

**MINUTES OF THE REGULAR MEETING OF LODI
HOUSING AUTHORITY, 50 BROOKSIDE AVENUE,
LODI, NEW JERSEY AT 7:00 PM ON THURSDAY,
FEBRUARY 25, 2021**

Call to Order: Due to the absence of Chairman Steven De Nobile and Vice Chairman Robert Riley, Jr., the Executive Director/Secretary Treasurer Thomas DeSomma called the Regular Meeting to Order at 7:00 PM.

Pledge of Allegiance: Executive Director/Secretary Treasurer DeSomma requested everyone stand for the Pledge of Allegiance. After the Pledge, the Executive Director/Secretary Treasurer 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." Executive Director/Secretary Treasurer 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 Commissioners Daniel J. Cody, Paul V. Lynch, Robert Marra, and Marc N. Schrieks. Chairman Steven De Nobile, Vice Chairman Robert Riley, Jr. and Commissioner Albert Di Chiara were absent.

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 were also present.

Bids: None

Approval of Minutes:

Motion was made by Commissioner Cody and Seconded by Commissioner Lynch to approve the Minutes of the Regular Meeting held on January 21, 2021.

Upon Roll Call, the Board voted as follows:

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

Motion was made by Commissioner Cody and Seconded by Commissioner Schrieks to approve the Minutes of the Closed Meeting held on January 21, 2021.

Upon Roll Call, the Board voted as follows:

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

Communications:

1. Congratulations given to Commissioner Robert Riley, Jr. on his reappointment to a 5-Year Term ending 02/19/26
2. Submission of 2020 Multiple Dwelling Report to State of NJ, Division of Civil Rights
3. Submission of LHA's Natural Gas Master Meter Certification to State of NJ
4. LHA's 2021 request to Valley (bank) for reimbursement of payroll costs up to \$2,000 – verbal agreement received (up to approximately \$2,500)
5. PH Monthly PIC Submission @ 100%
6. Section 8 Monthly PIC Submission @ 97.35%
7. HUD Notice – CFP Award (2021) - \$442,633 (increase of \$23,994)

MINUTES OF REGULAR MEETING – FEBRUARY 25, 2021 (cont'd)

Report of Attorney:

1. Evictions/Notices to Cease/Related Hearings
2. Updates:
 - a. C. King (former S-8 Participant) – arrearages owed in the amount of \$1,681± - file court documents & place on HUD's Debts Owed List
3. 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 February 2021 Bills Agenda was made by
Commissioner Cody and Seconded by Commissioner Schrieks.
Upon Roll Call, the Board voted as follows:**

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

Report of Executive Director:

1. Approximate total interest earned for FY 2020-2021 – **\$560.00±**

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. Public Bid Opening on 02/05/21 for 2nd Floor Office Renovations (COVID) – received 9 bids and awaiting analysis

MINUTES OF REGULAR MEETING – FEBRUARY 25, 2021 (cont'd)

4. Public Bid Advertisement – Massey Street Parking Lot Expansion – Pre-Bid Meeting (02/11/21) – Bid Opening (02/24/21) – single bid received & rejected (over budget allocation) – refer to Bd. Res. #20-21
5. Re-scheduling of window replacement at DVP due to COVID restrictions – still pending
6. Temperature Scanner installed in Maintenance Department (COVID expenditure)
7. Notice forwarded to all Residents – reminder to report income, appliances, etc.
8. Discussed the need for eason workers (snow removal)

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

1. BCCD – final payment for CCTV Contract (\$62,000±) – still pending
2. DVP domestic hot water tank leak – PK Mechanical was contacted and made necessary repairs – further discussion ensued on future integrity of tank & possible solutions
3. 2021 BCD CD Funding Application submitted for boiler repairs/fire alarm systems
4. 2020 BCD CD Approved Funding (\$100,000) for S/C boilers

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

1. Resolution #20-17	Major Appliance Excess Utility Charges – Revised July 1, 2021
2. Resolution #20-18	Emergency Declaration/Authorization to Solicit Professional Services for Design/Installation of DVP Domestic Hot Water Tank Replacement
3. Resolution #20-19	Declaration of Emergency b Gov. Murphy on January 31, 2021 Snowstorm
4. Resolution #20-20	Revision to Employee Training/Continuing Education Policy (Steps 5,6, & &) as Related to Employee Salary Guide
5. Resolution #20-21	Rejection of Single Bid Received for Massey Street Parking Lot Expansion

MINUTES OF REGULAR MEETING – FEBRUARY 25, 2021 (cont'd)

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 Schrieks.
Upon Roll Call, the Board voted as follows:

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

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

Adjournment:

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

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

Meeting was Adjourned at 7:25 PM and Executive Director/Secretary Treasurer declared the Regular Meeting closed.


