

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, FEBRUARY 22, 2024

Call to Order: Chairman Robert Marra called the Regular Meeting to Order at 7:04 PM.

Pledge of Allegiance: Chairman Marra asked everyone to 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." 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 Vincent P. Lynch and Commissioners Daniel J. Cody, Steven De Nobile, Albert Di Chiara and Robert Riley, Jr. No one was absent.

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/HRC/Recording Secretary Carol A. Ferrara.

Bids: None

Approval of Minutes:

Motion was made by Commissioner Riley and Seconded by Commissioner De Chiara to approve the Minutes of the Regular Meeting held on January 31, 2024. Upon Roll Call, the Board voted as follows:

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

Motion was made by Commissioner Riley and Seconded by Commissioner De Chiara to approve the Minutes of the Closed Session of the Meeting held on January 31, 2024. Upon Roll Call, the Board voted as follows:

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

Communications: None

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

MINUTES OF REGULAR MEETING – FEBRUARY 22, 2024 (cont'd)

Report of Accountant: Nothing at this time.

Report of Security: Nothing at this time.

Bills Agenda:

Motion to Approve the February 2024 Bills 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 De Nobile Commissioner Di Chiara Commissioner Riley, Jr. Vice Chairman Lynch Chairman Marra	Chairman Marra on #35	Commissioner De Nobile on #5 & #16	NONE

Report of Executive Director:

1. Contract Report:

AWARDED TO:	FOR:
A.	
B.	
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	

2. Still no response pertaining to Appeal submitted to HUD of LHA's REAC PHAS Score – still awaiting appeal response
3. Claim still pending for damages at Massey Street (\$4,620) due to S/C resident driving car into stairwell wall/brick

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

1. 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 rooftop a/c system

MINUTES OF REGULAR MEETING – FEBRUARY 22, 2024 (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 Riley and Seconded by Vice Chairman Lynch. Upon Roll Call, the Board voted as follows:

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

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 Public Housing & Section 8 FYE 09/30/24 Operating Budgets

Report of Commissioner: None

Unfinished Business: None

Old Business: None

New Business: None

Good & Welfare: Thomas DeSomma, Executive Director/Secretary Treasurer, read his Statement of Retirement

Hearing of Citizens: None

MINUTES OF REGULAR MEETING – FEBRUARY 22, 2024 (cont'd)

Closed Session:

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

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

**Motion to End Closed Session and return to Regular Order of Business was made by Commissioner Riley and Seconded by Commissioner Di Chiara.
Upon Roll Call, the Board voted as follows:**

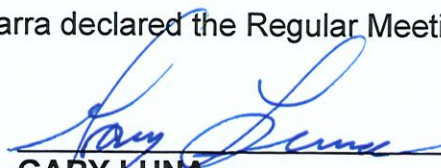
AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner De Nobile Commissioner Di Chiara Commissioner Riley, Jr. Vice Chairman Lynch Chairman Marra	NONE	NONE	NONE


Adjournment:

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

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

Meeting was Adjourned at 7:29 PM and Chairman Marra declared the Regular Meeting closed.


GARY LUNA
 Acting Executive Director/Secretary Treasurer


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

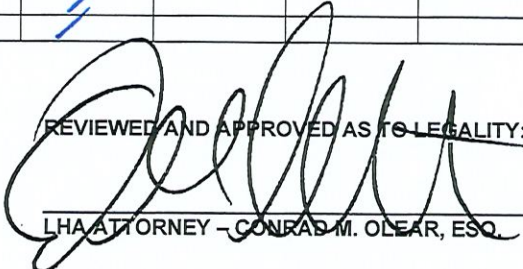
Prepared by: Carol A. Ferrara
CAROL A. FERRARA
 Deputy Executive Director/Recording Secretary

RESOLUTION NO. 23-22

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. OLEAR, ESQ.

AWARD OF CONSULTING SERVICES CONTRACT TO EXECU-TECH, INC.

