

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON TUESDAY, FEBRUARY 28, 2017

Call to Order: Due to the absence of Chairman Gerald Woods and Vice Chairman Albert Di Chiara, the meeting was chaired and called to order by Commissioner Daniel J. Cody at 7:00 PM.

Pledge of Allegiance: Chairman Cody 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 Cody 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 Commissioners Daniel J. Cody, Paul V. Lynch, Robert Marra and Marc N. Schrieks. 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 Gerald Woods and Vice Chairman Albert Di Chiara were absent.

Bids: No Bids

Approval of Minutes:

A motion was made by Commissioner Marra and seconded by Commissioner Cody to approve the Minutes of the January 26, 2017 Regular Meeting. Upon Roll Call, the Commissioners voted as follows:

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

Since a majority vote was not met, the January 26, 2017 Regular Meeting Minutes were not approved and will be added to the March 23, 2017 Meeting Agenda.

Communications:

1. Executive Director welcomed new Commissioner Marc N. Schrieks who was appointed to fill the unexpired term ending 06/10/21
2. The NJ Right to Know (RTK) Survey is due by 07/15/17

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 – FEBRUARY 28, 2017 (cont'd)

Bills Agenda:

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

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner Lynch Commissioner Marra Commissioner Schrieks	NONE	Commissioner Marra (Abstained on #61)	Vice Chairman Di Chiara Chairman Woods

Report of Executive Director:

1. Approximate total interest earned for to date is total of **\$615.00±**
2. **CONTRACT REPORT:**

CONTRACT FOR:		CONTRACT AWARDED TO:
1.	Call to Aid/Alarm System – Two-Year Contract January 1, 2017 thru December 31, 2018 \$115.00 per hour/\$1,200.00 annually \$120 per hour/\$1,200.00 annually	AESFire, LLC 295 Molnar Drive Elmwood Park, NJ 07407 201-414-2430
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.

3. Massey Street Senior Citizen – reported a fall within her unit
4. 2017 Mandate by Dept. of HUD – FMR and LHA Flat Rents for PH & S/C Complexes must be a minimum 80% of FMR (to be effective 07/01/17)
5. LHA updated submission/estimated 100% of \$215,867 to Dept. of HUD, along with LHA Utility Expense level funding – is approximately \$50,000 less than the 1st estimate – does not include any pro-ratio that may be imposed by HUD
6. LHA to advertise for RFQ's for Fee Attorney & Fee Accountant Contracts – current contracts expire 04/30/17

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. Update on the Removal/Replacement of DVP boilers
3. Emergency Determination – underground leaks at various locations within the DVP Family Complex
4. In-house repair by Maintenance Dept. – sewer line under Building #19 (DVP)

MINUTES OF REGULAR MEETING – FEBRUARY 28, 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 Schrieks.

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

1. Resolution #16-17	US Department of HUD Mandate – Flat Rents to be Minimum of 80% of 2017 Fair Market Rent (FMR) – Effective July 1, 2017
2. Resolution #16-18	Declaration of Emergency Work & Expenditures – Determination of Leaks at Various Locations of Underground Water Lines – DVP Family Complex

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 – FEBRUARY 28, 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 Lynch and seconded by Commissioner Schrieks.**

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

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

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

MINUTES OF REGULAR MEETING – FEBRUARY 28, 2017 (cont'd)

Adjournment:

Motion to Adjourn was made by Commissioner Lynch and seconded by Commissioner Marra.

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

Meeting was Adjourned at 7:30 PM and Commissioner Cody 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 -- FEBRUARY 2017

