

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, APRIL 27, 2017

Call to Order: Chairman Gerald Woods called the Regular Meeting to Order at 7:03 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 Woods and Commissioners Daniel J. Cody, Paul V. Lynch, 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. Vice Chairman Albert Di Chiara (due to illness) and Commissioner Robert Marra were absent.

Bids: No Bids

Approval of Minutes:

A motion was made by Commissioner Cody and seconded by Commissioner Lynch to approve the Minutes of the March 23, 2017 Regular Meeting. Upon Roll Call, the Commissioners voted as follows:

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

Communications:

1. A copy of LHA's Annual/5 Year Plan for FYS 10/01/17 is available for public review from 04/04/17 through 05/25/17
2. The 2016 Right to Know (RTK) Survey, as required by NJ State Law, has been submitted

Report of Attorney:

- Medical Marijuana
- A. Reagan (PH Resident)
- M. Sanchez-Mambro (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.

MINUTES OF REGULAR MEETING – APRIL 27, 2017 (cont'd)

Report of Security: Nothing at this time

Bills Agenda:

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

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

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. "Roscoe" was not called in
4. The PH/S-8 Operating Budgets for FY 10/01/17 thru 09/30/18 are currently being prepared
5. Executive Director's Administrative Eviction Notices were served on one (1) North Main Street S/C Resident and one (1) De Vries Park Resident
6. Installation of a stair lift was authorized for Apt. #17A (DVP)

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

1. To date, there are 453 HCV/Section 8 Participants presently on the program
2. FEMA – still under review
3. Emergency underground hot water line break – parking lot of North Main Street S/C Complex

MINUTES OF REGULAR MEETING – APRIL 27, 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 Cody.

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

1. Resolution #16-20	Fee Accountant Contract Award
2. Resolution #16-21	Fee Attorney Contract Award
3. Resolution #16-22	Emergency Repair – North Main Street Senior Citizen Complex – Underground 1” Hot Water Feed Line (Parking Lot)

Report of Commissioner:

Unfinished Business:

Old Business:

New Business:

Good & Welfare:

Hearing of Citizens:

Since there were no citizens in attendance, the Chairman 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 – APRIL 27, 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 Schrieks.**

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

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

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

MINUTES OF REGULAR MEETING – APRIL 27, 2017 (cont'd)

Adjournment:

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

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

Meeting was Adjourned at 7:28 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 -- APRIL 2017

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
3/12/17 -3/25/17 THRU 3/26/17 - 4/8/2017					
ARE HEREBY APPROVED					
1	Joan Mastrofilipo	4/1/17	11035	Medicare Reimburs.	\$ 330.00
2	Lenore Morrell	4/1/17	11036	Medicare Reimburs.	\$ 906.30
3	Carolyn Capabianca	4/1/17	2899	Medicare Reimburs.	\$ 327.00
4	Ida Press	4/1/17	2900	Medicare Reimburs.	\$ 327.00
5	Lorraine Haskoor	4/1/17	2901	Medicare Reimburs.	\$ 378.00
6	Saverio Saulino	4/1/17	2902	Medicare Reimburs.	\$ 330.00
7	NJ Motor Vehicle Commission	4/3/17	11037	Yukon Registration	\$ 105.00
8	John's Service	4/3/17	11038	Yukon Service	\$ 410.38
9	Purchase Power	4/3/17	11039	Stamp Machine Postage	\$ 320.99
10	Optimum	4/3/17	11040	TV, Phones, Internet	\$ 519.64
11	Lodi PBA Local #26	4/3/17	11041	2017 Donation	\$ 100.00
12	Jean Sawits	4/3/17	1418	Security & Pet Deposit Refund	\$ 250.06
13	Noreika Service Station	4/5/17	11042	Fuel	\$ 549.90
14	Jersey Elevator	4/5/17	11043	Elevator Maintenance	\$ 167.79
15	BugginOut, LLC	4/5/17	11044	DVP Monthly Extermin. Service	\$ 260.00
16	Universal Electric Service, Inc.	4/5/17	11045	Sewer Ejector Floats Replaced	\$ 620.00
17	AMS TIES, Inc.	4/5/17	11046	March 2017 Background Checks	\$ 275.00
18	Interstate Waste Services	4/5/17	11047	Trash Removal	\$ 842.55
19	Siegel's Hardware	4/5/17	11048	Maintenance Supplies	\$ 374.70
20	John's Service	4/5/17	11049	Pickup Truck Service	\$ 579.47
21	U.S. Overall Cleaners	4/5/17	11050	March 2017 Uniform Cleaning	\$ 450.00
22	3G Software Technology, Inc.	4/5/17	2903	April 2017 HAP Check Process.	\$ 1,333.44
23	Verizon Wireless	4/5/17	2904	Cell Phones	\$ 431.16
24	Delta Dental of New Jersey	4/13/17	Online	PH Employee Dental	\$ 1,478.82
25	Delta Dental of New Jersey	4/13/17	Online	S8 Employee Dental	\$ 760.03
26	NJ Division of Pensions and Benefits	4/14/17	Online	PH Active Employee	\$ 14,195.30
27	NJ Division of Pensions and Benefits	4/14/17	Online	S8 Active Employee	\$ 8,489.22
28	NJ Division of Pensions and Benefits	4/14/17	Online	PH Retired Employee	\$ 4,901.32
29	NJ Division of Pensions and Benefits	4/14/17	Online	S8 Retired Employee	\$ 3,783.17
30	NJ Motor Vehicle Commission	4/21/17	11051	Pickup Truck Reg.	\$ 151.00
31	NJ Motor Vehicle Commission	4/21/17	11052	Buick Registration	\$ 46.50
32	Complete Saw & Garden	4/21/17	11053	Maintenance Supplies	\$ 8.00
33	Ace Lock & Key Shop	4/21/17	11054	Rekey Massey #26	\$ 22.00
34	Verizon	4/21/17	11055	Phones	\$ 286.11
35	Ralph Friedland & Bros., Inc.	4/21/17	11056	Shade Inventory	\$ 848.20
36	Wallace P. Nowosielecki	4/21/17	11057	PH Apr. 2017 Acct. Retain.	\$ 1,166.66
37	SGTS Maintenance, LLC	4/21/17	11058	March 2017 Office Cleaning	\$ 910.00
38	Wilmar	4/21/17	11059	Maintenance Supplies	\$ 778.75
39	Garfield Lumber & Millworks, Inc.	4/21/17	11060	Maintenance Supplies	\$ 779.59
40	Superior Rebuilding & Repair	4/21/17	11061	Yukon Repair	\$ 400.00
41	Riccardi Brothers	4/21/17	11062	Maintenance Supplies	\$ 249.21
42	Ricoh USA Inc.	4/21/17	11063	Copy Machine Lease	\$ 453.74
43	Wallington Plumbing & Heating	4/21/17	11064	Maintenance Supplies	\$ 869.17
44	Maztek	4/21/17	11065	Backup System Maint.	\$ 205.00
45	BugginOut, LLC	4/21/17	11066	Exterminator Services	\$ 440.00
46	W.B. Mason	4/21/17	11067	Office Supplies	\$ 663.81
47	Maztek	4/21/17	2905	Comp. Repairs & Website	\$ 492.88
48	Wallace P. Nowosielecki	4/21/17	2906	S8 Apr. 2017 Acct. Retain.	\$ 1,166.67
49	Ricoh	4/21/17	2907	Color Copies	\$ 283.11