WHEREAS, Lodi Housing Authority (LHA) Board of Commissioners (Board) previously retained CJJ Associates Consulting Services (via Res. #22-37) covering a one-year period 10/01/23-09/30/24; and

WHEREAS, CJJ Associates informed the Board that it was terminating its services effective 11/30/23; and

WHEREAS, the Board officially terminated CJJ Associates' contract effective 11/30/23 via Resolution #23-16; and

WHEREAS, LHA and its Board recognizes the need for consulting services and subsequently publicly advertised (copy attached) for said services on December 8-15, 2023; and

WHEREAS, LHA did not receive any response to its public advertisement for consulting services; and

WHEREAS, on or about 12/28/23, LHA received an email solicitation for consulting services from Execu-Tech, Inc. (copy attached); and subsequently, scheduled a meeting on 02/02/24 with its President, William F. Snyder and his associate, Victor Cirillo (also attended by the Executive Director, Deputy Executive Director and Housing Manager/HRC) to discuss the fee proposal dated 12/28/23 (copy attached); and

WHEREAS, as Executive Director, I hereby certify that the consulting services contract, referenced herein, falls within NJSA 40A:11-5 Exception/Unspecifiable/ Professional Services; and

WHEREAS, the proposal(s) received as set forth in the attachments (Proposal #1, #2, #3) have been reviewed for compliance by the Executive Director; and

WHEREAS, as Executive Director, I hereby certify to funding availability to award contract referenced herein.

NOW, BE IT RESOLVED, by Lodi Housing Authority and its Board of Commissioners, Execu-Tech, Inc., 20 Marin Lane, Manahawkin, NJ 08050 is hereby appointed to perform consulting services as specified in their attached fee proposals.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute all related contract/fee proposal documents pertaining to appointment of Execu-Tech, Inc.

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 February 22, 2024


 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

Order Number:
LNYS0040037
External Order #:
9604612
Order Status:
Approved
Classification:
Public Notices
Package:
General Package
Total payment:
177.84
Payment Type:
Account Billed
User ID:
L0043298
External User ID:
1186235

Lodi Housing Authority Request for
Qualifications (RFQ)
for Consulting Services

LHA requires professional services of a qualified Consultant/Firm specializing in the area of Public Housing and Section 8 Housing Choice Voucher Tenant-Based Rental Assistance Programs under the US Department of Housing and Urban Development (HUD) Rules/Regulations and New Jersey State Statutes governing such Authorities and Programs.

LHA intends to enter into an agreement to provide the above Consulting Services for a one-year period from January 1, 2024 through December 31, 2024 with the option to renew.

LHA is requesting proposals from qualified consultant/firm established for a minimum of ten (10) years with experience in the work described under the respective Scope of Services.

Requests for the RFQ package must be submitted to Carol A. Ferrara, Housing Manager/HRC, via e-mail at carolf@lodihousing.org. No phone requests please.

All responses must be submitted via email to the same email address. All proposals must be received by Wednesday, 12/20/23.

LHA IS AN EQUAL OPPORTUNITY EMPLOYER

Publication Dates
L00000000
\$

ACCOUNT INFORMATION

Lodi Housing Authority
50 Brookside Avenue
Lodi, NJ 07644-3214
973-470-3650
carolf@lodihousing.org
Lodi Housing Authority
Contract ID:

TRANSACTION REPORT

Date
December 5, 2023 10:24:46 AM EST
Amount:
177.84

ADDITIONAL OPTIONS

1 Affidavit

SCHEDULE FOR AD NUMBER LNYS00400370

December 8, 2023
Bergen Record and Herald News
December 10, 2023
Bergen Record and Herald News
December 11, 2023
Bergen Record and Herald News
December 12, 2023

Bergen Record and Herald News
December 13, 2023
Bergen Record and Herald News
December 14, 2023
Bergen Record and Herald News
December 15, 2023
Bergen Record and Herald News

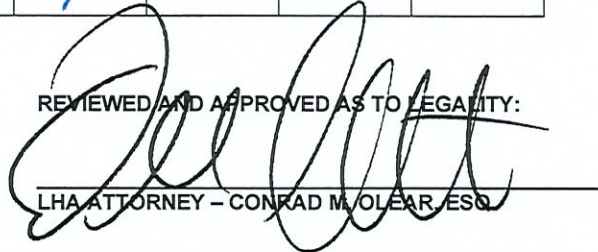
RESOLUTION NO. 23-23

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. OLEAR, ESQ.

