

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: Cody ___ De Nobile ___ Lynch ___ Marra ___ Woods ___ Di Chiara ___ Schrieks ___
 Executive Director ___ Attorney ___ Deputy Executive Director ___ Recording Secretary ___

BIDS:

APPROVAL OF MINUTES:

- **Open Session – November 19, 2018:** Motion: _____ Seconded: _____
 Cody ___ De Nobile ___ Lynch ___ Marra ___ Woods ___ Di Chiara ___ Schrieks ___
- **Closed Session – November 19, 2018:** Motion: _____ Seconded: _____
 Cody ___ De Nobile ___ Lynch ___ Marra ___ Woods ___ Di Chiara ___ Schrieks ___

COMMUNICATIONS:

1. Dept. of HUD – FYE 09/30/18 PHAS Notice – Designating LHA as High Performer

REPORT OF ATTORNEY:

REPORT OF ACCOUNTANT:

REPORT OF SECURITY:

MONTHLY BILLS – PH & S-8:

REPORT OF EXECUTIVE DIRECTOR:

REPORT OF DEPUTY EXECUTIVE DIRECTOR/ADMIN. 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 #18-07	Rent Write-Off FYE 09/30/19 – Cecilia Frawley – DVP #21A
2. Resolution #18-08	Designation of Fund Commissioner – NJPHA JIF – Fund Year 2019
3. Resolution #18-09	Annual Certification of Executive Director/Secretary Treasurer's & Commissioners' Completion of Mandated Training
4. Resolution #18-10	Change Order #1 – Cost Change of \$6,336 Pertaining to Removal/ Replacement of Fire Alarm System (Massey/North Main) – DavEd Fire Systems, Inc.
5. Resolution #18-11	Rejection of Single Bid Received on 11/29/18 for Replacement of Fire Alarm System at Rennie Place Senior Citizen Complex
6. Resolution #18-12	Authorization for Submission of Application for 2019 BCCD Grant Funding – Removal/Replacement of Boilers Servicing Massey Street/ Rennie Place Senior Citizen Complexes
7. Resolution #18-13	Revision to Charges to Tenants – Special Exterminating Service Charge – Effective February 1, 2019
8. Resolution #18-14	Authorization of Rental of 1 st Floor Office Space in LHA Administration Building, 50 Brookside Avenue, Lodi
9. Resolution #18-15	Declaration of Lodi Housing Authority – Vehicle & Maintenance Equipment No Longer Useful/Viable for Public Use
10. Resolution #18-16	Final Adoption of LHA's Annual Budget & Capital Budget for Fiscal Year 10/01/18 – 09/30/19
11. Resolution #18-17	Amendment to LHA By-Laws

REPORT OF COMMISSIONERS:

UNFINISHED BUSINESS:

OLD BUSINESS:

NEW BUSINESS:

GOOD & WELFARE:

HEARING OF CITIZENS: 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.

CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS:

ADJOURNMENT: Motion: _____ Seconded: _____

Cody ___ De Nobile ___ Lynch ___ Marra ___ Woods ___ Di Chiara ___ Schrieks ___

Meeting was adjourned at _____ PM

REPORT OF ATTORNEY:

REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS

DISCUSSION:

1. NEW:

- Evictions/Notices to Cease/Related Hearings

2. UPDATE:

3. ANY OTHER PENDING LITIGATION/PERSONNEL MATTERS:

- Personnel Matters – NJ State Law – All employees to earn sick leave of 1 hour for every 30 hours worked to max of 30 hours per benefit period (year)
-

REPORT OF ACCOUNTANT:

1. NOTHING AT THIS TIME
-

REPORT OF SECURITY:

