

**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 \_\_\_ Schrieke \_\_\_  
Executive Director \_\_\_ Attorney \_\_\_ Deputy Executive Director \_\_\_ Recording Secretary \_\_\_

**BIDS:**

**APPROVAL OF MINUTES:**

- **Open Session – January 17, 2019:** Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Cody \_\_\_ De Nobile \_\_\_ Lynch \_\_\_ Marra \_\_\_ Woods \_\_\_ Di Chiara \_\_\_ Schrieke \_\_\_
- **Closed Session – January 17, 2019:** Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Cody \_\_\_ De Nobile \_\_\_ Lynch \_\_\_ Marra \_\_\_ Woods \_\_\_ Di Chiara \_\_\_ Schrieke \_\_\_

**COMMUNICATIONS:**

1. Submission of State of NJ 2018 Multiple Dwelling Reports for all LHA Complexes

**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 #18-20	Budget Revision #1 – FYE 09/30/19 – Public Housing & Section 8 Operating Budgets
2. Resolution #18-21	Elimination of Contract/Arbitration Clause
3. Resolution #18-22	SHBP – NJWELL – Incentive Program for Qualifying Active LHA Employees

**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: 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: \_\_\_\_\_

Cody \_\_\_ De Nobile \_\_\_ Lynch \_\_\_ Marra \_\_\_ Woods \_\_\_ Di Chiara \_\_\_ Schrieke \_\_\_

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:

- 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)

3. ANY OTHER PENDING LITIGATION/PERSONNEL MATTERS:

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REPORT OF ACCOUNTANT:

1. NOTHING AT THIS TIME
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REPORT OF SECURITY:

1. NOTHING AT THIS TIME



## MONTHLY BILLS AGENDA -- February 2019

### **PUBLIC HOUSING & SECTION 8**

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD					
1/13/19 - 1/26/19 THRU 1/27/19 - 2/9/2019					
ARE HEREBY APPROVED					
1	PSE&G	1/18/19	11983	December Utilities	\$ 32,899.26
2	U.S. Overall Cleaners	2/4/19	11984	Uniform Cleaning	\$ 450.00
3	SGTS Maintenance, LLC	2/4/19	11985	Jan 2019 Office Cleaning	\$ 940.00
4	Verizon	2/4/19	11986	Phones	\$ 34.95
5	Boys & Girls Club of Lodi/Hackensack	2/4/19	11987	Placemat Ad	\$ 100.00
6	Thomas DeSomma	2/4/19	11988	Petty Cash Reimbursment	\$ 433.39
7	Staples Credit Plan	2/4/19	11989	Office Supplies	\$ 998.75
8	Home Depot Credit Services	2/4/19	11990	Maintenance Supplies	\$ 314.27
9	Interstate Waste Services	2/4/19	11991	Trash Removal	\$ 846.66
10	Purchase Power	2/4/19	11992	Stamps	\$ 641.98
11	Optimum	2/4/19	11993	TV, Internet, Phones	\$ 520.11
12	Wilfred MacDonald, Inc.	2/4/19	11994	Snow Machine	\$ 33,002.58
13	Passaic Valley Water Commission	2/4/19	11995	Water	\$ 6,372.73
14	Russell Reid	2/4/19	11996	Sewerage Disposal	\$ 852.80
15	Business Card	2/4/19	11997	Maintenance/Comm. Courses	\$ 2,076.70
16	Ready Refresh	2/4/19	3096	Water & Coffee	\$ 238.52
17	NJAHRA	2/4/19	3097	Membership Dues	\$ 175.00
18	Gary Luna	2/4/19	3098	Supply Reimbursment	\$ 348.82
19	Jersey Elevator	2/11/19	11998	Monthly Elevator Maint.	\$ 166.92
20	Garfield Lumber & Millworks	2/11/19	11999	Maintenance Supplies	\$ 161.23
21	T-Mobile	2/11/19	12000	Cell Phones	\$ 50.05
22	Noreika Service Station	2/11/19	12001	January 2019 Fuel	\$ 222.00
23	Riccardi Brothers	2/11/19	12002	Paint Supplies	\$ 159.09
24	Mollica Electric	2/11/19	12003	Electrical Repairs	\$ 374.00
25	AMS Ties, Inc.	2/11/19	3099	S8 January 2019 Background Chks	\$ 147.00
26	Sylvia Russo	2/11/19	1454	Tenant Security Deposit Refund	\$ 291.08
27	NJ Division of Pensions and Benefits	2/14/19	Online	PH Active Employee	\$ 15,013.67
28	NJ Division of Pensions and Benefits	2/14/19	Online	S8 Active Employee	\$ 7,845.85
29	NJ Division of Pensions and Benefits	2/14/19	Online	PH Retired Employee	\$ 2,315.65
30	NJ Division of Pensions and Benefits	2/14/19	Online	S8 Retired Employee	\$ 1,998.06
31					
32					
33					
34					
35					

**REPORT OF EXECUTIVE DIRECTOR:**

1. Approximate total interest up to February 2019 is **\$2,300.00±**

**2. CONTRACT REPORT:**

CONTRACT AWARDED TO:		CONTRACT FOR:
1.		
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. LHA will be advertising for Fee Accountant, Fee Attorney, and IPA services
4. Request for Price Quote for:
- a. New Admin Building Awning
  - b. Maintenance Truck
  - c. DVP Garbage Pails
5. Lodi Residence Advertisement/Booklet to receive PH/S-8 applications in draft form – still being worked on
6. LHA is looking into upgrading its phone system

