

MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, MARCH 21, 2024

Call to Order: Chairman Robert Marra called the Regular Meeting to Order at 7:00 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, and Robert Riley, Jr. Commissioner Albert Di Chiara was absent.

The Meeting was also attended by Lodi Housing Authority Attorney Conrad M. Olear, Esq., Acting Executive Director/Secretary Treasurer Gary Luna, and Assistant Executive Director/Housing Manager/HRO/Recording Secretary Carol A. Ferrara.

Bids: None

Approval of Minutes:

Motion was made by Vice Chairman Lynch and Seconded by Commissioner Cody to approve the Minutes of the Regular Meeting held on February 22, 2024. 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 Commissioner Cody and Seconded by Vice Chairman Lynch 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 Riley, Jr. Vice Chairman Lynch Chairman Marra	NONE	NONE	Commissioner Di Chiara

Communications:

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

MINUTES OF REGULAR MEETING – MARCH 21, 2024 (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 February 2024 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	NONE	Commissioner De Nobile on #11 & #17	Commissioner Di Chiara

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 – Notification by REAC PHAS Score (Physical Inspection) – 89% designating LHA as Standard Performer – follow-up emails sent 01/2024 & 3/2024 by Assistant 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 NM #29 & #30 due to rotting/loose bricks on formerly used chimney
5. Update – received Boro of Lodi endorsing resolution for BCCD 2024 Application for Phase II of Removal/Replacement of DVP 1500 Gallon Domestic Hot Water Tank
6. USA Security Services final payment

MINUTES OF REGULAR MEETING – MARCH 21, 2024 (cont'd)

Report of Assistant Executive Director/Housing Manager/HRO:

1. Change of NJ Civil Service jot title from Operations/Maintenance Administrator to Director of Staff Operations (Maintenance)
2. LHA’s Application Process/Waiting List Opening – advertised 03/15/24 & 03/18/24 – applications on website 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 – Public Hearing for comments advertised & scheduled for 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 was completed by entire Maintenance Staff on 03/22/24

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 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

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-	

Report of Commissioner: None

Unfinished Business: None

Old Business: None

New Business: None

Good & Welfare: None

Hearing of Citizens: None

Closed Session:

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

MINUTES OF REGULAR MEETING – MARCH 21, 2024 (cont'd)

Motion to End Closed Session and return to Regular Order of Business was made by Commissioner Cody and Seconded by Vice Chairman Lynch. Upon Roll Call, the Board voted as follows:

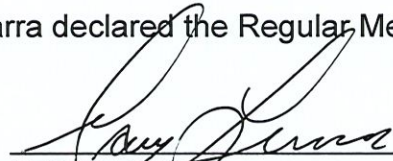
AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner De Nobile Commissioner Riley, Jr. Vice Chairman Lynch Chairman Marra	NONE	NONE	Commissioner Di Chiara

Adjournment:


Motion to Adjourn was made by Commissioner Cody 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

Meeting was Adjourned at 7:35 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
 Assistant Executive Director/Recording Secretary

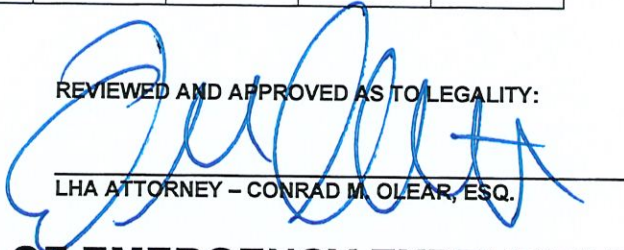
RESOLUTION NO. 23-32

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.

**DECLARATION OF EMERGENCY EXPENDITURE
RELATED TO ROOF REPAIR AT 375 NORTH MAIN STREET
SENIOR CITIZEN COMPLEX DUE DETERIORATION OF CHIMNEY**

WHEREAS, on Thursday, 02/22/24, Maintenance Staff was dispatched to repair damages from a water leak in NM #29 and upon further examination, deemed that the leak was coming from the upstairs bathroom tub wall in NM #30; and

WHEREAS, Maintenance started the repair by removing the tub wall in NM #30 and found that the leak was coming from the roof/old chimney above the unit; and

WHEREAS, said damages required immediate and extensive repairs and as Acting Executive Director, I hereby declare and recommend the repairs and related costs be declared **Emergency Expenditures**.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners, in conjunction with the Acting Executive Director’s recommendation referenced herein, hereby declare these repairs and related costs as Emergency Expenditures.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Acting Executive Director is further authorized to charge any and all related expenditures to the Public Housing Operating Program Funds.

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, March 21, 2024



ACTING EXECUTIVE DIRECTOR/SECRETARY-TREASURER

LIFETIME ROOFING & CHIMNEYS

For Quality Roofing & Chimney Service
 261 Huyler St., S. Hackensack, NJ 07606
 Tel 201-880-4650 Fax 201-880-4651
 24 Hour Emergency Service Available
 LIC. # 13VH06589900