DEPUTY EXECUTIVE DIRECTOR/ASSISTANT EXECUTIVE DIRECTOR TO BE ESTABLISHED PROMOTIONAL FULL TIME EMPLOYMENT

WHEREAS, the Lodi Housing Authority (LHA) Board of Commissioners (Board) has established employment and title of Deputy Executive Director (DED)/Assistant Executive Director (AED) in LHA’s Personnel Policy/By Laws in conjunction with NJ Civil Service Commission (NJCSC) regulations; and

WHEREAS, the Board hereby clarifies that its DED/AED position shall be full time employment and must be offered as a promotional full-time employment opportunity to qualified/eligible existing LHA employees.

NOW, BE IT RESOLVED, the Board hereby establishes the requirements and appointment of its Deputy Executive Director/Assistant Executive Director as follows:

- The LHA DED/AED shall be a full-time position (employment) whose duties and functions must be performed during the normal workday (6.5 hours) presently established hours as 8:30 AM to 4:00 PM;
- The LHA DED/AED must provide sufficient time at LHA to ensure productive and managerial operation at the Authority and of its personnel;
- **Not authorized as full-time employment** is shared services/interlocal government agreements/employment contracts or dual employment under the jurisdiction of the Borough of Lodi governmental entity or any similar arrangements;
- **Virtual Management/Attendance** shall not be authorized as time applicable to the DED/AED full-time attendance requirements; and
- **Compensation Hours** for purposes of payroll computation of annual sick, vacation, and personal time, hourly rate of pay shall be based on a 32.5 hour week. It is further proved that the DED/AED is authorized flex hours of which a manual recording of leave time hours (vacation/sick/personal) is maintained for reference and payroll purposes. The DED/AED will not be entitled to CTO or OT, under any normal circumstances (unless needed to work under a State of Emergency as declared by the Governor or approved by Board Resolution).

NOW, THEREFORE, BE IT FURTHER RESOLVED, the LHA By Laws Addendum #2 entitled Deputy Executive Director/Assistant Executive Director (or equivalent) is hereby approved and amended to include and further clarify the full time employment stipulations referenced herein and shall be effective 30 days after Board Approval (as required under the provisions of LHA’s By Laws).

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 February 22, 2024



EXECUTIVE DIRECTOR/SECRETARY-TREASURER

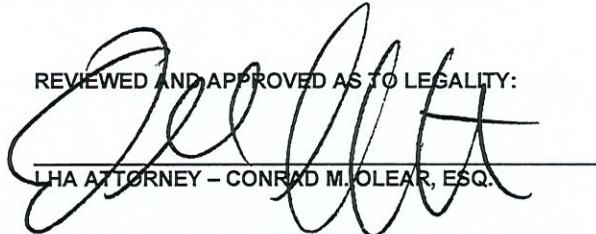
RESOLUTION NO. 23-24

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. OLEAR, ESQ.

RE-ADOPTION OF LHA’S PROCUREMENT POLICY

WHEREAS, the Lodi Housing Authority (LHA) Board of Commissioners (Board) has retained a Qualified Purchasing Agent (QPA) under Resolution #23-20, effective 03/01/24; and

WHEREAS, LHA’s existing Procurement Policy requires re-adjustment of its Public Bidding Threshold as allowable under NJSA 40A: 11-3 to be at \$44,000 (for public bids) and \$6,600 (for simple quotations); and

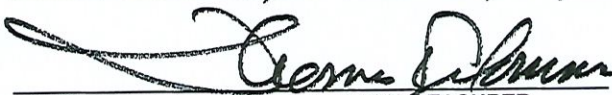
WHEREAS, NJSA 40A: 11-1, et.seq. allows for contracting units with QPAs as follows:

WITH QUALIFIED PURCHASING AGENT (QPA)	
BID THRESHOLD	\$44,000.00
QUOTATION THRESHOLD	\$6,600.00

NOW, BE IT RESOLVED, LHA’s attached “Statement of Procurement Policy” is hereby adopted reflecting LHA’s QPA Public Bidding/Quotation Thresholds reflected herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Board hereby approves the re-adoption of LHA’s Procurement Policy as referenced herein and in the attached.

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 February 22, 2024

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

STATEMENT OF PROCUREMENT POLICY

This statement of Procurement Policy complies with NJSA 40A:11-3 et seq. Local Public Contract Law and Related Procurement Laws, Dept. of HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8, "Procurement Handbook for Public Housing Agencies", and the procurement standards of 24 CFR 85.36.