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
1/15/17 -1/28/17 THRU 1/29/17 - 2/11/2017					
ARE HEREBY APPROVED					
1	Reno's Appliances	2/2/17	10954	Refrigerators	\$ 598.00
2	U.S. Overall Cleaners	2/2/17	10955	Uniform Cleaning	\$ 330.00
3	Jersey Elevator Co, Inc.	2/2/17	10956	Elevator Maintenance	\$ 167.79
4	Noreika Service Station	2/2/17	10957	Fuel	\$ 517.00
5	Aluminum Window Service	2/2/17	10958	Screen Door Parts	\$ 289.00
6	Staples Credit Plan	2/2/17	10959	1099s, Keyboards, Mouse	\$ 78.94
7	H.D. Supply Facilities Maintenance	2/2/17	10960	Maintenance Supplies	\$ 88.83
8	Riccardi Bros Inc.	2/2/17	10961	Painting Supplies	\$ 55.07
9	Swift Electrical Supply Company	2/2/17	10962	Maintenance Supplies	\$ 79.76
10	Acuity Specialty Products, Inc.	2/2/17	10963	Cleaning Supplies	\$ 1,500.01
11	Buggin'Out, LLC	2/2/17	10964	Jan 2017 Exterm. Service	\$ 260.00
12	BioChem Suppy	2/2/17	10965	Foggers	\$ 315.00
13	C. Dougherty & Co., Inc.	2/2/17	10966	2nd Payment -- DVP Boilers	\$ 53,538.00
14	Nutchies	2/2/17	10967	Dump Truck Tow	\$ 165.00
15	Interstate Waste Services	2/2/17	10968	Trash Removal	\$ 842.55
16	John's Service	2/2/17	10969	Dump Truck Repair	\$ 333.00
17	3G Software Technology, Inc.	2/2/17	2887	Feb 2017 HAP Processing & 1099s	\$ 2,295.87
18	NJ Labor Law Poster Service	2/2/17	2888	Posters	\$ 152.00
19	Dor-Win	2/3/17	10970	Replacement of Check #10905	\$ 662.00
20	Delta Dental of New Jersey	2/13/17	Online	PH Employee Dental	\$ 1,478.82
21	Delta Dental of New Jersey	2/13/17	Online	S8 Employee Dental	\$ 760.03
22	NJ Division of Pensions and Benefits	2/14/17	Online	PH Active Employee	\$ 14,195.30
23	NJ Division of Pensions and Benefits	2/14/17	Online	S8 Active Employee	\$ 8,489.22
24	NJ Division of Pensions and Benefits	2/14/17	Online	PH Retired Employee	\$ 4,901.32
25	NJ Division of Pensions and Benefits	2/14/17	Online	S8 Retired Employee	\$ 3,783.17
26	Verizon Wireless	2/15/17	10971	Cell Phones	\$ 519.25
27	Montana Construction	2/15/17	10972	Emergency Water Pipe Repair	\$ 22,213.43
28	Verizon	2/15/17	10973	Phones	\$ 32.76
29	AmsTies, Inc.	2/15/17	10974	Jan 2017 Background Checks	\$ 140.00
30	Stone Brook Garden & Landscape	2/15/17	10975	Landscape Supplies	\$ 660.00
31	American Leak Detection	2/15/17	10976	Emergency Leak Repair	\$ 1,800.00
32	Business Card	2/15/17	10977	Maintenance Supplies	\$ 631.56
33	SGTS Maintenance, LLC	2/15/17	10978	Jan. 2017 Office Cleaning	\$ 910.00
34	Pitney Bowes	2/15/17	10979	Stamp Machine Lease	\$ 301.14
35	Buggin'Out, LLC	2/21/17	10980	NM #18 Jan & Dec Treatments	\$ 240.00
36	R&R Design Consultants	2/21/17	10981	Consultant Voucher for Boiler Replace.	\$ 1,320.00
37	AESFire, LLC.	2/21/17	10982	Alarm Maintenance	\$ 1,028.80
38	Rob's Automotive	2/21/17	10983	Snowblower Repair	\$ 288.12
39	Presto Copy & Print	2/21/17	10984	Envelopes	\$ 477.50
40	Mazteck	2/21/17	10985	Server Maint & Anti-Virus Update	\$ 630.00
41	Wallace P. Nowosielecki	2/21/17	10986	PH Feb 2017 Acct. Retain.	\$ 1,166.66
42	Verizon	2/21/17	10987	Phones	\$ 283.44
43	Passaic Valley Water Commission	2/21/17	10988	Water	\$ 5,144.57
44	Treasuer, State of New Jersey	2/21/17	10989	Elevator Inspection Fee	\$ 409.00
45	Ricoh	2/21/17	2889	Copier Lease	\$ 476.43
46	Wallace P. Nowosielecki	2/21/17	2890	S8 Feb 2017 Acct. Retain.	\$ 1,166.67
47	Swift Electrical Supply Company	2/27/17	10990	Maintenance Supplies	\$ 85.24
48	Russell Reid	2/27/17	10991	Sewer Cleaning	\$ 355.73
49	Purchase Power	2/27/17	10992	Stamps	\$ 320.99