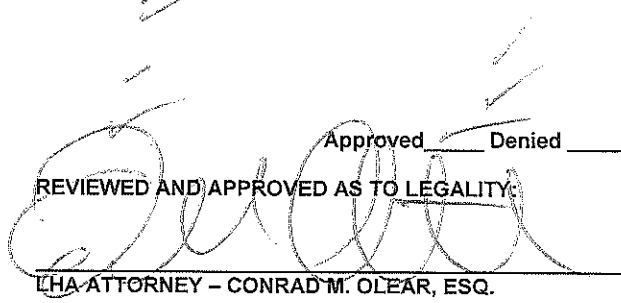
50	North Jersey Media Group	4/21/17	2908	Public Notices	\$ 231.00
51	Dorothy DeCrescenzo	4/21/17	1419	Security Deposit Refund	\$ 293.02
52	PSE&G	4/25/17	11068	Utilities	\$ 19,925.81
53	Lodi Fire Department	4/25/17	11069	Donation	\$ 300.00
54	Passiac Valley Water Commission	4/25/17	11070	Water	\$ 6,157.61
55	Michael Ravenda & Son	4/25/17	11071	Emer. Water Break NM Resol. 16-22	\$ 6,150.00
56	Ready Refresh	4/25/17	11072	Office Water	\$ 199.61
57	BioChem Supply	4/27/17	11073	Maintenance Supplies	\$ 450.00
58	Conrad M. Olear, Esq.	4/27/17	11074	PH Apr. 2017 Leg. Retain.	\$ 1,166.66
59	Wilmar	4/27/17	11075	Maintenance Supplies	\$ 197.43
60	Purchase Power	4/27/17	11076	Stamps	\$ 320.99
61	Optimum	4/27/17	11077	Phones, TV, Internet	\$ 519.94
62	Paulhaus and Associates	4/27/17	11078	PH 50058 Processing	\$ 194.25
63	Paulhaus and Associates	4/27/17	2909	S8 50058 Processing	\$ 451.50
64	Conrad M. Olear, Esq.	4/27/17	2910	S8 Apr. 2017 Leg. Retain.	\$ 1,166.66

RESOLUTION NO. 16-20

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

Aye Nay Abstain Absent
 Approved _____ Denied _____
 REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

FEE ACCOUNTANT CONTRACT AWARD
 ~ MAY 1, 2017 THRU APRIL 30, 2018 ~
 ~ MAY 1, 2018 THRU APRIL 30, 2019 ~

As the Executive Director/Secretary-Treasurer of Lodi Housing Authority and in compliance with NJSA 40:A11-3, 40A:11-4, covering awards/solicitations for Professional Services, I hereby certify that the Lodi Housing Authority advertised for such professional services in March 2017 for such professional services contracts, and in compliance with the aforementioned NJSA 40:A11-3 and 40A:11-4 and the US Department of HUD "Competitive Process" required under 24CFR 85:36 Procurement, and under the Authority's By-Laws, Section 9;

I hereby recommend that Wallace Nowosielecki, CPA, of One Garners Lane, Elmwood Park, New Jersey 07407 be appointed to the position of Fee Accountant for the Authority's Public Housing and Section 8 Rental Assistance Programs as follows:

1st Year Contract Award – May 1, 2017 thru April 30, 2018:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$75.00 per hour for Extraordinary Services

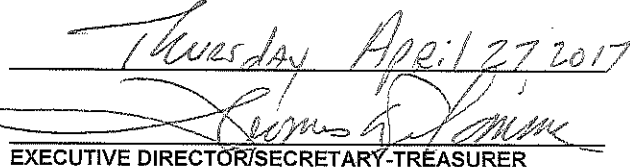
2nd Year Contract Award – May 1, 2018 thru April 30, 2019:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$75.00 per hour for Extraordinary Services

NOW, BE IT RESOLVED, by the Housing Authority, Wallace Nowosielecki, CPA, be and is hereby appointed to said position as Fee Accountant as defined in the preceding breakdown.

NOW, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any and all related contract documents pertaining to said appointment of Wallace Nowosielecki, CPA as Fee Accountant.

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 April 27 2017

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 16-21

Governing Body Recorded Vote – Members:

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

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

Conrad M. Olear
LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**FEE ATTORNEY CONTRACT AWARD
~ MAY 1, 2017 THRU APRIL 30, 2018 ~
~ MAY 1, 2018 THRU APRIL 30, 2019 ~**

As the Executive Director/Secretary-Treasurer of Lodi Housing Authority and in compliance with NJSA 40:A11-3, 40A:11-4, covering awards/solicitations for Professional Services, I hereby certify that the Lodi Housing Authority advertised for such professional services in March 2017 for such professional services contracts, and in compliance with the aforementioned NJSA 40:A11-3 and 40A:11-4 and the US Department of HUD "Competitive Process" required under 24CFR 85:36 Procurement, and under the Authority's By-Laws, Section 9;

I hereby recommend that Conrad M. Olear, Esq., of Seven East Ridgewood Avenue, Paramus, New Jersey 07652 be appointed to the position of Fee Attorney for the Authority's Public Housing and Section 8 Rental Assistance Programs as follows:

1st Year Contract Award – May 1, 2017 thru April 30, 2018:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$100.00 per hour for Extraordinary Services

2nd Year Contract Award – May 1, 2018 thru April 30, 2019:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$100.00 per hour for Extraordinary Services

NOW, BE IT RESOLVED, by the Housing Authority, Conrad M. Olear, Esq. be and is hereby appointed to said position as Fee Attorney as defined in the preceding breakdown.

NOW, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any and all related contract documents pertaining to said appointment of Conrad M. Olear, Esq. as Fee Attorney.

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 Apr: 1 27, 2017

Conrad M. Olear
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 16-22

Governing Body Recorded Vote – Members:

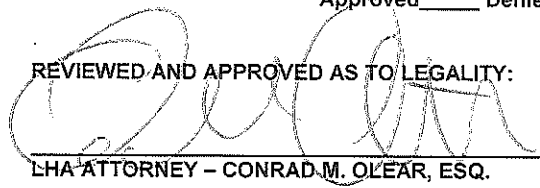
- Commissioner D. J. Cody
- Commissioner P. V. Lynch
- Commissioner R. Marra
- Commissioner M. N. Schrieks
- Commissioner A. Di Chiara
- Commissioner G. Woods

<u>Ave</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
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✓	✓	✓	✓
✓	✓	✓	✓
✓	✓	✓	✓

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:



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

DECLARATION OF EMERGENCY WORK & EXPENDITURE
EMERGENCY REPAIR – UNDERGROUND 1” HOT WATER FEED
LINE – NORTH MAIN STREET S/C COMPLEX – PARKING LOT

WHEREAS, on April 10, 2017, it was determined that the 1” hot water feed line under the parking lot at the North Main Street S/C Complex required Lodi Housing Authority (LHA) to retain an outside contractor to excavate/repair said piping; and

WHEREAS, in order to remove, repair and replace the 1” hot water line, LHA retained the services of Michael Ravenda & Son Plumbing & Heating, LLC, located at 228 Paterson Avenue, Lodi, 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 1” underground hot water feed line, 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 North Main Street S/C Complex, 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 April 27 2017



EXECUTIVE DIRECTOR/SECRETARY-TREASURER