Preamble:

The purpose of this Procurement Policy is to combine/condense applicable Federal and State Purchasing Laws extracting those areas pertinent to the Authority's daily operation as it pertains to purchasing.

While this Policy is prepared as a guide to the Authority's purchasing practices; Federal and State laws will prevail and where there is a conflict or obscurity the more stringent statute will apply [Federal or State].

Qualified Purchasing Agent:

NJSA 40A:11-1, et.seq. provides "if the purchasing agent is a Qualified Purchasing Agent (QPA) pursuant to subsection b—the governing body of the contracting unit may establish that the bid threshold may be up to \$44,000.00."

**LHA has retained a Qualified Purchasing Agent (refer to Board Res. #23-20). Therefore, the threshold established in Section 1a, 1c, 1d, 1e, shall be \$44,000.00 as allowed under NJSA 40A:11-3a.

1. Purchases and contracts for equipment, materials, supplies, or services; except for professional services, shall be made in the following manner:
 - a. The Executive Director [or designee] shall make purchases and execute contracts, purchase orders, etc. not to exceed threshold of \$44,000.00 in the open market after such inquiry as deemed necessary to ensure that the price obtained is the most advantageous to the Authority; as follows:
 - b. Small purchases of \$6,600.00 or less. For small purchases of \$6,600.00 or below, only one (1) quotation may be solicited orally, by telephone, or in writing if the price received is considered responsive/ reasonable. Such purchases may be solicited equally among qualified sources. If practicable, a quotation may be solicited from other than the previous source before placing a repeat order.
 - c. Purchases over \$6,600.00 to \$17,500.00. For purchases in excess of \$6,600.00 to \$17,500.00, no less than two (2) price quotations may be obtained orally, by telephone, or in writing.

Based upon price and other specified factors, Award shall be made to the contractor/supplier providing the lowest responsible and responsive quotation, unless otherwise justified in writing, [Professional Services excluded]. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the contractors/suppliers and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

- d. For each construction or equipment service contract over \$17,500.00, the Executive Director [or designee] may conduct formal advertising, except for procurement under New Jersey State Cooperative Contract Pricing and/or Bergen County Cooperative Purchasing Program, G.S.A. Purchasing Procurement and any other joint Cooperative Purchasing Programs established or recognized by N.J. Dept. Legal Government Service [or allowed by NJ or Federal Regulations having jurisdiction and oversight pertaining to Public Bidding/Procurement such as N.J. Dept. of Community Affairs et al].
 - e. Procurement of equipment, materials, supplies, and repairs or service shall be documented. Expenditures of \$6,600.00 or less may be made from petty cash and supported by receipts. Expenditures from \$17,500.00 to \$17,500.00 shall be authorized by a standard form contract which may be a purchase order, signed invoice/receipt or written letter of commitment, etc. Expenditures in excess of \$17,500.00 shall be made by formal contract.
 - f. There shall be inserted in all contracts, "upon availability of funding"; and contractors shall be required to insert in all subcontracts, the following provision: "No member, officer, or employee of the Local Authority during his tenure or for one year thereafter shall have any interest, direct or indirect in this contract or the proceeds thereof."
 - g. For procurements other than small purchases above \$17,500.00, public notice shall be given of each upcoming procurement at least 10 days [or other time period if required by State or local law] before solicitation is issued; responses to such notice are honored to the maximum extent practical; a minimum of 15 days [or other time period if required by State or local law] is provided for preparation and submission of bids or proposals; and notice of contract awards is made available to the public.
2. For purchases and contracts specified in paragraph 1d and 1e, lack of competition is permissible only when an Emergency exists [and is certified to] which permits no delay because of threat to health and safety and possibility of injury to life or destruction of property or when only one source of supply is available and the purchasing or contracting officer shall so certify. If an award is made without competition, a record of such award together with a certification or statement justifying the lack of competition shall be made.
 3. Procurement by Sealed Bids (formal advertising); Executive Director [or designee] shall invite bids by Public advertisement in [at a minimum] one (1) of the Authority's Official Newspaper(s) or by mailing invitations to bid to all prospective contractors, dealers, suppliers, etc., or a combination of such methods. A tabulation of bids received shall be retained.

Contract may be awarded to the most responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest qualified responsive/reasonable price. The sealed bid method is the preferred method for procuring construction, providing the conditions in 24 CFR Part 85.36 (c), (d), (i), apply.

