

**MINUTES OF THE REGULAR MEETING OF LODI
HOUSING AUTHORITY, 50 BROOKSIDE AVENUE,
LODI, NEW JERSEY AT 7:00 PM ON TUESDAY,
DECEMBER 22, 2020**

Call to Order: The Meeting was chaired by Chairman Steven De Nobile who called the Regular Meeting to Order at 7:00 PM.

Pledge of Allegiance: Chairman De Nobile 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 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 Steven De Nobile, Vice Chairman Robert Riley, Jr., and Commissioners Daniel J. Cody, Albert Di Chiara, Paul V. Lynch, Robert Marra and Marc N. Schriecks. No absences.

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

Bids: None

Approval of Minutes:

Motion was made by Vice Chairman Riley and Seconded by Commissioner Marra to approve the Minutes of the Regular Meeting held on November 19, 2020. Upon Roll Call, the Board voted as follows:

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

Motion was made by Vice Chairman Riley and Seconded by Commissioner Marra to approve the Minutes of the Closed Meeting held on November 19, 2020. Upon Roll Call, the Board voted as follows:

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

Communications:

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 – DECEMBER 22, 2020 (cont'd)

Report of Accountant: Nothing at this time.

Report of Security: Nothing at this time

Bills Agenda:

**Motion to Approve the December 2020 Bills 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 Di Chiara Commissioner Lynch Commissioner Marra Commissioner Schrieks Vice Chairman Riley Chairman De Nobile	NONE	NONE	NONE

Report of Executive Director:

1. Approximate total interest earned for FYS 10/01/20 – **\$250.00±**
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.		
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. LHA contacted Lodi High School for part-time/seasonal workers (snow shoveling, summer work, etc.) – overwhelming response but no applications submitted to date
4. Shop Rite Gift Cards, donated by Inserra Family (Shop Rite), Montana Construction, and purchased by LHA were distributed to all LHA Residents

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. BCCD – final payment for CCTV Contract (\$17,724.81) – still pending
3. Submission to HUD – Utility Allowance for PH/S-8 Programs – waiting for HUD approval
4. DVP – underground water pipe leak

MINUTES OF REGULAR MEETING – DECEMBER 22, 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 by Consent Agenda was made by Commissioner Schrieks and Seconded by Commissioner Di Chiara. Upon Roll Call, the Board voted as follows:

*On Resolutions #20-11 to #20-13			
AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner Di Chiara Commissioner Lynch Commissioner Marra Commissioner Schrieks Vice Chairman Riley Chairman De Nobile	NONE	NONE	NONE

*On Resolution #20-14			
AYES	NAYS	ABSTAINED	ABSENT
Commissioner Di Chiara Commissioner Marra Commissioner Schrieks Vice Chairman Riley Chairman De Nobile	Commissioner Cody	Commissioner Lynch	NONE

1. Resolution #20-11	Final Adoption of LHA PH/S8 FYE 09/30/21 Operating Budgets – as required by NJDCA
2. Resolution #20-12	Approval & Adoption of Updated/Revised Admissions and Continued Occupancy Policy (ACOP)
3. Resolution #20-13	Approval & Adoption of Updated/Revised Administrative Plan (HCV Program)
4. Resolution #20-14	Employee Service Compensation Policy – As Amended

Report of Commissioner: None

Unfinished Business: None

Old Business: None

New Business: None

Good & Welfare: None

Hearing of Citizens: None in Attendance

Closed Session:

MINUTES OF REGULAR MEETING – DECEMBER 22, 2020 (cont'd)

Motion to End Regular Order of Business and go into Closed Session was made by Commissioner Schrieks and Seconded by Commissioner Di Chiara.

Upon Roll Call, the Board voted as follows:

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

Motion to End Closed Session and return to Regular Order of Business was made by Commissioner Cody and Seconded by Commissioner Di Chiara.

Upon Roll Call, the Board voted as follows:

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

Adjournment:

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

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

Meeting was Adjourned at 7:28 PM and Chairman De Nobile declared the Regular Meeting closed.


THOMAS DeSOMMA
Executive Director/Secretary Treasurer


STEVEN DE NOBILE, Chairman

Transcribed/Typed by:


CAROL A. FERRARA
Housing Manager/Recording Secretary

RESOLUTION NO. 20-11

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

2020 FINAL ADOPTED BUDGET RESOLUTION
LODI HOUSING AUTHORITY
FISCAL YEAR: FROM 10/01/2020 TO 09/30/2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Lodi Housing Authority for the fiscal year beginning October 1, 2020 and ending September 30, 2021 has been presented before the governing body of the Lodi Housing Authority at its open public meeting of September 24, 2020; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

