

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 ___ Riley ___ Lynch ___ Marra ___
Executive Director ___ Attorney ___ Deputy Executive Director ___ Recording Secretary ___

BIDS: None

APPROVAL OF MINUTES:

- **Regular Meeting – January 31, 2024:** Motion: _____ Seconded: _____
Cody ___ De Nobile ___ Di Chiara ___ Riley ___ Lynch ___ Marra ___
- **Closed Meeting – January 31, 2024:** Motion: _____ Seconded: _____
Cody ___ De Nobile ___ Di Chiara ___ Riley ___ Lynch ___ Marra ___

COMMUNICATIONS:

1.

REPORT OF ATTORNEY:

REPORT OF ACCOUNTANT:

REPORT OF SECURITY:

MONTHLY BILLS – PH & S-8:

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 ___ Riley ___ Lynch ___ Marra ___

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 -- FEBRUARY 2024

PUBLIC HOUSING & SECTION 8

DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD

1/7/24 - 1/20/24 THRU 1/21/24 - 2/3/24

ARE HEREBY APPROVED

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
1	T-Mobile	2/7/24	14356	Cell Phones	\$ 173.97
2	Capital One	2/7/24	14357	Maintenance Supplies	\$ 2,696.23
3	Delta Dental of New Jersey	2/12/24	Online	PH Employee Dental	\$ 1,886.51
4	Delta Dental of New Jersey	2/12/24	Online	S8 Employee Dental	\$ 826.02
5	DKNM Consulting, LLC	2/15/24	14359	PH Acct. Retainer	\$ 1,333.33
6	Gannett	2/15/24	14360	Public Notices	\$ 293.20
7	RICOH	2/15/24	14361	PH Lease	\$ 287.14
8	Pitney Bowes	2/15/24	14362	Lease	\$ 476.73
9	Verizon	2/15/24	14363	Phones	\$ 172.65
10	AMS Ties, Inc.	2/15/24	14364	PH Background Checks	\$ 133.00
11	Dagoberto Caba	2/15/24	14365	Refund	\$ 121.00
12	Wallace P. Nowosielecki	2/15/24	14366	PH Acct. Retainer	\$ 2,666.66
13	SGTS Maintenance, LLC	2/15/24	14367	PH Office Cleaning	\$ 495.00
14	Interstate Waste Services	2/15/24	14368	Trash Removal	\$ 1,295.76
15	Wallace P. Nowosielecki	2/15/24	3703	S8 Acct. Retainer	\$ 2,666.66
16	DKNM Consulting, LLC	2/15/24	3704	S8 Acct. Retainer	\$ 1,333.33
17	AMS Ties, Inc.	2/15/24	3705	S8 Background Checks	\$ 87.50
18	SGTS Maintenance, LLC	2/15/24	3706	S8 Office Cleaning	\$ 495.00
19	RICOH	2/15/24	3707	S8 Lease	\$ 287.13
20	NJ Division of Pensions and Benefits	2/16/24	Online	PH Active Employee	\$ 24,805.64
21	NJ Division of Pensions and Benefits	2/16/24	Online	S8 Active Employee	\$ 5,185.04
22	NJ Division of Pensions and Benefits	2/16/24	Online	PH Retired Employee	\$ 1,667.88
23	NJ Division of Pensions and Benefits	2/16/24	Online	S8 Retired Employee	\$ 2,918.91
24	Mazteck	2/21/24	14369	IT Services	\$ 4,095.68
25	Acuity Specialty Products, Inc.	2/21/24	14370	Cleaning Supplies	\$ 3,200.57
26	Millenium Mechanical, LLC	2/21/24	14371	Boiler Repair	\$ 2,619.57
27	Ace Lock & Key Shop	2/21/24	14372	Keys and Locks	\$ 1,180.00
28	W.B. Mason	2/21/24	14373	Office Supplies	\$ 378.39
29	Aml American Sewer Service	2/21/24	14374	Massey Sewer Repair	\$ 7,645.00
30	The Corner Nursey	2/21/24	14375	Sprinkler Maintenance	\$ 525.00
31	Ros Electric, LLC	2/21/24	14376	Alarm Maintenance	\$ 7,440.00
32	Rob's Automotive	2/21/24	14377	Truck Maintenance	\$ 960.00
33	Stone Brook Garden & Landscape	2/21/24	14378	Rock Salt	\$ 465.00
34	Jersey Elevator	2/21/24	14379	Elevator Contract Cost	\$ 183.33
35	Peckar & Abramson	2/21/24	14380	Legal Services	\$ 2,737.50
36	Anthony Primerano Masonry	2/21/24	14381	Mason Repair	\$ 3,900.00
37	Ready Refresh	2/21/24	14382	Water	\$ 85.89
38	Passaic Valley Water Commission	2/21/24	14383	Water	\$ 5,211.29
39	Conrad M. Olear, Esq.	2/21/24	14384	Legal Retainer	\$ 1,333.33
40	PSE&G	2/21/24	14385	Utilities	\$ 34,390.68
41	Alicia Reilly	2/21/24	14386	Employee Eye Care Reimbursement	\$ 350.00
42	DCA ELSA	2/21/24	14387	Inspection Fee	\$ 258.00
43	Graphically Speaking	2/21/24	14388	Maintenance Uniforms	\$ 3,592.00
44	Buggin Out, LLC	2/21/24	14389	Exterminator	\$ 478.00
45	Safeguard	2/21/24	3708	Office Supplies	\$ 537.13
46	Mazteck	2/21/24	3709	IT Services	\$ 917.50
47	W.B. Mason	2/21/24	3710	Office Supplies	\$ 791.46
48	CSG-NAM, LLC	2/21/24	3711	Coffee Rental	\$ 24.17
49	Conrad M. Olear, Esq.	2/21/24	3712	Legal Retainer	\$ 1,333.33

