

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, SEPTEMBER 29, 2022

Call to Order: Chairman Steven De Nobile called the Regular Meeting to Order at 7:00 PM.

Pledge of Allegiance: Chairman De Nobile requested everyone stand for the Pledge of Allegiance, and 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 De Nobile also stated the following, "This meeting has been publicly advertised in compliance with the Open Public Meeting Act."

Roll Call: In addition to Chairman De Nobile, the meeting was attended by Vice Chairman Robert Riley and Commissioners Daniel J. Cody, Albert Di Chiara, Paul V. Lynch, and Robert Marra.

The Meeting was also attended by 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. No one was absent.

Bids: None

Approval of Minutes:

Motion was made by Commissioner Di Chiara and Seconded by Commissioner Marra to approve the Minutes of the Regular Meeting held on June 30, 2022.

Upon Roll Call, the Board voted as follows:

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

Motion was made by Commissioner Cody and Seconded by Commissioner Di Chiara to approve the Minutes of the Closed Session of the Regular Meeting held on June 30, 2022.

Upon Roll Call, the Board voted as follows:

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

Communications:

1. Congratulations to Commissioner/Vice Chairman Robert Marra on his 5-Year Re-Appointment to the Board for Term 06/11/22 – 06/10/27
2. Dept. of HUD's Approval of LHA's Annual PHA Plan for FYS 10/01/22
3. PIC Submission Reports for July & August
4. Dept. of HUD's Conditional Acceptance of FYE 09/30/21 Independent Public Audit (IPA)
5. Section 8 (and PH, if needed) Utility Allowance Analysis for 2023

MINUTES OF REGULAR MEETING – SEPTEMBER 29, 2022 (cont'd)

Report of Attorney:

1. **New:**
2. **Updates:**
3. **Any Other Pending Litigation/Personnel Matters to be Discussed:**

REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS FOR RELATED CORRESPONDENCE

Report of Accountant:

1. As required by Dept. of HUD, Wallace Nowosielecki (Fee Accountant) and Carmen Irizarry (Consultant) submitted the Section 8 Cares Act Funding Close-Out Report

Report of Security: Nothing at this time.

Bills Agenda:

**Motion to Approve the July 2022 Bills Agenda 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 Vice Chairman Riley Chairman De Nobile | NONE | NONE | NONE |

**Motion to Approve the August 2022 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 Vice Chairman Riley Chairman De Nobile | NONE | NONE | NONE |

**Motion to Approve the September 2022 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 Vice Chairman Riley Chairman De Nobile | NONE | NONE | NONE |

MINUTES OF REGULAR MEETING – SEPTEMBER 29, 2022 (cont'd)

Report of Executive Director:

1. CONTRACT REPORT:

| CONTRACT AWARDED TO: | | CONTRACT FOR: |
|--|---|--|
| 1. | Garden State Gutter Cleaning 240 Montgomery Street Bloomfield, NJ 07003 800-508-5044 | Leaf Removal/Gutter Cleaning of all Buildings (21 Residential plus the Garage) at the De Vries Park Family Complex \$1,800.00 |
| 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 <u>DOES NOT REQUIRE BOARD APPROVAL</u> SINCE YEARLY CONTRACT AMOUNT IS WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD | | |

| CONTRACT AWARDED TO: | | CONTRACT 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 <u>DOES REQUIRE BOARD APPROVAL</u> SINCE YEARLY CONTRACT AMOUNT IS NOT WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD | | |

2. Authorized, at no direct cost, a cost analysis of electric/gas usage at LHA (fee, as such, is 50% of any credit/refund due LHA)
3. Annual Inspection Notice was distributed to all LHA tenants – all inspections completed
4. Property Damage – North Main S/C Resident, while backing up, drove her vehicle into corner of North Building – damage sustained to exterior of building (light post, brick, downspout, etc.) and interior walls, studs, heating system, etc. within Apartment #19 – refer to Bd. Res. #21-37

