

**MINUTES OF THE REGULAR MEETING OF LODI
HOUSING AUTHORITY, 50 BROOKSIDE AVENUE,
LODI, NEW JERSEY AT 7:00 PM ON THURSDAY,
MAY 24, 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, Robert Marra, Marc N. Schrieke, 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 Steven De Nobile was absent.

Bids: No Bids

Approval of Minutes:

**Motion was made by Commissioner Cody and Seconded by Chairman Woods
to approve the Minutes of the April 19, 2018 Regular Meeting.
Upon Roll Call, the Board voted as follows:**

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

Communications:

- 1. Congratulations to Chairman Vinnie Lynch on his re-appointment as Commissioner (term expiring 2023)
- 2. Notice of Meeting change from 05/17/18 to 05/24/18 was advertised and posted on LHA website
- 3. Right to Know Survey due by 07/2018 was submitted to the NJ Department of Health on 05/18/18 by Acting Maintenance Supervisor, Frank Ciliberto

Report of Attorney:

- Evictions & Related Hearings – M. Finn (former PH Resident) – Default Judgment to be served – then, Civil Action to collect balance of \$5,826 – garnishment of pay to follow
- Any Other Pending Litigation/Personnel Matters to be Discussed

**REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS
FOR RELATED CORRESPONDENCE**

MINUTES OF REGULAR MEETING – MAY 24, 2018 (cont'd)

Report of Accountant: Nothing at this time.

Report of Security: Nothing at this time

Bills Agenda:

Motion to Approve the March Bills Agenda was made by Vice Chairman Di Chiara and Seconded by Commissioner Cody. Upon Roll Call, the Board voted as follows:

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner Marra Commissioner Schrieks Commissioner Woods Vice Chairman Di Chiara Chairman Lynch	NONE	Commissioner Marra on #18 only	Commissioner De Nobile

Report of Executive Director:

- 1. Approximate total interest earned up to May 2018 is total of **\$1,620.00±**
- 2. **CONTRACT REPORT:**

CONTRACT FOR:		CONTRACT AWARDED TO:
1.	NONE	
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. **Pending Boro of Lodi Action:**
 - a. Proposed Rennie Place sidewalks/curbs – still pending;
 - b. PWWC – issue closed as far as LHA is concerned – as far as the Boro(???); and
 - c. Request to Boro to remove several trees that are hanging towards the North Main Street S/C Complex located on the "Gallapo Property" which is owned by the Boro
- 4. Opening/closing PH & Section 8 application process/waiting list – Executive Director working on this – will be at least a couple of months before implementation
- 5. Accident report filed
- 6. Employee Random Drug Testing in process
- 7. Notice to LPD – Designation of Trespassers – Confidential
- 8. Presently working on PH/S-8 Operating Budgets FY 10/01/18 – 09/30/19 – draft may be ready for June meeting

MINUTES OF REGULAR MEETING – MAY 24, 2018 (cont'd)

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

1. Deputy Executive Director reported 462 HCV/Section 8 Participants presently on the program
2. Update on damages to DVP fencing from winter storm
3. FEMA Update – Congressman Gottheimer's Office working on this
4. Update on Replacement of Fire Alarms at S/C Complexes – public bids out – pre-bid meeting held on 05/16/18 – all bids due in on 05/31/18

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

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

Resolution #17-19	Declaration of Emergency Expenditure – Underground 13" Heating Pipe – DVP Family Complex – Between Buildings 15 & 16
Resolution #17-20	Revisions to Admissions and Continued Occupancy Policy (ACOP) and the Administrative Plan for the Housing Choice Voucher Program (Section 8)
Resolution #17-21	Approval of Streamlined Triennial Re-Examinations for Residents/Participants with Fixed Sources of Income
Resolution #17-22	Approval of Biennial Inspections for the Housing Choice Voucher Program (Section 8)

Report of Commissioner:

Unfinished Business:

Old Business:

New Business:

Good & Welfare:

