

**MINUTES OF THE REGULAR MEETING OF LODI HOUSING AUTHORITY, 50 BROOKSIDE AVENUE, LODI, NEW JERSEY AT 7:00 PM ON THURSDAY, MARCH 20, 2025**

**Call to Order:** Chairman Paul V. Lynch called the Regular Meeting to Order at 7:00 PM.

**Pledge of Allegiance:** Chairman Lynch 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 Lynch, the meeting was attended by Vice Chairman Albert Di Chiara and Commissioners Daniel J. Cody, Steven De Nobile, Robert Marra, Anthony Mobilio, Jr., 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 Gary Luna, and Assistant Executive Director/HRO & Recording Secretary Carol A. Ferrara.

**Bids:** Refer to Resolution page

**Approval of Minutes:**

Motion was made by Vice Chairman Di Chiara and Seconded by Commissioner Cody to approve the Minutes of the Regular Meeting held on February 20, 2025.  
Upon Roll Call, the Board voted as follows:

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

Motion was made by Vice Chairman Di Chiara and Seconded by Commissioner Cody to approve the Minutes of the Closed Session of the Meeting held on February 20, 2025.  
Upon Roll Call, the Board voted as follows:

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

**Communications:**

**Report of Attorney:** Refer to Closed Session – Attorney-Client Privileged Discussions

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

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



**MINUTES OF REGULAR MEETING – MARCH 20, 2025 (cont'd)**

**Bills Agenda:**

Motion to Approve the March 2025 Bills Agenda was made by Commissioner Cody and Seconded by Vice Chairman Di Chiara. Upon Roll Call, the Board voted as follows:

AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner De Nobile* Commissioner Mobilio Commissioner Riley Vice Chairman Di Chiara Chairman Lynch	NONE	*Commissioner De Nobile only on #3 & #18  Commissioner Marra	NONE

**Report of Executive Director:**

- 1. Contract Report: MasTec Professional Services – annual Gas Master Meter Certification
- 2. PIC Submissions – PH @100% and Section 8 @98.6%
- 3. Shop Rite gift cards distributed to LHA residents donated by Hasbrouck Heights Elks
- 4. Email sent to all Commissioners pertaining to 2024/2025 Elected Officials Seminar
- 5. Comment period for FYS 10/1/25 PHA Annual Plan is in effect until 04/17/25
- 6. Comment period for ACOP & Admin Plan is in effect until 04/17/25
- 7. LHA Auditor currently working on FYE 09/30/24 IPA
- 8. PH is at full occupancy and HCV (Section 8) Program remains the same until HUD approves additional funding
- 9. Sent email to Bergen County for payment of Voucher #2 for the Hot Water Tank Replacement at DVP – on hold by Bergen County due to funding from Federal Government
- 10. OT report requested by Commissioners forwarded prior to meeting & distributed at meeting
- 11. Discussed the following:
  - a. Fire hydrant located at the Massey Street S/C Complex;
  - b. Possibly replacement of the hot water tanks in the Massey/Rennie boiler room to be done by LHA Maintenance;
  - c. Replacement of rooftop a/c unit at DVP (PSE&G project)

**Report of Assistant Executive Director:** Nothing at this time

**Resolutions:**

- 1. Resolution #24-12 – Authorizing Resolution to Re-Approve Gary Luna as Acting Executive Director – Commissioner Marra made Motion to approve for another 6 months (09/30/25) and Commissioner Cody Seconded with full approval by the Board (see below)
- 2. Resolution #24-13 – Re-Adoption of LHA By-Laws (Article II Section 8c) – Motion was made by Commissioner Cody and Seconded by Commissioner De Nobile to approve with full approval by the Board (see below)

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

**Report of Commissioner:**

- 1. Commissioner Marra requested information (unit numbers) of those units that the Maintenance complete bathroom remodeling on

**Unfinished Business:** None  
**Old Business:** None  
**New Business:** None  
**Good & Welfare:** None  
**Hearing of Citizens:** None



**MINUTES OF REGULAR MEETING – MARCH 20, 2025 (cont'd)**

**Closed Session:**

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

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

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

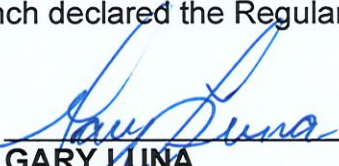
AYES	NAYS	ABSTAINED	ABSENT
Commissioner Cody Commissioner De Nobile Commissioner Marra Commissioner Mobilio Commissioner Riley Vice Chairman Di Chiara Chairman Lynch	NONE	NONE	NONE


**Adjournment:**

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

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

Meeting was Adjourned at 7:58 PM and Chairman Lynch declared the Regular Meeting closed.

