

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

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.

Bids: None

Approval of Minutes:

**Motion was made by Commissioner Cody and Seconded by Commissioner Lynch
to approve the Minutes of the Open Session of the October 17, 2019 Regular Meeting.
Upon Roll Call, the Board voted as follows:**

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

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

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

Communications:

1. SEMAP (Section 8) Certification submitted to US Dept. of HUD on 11/14/19

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**

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

Report of Accountant: Nothing at this time.

Report of Security: Nothing at this time

Bills Agenda:

Motion to Approve the November 2019 Bills Agenda was made by Commissioner Cody and Seconded by Commissioner Riley.

Upon Roll Call, the Board voted as follows:

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

Report of Executive Director:

1. Approximate total interest earned through September 2019 is **\$13,750.00±**

2. CONTRACT REPORT:

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 NOT REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD	

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 REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS NOT WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD	

3. New wallpaper installed in Admin Building Community Room
4. Request for Price Proposal for A&E Services for S/C boiler replacement & parking lot expansion due by 01/23/20
5. Unofficial FYE 09/30/19 unrestricted cumulative stats for PH (\$468,223 – increase of approximately \$122,000±) and for Section 8 (\$60,440 – increase of approximately \$53,000±)

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. CCTV Public Bid – contract awarded/scheduled
3. PK Mechanical is on site making the necessary repairs to LHA's domestic hot water tank at the DVP Family Complex
4. Discussed pedestrian walkway @ DVP (Union Street) and North Main Street S/C Complex

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

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 listed below 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 Commissioner Riley Chairman Schrieks	NONE	NONE	Vice Chairman Di Chiara

1. Resolution #19-03	CY 2020 Risk Management Consultant's Agreement
2. Resolution #19-04	Authorization to Enter into Cooperative Purchasing Agreement with State of New Jersey
3. Resolution #19-05	Designation of Fund Commissioner for NJ Public Housing Authority Joint Insurance Fund (NJPHA JIF) for Fund Year 2020
4. Resolution #19-06	Major Appliance – Excess Utility Charges – Effective January 1, 2020
5. Resolution #19-07	LHA Flat Rents – No Change for 2020
6. Resolution #19-08	LHA Credit Card Policy
7. Resolution #19-09	Authorization for Submission of 2020 BCCD Grant Funding (Phase 2) for Removal/ Replacement of Boilers Servicing the Massey Street/Rennie Place Senior Citizen Complexes
8. Resolution #19-10	Authorization for Submission of 2020 BCCD Grant Funding for Removal/ Replacement of Boilers Servicing the North Main Street Senior Citizen Complex

Report of Commissioner: Commissioner Cody congratulated Deputy Executive Director on the birth of his new granddaughter

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 Lynch.

Upon Roll Call, the Board voted as follows:

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

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

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

Upon Roll Call, the Board voted as follows:

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

Adjournment:

Motion to Adjourn was made by Commissioner Lynch 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 Commissioner Riley Chairman Schrieks	NONE	NONE	Vice Chairman Di Chiara

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. 19-03

Governing Body Recorded Vote -- Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

CY 2020 RISK MANAGEMENT CONSULTANT'S AGREEMENT

This Agreement effective the 1st day of January 2020 between Lodi Housing Authority (hereinafter referred to as Authority) and **Regional Risk Managers LLC** (A Scirocco Group Company), 777 Terrace Avenue, Hasbrouck Heights, NJ 07604 (hereinafter referred to as the Consultant).