Hearing of Citizens: None in Attendance

MINUTES OF REGULAR MEETING – MAY 24, 2018 (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 End Regular Order of Business and go into Closed Session 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 Marra Commissioner Schrieks Commissioner Woods Vice Chairman Di Chiara Chairman Lynch	NONE	NONE	Commissioner De Nobile

**Motion to end Closed Session and return to Regular Order of Business 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 Marra Commissioner Schrieks Commissioner Woods Vice Chairman Di Chiara Chairman Lynch	NONE	NONE	Commissioner De Nobile

MINUTES OF REGULAR MEETING – MAY 24, 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 Marra Commissioner Schrieks Commissioner Woods Vice Chairman Di Chiara Chairman Lynch	NONE	NONE	Commissioner De Nobile

Meeting was Adjourned at 8:10 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. 17-19

Governing Body Recorded Vote – Members:

	Board Members	Aye	Nay	Abstain	Absent
m	Commissioner D. J. Cody	/			
	Commissioner S. De Nobile				/
	Commissioner R. Marra	/			
	Commissioner M. N. Schrieks	/			
S	Commissioner G. Woods	/			
	Vice Chairman A. Di Chiara	/			
	Chairman P. V. Lynch	/			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. O'LEARY, ESQ.
DECLARATION OF EMERGENCY WORK & EXPENDITURE**UNDERGROUND 3" HEATING PIPE – De VRIES PARK FAMILY COMPLEX – BETWEEN BUILDINGS 15 & 16**

WHEREAS, on or about April 18, 2018, it was determined that the 3" heat line between Building #15 & #16 at the De Vries Park Family Complex will require Lodi Housing Authority (LHA) to retain an outside contractor to excavate/repair said piping; and

WHEREAS, in order to remove, repair and replace the 3" heat pipe, LHA will retain Joseph Capozzi Landscaping, Inc., 45 Avenue C, Lodi, New Jersey for excavation services, only, prior to making the necessary repairs to the heat pipe; and

WHEREAS, I, as Executive Director, hereby certify, based upon the Acting Maintenance Supervisor's attached Emergency Report and his further coordination of the replacement of the 3" underground heat pipe, referenced above, creates a threat to LHA's tenants' health, safety and welfare, and further declare an Emergency exists; and

NOW, THEREFORE, BE IT RESOLVED, that said Emergency affects the health, safety and welfare of all LHA's tenants at the De Vries Park Family Complex, as defined in NJSA 40A:11.6, and requires immediate remediation.

NOW, THEREFORE, 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 May 24, 2018



EXECUTIVE DIRECTOR/SECRETARY-TREASURER

May 24, 2018

RESOLUTION NO. 17-20

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:


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

REVISIONS TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) & THE ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the US Department of Housing and Urban Development (HUD) requires a Public Housing Authority (PHA) to establish an Admissions and Continued Occupancy Policy (ACOP) for its Conventional Program; and

WHEREAS, the same requirements are to be met by the Housing Choice Voucher (HCV) Program by establishing an Administrative Plan (Admin Plan); and

WHEREAS, said plans outline the policies and procedures for each individual program; and

WHEREAS, the ACOP and the Admin Plan of Lodi Housing Authority (LHA) were revised and adopted to comply with the myriad of changes required by the Quality Housing Work Recovery Act (QHWRA) and 24 CFR part 5.880; and

WHEREAS, during the transition years and progression of management and to reflect current regulations and procedures, LHA has revised the ACOP and Admin Plan and implemented, by addendum, changes that did not constitute significant amendment to the PHA Plan and/or substantial deviation/modification from any policies, rules, regulations, or any other aspects of its plans; and

WHEREAS, the Housing Opportunity Through Modernization Act of 2016 (HOTMA) made numerous and significant modifications to current HUD rules and regulations, as they apply to both the Conventional and HCV Programs; and

WHEREAS, not all modifications are mandatory, some are discretionary, and not all are applicable to both Programs; and

WHEREAS, LHA has attached a comprehensive list of current modifications to be incorporated in the revision of the ACOP and Admin Plan; and

WHEREAS, modifications that apply to the ACOP may also impact changes to the dwelling lease and said dwelling lease will be revised accordingly.

