

**MINUTES OF THE REGULAR MEETING OF LODI
HOUSING AUTHORITY, 50 BROOKSIDE AVENUE,
LODI, NEW JERSEY AT 7:00 PM ON THURSDAY,
FEBRUARY 21, 2019**

Call to Order: The Meeting was chaired by Chairman Marc N. Schrieks who called the Regular Meeting to Order at 7:00 PM.

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

Bids: None

Approval of Minutes:

Motion was made by Commissioner Cody and Seconded by Vice Chairman Di Chiara to approve the Open Session of the January 17, 2019 Regular Meeting.
Upon Roll Call, the Board voted as follows:

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

Motion was made by Commissioner Cody and Seconded by Commissioner De Nobile to approve the Closed Session of the January 17, 2019 Regular Meeting.
Upon Roll Call, the Board voted as follows:

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

Communications:

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

MINUTES OF REGULAR MEETING – FEBRUARY 21, 2019 (cont'd)

Report of Attorney:

1. Evictions/Notices to Cease/Related Hearings
2. Any Other Pending Litigation/Personnel Matters to be Discussed
 - o 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) – Law applies to all LHA temporary/part-time/seasonal workers

**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 2019 Bills Agendas 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 Lynch Vice Chairman Di Chiara Chairman Schrieke	NONE	NONE	Commissioner Marra Commissioner Woods

Report of Executive Director:

1. Approximate total interest earned to date is total of **\$2,300.00±**

2. CONTRACT REPORT:

CONTRACT AWARDED TO:		CONTRACT AWARDED 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 AWARDED 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, & IPA services
4. Request for Price Quote for: new Admin Building awning; Maintenance truck; DVP garbage pails, and upgrading phone system
5. Maintenance Staff attended REAC training
6. Advertisement/Flyer to receive PH/S-8 applications being worked on

MINUTES OF REGULAR MEETING – FEBRUARY 21, 2019 (cont'd)

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

1. Deputy Executive Director reported 466 HCV/Section 8 Participants presently on the program
2. FEMA – meeting tentatively scheduled for March 2019

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 Lynch Vice Chairman Di Chiara Chairman Schrieke	NONE	NONE	Commissioner Marra Commissioner Woods

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	SHPB – NJWELL – Incentive Program for Qualifying Active LHA Employees
4. Resolution #18-23	Amendment to LHA Statement of Personnel Policy (aka Employee Personnel Handbook)
5. Resolution #18-24	Declaration of Emergency Expenditure – Main Sewer Line – DVP Complex – Buildings #7 & #12
6. Resolution #18-25	Change Order #3 – Cost Change of \$2,017.60 – Removal/Replacement of Fire Alarm System (Massey/North Main) – DavEd Fire Systems, Inc.

Report of Commissioner: None

Unfinished Business: None

Old Business: None

New Business: None

Good & Welfare: Commissioner Woods is still recovering from surgery and is expected to continue his rehabilitation over the next several months. Deputy Executive Director Gary Luna is absent from meeting due to back surgery performed morning of 02/21/19. We wish them the best for a speedy recovery.

Hearing of Citizens: None in Attendance

MINUTES OF REGULAR MEETING – FEBRUARY 21, 2019 (cont'd)

Closed Session:

Motion to End Regular Order of Business and go into Closed Session 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 Lynch Vice Chairman Di Chiara Chairman Schrieks	NONE	NONE	Commissioner Marra Commissioner Woods

Motion to end Closed Session and return to Regular Order of Business was made by Commissioner Cody and Seconded by Commissioner De Nobile.

Upon Roll Call, the Board voted as follows:

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


Adjournment:

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

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

Meeting was Adjourned at 7:35 PM and Chairman Schrieks declared the Regular Meeting closed.


THOMAS DeSOMMA
Executive Director/Secretary Treasurer


MARC N. SCHRIEKS, Chairman

Transcribed/Typed by:


CAROL A. FERRARA
Housing Manager/Recording Secretary

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. O'NEAR, 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:

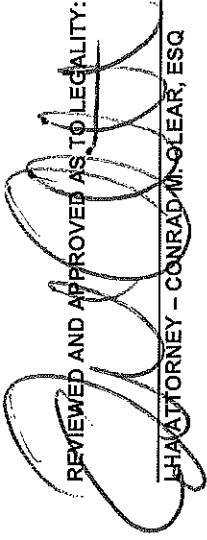
Thursday February 21, 2019

Thomas C. O'Neil
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. O'LEARY, 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. OLEARY, 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:

Thursday February 21, 2019

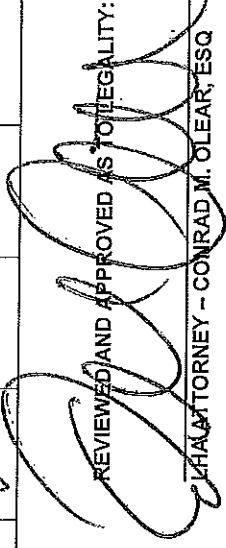
Conrad M. O'Leary
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 18-23

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 P. V. Lynch				<input checked="" type="checkbox"/>			
	Commissioner R. Marra							<input checked="" type="checkbox"/>
	Commissioner G. Woods							<input checked="" type="checkbox"/>
S	Vice Chairman A. Di Chiara				<input checked="" type="checkbox"/>			
	Chairman M. N. Schrieks				<input checked="" type="checkbox"/>			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. CLEAR, ESQ.