1. NOTHING AT THIS TIME

MONTHLY BILLS AGENDA -- DECEMBER 2018

PUBLIC HOUSING & SECTION 8

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
11/18/18 - 12/1/18 - 12/2/18 -12/15/18					
ARE HEREBY APPROVED					
1	PSE&G	11/19/18	11902	October Utilities	\$ 21,763.78
2	State Of NJ-Commissioner of LWD	11/26/18	11903	Gerald LPL License Renewal	\$ 80.00
3	Northern Tool & Equipment	11/28/18	11904	Snow Blower	\$ 3,184.98
4	ShopRite of Lodi	12/3/18	11905	Tenant Gift Cards	\$ 1,000.00
5	T-Mobile	12/4/18	11906	Cell Phones	\$ 197.76
6	Verizon	12/4/18	11907	Phone	\$ 34.95
7	U.S. Overall Cleaners	12/4/18	11908	Uniform Cleaning	\$ 450.00
8	Home Depot Credit Services	12/4/18	11909	Maintenance Supplies	\$ 1,165.54
9	Business Card	12/4/18	11910	Maintenance Supplies	\$ 1,909.13
10	Verizon	12/4/18	11911	Cell Phones	\$ 124.30
11	Interstate Waste Services	12/4/18	11912	Trash Removal	\$ 842.55
12	Optimum	12/4/18	11913	Phone, Internet, Cable	\$ 520.15
13	Passaic Valley Water Commission	12/4/18	11914	October Water	\$ 5,541.69
14	Jersey Elevator	12/7/18	11915	Monthly Maintenance	\$ 166.17
15	AMS Ties, Inc.	12/7/18	11916	PH Nov 2018 Background Chks	\$ 60.00
16	Noreika Service Station	12/7/18	11917	November 2018 Fuel	\$ 373.00
17	American Fence Company	12/7/18	11918	Fences	\$ 2,825.00
18	Purchase Power	12/7/18	3078	Stamps	\$ 641.98
19	Ready Refresh	12/7/18	3079	Nov Water & Coffee	\$ 181.67
20	AMS Ties, Inc.	12/7/18	3080	S8 Nov 2018 Background Chks	\$ 24.00
21	Anna Marzocca	12/7/18	1449	Security Deposit Refund	\$ 100.09
22	Florence Nemeth	12/7/18	1450	Security Deposit Refund	\$ 101.52
23	Delta Dental of New Jersey	12/14/18	Online	PH Employee Dental	\$ 1,223.46
24	Delta Dental of New Jersey	12/14/18	Online	S8 Employee Dental	\$ 974.56
25	NJ Division of Pensions and Benefits	12/14/18	Online	PH Active Employee	\$ 15,973.07
26	NJ Division of Pensions and Benefits	12/14/18	Online	S8 Active Employee	\$ 8,480.75
27	NJ Division of Pensions and Benefits	12/14/18	Online	PH Retired Employee	\$ 3,883.31
28	NJ Division of Pensions and Benefits	12/14/18	Online	S8 Retired Employee	\$ 3,152.06
29	Chief Fire Equipment & Service	12/17/18	11919	Extinguisher Service	\$ 134.76
30	Rob's Automotive Service	12/17/18	11920	Snowblower Repair	\$ 288.28
31	DavEd Fire Systems, Inc.	12/17/18	11921	Replacement of Fire Alarm/Call-to-Aid Funded through 2017 BCCD Grant	\$ 76,000.00
32	R&R Design Consultants	12/17/18	11922	Fire Alarm/Call-to-Aid Consult	\$ 656.00
33	Buggin' Out, LLC	12/17/18	11923	Nov 2018 DVP Routine Exterminating	\$ 295.00
34	New Jersey NAHRO	12/17/18	11924	2019 Membership Dues	\$ 175.00
35	Hildegard Mahady	12/17/18	1451	Tenant Security Deposit Refund	\$ 101.70
36	R&R Design Consultants	12/19/18	11925	Removal/Replacement of Hot Water Tank Consult - Partial Payment	\$ 5,500.00
37	NJ Labor Law Poster Service	12/19/18	11926	State & Federal Posters	\$ 152.00
38	Paulhus and Associates	12/19/18	11927	PH Oct & Nov 2018 50058 Processing	\$ 302.50
39	Verizon	12/19/18	11928	Phones	\$ 303.70
40	Passaic Valley Water Commission	12/19/18	11929	November Water	\$ 5,729.37
41	Conrad M. Olear, Esq.	12/19/18	11930	PH Dec 2018 Legal Retain. & Ext. Ord.	\$ 1,866.66
42	North Jersey Media Group	12/19/18	11931	Public Notice	\$ 108.00
43	Dor-Win	12/19/18	11932	Glass Repair	\$ 303.00
44	W.B. Mason	12/19/18	11933	Office Supplies	\$ 1,844.72
45	Reno's Appliances	12/19/18	11934	Ranges	\$ 1,339.00
46	Wallington Plumbing & Heating	12/19/18	11935	Maintenance Supplies	\$ 168.17
47	Jay Bee Flooring, LLC	12/19/18	11936	NM #32 & DVP #18C Floor Repair	\$ 2,490.00
48	Millennium Mechanical, LLC	12/19/18	11937	August A/C Repair	\$ 360.00

