

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, SEPTEMBER 15, 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, Vice Chairman Albert Di Chiara, Commissioners Vincent Caruso, Daniel Cody, Paul V. Lynch, and Robert Marra. Also present were Executive Director/Secretary Treasurer Thomas DeSomma, LHA Attorney Conrad M. Olear, Esq., Deputy Executive Director Gary Luna, and Housing Manager/Recording Secretary Carol A. Ferrara. There were no absences.

Bids: No Bids

Approval of Minutes:

A motion was made by Commissioner Cody and seconded by Commissioner Lynch to approve the Minutes of the August 18, 2016 Regular Meeting.

Upon Roll Call, the Commissioners voted as follows:

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

Communications:

1. REAC Notice of re-scheduled Annual Inspections – conducted on 09/15/16
2. Public Bid Invitation for Removal/Replacement of 2 DVP Boilers – Bid Opening scheduled for 09/26/16 @ 10 AM
3. Notice from Building Dept. pertaining to 131 Washington Avenue (old Branca Engineering property) – seeking approval for storage units

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

- E. Grecco (Former PH Resident)
- E. McKelvey (PH Resident)
- Danielle Scala (PH Resident)
- **New:** Email pertaining to Inspection Photos
- Any Other Pending Litigation/Personnel Matters to be Discussed - Personnel

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

MINUTES OF REGULAR MEETING – SEPTEMBER 15, 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 Vice Chairman Di Chiara and seconded by Commissioner Cody. Roll Call as follows:

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

Report of Executive Director:

1. Approximate total interest earned FY, to date, is total of \$1,375.00±
2. **CONTRACT REPORT:**

CONTRACT FOR:		CONTRACT AWARDED TO:
1.	Replacement of Computer Server	Mazteck, Inc. (IT Contractor) 128 Birchwood Road Paramus, NJ 07652 Not to Exceed: \$7,500.00
CONTRACT LISTED ABOVE DOES NOT REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD		

I HEREBY CERTIFY THE "FUNDING AVAILABILITY" TO AWARD THE CONTRACTS, AS REFERENCED, HEREIN AND FURTHER CERTIFY THAT ALL CONTRACT PRICES WERE OBTAINED IN COMPLIANCE WITH LHA AND THE US DEPARTMENT OF HUD CFR 85-36 ESTABLISHMENT OF PROCUREMENT POLICY.

3. Sgt. Russell Inserra's email – refer to request forwarded to Bergen County for North Main Street S/C Complex crosswalk at 375 North Main nearest to Avenue B
4. Smoke-Free Policy
5. Extension of Summer Hours for Admin Office Staff through 09/30/16
6. Notice to J. Luterzo (DVP #21F)
7. Notice to Joseph Russo (Lodi Resident)

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

1. To date, there are 457 HCV/Section 8 Participants presently on the program
2. Removal/Replacement of DVP boilers

MINUTES OF REGULAR MEETING – SEPTEMBER 15, 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 #15-56	Rent Write-Off – FYE 09/30/16 – Eva Grecco (DVP #15D) - \$1,389.50
2. Resolution #15-57	2016 NJDCA Budget & Capital Budget – FY 10/01/16 thru 09/30/17
3. Resolution #15-58	2016 Budget Resolution – FY 10/01/16 thru 09/30/17
4. Resolution #15-59	Authorizing Late 2016 Budget Submission Applicable to LHA Budget – as Recommended/Required by NJDCA

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

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

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: 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 – SEPTEMBER 15, 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 Vice Chairman Di Chiara.**

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

**Motion to end Closed Session and return to Regular Order of Business was made by
Commissioner Cody and seconded by Vice Chairman Di Chiara.**

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

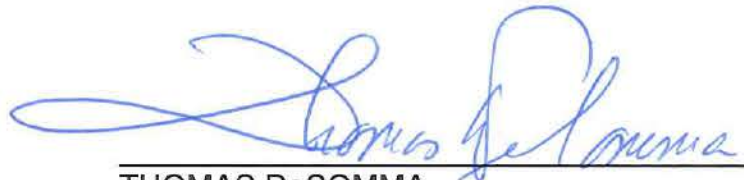
MINUTES OF REGULAR MEETING – SEPTEMBER 15, 2016 (cont'd)

Adjournment:

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

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

Meeting was Adjourned at 7:30 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 -- SEPTEMBER 2016

