

**Administration Building**

*125 Chestnut Street, Boonton, NJ 07005*

**Regular Board Meeting**

**MINUTES**

**WEDNESDAY, JANUARY 25, 2017**



**Regular Board Meeting                      Housing Authority of the Town of Boonton**  
**Board of Commissioners                      125 Chestnut Street, Boonton, NJ 07005**

**CALL MEETING TO ORDER**

The meeting will be called to order at 7:09 PM at the Administration Building, 125 Chestnut Street, Boonton, NJ 07005

**ROLL CALL**

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

**SWEAR-IN NEW COMMISSIONER**

Chairperson Rashid swore in the new Commissioner Leonardo Moyoli, Jr. by reading and swearing to the Oath to serve.

**OTHERS PRESENT**

Sherry Sims, Executive Director, Terrence Corriston, 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 12, 2017 and in the Citizen of Morris County Newspaper on January 12, 2017 for the new calendar year of 2017.**

**COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY:**

During the Board meeting, the Boonton Housing Authority offers members of the public an opportunity to address issues regarding the operation of the Authority. The Board reminds those individuals who take this opportunity to identify themselves by name and address, and to limit their comments to items on the agenda and/or items directly related to the operation of the Authority.

Issues raised by members of the public may or may not be responded to by the Board. All comments, however will be considered and a response will be forthcoming when appropriate.

The Board asks that the members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding employees of the Authority are discouraged and will not be responded to by any Board member, as employees have specific legal rights afforded by the laws of New Jersey.

The Board bears no responsibility nor will it be liable for any comments made by members of the public; therefore, public members should consider their comments considering the legal rights of those affected or identified in their comments and should be aware that they are legally responsible and liable for their comments.

**MINUTES**

**BE IT RESOLVED THAT**, the Board of Commissioners of the Housing Authority of the Town of Boonton **approved** the **Minutes** for the following months: **May 25, 2016. The following months were November and December 2016.**

**Commissioner Ariemma motioned to approve the Minutes for May 25, 2016. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed. Commissioner Dolce and Stross were absent. The Minutes were approved for May 25, 2016.**

**APPROVAL OF THE MONTHLY SCHEDULE OF VOUCHERS/BILLS**

**WHEREAS**, the vouchers/bills which are due for payment on the capital fund program, the Management Program and the Section 8 Housing Choice Voucher program have been approved by the Board of Commissioners for the month(s) **December 2016. Commissioner Schinman motioned to approve the bills and vouchers as presented. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed. Commissioner Dolce and Commissioner Stross, Jr were absent. Vouchers and bills were paid**

## **REPORT OF SECRETARY/TREASURER**

- DCA called 1/20/2017 to confirm continued representation by Ginny Dolce
- Audit review and recommendation by Commissioner Dolce
- RAD Presentation by Bill Katchen
- Certification requirement for ED by State for Human Relations access to the Pension/Health System (Pending)
- Smoke Free final rule training and policy to be written

## **CORRESPONDENCE**

## **OLD BUSINESS**

- Status on OPRA Lawsuit – Attorney Corriston

## **NEW BUSINESS**

- RFP to be issued for Legal and Fee Accountant
- Financial Disclosure Forms due March 30-April 30
- NJHMFA Compliance Information due by January 31
- NJ Civil Rights Compliance Information due by January 31

## **RESOLUTIONS**

**RESOLUTION #1944 RESOLUTION BY THE BOARD OF COMMISSIONERS TO AUTHORIZE, APPROVE AND AWARDED THE INDEPENDENT AUDITOR CONTRACT FOR THE FISCAL YEAR END SEPTEMBER 30, 2016 TO NOVOGRADAC, LLP, Toms River, NJ 08753 IN THE AMOUNT OF \$10,000.00**

Commissioner Ariemma motioned to approve Resolution 1944. All Commissioners present voted in the affirmative. No one present was opposed. Commissioner Dolce and Stross were absent.

