

HOUSING AUTHORITY OF THE BOROUGH OF SAYREVILLE

REGULAR MEETING

February 9, 2021 @ 5:00 P.M. Via Zoom & Teleconference

AGENDA

- 1. CALL TO ORDER**
* Salute to Flag
- 2. STATEMENT OF NOTICE OF PUBLICATION**
- 3. ROLL CALL**
- 4. READING AND APPROVAL OF PREVIOUS MINUTES**
- 5. PUBLIC HEARING ON RESOLUTIONS**
- 6. CONSENT AGENDA RESOLUTION (see attached)**

No. 2021 –2 Approving February’s Bill List
No. 2021 – 3 Interlocal Agreement Revision
- 7. RESOLUTIONS TO BE READ IN FULL**
- 8. REPORT OF EXECUTIVE DIRECTOR**
- 9. REPORT OF COMMITTEES**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
- 12. PUBLIC PORTION OF THE MEETING**
- 13. ADJOURNMENT**



Phone: (732) 721-8400

Fax: (732) 721-0062

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

**ABSTRACT FROM A REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE BOROUGH OF SAYREVILLE
HELD ON THE 12th DAY OF JANUARY 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 Kreisner
Commissioner Thomas Beninato
Commissioner Steve Melanaski
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:

None

APPROVAL OF PREVIOUS MINUTES

Commissioner Melanaski motioned to approve the minutes of December's Board Meeting. Commissioner Kreismer seconded the motion; and, upon roll call, all voted yes.

PUBLIC HEARING

None

RESOLUTION NO. 2021-1

Authorizing the Housing Authority to pay the sum of \$ 250,958.32 as per the attached bill list, for services to said Authority for the month of January 2021.

Upon a motion by Commissioner Kreismer and a second by Commissioner Melanaski, the Commissioners voted unanimously to approve the Resolution.

REPORT OF THE EXECUTIVE DIRECTOR

Director Dzema reviewed both his and Lee Mestre's written reports and answered several questions.

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

REPORT OF COMMITTEES

A discussion was held regarding the lease committee to review the lease for Gillette Manor during the week of January 18, 2021.

UNFINISHED BUSINESS

None

NEW BUSINESS

A discussion was held regarding Marie Cook's salary increase effective January 1, 2021.

Commissioner Melanaski motioned to accept the salary increase for Marie Cook as written and presented. Upon a second motion by Commissioner Kreismer the Commissioners unanimously accepted the salary increase for Marie Cook.


PUBLIC PORTION OF THE MEETING

One member of the public was present with no comment.

ADJOURNMENT

Commissioner Melanaski motioned to adjourn the meeting. Upon a second by Commissioner Green the Chairman adjourned the January meeting of the Sayreville Housing Authority.

Respectfully Submitted



Douglas G. Dzema, Executive
Director/Secretary

HOUSING AUTHORITY OF THE BOROUGH OF SAYREVILLE

R E S O L U T I O N N O . 2 0 2 1 - 2

**RESOLUTION AUTHORIZING PAYMENT OF BILLS FOR THE
FEBRUARY 2021**

BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF SAYREVILLE that the Authority is authorized to pay the sum of \$ 226,109.70 as per the attached bill lists, for services to said Authority for the month of February 2021.

Ken Olchaskey, Chairman

I, Douglas G. Dzema, Secretary of the Housing Authority of the Borough of Sayreville, hereby Certify that the forgoing is a true copy of a Resolution of the Authority adopted on February 9, 2021 via Zoom and teleconference.

Douglas G. Dzema, Executive Director/Secretary

**HOUSING AUTHORITY OF THE BOROUGH OF SAYREVILLE
BILLS FOR PAYMENT - FEBRUARY 2021**

CONTRACTUAL AGREEMENTS

Housing Authority of the City of Perth Amboy	Monthly Contract Fee - February 2021	\$	15,078.00
Casper Boehm, Esq.	Legal Fees - February 2021	\$	600.00
Home Stat	Annual and Initial Section 8 Inspections	\$	630.00
Maztech	Monthly Computer System Services	\$	474.00

HOUSING ASSISTANCE PAYMENTS

Section 8 Existing	HAP - February 2021	\$	208,001.00
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OPERATING EXPENSES