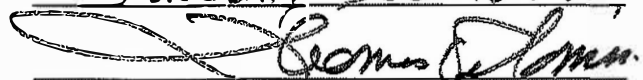
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$8,522,679, Total Appropriations, including any Accumulated Deficit, if any, of \$8,370,490 and Total Unrestricted Net Position utilized of \$N/A; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$418,639 and Total Unrestricted Net Position planned to be utilized of \$N/A.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Lodi Housing Authority, at an open public meeting held on September 24, 2020 that the Annual Budget and the Capital Budget/Program of the Lodi Housing Authority for the fiscal year period beginning October 1, 2020 and ending September 30, 2021, is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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 December 22, 2020

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

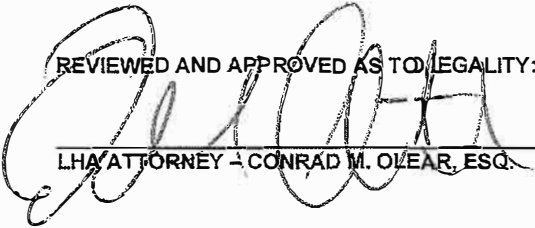
RESOLUTION NO. 20-12

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:


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

APPROVAL & ADOPTION OF UPDATED/REVISED
ADMISSIONS and CONTINUED OCCUPANCY POLICY (ACOP)

WHEREAS, the US Department of Housing and Urban Development (HUD requires a Public Housing Agency (PHA) to establish an Admissions and Continued Occupancy Policy (ACOP) for its Conventional Program; and

WHEREAS, said policy outlines plans, procedures, and requirements of LHA's Conventional Program; and

WHEREAS, said policies must be updated periodically in conjunction with HUD guidelines; and

WHEREAS, the Housing Opportunity Through Modernization Act (HOTMA) was signed into law on July 29, 2016 and made a myriad of changes to status that govern HUD Programs; and

WHEREAS, LHA has updated and revised the ACOP to comply with the myriad of changes required by HOTMA and subsequent changes thereafter; and

WHEREAS, said updated ACOP (copy attached) will be effective upon Board of Commissioners (Board) approval; and

WHEREAS, in accordance with 24 CFR 966.5, PHAs are required to provide 30-day notice to all residents and provide opportunity to comment; and

WHEREAS, due to COVID-19, HUD is waiving the advanced notice, LHA will still provide adequate notification to all residents within 30 days of making changes.

NOW, THEREFORE, BE IT RESOLVED, LHA's Board of Commissioners hereby approves and adopts all revisions to the updated Admissions and Continued Occupancy Policy (ACOP).

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 December 22, 2020

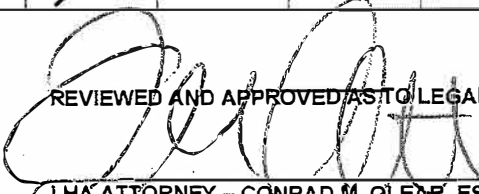
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 20-13

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

APPROVAL & ADOPTION OF UPDATED/REVISED
ADMINISTRATIVE PLAN – HCV PROGRAM

WHEREAS, the US Department of Housing and Urban Development (HUD requires a Public Housing Agency (PHA) to establish an Administrative Plan for its Housing Choice Voucher Program (HCVP); and

WHEREAS, said policy outlines plans, procedures, and requirements of LHA's Housing Choice Voucher Program; and

WHEREAS, said policies must be updated periodically in conjunction with HUD guidelines; and

WHEREAS, the Housing Opportunity Through Modernization Act (HOTMA) was signed into law on July 29, 2016 and made a myriad of changes to status that govern HUD Programs, including Section 8 of the United States Act of 1937 (1937 ACT); and

WHEREAS, LHA has updated and revised the Administrative Plan to comply with the myriad of changes required by HOTMA and subsequent changes thereafter; and


WHEREAS, said updated Administrative Plan (copy attached) will be effective upon Board of Commissioners (Board) approval; and

WHEREAS, in accordance with 24 CFR 966.5, PHAs are required to provide 30-day notice to all HCVP participants and provide opportunity to comment; and

WHEREAS, due to COVID-19, HUD is waiving the advanced notice, LHA will still provide adequate notification to all HCVP participants within 30 days of making changes.

NOW, THEREFORE, BE IT RESOLVED, LHA's Board of Commissioners hereby approves and adopts all revisions to the updated Administrative Plan.

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 December 22, 2020

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 20-14

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. GLEAR, ESQ.