THOMAS DeSOMMA

Executive Director/Secretary Treasurer


ROBERT RILEY, JR., Vice Chairman

Transcribed/Typed by: Carol A. Ferraro
CAROL A. FERRARA
Housing Manager/Recording Secretary

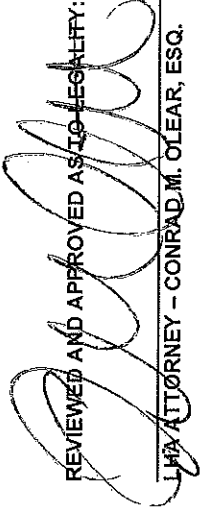
RESOLUTION NO. 20-17

Governing Body Recorded Vote – Members:

Board Members	Aye	Nay	Abstain	Absent
Commissioner D. J. Cody	✓			
Commissioner A. Di Chiara				✓
Commissioner P. V. Lynch	✓			
Commissioner R. Marra	✓			
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.

MAJOR APPLIANCE – EXCESS UTILITY CHARGES
EFFECTIVE JULY 1, 2021

WHEREAS, Lodi Housing Authority (LHA) has received the 2020-2021 Tenant Furnished Utility Allowance Analysis from Northeastern Utility Consultants, LLC dated September 14, 2020; 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 July 1, 2021 and be charged to the household upon any Annual/Interim Re- Examination (effective on 07/01/21 and thereafter).

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 February 25, 2021

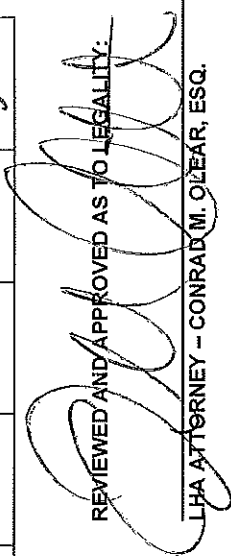

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 20-18

Governing Body Recorded Vote – Members:

Board Members				
	Aye	May	Abstain	Absent
Commissioner D. J. Cody	✓			
Commissioner A. Di Chiara				✓
Commissioner P. V. Lynch	✓			
Commissioner R. Marra	✓			
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.

EMERGENCY DECLARATION/AUTHORIZATION PERTAINING TO RELATED EXPENSES FOR THE SOLICITATION OF PROFESSIONAL SERVICES FOR THE DESIGN/INSTALLATION OF DVP DOMESTIC HOT WATER TANK REPLACEMENT

WHEREAS, on or about 01/16/2021, Lodi Housing Authority's (LHA's) Maintenance Superintendent, Frank Ciliberto, and Sr. Maintenance Repairer-LPL, Frank Licata, Jr. observed and reported a leak coming from the hot water tank (referenced herein and in attached photos); and

WHEREAS, upon contacting PK Mechanical (PK), primary installation contractor, when tank was installed (2009-2010) with a 10-year unconditional warranty on the lining; and

WHEREAS, on or about 2019/2020, PK was required to repair the internal lining of said tank and LHA and PK entered into a settlement agreement extending the tank's warranty for another 2 years, ending 01/22/2022 (refer to attached executed letter by PK dated 01/22/2020, along with Board Res. #18-42); and

WHEREAS, due to the tank's recent leak on 01/16/2021 (2nd Emergency Repair necessary), PK immediately scheduled and repaired the tank by having a patch welded (see photos); and

WHEREAS, the tank continues to require Emergency Repairs, the Board of Commissioners (Board) hereby authorizes any repairs and/or replacement expenditures to the tank be Declared as Emergency; and

WHEREAS, the Board further authorizes the Executive Director to solicit for Professional Services necessary to repair/replace said tank.

NOW, THEREFORE, BE IT RESOLVED, the Emergency Declaration affects the health, safety, and welfare of LHA's tenants located at the De Vries Park Family Complex (100 dwelling units) as defined under 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 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 February 25, 2021

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 20-19

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

DECLARATION OF EMERGENCY EXPENDITURE
 (State of Emergency Declared by
 Gov. Phil Murphy on January 31, 2021)

SNOWSTORM EMERGENCY EXPENDITURE
ALL PUBLIC HOUSING COMPLEXES – DE VRIES PARK
AND SENIOR CITIZEN COMPLEXES LOCATED AT
MASSEY STREET/RENNIE PLACE/NORTH MAIN STREET

WHEREAS, on or about January 31, 2021, an Emergency Declaration by Governor Murphy and related snow accumulation required the Lodi Housing Authority (LHA) to retain Emergency outside contractor to plow, remove, and dump accumulated snow, in addition to hiring part-time employees to remove the accumulation of snow from all the complexes (sidewalks, steps, stairwells, and common areas such as, parking lots, service drive, etc.); and

WHEREAS, as Executive Director, I hereby certified that the “snowstorm” referenced above, created a threat to all 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 LHA’s tenants’ health, safety and welfare, as defined in NJSA 40A:11.6, and required immediate remediation.

BE IT FURTHER RESOLVED, all such related expenditures, including but not limited to outside contractor costs, full-time/part-time related Maintenance overtime, snow removal equipment, de-icer, rock salt, etc., all of which should be classified as “Emergency Expenditures.”

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 25, 2021

 EXECUTIVE DIRECTOR/CLERK-TREASURER



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
thomasd@lodihousing.org

February 2021

EMERGENCY DECLARATION/CERTIFICATION

**State of Emergency Declared
by Gov. Phil Murphy on January 31, 2021**

ALL PUBLIC HOUSING COMPLEXES – DE VRIES PARK/ MASSEY STREET/RENNIE PLACE/NORTH MAIN STREET

Due to Governor Murphy's Emergency Declaration due to snowstorm on or about January 31, 2021, Lodi Housing Authority (LHA) found it necessary to retain emergency contractor to plow, remove, & dump accumulated snow, in addition to hiring part-time employees to remove the accumulation of snow from all the complexes (sidewalks, steps, stairwells, and common areas such as, parking lots, service drive, etc.).

Therefore, as Executive Director, I hereby certified to the Emergency Snow Removal resulting from the "snowstorm" referenced above.

Furthermore, I hereby certify any such related Expenditures be classified as "Emergency Expenditures" and fall within NJSA 40A:11-6.


THOMAS DeSOMMA 2/18/21 Date
Executive Director

RESOLUTION NO. 20-20

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD MCLEER, ESQ.

REVISION TO EMPLOYEE TRAINING/CONTINUING
EDUCATION POLICY – STEPS 5, 6, 7
AS RELATED TO EMPLOYEE SALARY GUIDE

WHEREAS, the Lodi Housing Authority (LHA) Board of Commissioners (Board) previously revised/adopted the Employee Salary Guide indicating Steps 5, 6, and 7 required employee training subject to Executive Director’s recommendation/ approval; and

WHEREAS, Employee Training was specified during time of “hands-on” training site availability both for Executive Management, Administrative Staff, and/or Maintenance Employees; and

WHEREAS, due to COVID-19 recent restrictions, such as, traveling, social distancing, required PCR testing of employees, and in most instances, all related training has been restructured from “hands-on” training to virtual/e-learning training; and

WHEREAS, the COVID-19 Pandemic has affected scheduling of employees’ virtual/e-training impractical due to employees being out of the office due to required COVID testing/quarantining; and

WHEREAS, the Board hereby authorizes the waiver of employee required training for Steps 5, 6, and 7, at this time and further authorizes Steps 5, 6, and 7 to be reclassified as Merit Steps subject to Executive Director’s recommendation.

NOW, THEREFORE, BE IT RESOLVED, approval of this Resolution further authorizes Executive Director, in conjunction with the concurrence of the Deputy Executive Director and/or the Housing Manager, that such employee training will be required, as deemed necessary, for employee to perform duties/responsibilities.

NOW, THEREFORE, BE IT FURTHER RESOLVED, all previous Employee Title/Salary Step Guides indicating required training are hereby rescinded and abrogated, effective immediately, upon adoption of this Resolution #20-20.

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 25, 2021

EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 20-21

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

REJECTION OF SINGLE BID RECEIVED ON 02/24/21 FOR
MASSEY STREET PARKING LOT EXPANSION

WHEREAS, Lodi Housing Authority (LHA) publicly advertised and received a single bid at 10:00 AM on February 24, 2021 for the Massey Street Parking Lot Expansion (as referenced above); and

WHEREAS, only one (1) public bid was received and opened by LHA's A&E Design Professional and it was determined by the Executive Director to be over budget allocation; and

WHEREAS, while the single bid received was above LHA's budget allocation, the Executive Director hereby recommends that, in the best interest of LHA, the single bid received be Rejected and re-advertised.

NOW, THEREFORE, BE IT RESOLVED, the public bid received pertaining to the Massey Street Parking Lot Expansion is hereby Rejected.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director/Secretary-Treasurer is authorized to re-advertise for public bids for the Massey Street Parking Lot Expansion.

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 25, 2021

EXECUTIVE DIRECTOR/SECRETARY-TREASURER