

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, NOVEMBER 16, 2017

Call to Order: The Meeting was chaired by Vice Chairman Albert Di Chiara who called the Regular Meeting to Order at 7:00 PM.

Pledge of Allegiance: Vice Chairman Di Chiara requested everyone stand for the Pledge of Allegiance.

After the Pledge, the Vice 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." Vice Chairman Di Chiara 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 Vice Chairman Albert Di Chiara, and Commissioners Daniel J. Cody, Marc N. Schrieks, and Gerald Woods. Also present were LHA Attorney Conrad Olear, Esq., Executive Director Thomas DeSomma, Deputy Executive Director Gary Luna, and Housing Manager/Recording Secretary Carol A. Ferrara. Chairman Paul V. Lynch was absent and Commissioner Marra was late (arriving at approximately 7:25 PM).

Bids: No Bids

Approval of Minutes:

A motion was made by Commissioner Woods and seconded by Commissioner Cody to approve the Minutes of the October 19, 2017 Regular Meeting.

Upon Roll Call, the Board voted as follows:

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

Communications:

1. BCCD approval notification – 2017/2018 Grant (\$86,207) for replacement of security system and smoke alarm system
2. NJPHA JIF Dividend of \$2,670.65 for LHA – applied to 2018 Assessment
3. Notification from NJ State Bureau of Boiler Compliance – emergency domestic hot water tank leak repaired as required as per Resolution #17-06
4. LHA Counsel's letter to Mayor/Council pertaining to PVW Rates – refer to Boro Counsel's letter to PVWC requesting information pertaining to water rate increases from 2015-2017 (should be from 2013-2017)
5. Submission of FYE 09/30/17 SEMAP

Report of Attorney:

- Evictions & Related Hearings
- Any Other Pending Litigation/Personnel Matters to be Discussed

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

MINUTES OF REGULAR MEETING – NOVEMBER 16, 2017 (cont'd)

Report of Accountant: Nothing at this time.

Report of Security: Nothing at this time

Bills Agenda:

A motion to Approve the November Bills Agenda was made by Commissioner Cody and seconded by Commissioner Schrieks. Upon Roll Call, the Board voted as follows:

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

Report of Executive Director:

1. Approximate total interest earned for November 2017 is total of **\$225.00±**

2. **CONTRACT REPORT:**

	CONTRACT FOR:	CONTRACT AWARDED TO:
1.	NONE	
2.		

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.

- Proposed Rennie Place Sidewalks – see Executive Director's responding letter to Boro of Lodi as it pertains to the 10/17/17 letter from John J. Baldino, Esq. (representing owners of adjacent property)
- OPRA Request received 11/3/17 from Rose DiMaria's son-in-law – LHA will respond and forward copies to Board
- Notice to De Vries Park Residents – pertaining to any resident's children 16+ to do snow removal when necessary
- ShopRite has donated 30 \$30 Gift Certificates to LHA which were distributed to residents
- Massey #4 electrical fire – electric wire shorted sending sparks to ignite dried flowers located near causing damage to wall and hardwood floor – damage could have been much worse and spread throughout nearby apartments if it weren't for the quick response by Sr. Maintenance Repairer-LPL, Jerry Fazinetz, who was working in nearby apartment and saw the smoke – Frank Licata, Maintenance Repairer-LPL also was on-site and assisted – no injuries

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

- Deputy Executive Director reported 470 HCV/Section 8 Participants presently on the program
- FEMA – letter being prepared by Executive Director
- Henkels/McKoy – completion of annoids as required by NJ PSE&G

MINUTES OF REGULAR MEETING – NOVEMBER 16, 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 Schrieks and seconded by Commissioner Woods.
Upon Roll Call, the Board voted as follows:**

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

1. Resolution #17-03	2017 Adopted Budget Resolution – FY 10/01/17 – 09/30/18
2. Resolution #17-04	Annual Certification of Executive Director/Secretary Treasurer's & Commissioners Completion of Mandated Training – as per NJDCA
3. Resolution #17-05	US Department of HUD Mandate – Flat Rents – Minimum of 80% of the 2018 FMR – LHA's to be Effective 07/01/18
4. Resolution #17-06	Declaration of Emergency Work & Expenditure – Repair of HydroTherm Domestic Hot Water Tank Leak – Main Boiler Room – Massey Street Senior Citizen Complex
5. Resolution #17-07	Approval of CY 2018 Board Meeting Dates
6. Resolution #17-08	Stipend for Additional Re-Assignment of Work Duties (Effective 12/01/17) for Sr. Housing Assistance Technician-In Charge
7. Resolution #17-09	Stipend for Additional Re-Assignment of Work Duties (Effective 12/01/17) for Keyboarding Clerk 2

Report of Commissioner:

Unfinished Business:

Old Business:

New Business:

Good & Welfare:

Hearing of Citizens: None in Attendance

MINUTES OF REGULAR MEETING – NOVEMBER 16, 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 End Regular Order of Business and go into Closed Session was made by Commissioner Cody and seconded by Commissioner Schrieks.