Verizon	Telephone 732-721-8400 February 2021	\$	209.67
JCP&L	SHA Office Electric Bill	\$	52.48
Staples	Office Supplies	\$	102.47
Dex-XP	Basic Website Package	\$	14.95
Rutgers	Registration Fees for online courses for Commissioner Frank Bella	\$	585.00

STATE OF NEW JERSEY HEALTH BENEFITS

Cook/Niemiec	Healthcare Benefits - February 2021	Bill not received yet	
Travisano	Healthcare Benefits - February 2021	\$	362.13

TOTAL		\$	226,109.70
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**RESOLUTION TO AMEND THE INTERLOCAL AGREEMENT BETWEEN THE SAYREVILLE HOUSING
AUTHORITY AND THE PERTH AMBOY HOUSING AUTHORITY
RESOLUTION 2021-3**

Whereas, the Sayreville Housing Authority "SHA" and the Perth Amboy Housing Authority "HACPA" have entered into an interlocal agreement effective January 1st, 2021 whereby the HACPA provides management, accounting, and other administrative services to the SHA including construction supervisory services,

And

Whereas, Section 8 of the agreement allows both sides to amend the agreement for additional services mutually agreed upon by both parties

And

Whereas, with the retirement of Doug Sabey from the HACPA, as their construction inspector, the HACPA hired a licensed architect to take on the responsibilities previously provided by Mr. Sabey to SHA.

And

Whereas, the replacement, Mr. Lee Mestres, can write bids/specs for capital improvement work where the expected cost of the A/E work will not exceed \$6,000 under this interlocal agreement,

And

Whereas, the SHA and HACPA have analyzed this service, and when needed, it will provide a cost benefit to the SHA,

Now therefore be it resolved by the Housing Authority of the Borough of Sayreville, the following:

- 1) Amendment of the interlocal agreement between the SHA and HACPA to add the following language under the scope of services:

When the Sayreville Housing for Seniors Corporation needs bids and specifications for a capital improvement job that does NOT require sealed documents, the Perth Amboy Housing Authority will provide the bids/specs when the expected cost of the A/E work will not exceed \$6,000. The Perth Amboy Housing Authority will bill the Corporation at a rate of \$175 per hour not to exceed \$6,000. Any work expected to be over \$6,000, proposals from qualified A/E firms will be obtained

- 2) Approval for the Chairman to sign the amended interlocal agreement to effectuate the above noted change

Ken Olchaskey, Chairman

I, Douglas G. Dzema, Secretary of the Housing Authority of the Borough of Sayreville, hereby Certify that the forgoing is a true copy of a Resolution of the Authority adopted on February 9, 2021 via Zoom and teleconference.

Douglas G. Dzema, Executive Director/Secretary

**INTERLOCAL
AGREEMENT
BY AND BETWEEN**

**THE HOUSING AUTHORITY OF THE BOROUGH OF
SAYREVILLE
AND
THE HOUSING AUTHORITY OF THE CITY OF PERTH
AMBOY**

THIS AGREEMENT is made on this _____, by and between Housing Authority of the Borough of Sayreville (hereinafter "SHA") and the Housing Authority of the City of Perth Amboy (hereinafter "HAPA").

PREAMBLE

WHEREAS, the SHA wishes to retain the management services of the HAPA.

WHEREAS, the SHA has identified a need to have services for its Authority as follows:

- 1) On-Site management of the Section 8 Housing Choice Voucher Program and Gillette Manor (a minimum of 10 hours per week)
- 2) Policy and Procedure Update Services
- 3) Administrative Support Services
- 4) Section 8 Support Services
- 5) Accounting Services
- 6) Construction Supervisory Services

WHEREAS, the HAPA has agreed to assist the SHA in its efforts to provide these services for its Authority and as a means of economic efficiency to provide said services;

WHEREAS, this agreement will result in a cost savings to the SHA;

WHEREAS, the HAPA has in its employment certain personnel who are capable and have the ability to provide the services known as and more particularly described as follows:

- 1) An Executive Director who will provide advice and guidance on all day to day operations. In addition, the Executive Director meets the New Jersey State Law requirements for holding this position.
- 2) Administrative support provided for personnel matters, tenant matters, HUD reporting requirements, and adherence to Federal and State procurement laws.
- 3) An Asset Manager who will provide guidance on day to day operations. In addition will provide a review of current policies and procedures manuals and update accordingly.
- 4) Section 8 support will be provided by a highly competent staff in all facets of the Housing Choice Voucher program.
- 5) A Certified Public Accountant "CPA" who will provide services related to maintaining the accounting books and records of the SHA in accordance with federal, state and local law.
- 6) A Construction Inspector who will provide supervisory services for the on-going maintenance at Gillette Manor included, but not limited to oversight of all proposed capital improvements.

