

Administration Building

125 Chestnut Street, Boonton, NJ 07005

Regular Board Meeting

MINUTES

Wednesday, March 28, 2018

CALL MEETING TO ORDER

Chairperson Rashid called the meeting to order at 7:07pm at the Boonton Housing Authority Administration Office, 125 Chestnut Street, Boonton, NJ 07005

ROLL CALL

Amjad Rashid, Chairperson	PRESENT
Ginny Dolce, Vice-Chairperson	PRESENT
Stephen F. Stross, Jr., Commissioner	ABSENT
Paul Nevadomski, Commissioner	ABSENT
Lynn D. Schinman, Commissioner	ABSENT
Mildred Ariemma, Commissioner	PRESENT
Leonardo Moyoli, Commissioner	PRESENT

Others Present

Sherry Sims, Executive Director; Alderman McBride, Terrence Corrison, Attorney

ADEQUATE NOTICE

Chairperson's Statement: Adequate Notice of Meeting Pursuant to the requirement of the Open Meetings Act, I announce and direct the Secretary of the Boonton Housing Authority Board of Commissioners to enter the minutes of this meeting an accurate statement to the effect that:

"Notice of the meeting has been provided by filing a Notice of this meeting with the Town of Boonton Town Hall, by posting a Notice of this meeting on the bulletin board of the Boonton Housing Authority's Riverview Apartments, the Administration Building, and by publication of this Notice in in the **Daily Record on January 8, 2018 and in the Citizen of Morris County Newspaper on January 10, 2018 for the new calendar year of 2018.**

MINUTES

BE IT RESOLVED THAT, the Board of Commissioners of the Housing Authority of the Town of Boonton **approve** the **Minutes** for the following months: January 2018. **The February meeting was cancelled.**

Motioned: Commissioner Dolce

Seconded: Commissioner Moyoli, Jr.

A roll call was taken. All Commissioners present voted in the affirmative. The Minutes were approved for January 2018.

APPROVAL OF THE MONTHLY SCHEDULE OF VOUCHERS/BILLS

For the BHA Management Program and the Section 8 Housing Choice Voucher program have been approved by the Board of Commissioners for the month(s) January and February 2018

Motioned: Commissioner Moyoli, Jr.

Second: Commissioner : Dolce

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. The vouchers are paid.

REPORT OF SECRETARY/TREASURER

The Executive Director gave a verbal report on all program activities and Administrative tasks. The HCV Administrative Plan was revised and was discussed by the Board for approval. The HUD-VMS phone audit is still open.

CORRESPONDENCE

A letter was received from the U.S. Department of Housing and Urban Development on January 31, 2018 advising the Boonton Housing authority achieved High Performance status on the SEMAP HCV Program for FYE 9/30/2017

OLD BUSINESS

The RAD application is still being processed.

NEW BUSINESS

The no-smoking policy in public housing on the Boonton Housing property and apartment policy is attached for your review. It is to go into effect July 2018. We will be scheduling a tenant meeting to discuss the policy and the implementation steps.

RESOLUTIONS

RESOLUTION #1986a

**RESOLUTION TO APPROVE THE DISPOSAL OF
OBSOLETE STOVES AND REFRIGERATORS IN
ACCORDANCE WITH THE BHA'S PROPERTY
DISPOSITION POLICY FOR FISCAL YEAR ENDING
SEPTEMBER 30, 2017**



WHEREAS: the Housing Authority of the Town of Boonton, from time to time must dispose of inoperable/obsolete inoperable stoves and refrigerators; and

WHEREAS; the following inoperable stoves and refrigerators are considered to be non-functional and inoperable, therefore, it has been declared that these items need to be disposed of in accordance with the Property Disposition Policy:

Tag Numbers	Equipment Type	Location
98346	Refrigerator	122 Plane, 2D
98138	Refrigerator	122 Plane , 6J
98769	Refrigerator	122 Plane St, 5L
	24" electric stove	125 Chestnut, #6
98129	24" electric stove	125 Chestnut, 6C
98369	24" stove	122 Plane , 5L
98356	24" stove	122 Plane , 1G
98080	24" stove	122 Plane, 5
98101	Refrigerator	125 Chestnut, 5
98103	24" stove	122 Plane, 6
98311	24" stove	122Plane,3H

THEREFORE BE IT RESOLVED THAT: the above referenced items may be disposed of in accordance with the Property Disposition Policy of the Housing Authority of the Town of Boonton, dated March 15, 1990.