WHEREAS, the Housing Authority of the Town of Boonton solicited proposals for the independent audit contract services for the year ending September 30, 2016; and

WHEREAS, NOVOGRADAC, LLP, Toms River, NJ 08753, is the most responsive and familiar with our Agency;

Auditor Proposals	Fee Cost	Man Hrs.	Exp	
NOVOGRADAC & COMPANY, LLP	\$10,000.00	40 hrs.	95%	Familiar with BHA

WHEREAS, audit cost is expensed between the public housing and housing choice voucher programs; and

WHEREAS, it is not a 100% reimbursable cost through the operating subsidy calculation from the Department of Housing and Urban Development for public housing program and there is no subsidy for the housing choice voucher program.;

THEREFORE BE IT RESOLVED THAT, the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve the independent auditor contract for the fiscal year end September 30, 2016 to NOVOGRADAC, LLP, Toms River, NJ 08753 in the amount of \$10,000.00 .

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

A roll call was taken. All Commissioners present voted in the affirmative. No Commissioner present was opposed. Commissioner Dolce and Stross were absent. Resolution 1944 was passed.

**RESOLUTION #1945      RESOLUTION BY THE BOARD OF COMISSIONERS TO APPOINT THE EXECUTIVE DIRECTOR, SHERRY L. SIMS AS THE COMPLIANCE OFFICER FOR THE HOUSING AUTHORITY OF THE TOWN OF BOONTON IN ACCORDANCE WITH N.J.A.C. 17:27-3.3**

Commissioner Nevadomski motioned to accept Resolution 1945. Commissioner Moyoli, Jr. seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

**Whereas**, the Boonton housing Authority shall designate Sherry L. Sims, Executive Director to serve as its Public Agency Compliance Officer or PACO to be the liaison between the Division and the BHA as the contact person responsible for the administration of the statute and regulations; and ;

**Whereas**, the PAOC is responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the Boonton Housing Authority and vendors with public contracts;

**Whereas**, the Boonton Housing Authority will submit the name, title, address, telephone number fax number and email address of the P.A.C.O. designated by the Boonton Housing Authority as follows:

Sherry Sims  
Executive Director  
125 Chestnut St  
Boonton, NJ 07005  
PH: 973-335-0846  
FAX:973-335-0955  
Email: [sherry@boontonhousing.org](mailto:sherry@boontonhousing.org)

**Whereas**, the above information is due to the State of New Jersey no later than January 10<sup>th</sup> each year.

**Therefore be it resolved that;** the above named person is designated as the contact person for the Boonton Housing Authority in accordance with the NJAC 17:27-3.3

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1945 was passed.

**Resolution 1946    RESOLUTION TO RATIFY THE ACTIONS OF THE EXECUTIVE DIRECTOR TO CONDUCT A PERFORMANCE ENERGY AUCTION FOR ELECTRICITY ON JANUARY 18, 2017**

**RESOLUTION #1946      RESOLUTION BY THE HOUSING AUTHORITY OF THE TOWN OF BOONTON BOARD OF COMMISSIONERS TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT TO PERFORM ENERGY AUCTION FOR ELECTRICITY**

Commissioner Moyoli. motioned to accept Resolution 1946. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

**WHEREAS**, pursuant to the Local Unit Technology Pilot Program and Study , the Board of Commissioners of the Housing Authority of the town of Boonton authorize EMEX, LLC-1 to conduct a reverse energy auction for electricity; and

**Whereas**, on June 12, 2013, on behalf of the Boonton Housing authority, EMEX conduct said reverse energy auction for the purchase of electricity for twenty-four (24) months; and

**WHEREAS**, Direct Energy submitted the lowest bid in the sum of \$.08531/kwh for a term of 24 months commencing March 2013.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Boonton that the Executive Director be and hereby is authorized to enter into an agreement with Direct Energy for the provisions of electricity in the form attached hereto

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1946 was passed.

**RESOLUTION # 1947                      RESOLUTION BY THE BOARD OF  
COMMISSIONERS OF THE TOWN OF BOONTON ADOPTING A  
REVISED OPRAH POLICY**

**Commissioner Moyoli, Jr. motioned to accept Resolution 1947 as present. Commissioner Schinman seconded the motion. All Commissioners present voted in the affirmative. No Commissioners present was opposed.**

Whereas, the Housing Authority of the Town of Boonton (the Authority) is subject to both federal and State OPRAH laws and regulations; and

Whereas, with the adoption of NJSA 2C:28-3 et seq. the federal government substantially revised the OPRAH regulations ;

Whereas, the U.S. Department of Housing and Urban Development has directed the public housing authorities amend their OPRAH policies to include the new regulations;

Whereas, the attached OPRAH policy has been revised to include current applicable federal and state laws and regulations and provisions

Now therefore, be it resolved by the Board of Commissioners of the Town of Boonton that it hereby approved and adopts the revised OPRAH policy in the form attached hereto.