February 21, 2019

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

1. To date, there are 466 HCV/Section 8 Participants presently on the program
2. FEMA – meeting tentatively scheduled for March 2019



**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 #18-20	Budget Revision #1 – FYE 09/30/19 – Public Housing & Section 8 Operating Budgets	
2. Resolution #18-21	Elimination of Contract/Arbitration Clause	
3. Resolution #18-22	SHBP – NJWELL – Incentive Program for Qualifying Active LHA Employees	

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

Cody \_\_\_\_ De Nobile \_\_\_\_ Lynch \_\_\_\_ Marra \_\_\_\_ Woods \_\_\_\_ Di Chiara \_\_\_\_ Schrieke \_\_\_\_

RESOLUTION NO. 18-20

Governing Body Recorded Vote – Members:

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

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

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

BUDGET REVISION #1 – FYE 09/30/19  
PUBLIC HOUSING & SECTION 8 OPERATING BUDGETS

WHEREAS, Lodi Housing Authority’s (LHA) FYE 09/30/19 Public Housing & Section 8 Operating Budgets were previously adopted/approved with Final Adoption on 12/20/18 (Resolution #18-16); and

WHEREAS, recent unforeseen Income and Expenses will impact the LHA FYE 09/30/19 Public Housing & Section 8 Operating Budgets; and


WHEREAS, the US Department of Housing and Urban Development (HUD) recommends a Budget Revision be processed explaining such changes to Income and Expenses; and

WHEREAS, these unforeseen Income and Projected Expenses will impact the LHA FYE 09/30/19 Operating Budgets referenced herein.

NOW, THEREFORE, BE IT RESOLVED, due to decrease in LHA’s Health Benefit Costs and an increase in Non-Dwelling & Interest, the Public Housing & Section 8 FYE 09/30/19 Budget Revision #1 is hereby approved..

NOW, THEREFORE, BE IT FURTHER RESOLVED, LHA’s Executive Director/Secretary Treasurer is further authorized to implement all changes reflected in the Revision #1 and process any and all required changes and notices to the Department of HUD and the Division of Local Government Services, as may be required.

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 21, 2019  
  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 18-21

Governing Body Recorded Vote – Members:

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

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

REVIEWED AND APPROVED AS TO LEGALITY:

\_\_\_\_\_  
LHA ATTORNEY – CONRAD M. OLEAR, ESQ

ELIMINATION OF CONTRACT/ARBITRATION CLAUSE

**WHEREAS**, the Lodi Housing Authority (LHA) Board of Commissioners (Board) has over the past several years expressed its concern and desire to eliminate the **Arbitration Clause** from all future LHA Contracts; and

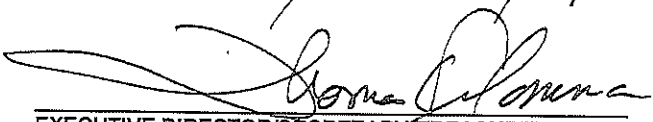
**WHEREAS**, over the past several years, as a result of Contractual “Arbitration Clause,” LHA has experienced long/protracted legal delay and ongoing exhaustive legal costs; and

**WHEREAS**, LHA’s Board and LHA’s Counsel deem it in the best interest of LHA NOT to include an “Arbitration Clause” within any of LHA’s contract requirements.

**NOW, THEREFORE, BE IT RESOLVED**, the “Arbitration Clause” shall not be included within any of LHA’s Contract Documents.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, upon adoption of this Resolution, the Executive Director, the Deputy Executive Director, and LHA Counsel are hereby **directed** NOT to include the “Arbitration Clause” within any of LHA’s Contract Documents.

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 21, 2019  
  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER



**RESOLUTION NO. 18-22**

Governing Body Recorded Vote – Members:

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

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

REVIEWED AND APPROVED AS TO LEGALITY:

\_\_\_\_\_  
LHA ATTORNEY – CONRAD M. OLEAR, ESQ**NJDPB/SHBP-NJWELL INCENTIVE PROGRAM  
FOR QUALIFYING ACTIVE EMPLOYEES**

**WHEREAS**, NJ Division of Pensions & Benefits (NJDPB) State Health Benefit Program (SHBP) established the NJWELL incentive program for qualifying/active full time employees; and

**WHEREAS**, Lodi Housing Authority (LHA) full time employees in 2018 voluntarily participated and qualified to receive NJWELL incentive; and

**WHEREAS**, as a result of its full time employees' participation/qualification in NJWELL, LHA (as the employer) received a **1% savings** on its annual premium for CY 2019.

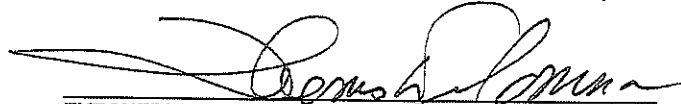
**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby offers to its full time active employees who qualify and receive the NJWELL incentive, one (1) Personal-I (Incentive) day off (6.5 hours/8.0 hours, as applicable).

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, LHA employees Personnel Policy shall be amended to include the following:

- NJWELL Incentive Program – one (1) Personal-I day off (equivalent to 6.5 hours/8.0 hours, as applicable) shall be issued yearly to any full time employees who qualify and receive the NJWELL incentive via gift card (submission of proof from NJDPB is required).

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 February 21, 2019*

  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

**(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