4. Procurement by competitive proposals. This technique is conducted with more than one source submitting an offer, and either a fixed price reimbursement type contract is awarded. If this method is used, the requirements of 24 CFR 85.36 (3) must be followed.
5. Procurement by non-competitive proposals. This method is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:

- a. The item is available only from a single source.
 - b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - c. The awarding agency authorizes non-competitive proposals;
 - d. The awarding agency authorizes Extraordinary Unspecifiable Services (E.U.S.); or
 - e. After solicitation of a number of sources, competition is determined inadequate.
 - (ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit, is required.
 - (iii) Grantees and sub-grantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of 24 CFR 85.36.
- e. Contracting with small and minority firms, women's business enterprise and labor surplus area firms. The grantee and sub-grantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
6. Requirements for cost and price analysis of procurement actions. Grantees and sub-grantees must perform a cost or price analysis in connection with each procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation by as a starting point, grantees must make independent estimates before receiving bids or proposals.
 7. Prohibition against the use of geographic preference procurements. The use of statutorily or administratively imposed in-State or Local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal Status expressly mandate or encourage geographic preference is prohibited.
 8. Protest Procedures:

A protester must exhaust all administrative remedies with the grantee and sub-grantee before pursuing a protest with the Federal agency. Reviews of protests by the Federal agency will be limited to:

 - (i) Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and
 - (ii) Violations of the grantee's or sub-grantee's protest procedures for failure to review a complaint or protest. Protests received by the Federal agency other than those specified above will be referred to the grantee or sub-grantee.
 9. The cost-plus-a-percentage-of-cost and percentage-of-construction cost methods of contracting are prohibited.
 10. With respect to the purchases and contracts specified in paragraphs 1a, d, e, the Executive Director [or designee] shall make the purchase from or award the contract to the lowest responsive/responsible bidder meeting

requirements. Any or all bids may be rejected if there is a sound documented reason.

11. In accordance with 52:15C-10(a) A contracting unit shall provide notice to the State Comptroller no later than 20 business days after the award of a contract involving consideration or an expenditure of more than \$ 2,000,000 but less than \$ 10,000,000.
12. Contracting unit shall inform in writing, in the format determined by the State Comptroller, of the beginning of any procurement process involving consideration or an expenditure of \$ 10,000,000 or more at the earliest time practicable as the contracting unit commences the procurement process, but no later than the time the contracting unit commences preparation of any bid specification or request for proposal; concession offering; purpose to purchase, sell or lease real estate; or other related activities and contracts.
13. Contractors are strongly advised to purchase energy efficient qualified (ENERGY STAR) products which have the most life-cycle benefit and are cost effective.

14. Mistakes in Bids.

- a. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, Before Bid opening by written or telegraphic, telephone, or FAX notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.
- b. All decisions to allow correction or withdrawal of bid mistakes shall be supported, legal opinion by Authority Counsel and by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the PHA or fair competition shall be permitted.

15. Bonds. In addition to the other requirements of this Statement, the following requirements apply:

- a. For construction contracts exceeding \$100,000, other than those specified in 12b and 12c below, contractors shall be required to submit the following, unless otherwise required by State or local laws or regulations:
 - (1) a bid guarantee from each bidder equivalent to a minimum of 5% of the bid price; and
 - (2) a performance bond for 100% of the contract price; and
 - (3) a payment bond for 100% of the contract price.
- b. In the case of construction of conventional development projects funded to the U.S. Housing Act of 1937, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:
 - (1) a bid guarantee from each bidder equivalent to a minimum of 5% of the bid price; and
 - (2) one of the following:

- (i) a performance and payment bond for 100% of the contract price;
or
- (ii) a 20% cash escrow; or
- (iii) a 25% irrevocable letter of credit.

c. In the case of construction under the Capital Fund Program (CFP) or Modernization Work, funded pursuant to the U.S. Housing Act of 1937, for any contract over \$25,000, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:

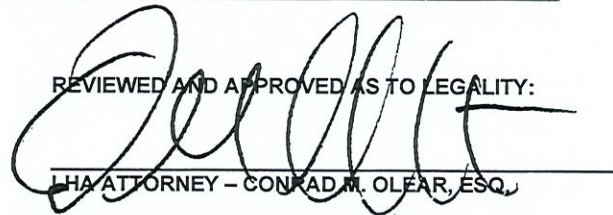
- (1) a bid guarantee from each bidder equivalent to a minimum of 5% of the bid price; and
- (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price;
or
 - (ii) separate performance and payment bonds, each for 50% or more of the contract price; or
 - (iii) a 20% cash escrow; or
 - (iv) a 25% irrevocable letter of credit.