AMENDMENT TO LHA STATEMENT OF PERSONNEL POLICY (aka EMPLOYEE PERSONNEL HANDBOOK)

WHEREAS, the Executive Director/Secretary-Treasurer of Lodi Housing Authority (LHA) periodically reviews and makes recommendations/amendments to the LHA's Statement of Personnel Policy, also known as the Employee Personnel Handbook (Personnel Policy), as deemed in the best interest of LHA; and

WHEREAS, the Executive Director/Secretary-Treasurer has recently reviewed the Personnel Policy and hereby recommends that the LHA Board of Commissioners (Board) consider adopting the attached changes (highlighted in yellow).

NOW, THEREFORE, BE IT RESOLVED, as recommended by the Executive Director/Secretary-Treasurer, the Board of Commissioners hereby adopts and approves the attached changes to LHA's Statement of Personnel Policy (aka Employee Personnel Handbook) and said changes shall become effective 30 days after adoption of this Resolution #18-23.

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

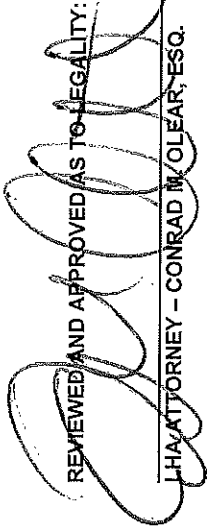

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 18-24

Governing Body Recorded Vote – Members:

Board Members				
Commissioner D. J. Cody	Aye	Nay	Abstain	Absent
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. O'LEARY, ESQ.

DECLARATION OF EMERGENCY EXPENDITURE
EMERGENCY REPAIR – UNDERGROUND MAIN SEWER LINE –
DE VRIES PARK FAMILY COMPLEX – BUILDINGS #7 & #12

WHEREAS, on February 19, 2019, the main sewer line at Buildings #7 & #12 at the De Vries Park Family Complex (DVP) required Lodi Housing Authority (LHA) to retain an outside contractor to clear clogged piping; and

WHEREAS, in order to determine whether or not to clean/remove clogged sewer line, LHA retained the services of All American Sewer Service II, Inc., PO Box 605, Lodi, New Jersey; and

WHEREAS, as Executive Director (refer to Supervisor of Maintenance's attached Emergency Certification), I hereby certified that the clogged main sewer line, referenced above, created a threat to LHA's tenants' health, safety and welfare, and further declared an Emergency existed; and

NOW, THEREFORE, BE IT RESOLVED, that said Emergency affected all the Authority's tenants' health, safety and welfare, as defined in NJSA 40A:11.6, and required 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:

Tuesday February 21, 2019


EXECUTIVE DIRECTOR/SECRETARY-TREASURER



LODI HOUSING AUTHORITY

A HUD SPONSORED PUBLIC HOUSING AGENCY

50 Brookside Avenue, Lodi, New Jersey 07644

THOMAS DeSOMMA

Executive Director/ Secretary Treasurer
973-470-3650 – Fax 973-778-1429

February 19, 2019

DE VRIES PARK FAMILY COMPLEX (BLDGS. #7 & #12) – EMERGENCY DECLARATION – BROKEN/CLOGGED UNDERGROUND MAIN SEWER LINE

On Tuesday, February 19, 2019, the main sewer line was clogged and backing up onto the curb.

I called the Lodi DPW to try and clear the line since it seemed as though it was coming from the street. The DPW truck was unable to snake line due to distance from Union Street to main sewer line at Building #7.

Subsequently, I then called All American Sewer Service, who immediately responded to snake the line.

Frank Ciliberto *2/19/19*
Frank Ciliberto, Acting Maintenance Supervisor Date

RESOLUTION NO. 18-25

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**CHANGE ORDER #3 – COST CHANGE OF \$2,017.60 PERTAINING TO
REMOVAL/REPLACEMENT FIRE ALARM SYSTEM (MASSEY/NORTH MAIN)
DAVED FIRE SYSTEMS, INC.**

WHEREAS, the Board of Commissioners (Board) of Lodi Housing Authority (LHA) previously awarded DavEd Fire Systems, Inc. the Contract to Remove/Replace Fire Alarm System @ Massey/North Main S/C Complexes via Board Resolutions #17-34 & #17-36; and

WHEREAS, LHA's Design & Inspection Engineer recommends Change Order #3 to said Contract reflecting an increase of \$2,017.60 to the original Contract for additional work requested by LHA (see Design Consultant's correspondence dated 12/15/18); and

WHEREAS, LHA's Counsel, Conrad M. Olear, Esq., has reviewed related documents and applicable NJSA related to such Public Contracts and related change orders; and

WHEREAS, said Change Order #3, as stated herein, is below the 20% allowable under NJSA; and

WHEREAS, LHA's Executive Director hereby certifies the Funding Availability to award Change Order #3.

NOW, THEREFORE, BE IT RESOLVED, by LHA's Board of Commissioners, Change Order #3 is hereby approved and awarded to DavEd Fire Systems, Inc. as follows:

\$80,000.00	Original Contract Award
6,336.00	Change Order #1
6,176.00	Change Order #2
+ 2,017.60	Change Order #3
\$94,529.60	Contract Grand Total

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director/Secretary Treasurer is hereby authorized to execute any and all Contract Documents pertaining to Change Order #3.

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

Conrad M. Olear
EXECUTIVE DIRECTOR/SECRETARY-TREASURER