REPORT OF EXECUTIVE DIRECTOR:

1. **CONTRACT REPORT:** All Contracts listed below are 2nd RFQ responses

AWARDED TO:		FOR:
A.		
B.		
C.		
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		

AWARDED TO:		FOR:
AA.		
BB.		
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(S) LISTED ABOVE DOES/DO REQUIRE BOARD APPROVAL SINCE YEARLY CONTRACT AMOUNT IS NOT WITHIN EXECUTIVE DIRECTOR'S THRESHOLD TO AWARD		

MOTION NEEDED TO APPROVE ABOVE-REFERENCED CONTRACT (AA/BB):

Motion: _____ Seconded: _____

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

2. Still No Response – Notification by REAC PHAS Score (Physical Inspection) – 89% designating LHA as **Standard Performer** – still awaiting appeal response
3. Claim pending for damages at Massey Street (\$4,620) due to S/C resident driving car into stairwell wall/brick

It has been my pleasure to serve as the Executive Director of Lodi Housing Authority for almost 45 years, and although I am looking forward to my retirement, I will miss the personal and professional relationships that we've had all these years.



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

1. Update – USA Security Services, Inc. – refer to Closed Session
2. Emergency repair (All American Sewer) of underground pipe @Massey Street S/C Complex
3. PSE&G – possible installation of new roof top a/c – to be discussed

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 #23-22	Award of Consulting Services Contract to Execu-Tech, Inc.
2. Resolution #23-23	Deputy Executive Director/Assistant Executive Director to be Established Promotional Full Time Employment
3. Resolution #23-24	Re-Adoption of LHA's Procurement Policy
4. Resolution #23-25	Revision to LHA's Personnel Policy & Employee Step/Salary Guide
5. Resolution #23-26	Independent Public Audit (IPA) – One-Year Contract for FYE 09/30/24
6. Resolution #23-27	Designation of Gary Luna as Fund Commissioner for NJPHA JIF for Remainder of CY 2024
7. Resolution #23-28	Authorization to Sign LHA Checks Via E-Signature or Signature Stamp
8. Resolution #23-29	Authorization to Sign LHA Payroll Checks Via E-Signature Under LHA's Payroll Company's Check Signing Program
9. Resolution #23-30	Authorization to Sign LHA Checks (for Payment of HAP & any Bills)
10. Resolution #23-31	Revision to LHA's Pubic Housing & Section 8 FYE 09/30/24 Operating Budgets

Motion: _____ **Seconded:** _____

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

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 ___ Riley ___ Lynch ___ Marra ___

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 ___ Riley ___ Lynch ___ Marra ___