WHEREAS, the HAPA plans to use the HAPA Administrative staff to support the employee services being rendered;

WHEREAS, the SHA has agreed and is willing to share services with the HAPA;

NOW, THEREFORE the parties agree as follows:

- 1) The parties hereby adopt the introductory whereas clauses as true and incorporate them herein.
- 2) AGREEMENT TO MANAGE: HAPA hereby agrees that it shall provide

professional management services for SHA in accordance with the terms and conditions of this Agreement. SHA agrees to reimburse HAPA for said services in accordance with the

terms and conditions of this Agreement.

The HAPA shall provide the following Management Services (including on site management at a minimum of 10 hours per week that includes the oversight of both the Housing Choice Voucher program and Gillette Manor, policy and procedures update services, administrative support services and Section 8 support services

- 3) **COMPENSATION.** HAPA shall be compensated for the services provided hereunder at an annual fee of **\$180,938** to be paid in twelve equal installments. This amount shall be billed and paid based on invoices at **\$15,078.17** per month.

Annual Fee amount broken down as follows:	
Management Services -	\$ 49,417
Accounting Services -	\$ 18,530
Administrative Support – (Corporation)	\$ 17,665
Construction Supervisory Services – (Corporation)	\$ 7,060
Section 8 Support Services (Housing Authority)	<u>\$ 88,266</u>
TOTAL:	\$180,938

SHA shall compensate HAPA for services rendered to SHA on a monthly basis. SHA shall not be billed on an hourly basis or for travel time.

Payment shall be made only for services rendered. HAPA shall submit bills monthly to SHA. All bills shall be certified as true and correct by HAPA.

Notwithstanding any other provisions herein, the parties agree the stated compensation is for the scope of services set forth herein. In the event the parties shall request or agree to any additional services required by SHA that are outside this agreement, the same must be designated as such and additional compensation is to be set and agreed upon. **Please see Item P under Scope of Services for agreed upon services for A/E.**

SHA will be reimbursed \$24,725 annually from the Sayreville Housing for Seniors Corporation for the

administrative support services (\$17,665) and the construction supervisory services (\$7,060).

- 4) TERM OF AGREEMENT. This Agreement shall be for one year commencing on the 1st day of January, 2021 (the commencement date) and shall continue until December 31, 2021. The parties may renew the agreement at their sole discretion and have the option to include all the services noted or delete those they no longer require. Should the services being rendered hereunder be continued for any period of time without formal written agreement, then HAPA will be entitled to continued compensation on a per month basis of one twelfth of the annual as set forth herein to be paid on a monthly basis.
- 5) SCOPE OF SERVICES. HAPA shall perform the following services:
 - A) Carry out the organizational, supervisory, coordinating and monitoring functions attendant to the position of the Executive Director.
 - B) Provide leadership to SHA and the community in the development, rehabilitation, management and maintenance of decent, safe and sanitary affordable housing for residents of Gillette Manor.
 - C) Work with Board of Commissioners to promote advocacy relationships with local, state and federal elected officials and administrative personnel, resident representatives and organizations, public media and private sector organization and foundations.
 - D) Promote the creation and sustenance of a cohesive functioning community partnership to facilitate housing and development activities.
 - E) Advocate through appropriate channel legislative and administrative policies, programs that will advance SHA's housing and redevelopment mandate.