  
**GARY LUNA**  
Executive Director/Secretary Treasurer

  
**PAUL V. LYNCH**, Chairman or  
**ALBERT DI CHIARA**, Vice Chairman

Prepared by:   
**CAROL A. FERRARA**  
Assistant Executive Director/Recording Secretary



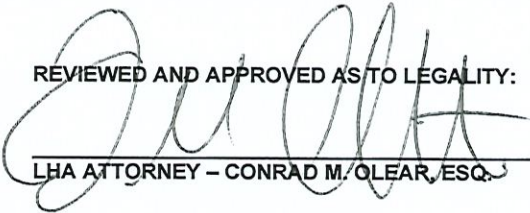
RESOLUTION NO. 24-12

Governing Body Recorded Vote – Members:

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

  
LHA ATTORNEY – CONRAD M. OLEAR, ESQ.

AUTHORIZING RESOLUTION TO RE-APPOINT GARY LUNA  
AS ACTING EXECUTIVE DIRECTOR

**WHEREAS**, on December 21, 2023, the Board of Commissioners, via Resolution No.23-14, appointed Deputy Director Gary Luna, as Acting Executive Director; and

**WHEREAS**, the Lodi Housing Authority’s Board of Commissioners previously accepted Executive Director Thomas DeSomma’s Notice of Retirement effective March 1, 2024; and

**WHEREAS**, the Board understands its obligation and responsibility to replace its Executive Director in accordance with N.J.S.A. 40A:12A-18 and New Jersey Administrative Code 5:44-3.1; and

**WHEREAS**, Gary Luna has been employed by the Lodi Housing Authority since February 2, 1984, a total of 41 years, and has held the position of Deputy Executive Director since May 16, 2000; and

**WHEREAS**, the Board finds Gary Luna to be fully qualified to be the Acting Executive Director while the Board prepares the public advertisement for the position of Executive Director, reviews resumes/applications and conducts interviews for the position; and

**WHEREAS**, the Board approved an amendment to the Lodi Housing Authority Bylaws on May 25, 2023, whereby an amendment to the said bylaws stated that the appointment of an Acting Executive Director shall not exceed six months; and

**WHEREAS**, the Board has determined that it is in the best interest of the Lodi Housing Authority that the Acting Executive Director be reappointed for a period longer than six months so that current projects, grants and other business of the Lodi Housing Authority remain attended to and while the Board prepares and considers the public advertisement for the position of Executive Director, reviews resumes/applications and conducts interviews for the position in compliance with N.J.S.A. 40A:12A-18, New Jersey Administrative Code 5:44-3.1 and/or any other relevant code, statute or regulation.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners, in the best interest of the Authority and effective immediately, reappoints Gary Luna to the position of Acting Executive Director through September 30, 2025, or until such time the Board votes and confirms a new 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, March 20, 2025  
  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER



RESOLUTION NO. 24-13

Governing Body Recorded Vote – Members:

M  
S

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

Approved ☒ Denied ☐

REVIEWED AND APPROVED AS TO LEGALITY:

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

**RE-ADOPTION OF LODI HOUSING AUTHORITY BY-LAWS**

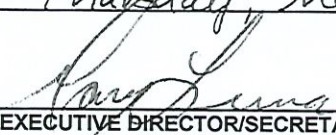
**WHEREAS**, Lodi Housing Authority’s Board of Commissioners (Board) made a recommended change to LHA’s By-Laws, specifically to Article II Section 8c, at the February 20, 2025 Regular Meeting; and

**WHEREAS**, the Board voted to accept said change and directed LHA’s Attorney to revise said By-Laws, which are attached and were previously distributed to all Commissioners prior to the March 20, 2025 Regular Meeting.

