

**MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, MARCH 23, 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:** Commissioner Cody requested everyone stand for the Pledge of Allegiance.

After the Pledge, Commissioner Cody 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."

Commissioner 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 Lynch and seconded by Commissioner Marra 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 Lynch Commissioner Marra	NONE	Commissioner Schrieks	Vice Chairman Di Chiara Chairman Woods

**A motion was made by Commissioner Schrieks and seconded by Commissioner Lynch to approve the Minutes of the February 28, 2017 Regular Meeting. Upon Roll Call, the Commissioners voted as follows:**

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

**Communications:**

1. Congratulations to the Section 8 Department for scoring 100% (High Performer) on its FYE 09/30/16 SEMAP submission
2. Notice of Meeting Date being changed from 03/16/17 to 03/23/17 (at 7 PM)
3. Valley National Bank has agreed to supplement (capping at \$2,000) LHA's payroll costs

**MINUTES OF REGULAR MEETING – MARCH 23, 2017 (cont'd)**

**Report of Attorney:**

- J. Gillen (PH Resident)
- J. Sawits (PH S/C Resident)
- J. Scott (Section 8 Participant)
  
- 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:**

1. Sporadic inspections (with LPD) are being conducted at DVP #8C – refer to Closed Session

**Bills Agenda:**

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

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner Lynch Commissioner Marra Commissioner Schrieks	NONE	Commissioner Marra (Abstained on #44)	Vice Chairman Di Chiara Chairman Woods

**Report of Executive Director:**

1. Approximate total interest earned for to date is total of **\$740.00±**
  
2. **CONTRACT REPORT:**

	CONTRACT FOR:	CONTRACT AWARDED TO:
1.		
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. LHA Annuua/5-Year PHA Plan FYS 10/01/17 is still being prepared – a draft copy is available for review at the Admin Office from 04/04/17 through 05/25/17
4. LHA has advertised to receive RFQs for its Fee Accountant & Fee Attorney – proposals due 04/06/17
5. “Roscoe” may need to be called in
6. The PH/S-8 Operating Budgets FY 10/01/17 through 09/30/18 are being prepared and LHA will possibly be offering two (2) S-8 vehicles and one (1) Maintenance vehicle for sale



**MINUTES OF REGULAR MEETING – MARCH 23, 2017 (cont'd)**

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

1. To date, there are 455 HCV/Section 8 Participants presently on the program
2. Removal/Replacement of DVP boilers – 2<sup>nd</sup> Voucher (\$53,538) was submitted to Bergen County
3. LHA submitted its Master Meter Certification for all Complexes – required by BPU
4. Update was given on the latest FEMA request

**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 Marra.**

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

1. Resolution #16-19	Amended Resolution as Required by BCCD Pertaining to the Removal/Replacement of DVP Boilers – Related to Signatories
2. Resolution #16-	

**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 – MARCH 23, 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 Marra.**

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 – MARCH 23, 2017 (cont'd)**

**Adjournment:**

**Motion to Adjourn 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

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 -- MARCH 2017

## PUBLIC HOUSING & SECTION 8

CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT	
<b>DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD</b>					
<b>2/12/17 -2/25/17 THRU 2/26/17 - 3/11/2017</b>					
<b>ARE HEREBY APPROVED</b>					
1	Noreika Service Station	3/10/17	11003	Fuel	\$ 346.00
2	AMS Ties, Inc.	3/10/17	11004	Feb 2017 Background Checks	\$ 95.00
3	Business Card	3/10/17	11005	Maintenance Supplies	\$ 1,045.70
4	Riccardi Brothers	3/10/17	11006	Paint Supplies	\$ 566.89
5	Verizon Wireless	3/10/17	11007	Cell Phones	\$ 457.22
6	Garfield Lumber & Millworks, Inc.	3/10/17	11008	Maintenance Supplies	\$ 1,762.33
7	National Transfer, Inc.	3/10/17	11009	Waste Removal	\$ 36.00
8	Interstate Waste Services	3/10/17	11010	Trash Removal	\$ 842.55
9	Siegels' Hardware	3/10/17	11011	Maintenance Supplies	\$ 70.00
10	BugginOut, LLC.	3/10/17	11012	Feb 2017 Extermin. Service	\$ 260.00
11	All American Sewer Service	3/10/17	11013	Bldg #19 Sewer Leak	\$ 575.00
12	Jersey Elevator	3/10/17	11014	Elevator Maintenance	\$ 167.79
13	North Jersey Media Group	3/10/17	11015	Public Notices	\$ 10.73
14	Maztek	3/10/17	2894	LHA Website	\$ 2,195.00
15	3G Software Technology, Inc.	3/10/17	2895	Mar 2017 HAP Check Processing	\$ 1,335.40
16	Domenic P. Versace	3/10/17	1417	Security Deposit Refund	\$ 100.01
17	Delta Dental of New Jersey	3/13/17	Online	PH Employee Dental	\$ 1,478.82
18	Delta Dental of New Jersey	3/13/17	Online	S8 Employee Dental	\$ 760.03
19	NJ Division of Pensions and Benefits	3/14/17	Online	PH Active Employee	\$ 14,195.30
20	NJ Division of Pensions and Benefits	3/14/17	Online	S8 Active Employee	\$ 8,489.22
21	NJ Division of Pensions and Benefits	3/14/17	Online	PH Retired Employee	\$ 4,901.32
22	NJ Division of Pensions and Benefits	3/14/17	Online	S8 Retired Employee	\$ 3,783.17
23	U.S. Overall Cleaners	3/20/17	11016	Uniform Cleaning	\$ 368.00
24	SGTS Maintenance, LLC.	3/20/17	11017	Feb 2017 Office Cleaning	\$ 910.00
25	Jay Bee Flooring, LLC.	3/20/17	11018	DVP #14B Floor Refinishing	\$ 1,550.00
26	LexisNexis	3/20/17	11019	Renewal	\$ 156.00
27	Verizon	3/20/17	11020	Phones	\$ 283.44
28	Passaic Valley Water Commission	3/20/17	11021	Water	\$ 5,624.63
29	Ricoh	3/20/17	11022	Copier Lease	\$ 453.74
30	Complete Saw & Garden	3/22/17	11023	Maintenance Supplies	\$ 145.50
31	Ace Lock & Key Shop	3/22/17	11024	Dead Bolts	\$ 62.00
32	W.B. Mason	3/22/17	11025	Office Supplies	\$ 27.85
33	Wallace P. Nowosielecki	3/22/17	11026	PH Mar 2017 Acct. Retain.	\$ 1,166.66
34	Russell Reid	3/22/17	11027	Pumping Service	\$ 1,159.40
35	Conrad M. Olear, Esq.	3/22/17	11028	PH Mar 2017 Leg. Retain & Ext. Ordin.	\$ 2,274.66
36	Wilmar	3/22/17	11029	Maintenance Supplies	\$ 395.30
37	Stone Brook Garden Center	3/22/17	11030	Salt Supplies	\$ 1,512.28
38	AA Chem-Dry of North Jersey	3/22/17	11031	Carpet Cleaning & Stretching	\$ 535.00
39	Ready Refresh	3/22/17	11032	Office Water & Coffee	\$ 169.90
40	AESFire, LLC	3/22/17	11033	Device Replacement	\$ 230.00
41	W.B. Mason	3/22/17	2896	Office Supplies	\$ 270.99
42	Conrad M. Olear, Esq.	3/22/17	2897	S8 Mar 2017 Leg. Retain	\$ 1,166.66
43	Wallace P. Nowosielecki	3/22/17	2898	S8 Mar 2017 Acct.. Retain	\$ 1,166.67
44	PSE&G	3/23/17	11034	Utilities	\$ 34,409.41
45	NJ Division of Pensions and Benefits	3/31/17	Online	PH Employee PERS	\$ 55,000.00
46	NJ Division of Pensions and Benefits	3/31/17	Online	S8 Employee PERS	\$ 45,352.00

**RESOLUTION NO. 16-19**

Amending Resolution #16-08 (previously adopted on 11/17/16 )

Governing Body Recorded Vote – Members:

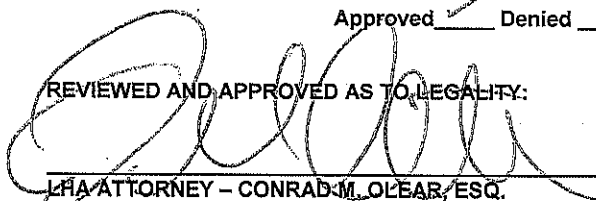
- Commissioner D. J. Cody
- Commissioner P. V. Lynch
- Commissioner R. Marra
- Commissioner M. N. Schrieks
- Commissioner A. Di Chiara
- Commissioner G. Woods

Aye      Nay      Abstain      Absent

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Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



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

**ORGANIZATIONAL RESOLUTION AS REQUIRED BY BCCD  
PERTAINING TO \$137,000 BCCD FUNDING GRANT  
TO REMOVE/REPLACE 2 De VRIES PARK BOILERS**

**BE IT RESOLVED**, that the Board of Commissioners of Lodi Housing Authority wishes to enter into a Grant Agreement with the County of Bergen for the purpose of using \$137,000.00 in 2017 Community Development Block Grant funds for the Removal/Replacement of 2 H. B. Smith 101 H.P. Gas/Oil Fired Boilers at the De Vries Park Family Complex; and

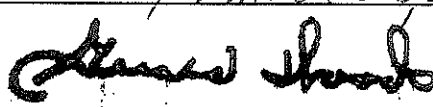
**BE IT FURTHER RESOLVED**, that the Board of Commissioners hereby authorizes Gary Luna to be a signatory to the aforesaid grant agreement; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners hereby authorizes Thomas DeSomma to sign all County vouchers submitted in connection with the aforesaid project; and

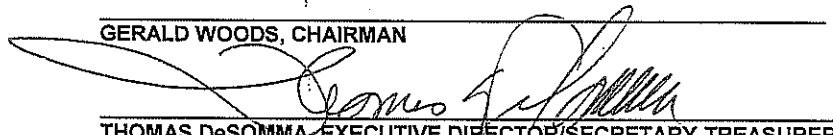
**BE IT FURTHER RESOLVED**, that the Board of Commissioners recognizes that Lodi Housing Authority is liable for any funds not spent in accordance with the Grant Agreement and that liability of Board Members is in accordance with NJSA 2A153A-7 et.seq.

THIS RESOLUTION WAS ADOPTED BY THE BOARD OF COMMISSIONERS OF LODI HOUSING AUTHORITY AT THE MEETING HELD ON:

Thursday March 23, 2017



GERALD WOODS, CHAIRMAN



THOMAS DeSOMMA, EXECUTIVE DIRECTOR/SECRETARY-TREASURER