

Administration Building
125 Chestnut Street, Boonton, NJ 07005

Regular Board Meeting

MINUTES

Tuesday, March 2, 2016



Regular Board Meeting	Housing Authority of the Town of Boonton
<u>Board of Commissioners</u>	<u>125 Chestnut Street, Boonton, NJ 07005</u>

CALL MEETING TO ORDER

The meeting will be called to order at 7:01PM at the Administration Building, 125 Chestnut Street, Boonton, NJ 07005

ROLL CALL

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

Others Present

Sherry Sims, Terrance Corriston; Anthony Scozzafava, Liaison; Dwayne Zadarosni,

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 into 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 13, 2016 and in the Citizen of Morris County Newspaper on January 13, 2016 for the new calendar year of 2016.**

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:

December 15 and 29th of 2015 and January 16, 2016

Commissioner Dolce motioned to approve the minutes and Commissioner Nevadomski seconded the motion.

A roll call was taken and all Commissioners voted in the affirmative to approve the minutes.

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) January 2016

Commissioner Nevadomski motioned to approve the bills and vouchers for payment.

Commissioner Dolce seconded the motion. A roll call vote was taken and all Commissioner's present voted in the affirmative to pay the bills and vouchers.

REPORT OF SECRETARY/TREASURER

Preparing for the Audit FYE 9/30/2015

COMMITTEE REPORT

Vice Chairperson Dolce chaired a committee meeting to discuss and review the changes to the Procurement Policy. She presented her report to the total Board of Commissioners and entered into dialogue with our Attorney with the recommended amendments to the Policy. The recommended amendments are as follows for Attorney Corrison to review and adjust.

1. **Amend the policy as it relates to eliminating the requirement to get 3quotes for Insurance reimbursements.**

2. Implement Purchase Order Policy for the staff to use in-house for items that exceed \$1,000.00. Policy should require itemization of need materials by apartment or common area and approved by the Asset manager before purchased.

CORRESPONDENCE

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

The Procurement Policy has been revised and updated

RESOLUTIONS

**RESOLUTION #1915 RESOLUTION TO APPROVE THE ANNUAL BOONTON HOUSING
AUTHORITY BUDGET FOR APPROVAL TO THE STATE OF NEW JERSEY FOR FISCAL YEAR
BEGINNING OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016**

**Commissioner Ariemma motioned to accept Resolution #1915. Commissioner Stross, Jr.
seconded the motion.**

See attached State Budget form to review and approve on the open public meeting on
February 24, 2016.

BOONTON HOUSING AUTHORITY

COMMISSIONERS	AYE	NAY	ABSTAIN	ABSENT
Amjad Rashid, Chairperson	x			
Ginny Dolce, Vice Chairperson	x			
Mildred Ariemma, Commissioner	x			
Stephen F. Stross, Commissioner	x			
Alexander Morsink, Commissioner				x
Lynn Schinman, Commissioner	x			
Paul Nevadomski, Commissioner	x			

A roll call was taken and all Commissioners present voted in the affirmative. Resolution 1915
was passed.

**RESOLUTION #1916 A RESOLUTION BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE TOWN OF BOONTON TO APPROVE THE REGULAR
SCHEDULED MEETINGS FOR THE CALENDAR YEAR JANUARY 1, 2016 THROUGH
DECEMBER 31, 2016**

**Commissioner Nevadomski motioned to accept Resolution #1916 as presented. Commissioner
Schinman seconded the motion.**

**WHEREAS, the Board of Commissioners of the Housing Authority of the Town of
Boonton will hold regular monthly board meetings at 7:00PM on the fourth Wednesday of each month, at
the Administration Building, located at 125 Chestnut Street, Boonton, NJ; unless otherwise changed; and**

**WHEREAS, a copy of this Resolution will be advertised in the newspaper, posted at
Riverview Apartments and posted at Boonton Town Hall; and**

**WHEREAS, the Board of Commissioners will issue a Notice on as needed basis to
change date, time, locations and/or to hold periodic meeting at Riverview Apartments,
122 Plane Street, Boonton, NJ to keep residents informed and involved in the process;
And**

**WHEREAS, the Board of Commissioners have set the following dates for the regular scheduled 2016
monthly board meetings:**

**JANUARY 29
FEBRUARY 24
MARCH 23
APRIL 27
MAY 25
JUNE 22
JULY 27
AUGUST 24
SEPTEMBER 28
OCTOBER 26
NOVEMBER 23
DECEMBER 20**

