

REGULAR MEETING OF THE LODI HOUSING AUTHORITY

(This Agenda is posted to inform the public of actions being considered by the Authority's Board of Commissioners and Executive Director/Secretary Treasurer. There may be additions and deletions prior to the Board Meeting before taking final action.)

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

NOTICE OF MEETING: This meeting has been publicly advertised in compliance with the Open Public Meeting Act.

ROLL CALL: Cody ___ De Nobile ___ Di Chiara ___ Lynch ___ Marra ___ Riley ___
Executive Director ___ Attorney ___ Deputy Executive Director ___ Recording Secretary ___

BIDS: None

APPROVAL OF MINUTES:

- **Regular Meeting – October 26, 2022:** Motion: _____ Seconded: _____
Cody ___ De Nobile ___ Di Chiara ___ Lynch ___ Marra ___ Riley ___
- **Closed Meeting – October 26, 2022:** Motion: _____ Seconded: _____
Cody ___ De Nobile ___ Di Chiara ___ Lynch ___ Marra ___ Riley ___

COMMUNICATIONS:

1. Notice of 2022-2023 BCCD Grant Award of \$155,917 – Smoke/Alarm System
2. Concurrence of BCCD to combine 2021-2022 Grant of \$120,000 with 2022-2023 Grant (referenced above) for total of \$275,917 – refer to Resolution #22-03 – Bids will be received on 01/25/23 (refer to publicly advertised notice)
3. PIC Reports for October & November – PH 100% (both months) – Section 8 (99.56% & 100%, respectively)

REPORT OF ATTORNEY:

REPORT OF ACCOUNTANT:

REPORT OF SECURITY:

MONTHLY BILLS – PH & S-8: Approval of Bills for November & December 2022

REPORT OF EXECUTIVE DIRECTOR:

REPORT OF DEPUTY EXECUTIVE DIRECTOR/ADMIN. OF SECTION 8/HOUSING MANAGER:

RESOLUTIONS: Refer to Resolution Page for List of Resolutions

REPORT OF COMMISSIONERS:

UNFINISHED BUSINESS:

OLD BUSINESS:

NEW BUSINESS:

GOOD & WELFARE:

HEARING OF CITIZENS: Citizens are reminded that all discussions must pertain to Lodi Housing Authority business. Citizens, not discussing LHA business, will be issued the following: 1st – Reminder/Warning; 2nd – Ruled Out of Order; and 3rd – Should citizen continue to discuss non-LHA business, he/she will be asked to leave LHA Meeting/Community Room. Failure to comply will result in citizen being escorted out by Security.

CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS:

ADJOURNMENT:

Motion: _____ Seconded: _____

Cody ___ De Nobile ___ Di Chiara ___ Lynch ___ Marra ___ Riley ___

Meeting was adjourned at _____PM

REPORT OF ATTORNEY:

REFER TO CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS

DISCUSSION:

1. **NEW:**
 2. **UPDATE:**
 3. **ANY OTHER PENDING LITIGATION/PERSONNEL MATTERS:**
-

REPORT OF ACCOUNTANT:

1. NOTHING AT THIS TIME
-

REPORT OF SECURITY:

1. NOTHING AT THIS TIME

**MONTHLY BILLS AGENDA -- NOVEMBER 2022
PUBLIC HOUSING & SECTION 8**

DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD

10/16/22 - 10/29/22 THRU 10/30/22 - 11/12/22

ARE HEREBY APPROVED

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
1	Verizon	11/2/22	13791	Phones	\$ 38.74
2	T-Mobile	11/2/22	13792	Cell Phones	\$ 183.14
3	Maztek IT	11/2/22	13793	PH Managed Services	\$ 891.59
4	Home Depot Credit Service	11/2/22	13794	Maintenance Supplies	\$ 1,375.38
5	Optimum	11/2/22	13795	Phones, TV, Internet	\$ 599.14
6	Interstate Waste Services	11/2/22	13796	Trash Removal	\$ 898.23
7	Capital One	11/2/22	13797	Maintenance Supplies	\$ 3,482.04
8	Maztek IT	11/2/22	3554	S8 Managed Services	\$ 891.59
9	Orkin	11/10/22	13798	Exterminating Services	\$ 2,452.00
10	Delta Dental of New Jersey	11/14/22	Online	PH Employee Dental	\$ 1,833.27
11	Delta Dental of New Jersey	11/14/22	Online	S8 Employee Dental	\$ 877.32
12	NJ Division of Pensions and Benefits	11/14/22	Online	PH Active Employee	\$ 19,087.32
13	NJ Division of Pensions and Benefits	11/14/22	Online	S8 Active Employee	\$ 3,989.76
14	NJ Division of Pensions and Benefits	11/14/22	Online	PH Retired Employee	\$ 1,534.76
15	NJ Division of Pensions and Benefits	11/14/22	Online	S8 Retired Employee	\$ 3,069.52
16	Jersey Elevator	11/14/22	13799	Elevator Maintenance	\$ 172.41
17	SGTS Maintenance, LLC	11/14/22	13800	Oct 22 Office Cleaning	\$ 470.00
18	AMS Ties, Inc.	11/14/22	13801	PH Background Chks	\$ 37.50
19	Pitney Bowes	11/14/22	13802	Lease	\$ 514.26
20	MRI Software LLC	11/14/22	13803	Tenmast	\$ 700.00
21	AMS Ties, Inc.	11/14/22	3555	S8 Background Chks	\$ 87.50
22	SGTS Maintenance, LLC	11/14/22	3556	Oct 22 Office Cleaning	\$ 470.00
23	Wallace P. Nowosielecki	11/17/22	13804	PH Nov 22 Acct. Retainer	\$ 1,333.33
24	Noreika Service Station	11/17/22	13805	October 22 Fuel	\$ 345.00
25	Verizon	11/17/22	13806	Phones	\$ 321.13
26	Buggin' Out, LLC	11/17/22	13807	Exterminating Services	\$ 445.00
27	RICOH USA, Inc.	11/17/22	13808	Lease & Ext. Ord.	\$ 721.71
28	Perennial Services, LLC	11/17/22	13809	Lantern Fly Spray	\$ 250.00
29	Passaic Valley Water Commission	11/17/22	13810	Water	\$ 4,765.14
30	Ready Refresh	11/17/22	3557	Office Water	\$ 135.25
31	Wallace P. Nowosielecki	11/17/22	3558	S8 Nov 22 Acct. Retainer	\$ 1,333.33
32	North Jersey Media Group	11/21/22	13811	Public Notices	\$ 76.50
33	PSE&G Co.	11/21/22	13812	Utilities	\$ 22,201.59
34	Home Depot Credit Service	11/29/22	13813	Maintenance Supplies	\$ 405.68
35	Conrad M. Olear, Esq.	11/29/22	13814	PH Retainer & Ext. Ord.	\$ 2,833.33
36	Ace Lock & Key	11/29/22	13815	Locks & Keys	\$ 63.00
37	Capital One	11/29/22	13816	Maintenance Supplies	\$ 1,204.63
38	Purchase Power	11/29/22	13817	Stamps	\$ 420.99
39	All American Sewer	11/29/22	13818	Emergency Services	\$ 975.00
40	Wallington Plumbing & Heating	11/29/22	13819	Maintenance Supplies	\$ 124.65
41	Optimum	11/29/22	13820	Phones, TV, Internet	\$ 599.14
42	Millennium Mechanical, LLC	11/29/22	13821	AC Service	\$ 732.00
43	W.B. Mason	11/29/22	13822	Office Supplies	\$ 417.70
44	Billy V's Landscaping	11/29/22	13823	Landscaping Services	\$ 1,650.00
45	W.B. Mason	11/29/22	3559	Office Supplies	\$ 413.20
46	Conrad M. Olear, Esq.	11/29/22	3560	S8 Retainer	\$ 1,333.33

Motion: _____ Seconded: _____

Cody ___ De Nobile ___ Di Chiara ___ Lynch ___ Marra ___ Riley ___

MONTHLY BILLS AGENDA -- DECEMBER 2022
PUBLIC HOUSING & SECTION 8

DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD

11/13/22 - 11/26/22 THRU 11/27/22 - 12/10/22

ARE HEREBY APPROVED

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
1	Wakefern Food Corp.	12/2/22	13824	Tenant Gift Cards	\$1,200.00
2	Verizon	12/7/22	13825	Phones	\$ 38.94
3	Riccardi Bros.	12/7/22	13826	Maintenance Supplies	\$ 1,640.53
4	AMS Ties, Inc.	12/7/22	13827	PH Background Checks	\$ 12.50
5	Marion Policastro	12/7/22	13828	Reimbursement	\$ 62.04
6	Staples	12/7/22	13829	Office Supplies	\$ 96.53
7	Jersey Elevator Co., Inc.	12/7/22	13830	Elevator Maintenance	\$ 172.41
8	Nicole Ferrara	12/7/22	13831	Eyecare Reimburs.	\$ 140.00
9	Fannie Mitchell	12/7/22	13832	Rent Overpayment	\$ 119.00
10	Interstate Waste Services	12/7/22	13833	Trash Removal	\$ 898.23
11	AMS Ties, Inc.	12/7/22	3561	S8 Background Checks	\$ 28.50
12	Thomas DeSomma	12/13/22	13834	Petty Cash Reimburs.	\$ 485.16
13	Noreika Service Statoin	12/13/22	13835	November Fuel	\$ 228.00
14	RICOH USA, Inc	12/13/22	13836	Lease	\$ 475.00
15	Verizon	12/13/22	13837	Phones	\$ 321.13
16	Safeguard Business Systems	12/13/22	13838	Checks	\$ 649.27
17	T-Mobile	12/13/22	13839	Cell Phones	\$ 2,000.99
18	SGTS Maintenance, LLC	12/13/22	13840	PH Nov 22 Office Cleaning	\$ 470.00
19	Just Windows and Doors	12/13/22	13841	Rennie Pl. Window Repair	\$ 2,550.00
20	SGTS Maintenance, LLC	12/13/22	3562	S8 Nov 22 Office Cleaning	\$ 470.00
21	Rosa Hernandez Yalan	12/13/22	1512	Security Deposit Refund	\$ 100.00
22	Fannie Mitchell	12/13/22	1513	Security Deposit Refund	\$ 100.28
23	NJ Division of Pensions and Benefits	12/14/22	Online	PH Active Employee	\$ 19,087.32
24	NJ Division of Pensions and Benefits	12/14/22	Online	S8 Active Employee	\$ 3,989.76
25	NJ Division of Pensions and Benefits	12/14/22	Online	PH Retired Employee	\$ 1,534.76
26	NJ Division of Pensions and Benefits	12/14/22	Online	S8 Retired Employee	\$ 3,069.52
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REPORT OF EXECUTIVE DIRECTOR:

