

**MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, JANUARY 26, 2017**

**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, and Commissioners Daniel Cody and Robert Marra. Also present were LHA Attorney Conrad Olear, Esq., Deputy Executive Director Gary Luna, and Housing Manager/Recording Secretary Carol A. Ferrara. Commissioner Paul V. Lynch and Executive Director/Secretary Treasurer Thomas DeSomma were absent.

**Bids:** No Bids

**Approval of Minutes:**

A motion was made by Commissioner Cody and seconded by Vice Chairman Di Chiara to approve the Minutes of the December 15, 2016 Regular Meeting.

Upon Roll Call, the Commissioners voted as follows:

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

**Communications:**

1. Letter of Resignation from Vincent Caruso as LHA Commissioner effective 12/31/16
2. Notice/Publication of January Meeting Date being re-scheduled to 01/26/17
3. 2016 Multiple Dwelling Reports filed 01/06/17 (due 01/31/17)

**Report of Attorney:**

- J. Gillen (PH Resident)
- J. Sawits (PH S/C Resident)
- Any Other Pending Litigation/Personnel Matters to be Discussed

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

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

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

**MINUTES OF REGULAR MEETING – JANUARY 26, 2017 (cont'd)**

**Bills Agenda:**

A motion to Approve the Bills Agenda was made by Commissioner Cody and seconded by Vice Chairman Di Chiara. Roll Call as follows:

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Vice Chairman Di Chiara Chairman Woods	NONE	Commissioner Marra (on #1 & #49)	Commissioner Lynch

**Report of Executive Director:**

1. Approximate total interest earned for to date is total of **\$560.00±**
2. **CONTRACT REPORT:**

	CONTRACT FOR:	CONTRACT AWARDED TO:
1.	Wood Floors – Resanding/Refinishing – Two-Year Contract January 1, 2017 thru December 31, 2018 \$2.30 sq.ft.	Jay-Bee Wood Flooring, LLC 853 Robinwood Road Washington, NJ 07676
2.	Electrical Contract (Labor Only) – Two-Year Contract January 1, 2017 thru December 31, 2018 \$68.00 per hour	Mollica Electric 33 Union Street Ridgefield Park, NJ 07660
3.	Computer Maintenance – Two-Year Contract January 1, 2017 thru December 31, 2018 \$75.00 per hour	Mazteck, Inc. 128 Birchwood Road Paramus, NJ 07652
4.	Elevator Maintenance – Two-Year Contract January 1, 2017 thru December 31, 2018 \$1,994.00 annually	Jersey Elevator Co., Inc. 657 Line Road Aberdeen, NJ 07747
<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 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. Requisition to BCCD for Reimbursement of \$95,152.00 – 1<sup>st</sup> Payment made toward Removal/Replacement of DVP Boilers
4. Correspondence to Valley National Bank (Ron Fraser, 1<sup>st</sup> VP) pertaining to payment of LHA's payroll services based upon compensating balances
5. Correspondence from the Record qualifying statement as "official newspaper" for public advertisements/notices, etc.

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

1. To date, there are 452 HCV/Section 8 Participants presently on the program
2. Removal/Replacement of DVP boilers – progress report
3. Emergency Repair – main sewer line (DVP Bldg. #21)
4. Emergency Repair – aquastat on old DVP boiler

**MINUTES OF REGULAR MEETING – JANUARY 26, 2017 (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.)

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

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

1. Resolution #16-14	2-Year Service Contract to Provide Maintenance of Boilers/Boiler Controls (DVP, Massey, North Main) & A/C Units (DVP & Rennie)
2. Resolution #16-15	Board of Commissioners Acknowledgement to Institute Smoke-Free Public & Senior Citizen Housing
3. Resolution #16-16	Change Order #1 – Time Extension & Cost Change of \$1,600.00± Pertaining to Removal/Replacement of DVP Boilers – C. Dougherty & Co., Inc.

**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 – JANUARY 26, 2017 (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 Marra.**

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

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

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

**MINUTES OF REGULAR MEETING – JANUARY 26, 2017 (cont'd)**


**Adjournment:**

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

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

Meeting was Adjourned at 7:40 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 -- JANUARY 2017

## PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
<b>DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD</b>					
<b>12/18/16 -12/31/16 THRU 1/1/17 - 1/14/17</b>					
<b>ARE HEREBY APPROVED</b>					
1	PSE&G	12/19/16	10916	November 2016 Utilities	\$ 26,067.97
2	Joan Mastrofilipo	1/1/17	10917	Medicare Reimburs.	\$ 314.70
3	Lenore Morrell	1/1/17	10918	Medicare Reimburs.	\$ 511.50
4	Carolyn Capabianca	1/1/17	2868	Medicare Reimburs.	\$ 314.70
5	Ida Press	1/1/17	2869	Medicare Reimburs.	\$ 314.70
6	Lorraine Haskoor	1/1/17	2870	Medicare Reimburs.	\$ 829.20
7	Saverio Saulino	1/1/17	2871	Medicare Reimburs.	\$ 314.70
8	Verizon Wireless	1/5/17	10919	Cell Phones	\$ 353.54
9	Interstate Waste Services	1/5/17	10920	Trash Service	\$ 842.45
10	Staples Credit Plan	1/5/17	10921	Emergency # Magnets	\$ 80.22
11	AMSties, Inc.	1/5/17	10922	Dec 2016 Background Chks	\$ 70.00
12	Lodi Old Timers Little League	1/5/17	10923	Sign Sponsorship Fee	\$ 100.00
13	U.S. Overall Cleaners	1/5/17	10924	Uniforms	\$ 628.50
14	Ricoh USA Inc.	1/5/17	10925	Copy Machine Lease	\$ 453.74
15	BugginOut, LLC	1/5/17	10926	DVP Extermin. & NM #18 Treat.	\$ 380.00
16	Cablevision	1/5/17	10927	Phones, TV, Internet	\$ 460.27
17	New Jersey NAHRO	1/5/17	2872	Membership Dues	\$ 175.00
18	3G Software Technology, Inc.	1/5/17	2873	Jan 2017 HAP Processing	\$ 1,326.20
19	Purchase Power	1/5/17	2874	Postage	\$ 320.99
20	Ready Refresh	1/5/17	2875	Office Coffee & Water	\$ 119.50
21	Pitney Bowes	1/5/17	2876	Stamp Machine Lease	\$ 169.98
22	W.B. Mason	1/5/17	2877	Office Supplies	\$ 208.22
23	Commissoner of LWD	1/12/17	10928	Employee Boiler Lic. Renewal	\$ 80.00
24	Noreika Service Station	1/12/17	10929	Dec. 2016 Fuel	\$ 548.00
25	Business Card	1/12/17	10930	Maintenance Supplies	\$ 1,374.23
26	Jay Bee Flooring, LLC	1/12/17	10931	M# 23 Floor Sanding	\$ 374.00
27	Ricciardi Brothers	1/12/17	10932	Maintenance Supplies	\$ 204.08
28	National Transfer, Inc.	1/12/17	10933	Dump Fee NM#18	\$ 19.50
29	Stone Brook Garden & Landscape	1/12/17	10934	Rock Salt	\$ 180.00
30	Verizon	1/12/17	10935	Phones	\$ 65.82
31	All American Sewer Service	1/12/17	10936	Bldg #21 Sewer Line Emergency	\$ 695.00
32	Ricoh	1/12/17	2878	Copy Machine	\$ 342.01
33	NJ Division of Pensions and Benefits	1/13/17	Online	PH Active Employee	\$ 14,195.30
34	NJ Division of Pensions and Benefits	1/13/17	Online	S8 Active Employee	\$ 8,489.22
35	NJ Division of Pensions and Benefits	1/13/17	Online	PH Retired Employee	\$ 4,901.32
36	NJ Division of Pensions and Benefits	1/13/17	Online	S8 Retired Employee	\$ 3,783.17
37	Delta Dental of New Jersey	1/13/17	Online	PH Employee Dental	\$ 1,478.82
38	Delta Dental of New Jersey	1/13/17	Online	S8 Employee Dental	\$ 760.03
39	Ace Lock & Key Shop	1/20/17	10937	Rekey NM #5	\$ 12.00
40	Passaic Valley Water Commission	1/20/17	10938	Water	\$ 6,024.31
41	HD Supply Facilities Maintenance	1/20/17	10939	Maintenance Supplies	\$ 479.49
42	John's Service	1/20/17	10940	Yukon Battery Replacement	\$ 45.59
43	Millennium Mechanical	1/20/17	10941	Replace Mixing Valve Control	\$ 1,803.00
44	SGTS Maintenance, LLC	1/20/17	10942	Dec 2016 Office Cleaning	\$ 880.00
45	Thomas DeSomma	1/20/17	10943	Employ. Benefits Eye Care Reimburse.	\$ 350.00
46	North Jersey Medica Group	1/20/17	2879	Public Notice	\$ 153.70
47	Verizon	1/20/17	2880	Phones	\$ 283.42
48	Ricoh	1/20/17	2881	Copy Machine Lease	\$ 453.74
49	PSE&G	1/25/17	10944	December 2016 Utilities	\$ 35,740.59