**THEREFORE BE IT RESOLVED THAT: the Board of Commissioners of the
Housing Authority of the Town of Boonton authorizes and approves the following
Revised schedule for the regular scheduled board meeting for the year 2016.**

Commissioners	Aye	Nay	Abstain	Absent
Amjad Rashid	x			
Ginny Dolce	x			
Alexander Morsink				x
Steven F. Stross, Jr.	x			
Lynn Schinman	x			
Paul Nevadomski	x			
Mildred Ariemma	x			

PHA Certifications of Compliance with PHA Plans and Related R e g u l a t i o n s

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan

RESOLUTION #1917

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning OCTOBER 1, 2014 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the

Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
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13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

22. The
PHA
certifies
that it is
in
compliance

ce with all applicable Federal statutory and regulatory requirements.

PHA Name: Boonton Housing Authority

PHA Number/HA Code :NJ052

5-Year PHA Plan for Fiscal Years

XX Annual PHA Plan for Fiscal Years 2015- 2020

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official: SHERRY L. SIMS

Title EXECUTIVE DIRECTOR

Signature

Date: February 24, 2016

Approved by: _____ Date: February 24, 2016
Amjad Rashid, Chairperson

BOONTON HOUSING AUTHORITY

COMMISSIONERS	AYE	NAY	ABSTAIN	ABSENT
Amjad Rashid, Chairperson	x			
Ginny Dolce, Vice Chairperson	x			
Mildred Ariemma, Commissioner	x			
Stephen F. Stross, Commissioner	x			
Alexander Morsink, Commissioner				x
Lynn Schinman, Commissioner	x			
Paul Nevadomski, Commissioner	x			

**RESOLUTION 1918 AUTHORIZES AND APPROVE THE ANNUAL
CONTRIBUTIONS CONTRACT CAPITAL FUNDS PROGRAM AWARD FOR
FISCAL YEAR 2016-2017 IN THE AMOUNT OF \$85,572.00**

BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Town of Boonton approve and authorize the amendment of the ACC for the FYB October 1, 2017 Capital funds program in the amount of \$85,572.00; and

THEREFORE BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Town of Boonton certifies that it will comply with all contract administrations as required by U.S. Department of Housing and Urban Development policies and procedures; procurement policies and other related requirements in accordance with the Quality Housing Work Responsibility Act of 1998.

BOONTON HOUSING AUTHORITY

COMMISSIONERS	AYE	NAY	ABSTAIN		ABSENT
Amjad Rashid, Chairperson	x				
Ginny Dolce, Vice Chairperson	x				
Mildred Ariemma, Commissioner	x				
Stephen F. Stross, Commissioner	x				
Lynn Schinman, Commissioner	x				
Paul Nevadomski, Commissioner	x				

A roll call was taken and all Commissioners voted in the affirmative. Resolution #1918 was passed.

RESOLUTION 1919 AUTHORIZATION AND APPROVE THE EXECUTIVE DIRECTOR TO ATTEND THE MARC-NAHRO CONFERENCE TO BE HELD IN ATLANTIC CITY, NJ ON APRIL 24-27, 2016

Commissioner Nevadomski motioned to accept Resolution #1919 as presented. Commissioner Stross seconded the motion. All in favor voted in the affirmative to move to questions.

WHEREAS, the Executive Director was elected in November 2013 to the to serve as a member of the Executive Board of the New Jersey NAHRO Organization; and

WHEREAS, the NJ/NAHRO Executive Board is scheduled to attend the MARC-NAHRO Conference in Atlantic City, NHJ to participate to interact and learn from other Authorities and Trainers; and

WHEREAS the cost for the hotel and registration are within the scope of the approved travel budget; and

WHEREAS, the Board of Commissioners of the Boonton Housing Authority authorize and approve the cost of hotel registration and travel for the Executive Director, Commissioners and staff to attend the MARC-NAHRO CONFERENCE.

THEREFORE BE IT RESOLVED THAT: the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve the attendance to the MARC –NAHRO Conference in accordance with the travel budget for 2015-2016

A roll call was taken and all Commissioners voted in the affirmative. Resolution #1919 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.

Commissioner Morsink raised the opportunity to work with residents on Chestnut Street to have a community garden this year. He will contact all residents and see who might be interested and work with Mark Bizzarro the Property Manager.

Comments were made about a boat stored in the back of Chestnut that does not belong to any tenants.

ADJOURNMENT

Commissioner Dolce motioned to adjourn the meeting at 8:10pm. Commissioner seconded the motion.

The Minutes of this Meeting was approved by the Board of Commissioners at a meeting held on September , 2016

Sherry L. Sims

Secretary/Executive Director