EMPLOYEE SERVICE COMPENSATION POLICY
**(AS AMENDED BY BOARD ON 11/19/20 AFTER DISCUSSION WAS HELD TO
CHANGE NAME FROM “SEVERANCE” TO “SERVICE” AND CHANGE YEARS
OF SERVICE CHART AS REFERENCED ON PAGE 2)**

WHEREAS, the Lodi Housing Authority (LHA) Board of Commissioners (Board), as part of an employee incentive, desires to offer its regular full-time employees (as defined within the Personnel Policy) the opportunity to receive compensation for continuous service at LHA (as outlined in the chart below); and

WHEREAS, LHA’s Board offers this “Employee Service Compensation Policy” to continue its goodwill between employer/employee; and

WHEREAS, LHA’s Executive Director concurs with the Board’s establishment of an Employee Service Compensation Policy and hereby certifies the funding availability for this employee incentive **does not** adversely impact LHA’s financial solvency and viability; and

WHEREAS, the Board hereby establishes, effective July 1, 2021, the Employee Service Compensation Policy within the following provisions:

- **Employee Service Compensation Policy:**

1. **Eligible Employees** – are those active employees having full-time status.
2. **Service Time Calculation** – shall be from full-time employment date of hire.
3. **Continuous Service** – as referenced herein, shall be full-time service less any of the following breaks in credited service:
 - a. Unpaid Leave Time (authorized or unauthorized);
 - b. Disciplinary Time Off Without Pay – as reported to NJ Civil Service Commission on Form DPF-31(A)(B)(C).

Time deducted from eligible employee continuous service (full-time date of hire) shall be deducted for Service time calculation, which will then extend full-time employee’s eligibility for Service compensation, accordingly.

4. **Not Elible Time Counted Toward Service Compensation:**

- a. Previous employment, not directly as full-time employee with LHA, whether it be in private or public sector, such as, but not limited to, Local/State/Federal Government, Elected/Appointed Officials, Law Enforcement, Part-Time Seasonal/Consulting, Interlocal Government Transfers, LHA Reversion Employee, or any previous participation in NJ State or any Federal Pension System (will not be counted towards Service compensation).

5. **Qualified/Eligible Employee** – shall be eligible for Service compensation payout 90 days after separation from service (other than for cause*).

6. **Termination for *Cause** – employee who separates for cause **shall not be eligible for Service compensation**. Cause referenced herein is defined as a separation/termination, voluntary or involuntary, due to violation of LHA Policies and/or State/Federal Law, and such separation/dismissal from service that may be upheld by NJ Civil Service Commission or Court of Jurisdiction.
7. **Payment of Employee Service Compensation** – shall be made 90 days after employee’s separation of service for other than cause and payments shall be made as follows:
 - a. Payments shall be calculated at eligible employee’s last active per diem (or hourly rate) prior to separation;
 - b. Service Compensation of \$10,000 or less shall be made in one lump sum payment 120 days after separation; and
 - c. Service Compensation of more than \$10,000 shall be made in three (3) payments with 1st payment to be made 120 days after separation of service and 2nd & 3rd payments to be made each subsequent year following 1st payment.
8. **Deceased Eligible Employee** – in the event of the passing of an eligible active employee (anyone with 25 years or more of service), payment shall be made to the employee’s “Estate.”
9. **Right of Appeal** – eligible employee has the right to appeal any of the conditions/qualifications as provided in the LHA Personnel Policy.
10. It shall be further established that this Employee Service Compensation is not part of employee’s base salary and must be paid by separate check.

Employee Service Compensation Policy Chart

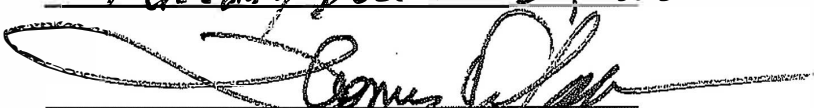
Full-Time Eligible Employees Must be Qualified to Participate, as Defined Below and Within this Resolution #20-14	
20+ years of service	25 days
25+ years of service	35 days

WHEREAS, by adoption of this Resolution #20-14, LHA’s Employee Personnel Policy Section XI entitled Leaves with Pay/without Pay shall be amended to include “Employee Service Compensation Policy” as Section XIA.

NOW, THEREFORE, BE IT RESOLVED, LHA’s Executive Director has certified the funding availability to offer said “Employee Service Compensation Policy,” as referenced herein, and the Board further recognizes that due to the US Department of Housing and Urban Development (HUD’s) funding variables, which includes dwelling rents, are the main sources of it financial solvency and as such, the **Board hereby approves this Employee Service Compensation Policy**. However, should the Board, upon notice/recommendation of Executive Director, be notified that LHA can no longer maintain its financial solvency to fund such Employee Service Compensation Policy, the Board shall rescind said program and provide all full-time employees notice of same.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby authorizes adoption of the Employee Service Compensation Policy, as referenced herein, and further authorizes the Executive Director to implement these changes. The Board further authorizes all Personnel Policies not consistent with the changes herein are hereby rescinded and abrogated, effective July 1, 2021.

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 December 22, 2020

EXECUTIVE DIRECTOR/SECRETARY-TREASURER