

**MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, DECEMBER 21, 2023**

**Call to Order:** Chairman Robert Marra called the Regular Meeting to Order at 7:00 PM.

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

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

The Meeting was also attended by Lodi Housing Authority Attorney Conrad M. Olear, Esq., Deputy Executive Director Gary Luna, and Housing Manager/HRC/Recording Secretary Carol A. Ferrara. Executive Director/Secretary Treasurer Thomas DeSomma, was absent.

**Bids:** None

**Approval of Minutes:**

**Motion was made by Commissioner Cody and Seconded by Commissioner Riley to approve the Minutes of the Regular Meeting held on November 16, 2023.**

**Upon Roll Call, the Board voted as follows:**

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

**Motion was made by Vice Chairman Lynch and Seconded by Commissioner Cody to approve the Minutes of the Closed Session of the Meeting held on November 16, 2023.**

**Upon Roll Call, the Board voted as follows:**

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

**Communications:**

1. Submission of BCCD application for Phase II for Replacement of DVP 1500 Gallon Indirect Domestic Hot Water Heater
2. PIC Submission Reports – 100% (PH) and 99.55% (Section 8)

**MINUTES OF REGULAR MEETING – DECEMBER 21, 2023 (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:** Nothing at this time.

**Report of Security:** Nothing at this time.

**Bills Agenda:**

**Motion to Approve the December 2023 Bills Agenda was made by Commissioner Cody and Seconded by Vice Chairman Lynch. Upon Roll Call, the Board voted as follows:**

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner De Nobile* Commissioner Riley, Jr. Vice Chairman Lynch Chairman Marra**	**Chairman Marra on #36 (Peckar & Abramson)	*Commissioner De Nobile on #14 & #17 (DKNM Consulting, LLC)	Commissioner Di Chiara

**Report of Executive Director:**

1. Contract Report:

AWARDED TO:		FOR:
A.	Accurate Door & Hardware, Inc. 10 West End Road, PO Box 539 Totowa, NJ 07512 973-812-2266	Removal/Replacement of 3 Steel Doors/Frames (2 @Admin Building & 1 @North Main S/C Complex) \$7,999.28
B.	The JunkCrew LLC 239 New Road Parsippany, NJ 07054 201-312-1800	Full Apartment Clean Out @Rennie #26 (Fire Damage) Removal of Deceased Tenant's Furniture/Personal Belongings \$850.00
C.	Custom Counters by Precision 11-17 Linden Street Passaic, NJ 07055 973-773-0111	Repair of Cabinet/Countertop/Backsplash @Rennie #26 Damaged by Fire on 10/13/23 \$1,167.80
D.	Schellhorn Ground Services, LLC 56 Johnson Avenue Bloomfield, NJ 07003 973-330-2640	Storm Clean Up/Disposal of Debris @Massey/Rennie/North Main S/C Complexes due to Flooding on 12/18/23 \$1,300.00
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		

**MINUTES OF REGULAR MEETING – DECEMBER 21, 2023 (cont'd)**

2. Appeal submitted to HUD pertaining to REAC PHAS Score of 87% designating LHA as Standard Performer – waiting for response from HUD
3. Kitchen fire at Rennie #26 on 10/13/23 – fire damaged lower kitchen cabinet/formica top/ backsplash being repaired by outside contractor
4. Valley Bank agreed to pay LHA payroll costs for CY 2024 (not to exceed \$2,500)
5. LHA will be soliciting for Fee Attorney contract

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

1. USA Security Services, Inc. – refer to Attorney’s Report under Closed Session
2. Following is ongoing work performed by outside contractors: steel doors presently being replaced and leaf removal at DVP (only)

**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 Riley.  
Upon Roll Call, the Board voted as follows:**

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

1. Resolution #23-12	Final Adoption of FYS 10/01/23 LHA Annual Budget/Capital Budget Program
2. Resolution #23-13	Contract Award for Design/Inspections/Engineering Services for Removal/Replacement of DVP Domestic Hot Water Tank
3. Resolution #23-14	Authorizing Resolution for Appointment of Gary Luna to Acting Executive Director due to Impending Retirement of Executive Director
4. Resolution #23-15	Authorizing Resolution for Appointment of Carol Ferrara to Deputy Executive Director due to Appointment of Gary Luna to Acting Executive Director
5. Resolution #23-16	Termination of Consulting Contract – Effective December 1, 2023
6. Resolution #23-	

**Report of Commissioner:** None

**Unfinished Business:** None

**Old Business:** None

**New Business:** None

**Good & Welfare:** None

**Hearing of Citizens:** None

**Closed Session:**

**MINUTES OF REGULAR MEETING – DECEMBER 21, 2023 (cont'd)**

**Motion to End Regular Order of Business and go into Closed Session was made by Commissioner Cody. and Seconded by Vice Chairman Lynch.**

**Upon Roll Call, the Board voted as follows:**

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

**Motion to End Closed Session and return to Regular Order of Business was made by Vice Chairman Lynch and Seconded by Commissioner De Nobile.**

**Upon Roll Call, the Board voted as follows:**

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

**Adjournment:**

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

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

Meeting was Adjourned at 7:34 PM and Chairman Marra declared the Regular Meeting closed.