- F) All correspondence and work activities are to be on Sayreville Housing Authority letterhead as being performed for SHA.
- G) Provide direction to the SHA staff for all personnel, management and administrative actions to facilitate the day-to-day operations of SHA.
- H) Coordinate and oversee all functions exercised by HAPA under this Agreement.
- I) Make recommendations for plans and policies to correct any managerial deficiencies within SHA.
- J) Review all existing SHA policies and procedures and make recommendations to the Board of Commissioners as necessary.
- K) Provide administrative support to the SHA staff including but not limited to performing monthly PIC 50058 submissions on behalf of the SHA.
- L) Provide a full-time employee to administer the Housing Choice Voucher Program. Provide a part-time employee to help support the Sayreville Housing for Seniors Corporation.
- M) Perform all of the aforesaid duties for the Sayreville Housing Authority per a mutually agreed upon verbally defined schedule. Said schedule details to be discussed no less than monthly during the Executive Session of the Board of Commissioners Meeting and at other such times with the Chairperson - as needed to keep all information up to date on a timely basis.
- N) Perform accounting services as provided in Exhibit B,
- 1) Perform construction supervisory services for the Sayreville Housing for Seniors Corporation including but not limited to oversight of proposed capital

improvements. Provide support to the Gillette Manor maintenance staff on an as needed basis.

- P) When the Sayreville Housing for Senior Corporation needs bids and specifications for a capital improvement job that does NOT require sealed documents, the Perth Amboy Housing will provide the bids/specs when the expected cost of the A/E work will not exceed \$6,000. The Perth Amboy Housing Authority will bill the Corporation at a rate of \$175 per hour not to exceed \$6,000. Any work expected to be over \$6,000, proposals from qualified A/E firms will be obtained.

6) RIGHT TO HIRE OTHERS.

- A) HAPA shall have the right to designate additional employees of its staff to assist in fulfilling HAPA's responsibilities under this Agreement subject to the prior approval of SHA Housing Board of Commissioners.
- B) HAPA shall have the right to employ additional individuals subject to the prior approval of SHA's Housing Authority Board of Commissioners.
- 7) INDEPENDENT CONTRACTOR. HAPA's employees designated to perform services this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of SHA for any purpose whatsoever.
- 8) ADDITIONAL SERVICES. Additional Management Services to be provided to SHA by HAPA will be negotiated independent of this agreement and may be provided as a total cost for service rendered or as an hourly rate (with a not to exceed dollar amount). Once negotiated and accepted, such additional services will be part of this Interlocal Agreement,
- 9) BOND AND INSURANCE. HAPA on the effective date of this contract, shall furnish SHA with a fidelity bond issued

by a surety company satisfactory to SHA in the amount of \$200,000.00 indemnifying SHA against loss theft, embezzlement or other fraudulent acts on the part of HAPA or its employees. SHA shall reimburse HAPA for the full cost of the bond.

10) TERMINATION. This contract may be terminated as follows:

A) Either party upon forty-five (45) days written notice to the other.

B) By SHA, whenever HAPA is in default in the performance of this contract in accordance with its terms, including the failure to demonstrate progress in the satisfactory performance of work, provided that HAPA is given written notice specifying the default and has failed to cure such default within then (30) days from the receipt of such notice. Upon such failure to cure, this contract shall be deemed to be immediately terminated.

C) The parties agree that this Agreement is in lieu of the 120-day notice provision provided by N.J.S.A. 40A:12A-18, and that HAPA expressly waives the benefit of same.

11) GENERAL INSURANCE. During the term of this agreement the SHA and the HAPA shall maintain insurance coverage including general liability public official's liability insurance and worker's compensation. Said insurance policy must be satisfactory to the other party of this agreement. Both parties shall provide the other a copy of said insurance policies.

Specifically, HAPA shall carry such Worker's Compensation insurance as is now or hereafter required by law as those persons from HAPA performing services for SHA pursuant to this Agreement.

12) INDEMNIFICATION AND LIABILITY INSURANCE.

A) In connection with the contract activities taken by HAPA pursuant to this agreement the SHA shall indemnify, hold harmless and defend HAPA, its employees, agents, and officials for any claims or liabilities arising out of the performance of the duties and obligations undertaken and contemplated by this agreement. It is the intention of the parties that in the

event of any claim for relief being asserted against HAPA, its commissioners, appointed officials, members, employees or agents in the normal course of the performance of their duties as specified herein or requested by SHA that the SHA hold HAPA harmless and indemnify for the same. Except that SHA shall not indemnify HAPA for claims caused by willful misconduct or gross negligence of the HAPA commissioners, appointed officials, members, employees or agents hired or acting on behalf of HAPA. With regard to any willful misconduct or gross negligence, the SHA and the HAPA each agree to indemnify and hold harmless the other, its agents, employees, officers, directors and volunteers from any and all claims, demands, experiences and liabilities for personal injury, death or property damage arising directly or indirectly out of or incidental to the use of the services provided hereunder and implementation of the terms of this agreement.

