



**Phone: (732) 721-8400**

**Fax: (732) 721-0062**

**SAYREVILLE HOUSING AUTHORITY  
650 WASHINGTON ROAD  
SAYREVILLE, NEW JERSEY 08872**

Memo to: Board of Commissioners

From: Douglas Dzema, Executive Director

Re: Directors Report

Date: March 4th 2021

**My report is as follows:**

**Housing Authority:**

Currently we have 176 Section 8 units under lease as of March 1 with 1 searching so we are fully leased-up. The funding for 2021 is expected to be released shortly so we will have a better idea as to how many units we will be able to lease, but it is expected we should be able to maintain our current levels.

The waiting list has 18 residents and 18 non-residents on it.

Our auditor, Francis J. McConnell, will be in the office on March 16th to start working on the Corporation and Housing Authority audits. We will have a draft report of the Corporation audit before the Trustees meeting in April. Although he is starting the Housing Authority audit, just like years past, he will not be able to complete it until the State releases its pension and health benefits liabilities for the year ended. I will keep you posted on his progress.

**Corporation:**

As of March 1st, there was one vacancy at Gillette Manor, that was rented for April.

As we discussed the last couple of months we are outsourcing our laundry facilities to FMB Laundry. The new washers and dryers were installed and laundry cards were given to residents with a \$5.00 preloaded amount. Things seem to be running smoothly. As I also mentioned last month we placed the washers/dryers we currently own on Govdeals website. The two high bidders ended up backing out of the deal due to other commitments so we were forced to go out and seek other bids. Those bids came in well short of what we would like to receive for the appliances so I have decided to keep them in storage and wait a few months to see if we can solicit prices more reasonable.

At last month's meeting the Board asked me to reach out to an attorney that works with me at another Authority

to see if they would represent the Corporation in a tenant matter. The attorney took on the task and has issued a notice to quit, which went unanswered, and now a notice of eviction. I will discuss further at the meeting.

Tree pruning at the site will take place soon.

We are still working on getting the new telephone system up and running.

The intercom system for the front door was installed recently.

Lee Mestres's report is attached.

**Other business:**

Please note the meeting this month is scheduled remotely for Tuesday March 9<sup>th</sup> at 5:00pm via zoom. Information will be forthcoming.

**Date:** March 3, 2021

**To:** Douglas G. Dzema, Executive Director

**From:** Lee G Mestres Jr, Construction Inspector

**Re:** Housing Authority of the Borough of Sayreville: Project Status

**Site:** Gillette Manor

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**Projects:**

**Exterior Projects:**

1. Window screen replacement: **\*\*Recommended**
2. Handrails: The handrail on the 4<sup>th</sup> floor balcony will be painted once it is decided what repairs are required for the vinyl deck. **Update: Unchanged.**
3. 4<sup>th</sup> Floor Balcony Deck: There are some cracks and other signs of deterioration of the vinyl deck covering on the 4<sup>th</sup> floor balcony off the elevator lobby. We have requested an evaluation be made by a local contractor and make will make recommendations on whether repair work or complete replacement should be undertaken. **Update: Contractor was on site today, I expect a proposal this week to recoat the balcony.**
4. Upgrade site lights to LED: **TBD**
5. We may want to look at trimming some of the trees at the front of the property. Trimming trees has not been done in several years. **Update: McKeon submitted a price of \$4,200 to trim all the trees on the property and chip/dispose of all waste. This is a fair price, and the work is recommended.**
6. Site Work:
  - a. Center State Engineering is the Project Engineer who prepared the plans and specs. HA staff prepared the bid document. A pre-bid meeting was conducted, and the bid opening took place. All bids received were well over the budget and rejected. Decision needs to be made regarding how and when to move forward with the project. **Update: No change in status at this time.**
    - i. Scope of Work:
      1. Mill and pave the parking lot surface directly in the front entrance and replace several concrete sidewalks in the front which are tripping hazards.
      2. Provide a curbing plan to complete the outline of the paved drive at the rear of the building.
      3. Remove 3 sides of the trash enclosure including unused gates.

4. Add low retaining wall to trash enclosure to match existing opposing retaining wall.
5. Mill and pave from where the current Belgian block curbing terminates throughout the drive area.
6. Correct pavement drainage problems\*\*
7. We are continuing to experience shingle failures from the main building roof. Jim Griffin has repaired several areas for us recently. **Update: We have started the claim process with the warranty department at IKO, the shingle manufacturer, to have them come out and evaluate the installation.**

### **Interior Projects:**

#### 1. Interior Finishes:

##### a. Current Projects:

- i. 4<sup>th</sup> floor Corridor carpet replacement with LVT has been completed. **Update: Still working with manufacturer and contractor to come up with a reasonable repair scenario.**
- ii. The completion of these projects serves as the model for upgrading the other floor corridor areas. The office staff have been receiving inquiries from Tenants on those floors regarding a timeline for their upgrades. The staff has received increased inquiries on when the other floors in the building that still have carpeting in the hallways might be addressed. The carpets are over 15-years old and showing signs of wear. Stains in some areas have become impossible to remove. **Update: This project should receive serious consideration for implementation in 2021.**

#### 2. Security:

- a. CCTV System upgrades: **Update: Work has been completed. One additional camera needs to be replaced.**

3. Mechanical: **Update:** One of the two DHW boilers is down. The service contractor has been working with the manufacturer to determine what the issue is, and they believe they have narrowed it down to a bad heat control module on the control board. The boiler was firing intermittently which made it difficult to diagnose the problem since it would run at times and then shut off. Due to the age of the boilers, the part is not under warranty. It has been ordered and should arrive shortly for installation.