**NOW, THEREFORE, BE IT RESOLVED**, it is hereby recommended by the Executive Director/Secretary-Treasurer that the Board consider re-adopting the attached updated/revised By-Laws.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, as recommended by the Executive Director/Secretary-Treasurer, the Board of Commissioners hereby adopts and approves the attached changes to the Authority’s By-Laws and said change shall become effective 30 days after adoption of this Resolution #24-13. Any prior revisions to the By-Laws not contained within the attached copy are in full force and effect unless specifically revised and/or removed via Resolution.

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 20, 2025  
  
EXECUTIVE DIRECTOR/SECRETARY-TREASURER

**BYLAWS OF HOUSING AUTHORITY  
OF THE  
BOROUGH OF LODI, NEW JERSEY**

**ARTICLE I**

**THE AUTHORITY**

**Section 1. Name of Authority.** The name of the Authority shall be "Housing Authority of the Borough of Lodi".

**Section 2. Seal of Authority.** The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization (1945).

**Section 3. Location.** The office of the Authority shall be located at the Administration Building, with an address of 50 Brookside Avenue, Borough of Lodi, County of Bergen, State of New Jersey. The Authority may hold its meeting at such location or any other location as it may designate by resolution.

**Section 4. Jurisdiction of the Authority.** The Authority shall include Public/Conventional/Senior Housing and Section 8 Programs and any other Programs that may be adopted by the Authority.

**Section 5. Board.** Shall mean the Board of Commissioners, as appointed and duly qualified as set forth in N.J.S.A. 40A:12A-17.

**ARTICLE II**

**Section 1. Officers.** The officers of the Authority shall be composed of a Chairman, a Vice Chairman and an Executive Director/Secretary/Treasurer.

**Section 2. Chairman.** The Chairman shall preside at all meetings of the Authority except as otherwise authorized by resolution of the Authority. The Chairman or Executive Director shall sign all contracts and other instruments on behalf of the Authority. At each meeting the Chairman or Executive Director shall submit such recommendations and information as deemed appropriate concerning the business, affairs and policies of the Authority.

**Section 3. Vice Chairman.** The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman until such time as the Board may select a new Chairman.

**Section 4. Executive Director/Secretary-Treasurer.** Applicants for employment or re-appointment as Executive Director must satisfy all requirements set forth in NJSA:12A-18 and 40A:12A-18. The Executive Director position shall not be a shared services/interlocal agreement/employment contracts or similar arrangement. The Executive Director position shall not manage the Authority virtually. Applicants for the Executive Director position/appointment need not be resident of the Borough of Lodi at



time of appointment but shall become resident within six (6) months after effective date of appointment unless a Board Waiver is approved regarding said residency.

The Executive Director shall be the Secretary/Treasurer of the Authority and shall supervise the administration of all of the Authority's day-to-day business and shall be charged with the management of all Authority programs. The Executive Director shall assign and supervise employees in the performance of their duties.

The Executive Director shall be a full-time position and shall be appointed by the Board. The Executive Director shall keep the records of the Authority, shall act as reporting secretary at all Authority meetings and may assign a Recording Secretary to record all votes, who shall keep a journal of the proceedings and shall perform other assigned duties. The Executive Director shall keep, in safe custody, the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Executive Director shall have the care and custody of all funds of the Authority and shall deposit/invest funds in the name of the Authority in such bank or banks as the Authority may select, sign all orders, checks for payments and disbursements, as approved by the Authority. Except as otherwise authorized by resolution, all checks shall be counter-signed by the Chairman and be kept in books/ledgers of accounts showing receipts and expenditures and shall render, upon Board's request, a written or oral report at its regular meetings, reporting the accounting of Authority's financial status.

Executive Director compensation shall be determined by the Board. If a temporary Executive Director is appointed, and that temporary Executive Director is a member of the Board of Commissioners, then, and in that event, the temporary appointee shall serve without compensation (other than the payment of necessary expenses). The said temporary appointee shall serve no longer than six (6) months. The Board of Commissioners may, by resolution, approve a one-time six (6) month extension, subject to notification to the US Department of HUD and NJDCA (as may be required).