50	Conrad M. Olear, Esq.	1/25/17	10945	Jan 2017 PH Legal Retainer	\$ 1,166.66
51	Cablevision	1/25/17	10946	TV, Internet, Phones	\$ 579.59
52	Loeffel's Waste Oil Service, LLC.	1/25/17	10947	Oil	\$ 538.50
53	Swift Electrical Supply	1/25/17	10948	Maintenance Supplies	\$ 68.63
54	Wilmar	1/25/17	10949	Maintenance Supplies	\$ 753.76
55	Direct Supplies Warehouse	1/25/17	10950	Maintenance Supplies	\$ 1,237.56
56	AA Chem-Dry of North Jersey	1/25/17	10951	Massey #5 Carpet Cleaning	\$ 187.00
57	Wallace P. Nowosielecki	1/25/17	10952	Jan 2017 PH Acct. Retainer	\$ 1,166.66
58	Jersey Elevator Co, Inc.	1/25/17	10953	Elevator Maintenance	\$ 167.79
59	Wallace P. Nowosielecki	1/25/17	2882	Jan 2017 S8 Acct. Retainer	\$ 1,166.67
60	W.B. Mason	1/25/17	2883	Office Supplies	\$ 345.52
61	Ready Refresh	1/25/17	2884	Office Water & Coffee	\$ 166.30
62	Purchase Power	1/25/17	2885	Stamps	\$ 369.70
63	Conrad M. Olear, Esq.	1/25/17	2886	Jan 2017 S8 Legal Retainer	\$ 1,166.66

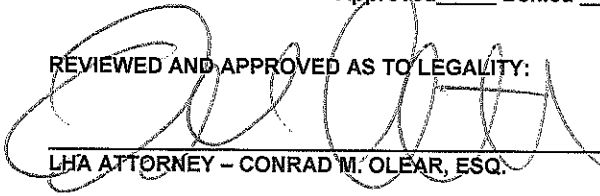
RESOLUTION NO. 16-14

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



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

**TWO-YEAR SERVICE CONTRACT TO PROVIDE MAINTENANCE OF BOILERS/BOILER CONTROLS (DVP, MASSEY, & NORTH MAIN) & A/C UNITS (DVP & RENNIE)**

**WHEREAS**, it is the intention of the Lodi Housing Authority to provide decent, safe and sanitary housing to all its residents; and

**WHEREAS**, formal bids are not required under Department of HUD Rules and Regulations and in accordance with the Authority's Procurement Policy and 24 CFR 85.36, the Lodi Housing Authority solicited proposals from contractors in this line of business in accordance with competitive pricing regulations and in compliance with its Procurement Policy; and

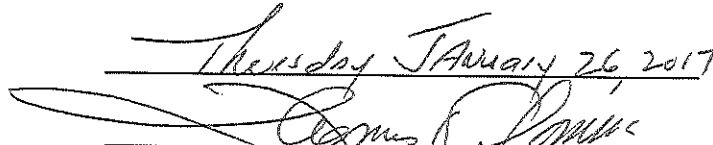
**WHEREAS**, a review has been made by the Lodi Housing Authority's Executive Director of all proposals received and a determination has been made that the lowest qualified proposal received was within the Authority's budget allocation, and said yearly cost will not exceed NJSA Public Law 40:A:11-3 (\$17,500) in any contract year and was found to be in compliance with the Lodi Housing Authority's Procurement Policy as well as the provisions of the New Jersey Statutes as promulgated by the Department of Public Utilities, Board of Public Utilities Commissioner, including NJ Local Unit Pay-to-Play Law under NJSA 19:44A-20.4 et.seq.; and

**THEREFORE, BE IT RESOLVED**, as Executive Director, I hereby recommend that a contract for maintenance/service of boilers, boiler controls, and air conditioners be awarded to Millennium Mechanical, LLC, PO Box 1020, Little Falls, New Jersey 07424, as the lowest qualified bidder as follows:

01/01/17 – 12/31/17	\$ 8,360.00 – 1 <sup>ST</sup> Year
01/01/18 – 12/31/18	\$ 8,360.00 – 2 <sup>ND</sup> Year

**BE IT FURTHER RESOLVED**, the Authority's Public Housing yearly Operating budget allocations be amended to coincide with this Maintenance Service Contract amount, which is effective from January 1, 2017 thru December 31, 2018.

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 January 26, 2017  
  
 EXECUTIVE DIRECTOR/SECRETARY-TREASURER



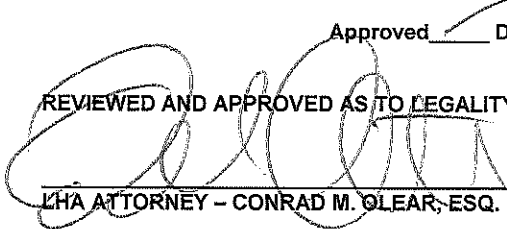
RESOLUTION NO. 16-15

Governing Body Recorded Vote – Members:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
5 Commissioner D. Cody	✓			
Commissioner P. Lynch				✓
74 Commissioner R. Marra	✓			
Commissioner A. Di Chiara	✓			
Commissioner G. Woods	✓			