- B) SHA at its cost shall obtain an insurance policy for Officers, Directors, and Employees covering employees who perform services pursuant to this Agreement in the minimum amount of \$ 5,000,000.00 aggregate or HAPA shall be added to the policy of SHA insuring the Directors, Officers and Employees of HAPA for activities specific to SHA conduct of business.
- C) SHA shall continue, in force, liability insurance coverage naming HAPA and its Officers, Commissioners, and those employees named on Schedule "A", as additional insured.
- D) If SHA refuses or fails to obtain and continue such insurance prior to the effective date of this Agreement for the full terms of this Agreement, then this Agreement shall be null and void.

13) INTEREST OF MEMBERS, OFFICERS OR EMPLOYEES OF MEMBERS OF LOCAL GOVERNING BODY OR OTHER PUBLIC OFFICIAL.

- A) No member, officer, or employees of SHA, no member of the governing body of the Borough of Sayreville and no other public official of such localities who exercises any functions or responsibilities with respect to

the project/programs during his terms or for one year thereafter, shall have any interest direct or indirect in this contract or the proceeds thereof.

- b) HAPA warrants that it has disclosed all relevant information, and warrants that to the best of its knowledge and belief, it does not have any organizational conflict of interest.
 - c) HAPA agrees that if after execution of this Agreement it discovers an organizational conflict of interest with respect to this contract it shall make an immediate and full disclosure to SHA, which shall include a description of the action, which HAPA has taken or intends to neutralize the conflict.
- 14) RECORDS. HAPA shall maintain a comprehensive system or records, books, and accounts, in a manner satisfactory to HUD and SHA. All documents, papers and records of HAPA which relate to the operation of SHA shall be available for examination at reasonable hours by any authorized representative of HUD, the Comptroller General or New Jersey Department of Community Affairs and SHA. HAPA shall provide SHA records for filing and record keeping purposes on a weekly basis. Said records will be provided to the SHA for official storage of same.
- 15) EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this contract, HAPA agrees as follows:
- a) HAPA will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employments, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. HAPA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity clause.

B) In the event of HAP A's noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and HAPA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 112246 or September 24, 1996, and such other sanctions may be imposed and remedies invoked as provided by law.

16) LIMITATION OF EXPENDITURES. Notwithstanding any of the foregoing provisions, the prior approval of SHA will be required for any expenditures which exceed

\$1,000.00 in any one instance for labor, materials or otherwise. Procurement shall be made in accordance with the SHA's Procurement Policy. HAPA will ensure that the procurement procedures are being followed by HAPA 's administrative personnel. All expenditures shall be in accordance with the duly adopted budget of the Sayreville Housing Authority.

17) NOTICES/APPROVALS. Where notice to a party or the approval of a party is required under the terms of this Agreement, such notice shall be given to and such approval shall be obtained from the following representatives of each party:

Ken Olchaskey, Chairperson/Housing Authority of the Borough of Sayreville (Sayreville, New Jersey) and copy to Attorney Casper P. Boehm, Jr., 155 Harrison Road, Jacobstown, NJ 08562.

Edna Dorothy Carty-Daniel, Chairperson Housing Authority of the City of Perth Amboy, 881 Amboy Avenue, Perth Amboy, New Jersey and copy to Edward Testino, Esq., 121 Route 34, Matawan, NJ 07747.

18) CONTINGENCIES. This contract shall be subject to the approval of the United States

Department of Housing and Urban Development, if necessary, and the State of New Jersey Department of Community Affairs, Division of Housing and Community Resources.

19) NEW JERSEY LAW. This Agreement shall be governed by,

and construed in accordance with, the laws of the State of New Jersey.