**THOMAS DeSOMMA**  
Executive Director/Secretary Treasurer



**ROBERT MARRA, Chairman or  
PAUL V. LYNCH, Vice Chairman**

Prepared by: Carol A. Ferrara

**CAROL A. FERRARA**  
Housing Manager/Recording Secretary

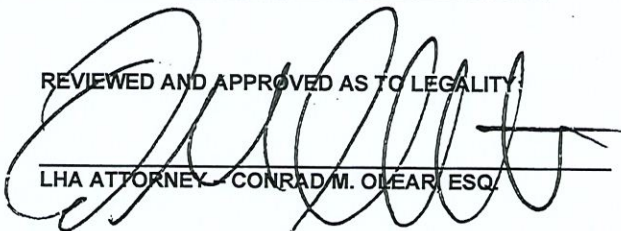
**RESOLUTION NO. 23-12**

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY CONRAD M. O'LEARY, ESQ.

**2023 FINAL ADOPTED BUDGET RESOLUTION  
LODI HOUSING AUTHORITY  
FISCAL YEAR: FROM 10/01/2023 TO 09/30/2024**

WHEREAS, the Annual Budget and Capital Budget/Program for the Lodi Housing Authority for the fiscal year beginning October 1, 2023 and ending September 30, 2024 has been presented for adoption before the governing body of the Lodi Housing Authority at its open public meeting of September 28, 2023; 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

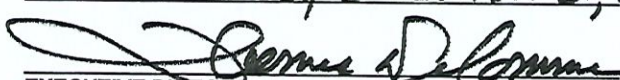
WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$10,152,863, Total Appropriations, including any Accumulated Deficit, if any, of \$9,672,514 and Total Unrestricted Net Position utilized of \$N/A; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$552,754 and Total Unrestricted Net Position 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 28, 2023 that the Annual Budget and the Capital Budget/Program of the Lodi Housing Authority for the fiscal year beginning October 1, 2023 and ending September 30, 2024, 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 reflect 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:

Thursday December 21, 2023  
  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

**RESOLUTION NO. 23-13**

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:  
  
 LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**PROFESSIONAL CONTRACT FOR  
 DESIGN/INSPECTION/ENGINEERING SERVICES FOR  
 REMOVAL/REPLACEMENT OF EXISTING De VRIES PARK  
 DOMESTIC HOT WATER TANK**

**WHEREAS**, the Lodi Housing Authority (LHA) Executive Director hereby notifies the Board of Commissioners (Board), as a result of Emergency Repairs made to the DVP domestic hot water tank would result in Threat to Health, Safety, and Welfare of all DVP Residents; and

**WHEREAS**, under NJSA 40A 11-5 entitled “Exceptions” (1) (a) I Professional Services, authorizes Professional Services, such as Emergency Services, without public solicitation (provided upon executing Contract Summary is publicly advertised); and

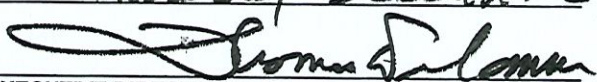
**WHEREAS**, the Board previously approved Resolutions #17-33 & #17-34 as Emergency pertaining to DVP domestic hot water tank; and

**WHEREAS**, Executive Director hereby certifies to “Certification of Funding Availability” via 2023-2024 BCCD Grant of \$124,000 and PH Operating Fund will be used for the Removal/Replacement of the De Vries Park Domestic Hot Water Tank, which also requires Design/Inspection/Engineering Services.

**NOW, THEREFORE, BE IT RESOLVED**, the Executive Director hereby recommends Design/Inspection/Engineering Services for Replacement/Removal of the De Vries Park Domestic Hot Water Tank be awarded to Coppa Montalbano Architects, 97 Lackawanna Avenue, Totowa, New Jersey 07512 in the amount not to exceed \$15,800.00 (see attached correspondence dated 11/14/23); and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, the Executive Director is hereby authorized to execute all required contract documents and all related expenditures are to be charged to the 2023-2024/2024-2025 BCCD Grant and PH Operating Program Funds or any other Program Funds that may be necessary.