NOW, THEREFORE, BE IT RESOLVED, the Executive Director is hereby authorized by the LHA Board of Commissioners (Board) to revise and make amendments to both the ACOP for the Conventional Program (Public Housing) dwelling lease, where applicable, and the Admin Plan for the HCV Program, as described in the attachment provided and both Plans will be submitted to HUD after the Board's review, approval, and adoption.

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 May 24 2018


EXECUTIVE DIRECTOR/SECRETARY/TREASURER

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) AND
ADMINISTRATIVE PLAN WILL BE UPDATED TO INCORPORATE AND/OR REVISE
REGARDING REGULATORY CHANGES TO THE FOLLOWING:**

- The Housing Opportunity Through Modernization Act of 2016 (HOTMA) made modifications to both the definition of PHA-owned housing for both Housing Choice Voucher (HVC) and Project –Based Voucher (PBV), LHA administers HCV Program.
- Streamlining rule – Mandatory and Discretionary changes in accordance with Notice PIH 2016-05 (HA). List of Provisions:

MANDATORY

1. Verification of SSN, Definition of extremely low-
2. Definition of extremely low-income families
3. Exclusion of mandatory education fees from income
4. Earned income disregard
5. Public housing rents for mixed families
6. Utility payment schedules

DISCRETIONARY

7. Streamlined annual reexamination for fixed sources of income
 8. Family declaration of assets under \$5,000
 9. Utility reimbursements
 10. Tenant self-certification for CSSR
 11. Public housing grievance procedures
 12. Biennial inspection and use of alternative inspection methods
 13. HQS inspection fee
 14. Exception payment standards for providing reasonable accommodations
 15. Family income and composition: regular and interim examinations
- Violence Against Women Reauthorization Act 2013 (VAWA 2013).
 - Emergency Transfer Policy (VAWA 2013).
 - Fair Housing Act – Reasonable Accommodation
 - Fair Housing Accessibility
 - Eligibility of Students Assisted under Sec.8
 - Guidance on implementation of Smoke-Free Policy (LHA Smoke-Free Policy finalized)
 - Management of Waiting list
 - Screening for eligibility – incorporate language to consider housing access and reentry to allow for family member incarcerated to live and reunite with family in accordance with Notice PIH 2015 – 19, occupancy requirements that impose to comply with applicable civil rights requirements contained in Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and titles II and III of the American with Disabilities Act of 1990, and other equal opportunity provisions listed in 24 CFR 5.105.
 - Pet Policy – Service Pets – Emotional support Pets- FHEO
 - Establishment of updating Flat Rents and Maximum rents.
 - Use of EIV.
 - Guidance on Bed Bug control and prevention.
 - Implementation of Pest Management Plan.
 - Changes to Lease to incorporate applicable changes to ACOP.
 - Executive Order 13166 eliminates, to the extent possible limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally assisted and federally conducted programs and activities.

May 24, 2018

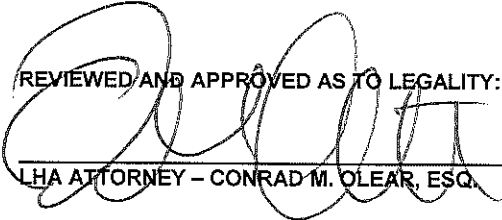
RESOLUTION NO. 17-21

Governing Body Recorded Vote – Members:

	Board Members	Aye	Nay	Abstain	Absent
m	Commissioner D. J. Cody	✓			
	Commissioner S. De Nobile				✓
	Commissioner R. Marra	✓			
	Commissioner M. N. Schrieks	✓			
S	Commissioner G. Woods	✓			
	Vice Chairman A. Di Chiara	✓			
	Chairman P. V. Lynch	✓			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:


LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

APPROVAL OF STREAMLINED TRIENNIAL RE-EXAMINATIONS FOR RESIDENTS/PARTICIPANTS WITH FIXED SOURCES OF INCOME

WHEREAS, on July 29, 2016, the Housing Opportunity Through Modernization Act (HOTMA) was signed into law, and