PUBLIC HOUSING & SECTION 8

CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT	
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
08/14/16 -08/27/16 THRU 08/28/16 -09/10/16					
ARE HEREBY APPROVED					
1	Passaic Valley Water Commission	8/31/16	10751	Water	\$ 5,978.83
2	Purchase Power	8/31/16	10752	Stamp Machine	\$ 418.98
3	Jay Bee Flooring, LLC	8/31/16	10753	Floor Repair #15D	\$ 509.06
4	Cablevision	8/31/16	10754	Phones	\$ 489.18
5	Rob's Automotive	8/31/16	10755	Edger Repair	\$ 145.13
6	Jersey Elevator	8/31/16	10756	Elevator Maintenance	\$ 162.90
7	Acuity Specialty Products, Inc.	8/31/16	10757	Cleaning Supplies	\$ 1,187.25
8	Direct Supplies	9/15/16	10758	Blinds	\$ 664.98
9	Strasser & Associates, PC	9/15/16	10759	PH Sept. 2016 Legal. Retain.	\$ 1,166.66
10	R&R Design Consultants, LLC	9/15/16	10760	Boiler Replacement	\$ 4,320.00
11	Dorwin	9/15/16	10761	Window Repairs	\$ 451.00
12	Wallace P. Nowosielecki	9/15/16	10762	PH Sept. 2016 Acct. Retain.	\$ 1,166.67
13	Acuity Specialty Products, Inc.	9/15/16	10763	Cleaning Supplies	\$ 176.36
14	Wallington Plumbing & Heating Supply	9/15/16	10764	Plumbing Supplies	\$ 801.86
15	SGTS Maintenance, LLC	9/15/16	10765	August 2016 Office Cleaning	\$ 880.00
16	Sears Commercial One	9/15/16	10766	Maint. Supplies	\$ 98.19
17	Noreika Service Station	9/15/16	10767	August 2016 Fuel	\$ 336.00
18	U.S. Overall Cleaners	9/15/16	10768	Uniform Cleaning	\$ 330.00
19	Business Card	9/15/16	10769	Maint. Supplies	\$ 305.50
20	Verizon Wireless	9/15/16	10770	Cell Phones	\$ 403.06
21	Verizon	9/15/16	10771	Phones	\$ 31.99
22	John's Service	9/15/16	10772	Yukon Tires/Wheels	\$ 575.88
23	Buggin' Out, LLC	9/15/16	10773	August 2016 Exter. Maint.	\$ 260.00
24	Wilmar	9/15/16	10774	Maint. Supplies	\$ 578.60
25	Reno's Appliances	9/15/16	10775	Refrigerator & Stove	\$ 1,430.27
26	Interstate Waste Services	9/15/16	10776	Waste Removal	\$ 842.55
27	Rob's Automotive	9/15/16	10777	Lawnmower Repair	\$ 108.08
28	American Messaging	9/15/16	10778	Pagers	\$ 39.73
29	Garfield Lumbar & Millworks, Inc.	9/15/16	10779	Wood Supplies	\$ 717.79
30	AMSties	9/15/16	10780	Background Checks	\$ 50.00
31	Ricciardi Brothers	9/15/16	10781	Paint Supplies	\$ 100.49
32	Stone Brook Garden & Landscape	9/15/16	10782	Landscape Supplies	\$ 182.99
33	Staples Credit Plan	9/15/16	10783	Office Supplies	\$ 407.53
34	Swift Electrical Supply	9/15/16	10784	Maint. Supplies	\$ 319.87
35	Ace Lock & Key Shop	9/15/16	10785	Lock Repair	\$ 19.86
36	Advance Fireproof Door, Inc.	9/15/16	10786	Door Replacement	\$ 235.00
37	Paulhus & Associates, Inc.	9/15/16	10787	PH Aug 2016 50058 Processing	\$ 262.50
38	Strasser & Associates, PC	9/15/16	2829	S8 Aug 2016 Legal Retainer	\$ 1,166.66
39	3G Software Technology, Inc.	9/15/16	2830	Sept. 2016 HAP Check Processing	\$ 1,324.32
40	Wallace P. Nowosielecki	9/15/16	2831	S8 Aug 2016 Acct. Retainer	\$ 1,166.66
41	Paulhus & Associates, Inc.	9/15/16	2832	S8 Aug 2016 50058 Processing	\$ 152.25
42	NJ Division of Pensions and Benefits	9/1/16	Online	PH Active Employee	\$ 14,217.93
43	NJ Division of Pensions and Benefits	9/1/16	Online	S8 Active Employee	\$ 7,707.55
44	NJ Division of Pensions and Benefits	9/1/16	Online	PH Retired Employee	\$ 4,419.79
45	NJ Division of Pensions and Benefits	9/1/16	Online	S8 Retired Employee	\$ 3,242.72
46	Delta Dental of New Jersey	9/13/16	Online	PH Employee Dental	\$ 1,434.32
47	Delta Dental of New Jersey	9/13/16	Online	S8 Employee Dental	\$ 870.76

RESOLUTION NO. 15-56

Governing Body Recorded Vote – Members:

- Commissioner V. Caruso
- A* Commissioner D. Cody
- Commissioner P. Lynch
- Commissioner R. Marra
- S* Commissioner A. Di Chiara
- Commissioner G. Woods

Aye Nay Abstain Absent

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Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. O'LEARY, ESQ.


RENT WRITE-OFF FYE 09/30/16

WHEREAS, former tenant listed below left balance due Lodi Housing Authority thus requiring the balance 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 \$1,389.50 due from said Resident be and is hereby "written off" as uncollectible and shall be taken off Accounts Receivable as of FYE 09/30/16.