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

1. Fire Alarm/Call to Aid/Pull Stations – Bid Opening on 09/21/22 at 10 AM
2. EV (electric vehicle charging stations) – utility usage analysis has been requested
3. PVWC – replacing fire hydrants at DVP on 09/14/22-09/15/22
4. Dept. of HUD 2023 Section 8 FMRs for Lodi
5. Report of ongoing Maintenance work being done at Massey Street & DVP
6. Implementing 5% Annual Adjustment Factor for CY 2023 for all Section 8 participants
7. Rennie #35 – repair of collapsed ceiling – Maintenance did an excellent job!

MINUTES OF REGULAR MEETING – SEPTEMBER 29, 2022 (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 Di Chiara and Seconded by Commissioner Cody. Upon Roll Call, the Board voted as follows:

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

| | |
|----------------------|--|
| 1. Resolution #21-31 | Approval to Award Contract to Perform HQS Inspections Under the Section 8 HCV Program to Pat Kelson Associates, Inc. – Effective 10/01/22 |
| 2. Resolution #21-32 | 3-Year Independent Public Audit (IPA) Professional Service Contract Awarded on Yearly Basis to Francis J. McConnell at \$8,400 annually |
| 3. Resolution #21-33 | LHA Flat Rents – Effective 01/01/23 |
| 4. Resolution #21-34 | Re-Adoption/Update of Employee Personnel Policy (aka Employee Handbook) |
| 5. Resolution #21-35 | Rent Waiver/Write Off – October & November 2022 for Rennie #35 Due to Collapse of Ceiling – \$323.00 per month (\$646.00) |
| 6. Resolution #21-36 | Declaration of Emergency Expenditures – Related to Exterior/Interior Property Damage – North Main Street S/C Complex (Due to S/C Resident Backing Into North Building) |
| 7. Resolution #21-37 | Approval of 2022 LHA Budget Resolution for FY 10/01/22-09/30/23 |
| 8. Resolution #21-38 | Consultant Professional Service Contract Awarded to CJI Associates, Inc. for FY 10/01/22-09/30/23 |
| 9. Resolution #21-39 | Rejection of Single Bid Received for Repair/Replacement of Fire Alarm/Call to Aid System at LHA S/C Complexes |

Report of Commissioner:

Unfinished Business: None

Old Business: None

New Business: None

Good & Welfare: None

Hearing of Citizens: None in Attendance

MINUTES OF REGULAR MEETING – SEPTEMBER 29, 2022 (cont'd)

Closed Session:

**Motion to End Regular Order of Business and go into Closed Session was made by Commissioner Cody and Seconded by Commissioner Marra.
Upon Roll Call, the Board voted as follows:**

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

Adjournment:


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

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

Meeting was Adjourned at 8:00 PM and Chairman De Nobile declared the Regular Meeting closed.



THOMAS DeSOMMA
 Executive Director/Secretary Treasurer



ROBERT RILEY, JR., Chairman or
ROBERT MARRA, Vice Chairman

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

RESOLUTION NO. 21-31

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 | | | | |
| Vice Chairman R. Riley, Jr. | | | | |
| Chairman S. De Nobile | | | | |

Approved _____ Denied _____

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

APPROVAL TO AWARD CONTRACT TO PERFORM HQS INSPECTIONS UNDER THE SECTION 8 HCV PROGRAM TO PAT KELSON ASSOCIATES, INC. – EFFECTIVE 10/01/2022

WHEREAS, on July 29, 2016, the Housing Opportunity Through Modernization Act (HOTMA) was signed into law, and

WHEREAS, HOTMA 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, Section 8(o)(8) of the 1937 Act requires that units assisted under Section 8 (o) be inspected to determine that the units meet Housing Quality Standards (HQS) before the PHA makes a Housing Assistance Payment (HAP) pursuant to HAP Contract; and