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 December 21, 2023  
  
 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

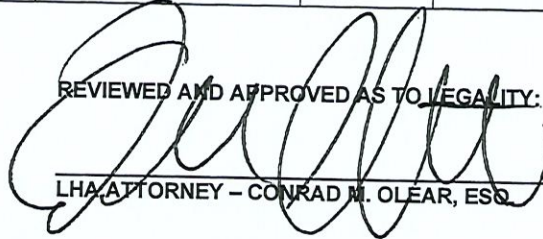
**RESOLUTION NO. 23-14**

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



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

**AUTHORIZING RESOLUTION TO APPOINT GARY LUNA  
ACTING EXECUTIVE DIRECTOR DUE TO IMPENDING  
RETIREMENT OF EXECUTIVE DIRECTOR**

**WHEREAS**, the Lodi Housing Authority's Board of Commissioners (Board) has accepted its Executive Director's Notice of Retirement effective March 1, 2024;

**WHEREAS**, the Board understands its obligation and responsibility to replace its retiring Executive Director, which will require, at a minimum, public advertisement, receipt and review of resumes/applications, etc., in addition, conduct personal interviews which may further require Counsel's review for compliance; and

**WHEREAS**, during the period and until the Board successfully votes to hire the Authority's new Executive Director; and

**WHEREAS**, the Board further recognizes its present Executive Director may be absent (due to medical reasons) prior to retirement date of 03/01/24.

**NOW, THEREFORE, BE IT RESOLVED**, the Board, in the best interest of the Authority and effective immediately, appoints Gary Luna (Deputy Executive Director) to the position of Acting Executive Director during the absence of the Executive Director and until such time the Board votes and confirms a permanent replacement of the Authority's Executive Director.

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 December 21, 2023*



EXECUTIVE DIRECTOR/SECRETARY-TREASURER

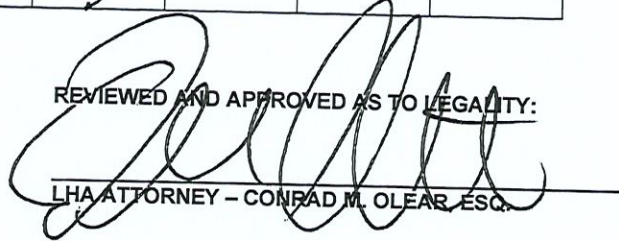
**RESOLUTION NO. 23-15**

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

**AUTHORIZING RESOLUTION APPOINTING CAROL FERRARA  
DEPUTY EXECUTIVE DIRECTOR AS A RESULT OF  
APPOINTMENT OF GARY LUNA AS ACTING EXECUTIVE  
DIRECTOR DUE TO IMPENDING RETIREMENT  
OF EXECUTIVE DIRECTOR**

**WHEREAS**, the Lodi Housing Authority’s Board of Commissioners (Board) has appointed Gary Luna as Acting Executive Director via Resolution #23-14;

**WHEREAS**, Gary Luna previously held the position of Deputy Executive Director;  
and


**WHEREAS**, the Deputy Executive Director position will be vacant upon Gary Luna’s appointment as Acting Executive Director; and

**WHEREAS**, the Deputy Executive Director position/duties is an integral part of the Authority’s Administrative Management Operation.

**NOW, THEREFORE, BE IT RESOLVED**, the Board, hereby appoints Carol Ferrara (Housing Manager/HRC) as Deputy Executive Director, effective immediately.

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, December 21, 2023*

  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER



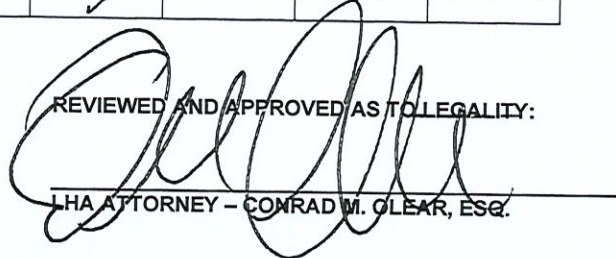
**RESOLUTION NO. 23-16**

Governing Body Recorded Vote – Members:

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

Approved  Denied

REVIEWED AND APPROVED AS TO LEGALITY:



LHA ATTORNEY – CONRAD M. CLEAR, ESQ.

**TERMINATION OF CJI CONSULTING SERVICES CONTRACT  
EFFECTIVE DECEMBER 1, 2023**

**WHEREAS**, the Lodi Housing Authority’s Board of Commissioners (Board) authorized the hiring of Carmen J. Irizarry (CJI) of CJI Associates, Inc. as Financial Consultant via Resolution #22-37;

**WHEREAS**, CJI was hired for a one-year term 0/01/23-09/30/234; and

**WHEREAS**, CJI has notified LHA that due to medical reasons she will no longer be able to provide said consulting services beyond 11/30/23.

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby acknowledges CJI’s Notice of Termination of Services as of 11/30/23 and further nullifies, with regrets, LHA’s Contract with CJI Associates, Inc. effective 12/01/23.

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 December 21, 2023



EXECUTIVE DIRECTOR/SECRETARY-TREASURER