WHEREAS, HOTMA made a myriad of changes to status that govern HUD Programs, including Section 8 of the United States Act of 1937 (1937 Act); and

WHEREAS, the HOTMA provision has streamlined annual re-examinations for fixed sources of income in accordance with 24 CFR 960.257, 982.516; and

WHEREAS, the provision applies to both Public Housing and the Housing Choice Voucher Program; and

WHEREAS, the provision offers PHAs the discretion to adopt a streamlined income determination for any family member with a fixed source of income; and

WHEREAS, family members may also have non-fixed sources of income, which remain subject to third-party verification; and

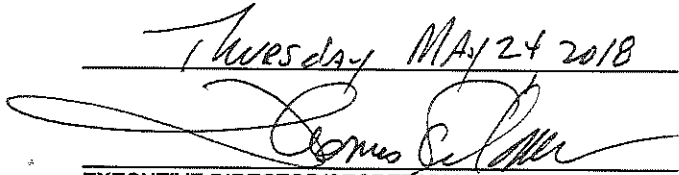
WHEREAS, the determination will be made by applying verified cost of living adjustment (COLA) or current interest rate applicable to each source of fixed income; and

WHEREAS, this provision is available for program participants only and may be implemented at the family's next annual re-examination following adoption of the provision in the PHA's ACOP and Admin Plan; and

WHEREAS, the provision is not available to program applicants and in the initial year in which a streamlined income determination is made, the COLA must be applied to a source of income that has been verified.

NOW, THEREFORE, BE IT RESOLVED, the LHA Board of Commissioners hereby approves and adopts the implementation of the streamlined triennial re-examination for fixed sources of income for both Public Housing and Housing Choice Voucher Program.

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 May 24 2018

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 17-22

Governing Body Recorded Vote – Members:

	Board Members	Aye	Nay	Abstain	Absent
A	Commissioner D. J. Cody	✓			
	Commissioner S. De Nobile				✓
	Commissioner R. Marra	✓			
S	Commissioner M. N. Schrieks	✓			
	Commissioner G. Woods	✓			
	Vice Chairman A. Di Chiara	✓			
	Chairman P. V. Lynch	✓			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

APPROVAL OF BIENNIAL INSPECTIONS FOR THE HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

WHEREAS, on July 29, 2016, the Housing Opportunity Through Modernization Act (HOTMA) was signed into law, and

WHEREAS, HOTMA made a myriad of changes to status that govern HUD Programs, including Section 8 of the United States Act of 1937 (1937 Act); and

WHEREAS, Section 8(o)(8) of the 1937 Act requires that units assisted under Section 8 (o) be inspected to determine that the units meet Housing Quality Standards (HQS) before the PHA makes a Housing Assistance Payment (HAP) pursuant to HAP Contract; and

WHEREAS, the HOTMA provision does not remove the requirement to conduct an inspection prior to making a HAP but provides the PHA administering the HCV Program options for bringing units under a HAP Contract more quickly by streamlining inspection time; and

WHEREAS, in accordance with HOTMA and 24 CFR 982.405(a), revised language states "the PHA must inspect the unit leased to a family prior to the initial term of the lease, at least, biennially during assisted occupancy and at other times as needed to determine if the unit meets HQS. See 982.305(b)(2) concerning timing of initial inspection by PHA; and

WHEREAS, a special inspection may be requested by owner, the family, or a third party as a result of problem identified with a unit between biennial inspections; and

WHEREAS, HOTMA provisions regarding the inspections of dwelling units for the HCV Program offers PHAs additional administrative flexibility over the initial inspection process; and

WHEREAS, the decision to implement the biennial inspection rests with the individual PHAs; and

WHEREAS, after review and analysis of pros/cons of biennial inspections, it was concluded that it would benefit LHA's HCV Program to implement the biennial inspections.

NOW, THEREFORE, BE IT RESOLVED, the LHA Board of Commissioners hereby approves and adopts the implementation of the Biennial Inspections for the Housing Choice Voucher Program (Section 8).

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 May 24, 2018

EXECUTIVE DIRECTOR/SECRETARY-TREASURER