WHEREAS, the HOTMA provision does not remove the requirement to conduct an inspection prior to making a HAP but provides the PHA administering the HCV Program options for bringing units under a HAP Contract more quickly by streamlining inspection time; and

WHEREAS, in accordance with HOTMA and 24 CFR 982.405(a), revised language states “the PHA must inspect the unit leased to a family prior to the initial term of the lease, at least, biennially during assisted occupancy and at other times as needed to determine if the unit meets HQS. See 982.305(b)(2) concerning timing of initial inspection by PHA; and

WHEREAS, a special inspection may be requested by owner, the family, or a third party as a result of problem identified with a unit between biennial inspections; and

WHEREAS, HOTMA provisions regarding the inspections of dwelling units for the HCV Program offers PHAs additional administrative flexibility over the initial inspection process; and

WHEREAS, CGI Federal, Inc. (LHA’s current company performing Section 8 HQS inspections) contract expires on 09/30/22 and notified LHA they decided not to renew its contract with LHA (see attached correspondence); and

WHEREAS, the Executive Director, subsequently, requested and reviewed price quotes received to conduct Housing Choice Voucher HQS Inspections, as required; and

WHEREAS, the Executive Director hereby certifies there is sufficient Funding Availability in the Section 8 HCV Program to authorize Pat Kelson Associates, Inc. contract service referenced herein; and

WHEREAS, it is the recommendation of the Executive Director to award said HQS Section 8 Inspections to Pat Kelson Associates, Inc., 546 Washington Avenue, West Haven, CT 06561, with an implementation date of October 1, 2022, as follows:

- See attached Proposal for costs per inspections for 1st Year Proposal – 10/01/22 thru 09/30/23; 2nd Year Proposal – 10/01/23 thru 09/30/24; 3rd Year Proposal – 10/01/24 thru 09/30/25; and
- Employee Training (12 hours) not to exceed \$1,500, which must be completed prior to implementation of 1st Year Contract Period of 10/01/22 thru 09/30/23; and
- LHA intends to enter into a 3-year agreement for these Section 8 HCV inspections/rent reasonableness and other related services but may, at its option, enter into a three-year optional agreement as referenced above and within the specifications/proposal package.

NOW, THEREFORE, BE IT RESOLVED, said RFP has been previously distributed to Board and is available for review and retained in contract file, identified as Section 8 HQS Contracted Inspections.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any and all documents necessary to effectuate the Section 8 HQS Contracted Inspections Service with **Pat Kelson Associates, Inc., 546 Washington Avenue, West Haven, CT 06561.**, 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 September 29, 2022



EXECUTIVE DIRECTOR/SECRETARY-TREASURER



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

FORM OF CONTRACT

THIS AGREEMENT made on **AUGUST 15, 2022** by and between **PAT KELSON ASSOCIATES, INC.**, hereinafter called the "Contractor" and **LODI HOUSING AUTHORITY**, hereinafter called the "Authority"

WITNESSETH, that the Contractor and the Authority for the consideration stated herein agrees as follows:

ARTICLE 1 – Statement of Work: The Contractor shall furnish all services and shall perform all work required in the attached CONTRACT DOCUMENTS for **Section 8 HQS Inspections and Related Services for Lodi Housing Authority, 50 Brookside Avenue, Lodi, NJ 07644** incorporated herein by reference and made a part hereof;

ARTICLE 2 – Time of Completion: The Contractor shall commence work under this Contract on a date specified by verbal authorization and shall fully complete all work as specified in the attached;

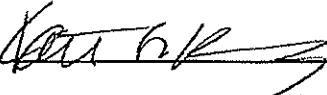
ARTICLE 3 – Contract Price: The Contract Price shall be **see attached**.


ARTICLE 4 – Payment: Payment shall be made within thirty (30) days of completion and acceptance of work and upon approval by Authority Board of Commissioners.

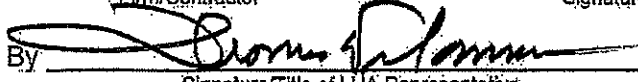
ARTICLE 5 – Contract Documents: Contract Documents shall consist of the attached documents.