For purpose of payroll computation of annual sick, vacation, and personal time, hourly rate of pay shall be based on a 40-hour week. The Executive Director will not be entitled to compensatory time off or overtime, under any circumstances, unless approved by Board resolution.

The Executive Director shall spend sufficient time at the job to ensure the efficient, economical, and managerial operation of the Authority. The Executive Director shall attend all Authority Board Meetings.

**Section 5. Additional Duties.** The Officers of the Authority shall perform such other duties and functions as may be required by the Authority's By-Laws or as mandated by Federal law or State statutes or regulations governing the Authority.

**Section 6. Election or Appointment.** The Chairman and Vice Chairman shall be elected at the Annual Reorganization Meeting of the Authority elected from any qualified Board Member and shall hold office for one (1) year or until their successors are elected and qualified.



**Section 7. Vacancies.** Should the offices of Chairman or Vice Chairman become vacant, the Authority shall elect a successor from its Commissioners at the next regular meeting, and such election shall be for the unexpired term of the vacancy. In case of the absence of both the Chairman and Vice Chairman, at any meeting, a temporary Chairman can be elected from the Commissioners present at said meeting.

**Section 8. Administrative and Staff Personnel.**

- (a) The Authority may, from time to time, employ personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Federal or applicable NJSA regulations.
- (b) The selection, appointment and compensation of such personnel shall be recommended by the Executive Director and subject to Board approval or as otherwise authorized within the Authority's By-Laws or Personnel Policy.
- (c) All promotions, demotions, appointments, or terminations of personnel, including disciplinary action, shall be vested in the Executive Director with the approval of the Board of Commissioners by a vote of four (4) Commissioners.
- (d) Any such action taken as stated in this Article II, Section 8 (b) and (c) shall be reported to the Board of Commissioners at its regular meeting.
- (e) To rescind any personnel action taken by the Executive Director a Board Resolution with four (4) affirmative votes shall be required accompanied by a resolution stating the specific reasons and applicable case law, if any, for the said action.

**Section 9. Professional Service Employees.** The Authority may employ a Fee/Staff Accountant and Attorney. The Fee/Staff Accountant and Attorney shall be appointed only with the recommendation of the Executive Director. Said recommendation shall include the name of the appointee, term, and compensation. Board confirmation of the Executive Director's recommendation for Fee/Staff Accountant and Attorney shall require five (5) affirmative votes of the Board of Commissioners. Appointees, as herein stated, are in conjunction with notification and concurrence, if applicable, to the United State Department of Housing and Urban Development or the New Jersey Department of Community Affairs.

- (a) Failure of Board Approval. In the event that no action can be taken, by either failure of Executive Director's recommendation or failure to attain five (5) Board affirmative votes of said appointee(s), the Fee/Staff Accountant or Attorney shall be considered a hold-over for a period of sixty (60) days until said appointment(s) can be confirmed as previously set forth in the above Section 9; and
- (b) As a holdover, the compensation paid to said hold-over will be the same as contracted for the previous Fiscal Year.



**Section 10. Other Professional Service Employees.** Architects, Engineers, Consultants, or other professionals must be appointed by the Executive Director, subject to same procedures set forth in Section 9 above and subject to notification to the United States Department of Housing and Urban Development and/or the New Jersey Civil Service Commission. Any such appointment shall be confirmed by Board Resolution.

**Section 11. Termination of Professional Service Personnel.** Termination of a Professional Service employee as set forth in Section 9 and Section 10, including termination of the Executive Director, shall require a Board Resolution accompanied by five (5) affirmative votes of such termination action.

