

**REGULAR MEETING OF THE LODI HOUSING AUTHORITY**

**(This Agenda is posted to inform the public of actions being considered by the Authority's Board of Commissioners and Executive Director/Secretary Treasurer. There may be additions and deletions prior to the Board Meeting before taking final action.)**

**CALL TO ORDER:**  
**PLEDGE OF ALLEGIANCE:**

**NOTICE OF MEETING:** This meeting has been publicly advertised in compliance with the Open Public Meeting Act.

**ROLL CALL:** Caruso \_\_\_ Cody \_\_\_ Lynch \_\_\_ Marra \_\_\_ Di Chiara \_\_\_ Woods \_\_\_  
Executive Director \_\_\_ Attorney \_\_\_ Secretary \_\_\_ Deputy Director \_\_\_

**BIDS:**

**APPROVAL OF MINUTES:** Regular Meeting – October 27, 2016 Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Caruso \_\_\_ Cody \_\_\_ Lynch \_\_\_ Marra \_\_\_ Di Chiara \_\_\_ Woods \_\_\_

**COMMUNICATIONS:**

1.

**REPORT OF ATTORNEY:**  
**REPORT OF ACCOUNTANT:**  
**REPORT OF SECURITY:**  
**MONTHLY BILLS – PUBLIC HOUSING & SECTION 8 RENTAL ASSISTANCE:**  
**REPORT OF EXECUTIVE DIRECTOR:**  
**REPORT OF DEPUTY EXECUTIVE DIRECTOR/ADMINISTRATOR OF SECTION 8/HOUSING MANAGER:**

**RESOLUTIONS:**

**CONSENT AGENDA** (These 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.)

1. Resolution #16-06	Approval of 2017 Board Meeting Dates
2. Resolution #16-07	Risk Management Consultant's Agreement – CY 2017
3. Resolution #16-08	Organizational Resolution as Required by BCCD Pertaining to \$137,000 BCCD Funding Grant for Removal/Replacement of 2 DVP Boilers
4. Resolution #16-09	Re-Adoption Resolution as Required by NJDCA Pertaining to 2016-2017 Lodi Housing Authority Budget – still in typing
5. Resolution #16-	

**REPORT OF COMMISSIONERS:**  
**UNFINISHED BUSINESS:**  
**OLD BUSINESS:**  
**NEW BUSINESS:**  
**GOOD & WELFARE:**

**HEARING OF CITIZENS:** 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.

**CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS:**

**ADJOURNMENT:** Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Caruso \_\_\_ Cody \_\_\_ Lynch \_\_\_ Marra \_\_\_ Di Chiara \_\_\_ Woods \_\_\_

REPORT OF ATTORNEY:

**REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS**

DISCUSSION:

1. NEW:

- E. McKelvey (PH Resident)

2. NEED UPDATE:

3. ANY OTHER PENDING LITIGATION/PERSONNEL MATTERS:

- Personnel
- 

REPORT OF ACCOUNTANT:

1. NOTHING AT THIS TIME
- 

REPORT OF SECURITY:

1. NOTHING AT THIS TIME

# MONTHLY BILLS AGENDA -- NOVEMBER 2016

## PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
<b>DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD</b>					
<b>10/09/16 -10/22/16 THRU 11/6/16 -11/19/16</b>					
<b>ARE HEREBY APPROVED</b>					
1	U.S. Overall Cleaners	11/9/16	10836	Uniform Cleaning	\$ 330.00
2	Interstate Waste Services	11/9/16	10837	Waste Removal	\$ 842.55
3	Acuity Specialty Products, Inc.	11/9/16	10838	Cleaning Supplies	\$ 3,188.32
4	Verizon Wireless	11/9/16	10839	Cell Phones	\$ 388.67
5	FEMA Flood Payments	11/9/16	10840	Seniors Flood Insurance	\$ 8,730.00
6	Universal Electric Motor Service	11/9/16	10841	Massey Heat Pump Repair	\$ 2,236.47
7	BioChem Supply, Inc.	11/9/16	10842	Sewage Disinfectants	\$ 595.00
8	AESFire, LLC.	11/9/16	10843	DVP Bldg #8 Alarm Repair	\$ 110.00
9	Complete Saw & Garden	11/9/16	10844	Chainsaw Blades	\$ 49.50
10	Stone Brook Garden & Landscape	11/9/16	10845	Landscaping Supplies	\$ 173.00
11	Nicole Ferrara	11/9/16	10846	Employee Eye Benefits Reimburs.	\$ 350.00
12	Jersey Elevator Co, Inc.	11/9/16	10847	Elevator Maint.	\$ 162.90
13	National Transfer, Inc.	11/9/16	10848	Municipal Waste Removal	\$ 12.75
14	Sgts Maintenance, LLC	11/9/16	10849	Oct. 2016 Office Cleaning	\$ 880.00
15	AMSties, Inc.	11/9/16	10850	PH Oct. 2016 Background Check	\$ 50.00
16	Ricciardi Brothers	11/9/16	10851	Paint Supplies	\$ 690.47
17	Business Card	11/9/16	10852	Light Supplies	\$ 369.61
18	Garfield Lumber & Millworks, Inc.	11/9/16	10853	Lumber Supplies	\$ 57.91
19	Verizon	11/9/16	10854	Phones	\$ 65.83
20	Russell Reid	11/9/16	10855	Sewage Pump Cleaning	\$ 306.50
21	Noreika Service Station	11/9/16	2853	October 2016 Fuel	\$ 267.00
22	3G Software Technology, Inc.	11/9/16	2854	Nov. 2016 HAP Process.	\$ 1,325.26
23	W.B. Mason	11/9/16	2855	Office Supplies	\$ 667.75
24	NJ Division of Pensions and Benefits	11/7/16	Online	PH Active Employee	\$ 14,217.93
25	NJ Division of Pensions and Benefits	11/7/16	Online	S8 Active Employee	\$ 8,489.22
26	NJ Division of Pensions and Benefits	11/7/16	Online	PH Retired Employee	\$ 4,419.79
27	NJ Division of Pensions and Benefits	11/7/16	Online	S8 Retired Employee	\$ 3,783.17

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_

Caruso \_\_\_ Cody \_\_\_ Lynch \_\_\_ Marra \_\_\_ Di Chiara \_\_\_ Woods \_\_\_

**REPORT OF EXECUTIVE DIRECTOR:**

1. Approximate total interest earned for to date is total of **\$310.00±**

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. North Main Street Crosswalk



November 17, 2016

**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. Repair/Replacement of DVP Boilers – need update on progress

**RESOLUTIONS:**

**CONSENT AGENDA** (These 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.)

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4. Resolution #16-09	Re-Adoption Resolution as Required by NJDCA Pertaining to 2016-2017 Lodi Housing Authority Budget – still in typing
5. Resolution #16-	

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**ROLL CALL:** Caruso \_\_\_ Cody \_\_\_ Lynch \_\_\_ Marra \_\_\_ Di Chiara \_\_\_ Woods \_\_\_

## RESOLUTION NO. 16-06

Governing Body Recorded Vote – Members:

Aye      Nay      Abstain      Absent

Commissioner V. Caruso  
 Commissioner D. Cody  
 Commissioner P. Lynch  
 Commissioner R. Marra  
 Commissioner A. Di Chiara  
 Commissioner G. Woods

Approved \_\_\_\_\_ Denied \_\_\_\_\_

REVIEWED AND APPROVED AS TO LEGALITY:

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 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.
**APPROVAL OF BOARD MEETING DATES FOR CY 2017**

**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:

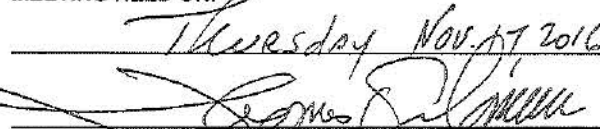
REGULAR MEETING	DAY	TIME
JANUARY 19, 2017	THURSDAY	7:00 P.M.
FEBRUARY 16, 2017	THURSDAY	7:00 P.M.
MARCH 16, 2017	THURSDAY	7:00 P.M.
APRIL 20, 2017	THURSDAY	7:00 P.M.
MAY 18, 2017 ANNUAL REORGANIZATION MEETING (REGULAR MEETING TO FOLLOW)	THURSDAY	7:00 P.M.
JUNE 15, 2017	THURSDAY	7:00 P.M.
JULY 20, 2017	THURSDAY	7:00 P.M.
AUGUST 17, 2017	THURSDAY	7:00 P.M.
SEPTEMBER 21, 2017	THURSDAY	7:00 P.M.
OCTOBER 19, 2017	THURSDAY	7:00 P.M.
NOVEMBER 16, 2017	THURSDAY	7:00 P.M.
DECEMBER 21, 2017	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 Nov. 17, 2016*  
  
 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

**RESOLUTION NO. 16-07**

Governing Body Recorded Vote – Members:

Commissioner V. Caruso  
Commissioner D. Cody  
Commissioner P. Lynch  
Commissioner R. Marra  
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.

**CY 2017 RISK MANAGEMENT CONSULTANT’S AGREEMENT**

This Agreement entered into the 1<sup>st</sup> day of January 2017 between the Lodi Housing Authority (hereinafter referred to as Authority) and **Regional Risk Managers LLC** (A Scirocco Group Company), 777 Terrace Avenue, Hasbrouck Heights, NJ 07604 (hereinafter referred to as the Consultant).

**WHEREAS**, the Consultant has offered the Authority professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds; and

**WHEREAS**, the Authority desires these professional services pursuant to the resolution adopted by the governing body of the Authority at a meeting held; and

**NOW, THEREFORE BE IT RESOLVED**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the Consultant shall:
  - a. Assist the Authority in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
  - b. Assist the Authority in understanding the various coverages available from the New Jersey Public Housing Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
  - c. Review with the Authority any additional coverages that the Consultant feels should be carried but are not available from the Fund and, subject to the Authority’s authorization, place such coverages outside the Fund.
  - d. Assist the Authority in preparation of applications, statements of values, and similar documents requested by the Fund, it being understood that this Agreement does not include any appraisal work by the Consultant.
  - e. Review Certificates of Insurance from contractors, vendors, and professionals when requested by the Authority.
  - f. Review the Authority’s assessment as prepared by the Fund and assist the Authority in the preparation of its annual insurance budget.
  - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the Authority and the Fund.

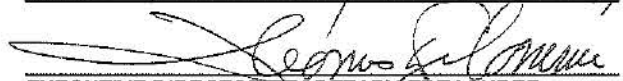


- h. Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
  - i. Perform any other risk management related services required by the Fund's bylaws.
1. In exchange for the above services, the Consultant shall be compensated in the following manner:
- a. The Authority authorizes the Fund to pay its Consultant compensation for services rendered an amount equal to 6% of the Authority's annual assessment as promulgated by the Fund. Said fee shall be paid to the Consultant within 30 days of payment of the Authority's assessment.
  - b. For any insurance coverages authorized by the Authority to be placed outside the Fund, the Consultant shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in 2a.
  - c. If the Authority shall require of the Consultant extra services other than those outlined above, the Consultant shall be paid by the Authority a fee at the rate of n/a per hour in addition to actual expenses incurred.

Political Contribution Disclosure – This Contract has been awarded to Regional Risk Managers LLC (A Scirocco Group Company) based on the merits and abilities to provide the goods or services as described herein. This Contract has been awarded through a "fair and open process" pursuant to NJSA 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Regional Risk Managers LLC (A Scirocco Group Company), its subsidiaries, assigns, or principals controlling in excess of 10% of the company will submit within ten (10) days of Authorizing Notice, the Political Disclosure Form required under the Election Law Enforcement Commission pursuant to NJSA 19-44A-8 or 19:44A-16, in the one-year period preceding the award of the Contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this Contract, nor will it make a reportable contribution during the term of the Contract to any political party committee in the Lodi Housing Authority if a member of that political party is serving in an elective public office of the Lodi Housing Authority when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Lodi Housing Authority when the Contract is awarded.

The term of this Agreement shall terminate 12/31/17. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than 30 days thereafter. In the event of termination of this Agreement, the Consultant's fees outlined in 2a above shall be prorated to date of termination.

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 17, 2016  
  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

CONSULTANT:  
Regional Risk Managers, LLC (A Scirocco Group Company)

\_\_\_\_\_  
John M. Scirocco, Jr.

RESOLUTION NO. 16-08

Governing Body Recorded Vote – Members:

- Commissioner V. Caruso
- Commissioner D. Cody
- Commissioner P. Lynch
- Commissioner R. Marra
- 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.

**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 Thomas DeSomma to be a signatory to the aforesaid Grant Agreement; and

**BE IT FURTHER RESOLVED**, that the Board of Commissioners recognized 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 November 17, 2016

\_\_\_\_\_  
GERALD WOODS, CHAIRMAN

Thomas DeSomma  
THOMAS DeSOMMA, EXECUTIVE DIRECTOR/SECRETARY-TREASURER

**CLOSED SESSION:**

**(This report is included on website/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.

**DISCUSSION:**

1. **NEW:**

- **E. McKelvey (PH Resident)**

2. **NEED UPDATE:**

3. **ANY OTHER PENDING LITIGATION/PERSONNEL MATTERS:**

- Personnel