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

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

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

MINUTES OF REGULAR MEETING – NOVEMBER 16, 2017 (cont'd)

Adjournment:

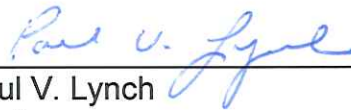
Motion to Adjourn was made by Commissioner Woods and seconded by Commissioner Schrieks.

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

Meeting was Adjourned at 8:35 PM and Vice Chairman Di Chiara declared the Regular Meeting closed.



THOMAS DeSOMMA
Executive Director/Secretary Treasurer



Paul V. Lynch
Chairman

Transcribed/Typed by:



CAROL A. FERRARA
Housing Manager/Recording Secretary

RESOLUTION NO. 17-03

Governing Body Recorded Vote - Members:

	<u>Aye</u>	<u>Nav</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner D. J. Cody	✓			
Commissioner R. Marra	✓			
Commissioner M. N. Schrieks	✓			
Commissioner G. Woods	✓			✓
Commissioner A. Di Chiara	✓			
Commissioner P. V. Lynch				

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

[Signature]
LHA ATTORNEY - CONRAD M. O'LEARY, ESQ.

**2017 ADOPTED BUDGET RESOLUTION
LODI HOUSING AUTHORITY
FISCAL YEAR: FROM 10/01/2017 TO 09/30/2018**

WHEREAS, the Annual Budget and Capital Budget/Program for the Lodi Housing Authority for the fiscal year beginning October 1, 2017 and ending September 30, 2018 has been presented before the governing body of the Lodi Housing Authority at its open public meeting of September 21, 2017; 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 \$7,438,417, Total Appropriations, including any Accumulated Deficit, if any, of \$7,400,288 and Total Unrestricted Net Position utilized of \$N/A; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$241,937 and Total Unrestricted Net Position planned to be utilized of \$N/A.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Lodi Housing Authority, at an open public meeting held on November 16, 2017 that the Annual Budget and the Capital Budget/Program of the Lodi Housing Authority for the fiscal year period beginning October 1, 2017 and ending September 30, 2018, 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 November 16, 2017

[Signature]
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

State of New Jersey
 Department of Community Affairs
 Division of Local Government Services
ADOPTED HOUSING AUTHORITY BUDGET
ADOPTED BUDGET TRANSMITTAL PACKAGE (After Adoption of Budget)

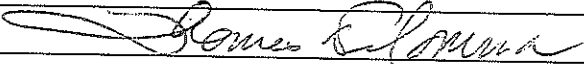
Submit all budget related materials in one package to: *Bureau of Authority Regulation Affairs, Division of Local Government Services, 101 South Broad Street, P.O. Box 803, Trenton, NJ 08625-0803.* Check the box of each item to indicate that it is included in budget or has been completed.

Adopted Authority Budget Document

- 2 copies of the Adopted budget document submitted that includes all pages completed
 - All items on the Introduced Budget Transmittal Package completed and included
 - Page C-6 Signed with Manual Signature along with title, address, e-mail address, phone number and fax number.
 - Page C-7 Resolution of the Authority governing body approving the introduced budget is enclosed with recorded vote
- Note: Aye Votes must total a majority of the full membership of the governing body (Not including Alternates in total)

PDF of Adopted Budget (All pages)

- Submit a pdf copy of the budget package (Adopted) to authoritiesunit@dca.nj.gov with the name of the authority in the subject line along with wording Adopted Budget.