#### 4. Technology:

- a. Offices: Phone system: The phones will be upgraded with new equipment. Work is underway and should be completed soon. **Update: We are working with Telesystems group to fine tune their**

**proposal to get the best deal possible and still meet the needs of the staff.**

**b. Building Intercom Entry System: Update: Work on the new intercom is scheduled to begin on Saturday, March 6th.**

**5. Laundry Equipment:** New laundry machines have been installed. The Authority is working with Govdeals.com to auction the old machines which are currently being stored on site.

**Other:**

- 1. COVID 19:** Staff continues to make improved mitigation efforts to make the building as safe as possible.
  - a. Any occupant in the building in a common area is required to wear a face covering per the State's Order.
  - b. Visual aids have been put on the floors to help people maintain minimum 6' separation.
  - c. Hand sanitizer dispensers have been located in key locations in the building.
  - d. Staff is looking into other mitigation including thermal imaging cameras. TBD
  - e. Tenant interviews will be conducted in the community room where additional PPE can be utilized by staff.
  - f. Masks have been distributed to residents free of cost.

**Future Projects 5yr.**

1. Apartment repainting: **In progress at scheduled turnovers**
2. Window (Ext.) shutter replacement [cosmetic replacement]

**Future Projects 10yr.** (5yr projects may carry over into 10yr projections)

1. Window HVAC unit replacement
2. Apartment window replacement/Replace flashing on exterior sills
3. Brick façade re-pointing
4. Apartment Bathroom upgrades



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**ABSTRACT FROM THE REGULAR MEETING AND REORGANIZATION MEETING OF THE  
HOUSING AUTHORITY OF THE BOROUGH OF SAYREVILLE  
HELD ON THE 9th DAY OF FEBRUARY 2021**

The regular meeting of the Housing Authority of the Borough of Sayreville was held directly following the 5:00 p.m. Agenda Meeting VIA Zoom and Teleconference Call.

Chairman Kenneth Olchaskey called the meeting to order and, upon roll call, the following answered present:

Commissioner Ron Green  
Commissioner Ken Kreisler  
Commissioner Thomas Beninato  
Commissioner Mark Schmidt  
Commissioner Frank Bella

Also present were:

Douglas G. Dzema, Executive Director  
Tom Furlong, Accountant  
Casper P. Boehm, Esq., Attorney  
Brenda Malave, Administrative Assistant

And the following were absent:

**RESOLUTION NO. 2021-5**

Authorizing the meeting going into a closed session format: for the purpose of Personnel & Potential Litigation.

**Upon a motion by Commissioner Beninato and a second by Commissioner Kreisler, the Commissioners voted unanimously to adopt Resolution 2021-5 as written and proposed.**

**REORGANIZATION**

Executive Director Douglas G. Dzema called the Reorganization Meeting of the Housing Authority to order, he then opened the floor to nominations for the position of Chairman of the Authority.

Commissioner Frank Bella nominated Commissioner Kenneth Olchaskey as Chairman, with Commissioner Ken Kreisler seconding the nomination.

The Executive Director closed the floor for nominations. Upon roll call, all voted yes. Kenneth Olchaskey was re-elected Chairman of the Housing Authority.

Commissioner Kenneth Olchaskey opened the floor to nominations for the Vice Chairmanship. Commissioner Thomas Beninato, with a second by Commissioner Frank Bella, nominated Commissioner Ron Green.

Chairman Kenneth Olchaskey closed the floor to nominations for Vice Chairmanship Upon roll call, all voted yes. Ron Green was re-elected as Vice-Chairman of the Housing Authority.

**The Commissioners voted unanimously to return to the regular meeting format. Commissioner Stephen Melanaski was not in attendance.**

**APPROVAL OF PREVIOUS MINUTES**

Commissioner Kreisler motioned to approve the minutes of January's Board Meeting. Commissioner Bella seconded the motion; and, upon roll call, all voted yes.

**PUBLIC HEARING ON CONSENT AGENDA ITEMS ONLY**

Chairman dispensed with this portion of the meeting.

**RESOLUTION NO. 2021-2**

Authorizing the Housing Authority to pay the sum of \$ 226,109.70 as per the attached bill list, for services to said Authority for the month of February.

**Upon a motion by Commissioner Kreisler and a second by Commissioner Schmidt, the Commissioners voted unanimously to approve the Resolution.**

**RESOLUTION NO. 2021-3**

Resolution for the Sayreville Housing Authority Interlocal Agreement Revision.

**Upon a motion by Commissioner Bella and a second by Commissioner Schmidt, the Commissioners voted unanimously to approve the Resolution.**

**RESOLUTION NO. 2021-4**

Designating certain depositories for the deposit of federal funds and reaffirming the Executive Director as the individual responsible for the Authority's deposits and investments.

**Upon a motion by Commissioner Kreisler and a second by Commissioner Bella, the Commissioners voted unanimously to adopt Resolution 2021-4 as written and proposed.**

**REPORT OF THE EXECUTIVE DIRECTOR**

Director Dzema reviewed both his and Lee Mestres written reports and answered several questions.

**Commissioner Kreisler motioned to accept the Director's Report as written and presented. Upon a second motion by Commissioner Schmidt the Commissioners unanimously accepted the Director's Report.**

**REPORT OF COMMITTEES**

A discussion was held regarding the Lease Committee for Gillette Manor

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**



None

**PUBLIC PORTION OF THE MEETING**

One member of the public was present with no comment.

**ADJOURNMENT**

Commissioner Bella motioned to adjourn the meeting. Upon a second by Commissioner Kreismer the Chairman adjourned the December meeting of the Sayreville Housing Authority.

Respectfully Submitted

  
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Douglas G. Dzema, Executive  
Director/Secretary