SHINGLE ROOF REPLACE

DATE	2/26/24	CUSTOMER NUMBER #	
ESTIMATE DONE BY	Checked by:	PRICES, QUANTITIES, SERVICES, MATERIALS TYPE	

TO:	Approved by:
973-445-1217	Main St.
973-470-3650	Lodi

- 1 REMOVE ALL ROOFING SHINGLES FELTS PLYWOOD CEDAR SHAKES SPOSE OF ALL DEBRIS
- 2 REPLACE ANY DAMAGED PLYWOOD BILLING AT \$ _____ PER 4'X8' _____ SHEETS, FIRST _____ SHEET FREE
- 3 INSTALL _____ PLYWOOD THROUGHOUT PROTECT ALL LANDSCAPING FROM RESULTING DEBRIS
- 4 INSTALL NEW ICE AND WATER SHIELD AT ALL EAVES, VALLEYS, CHIMNEYS, SKYLIGHTS, RAKES AND UTILITY LINES
- 5 30 LB FELT MEMBRANE THROUGHOUT
- 6 INSTALL A NEW _____ ARCHITECTURAL ROOFING SYSTEM THROUGHOUT FOR _____
- 7 COBRA RIDGEVENT MAIN RIDGE THROUGHOUT IMBERTEX CAPS FOREIGN CAPS
- 8 CLEAN OUT ALL GUTTERS INSTALL NEW SEAMLESS GUTTERS, LEADERS GUTTER SCREENS
- 9 SEAL AROUND ALL UTILITY LINES, CHIMNEYS, AND SKYLIGHTS USING ADVANCED FORMULA SEALANT
- 10 INSTALL NEW ALUMINUM VALLEY METAL PIPE FLANGES TEP FLASHING RIP EDGE AT ALL RAKES AND EAVES
- 11 CLEAN UP AND REMOVE ANY JOB RELATED DEBRIS MAGNETICALLY CLEAR GROUNDS OF ALL NAILS
- 12 INSTALL NEW LEAD FLASHING AT _____ CHIMNEYS, TUCK POINTED AND SEALED INTO MASONRY JOINT
- 13 REPLACE INSTALL _____ NEW SKYLIGHTS, SIZES
- 14 REPLACE IMITATION CHIMNEY HOUSING FLASHINGS HIMNEY CAP LUE PIPE AT ROOF LEVEL
- 15 INSTALL _____ SQUARES OF MODIFIED RUBBER _____ FIBERGLASS BASE SHEET LUMINUM ROOF COATING
- 16 INSTALL _____ FEET OF 1" X _____ FASCIA BOARD MILL FINISH PRIMED AINTED, \$ _____ PER LINEAL FT.
- 17 INSTALL _____ SQUARES OF 4" VENTED SOFFIT PANELS PVC COATED FASCIA COVERING
- 18 INSTALL NEW POWER FAN INCLUDING ELECTRICAL HOOKUP, IF LINES ARE PRESENT RUN NEW LINES
- 19 _____
- 20 *remove the chimney from roof level and up*
- 21 _____
- 22 *install new plywood, ice and water shield and*
- 23 _____
- 24 *new roofing shingles*
- 25 _____
- 26 *clean up and remove any job related debris*
- 27 _____

4610

Prices, Quantities, Services, Materials

Checked by: *[Signature]*

Approved by: *[Signature]*

LIFETIME ROOFING & CHIMNEYS WARRANTIES THE ABOVE ROOFING WORK FOR A PERIOD OF _____ YEARS. ALL MATERIALS ARE WARRANTED AGAINST DEFECTS BY MANUFACTURER FOR _____ YEARS.
 Start Date _____ Completion Date _____ Customer may cancel this contract by midnight on the 3rd day after accepting proposal.

\$ <u>3,200</u>	SUB TOTAL	\$ _____	TAX	CUSTOMER SIGNATURE _____
\$ _____	TOTAL AGREED	CONTRACTOR SIGNATURE _____		
\$ _____	DEPOSIT RECEIVED ON	<input type="checkbox"/> MATERIALS ORDERED, NON-REFUNDABLE DEPOSIT		
\$ _____	BALANCE RECEIVED ON			



50 Brookside Avenue ■ Lodi, New Jersey 07644

Thomas DeSomma
Executive Director/Secretary-Treasurer
973-470-3650 FAX 973-778-1429

MEMO TO: Gary Luna, Deputy Executive Director
Carol A. Ferrara, Housing Manager/HRC
Frank Ciliberto, Maintenance Supervisor

FROM: Dan Cody, Operations/Maintenance Administrator

DATE: February 23, 2024

SUBJECT: North Main Street Complex (North Building) Roof Leak

During the month of February, North Main Street Complex Apt. # 29 notified the maintenance department that water was leaking from the upstairs apartment causing damage to the ceiling, above the bathtub.

After further inspection, it was determined that the above apartment, #30, had water penetrating the tiled wall (Wall with window) when the tenant was using the shower. The tiles were coming off the wall and a wall repair was needed.

On February 22, 2024, Frank Licata, Sr. Maintenance Repairer, was tasked to repair said wall. During the repair, Frank Licata noticed water was coming from the roof and not the tenant using the shower. Almost the entire wall was wet from ceiling to the bathtub.

Lifetime Chimney & Roofing was dispatched to inspect the North Main Street Complex (North Building) to inspect the roof. Jimmy from Lifetime Chimney & Roofing determined the existing chimney from the old boilers was rotting, leaking and bricks were loose. He recommended that the chimney needed to be dismantled, roof closed off and patched. The chimney was the cause of the leaks in Apt. #29 and #30.

Please review the attached photo of the North Main Street Complex (North Building) attic and photos of Apt. #30's bathroom. Lifetime Chimney & Roofing has provided pictures of the chimney and roof which were emailed to Gary Luna.