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

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1947 was passed.

**RESOLUTION #1948 RESOLUTION TO AUTHORIZE AND APPROVE THE WRITE-OFF RENTAL COLLECTION LOSSES AND APARTMENT DAMAGES FROM ALICIA STARNES RIVERVIEW APARTMENTS, 122 PLANE STREET, APT5-1, BOONTON, NJ IN THE AMOUNT OF \$1288.70 FOR NON-PAYMENT OF RENT AND OTHER CHARGES**

Commissioner Nevadomski motioned to accept Resolution 1948. Commissioner Moyoli, Jr. seconded the moton. All Commissioners present voted in the affirmative. No one present was opposed. Commissioner Dolce and Stross were absent.

**WHEREAS:** Alicia Starnes, head of household and, former tenants who resided at Riverview Apartments, 122 Plane Street, Apt 5l, Boonton, NJ moved- out without adequate notice; and

**WHEREAS, Alicia Starnes** moved out of the apartment, leaving all her personal possessions behind and the apartment was declared inhabitable (attached moveout charges; and

**WHEREAS:** the security deposit in the amount of \$786.21 was deducted from the total charges due, leaving a balance of \$1288.79 due and payable to the Boonton Housing Authority for rent and other charges and;

**WHEREAS:** The Board of Commissioners of the Housing Authority of the Town of Boonton deem the above account uncollectible in the amount of \$1288.76 and written off the books for fiscal year end 9/30/2017; and

**WHEREAS:** The Board of Commissioners of the Housing Authority will direct the staff to continue to pursue collection of this debt and garnishment of wages.

**THEREFORE, BE IT RESOLVED THAT:** the Housing Authority of the Town of Boonton will pursue the steps for collection of the account of Alicia Starnes in accordance with the Housing Authority of the Housing Authority of the Town of Boonton’s Write-Off vacated tenant accounts policy.

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

A roll call was taken. All Commissioners present voted in the affirmative. No Commissioners present was opposed. Commissioner Dolce and Stross were absent. Resolution 1948 was passed.



**RESOLUTION #1949 RESOLUTION TO AUTHORIZE AND APPROVE THE WRITE-OFF RENTAL COLLECTION LOSSES AND APARTMENT DAMAGES FROM JOELLA LOCKETTE RIVERVIEW APARTMENTS, 122 PLANE STREET, APT. 2-E, BOONTON, NJ IN THE AMOUNT OF \$5484.70 FOR NON-PAYMENT OF RENT AND OTHER CHARGES**

Commissioner Moyoli, Jr. motioned to accept Resolution 1949 as presented. Commissioner Ariemma seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

**WHEREAS:** Joella Lockette, head of household and, former tenants who resided at Riverview Apartments, 122 Plane Street, Apt 2-E, Boonton, NJ moved- out without adequate notice; and

**WHEREAS, Joella Lockette** moved out of the apartment, leaving all her personal possessions behind and the apartment was declared inhabitable (attached moveout charges; and

**WHEREAS:** the security deposit in the amount of \$972.30 was deducted from the total charges due, leaving a balance of \$5404.70 due and payable to the Boonton Housing Authority for rent and other charges and;

**WHEREAS:** The Board of Commissioners of the Housing Authority of the Town of Boonton deem the above account uncollectible in the amount of \$5484.70 and written off the books for fiscal year end 9/30/2017; and

**WHEREAS:** The Board of Commissioners of the Housing Authority will direct the staff to continue to pursue collection of this debt and garnishment of wages.

**THEREFORE, BE IT RESOLVED THAT:** the Housing Authority of the Town of Boonton will pursue the steps for collection of the account of Joella Lockette in accordance with the Housing Authority of the Housing Authority of the Town of Boonton’s Write-Off vacated tenant accounts policy.

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 present voted in the affirmative. No Commissioners present was opposed. Resolution 1949 was approved. Commissioner Dolce and Stross were absent.

**COMMENTS FROM THE PUBLIC**

There was no comment from the public.

Motioned to Adjourn: Commissioner Nevadomski

Seconded Motion: Commissioner Ariemma

Meeting Adjourned: 9:00 PM

The Minutes for January 25, 2017 were approved at the meeting of November 22, 2017.

Sherry L. Sims

Secretary/Executive Director

