

**MINUTES OF THE REGULAR MEETING OF LODI
HOUSING AUTHORITY, 50 BROOKSIDE AVENUE,
LODI, NEW JERSEY AT 7:00 PM ON THURSDAY,
APRIL 25, 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: The meeting was attended by Chairman Marc N. Schrieks and Commissioners Daniel J. Cody, Steven De Nobile, Paul V. Lynch, and Robert Marra.

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.

Vice Chairman Albert Di Chiara was absent.

Bids: None

Approval of Minutes:

**Motion was made by Commissioner Lynch and Seconded by Commissioner Marra
to approve the Open Session of the March 21, 2019 Regular Meeting.
Upon Roll Call, the Board voted as follows:**

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

**Motion was made by Commissioner Marra and Seconded by Commissioner Lynch
to approve the Closed Session of the March 21, 2019 Regular Meeting.
Upon Roll Call, the Board voted as follows:**

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

Communications:

1. Dept. of HUD – 2018 Section 8 Management Assessment Program (SEMAP) Score at 100% High Performer
2. Dept. of HUD – Remote Review of the Section 8 VMS covering 03/01/18 thru 02/28/19
3. Commissioner Steve De Nobile completed Skills for Commissioners & Financial Issues and Procedures – as required by NJDCA
4. Dept. HUD – CFP Funding of \$388,049 for FY 10/01/19-09/30/2020

MINUTES OF REGULAR MEETING – APRIL 25, 2019 (cont'd)

Report of Attorney:

- 1. Evictions/Notices to Cease/Related Hearings
- 2. 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 April 2019 Bills Agendas was made by
Commissioner Cody and Seconded by Commissioner Lynch.
Upon Roll Call, the Board voted as follows:**

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

Report of Executive Director:

- 1. Approximate total interest earned, to date, is **\$5,500.00±**
- 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. In process of preparing PH/S-8 Operating Budgets for FY 10/01/19-09/30/20 – draft anticipated for late May/early June for Commissioners’ review
- 4. LHA advertisement/brochure for application process
- 5. Maintenance Dept. is conducting Annual Inspections at all LHA Complexes
- 6. Installed new rug in LHA Admin Building Community Room
- 7. Letter to Mayor/Council – requesting and in support of speed bumps/crosswalk/safety lighting for Union Street area in proximity of 200 Union Street (DVP Complex)
- 8. LHA will be seeking price quotations to outsource the Section 8 HQS Inspections

MINUTES OF REGULAR MEETING – APRIL 25, 2019 (cont'd)

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

- 1. Deputy Executive Director reported 467 HCV/Section 8 Participants presently on the program
- 2. FEMA – meeting tentatively scheduled for April 2019
- 3. CCTV Public Bid Opening re-scheduled for May 9, 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 Commissioner Lynch.

Upon Roll Call, the Board voted as follows:

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

1. Resolution #18-27	Fee Accountant Contract Award
2. Resolution #18-28	Fee Attorney Contract Award
3. Resolution #18-29	Declaration of LHA Maintenance Vehicle (Dump Truck) no Longer Useful/Viable for Public Use
4. Resolution #18-30	Contract Award to Gem Landscaping for De Vries Park Family Complex – Not to Exceed \$16,000.

Report of Commissioner: None

Unfinished Business: None

Old Business: None

New Business: None

Good & Welfare: None

Hearing of Citizens: None in Attendance

Closed Session:

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

MINUTES OF REGULAR MEETING – APRIL 25, 2019 (cont'd)

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

Upon Roll Call, the Board voted as follows:

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

Adjournment:

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

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

Meeting was Adjourned at 7:30 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. 18-27

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:


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

FEE ACCOUNTANT CONTRACT AWARD

As the Executive Director/Secretary-Treasurer of Lodi Housing Authority and in compliance with NJSA 40:A11-3, 40A:11-4, covering awards/solicitations for Professional Services, I hereby certify that the Lodi Housing Authority advertised for such professional services in March/April 2019 for such professional services contracts, and in compliance with the aforementioned NJSA 40:A11-3 and 40A:11-4 and the US Department of HUD "Competitive Process" required under 24CFR 85:36 Procurement, and under the Authority's By-Laws, Section 9;

I hereby recommend that Wallace Nowosielecki, CPA, of One Garners Lane, Elmwood Park, New Jersey 07407 be appointed to the position of Fee Accountant for the Authority's Public Housing and Section 8 Rental Assistance Programs as follows (with option to renew for the 2nd & 3rd Contract Years):

1st Year Contract Award – May 1, 2019 thru April 30, 2020:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$75.00 per hour for Extraordinary Services

2nd Year Contract Award – May 1, 2020 thru April 30, 2021:

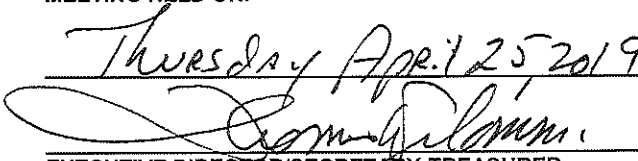
- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$75.00 per hour for Extraordinary Services

3rd Year Contract Award – May 1, 2021 thru April 30, 2022:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$75.00 per hour for Extraordinary Services

NOW, BE IT RESOLVED, by the Housing Authority, Wallace Nowosielecki, CPA, be and is hereby appointed to said position as Fee Accountant as defined in the preceding breakdown and the Executive Director is hereby authorized to execute any and all related contract documents pertaining to said appointment of Wallace Nowosielecki, CPA as Fee Accountant.