1. CONTRACT REPORT:

CONTRACT AWARDED TO:		CONTRACT FOR:
1.	CONTRACTS TO BE REPORTED ON JANUARY 2023 AGENDA	
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.	Interstate Waste Services of NJ, Inc. 300 Frank W. Burr Boulevard, Suite 39 Teaneck, NJ 07666 973-286-7036	3-Year Contract for Dumpster Service at LHA's 3 S/C Complexes CY 2023-2024-2025 \$46,684.50
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. Preliminary Pre-Audit FYE 09/30/22 PH/S8 Income & Expenses are as follows:

	FYE 09/30/21	FYE 09/30/22	INCREASE OF:
PH Unrestricted Reserves	\$780,492	\$932,703	+\$152,211*
S8 Unrestricted Admin Fees	\$226,484	\$348,892	+\$122,408*

***LHA's Financial Status is STRONG!!!!**

- 3. LHA has distributed Shop Rite gift cards to PH residents for Thanksgiving & Christmas
- 4. Senior Holiday Luncheon scheduled for Noon on 12/16/22 at the Rennie Place Community Room



REPORT OF DEPUTY EXECUTIVE DIRECTOR/ADMINISTRATOR SECTION 8/HOUSING MANAGER:

1. Update – Fire Alarm/Call to Aid/Pull Stations – Bid Opening on 01/25/2023
2. Photos pertaining to:
 - a. Public Service reported gas leaks; and
 - b. Recently installed chain link barrier across Massey Street patio area.

RESOLUTIONS:

CONSENT AGENDA (These 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.)

1. Resolution #22-03	Authorization for Submission of Applications for 2023 BCCD Grant Funding for Replacement of DVP Admin Building Rooftop A/C Unit and Replacement of DVP Domestic Hot Water Tank
2. Resolution #22-04	Revision to Employee Title/Salary Step Guide for Maintenance Repairer-LPL – Effective 10/01/23
3. Resolution #22-05	Inflation Adjustment for Full-Time Employees – Effective FYE 9/30/23, 09/30/24, and 09/30/25
4. Resolution #22-06	Designation of Fund Commissioner for NJPHA JIF for Fund Year 2023
5. Resolution #22-07	CY 2023 Risk Management Consultant’s Agreement
6. Resolution #22-08	3-Year Scavenger Service Contract for all :LHA S/C Complexes for CY 2023-2024-2025 Awarded to Interstate Waste Services of NJ, Inc., Teaneck, NJ
7. Resolution #22-09	
8.	

Motion: _____ **Seconded:** _____

Cody ___ **De Nobile** ___ **Di Chiara** ___ **Lynch** ___ **Marra** ___ **Riley** ___

CLOSED SESSION:

(This report IS NOT included on website/distributed as part of the Public Agenda)

Lodi Housing Authority shall now exclude members of the public from the meeting for any of the following reasons:

1. The Board may discuss matters involving Personnel or individuals who have received assistance from the Authority. The identification of such individuals may result in a violation of their rights to privacy.
2. The Board may discuss matters which are covered pursuant to NJSA 10:4-12(b)(1,2,3) involving individuals who have received assistance from LHA or who have applied for assistance. To disclose the names of such individuals would work an unwarranted invasion of their rights to privacy.
3. LHA may discuss Personnel Matters which are specifically exempt from public meetings pursuant to NJSA 10:4-12(b)(8).
4. The Board may discuss matters with Counsel that shall fall within the Attorney-Client Privilege and are, therefore, excluded from the public meeting.
5. The Board may discuss other matters pursuant to NJSA 10:4-12.

Please be advised that at the conclusion of this session, the Board shall return to a public session and the members are invited to return in order to observe. Thank you.

***Motion to End Regular Order of Business & Enter Closed Session**

Motion: _____ Seconded: _____

Cody ___ De Nobile ___ Di Chiara ___ Lynch ___ Marra ___ Riley ___

DISCUSSION:

1. **NEW AND/OR ONGOING:**
2. **ANY OTHER PENDING LITIGATION/LEGAL MATTERS:**
3. **PERSONNEL MATTERS:**

***Motion to End Closed Session & Return to Regular Order of Business**

Motion: _____ Seconded: _____

Cody ___ De Nobile ___ Di Chiara ___ Lynch ___ Marra ___ Riley ___