Official's Signature:			
Name:	Thomas DeSomma		
Title:	Executive Director		
Address:	50 Brookside Ave. Lodi, NJ 07644		
Phone Number:	973-470-3651 ext.15	Fax Number:	973-778-1429
E-mail address:	thomasd@lodihousing.org		

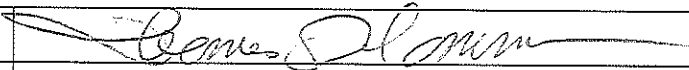
2017 ADOPTION CERTIFICATION

LODI

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2017 TO: 09/30/2018

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Lodi Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 16 day of November, 2017

Officer's Signature:			
Name:	Thomas DeSomma		
Title:	Executive Director		
Address:	50 Brookside Ave. Lodi, NJ 07644		
Phone Number:	973-470-3651 ext.15	Fax Number:	973-778-1429
E-mail address	thomasd@lodihousing.org		

RESOLUTION NO. 17-04

Governing Body Recorded Vote – Members:

- Commissioner D. J. Cody
- Commissioner R. Marra
- m* Commissioner M. N. Schrieks
- s* Commissioner G. Woods
- Commissioner A. Di Chiara
- Commissioner P. V. Lynch

Aye Nay Abstain Absent

(Handwritten checkmarks under Aye)

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

(Handwritten signature of Conrad M. Olear, Esq.)

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

ANNUAL CERTIFICATION OF EXECUTIVE DIRECTOR/SECRETARY TREASURER’S & COMMISSIONERS’ COMPLETION OF MANDATED TRAINING – NJSA 40A:12A-46 & NJAC 5:44-2.4

WHEREAS, the New Jersey Department of Community Affairs (NJDCA) requires the Executive Director of Local Housing Authorities to Certify that its Commissioners and Executive Director are in compliance with NJSA 40A:12A-46 & NJAC 5:44-2.4 training requirements; and

WHEREAS, as Executive Director of Lodi Housing Authority (LHA) and referenced in the attached chart, I hereby Certify that its Commissioners and Executive Director are in compliance with NJSA 40A:12A-46 & NJAC 5:44-2.4.

NOW, THEREFORE BE IT RESOLVED, LHA’s Board of Commissioners have reviewed the attached Certification as signed by the Executive Director and find it to be true and accurate.

NOW, THEREFORE BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to forward this Resolution #17-04 and attached Certification, along with any required documentation to the NJDCA, as may be required.

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 November 14, 2017

(Handwritten signature)

EXECUTIVE DIRECTOR/SECRETARY-TREASURER



LODI HOUSING AUTHORITY A HUD SPONSORED PUBLIC HOUSING AGENCY

50 Brookside Avenue, Lodi, New Jersey 07644

THOMAS DeSOMMA
Executive Director/ Secretary Treasurer
973-470-3650 – Fax 973-778-1429

November 16, 2017

LODI HOUSING AUTHORITY ANNUAL CERTIFICATION OF EXECUTIVE DIRECTOR/SECRETARY TREASURER'S & COMMISSIONERS' COMPLETION OF MANDATED TRAINING NJSA 40A:12A-46 & NJAC 5:44-2.4

On behalf of Lodi Housing Authority, I hereby Certify that its Executive Director/Secretary Treasurer and Commissioners are in compliance with NJSA 40A:12A-46 & NJAC 5:44-2.4 (as referenced in the chart below).

NAME	TITLE	TERM	APPOINTED BY	TRAINING COMPLETED	EMPLOYMENT CONTRACT
Thomas DeSomma	Executive Director/ Secretary Treasurer	Appointed 06/01/1979	Governing Body	X	N/A
Daniel J. Cody	Commissioner	06/11/15 – 06/10/20	Governing Body	X	--
Albert Di Chiara	Commissioner/ Vice Chairperson	06/11/14 – 06/10/19	Governing Body	X	--
Paul V. Lynch	Commissioner/ Chairperson	06/10/13 – 06/10/18	Governing Body	X	--
Robert Marra	Commissioner	06/11/12 – 06/10/17	Governing Body	X	--
Marc N. Schrieks	Commissioner	02/21/17 – 06/10/21 (Remainder of Vincent J. Caruso's Term)	Governing Body	In Process	--
Gerald Woods	Commissioner	02/16/16 – 02/19/21	Mayor/CEO	X	--
VACANT			State/DCA		--

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 November 16, 2017

EXECUTIVE DIRECTOR/SECRETARY TREASURER

RESOLUTION NO. 17-05

Governing Body Recorded Vote – Members:

- Commissioner D. J. Cody
- Commissioner R. Marra
- M Commissioner M. N. Schrieks
- S Commissioner G. Woods
- Commissioner A. Di Chiara
- Commissioner P. V. Lynch

Aye Nay Abstain Absent

✓
✓
✓
✓

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

[Handwritten Signature]
LHA ATTORNEY – CONRAD M. O'LEARY, ESQ.

US DEPARTMENT OF HUD MANDATE – FLAT RENTS – MINIMUM OF 80% OF 2018 FAIR MARKET RENT (FMR) – LHA'S TO BE EFFECTIVE JULY 1, 2018

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 40TH Percentile of 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, 2018, 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, 2018, 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 40TH Percentile of the 2018 FMR's to include all excess utilities, which are as follows:

LODI HOUSING AUTHORITY – FLAT RENTS – EFFECTIVE JULY 1, 2017		
1 BEDROOM	2 BEDROOMS	3 BEDROOMS
\$1,074.	\$1,263.	\$1,614.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby approves implementation of the 80% minimum of the 40TH Percentil of the 2018 FMR, to be effective July 1, 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 November 16, 2017

[Handwritten Signature]
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 17-06

Governing Body Recorded Vote – Members:

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

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

[Signature]

LHA ATTORNEY – CONRAD M. CLEAR, ESQ.

DECLARATION OF EMERGENCY WORK & EXPENDITURE
EMERGENCY REPAIR – HYDROTHERM DOMESTIC HOT WATER
TANK LEAK – MASSEY STREET – MAIN BOILER ROOM

WHEREAS, during the last week of October 2017, it was determined that the HydroTherm Domestic Hot Water Tank in the Main Boiler Room at the Massey Street S/C Complex required Lodi Housing Authority (LHA) to retain an outside contractor to weld said leak; and

WHEREAS, in order to remove, repair and weld the domestic hot water tank, LHA retained the services of C. Dougherty & Co., Seven Washington Avenue, Paterson, New Jersey to make such emergency repairs; and

WHEREAS, I, as Executive Director, hereby certified (based upon the Deputy Executive Director’s attached Emergency Report), that the domestic hot water tank, referenced above, created a threat to LHA’s tenants’ health, safety and welfare, and further declared an Emergency existed; and

NOW, THEREFORE BE IT RESOLVED, that said Emergency affected the health, safety and welfare of all LHA’s tenants at the Massey Street & Rennie Place S/C Complexes, as defined in NJSA 40A:11.6, and required immediate remediation.

BE IT FURTHER RESOLVED, all such related expenditures be classified as “Emergency Expenditures,” and such related bills & payments are hereby authorized to be paid from any and all available funds either 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 November 16 2017

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 17-07

Governing Body Recorded Vote – Members:

Aye Nay Abstain Absent

- Commissioner D. J. Cody
- Commissioner R. Marra
- M Commissioner M. N. Schrieks
- S Commissioner G. Woods
- Commissioner A. Di Chiara
- Commissioner P. V. Lynch



Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY

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

APPROVAL OF BOARD MEETING DATES FOR CY 2018

BE IT RESOLVED, by the Housing Authority of the Borough of Lodi that the Public Meetings of the Housing Authority of the Borough of Lodi will be held at the Lodi Housing Authority Community Room, 50 Brookside Avenue, Lodi, New Jersey in accordance with the Sunshine Law. Regular Meetings will be held according to the following schedule:

REGULAR MEETING	DAY	TIME
JANUARY 18, 2018	THURSDAY	7:00 P.M.
FEBRUARY 15, 2018	THURSDAY	7:00 P.M.
MARCH 15, 2018	THURSDAY	7:00 P.M.
APRIL 19, 2018	THURSDAY	7:00 P.M.
MAY 17, 2018 ANNUAL REORGANIZATION MEETING (REGULAR MEETING TO FOLLOW)	THURSDAY	7:00 P.M.
JUNE 21, 2018	THURSDAY	7:00 P.M.
JULY 19, 2018	THURSDAY	7:00 P.M.
AUGUST 16, 2018	THURSDAY	7:00 P.M.
SEPTEMBER 20, 2018	THURSDAY	7:00 P.M.
OCTOBER 18, 2018	THURSDAY	7:00 P.M.
NOVEMBER 15, 2018	THURSDAY	7:00 P.M.
DECEMBER 20, 2018	THURSDAY	7:00 P.M.

The following is the Regular Meeting Agenda of the Housing Authority of the Borough of Lodi:

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- NOTICE OF MEETING
- ROLL CALL
- BIDS
- APPROVAL OF MINUTES
- COMMUNICATIONS
- REPORT OF ATTORNEY
- REPORT OF ACCOUNTANT
- REPORT OF SECURITY
- MONTHLY BILLS – PUBLIC HOUSING & SECTION 8
- REPORT OF EXECUTIVE DIRECTOR
- REPORT OF DEPUTY EXECUTIVE DIR./ADMIN. OF SECTION 8/HOUSING MANAGER
- RESOLUTIONS
- REPORT OF COMMISSIONERS
- UNFINISHED BUSINESS
- OLD BUSINESS
- NEW BUSINESS
- GOOD AND WELFARE
- HEARING OF CITIZENS
- CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS
- ADJOURNMENT

Any changes to the above-scheduled Regular Meeting dates require 48-hour notice. Any Special Meeting will be held with 48-hour notice prior to Special Meeting.

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 November 16, 2017

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 17-08

Governing Body Recorded Vote – Members:

Commissioner D. J. Cody
 Commissioner R. Marra
 M Commissioner M. N. Schrieks
 S Commissioner G. Woods
 Commissioner A. Di Chiara
 Commissioner P. V. Lynch

Aye Nay Abstain Absent

✓
 ✓
 ✓
 ✓
 ✓

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

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

**STIPEND FOR ADDITIONAL RE-ASSIGNMENT OF WORK DUTIES
 (EFFECTIVE DECEMBER 1, 2017) FOR SENIOR HOUSING
 ASSISTANCE TECHNICIAN-IN CHARGE, FRANK CILIBERTO**

WHEREAS, the Board of Commissioners (Board) of Lodi Housing Authority (LHA) adopted Resolution #16-27 entitled "Revision to Employee Title/Salary Step Guide" on May 25, 2017; and

WHEREAS, said Salary Guide was adopted and, subsequently, additional work responsibilities (both permanent and temporary) have been re-assigned to Senior Housing Assistance Technician-In Charge (Frank Ciliberto) recommended by the Executive Director/Secretary Treasurer; and

WHEREAS, these additional permanent and temporary re-assigned work duties/responsibilities are as follows:

- **Permanent Additional/Re-assigned Work Duties** are related to his creation and implementation of the new system (in QuickBooks) for the processing of monthly Section 8 Housing Choice Voucher landlord checks (HAP checks) – this includes assisting the Keyboarding Clerk 2 (Nicole Ferrara) in the inputting/uploading of approximately 500 landlords and tenants into the new system, creating reports for the Section 8 Department to check/proof all input, along with being back-up to the entire process.; and
- **Temporary Title – Acting Maintenance Supervisor** (6-9 month assignment effective December 1, 2017) – duties include, but are not limited to, the supervision and coordination of all work activities of the LHA Maintenance Department and the full-time and part-time Staff, which includes the maintenance/repair of the physical structures (interior/exterior) and the utility systems (plumbing, heating, a/c, etc.). Supervisor is also responsible for the daily/weekly/ monthly planning of all work necessary (emergency, cyclical, etc.) and the review of all work performed/completed by Staff. All required records, reports, etc. must be completed/maintained on an "as needed" basis and submitted to the Administrative Office (as required). Acting Supervisor, in addition, must be available for emergency calls.

WHEREAS, the Board hereby recognizes the necessity for the additional work duties as it pertains to the Section 8 landlord checks system and also the duties as Temporary Acting Maintenance Supervisor (not to exceed 6-9 months); and

WHEREAS, the Board further recognizes said assignment of the Section 8 landlord checks (HAP) now being done in-house **rather than by outside contractor**, resulting in an estimated cost savings of approximately \$12,000+ per fiscal year; and

WHEREAS, as Executive Director/Secretary Treasurer and as a result of these **Permanent** duties/responsibilities pertaining to the Section 8 landlord check processing system now being assigned to Frank Ciliberto, Sr. Housing Assistance Technician-In Charge, I hereby recommend a \$2,500 permanent stipend be added to employee's base salary, effective December 1, 2017; and

WHEREAS, the **Temporary** assignment/title of Acting Maintenance Supervisor (not to exceed 6-9 months) will also require Frank Ciliberto to share the time necessary between his Public Housing Administration assignments and the Public Housing Maintenance Department which will add hours to his workday (new hours of 8:00 AM to 5:00 PM) and based upon this **Temporary** assignment (Acting Maintenance Supervisor), as Executive Director/Secretary Treasurer, I hereby recommend a \$10,000 temporary stipend to be paid, effective December 1, 2017 (period from 6-9 months); and

WHEREAS, **Temporary** assignment of Acting Maintenance Supervisor will be brought before the Board for Review and further consideration no later than 9 months after effective date of December 1, 2017 (or approximately September 2018).

NOW, THEREFORE, BE IT RESOLVED, the Executive Director/Secretary Treasurer hereby recommends the additional Stipend of \$10,000.00 be authorized to Senior Housing Assistance Technician-In Charge (Frank Ciliberto) for this additional work assignment.

NOW, THEREFORE, BE IT FURTHER RESOLVED, based upon the Executive Director/Secretary Treasurer's recommendation of this "Permanent Assignment" and "Temporary Acting Title/Assignment, **the Board** hereby Authorizes the \$2,500 Permanent Stipend to be added to employee's base pay and the \$10,000 Temporary Stipend (not to exceed 6-9 months) effective December 1, 2017 and further authorizes this action shall be reflected in LHA FYE 09/30/18 PH/Section 8 Budget Revision Process.

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 November 16, 2017


EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 17-09


Governing Body Recorded Vote – Members:

- Commissioner D. J. Cody
- Commissioner R. Marra
- M Commissioner M. N. Schrieks
- S Commissioner G. Woods
- Commissioner A. Di Chiara
- Commissioner P. V. Lynch

Ave Nav Abstain Absent

✓
✓
✓
✓
✓

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**STIPEND FOR ADDITIONAL WORK DUTIES – EFFECTIVE
DECEMBER 1, 2017 FOR KEYBOARDING CLERK 2
(NICOLE FERRARA)**

WHEREAS, the Board of Commissioners (Board) of Lodi Housing Authority (LHA) adopted Resolution #16-27 entitled “Revision to Employee Title/Salary Step Guide” on May 25, 2017; and

WHEREAS, said Salary Guide was adopted and, subsequently, additional work assignment/responsibilities have been designated to Nicole Ferrara, Keyboarding Clerk 2; and

WHEREAS, the additional work duties referenced herein (see below*) are a result of the Executive Director/Secretary Treasurer’s decision to No longer outsource the contracting services (now being done by 3G Software Technology, Inc. of Elmwood Park, NJ) for the monthly preparation of the Section 8 Housing Choice Voucher landlord checks (HAP) effective January 1, 2018:

*These additional work duties/responsibilities consist of, but are not limited to:

- the initial inputting/uploading of approximately 500 landlords and tenants into the new system;
- the inputting/uploading of approximately 65 changes (each month) to landlord payments (HAP);
- the preparation of any and all reports for the Section 8 Department to check/proof all input before printing landlord checks;
- the printing of approximately 500 landlords checks;
- the envelope stuffing and postage metering of all checks; and
- the processing, printing and mailing of Year End 1099 IRS Forms to all landlords.

WHEREAS, the Board hereby recognizes these additional work duties/responsibilities now being done in-house (rather than by outside contractor) reflects an estimated cost savings of \$16,500+ annually; and

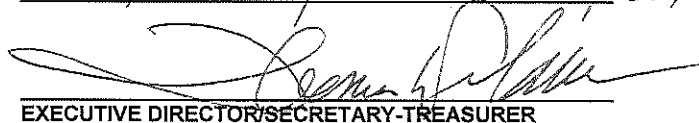
WHEREAS, the Executive Director/Secretary Treasurer hereby recognizes this Permanent additional duties/responsibilities (monthly preparation of the HAP checks) was not taken into consideration when adoption of Resolution #16-27 Title Salary Guide (May 25, 2017).

NOW, THEREFORE, BE IT RESOLVED, the Executive Director/Secretary Treasurer hereby recommends for these additional permanent work duties now assigned to Nicole Ferrara, Keyboarding Clerk 2, a Stipend of \$4,000.00 be paid effective December 1, 2017.

NOW, THEREFORE, BE IT FURTHER RESOLVED, based upon the Executive Director/Secretary Treasurer's recommendation, permanent re-assignment of additional work duties, referenced herein, **the Board** hereby Authorizes the \$4,000.00 Stipend to be added to employee's base pay for Keyboarding Clerk 2 (Nicole Ferrara) effective December 1, 2017 (applicable Salary Guide adopted by Resolution #16-27 will be amended to reflect said Stipend) and further authorizes this action shall be reflected in LHA FYE 09/30/18 PH/Section 8 Budget Revision Process.

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 November 16, 2017



EXECUTIVE DIRECTOR/SECRETARY-TREASURER