50	GE Appliances	2/27/17	10993	NM #4 Refridgerator Repair	\$ 282.14
51	Millennium Mechanical, Inc.	2/27/17	10994	A/C & Boiler Contract Maint.	\$ 2,453.47
52	Wallington Plumbing & Heating	2/27/17	10995	Maintenance Supplies	\$ 187.97
53	Ace Lock & Key Shop	2/27/17	10996	NM Lever Locks & Master Keys	\$ 201.99
54	Garfield Lumber & Millworks, Inc.	2/27/17	10997	Maintenance Supplies	\$ 57.51
55	Wilmar	2/27/17	10998	Maintenance Supplies	\$ 1,030.36
56	W.B. Mason, Inc.	2/27/17	2891	Office Supplies	\$ 355.20
57	Ready Refresh	2/27/17	2892	Water & Coffee	\$ 169.90
58	Conrad M. Olear, Esq.	2/28/17	10999	PH Feb 2017 Leg. Retain. & Ext. Ord.	\$ 2,185.66
59	Safeguard	2/28/17	11000	Checks	\$ 236.51
60	Cablevision	2/28/17	11001	Phones, Internet, TV	\$ 519.64
61	PSE&G	2/28/17	11002	Utilities	\$ 32,579.64
62	Conrad M. Olear, Esq.	2/28/17	2893	S8 Feb 2017 Leg. Retain.	\$ 1,166.66

RESOLUTION NO. 16-17

Governing Body Recorded Vote – Members:

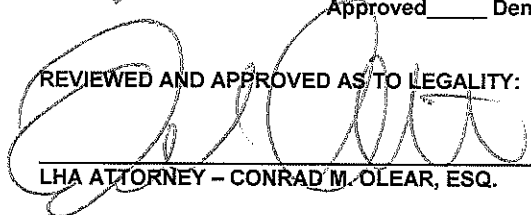
- Commissioner D. Cody
- Commissioner P. Lynch
- Commissioner R. Marra
- Commissioner M. Schrieks
- Commissioner A. Di Chiara
- Commissioner G. Woods

Aye Nay Abstain Absent

✓
✓
✓
✓
✓

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

US DEPARTMENT OF HUD MANDATE – FLAT RENTS TO BE MINIMUM OF 80% OF 2017 FAIR MARKET RENT (FMR) – EFFECTIVE JULY 1, 2017

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, 2017, 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, 2017, 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 2017 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
\$1,062.	\$1,250.	\$1,601.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby approves implementation of the 80% minimum of the 2017 FMR, to be effective with the July 1, 2017 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 February 28, 2017



EXECUTIVE DIRECTOR/SECRETARY-TREASURER

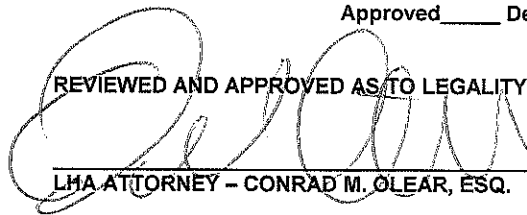
RESOLUTION NO. 16-18

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 M. Schrieks	✓			
Commissioner A. Di Chiara				✓
Commissioner G. Woods				

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**DECLARATION OF EMERGENCY WORK & EXPENDITURE
DETERMINATION OF UNDERGROUND WATER LEAKS AT VARIOUS
LOCATIONS WITHIN De VRIES PARK FAMILY COMPLEX**

WHEREAS, on January 20, 2017, underground water leaks were identified at various locations throughout the De Vries Park Family Complex (DVP) requiring Lodi Housing Authority (LHA) to retain an outside contractor to monitor and determine approximate location of each underground water leak; and

WHEREAS, in order to make such a determination, LHA retained the services of American Leak Detection (The Original Leak Specialists) from Farmingdale, NJ; and

WHEREAS, I, as Executive Director, hereby certified (based upon the Deputy Executive Director's attached Emergency Report), that the various underground water leaks, referenced above, create a threat to LHA's tenants' health, safety and welfare, and further declare an Emergency existed; and

NOW, THEREFORE BE IT RESOLVED, that said Emergency affected all the Authority's De Vries Park tenants' health, safety and welfare, 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:

Tuesday February 28, 2017



EXECUTIVE DIRECTOR/SECRETARY-TREASURER