WHEREAS, the Consultant has offered the Authority professional risk management consulting services as required in the bylaws of the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds; and

WHEREAS, the Authority desires these professional services pursuant to the resolution adopted by the governing body of the Authority at a meeting held; and

NOW, THEREFORE BE IT RESOLVED, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

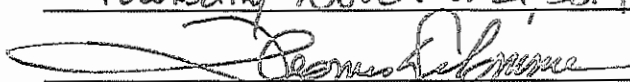
1. For and in consideration of the amount stated hereinafter, the Consultant shall:
 - a. Assist the Authority in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b. Assist the Authority in understanding the various coverages available from the New Jersey Public Housing Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the Authority any additional coverages that the Consultant feels should be carried but are not available from the Fund and, subject to the Authority's authorization, place such coverages outside the Fund.
 - d. Assist the Authority in preparation of applications, statements of values, and similar documents requested by the Fund, it being understood that this Agreement does not include any appraisal work by the Consultant.
 - e. Review Certificates of Insurance from contractors, vendors, and professionals when requested by the Authority.
 - f. Review the Authority's assessment as prepared by the Fund and assist the Authority in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Authority safety committee meeting per annum to promote the safety objectives and goals of the Authority and the Fund.

- h. Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the Fund's bylaws.
1. In exchange for the above services, the Consultant shall be compensated in the following manner:
- a. The Authority authorizes the Fund to pay its Consultant compensation for services rendered an amount equal to 6% of the Authority's annual assessment as promulgated by the Fund. Said fee shall be paid to the Consultant within 30 days of payment of the Authority's assessment.
 - b. For any insurance coverages authorized by the Authority to be placed outside the Fund, the Consultant shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in 2a.
 - c. If the Authority shall require of the Consultant extra services other than those outlined above, the Consultant shall be paid by the Authority a fee at the rate of n/a per hour in addition to actual expenses incurred.

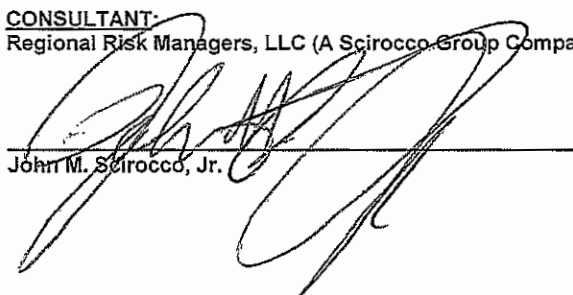
Political Contribution Disclosure – This Contract has been awarded to Regional Risk Managers LLC (A Scirocco Group Company) based on the merits and abilities to provide the goods or services as described herein. This Contract has been awarded through a "fair and open process" pursuant to NJSA 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Regional Risk Managers LLC (A Scirocco Group Company), its subsidiaries, assigns, or principals controlling in excess of 10% of the company will submit within ten (10) days of Authorizing Notice, the Political Disclosure Form required under the Election Law Enforcement Commission pursuant to NJSA 19-44A-8 or 19:44A-16, in the one-year period preceding the award of the Contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this Contract, nor will it make a reportable contribution during the term of the Contract to any political party committee in the Lodi Housing Authority if a member of that political party is serving in an elective public office of the Lodi Housing Authority when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Lodi Housing Authority when the Contract is awarded.

The term of this Agreement shall terminate 12/31/20. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than 30 days thereafter. In the event of termination of this Agreement, the Consultant's fees outlined in 2a above shall be prorated to date of termination.

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 November 21, 2019

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

CONSULTANT:
Regional Risk Managers, LLC (A Scirocco Group Company)

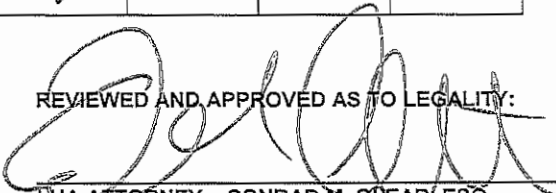

John M. Scirocco, Jr.

RESOLUTION NO. 19-04

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 R. Riley, Jr.	/			
Vice Chairman A. Di Chiara				/
Chairman Marc N. Schrieks	/			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

AUTHORIZATION TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT WITH THE STATE OF NEW JERSEY

WHEREAS, NJSA 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency," has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on November 21, 2019 the governing body of the Lodi Housing Authority, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE, BE IT RESOLVED, as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Lodi Housing Authority.

AUTHORITY

Pursuant to the provisions of NJSA 40A:11-11(5), the Executive Director/ Secretary Treasurer is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (NJSA 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

I hereby, certify that the above resolution was adopted by the Board of Commissioners of Lodi Housing Authority at a meeting of said governing body held on November 21, 2019.


EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 19-05

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	✓			
	Commissioner R. Riley, Jr.	✓			
	Vice Chairman A. Di Chiara				✓
	Chairman M. N. Schrieks	✓			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

DESIGNATION OF FUND COMMISSIONER FOR THE
NJ PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
(NJPHA JIF) FOR FUND YEAR 2020

WHEREAS, Lodi Housing Authority (LHA) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its representative to said Fund.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Lodi Housing Authority does hereby appoint **Thomas DeSomma, Executive Director/Secretary Treasurer**, as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the **Fund Year 2020**.

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 November 21, 2019


EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 19-06

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 R. Riley, Jr.	✓			
Vice Chairman A. Di Chiara				✓
Chairman M. N. Schrieks	✓			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

MAJOR APPLIANCE – EXCESS UTILITY CHARGES
EFFECTIVE JANUARY 1, 2020

WHEREAS, Lodi Housing Authority (LHA) has received the 2019-2020 Tenant Furnished Utility Allowance Analysis from Northeastern Utility Consultants, LLC dated October 1, 2019; and

WHEREAS, said analysis reflects costs incurred for tenant utilities, such as but not limited to, air conditioners, clothes dryers, freezers, etc., which also reflects various BTUs/KWHs usage based upon bedroom size (0, 1, 2, 3) dwelling units; and

WHEREAS, the Executive Director hereby recommends adjusting the attached excess utility charges, referenced herein, applicable to all LHA owned/ managed family and senior citizen complexes.

NOW, THEREFORE, BE IT RESOLVED, these Excess Utility Charges will be effective January 1, 2020 and be charged to the household upon its next Annual/Interim Re-Examination.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the LHA Board of Commissioners hereby approves the implementation of the attached Excess Utility Charges.

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 November 21 2019

James Schrieks
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 19-07

Governing Body Recorded Vote – Members:

Board Members	Aye	Nay	Abstain	Absent
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 R. Riley, Jr.	<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. O'LEARY, ESQ.

LHA FLAT RENTS – NO CHANGE FOR 2020

WHEREAS, US Department of Housing and Urban Development (HUD) Mandate applicable Flat Rents to be a **minimum** of 80% of the lower of the 2020 FMR/SMAFR; and

WHEREAS, Lodi Housing Authority (LHA) is required to comply with the HUD Mandate.

NOW, THEREFORE, BE IT RESOLVED, the LHA Flat Rents (including excess utilities) charged and presently in compliance (which are the lower of Lodi's SAMFR) will remain as follows:

Lodi Housing Authority Flat Rents		
1 Bedroom	2 Bedrooms	3 Bedrooms
\$1,074	\$1,263	\$1,614
Lodi's SAMFR		
\$1,310	\$1,510	\$1,910

NOW, THEREFORE, BE IT FURTHER RESOLVED, the LHA Board of Commissioners hereby approves the continuation of its Flat Rents as referenced herein.

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 November 21, 2019

[Signature]

EXECUTIVE DIRECTOR/SECRETARY-TREASURER



**LODI
HOUSING
AUTHORITY**

A HUD SPONSORED PUBLIC HOUSING AGENCY
50 Brookside Avenue ■ Lodi, New Jersey 07644

LHA MONTHLY EXCESS UTILITY CHARGES
REVISED 2020*

AIR CONDITIONERS – charged on a 12-month pro-rated basis	
10,000 BTU's or less	\$14.00
10,001 – 15,000 BTU's	\$23.00
15,001 – 20,000 BTU's	\$32.00
greater than 20,000 BTU's	\$39.00

FREEZERS	
Small	\$10.00
Large	\$12.00

DRYERS AND DISHWASHERS	
Clothes Dryer – Gas Only – DVP Only	\$8.00
Dishwasher	\$8.00

*WATER COOLERS	
Water Cooler	\$10.00

RESOLUTION NO. 19-08

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 R. Riley, Jr.	✓			
Vice Chairman A. Di Chiara				✓
Chairman M. N. Schrieks	✓			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

**CREDIT CARD POLICY & AUTHORIZATION TO
OBTAIN BUSINESS CREDIT CARD**

WHEREAS, the Board of Commissioners (Board) has review the attached **Credit Card Policy** and recognizes the necessity to facilitate Lodi Housing Authority (LHA's) purchasing for operations, including but not limited to material, training, travel, etc.; and

WHEREAS, credit card purchasing would expedite such transactions in an efficient manner and would be in compliance with LHA's Procurement Policy; and

WHEREAS, the LHA Executive Director hereby recommends the Adoption of the attached **Credit Card Policy** and further recommends the Board consider **Authorization** to obtain credit card to be used in compliance with the standards as referenced within the attached **Credit Card Policy**.

NOW, THEREFORE, BE IT RESOLVED, the Board hereby Adopts the attached Credit Card Policy.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby Authorizes its Executive Director to obtain a Credit Card to be used in compliane with the previously adopted Credit Card Policy, effective immediately.

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 November 21/2019

[Signature]

EXECUTIVE DIRECTOR/SECRETARY/TREASURER

Credit Card Policy

Purpose

The purpose of this Credit Card Policy is to facilitate purchases necessary for Lodi Housing Authority (LHA) operations, lodging and travel for approved LHA functions, and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. The purpose of the use of these cards is not to override the procedures set forth in LHA's Procurement Policy, but to provide an alternative method of purchase for necessary goods and services.

Policies

1. The Executive Director, Deputy Executive Director, and Housing Manager shall be responsible for the issuance, accounting, monitoring, retrieval and general oversight of compliance with this Credit Card Policy, but may designate some of that authority to other senior management staff.
2. Credit cards shall only be issued to the Executive Director and Deputy Executive Director. The Housing Manager and Maintenance Superintendent may also be issued store credit cards for the purpose of purchasing supplies for their programs or meetings if such purchases cannot be invoiced by the vendor.
3. Credit cards may be used for any authorized LHA purchase where the vendor or merchant accepts credit card payments and credit cards are the most expeditious or preferred form of payment.
4. All vendors shall be notified of LHA's tax exempt status and provided with appropriate verification to insure that LHA is not taxed for tax exempted purchases.
5. LHA credit cards shall only be used for the purchases of goods and services that are the official business of the Lodi Housing Authority.
6. Purchase Orders must be obtained in accordance with LHA's Procurement Policy prior to any purchase. Employees responsible for issuing Purchase Orders must obtain a purchase order from their immediate supervisor.
7. Documentation detailing the goods and services purchased with LHA credit cards shall be required for all transactions. Adequate documentation shall consist of, but not be limited to, original sales receipts, credit slips, etc. At no time shall LHA approve payment of credit card invoices without adequate documentation.

Documentation shall detail the goods or services purchased, the cost of the goods or services purchased, the date of the purchase, and the official business for which the goods or services were purchased.

8. LHA credit cards shall not be used for personal uses, personal cash advances, or other merchant category exclusions (i.e. alcoholic beverages, tobacco products, etc.).
9. Any employee of LHA who violates the provisions of this Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil criminal action.