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



\_\_\_\_\_  
LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**BOARD OF COMMISSIONERS ACKNOWLEDGEMENT TO INSTITUTE SMOKE-FREE PUBLIC HOUSING (FAMILY & SENIOR CITIZEN COMPLEXES)**

**WHEREAS**, the US Department of Housing and Urban Development (HUD) has been advocating smoke-free housing since 2009 and published proposed rule in 2015; and

**WHEREAS**, in accordance with 24 CFR 965.653, HUD is prohibiting all tobacco products from dwelling units, indoor common areas in Public Housing, and in PHA Administrative Office/Maintenance buildings; and

**WHEREAS**, the smoke-free policy must extend to all outdoor areas up to 25 feet from all PHA buildings; and

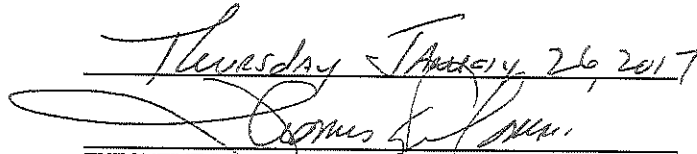
**WHEREAS**, the Final Rule will be effective 60 days after publication in the Federal Register, and the implementation of said policy, specifically, no later than 18 months from the effective date of the Final Rule; and

**WHEREAS**, the Board of Commissioners of Lodi Housing Authority (LHA) has instructed the Executive Director, during the course of its monthly Board Meetings, to begin developing a Smoke-Free Policy, to notify residents (and new admissions), to conduct required in-house surveys, etc. that LHA will be a Smoke-Free Zone.

**THEREFORE, BE IT RESOLVED**, LHA's Board of Commissioners hereby acknowledges they have participated in numerous discussions for purposes to establish a Smoke-Free Policy, as required by HUD.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, the Executive Director is hereby authorized to prepare, amend, and establish Smoke-Free Policies applicable to all LHA Public Housing and Senior Citizen dwelling units, resident common areas, and its Administrative Office buildings, including common areas, garages, Maintenance Shop/Shed, effective February 1, 2017.

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 January 26, 2017  
  
 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

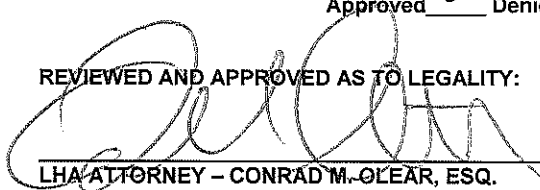
RESOLUTION NO. 16-16

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



\_\_\_\_\_  
LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**CHANGE ORDER #1 – TIME EXTENSION & COST CHANGE OF \$1,600.00± PERTAINING TO REMOVAL/REPLACEMENT OF DVP BOILERS – C. DOUGHERTY & CO., INC.**

**WHEREAS**, the Board of Commissioners (Board) of Lodi Housing Authority (LHA) previously awarded C. Dougherty & Co., Inc. the Contract to Remove/Replace DVP Boilers via Board Resolution #16-04; and

**WHEREAS**, LHA’s Design & Inspection Engineer has recommended a Contract Time Extension to January 27, 2017, along with an increase of \$1,600.00± to the original Contract for additional work requested by LHA (relocation of duct work/piping insulation (see Design Consultant’s correspondence dated 01/17/17 and 01/23/17) ; and

**WHEREAS**, LHA’s Counsel, Conrad M. Olear, Esq., has reviewed related documents and applicable NJSA related to such Public Contracts and related change orders; and

**WHEREAS**, said Change Order #1, as stated herein, is below the 20% allowable under NJSA; and

**WHEREAS**, LHA’s Executive Director hereby certifies the Funding Availability to award Change Order #1.

**NOW, THEREFORE, BE IT RESOLVED**, by LHA’s Board of Commissioners, Change Order #1 is hereby approved and awarded to C. Dougherty & Co, Inc. as follows:

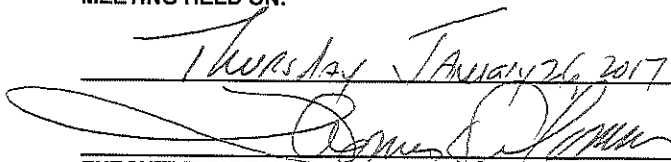
\$163,000.00	Original Contract Award
+ 1,600.00	Change Order #1
\$164,600.00	Contract Grand Total

**\*CONTRACT COMPLETION DATE IS HEREBY EXTENDED TO 01/27/17.**

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, the Executive Director/ Secretary Treasurer is hereby authorized to execute any and all Contract Documents pertaining to Change Order #1.

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 January 26, 2017



\_\_\_\_\_  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER