

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, JANUARY 16, 2020

Call to Order: The Meeting was chaired by Chairman Marc N. Schrieks who called the Regular Meeting to Order at 7:25 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, Robert Marra, and Robert Riley, Jr. Vice Chairman Albert Di Chiara, Commissioner Paul V. Lynch, and Deputy Executive Director Gary Luna were absent.

Also present were Lodi Housing Authority Attorney Conrad M. Olear, Esq., Executive Director/Secretary Treasurer Thomas DeSomma, and Housing Manager/Recording Secretary Carol A. Ferrara.

Bids: None

Approval of Minutes:

Motion was made by Commissioner Cody and Seconded by Commissioner Riley to approve the Minutes of the Open Session of the December 19, 2019 Regular Meeting. Upon Roll Call, the Board voted as follows:

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner De Nobile Commissioner Marra Commissioner Riley Chairman Schrieks	NONE	NONE	Commissioner Lynch 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 December 19, 2019 Regular Meeting. Upon Roll Call, the Board voted as follows:

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

Communications:

1. Notice of REAC Inspection scheduled for 01/08/20 – HUD Results indicated LHA as High Performer Status for FYE 09/30/19

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 – JANUARY 16, 2020 (cont'd)

Report of Accountant: Nothing at this time.

Report of Security: Nothing at this time

Bills Agenda:

Motion to Approve the January 2020 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 Marra Commissioner Riley Chairman Schrieks	NONE	NONE	Commissioner Lynch Vice Chairman Di Chiara

Report of Executive Director:

1. Approximate total interest earned for 2020 is **\$3,010.00±**

2. **CONTRACT REPORT:**

	CONTRACT AWARDED TO:	CONTRACT AWARDED FOR:
1.	None	
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.	None	
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. 2nd Request to Valley National Bank requesting they absorb LHA's payroll costs for 2020

4. Emergency underground sewer repair between Buildings #6 & #7 (DVP Complex)

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

1. Deputy Executive Director reported **461** HCV/Section 8 Participants presently on the program

2. Dept. of HUD Notice on long-term pension obligations

3. PK Mechanical – DVP domestic hot water tank – update

MINUTES OF REGULAR MEETING – JANUARY 16, 2020 (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 Riley.

Upon Roll Call, the Board voted as follows:

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

1. Resolution #19-15	Amendment to LHA Personnel Policy & Employee Training/Salary Step Guide (previously Amended under Res. #18-48) to include Title of Human Resources Officer (HRO)
2. Resolution #19-16	Declaration of Emergency – Underground Sewer Line – De Vries Park Family Complex – Building #7

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 Marra and Seconded by Commissioner Riley.

Upon Roll Call, the Board voted as follows:

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

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

Upon Roll Call, the Board voted as follows:

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

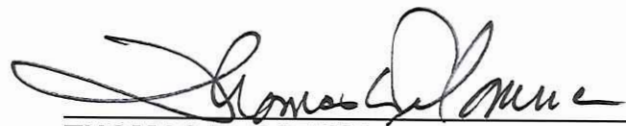
MINUTES OF REGULAR MEETING – JANUARY 16, 2020 (cont'd)

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 Marra Commissioner Riley Chairman Schrieks	NONE	NONE	Commissioner Lynch Vice Chairman Di Chiara

Meeting was Adjourned at 7:50 PM and Chairman Schrieks declared the Regular Meeting closed.

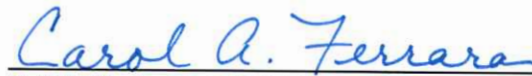


THOMAS DeSOMMA
Executive Director/Secretary Treasurer



MARC N. SCHRIEKS, Chairman

Transcribed/Typed by:



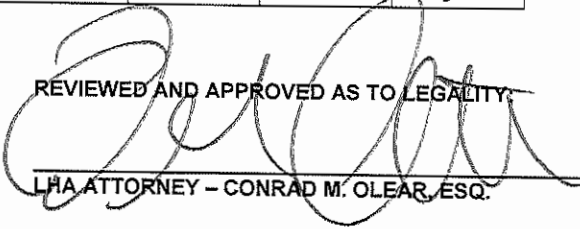
CAROL A. FERRARA
Housing Manager/Recording Secretary

RESOLUTION NO. 19-15

Governing Body Recorded Vote – Members:

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

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

AMENDMENT TO LHA PERSONNEL POLICY & EMPLOYEE TITLE/SALARY STEP GUIDE TO INCLUDE HUMAN RESOURCES OFFICER (HRO)

WHEREAS, the NJ Civil Service Commission (NJCSC) has recently released the Statewide Domestic Violence Policy for Public Employers, applicable to state and local authorities pursuant to NJSA 11A:2-6a; and

WHEREAS, the NJCSC encourages public employees who are victims of domestic violence to seek assistance from a Human Resources Officer (HRO) and also requiring all public employers to **designate** an HRO to oversee the implementation and enforcement of said employer’s Domestic Violence Policy; and

WHEREAS, a review of existing Civil Service titles shows applicable **Human Resources Coordinator** (HRC) job specification and examples of work are similar to the Housing Manager job specifications; and

WHEREAS, the NJCSC recent correspondence indicates the necessity for an HRO, referenced herein and within the NJCSC email dated 10/15/19 with a copy of the NJ State Domestic Violence Policy (DVP) attached hereto; and

WHEREAS, it is the recommendation of this Authority’s Executive Director that in order to be in compliance with NJCSC requirements to establish an HRO for public employees (local authorities) who are victims of domestic violence; and

WHEREAS, LHA’s designation (by US Dept. of HUD) as “Small PHA” is unable to individually employ someone as a designated HRO; and

WHEREAS, the LHA’s present Housing Manager definition/job specifications of work presently encompass, but are not limited to, those of HRC and Housing Manager presently handles, on a daily basis, such work as, but not limited to, assignment of work to subordinates, record keeping, payroll, leave time, pension, health benefits, etc. for all Authority employees, etc.; and

WHEREAS, it is hereby recommended by the Authority’s Executive Director the Human Resources Officer (HRO) title shall be adopted by the Authority provided that the HRO duties shall be incorporated into the Housing Manager’s duties; and

WHEREAS, the NJCSC may require training, certification, CEU to attain and maintain the HRO title and related duties, said employee designated as the HRO shall comply with the NJCSC mandated requirements.

NOW, THEREFORE, BE IT RESOLVED, that Section II of the LHA Personnel Policy, entitled "Table of Organization," shall be amended to establish the title of HRO and such title shall be incorporated within the Housing Manager title and shall be incorporated into the Section II Table of Organization Employee Titles/Duties as Housing Manager/Human Resources Officer.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the LHA Board of Commissioners (Board), in conjunction with the Executive Director's recommendation referenced herein, recognizes these additional duties require periodic training and CEU as Human Resources Officer.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby approves the Housing Manager/Human Resources Officer titles shall be combined and the Employee Title/Salary Guide shall be amended to include a stipend of \$3,000 per year for HRO to be included upon said appointment and \$4,000 to be effective at the Authority's new FYS 10/01/2020 and thereafter, and said stipend shall be part of appointed employee's base pay.

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 January 14, 2020

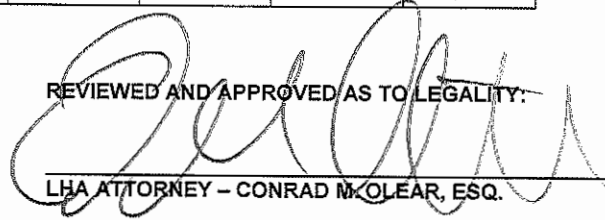

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 19-16

Governing Body Recorded Vote – Members:

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

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD MCOLEAR, ESQ.

**DECLARATION OF EMERGENCY WORK & EXPENDITURE
 UNDERGROUND SEWER LINE – DVP COMPLEX – BLDG. #7**

WHEREAS, on or about December 19, 2019, it was determined that a break in the underground sewer line located at Building #7 at the De Vries Park Family Complex required Lodi Housing Authority (LHA) to retain an outside contractor, All American Sewer Service, to clear blockage of said underground sewer line; and

WHEREAS, All American Sewer Service (AASS) responded and cleared the sewer line at Bldg. #7, however, stated at the time of service and on their billing that the underground sewer line had, apparently, collapsed and while clear at this time, AASS will not do any further work on this line until the collapse is repaired (refer to invoice from AASS and report from Maintenance, both dated 12/19/19); and

WHEREAS, in order to remove, repair and replace the underground sewer line located approximately 7' below grade, LHA contracted with Montana Construction, Inc., 80 Contant Avenue, Lodi, NJ for emergency repairs; and

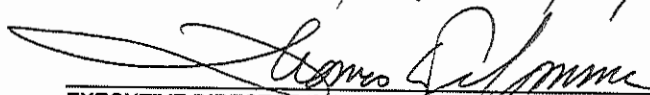
WHEREAS, as Executive Director, I hereby certify, based upon the attached Emergency Report dated 12/19/19 and LHA Maintenance Department's coordination to repair/replace the underground sewer line, as referenced above, created a threat to LHA's tenants' health, safety and welfare, and further declare an Emergency existed.

NOW, THEREFORE, BE IT RESOLVED, that said Emergency affects the health, safety and welfare of all LHA's tenants at the De Vries Park Family Complex, as defined in NJSA 40A:11.6, and requires 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:

Thursday January 16, 2020


 EXECUTIVE DIRECTOR/SECRETARY-TREASURER



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

December 19 2019

**De VRIES PARK FAMILY COMPLEX –
EMERGENCY DECLARATION – COLLAPSE OF
UNDERGROUND SEWER LINE – DVP – BLDG. #7**

Based upon the attached report dated 12/19/19 submitted by Sr. Maintenance Repairer-LPL, Frank Licata, Jr., along with corresponding photos, as Executive Director, it is my opinion that such Emergency Conditions created a hazardous condition to the health, safety, and welfare of the De Vries Park tenants.

Therefore, I hereby certify that any such **repair** and related expenditures be classified as "Emergency Repair Expenditures" and fall within NJSA 40A:11-6.


Thomas DeSomma, Executive Director 12/19/19
Date



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

MEMO TO: Thomas DeSomma, Executive Director

FROM: Frank Licata, Sr. Maintenance Repairer-LPL

DATE: December 19, 2019

SUBJECT: EMERGENCY SEWER BACK-UP BLDG #7 (SEE ATTACHED PHOTOS)

On 12/18/19 at approximately 2:00 pm, I was notified of water coming out of the manhole by Bldg. #7. All American Sewer was called to jet sewer, since this main is approximately 7' to 10' down.

They stated our line is collapsed approximately 10' down from the manhole and they "will not" jet sewer this line again until sewer repairs are completed (see receipt of work).