RESOLUTION NO. 23-25

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. OLEAR, ESQ.

REVISION TO LHA’S PERSONNEL POLICY & EMPLOYEE TITLE/SALARY GUIDE

WHEREAS, the Lodi Housing Authority (LHA) Board of Commissioners (Board) has appropriated funding for Operations/Maintenance Administrator (aka Director of Maintenance) via Res. #23-11; and

WHEREAS, said approved funding also requires amendment of LHA’s Personnel Policy, specifically its Table of Organization (TO); and

WHEREAS, such appropriation also requires amendment to LHA’s Employee Title/Salary Step Guide; and

WHEREAS, as Executive Director, I certify to funding availability for these revisions; and

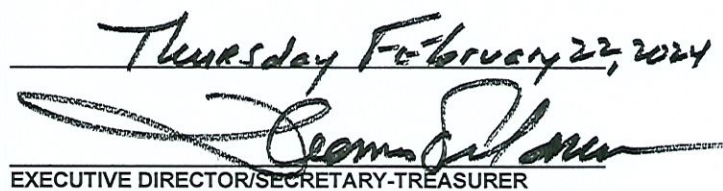
WHEREAS, the Executive Director hereby recommends said amendments (as referenced herein) which are as follows:

- Table of Organization: Maintenance to include Operations/ Maintenance Administrator; and
- Maintenance Employee Salary Guide to include the Operations/ Maintenance Administrator as referred in the attached.

NOW, BE IT RESOLVED, LHA’s Personnel Policy and Employee Title/Salary Step Guide (referenced herein) are hereby amended to include those changes specified within this Resolution #23-25.

NOW, THEREFORE, BE IT FURTHER RESOLVED, Executive Director is further authorized to implement all changes reflected within this Resolution #23-25.

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 February 22, 2024

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

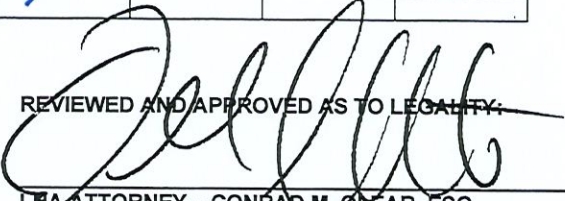
RESOLUTION NO. 23-26

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.

INDEPENDENT PUBLIC AUDIT (IPA) – 1-YEAR CONTRACT TO BE AWARDED YEARLY FOR FYE 09/30/24

WHEREAS, the Lodi Housing Authority (Authority) will publicly advertise award of IPA Contract covering FYE 09/30/24 in accordance with NJSA 40:11-5, 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.

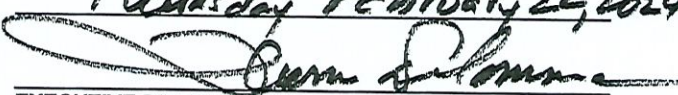
NOW, THEREFORE, BE IT RESOLVED, by the Lodi Housing Authority Executive Director that FYE 09/30/24 IPA Contract Audit of the Housing Authority's Public Housing, Section 8, and Capital Fund Programs, and its year ending Financial Statements, which includes, but is not limited to any and all required Electronic 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:

- One-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:

Tuesday February 22, 2024



EXECUTIVE DIRECTOR/SECRETARY-TREASURER

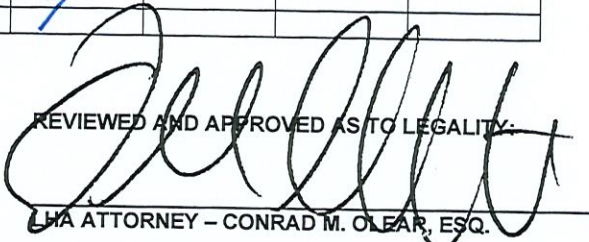
RESOLUTION NO. 23-27

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. OLEAR, ESQ.