This instrument, together with the attached documents, form the Contract and they are as fully part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in Article 3 shall govern, except as otherwise specifically stated.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed the date and year first above written.

In Presence of: 

Pat Kelson Associates, Inc. By  **8/15/2022**
Firm/Contractor Signature of Principal Date

By  **8/15/22**
Signature/Title of LHA Representative Date



**LODI
HOUSING
AUTHORITY**

50 Brookside Avenue □ Lodi, New Jersey 07644

REQUEST FOR QUOTATION FOR SECTION 8 HQS INSPECTIONS/RELATED SERVICES

Lodi Housing Authority (LHA), a Public Housing Agency under the jurisdiction of the US Department of Housing and Urban Development (HUD), administers 477± Section 8 Housing Choice Vouchers and is seeking price quotations for its annual/biennial inspections (approximately 235± per year), including new admissions/initial inspections, re-inspections, special inspections, Housing Quality Control inspections (SEMAP), and rent reasonableness (using LHA forms/documents).

Please complete the following chart:

| Cost Per Unit | 1 ST YEAR: 10/01/22 – 09/30/23 | 2 ND YEAR: 10/01/23 – 09/30/24 | 3 RD YEAR: 10/01/24 – 09/30/25 |
|-------------------------------------|--|--|--|
| Annual/Biennial Inspections | 40 | 40 | 42 |
| New/Initial Inspections | 45 | 45 | 47 |
| Re-Inspections | 35 | 35 | 37 |
| Special Inspections | 40 | 40 | 42 |
| Housing QC Inspections <i>SEMAP</i> | 40 | 40 | 42 |
| Rent Reasonableness Determination | Included | Included | Included |

***Employee Training (12 hours) cost of \$1,500.00, which must be completed prior to implementation of 1st Year Contract Period of 10/01/22 thru 09/30/23.**

LHA intends to enter into a 1-year agreement for Section 8 HCV inspections/rent reasonableness and other related services but may, at its option, enter into a 3-year optional agreement as referenced above and within the specifications package. Requests for the quotation package must be submitted to Carol A. Ferrara, Housing Manager, via email at carolf@lodihousing.org or via FAX at 973-778-1429. No phone requests will be accepted. **All questions should be directed to Gary Luna, Deputy Executive Director, at 973-470-3653 x20.**

LHA WILL NOT ACCEPT HAND DELIVERED PROPOSALS. PRICE QUOTATIONS MUST BE MAILED TO THE ADDRESS BELOW OR FAXED TO 973-778-1429 AND RECEIVED BY WEDNESDAY, JULY 20, 2022.

Lodi Housing Authority
50 Brookside Avenue
Lodi, New Jersey 07644
Attention: Thomas DeSomma, Executive Director

Donna Kelson
Signature

July 6, 2022
Date

Pat Kelson Associates, Inc.
Company Name

Kelsoninspections@gmail.com
Email Address

546 Washington Ave West Haven, CT 06561
Street Address, City, Zip

203.934.1202/203.934.6519
Phone/Fax #

RESOLUTION NO. 21-32

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 | / | | | |
| Vice Chairman R. Riley, Jr. | / | | | |
| Chairman S. De Nobile | / | | | |

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

LHA ATTORNEY - CONRAD M. OLEAR, ESQ.

**INDEPENDENT PUBLIC AUDIT (IPA) – 3-YEAR CONTRACT
TO BE AWARDED YEARLY FOR
FYE 09/30/22 & FYE 09/30/23 & FYE 09/30/24**

WHEREAS, the Lodi Housing Authority (Authority) will publicly advertise award of IPA Contract covering FYE 09/30/22, FYE 09/30/23, & FYE 09/30/24 in accordance with NJSA 11-5, et.seq.; and

WHEREAS, the RFQ received as set forth in attachment has been reviewed for compliance by and is hereby recommended by Executive Director for award.