49	Garfield Lumber & Millworks, Inc.	12/19/18	11938	Maintenance Supplies	\$ 1.39
50	Riccardi Brothers	12/19/18	11939	Paint Supplies	\$ 509.74
51	W.B. Mason	12/19/18	3081	Office Supplies	\$ 548.95
52	Paulhus and Associates	12/19/18	3082	S8 Oct & Nov 2018 50058 Processing	\$ 858.00
53	Ready Refresh	12/19/18	3083	Dec Water & Coffee	\$ 190.75
54	Conrad M. Olear, Esq.	12/19/18	3084	S8 Dec 2018 Legal Retainer	\$ 1,166.66
55	PSE&G	12/20/18	11940	November Utilities	\$ 32,758.99
56	Wallace P. Nowosielecki	12/20/18	11941	PH Dec 2018 Acct. Retainer	\$ 1,166.66
57	Cliffside Body Corp.	12/20/18	11942	Plow Repair	\$ 197.75
58	SGTS Maintenance, LLC	12/20/18	11943	Nov 2018 Office Cleaning	\$ 940.00
59	Wallace P. Nowosielecki	12/20/18	3085	S8 Dec 2018 Acct. Retainer	\$ 1,166.67

REPORT OF EXECUTIVE DIRECTOR:

1. Approximate total interest up to December 2018 is **\$890.00±**

2. CONTRACT REPORT:

CONTRACT AWARDED TO:		CONTRACT FOR:
1.	R&R Design Consultants, LLC 415 Terrace Avenue Hasbrouck Heights, NJ 07604	Professional Design/Engineering Services for Repairs to CCTV Surveillance System at all LHA Complexes \$2,750.00
2.		
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.		
CONTRACT LISTED ABOVE DOES NOT REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD		

CONTRACT AWARDED TO:		CONTRACT FOR:
1.		
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.		
CONTRACT LISTED ABOVE DOES REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS NOT WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD		

3. Ordered new snow vehicle via Bergen County Co-op Purchasing or NJ State Co-op
4. Correspondence & LHA Resolution forwarded to BCCD for Unprogrammed Funds
5. Rental of 1st floor as Administrative Offices with Lodi Boys/Girls Club – refer to Resolution #18-14
6. De Vries Park – as a result of recent report of vehicles driving onto DVP property by Building #8 at end of Liberty Street, guardrail has been installed
7. LHA purchased and received donation of gift cards from Inserra Supermarkets (Shop Rite) and the Hasbrouck Heights Elks – all of which have been distributed for Christmas



REPORT OF DEPUTY EXECUTIVE DIRECTOR/ADMINISTRATOR SECTION 8/HOUSING MANAGER:

1. To date, there are 474 HCV/Section 8 Participants presently on the program
2. FEMA – no update
3. Partial Replacement of Fire Alarm/Call to Aid Systems at 20 Rennie Place – Pre-Bid Meeting scheduled for 12/20/18 – Public Bid Opening scheduled for 12/28/18 – Pending BCCD Funding Application
4. Replacement of Fire Alarm System at Massey/North Main completed

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 #18-07	Rent Write-Off FYE 09/30/19 – Cecilia Frawley – DVP #21A
2. Resolution #18-08	Designation of Fund Commissioner – NJPHA JIF – Fund Year 2019
3. Resolution #18-09	Annual Certification of Executive Director/Secretary Treasurer's & Commissioners' Completion of Mandated Training
4. Resolution #18-10	Change Order #1 – Cost Change of \$6,336 Pertaining to Removal/Replacement of Fire Alarm System (Massey/North Main) – DavEd Fire Systems, Inc.
5. Resolution #18-11	Rejection of Single Bid Received on 11/29/18 for Replacement of Fire Alarm System at Rennie Place Senior Citizen Complex
6. Resolution #18-12	Authorization for Submission of Application for 2019 BCCD Grant Funding – Removal/Replacement of Boilers Servicing Massey Street/ Rennie Place Senior Citizen Complexes
7. Resolution #18-13	Revision to Charges to Tenants – Special Exterminating Service Charge – Effective February 1, 2019
8. Resolution #18-14	Authorization of Rental of 1 st Floor Office Space in LHA Administration Building, 50 Brookside Avenue, Lodi
9. Resolution #18-15	Declaration of Lodi Housing Authority – Vehicle & Maintenance Equipment No Longer Useful/Viable for Public Use
10. Resolution #18-16	Final Adoption of LHA's Annual Budget & Capital Budget for Fiscal Year 10/01/18 – 09/30/19
11. Resolution #18-17	Amendment to LHA By-Laws

Motion: _____ **Seconded:** _____

Cody ___ De Nobile ___ Lynch ___ Marra ___ Woods ___ Di Chiara ___ Schrieks ___

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:**

- Evictions/Notices to Cease/Related Hearings

2. **UPDATE:**

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

- Personnel Matters