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 Apr. 25, 2019

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

April 25, 2019

RESOLUTION NO. 18-28

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

FEE ATTORNEY CONTRACT AWARD

As the Executive Director/Secretary-Treasurer of Lodi Housing Authority (LHA) and in compliance with NJSA 40:A11-3, 40A:11-4, covering awards/solicitations for Professional Services, I hereby certify that the Lodi Housing Authority advertised for such professional services in March/April 2019 for such professional services contracts, and in compliance with the aforementioned NJSA 40:A11-3 and 40A:11-4 and the US Department of HUD "Competitive Process" required under 24CFR 85:36 Procurement, and under the Authority's By-Laws, Section 9;

I hereby recommend that Conrad M. Olear, Esq., of 26 Merrill Drive, Mahwah, NJ 07430 be appointed to the position of Fee Attorney for the LHA's Public Housing and Section 8 Rental Assistance Programs as follows (with option to renew for 2nd & 3rd Contract Years):

1st Year Contract Award – May 1, 2019 thru April 30, 2020:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$100.00 per hour for Extraordinary Services

2nd Year Contract Award – May 1, 2020 thru April 30, 2021:

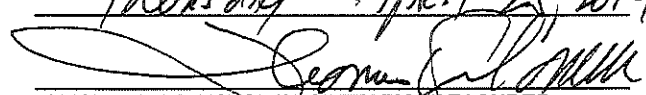
- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$100.00 per hour for Extraordinary Services

3rd Year Contract Award – May 1, 2021 thru April 30, 2022:

- \$14,000 Retainer for Public Housing Program
- \$14,000 Retainer for Section 8 Program
- \$100.00 per hour for Extraordinary Services

NOW, BE IT RESOLVED, by the Housing Authority, Conrad M. Olear, Esq. be and is hereby appointed to said position as Fee Attorney as defined in the preceding breakdown and the Executive Director is hereby authorized to execute any and all related contract documents pertaining to said appointment of Conrad M. Olear, Esq. as Fee Attorney.

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 Apr. 25, 2019

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 18-29

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	✓			
Vice Chairman A. Di Chiara			✓	
Chairman M. N. Schrieks	✓			

Approved: ✓ Denied: _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**DECLARATION OF LODI HOUSING AUTHORITY
MAINTENANCE VEHICLE (DUMP TRUCK) NO
LONGER USEFUL/VIALE FOR PUBLIC USE**

➤ **2003 FORD CREW CHASSIS CAB DRW 4x4**

- VIN: 1FDAW 57S23 ED419 61 – MILEAGE 78,814
(03/30/19)

WHEREAS, the Executive Director of Lodi Housing Authority (LHA) has determined (due to age and condition) the maintenance vehicle is no longer viable for Public Use and no longer cost-effective to maintain; and

WHEREAS, said vehicle and estimated fair value (refer to attached) is below 15% of Bid Threshold requirement to offer said vehicles for Public Sale (refer to attached NJSA 40A:11-36).

NOW, THEREFORE, BE IT RESOLVED, by Board of Commissioners (Board) based upon Executive Director's determination referenced herein has hereby deemed the 2003 maintenance vehicle referenced above "Not Viable for Public Use."

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director is further authorized to offer the 2003 maintenance vehicle for sale/trade in and/or to scrap said vehicle.

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 April 25, 2019

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

April 25, 2019

RESOLUTION NO. 18-30

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:


LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

CONTRACT AWARD – LANDSCAPING SERVICES FOR De VRIES PARK FAMILY COMPLEX

As the Executive Director/Secretary-Treasurer of Lodi Housing Authority and in compliance with NJSA 40:A11-3, covering awards/solicitations for purchases and contractor agreements not required to be advertised, I hereby certify that the Lodi Housing Authority has solicited price quotes April 2019 for such contracting services in compliance with the aforementioned NJSA 40:A11-3 and the US Department of HUD "Competitive Process" required under 24CFR 85:36 Procurement, and under the Authority's By-Laws, Section 9;

I hereby recommend Gem Landscaping, PO Box 679, Saddle River, NJ 07458 be awarded **Landscaping Services** to be performed at the De Vries Park Family Complex (DVP), not to exceed \$16,000.00 for services as follows:

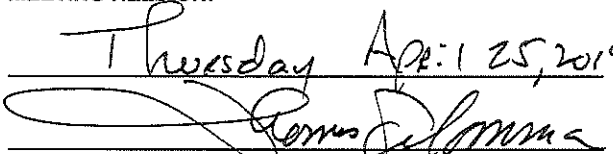
- **Weekly Lawn Maintenance:** May 1st – October 31st – 27 weekly cuttings @ \$500.00 per week;
- **Edging of Property:** All walkways & curbing edged @ \$300.00, when needed or specified;
- **Optional:** 2 additional visits in November includes cutting of all lawn areas, blowing of leaves and removal of debris @ \$500.00 per visit; and
- **Final Leaf Clean-up:** 1 final leaf clean-up in December with removal of all debris @ \$1,500.00.

WHEREAS, the Division of Local Finances requires "Certification of Funding Availability" when awarding contracts.

NOW, THEREFORE, BE IT RESOLVED, as the Executive Director/Secretary-Treasurer, I hereby certify funding availability to award contract referenced herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED, Gem Landscaping is hereby awarded Landscaping Contract Services referenced herein and the Executive Director/Secretary-Treasurer is hereby authorized to execute any and all related contract documents necessary.

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 April 25, 2019

EXECUTIVE DIRECTOR/SECRETARY-TREASURER