- 20) **BINDING ON SUCCESSORS AND ASSIGNS.** Except as otherwise provided herein, all terms, provisions and conditions of this Agreement shall be binding on, and insure to the benefit of, the parties hereto, their respective personal representatives, successors and assigns.
- 21) **MODIFICATION.** No modifications of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the HAPA and the SHA.
- 22) **NO WAIVER.** No waiver of any term, provision or condition contained in this Agreement, nor any breach of any such term, provision or condition, shall constitute a waiver of any subsequent breach of any such terms, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same or any other term, provision or condition of this Agreement by either party.
- 23) **PARTIAL INVALIDITY.** If any term, provision or condition contained in this Agreement or application thereof to any person or circumstances shall, at any time, or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which this Agreement is invalid or unenforceable, shall not be affected thereby, and each term, provision or condition contained in this Agreement shall be valid and enforced to the fullest extent permitted by the law, provided, however, that no such invalidity shall in any way reduce services to be performed by HAPA for the SHA.
- 24) **CAPTIONS.** The captions or paragraphs headings contained in this Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.
- 25) **INTERPRETATION.** This Agreement constitutes the entire agreement between the parties and no changes will be valid unless made in writing and executed by the parties.
- 26) **EXECUTION.** The Execution of this Agreement represents this Agreement has been approved by resolution of the



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

Memo to: Board of Commissioners

From: Douglas Dzema, Executive Director

Re: Directors Report

Date: February 4th 2021

My report is as follows:

Housing Authority:

Currently we have 176 Section 8 units under lease as of February 1 with 2 pending so we are fully leased-up.

The waiting list has 14 residents and 22 non-residents on it.

As we discussed at the last meeting I am bringing forth a resolution to amend the interlocal with Perth Amboy Housing Authority to include the services of Lee Mestres. This was discussed in detail last month and included is a copy of the amended interlocal for your review.

Corporation:

As of February 1st, there were two vacancies at Gillette Manor, one was rented for March the other will be rented for April.

As we discussed last month we are outsourcing our laundry facilities to FMB Laundry. The tentative date for the installation of new washers and dryers is February 8th and 9th. I will provide and update at the meeting. In addition, we placed the washers/dryers we currently own on Govdeals website. I am happy to report we received 20 bids with a high price of \$6,850. The successful bidder will pick up the equipment on 2/6/21 in time for the installation of the new washers/dryers.

We have submitted our request to FEMA for expenses we paid to combat COVID-19. The current request is for approx. \$7,500 for expenses paid from March 2020 to September 15th, 2020. Expenses included PPE and additional cleaning of the development. We may be putting in a second request if FEMA extends the date for expenses incurred after September 15th.

The front door intercom system and camera upgrades will be completed this month.

Notices went out to residents about mask wearing around the complex.

Lee Mestres's report is attached.

Other business:

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

Sayreville Housing for Seniors Corporation "Gillette Manor"

650 Washington Road
Sayreville, NJ 08872
732-316-0177
732-721-0062 fax

Memorandum

Date: February 3, 2021

To: Douglas G. Dzema, Executive Director

From: Christina Smolder

Re: Laundry Equipment Sale 1/27/2021

I am pleased to advise that we have sold the old coin-operated laundry equipment (12 washers and 12 dryers) through the GovDeals platform for \$6,850.00 (net!). Twenty bids were received from four competing bidders in a week-long auction that started 1/20/21 at 2:30 p.m. and ended 1/27/21 at 2:30 p.m. The following is the list of bids received directly from the GovDeals site:

Userid	Bid Date/Time	Bid Amount
n*****o	1/24/21 9:35:55 PM	\$6,850.00
u*****y	1/24/21 9:35:55 PM	\$6,800.00
u*****y	1/24/21 7:33:55 PM	\$5,050.00
n*****o	1/24/21 7:06:11 PM	\$5,000.00
u*****y	1/24/21 7:06:11 PM	\$5,000.00
n*****o	1/24/21 7:05:48 PM	\$4,050.00
u*****y	1/24/21 7:05:48 PM	\$4,000.00
n*****o	1/24/21 7:05:25 PM	\$3,525.00
u*****y	1/24/21 7:05:25 PM	\$3,500.00
n*****o	1/24/21 7:05:00 PM	\$2,550.00
u*****y	1/24/21 7:05:00 PM	\$2,525.00
n*****o	1/22/21 11:15:32 PM	\$2,025.00
u*****y	1/22/21 11:15:32 PM	\$2,000.00
n*****o	1/22/21 11:14:44 PM	\$1,025.00
u*****y	1/22/21 11:14:44 PM	\$1,000.00
n*****o	1/22/21 5:08:12 AM	\$595.00
c*****8	1/22/21 5:08:12 AM	\$570.00
n*****o	1/21/21 3:35:10 PM	\$525.01
w*****m	1/21/21 3:35:10 PM	\$500.01
w*****m	1/21/21 12:52:57 PM	\$500.00

The bidder is scheduled to pick up the equipment on 2/6/21 and our new equipment from FMB Laundry is scheduled to be installed starting 2/8/21.