NOW, THEREFORE, BE IT RESOLVED, by the Lodi Housing Authority Executive Director that FYE 09/30/22, FYE 09/30/23 & FYE 09/30/24 IPA Contract Audit of the Housing Authority’s Public Housing, Section 8, and Capital Fund Programs, and its year ending Financial Statements, which includes, but is not limited to any and all required Electronic Submissions, SEMAP/PHAS Analysis, etc., be and is hereby awarded (and will be awarded on a yearly basis) to **Francis J. McConnell, CPA, 6225 Rising Sun Avenue, Philadelphia, PA 19111** as follows:

- 1st Year Contract – FYE 09/30/2022: \$8,400.00
- 2nd Year Contract – FYE 09/30/2023: \$8,400.00
- 3rd Year Contract – FYE 09/30/2024: \$8,400.00

NOW, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any and all related contract documents pertaining to said appointment of Francis J. McConnell, CPA, as Independent Public Auditor.

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 Sept 29, 2022

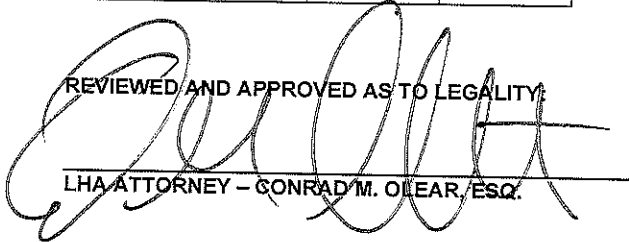
 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 21-33

Governing Body Recorded Vote – Members:

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

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

LHA FLAT RENTS – EFFECTIVE JANUARY 1, 2023

WHEREAS, PIH Notice 2021-17 (HA) issued 09/13/21 “Updates Flat Rent Statutory Requirements” and further establishes Flat Rent Calculations for January 2023.

NOW, THEREFORE, BE IT FURTHER RESOLVED, in compliance with US Dept. of HUD Mandate, applicable Flat Rents must be a **minimum** of 80% of the lower of LHA’s FMR/SMAFR established by HUD for 2023 as reflected below:

| LODI’S SAFMR | | |
|--------------|---------|---------|
| 1 B/R | 2 B/R | 3 B/R |
| \$1,490 | \$1,730 | \$2,150 |

NOW, THEREFORE, BE IT FURTHER RESOLVED, LHA’s Flat Rents listed below include excess utilities and shall be effective for all LHA Residents newly-admitted or recertified on or after January 1, 2023.

| LHA FLAT RENTS | | |
|----------------|---------|---------|
| 1 B/R | 2 B/R | 3 B/R |
| \$1,192 | \$1,384 | \$1,720 |

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, September 29, 2022

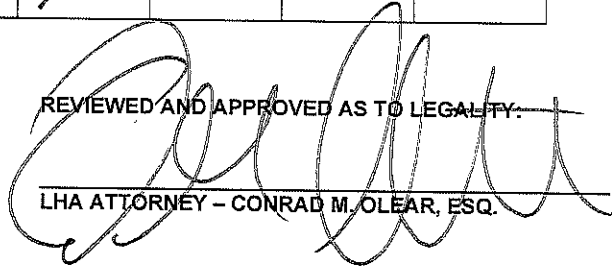
 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 21-34

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 | /// | | | |
| Vice Chairman R. Riley, Jr. | /// | | | |
| Chairman S. De Nobile | /// | | | |

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**RE-ADOPTION OF LHA STATEMENT OF PERSONNEL POLICY
 (aka EMPLOYEE PERSONNEL HANDBOOK)**

WHEREAS, the Executive Director/Secretary-Treasurer of Lodi Housing Authority (LHA) periodically reviews and makes clarifications, recommendations, and amendments to the LHA’s Statement of Personnel Policy, also known as the Employee Personnel Handbook (Personnel Policy); and

WHEREAS, the Executive Director/Secretary-Treasurer has recently reviewed the Statement of Personnel Policy (Employee Handbook) and hereby recommends that the LHA Board of Commissioners (Board) consider re-adopting the attached Statement of Personnel Policy; and

WHEREAS, there are substantiative clarifications and additions made by the Executive Director/Secretary Treasurer (as referenced in email dated 9/13/22) which have been inserted into the Statement of Personnel Policy (Employee Handbook).