DESIGNATION OF GARY LUNA AS FUND COMMISSIONER FOR THE NJ PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND (NJPHA JIF) FOR REMAINDER OF FUND YEAR 2024

WHEREAS, Lodi Housing Authority (LHA) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its representative to said Fund; and

WHEREAS, the LHA Board of Commissioners previously appointed Thomas DeSomma, Executive Director/Secretary Treasurer as its Fund Commissioner for Fund Year 2024 (refer to Res. #23-05); and

WHEREAS, LHA's current Executive Director will be retiring effective March 1, 2024 and a new Fund Commissioner must be appointed.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Lodi Housing Authority does hereby appoint, effective March 1, 2024, Gary Luna, Acting Executive Director/Secretary Treasurer, as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for remainder of Fund Year 2024.

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:

Tuesday February 22, 2024


EXECUTIVE DIRECTOR/SECRETARY-TREASURER

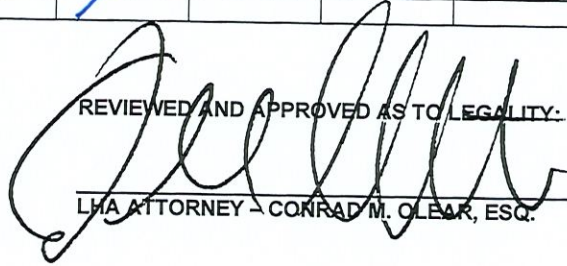
RESOLUTION NO. 23-28

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. OLEAR, ESQ.

AUTHORIZATION TO SIGN LHA CHECKS VIA E-SIGNATURE OR SIGNATURE STAMP

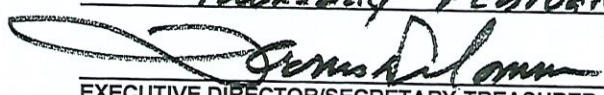
WHEREAS, the Executive Director, the Chairman and a Commissioner are designated as Lodi Housing Authority’s check signers, said signatures are hereby authorized to be affixed via e-signatures (or stamped signatures) on all checks to be paid by LHA; and

WHEREAS, these said checks and signature stamps shall remain in the exclusive possession of the Supervisor of Accounts.

NOW, THEREFORE, BE IT RESOLVED, said Resolution to become effective on March 1, 2024.

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 February 22, 2024



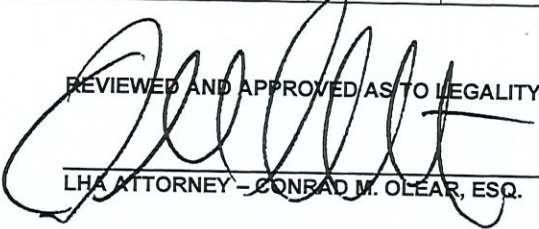
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

RESOLUTION NO. 23-29

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. OLEAR, ESQ.

AUTHORIZATION TO SIGN LHA PAYROLL CHECKS VIA E-SIGNATURE UNDER PAYROLL COMPANY'S CHECK SIGNING PROGRAM

WHEREAS, due to the impending retirement of Lodi Housing Authority's Executive Director/Secretary Treasurer, effective March 1, 2024; and

WHEREAS, Gary Luna (currently LHA's Deputy Executive Director) has been designated as Acting Executive Director, effective 03/01/24; and

WHEREAS, all Lodi Housing Authority (LHA) Payroll Checks must be signed with two (2) signatures as follows:


- **Gary Luna**, Acting Executive Director/Secretary Treasurer, and
- Chairman, Robert Marra; and

WHEREAS, the said signatures will be an e-signature and hereby affixed to the payroll checks directly by the out-sourced payroll company; and

WHEREAS, the Acting Executive Director/Secretary Treasurer will hereby forward a copy of this Resolution to the US Department of HUD, New Jersey State Office, One Newark Center, Newark, New Jersey and to the bank designated as Legal Depositor of the funds of the Authority.

NOW, THEREFORE, BE IT RESOLVED, that said Resolution to become effective on March 1, 2024.

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 February 22, 2024

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER



1487 Dunwoody Drive | West Chester | PA | 19380 | 866.44MYPAY

If you choose to enroll in the Check Signing program, please sign below this line 3 times using a BLACK pen. Do not make the signature too large, leave space between each signature and be sure it is clear. If this account needs 2 signatures, sign one name directly above the other as it will appear on the check. DO NOT make any other markings on this page.