Date: February 4, 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

Projects:

Exterior Projects:

1. Window screen replacement: ****Recommended**
2. Handrails: The handrail on the 4th floor balcony will be painted once it is decided what repairs are required for the vinyl deck. **Update: Unchanged.**
3. 4th Floor Balcony Deck: There are some cracks and other signs of deterioration of the vinyl deck covering on the 4th 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: Waiting on proposal from contractor to replace.**
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. I am in the process of reviewing the original roof installation documentation from 2015 to see if a warranty claim can be made. I intend to have a manufacturer's representative visit the site to examine the roof.

Interior Projects:

1. Interior Finishes:

a. Current Projects:

- i. 4th floor Corridor carpet replacement with LVT has been completed. **Update: Met with the Armstrong representative on site. He indicated that the floor had "issues" and would elevate the matter to his review staff at Armstrong for a recommendation. We are also scheduling a meeting with the glue manufacturer to go over the installation. Long term goal is to come up with a solution to resolve what we perceive as on-going maintenance issues at little or no cost to the Authority.**
- ii. 4th Floor corridor and door painting has been completed.
- iii. 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: Bids were received on December 2, 2020. Three bidders submitted numbers.
 - i. Haig's Service Corp \$17,260.00
 - ii. Distinctive Voice & Data \$21,210.00
 - iii. Millennium Communications Group Inc. \$37,166.00

Generally, the work involves repairing the existing interior & exterior cameras and adding new exterior cameras at the three main parking lot entries on the 4th floor and the three entries on the ground floor at the rear of the building. The “head-end” equipment in the manager’s office will also be upgraded to handle the new cameras and improve the overall surveillance capability of the system. **Update: Work is nearly completed. One additional camera needs to be replaced and then some fine tuning of the system and training for the staff, who are very pleased with the new system.**

3. Mechanical: No issues to report.
4. Technology:
 - a. Offices: Phone system: The phones will be upgraded with new equipment. Work is underway and should be completed soon. **Update: The Telesystems group will begin installation shortly. We had Haig run two new data drops that they required for their equipment to be installed.**
 - b. **Building Intercom Entry System:** At least 10 apartments in the building no longer have access to the intercom system that services the front door. The existing system is “antiquated” and difficult to find parts for and repair. Speaking with a representative from Haig’s Service Corp., who is familiar with the system, he recommends that a new system be considered as more failures are inevitable and the probability of being able to affect any long-term repair work is doubtful. The Tenants whose intercoms are not functioning properly have begun to lodge complaints with the staff. **Update: A new system has been approved. Materials have been ordered and installation should begin in a couple of weeks. The staff is compiling names with phone numbers for all the residents to be input to the new intercom.**
5. Laundry Equipment: New laundry machines are now scheduled to be delivered on February 17, 18 & 19. The Authority was able to sell the existing machines for \$6,850. I am in the process of trying to get the buyer organized to pick up the machines per his contractual obligation before the new machines are delivered.

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

SAYREVILLE HOUSING AUTHORITY
GILLETTE MANOR
CASH REPORT
November 30th, 2020

Cash Balance November 1st, 2020 \$742,010.50

Receipts:

Rents	\$76,550.00
Laundry/Tenant Revenue	100.00
Interest	1,899.31
Cable	<u>4,900.00</u>
Total Receipts	<u>\$83,449.31</u>

Expenses:

Administrative Expenses	\$12,912.45
Covid 19 Exp	0.00
Utilities	1,902.05
Maintenance	18,324.69
Taxes	11,520.00
Mgmt Fee	10,291.00
Debt Service	<u>25,000.00</u>
Total Expenses	<u>\$79,950.19</u>

Cash Balance November 30th, 2020 \$745,509.62

Operating	\$105,945.14
R & R	<u>639,564.48</u>

Total Cash Balance November 30th, 2020 \$745,509.62