**RESOLUTION #1987 A RESOLUTION BY THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE TOWN OF BOONTON TO
AUTHORIZE AND AWARD THE COMPUTER SOFTWARE CONVERSION
PROGRAM TO PHA-WEB**

Commissioner Moyoli motioned to accept Resolution 1978 as present. Commissioner Dol seconded the motion. All Commissioners voted in the affirmative. No one present was opposed.

Whereas, the Housing Authority of the Town of Boonton solicited proposals for COMPUTER SOFTWARE consultants to assist the Housing Authority with the SOFTWARE CONVERSION; AND

Whereas, three firms submitted proposals:

Yardi Conversion (existing software Visual Homes)	\$30,807.00
Happy Software	\$19,260.00
Management Computer Services PHA-Web	\$18,350.00

Whereas, PHA-WEB, Inc. is the most responsive and familiar with meeting the needs and financial budget for the Authority's;

Whereas, PHA-WEB comes highly recommended and has been the top selling software program for small authorities in New Jersey.

THEREFORE, BE IT RESOLVED that, the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and award the contract to Management Computers, Inc. in accordance with the contract terms attached effective April 1, 2018

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #1987 was passed.

RESOLUTION# 1988 THE HOUSING AUTHORITY OF THE TOWN OF BOONTON AUTHORIZE AND APPROVE THE 2017 REVISED ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM (HCV)

Commissioner Dolce motioned to accept Resolution #1988. Commissioner Ariemma seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the HCV Administration Plan has not been updated in several years; and

WHEREAS, the HCV Administration Plan has been revised and updated to current regulations and policies,

WHEREAS, the Authority posted the proper Notice of changes and allowed for the 30-day comment period and there was none.

THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve the revised Housing Choice Voucher Administrative Policy.

Boonton Housing Authority

Commissioners	Aye	Nay	Abstain	Absent
A. Rashid	x			
G. Dolce	x			
S. Stross, Jr.				x
P. Nevadomski				x
L. Schinman				x
M. Ariemma	x			
L. Moyoli, Jr.	x			

A roll call was taken. All Commissioners voted in the affirmative. No one present

Was opposed. Resolution #1988 was passed.

**RESOLUTION #1989 AUTHORIZE AND APPROVE AND RATIFY THE
EXPENSE FOR CONFERENCE TRAVEL FOR THE EXECUTIVE DIRECTOR,
COMMISSIONERS AND STAFF TO ATTEND THE NJNAHRO. ANNUAL
CONFERENCE ON MAY 20-23, 2018 AT THE TROPICANA, ATLANTIC CITY,
NJ**

**Commissioner Moyoli, Jr. motioned to accept Resolution #1989 as presented.
Commissioner Dolce seconded the motion. All Commissioners present voted in the
affirmative. No one present was opposed.**

**WHEREAS, HUD regulations require Housing Authority Executive Directors,
Commissioners and staff to be informed and trained on a continuous basis with all the
changes taking place under the new HUD administration; and**

**WHEREAS, NJNAHRO has scheduled their "Annual Conference for May 20-23, 2018,
in Atlantic City, New Jersey; and**

**WHEREAS, the Executive Director must attend due to her position on the Executive
Board; and**

**WHEREAS, the BHA authorize and approve the cost of hotel and registration for
authorized commissioners and staff who plan on attending the conference.**

THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Town
of Boonton authorize and approve the attendance at the above conference for the
Executive Director, Commissioners and the appropriate Management Staff to attend with
the registration cost.

A roll call was taken. All Commissioners present voted in the affirmative. No one
present was opposed. Resoluton #1989 was passed.

COMMENTS FROM THE PUBLIC:

Any other business that may properly come before the Board of Commissioners of the
Housing Authority of the
Town of Boonton.

ADJOURNMENT

Motion to Adjourn by: Commissioner Moyoli, Jr.

Second the Motion by: Commissioner Dolce

Time the Meeting adjourned: 7:45PM

The Minutes of this meeting was approved by the Board of Commissioners on Wednesday, October 24, 2018.

Sherry Sims

Secretary/Executive Director