

**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 \_\_\_  
Acting Executive Director \_\_\_ Attorney \_\_\_ Assistant Executive Director/Recording Secretary \_\_\_

**BIDS:** None

**APPROVAL OF MINUTES:**

- **Regular Meeting – February 22, 2024:** Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Cody \_\_\_ De Nobile \_\_\_ Di Chiara \_\_\_ Riley \_\_\_ Lynch \_\_\_ Marra \_\_\_
- **Closed Meeting – February 22, 2024:** Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Cody \_\_\_ De Nobile \_\_\_ Di Chiara \_\_\_ Riley \_\_\_ Lynch \_\_\_ Marra \_\_\_

**COMMUNICATIONS:**

1. Monthly PIC Submissions – Public Housing @100% and Section 8 @98.41%
2. Email reply from Deputy Executive Director to Dept. of HUD in response to HUD's request of any possible litigation
3. Dept. of HUD – Submission of VMS RNP Analysis – 2022 Review – to be discussed

**REPORT OF ATTORNEY:**

**REPORT OF ACCOUNTANT:**

**REPORT OF SECURITY:**

**MONTHLY BILLS – PH & S-8:**

**REPORT OF EXECUTIVE DIRECTOR:**

**REPORT OF ASSISTANT EXECUTIVE DIRECTOR/HOUSING MANAGER/HRO:**

**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: 1<sup>st</sup> – Reminder/Warning; 2<sup>nd</sup> – Ruled Out of Order; and 3<sup>rd</sup> – 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 -- MARCH 2024

## PUBLIC HOUSING & SECTION 8

DISBURSEMENT AS REFLECTED IN PAYROLL PERIOD

2/4/24 - 2/10/24 THRU 2/11/24 - 3/2/24

ARE HEREBY APPROVED

	CHECK PAYABLE TO	DATE	CHK #	EXPLANATION	AMOUNT
1	Gary Luna	2/26/24	14391	Petty Cash Reimburs.	\$ 532.60
2	Verizon	3/5/24	14392	Phones	\$ 172.65
3	Optimum	3/5/24	14393	TV/Phone/Internet	\$ 601.70
4	Capital One	3/5/24	14394	Maintenance Supplies	\$ 4,332.39
5	Home Depot	3/5/24	14395	Maintenance Supplies	\$ 101.19
6	Purchase Power	3/5/24	14396	Stamps	\$ 456.98
7	New Jersey NAHRO	3/5/24	14397	Membership Dues	\$ 175.00
8	T-Mobile	3/6/24	14398	Cell Phones	\$ 179.54
9	SGTS Maintenance	3/13/24	14399	PH Office Cleaning	\$ 495.00
10	Interstate Waste Services	3/13/24	14400	Trash Removal	\$ 1,925.76
11	DKNM Consulting, LLC	3/13/24	14401	PH Accountant Retainer	\$ 1,333.33
12	Jersey Elevator, LLC	3/13/24	14402	Elevator Contract Cost	\$ 183.33
13	AMS Ties	3/13/24	14403	PH Background Checks	\$ 38.00
14	Mazteck IT	3/13/24	14404	PH IT Services	\$ 960.09
15	SGTS Maintenance	3/13/24	3714	S8 Office Cleaning	\$ 495.00
16	Mazteck IT	3/13/24	3715	S8 IT Services	\$ 960.09
17	DKNM Consulting, LLC	3/13/24	3716	S8 Accountant Retainer	\$ 1,333.33
18	AMS Ties	3/13/24	3717	S8 Background Checks	\$ 114.00
19	Safeguard	3/13/24	3718	Office Supplies	\$ 756.69
20	NJ Division of Pensions and Benefits	3/14/24	Online	PH Active Employee	\$ 24,805.64
21	NJ Division of Pensions and Benefits	3/14/24	Online	S8 Active Employee	\$ 5,185.04
22	NJ Division of Pensions and Benefits	3/14/24	Online	PH Retired Employee	\$ 1,667.88
23	NJ Division of Pensions and Benefits	3/14/24	Online	S8 Retired Employee	\$ 2,918.91
24	Delta Dental of New Jersey	3/14/24	Online	PH Employee Dental	\$ 1,886.51
25	Delta Dental of New Jersey	3/14/24	Online	S8 Employee Dental	\$ 826.02
26	Dagoberto Caba	3/15/24	1530	Security Deposit Refund	\$ 100.17
27	Ace Lock & Key Shop	3/20/24	14405	Keys & Locks	\$ 812.00
28	LS Engineering Associates Corp.	3/20/24	14406	A & E Contract	\$ 7,897.70
29	RICOH USA	3/20/24	14407	Lease	\$ 574.27
30	Graphically Speaking	3/20/24	14408	Maintenance Uniforms	\$ 1,236.00
31	Conrad Olear Esq.	3/20/24	14409	PH Retainer and Ext. Ord.	\$ 5,333.33
32	Wallace P. Nowosielecki	3/20/24	14410	PH Acct. Retainer	\$ 1,333.33
33	Ready Refresh	3/20/24	14411	Water	\$ 87.89
34	CSG-NAM, LLC	3/20/24	14412	Coffee Machine Leases	\$ 24.17
35	Capital One	3/20/24	14413	Maintenance Supplies	\$ 1,781.84
36	Stone Brook Garden & Landscape Supply	3/20/24	14414	Treflan	\$ 150.00
37	Ros Electric, LLC	3/20/24	14415	Alarm Maintenance	\$ 755.00
38	W.B. Mason	3/20/24	14416	Office Supplies	\$ 915.33
39	Presto Printing, LLC	3/20/24	14417	Envelopes	\$ 260.00
40	Lifetime Roofing & Chimneys	3/20/24	14418	Roof Repair	\$ 6,300.00
41	Jay-Bee Flooring, LLC	3/20/24	14419	Floor Repair	\$ 3,355.00
42	Wallington Plumbing & Heating Supply	3/20/24	14420	Maintenance Supplies	\$ 721.46
43	Chief Fire Equipment & Service Co.	3/20/24	14421	Fire Extinguishers	\$ 521.52
44	All American Sewer Service, Inc.	3/20/24	14422	Massey Sewer Repair	\$ 4,640.00
45	Ricciardi Brothers	3/20/24	14423	Spackle	\$ 24.99
46	Wallace P. Nowosielecki	3/20/24	3719	S8 Acct. Retainer	\$ 1,333.33
47	Pat Kelson Associates, Inc.	3/20/24	3720	S8 Inspections	\$ 3,370.00
48	Conrad Olear Esq.	3/20/24	3721	Legal Retainer	\$ 1,333.33
49	Sandra Cutrona	3/20/24	1531	Pet Deposit Refund	\$ 150.48
50	USA Security Services, Inc.	3/21/24	14424	Application#2 BCCD Grant	\$ 85,000.00
51	AVS Technology	3/21/24	14425	CCTV Servies	\$ 810.00
52	BugginOut, LLC	3/21/24	14426	Exterminating Services	\$ 478.00

**REPORT OF ACTING EXECUTIVE DIRECTOR:**

1. **CONTRACT REPORT:** All Contracts listed below are 2<sup>nd</sup> 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 – follow up emails sent 01/2024 and 03/2024 by Deputy Executive Director
3. Claim still pending for damages at Massey Street (\$4,620) due to S/C resident driving car into stairwell wall/brick
4. Emergency repairs at North Main #29 & #30 due to rotting/loose bricks on formerly used chimney – to be discussed – refer to Res. #23-32

**REPORT OF ASSISTANT EXECUTIVE DIRECTOR/HOUSING MANAGER/HRO:**

1. Change of NJ Civil Service job title for new hire from Operations/Maintenance Administrator to Director of Staff Operations (Maintenance) – to be explained
2. LHA's Application Process/Waiting List Open – advertised 03/15/24 & 03/18/24 – applications available on website (only) from 03/25/24-03/29/24
3. PHA Annual Plan/5-Year Plan (FYS 10/01/24) is being updated/revised by outside Consulting Services and Public Hearing has been advertise & scheduled for comments at 6 PM on 04/18/24
4. LHA's ACOP & Admin Plan are both being revised/updated by outside Consulting Services firm
5. Mandatory NJPHA JIF in-house training will be completed by entire Maintenance Department from 8:30 AM to Noon on 03/22/24

**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 #23-32	Declaration of Emergency Expenditure Related to Roof Repair at North Main Street S/C Complex Due to Deterioration of Chimney
2. Resolution #23-	
3. Resolution #23-	
4. Resolution #23-	

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 \_\_\_