NOW, THEREFORE, BE IT RESOLVED, as recommended by the Executive Director/Secretary-Treasurer, the Board of Commissioners hereby re-adopts and approves the attached clarifications, amendments, and changes to LHA’s Statement of Personnel Policy (aka Employee Personnel Handbook) and said changes shall become effective 30 days after re-adoption of this Resolution #21-35, except for the Use of Accrued Time section, which will become effective January 1, 2023.

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 September 29, 2022

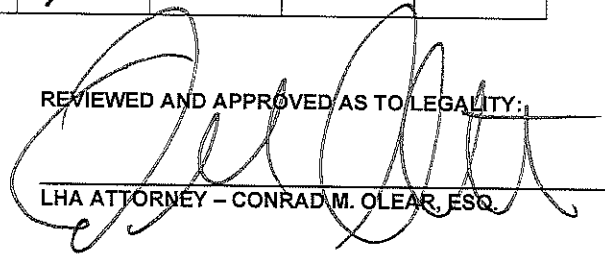

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 21-35

Governing Body Recorded Vote – Members:

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

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**Rent Waiver/Write Off – October & November 2022 for Rennie #35
 Due to Collapse of Ceiling – \$323.00 per month (\$646.00)**

WHEREAS, due to extensive water leak resulting in the living room ceiling at the Rennie Place Senior Citizen Complex (Apt. #35) to collapse; and

WHEREAS, extensive work was necessary to repair/replace water-damaged living room ceiling did require the Senior Citizen Resident to vacate unit, the Executive Director/Secretary Treasurer hereby recommends the collection of two months' rent (October & November 2022) totaling \$646 to be waived as referenced below.

| TENANT | COMPLEX | AMOUNT | REASON |
|-----------------------|---|-----------------|---|
| Teofila L. Carruitero | Apt. #35 Rennie Place S/C Complex | \$646.00 | Due to Ceiling Collapse Requiring Tenant to Vacate During Repairs |
| TOTAL: | | \$646.00 | |

NOW, THEREFORE, BE IT RESOLVED, as recommended by the Executive Director/Secretary-Treasurer, the Board of Commissioners hereby approves the 2-Month Waiver of Tenant's October & November 2022 rent (totaling \$646.00) and is further deemed uncollectible for FYE 09/30/23.

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 September 29, 2022


 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

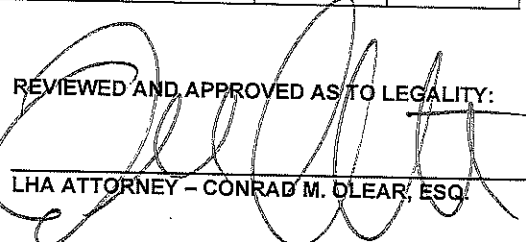
Cc: Housing Manager/HRC
 Supervisor of Accounts
 LHA Fee Accountant
 Resident File (Rennie #35)

RESOLUTION NO. 21-36

Governing Body Recorded Vote – Members:

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

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**DECLARATION OF EMERGENCY EXPENDITURE
 RELATED TO EXTERIOR/INTERIOR PROPERTY DAMAGE – 375
 NORTH MAIN STREET SENIOR CITIZEN COMPLEX DUE RESIDENT
 BACKING VEHICLE INTO CORNER OF NORTH BUILDING (APT. #19)**

