Capabianca	7/1/16	2810	Medicare Reimburs.	\$ 314.70
16	Ida Press	7/1/16	2811	Medicare Reimburs.	\$ 314.70
17	Lorraine Haskoor	7/1/16	2812	Medicare Reimburs.	\$ 829.20
18	Saverio Saulino	7/1/16	2813	Medicare Reimburs.	\$ 314.70
19	Ready Refresh	7/5/16	2814	Office Water	\$ 226.27
20	3G Software Technology, Inc.	7/5/16	2815	S8 July 2016 Check Processing	\$ 1,326.67
21	Pitney Bowes	7/5/16	2816	Stamp Machine	\$ 641.98
22	Noreika Service Station	7/12/16	10677	June 2016 Fuel	\$ 338.00
23	Interstate Waste Services	7/12/16	10678	June 2016 Waste Removal	\$ 842.55
24	Garfield Lumber & Millworks, Inc.	7/12/16	10679	Maintenance Materials	\$ 219.70
25	VOID	7/12/16	10680	VOID	VOID
26	Ricoh USA, Inc.	7/12/16	10681	Copy Machine	\$ 406.97
27	American Property Consultants, Inc.	7/12/16	10682	Pre REAC Inspections	\$ 4,306.08
28	SGTS Maintenance, LLC.	7/12/16	10683	June 2016 Office Cleaning	\$ 880.00
29	AMSties, Inc.	7/12/16	10684	PH June 2016 Background Chks	\$ 50.00
30	Paulhus & Associates, Inc.	7/12/16	10685	PH June 2016 50058 Process.	\$ 141.75
31	Verizon	7/12/16	10686	Phones	\$ 31.90
32	AMSties, Inc.	7/12/16	2817	S8 June 2016 Background Chks	\$ 70.00
33	Paulhus & Associates, Inc.	7/12/16	2818	S8 June 2016 50058 Process.	\$ 304.50
34	NJ Division of Pensions and Benefits	6/30/16	Online	PH Active Employee	\$ 13,228.53
35	NJ Division of Pensions and Benefits	6/30/16	Online	S8 Active Employee	\$ 8,696.95
36	NJ Division of Pensions and Benefits	6/30/16	Online	PH Retired Employee	\$ 4,960.25
37	NJ Division of Pensions and Benefits	6/30/16	Online	S8 Retired Employee	\$ 3,783.17
38	Complete Saw & Garden	7/14/16	10687	Maintenance Materials	\$ 141.40
39	PSE&G	7/20/16	10688	Utilities	\$ 29,271.23
40	American Messaging	7/20/16	10689	Pagers	\$ 50.91
41	Passaic Valley Water Commission	7/20/16	10690	Water	\$ 5,672.83
42	State of NJ- Dept. of Labor	7/20/16	10691	Employee Benefits	\$ 194.55
43	Wilmar	7/20/16	10692	Maintenance Materials	\$ 355.87
44	Wallington Plumbing & Heating Supply	7/20/16	10693	Plumbing Materials	\$ 1,151.60
45	Swift Electrical Supply Company	7/20/16	10694	Electrical Materials	\$ 313.77
46	Complete Saw & Garden	7/20/16	10695	Maintenance Materials	\$ 85.45
47	Wallace P. Nowosielecki	7/20/16	10696	PH July 2016 Acct. Retain.	\$ 1,166.67
48	Dorwin	7/20/16	10697	Windows	\$ 3,020.00
49	Ricoh USA, Inc.	7/20/16	10698	Copy Machine	\$ 453.74

50	GE Appliances	7/20/16	10699	Refrigerators & Stoves	\$ 283.85
51	Ralph Friedland & Bros, Inc.	7/20/16	10700	Shades & Blinds	\$ 816.00
52	Verizon	7/20/16	10701	Phones	\$ 274.77
53	Strasser & Associates, P.C.	7/20/16	10702	PH July 2016 Legal Retain.	\$ 1,166.66
54	Teletrac	7/20/16	10703	GPS for Vehicles	\$ 269.91
55	Sears Commercial One	7/20/16	10704	Stove Supplies	\$ 290.48
56	Strasser & Associates, P.C.	7/20/16	2819	S8 July 2016 Legal Retainer/Extr. Lit.	\$ 1,616.66
57	W.B Mason	7/20/16	2820	Office Supplies	\$ 370.21
58	Wallace P. Nowosielecki	7/20/16	2821	S8 July 2016 Account. Retain.	\$ 1,166.66
59	W.B Mason	7/20/16	10705	Office Supplies	\$ 254.97
60	Direct Supplies	7/20/16	10706	Maintenance Materials	\$ 257.28
61	Ready Refresh	7/20/16	2822	Office Water	\$ 400.55
62	Michael Wrede	7/20/16	1412	Security Refund	\$ 100.06

RESOLUTION NO. 15-49

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY.

*[Handwritten Signature]*  
LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**CLASSIFICATION OF CELL TOWER INCOME AS NON-FEDERAL FUNDS**

**WHEREAS**, Lodi Housing Authority (Authority) entered into a contract with wireless phone company “T-Mobile Communications (Cell Towers)” in 2006 and as a result, has brought, into the Authority, an additional stream of **Non-Federal Funds**; and

**WHEREAS**, the Authority Counsel has rendered a legal opinion concluding that **Cell Tower Income** received is to be considered **Non-Federal Funds**; and

**WHEREAS**, the US Department of HUD CY 2014 Appropriation Law Cap states Executive Compensation exceeding the Law Cap, as paid from Section 8 and 9 Programs can be paid from Non-Federal Funds; and

**WHEREAS**, the Authority’s Accountant has recommended accounting entries applicable to Non-Federal Funds received and Executive Compensation exceeding Appropriation Law Cap shall be as follows:

- Account #3690 Other Income, Debited
- Account #4110 Administration, Credited

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing of the Authority of the Borough of Lodi, based upon legal opinion and Accountant’s recommendation, hereby approves and adopts the reimbursement of housing program from Non-Federal Funds applicable to the Department of HUD Appropriation Law Cap pertaining to Executive Compensation.

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 July 21, 2016*

*[Handwritten Signature]*  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER