

**MINUTES OF THE REGULAR MEETING OF LODI  
HOUSING AUTHORITY, 50 BROOKSIDE AVENUE,  
LODI, NEW JERSEY AT 7:00 PM ON THURSDAY,  
FEBRUARY 15, 2018**

**Call to Order:** The Meeting was chaired by Chairman Paul V. Lynch who called the Regular Meeting to Order at 7:00 PM.

**Pledge of Allegiance:** Chairman Lynch 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 Lynch 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 present: Chairman Paul V. Lynch, Vice Chairman Albert Di Chiara, and Commissioners Daniel J. Cody, Steven De Nobile, Marc N. Schrieks, and Gerald Woods. Also present were LHA Attorney Conrad M. Olear, Esq., Executive Director/Secretary Treasurer Thomas DeSomma, Deputy Executive Director Gary Luna, and Housing Manager/Recording Secretary Carol A. Ferrara. Commissioner Robert Marra was absent.

**Bids:** No Bids

**Approval of Minutes:**

**Motion was made by Commissioner Cody and Seconded by Commissioner Woods to approve the Minutes of the January 18, 2018 Regular Meeting.  
Upon Roll Call, the Board voted as follows:**

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

**At approximately 7:05 PM, Motion was made by Commissioner Schrieks and Seconded by Commissioner Woods to Dispense with the Regular Order of Business to go into Closed Session to discuss a Personnel Matter. Upon Roll Call, the Board voted as follows:**

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

**MINUTES OF REGULAR MEETING – FEBRUARY 15, 2018 (cont'd)**

At approximately 7:25 PM, Motion was made by Commissioner Cody and Seconded by Commissioner Woods to End the Closed Session and Return to the Regular Order of Business. Upon Roll Call, the Board voted as follows:

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

**Communications:**

- 1. Dept. of HUD – PHAS Score designates LHA as **High Performer**
- 2. 2017 Multiple Dwelling Reports (due 01/31/18 to the State of NJ Division of Civil Rights) were electronically filed on 01/19/18

**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**

**Report of Accountant:** Nothing at this time.

**Report of Security:** Nothing at this time

**Bills Agenda:**

**Motion to Approve the February Bills Agenda was made by Commissioner Schrieks and Seconded by Commissioner Cody. Upon Roll Call, the Board voted as follows:**

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



## MINUTES OF REGULAR MEETING – FEBRUARY 15, 2018 (cont'd)

### Report of Executive Director:

1. Approximate total interest earned for November 2017 is total of \$670.00±
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. All LHA employees scheduled to attend Employee Conduct/Violence Prevention in the Workplace training offered by JIF/MEL on various dates (02/28, 04/02, and 04/05)
4. Notice of Public Solicitation for RFQs – all LHA S/C Complexes – Washer/Dryer Services
5. Proposed Rennie Place Sidewalks – still pending
6. PVW Rates – Boro anticipating response by 01/12/18 – will forward upon receipt
7. As required by Dept. of HUD – Debts Owed to PHAs & Terminations Report filed as of 01/23/18
8. Eviction Complaint filed for non-payment of rent
9. Response received from Kristie Cattafi (Reporter for the Record)
10. Rennie Place S/C may be "unable to continue to maintain independent living"
11. Leaves leftover from the Fall clean-up will be removed during Spring clean-up

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

1. Deputy Executive Director reported 467 HCV/Section 8 Participants presently on the program

### 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 Cody and Seconded by Vice Chairman Di Chiara. Upon Roll Call, the Board voted as follows:**

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner De Nobile Commissioner Schrieke Commissioner Woods Vice Chairman Di Chiara Chairman Lynch	NONE	NONE	Commissioner Marra

1. Resolution #17-12	CY 2018 Risk Management Consultant's Agreement
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**MINUTES OF REGULAR MEETING – FEBRUARY 15, 2018 (cont'd)**

**Report of Commissioner:**  
**Unfinished Business:**  
**Old Business:**  
**New Business:**  
**Good & Welfare:**  
**Hearing of Citizens:** None in Attendance

**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 Woods.**  
**Upon Roll Call, the Board voted as follows:**

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

**Motion to end Closed Session and return to Regular Order of Business was made by Commissioner Schrieks and Seconded by Commissioner Cody.**  
**Upon Roll Call, the Board voted as follows:**

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



## MINUTES OF REGULAR MEETING – FEBRUARY 15, 2018 (cont'd)

### Adjournment:

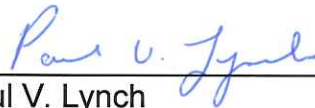
Motion to Adjourn was made by Commissioner Cody and  
Seconded by Commissioner Schrieks. Upon Roll Call, the Board voted as follows:

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

Meeting was Adjourned at 8:15 PM and Chairman Lynch 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. 17-12

Governing Body Recorded Vote – Members:

Board Members	Aye	Nay	Abstain	Absent
Commissioner D. J. Cody	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner S. De Nobile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner R. Marra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner M. N. Schrieks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner G. Woods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairman A. Di Chiara	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairman P. V. Lynch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

REVIEWED AND APPROVED AS TO LEGALITY

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

CY 2018 RISK MANAGEMENT CONSULTANT'S AGREEMENT

This Agreement effective the 1<sup>st</sup> day of January 2018 between 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:

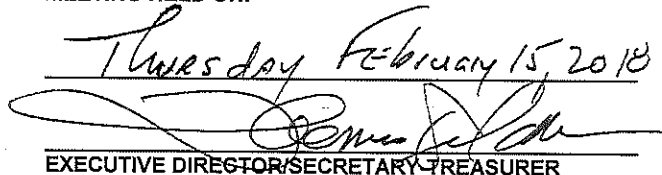
1. For and in consideration of the amount stated hereinafter, the Consultant shall:
  - a. Assist the Authority in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
  - b. Assist the Authority in understanding 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 12/31/18. 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 February 15, 2018  
  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

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

  
John M. Scirocco, Jr.