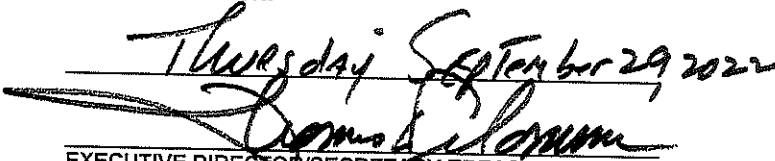
WHEREAS, on Thursday, 09/22/22, at approximately 11:15 AM, a resident of the North Main Street Senior Citizen Complex, while backing out of her parking space, lost control of her vehicle and backed into the North Building causing extensive damage to the exterior corner of the building (light post, bricks, leader, etc.) and the interior of Apt. #19 (walls, living room window, heating system, etc.); and

WHEREAS, said damages require immediate and extensive repairs and as Executive Director, I hereby declare and recommend the repairs and related costs be declared **Emergency Expenditures**.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners, in conjunction with the Executive Director's recommendation referenced herein, hereby declare these repairs and related costs as Emergency Expenditures.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director is further authorized to charge any and all related expenditures to the Public Housing Operating Program Funds.

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 September 29, 2022

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

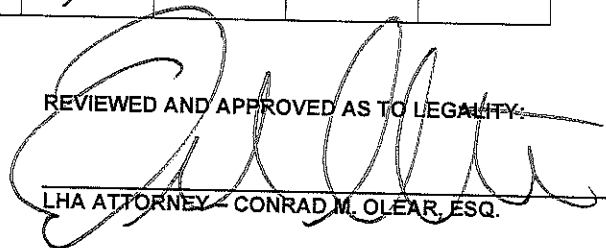
RESOLUTION NO. 21-37

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 | / | | | |
| 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 OF 2022 LODI HOUSING AUTHORITY
BUDGET RESOLUTION**

FISCAL YEAR: FROM 10/01/2022 TO 09/30/2023

WHEREAS, the Annual Budget for the Lodi Housing Authority for the fiscal year beginning October 1, 2022 and ending September 30, 2023 has been presented before the governing body of the Lodi Housing Authority at its open public meeting of September 29, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$9,473,547, Total Appropriations, including any Accumulated Deficit, if any, of \$9,234,102 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$N/A; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$540,889 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$N/A; and

WHEREAS, the schedule of rents, fees, and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

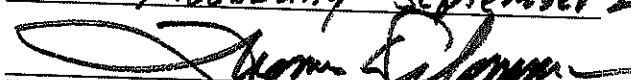
WHEREAS, the Capital Budget/Program, pursuant to NJAC 5:31-2, does not confer any authorization to raise or expend funds; rather, it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purpose described in this section of the budget must be granted elsewhere by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Lodi Housing Authority, at an open public meeting held on September 29, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Lodi Housing Authority for the fiscal year beginning October 1, 2022 and ending September 30, 2023, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease agreements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lodi Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption December 15, 2022.

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:

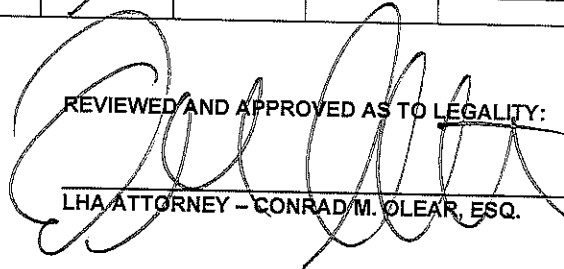
Thursday September 29, 2022

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 21-38

Governing Body Recorded Vote – Members:

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

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**ONE-YEAR CONSULTING CONTRACT
 FY OCTOBER 1, 2022 – SEPTEMBER 30, 2023**

WHEREAS, the Lodi Housing Authority (Authority) will publicly advertise the award of the Consulting Contract, covering FY 10/01/22-09/30/23, in accordance with NJSA 11-5, et.seq.; and

WHEREAS, the RFQ received as set forth in attachment has been reviewed for compliance by the Executive Director/Secretary-Treasurer; and