FORMER TENANT	COMPLEX	AMOUNT	REASON
Eva Grecco	Apt. #15D De Vries Park Family Complex	\$1,389.50	Judgment/Lock Out Received –Vacated 07/31/16 Owing Rent/Late Fees/ Legal Fees
TOTAL:		\$1,389.50	

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 Sept 15, 2016

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

Cc: Frank Ciliberto, Sr. Hsg. Asst. Tech-In Charge
 Wallace Nowosielecki, CPA, Fee Account
 Former Resident's File (Grecco, DVP #15D)

RESOLUTION NO. 15-57

Governing Body Recorded Vote – Members:

- Commissioner V. Caruso
- m Commissioner D. Cody
- Commissioner P. Lynch
- Commissioner R. Marra
- z Commissioner A. Di Chiara
- Commissioner G. Woods

Aye Nay Abstain Absent

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Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. O'LEARY, ESQ.

2016 NJDCA BUDGET & CAPITAL BUDGET

**HOUSING AUTHORITY OF THE BOROUGH OF LODI
FISCAL YEAR: FROM 10/01/2016 TO 09/30/2017**

WHEREAS, the Annual Budget and Capital Budget/Program for the Lodi Housing Authority for the fiscal year beginning October 1, 2016 and ending September 30, 2017 has been presented before the governing body of the Lodi Housing Authority at its open public meeting of September 15, 2016; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$7,465,787, Total Appropriations, including any Accumulated Deficit, if any, of \$7,448,367 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$233,358 and Total Unrestricted Net Position planned to be utilized of \$0.00.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Lodi Housing Authority, at an open public meeting held on September 15, 2016 that the Annual Budget and the Capital Budget/Program of the Lodi Housing Authority for the fiscal year period beginning October 1, 2016 and ending September 30, 2017, is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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 September 15, 2016

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 15-58

Governing Body Recorded Vote – Members:

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

Aye Nay Abstain Absent

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Approved: _____ Denied: _____

REVIEWED AND APPROVED AS TO LEGALITY

LHA ATTORNEY – CONRAD M. O'NEAR, ESQ.

2016 BUDGET RESOLUTION

HOUSING AUTHORITY OF THE BOROUGH OF LODI
FISCAL YEAR: FROM 10/01/2016 TO 09/30/2017

WHEREAS, the Annual Budget and Capital Budget for the Lodi Housing Authority for the fiscal year beginning October 1, 2016 and ending September 30, 2017 has been presented before the Members of the Lodi Housing Authority at its open public meeting of September 15, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$7,465,787, Total Appropriations, including any Accumulated Deficit, if any, of \$7,448,367 and Total Fund Balance utilized of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$233,358 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or spend funds; rather, it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, in a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the governing board of the Lodi Housing Authority, at an open public meeting held on September 15, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lodi Housing Authority for the fiscal year beginning October 1, 2016 and ending September 30, 2017, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lodi Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 17, 2016.

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 September 15, 2016


EXECUTIVE DIRECTOR/SECRETARY-TREASURER

September 15, 2016

RESOLUTION NO. 15-59

Governing Body Recorded Vote – Members:


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

Aye Nay Abstain Absent

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Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:


LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**AUTHORIZING LATE 2016 BUDGET SUBMISSION
APPLICABLE TO LHA BUDGET –
AS RECOMMENDED/REQUIRED BY NJDCA**

WHEREAS, pursuant to NJAC 5:31-2.5(a) and (b) Housing Authority Budgets not submitted to the Division of Local Government Services for review and certification at least 60 days prior to the beginning of each fiscal year must be accompanied by a resolution of the governing body setting forth the reasons for the delay; and

WHEREAS, the Lodi Housing Authority Budget was not submitted within the statutory timetable; and

WHEREAS, the reason for said delay in the budget schedule and process was due directly to the timing and availability of the Operating Subsidy formula from the Department of Housing and Urban Development; and

WHEREAS, the form HUD-52722 and form HUD-52723 UEL Excel Tool and Data Collection are an essential and an intricate portion of the computation of LHA's Operating Subsidy; and

WHEREAS, HUD's initial obligation of Operating Subsidy funding for FY 2017 cannot be developed for budgetary purposes at this time; and

WHEREAS, the Board of Commissioners of the Housing Authority of the Borough of Lodi desire to approve/adopt this resolution pursuant to NJCA 5:31-2.5 (a) and (b).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Lodi hereby approves Late Submission of its FY 10/01/16 to 09/30/17 Operating Budget pursuant to NJCA 5:31-2.5 (a) and (b); and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director/Secretary Treasurer, Thomas DeSomma, is hereby directed to submit a copy of this adopted resolution to the Director of Local Government Services as part of Lodi Housing Authority's 2017 Budget.

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 September 15, 2016


EXECUTIVE DIRECTOR/SECRETARY-TREASURER