**Section 12. Conflict of Interest - Commissioners.**

- (a) No Commissioner of the Authority shall acquire any interest, direct or indirect, in any housing project, either in low-income Public Housing or Section 8 Rental Assistance Programs, or in any property included or planned to be included in a Public Housing Project, nor shall they have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any public housing project. If any Commissioner owns or controls any interest, direct or indirect in any property included or planned to be included in a public housing project, they immediately shall disclose the same in writing to the Authority. Any such disclosure shall be entered upon the minutes of the Authority. Failure to so disclose such interest shall constitute misconduct in office. Any such Commissioner shall not participate in any action by the Authority. Any such Commissioner shall make an application for a waiver of Conflict of Interest to the Authority Board of Commissioners, and if approved, such request for waiver shall be forwarded to the United States Department of Housing and Urban Development Field Office for their review and approval.
- (b) The provisions of the foregoing subsection (a) of this policy shall not be applicable to the purchase or sale of Temporary Notes and Bonds or to the General Depositary Agreement, fiscal agency agreements, the trusteeships authorized under Contract, or utility services, the rates for which are fixed or controlled by a government agency.
- (c) A person appointed and taking the Oath of Office as a Commissioner of the Lodi Housing Authority and having an interest direct or indirect (defined herein), shall be construed to have a "Conflict of Interest." That person shall not be able to participate as a Commissioner of the Lodi Housing Authority until a "Conflict of Interest" waiver request is granted in accordance with section (f) below.
- (d) Commissioners serving as a Hold Over. Should a newly appointed Commissioner have a Conflict of Interest, their predecessor Commissioner shall serve in the capacity as a holdover Commissioner until the new appointee has been duly appointed and qualified without having a Conflict of Interest.



- (e) Tenant Commissioner – Appointment of Tenants as Public Housing Agency Commissioners. Section 2 of the United States Housing Act of 1937, as amended, states that “no person should be barred from serving on the board of directors or similar governing body of a Local Public Housing Agency because of his tenancy in a lower income housing project.” Such participation shall not be construed to constitute a Conflict of Interest.
- (f) Procedure to Request and Process Conflict of Interest Waiver (COIW) – Commissioners/Employees/Prospective Employees.

Commissioner/employee/prospective employee having an interest, direct or indirect, shall be construed to have conflict of interest and shall not participate as Commissioner or employee until conflict of interest is granted/approved by the Board of Commissioners and/or any other agency having jurisdiction. Request for Conflict of Interest Waiver must be responsive to information needed as referenced in i through x listed below.

A request for a Conflict of Interest Waiver shall be forwarded by the PHA/Board to the US Department of HUD and NJDCA (if applicable) only if the PHA approves the Conflict of Interest Waiver. The Authority or HUD Field Office or NJDCA may make determination based on the Board review enumerated below. However, the Authority shall not approve a Conflict of Interest Waiver if it concludes that it would be inappropriate or a violation of the provisions of Federal, State, or Local Law. PHA requests, transmitted to the HUD Field Office of NJDCA must be accompanied by a statement which includes:

- i. A complete statement of the facts in the case;
  - ii. An analysis of the Conflict of Interest contract provision and an indication of the reasons why these requirements should be waived;
  - iii. An analysis of State law and a statement whether the waiver, if granted, would be inconsistent with State law. The analysis may be made by either the US Department of HUD, NJDCA or PHA Field Office. If necessary, an opinion should be obtained from the State Attorney General;
  - iv. An analysis of local ordinances, if applicable. This analysis may be made by the Department of HUD, NJDCA, or local governing body, or the PHA;
  - v. An opinion by the Department of HUD or NJDCA as to whether there would be an appearance of impropriety if the waiver was granted;
  - vi. A statement regarding alternative existing housing which is available for lease under the Section 8 Program or the likelihood that other assisted housing will be constructed or rehabilitated if the waiver is denied;
-



- vii. If the case involves a hardship for a particular family or individual, a statement should be included detailing the circumstances and outlining the possible alternatives;
- viii. If the case involves a public official or member of the governing body, an explanation of the duties of the public official or member of the governing body under State or local law should be included with specific reference to any responsibilities which involve any PHA program. Also, where relevant, a discussion of how the city and county governments interrelate should be included;
- ix. If the case involves employment of a tenant by the PHA or housing assistance for an employee of the Authority as an eligible recipient, there should be an explanation of the responsibilities and duties of the job involved. If the employee is in a policy or decision-making position, a statement should be included concerning the employee's responsibilities with respect to any PHA program; and
- x. If the case involved is an investment on the part of a member, officer or employee of the PHA, the nature of the investment should be described and any disclosure and/or divestiture plans specified.