PLEASE PLACE SIGNATURES IN THE SPACE BELOW FOR PRIMEPAY'S CHECK SIGNING SERVICE

Mary Luna
Robert Marra

Mary Luna
Robert Marra

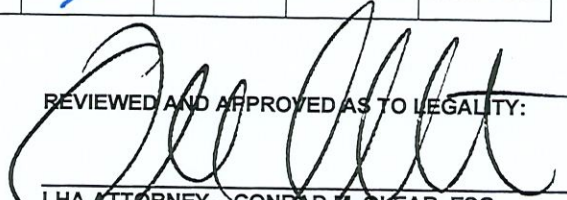
Mary Luna
Robert Marra

RESOLUTION NO. 23-30

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. CLEAR, ESQ.

AUTHORIZATION TO SIGN LODI HOUSING AUTHORITY CHECKS

WHEREAS, the current Executive Director of Lodi Housing Authority (LHA) is retiring effective March 1, 2024; and

WHEREAS, Gary Luna (currently, LHA’s Deputy Executive Director) has been designated as Acting Executive Director, effective 03/01/24; and

WHEREAS, all LHA’s checks for payment of any and all bills must be signed with three (3) signatures, those being the following who are hereby appointed as Check Signers for the Public Housing and Section 8 Programs:

- Gary Luna, Acting Executive Director/Secretary Treasurer,
- Chairman, Robert Marra, and
- Commissioner, Robert Riley, Jr.; and

WHEREAS, by the Authority that the following will be alternate check signers for those listed above:

- Commissioner, Daniel J. Cody, be appointed and designated as alternate Check Signer for Gary Luna, Secretary Treasurer,
- Commissioner, Steven De Nobile, be appointed and designated as alternate Check Signer to Chairman, Robert Marra, and
- Commissioner, Albert Di Chiara, be appointed and designated as alternate Check Signer to Commissioner, Robert Riley, Jr.; and

WHEREAS, the Acting Executive Director/Secretary Treasurer will hereby forward a copy of this Resolution to the US Department of HUD, New Jersey State Office, One Newark Center, Newark, New Jersey and to the bank designated as Legal Depositor of the funds of the Housing Authority of the Borough of Lodi.

NOW, THEREFORE, BE IT RESOLVED, that said Resolution to become effective on March 1, 2024.

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 February 22, 2024

 EXECUTIVE DIRECTOR/SECRETARY-TREASURER

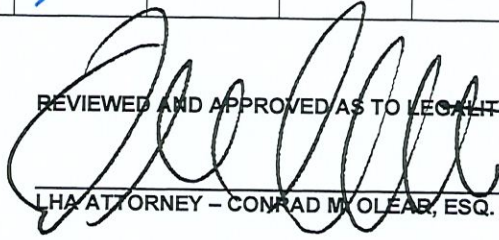
RESOLUTION NO. 23-31

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.

REVISION TO PUBLIC HOUSING & SECTION 8 OPERATING BUDGETS – FYE 09/30/24

WHEREAS, the FYE 09/30/24 Public Housing & Section 8 Operating Budgets of Lodi Housing Authority (LHA) were previously adopted/approved by Board Resolution (#22-31) on 09/28/23 and NJDCA; and

WHEREAS, recent and unforeseen Income and Expenses will impact LHA's FYE 09/30/24 Public Housing & Section 8 Operating Budgets; and

WHEREAS, the US Department of Housing and Urban Development (HUD) & NJDCA recommend Budget Revisions be processed explaining such changes to Income and Expenses; and

WHEREAS, these unforeseen Income and Expenses (as detailed in the attached) will impact LHA's FYE 09/30/24 Public Housing & Section 8 Operating Budgets; and

WHEREAS, I hereby certify the funding availability to approve this Budget Revision.

NOW, THEREFORE, BE IT RESOLVED, due to these unforeseen expenses/income referenced herein affecting the Public Housing and/or Section 8 Accounts (as detailed in attached summary) and upon review by LHA's Board of Commissioners, this Budget Revision is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, LHA's Executive Director/ Secretary Treasurer is further authorized to implement all changes reflected within this Revision and process any and all required changes and notices to HUD and the NJ Division of Local Government Services, as may be required.

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 February 22, 2024



EXECUTIVE DIRECTOR/SECRETARY-TREASURER