10. Employees to whom credit cards are issued for LHA purchases shall be responsible for the protection and custody of the credit card. The employee to whom credit cards are issued shall immediately notify the financial institution issuing the card if lost or stolen, and the employee shall notify the Executive Director as soon as possible. Employees shall not knowingly post or otherwise make publically available credit card data that could potentially result in fraud or unauthorized charges.
11. Employees to whom credit cards are issued for LHA purchases shall immediately surrender all LHA credit cards upon termination of employment or layoff from active work status.
12. The credit card shall not impact the cardholder's personal credit references. The LHA issued credit card is a LHA liability card, not a personal liability card. However, the cardholder does have the responsibility to use the credit card in an appropriate manner, as described in this policy and cardholders will be required to reimburse the LHA for any expenditure that is deemed inappropriate or cannot be supported by appropriate documentation.
13. The Finance Department shall be responsible for ongoing monitoring of credit card accounts that have online access in an effort to detect any evidence of fraudulent credit card activity.
14. The Executive Director, Deputy Executive Director, or Housing Manager shall review and recommend approval or denial of credit card invoices prior to payment authorization from the Board of Commissioners. The balance due on any credit card account shall be paid in full by the due date listed on the invoice but in no event later than sixty (60) days from the initial statement date.
15. Credit card transactions are hereby authorized for the following methods of acquisition:
 - a. In Person: The employee shall present the credit card for purchases of goods and services, shall obtain a receipt for all purchases and credits, and submit the purchase order, receipt and other relevant documents to the Finance Department for reconciliation with the credit card invoice.
 - b. Via Telephone or Mail Order: The employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction and shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order, receipt, packing slips and other relevant documents and submit this documentation to the Finance Department for reconciliation with the credit card invoice.
 - c. Via the Internet: The employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction and shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order, receipt or hardcopy screen printouts, packing slips and other relevant documents, and this documentation shall be submitted to the Finance Department for reconciliation with the credit card invoice.

RESOLUTION NO. 19-09

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. GLEAR, ESQ.

**AUTHORIZATION FOR SUBMISSION OF APPLICATION FOR 2020
BERGEN COUNTY COMMUNITY DEVELOPMENT (BCCD) GRANT
FUNDING (PHASE 2) – FOR REMOVAL/REPLACEMENT OF
BOILERS SERVICING THE MASSEY STREET/RENNIE PLACE
SENIOR CITIZEN COMPLEXES**


WHEREAS, the Board of Commissioners (Board) of the Lodi Housing Authority (Authority) wishes to submit an application to the County of Bergen for 2020 Community Development Block Grant Funding (Phase 2) for the removal/ replacement of boilers servicing the Massey Street/Rennie Place Senior Citizen Complexes; and

WHEREAS, upon the Borough of Lodi's Mayor/Council's adoption of the required endorsing resolution, said resolution will be forwarded.

NOW, THEREFORE, BE IT RESOLVED, the application referenced herein for 2020 BCCD Funds is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby authorizes the Executive Director to forward a copy of the 2020 Funding Application to the County of Bergen requesting consideration to approve Lodi Housing Authority's 2020 BCCD Grant Application.

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 November 21, 2019

EXECUTIVE DIRECTOR/SECRETARY-TREASURER



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Bergen County Division of Community Development

FY2020 Community Development Block
Grant (CDBG)

Deadline 12/6/2019

<https://www.zoomgrants.com/gprop2.asp>

11/22/2019

OPEN PROGRAMS

PROGRAM OBJECTIVE

PROJECT & ACTIVITY QUALIFICATIONS

ACTIVITY ELIGIBILITY

LIBRARY

CONTACT ADMIN

Project & Activity Qualifications [\[hide this\]](#)

To qualify for CDBG funding, proposed projects and activities must satisfy the following criteria:

- Principally benefit very low, low or moderate income persons (as defined by American Fact Finder.gov)

Projects awarded federal CDBG funds are required to ensure that all persons are served equitably and that a person is not denied services because of his or her race, color, religion, national origin, sex, familial status, or mental or physical ability. The State of New Jersey carries additional protections for persons experiencing discrimination based on a person's source of income, marital status, Age (if over the age of 18), sexual orientation and gender identity. Applicants must be prepared to establish, amend, or maintain program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals' privacy and security), so that equal access is provided to individuals based on any of the above listed protected classes. This requirement includes tenant selection and admission preferences.

Fair Housing is the right of all people to be free from discrimination in the rental, sale or financing of housing. Equal access to rental housing and homeownership opportunities, regardless of race, color, religion, national origin, sex, familial status (the presence of children under 18) or disability, is the cornerstone of federal Fair Housing Policy. Local cities and counties that receive certain federal housing or community development funds have a role in affirmatively affirming Fair Housing.

Please refer to the Library for additional program rules, criteria and resources intended to assist you in completing your Application.

Lodi Housing Authority

Phase 2 Infrastructure Boiler Replacement

\$ 200,000.00 requested

Application Status: Submitted

✓ Submitted: 11/22/2019 8:30:12 AM (Pacific)

[Print/Preview](#)

Summary	Application Questions	Budget	Tables	Documents	Activity Log
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Summary *(answers are saved automatically when you move to another field)*

Instructions [Show/Hide](#)

**Application Title/Project
Name**

Phase 2 Infrastructure Boiler Replacement

Amount Requested

\$ 200000

Applicant Information

First Name

Gary

Last Name

Luna

Telephone

9734703650 x20

Email

garyl@lodihousing.org

**Organization
Information***(changes to this data will be reflected on all other applications for this organization)*

Organization Legal Name/Entity Name

Lodi Housing Authority

Address 1

50 Brookside Ave

Address 2

City

Lodi

State/Province

NJ



ZIP+4/Postal Code

07644-3

Country

United States



Telephone

973-470-3650

Fax

973-778-1429

Website

www.lodihousing.org

Federal Tax ID (EIN) (XX-XXXXXXX)

226002669

CEO/Executive Director

First Name

Thomas

Last Name

DeSomma

Title

Executive Director

Email

thomasd@lodihousing.org

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Next

[Print Budget](#)

Application ID: 153018

RESOLUTION NO. 19-10

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 R. Riley, Jr.	✓			
Vice Chairman A. Di Chiara				✓
Chairman M. N. Schrieks	✓			

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**AUTHORIZATION FOR SUBMISSION OF APPLICATION FOR 2020
BERGEN COUNTY COMMUNITY DEVELOPMENT (BCCD) GRANT
FUNDING – FOR REMOVAL/REPLACEMENT OF BOILERS
SERVICING THE NORTH MAIN STREET
SENIOR CITIZEN COMPLEX**

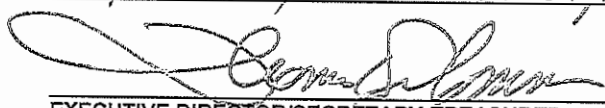
WHEREAS, the Board of Commissioners (Board) of the Lodi Housing Authority (Authority) wishes to submit an application to the County of Bergen for 2020 Community Development Block Grant Funding for the removal/ replacement of boilers servicing the North Main Street Senior Citizen Complex; and

WHEREAS, upon the Borough of Lodi's Mayor/Council's adoption of the required endorsing resolution, said resolution will be forwarded.

NOW, THEREFORE, BE IT RESOLVED, the application referenced herein for 2020 BCCD Funds is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby authorizes the Executive Director to forward a copy of the 2020 Funding Application to the County of Bergen requesting consideration to approve Lodi Housing Authority's 2020 BCCD Grant Application.

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MEETING HELD ON:

Thursday November 21, 2019

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

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Bergen County Division of Community Development

**FY2020 Community Development Block
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Deadline 12/6/2019

<https://www.zoomgrants.com/gprop2.asp>

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Lodi Housing Authority

Phase 1 Infastructure Boiler Replacement

\$ 255,000.00 requested

Application Status: Submitted

✓ Submitted: 11/22/2019 8:43:31 AM (Pacific)

Print/Preview

Summary

Application Questions

Budget

Tables

Documents

Activity Log

Summary *(answers are saved automatically when you move to another field)*

Instructions [Show/Hide](#)

**Application Title/Project
Name**

Phase 1 Infrastructure Boiler Replacement

Amount Requested

\$ 255000

Applicant Information

First Name

Gary

Last Name

Luna

Telephone

9734703650 x20

Email

garyl@lodihousing.org

**Organization
Information***(changes to this data will be reflected on all other applications for this
organization)*

Organization Legal Name/Entity Name

Lodi Housing Authority

Address 1

50 Brookside Ave

Address 2

City

Lodi

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NJ



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United States



Telephone

973-470-3650

Fax

973-778-1429

Website

www.lodihousing.org

Federal Tax ID (EIN) (XX-XXXXXXX)

226002669

CEO/Executive Director

First Name

Thomas

Last Name

DeSomma

Title

Executive Director

Email

thomasd@lodihousing.org

Collaborators

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Application ID: 153683