### **ARTICLE III**

#### **MEETINGS**

**Section 1. Annual Reorganization Meeting.** The Annual Reorganization Meeting shall be held on the fourth Thursday of May at 7:00 PM, unless otherwise rescheduled by majority vote of the Board, at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday, the Annual Reorganization Meeting shall be held on the next succeeding business day of the Authority. Any change of Officers shall become effective on October 1<sup>st</sup> of the new fiscal year.

**Section 2. Regular Meeting.** Meetings shall be held with notice at the regular meeting place of the Authority on the third Thursday of each month at 7:00 PM unless the same shall be a legal holiday, in which event the said meeting may be held on the next succeeding business day of the Authority at the same time. The Regular Meetings must comply with all New Jersey State Laws and provisions, rules and regulations set forth in New Jersey Open Public Meetings Act (Sunshine Law).

**Section 3. Special Meeting.** Upon the written request of two (2) Commissioners of the Authority, the Chairman shall schedule a special meeting of the Authority on a business day within seven days of the receipt of the request for the purpose of transacting any business designated in the request. The request for a special meeting must be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such meeting. At special meetings, no business shall be considered other than as designated in the agenda, unless all members present at special meeting agree, then any and all business agreed upon may be transacted at such special meeting.



**Section 4. Quorum.** The powers of the Authority shall be vested in the Board of Commissioners. Four (4) Commissioners shall constitute a quorum for the purpose of conducting business. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

**Section 5. Order of Business.** At a regular meeting of the Housing Authority, the following shall be the Order of Business:

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
NOTICE OF MEETING  
ROLL CALL  
BIDS  
APPROVAL OF MINUTES  
COMMUNICATIONS  
REPORT OF ATTORNEY  
REPORT OF ACCOUNTANT  
REPORT OF SECURITY  
MONTHLY BILLS – PUBLIC HOUSING &  
SECTION 8 RENTAL ASSISTANCE  
REPORT OF EXECUTIVE DIRECTOR  
REPORT OF DEPUTY EXECUTIVE DIRECTOR/  
ADMINISTRATOR OF SECTION 8/HOUSING MANAGER  
RESOLUTIONS  
REPORT OF COMMISSIONERS  
UNFINISHED BUSINESS  
OLD BUSINESS  
NEW BUSINESS  
GOOD & WELFARE  
HEARING OF CITIZENS  
CLOSED SESSION – ATTORNEY-CLIENT PRIVILEGED DISCUSSIONS  
ADJOURNMENT

**Section 6. Manner of Voting.** The voting on all matters presented to the Board of Commissioners shall be by roll call of the Commissioners. The yeas and nays shall be entered upon the minutes of such meeting. All votes on resolutions shall also be recorded on the said resolution.

**Section 7. Resolutions.** A Resolution is the official expression of the opinion or will of the Housing Authority of the Borough of Lodi. All Resolutions shall be typed and maintained in a journal of the meeting proceedings of the Authority. All Resolutions must be submitted to the Executive Director who shall notify the Authority's Counsel, and said Resolution may be placed on the meeting agenda by Executive Director. All Resolutions shall be voted on by the Board of Commissioners.



## **ARTICLE IV**

### **BOARD WAIVER / WAIVER REQUEST**

Any applicant for employment, employee, Board member or other person may, in writing, submit a Board Waiver / Waiver Request to the Board of Commissioners related to any matter as follows:

1. A Waiver Request must specify the reason for the request with supporting documentation, if applicable. All requests shall be mailed to: Chairman of the Board of Commissioners, 50 Brookside Avenue, Lodi, New Jersey 07644.
2. The Board of Commissioners shall review and approve or deny a Waiver Request as follows:
  - A. within 10 days of receiving a Waiver Request the Board Chairman shall forward copy to all Board Members and its legal counsel.
  - B. Within 60 days of receipt of a Waiver Request, via Resolution, the Board of Commissioners shall approve or disapprove of any such Waiver Request.

## **ARTICLE V**

### **AMENDMENTS**

**Amendments to By-Laws.** The Bylaws of the Housing Authority of the Borough of Lodi shall be amended by four (4) affirmative votes of the Commissioners of the Authority. Voting on amendments to the Bylaws shall take place at a Special or Regular Meeting of the Board of Commissioners. Amendments to the Bylaws shall take effect upon adoption of a Resolution of any amendment(s).