WHEREAS, as Executive Director/Secretary Treasurer, I hereby recommend Carmen J. Irizarry of CJI Associates, Inc., 9 Woodbine Road, New City, NY 10956, be appointed as Consultant for the Authority’s Public Housing and Section 8 Rental Assistance Programs for a one-year period commencing on October 1, 2022 through September 30, 2023 and said contract shall be for the Annual Fee Not to Exceed \$110,730.00; and

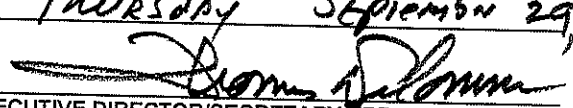
WHEREAS, the Division of Local Finance requires “Certification of Funding Availability” when awarding contracts.

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

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Authority, Carmen J. Irizarry is hereby appointed to said position as “Consultant” at Annual Fee Not to Exceed \$110,730.00, for the term(s) as described in the preceding paragraph. Said Annual Fee shall be paid/pro-rate to such Programs under the Authority’s jurisdiction, such as Public Housing, Section 8, Capital Fund Program (CFP), as deemed appropriate by the Executive Director; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to review, amend, and execute any and all related contract documents pertaining to said appointment of Carmen J. Irizarry as Consultant.

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:

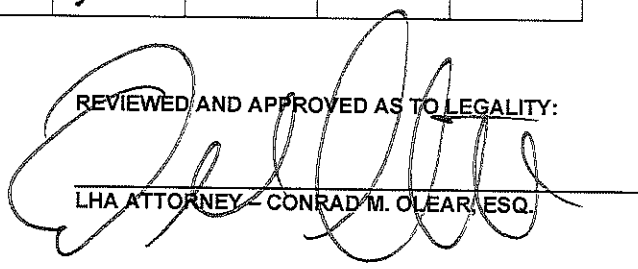
Thursday September 29, 2022

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 21-39

Governing Body Recorded Vote – Members:

| Board Members | Ayé | Nay | Abstain | Absent |
|-----------------------------|-----|-----|---------|--------|
| Commissioner D. J. Cody | / | | | |
| Commissioner A. Di Chiara | / | | | |
| Commissioner P. V. Lynch | / | | | |
| Commissioner R. Marra | / | | | |
| Vice Chairman R. Riley, Jr. | / | | | |
| Chairman S. De Nobile | / | | | |

Approved Denied

REVIEWED AND APPROVED AS TO LEGALITY:

 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

REJECTION OF SINGLE NOT RESPONSIVE BID RECEIVED ON 09/21/22 FOR REPAIR/REPLACEMENT OF FIRE ALARM/CALL TO AID SYSTEM AT LHA SENIOR CITIZEN COMPLEXES

WHEREAS, Lodi Housing Authority (LHA) publicly advertised to receive sealed bids at 10:00 AM on September 21, 2022 for the Repair/Replacement of the Fire Alarm/Call to Aid System for LHA S/C Complexes (referenced above); and

WHEREAS, only one (1) public bid was received, opened, and reviewed by LS Engineering Associates Corp. (the Authority's Design and Inspecting Engineers) and then subsequently reviewed by LHA Counsel Conrad M. Olear, Esq.; and


WHEREAS, said bid received (determined to be the single/not responsive bid) as indicated in Engineer's correspondence dated 09/27/22 (refer to attached); and

WHEREAS, both the Design Engineer and Attorney have recommended that, in the best interest of the Authority, the one (1) bid received be **Rejected** and re-advertised.

NOW, THEREFORE, BE IT RESOLVED, the public bid received pertaining to the Repair/Replacement of the Fire Alarm/Call to Aid System for LHA's S/C Complexes is hereby **Rejected**.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director/ Secretary-Treasurer is authorized to re-advertise to receive public bids for the Repair/ Replacement of the Fire Alarm/Call to Aid System for LHA's S/C Complexes.

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 September 29, 2022

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER