

Administration Building
125 Chestnut Street, Boonton, NJ 07005

Regular Board Meeting

MINUTES

April 26, 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 was called to order by Vice-Chairperson, Ginny Dolce, on April 26, 2017, at 7:04PM at the Administration Building, 125 Chestnut Street, Boonton, NJ 07005

ROLL CALL

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

OTHERS PRESENT

Sherry Sims, Terrence Corrison, Attorney, Louis A. Riccio, Senior Vice President of Execu-Tech Inc.; Margarita Howard, HCV Coordinator; Mark Bizzarro, Administrative Assistant/PHM; Mr. and Mrs. King, 122 Plane Street Boonton, NJ

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.

No one had anything to discuss from the public.

MINUTES

BE IT RESOLVED THAT, the Board of Commissioners of the Housing Authority of the Town of Boonton tabled the minutes for January and February 2017. The March Meeting was cancelled.

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) February and March 2017

REPORT OF SECRETARY/TREASURER

- The independent audit for fiscal year ending September 30, 2016 is scheduled for May 9-10, 2017.
- I have obtained two quotes for a independent consultant to conduct quality control inspection on all 159 section 8 tenant files to correct all deficiencies.
- Just a reminder to remember to send your financial disclosure forms (FDS) online.

The Board invited a guest, Louis Riccio from Execu-Tech to make a presentation on the RENTAL ASSISTANT DEMONSTRATION PROGRAM (RAD) conversion process required to put in an application for a CHAP.

The Board of Commissioners authorized the Executive Director to put out the Request for Proposal to solicit consultants to assist the Authority In pursuing the application. A resolution to ratify the directive will be on the May Agenda.

CORRESPONDENCE

Nothing to report.

OLD BUSINESS

NEW BUSINESS

RESOLUTIONS

RESOLUTION # 1951 A Resolution by the Board of the Housing Authority of the Town of Boonton to authorize and approve the PHA Certification of Compliance with the PHA Plans and related regulations in accordance with the Five Year and Annual PHA Plans.

A motion was made by Commissioner Nevadomski. Commissioner Moyoli seconded the motion. All Commissioners present voted in the affirmative. none were opposed. Resolution #1951 was passed.

RESOLUTION # 1952 A Resolution by the Board of the Housing Authority of the Town of Boonton to authorize and approve the PHA Certification of Compliance with the Civil Rights Certification in accordance with the Department of Housing and Urban Development.

A motion was made by Commissioner Nevadomski. Commissioner Moyoli seconded the motion. All Commissioners present voted in the affirmative. none were opposed. Resolution #1952 was passed.

RESOLUTION # 1953 AUTHORIZES AND APPROVE THE USE OF THE REVISED U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT INCOME LIMITS FOR THE TOWN OF BOONTON EFFECTIVE JANUARY 1, 2017 RETROACTIVE

Commissioner Moyoli motioned to accept Resolution 1953 as presented. Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative . There was no further discussion.

WHEREAS, Section 3(b)(2) of the Housing Act of 1937 required the income limits to be adjusted annually by dollar amount and family size; and

WHEREAS, public housing and the housing choice voucher programs use the income limits to determine income eligibility of applicants for programs subject to Section 3(b)(2); and

WHEREAS, the revised income limits are based on the U.S. Department of Housing and Urban Development’s estimates of median family income for CY 2017, and

WHEREAS the Board of Commissioners authorize and approve the income limits effective January 1, 2017 as follows:

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Person
30%/Median	\$19,800	22,600	25,450	28,250	30,550	\$32,960	\$37,100
Very Low	\$33,000	\$37,700	\$42,400	\$47,100	\$50,900	\$54,650	\$58,450
Low	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350

THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve the implementation of the revised income limits as required by the U.S. Department of Housing and Urban Development.

A roll call was taken. All commissioners present voted in the affirmative and none were opposed. Resolution # 1953 was passed.

RESOLUTION #1954 A RESOLUTION BY THE BOARD OF COMMISSIONERS OF HOUSING AUTHORITY OF THE TOWN OF BOONTON to AUTHORIZE AND APPROVE THE REVISED CODE OF ETHICS POLICY FOR THE BOONTON HOUSING AUTHORITY STAFF AND COMMISSIONERS

Commissioner Nevadomski motioned to accept Resolution #1954 as presented. Commissioner Moyoli seconded the motion. No one present was opposed. There was further discussion.

WHEREAS, the Housing Authority of the Town of Boonton requires 3 signatures on all checks written on behalf of the Boonton Housing Authority to fulfill its obligations, accountability and fiduciary responsibility; and

WHEREAS, the attached revised CODE of Conduct will continually be enforced for any and contract awards with the Boonton Housing Authority.

THEREFORE, BE IT RESOLVED THAT, the attached CODE of Conduct will be approved and authorized by the Board of Commissioners of the Town of Boonton

A roll call was taken. All Commissioner's present voted in the affirmative. No one present was opposed. Resolution #1954 was passed.



**RESOLUTION #1955 A RESOLUTION BY THE BOARD OF
COMMISSIONERS OF HOUSING AUTHORITY OF THE TOWN OF BOONTON
to AUTHORIZE AND APPROVE THE FOLLOWING BOARD MEMBERS AND
STAFF MEMBERS THE POWER TO SIGN FINANCIAL DOCUMENTS ON
BEHALF OF THE AUTHORITY**

Commissioner Moyoli motioned to accept Resolution #1955 as presented.

Commissioner Nevadomski seconded the motion.

Discussion by the Board: It was decided to add Mark Bizzarro, Administrative Assistant-PHM, as a signatory on the Lakeland bank accounts.

All Commissioner present voted in the affirmative, none were opposed.

WHEREAS, the Housing Authority of the Town of Boonton requires 3 signatures on all checks written on behalf of the Boonton Housing Authority to fulfill its obligations, accountability and fiduciary responsibility; and

WHEREAS, there has been a change in Board members, which require the Board of Commissioners to authorize and approve a new authorization resolution to updated the authorized signators to be responsible for signing financial documents on behalf of the Authority as follows:

Amjad Rashid, Chairperson
Virginia Dolce, Vice Chairperson
Sherry L. Sims, Executive Director
Margarita Howard, Housing Choice Voucher Program
Mark Bizzarro, Asset Manager/ Administrative Assistant

For the following banks:

Lakeland Bank
Connect One
Wells Fargo Bank
Bank of America

WHEREAS, all bank resolutions require 3 original signatures-- 2 board members and 1 staff person; and/or 2 staff persons and 1 Board member. Two signatures must always be original signatures, and only one can be a "stamped signature" on any given check at any given time.

WHEREAS, all of the above referenced banks will require the Board of Commissioners and staff to sign their individual bank corporate authorization resolutions.

NOW, THEREFORE BE IT RESOLVED THAT, the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve the above

COMMENTS FROM THE PUBLIC

Mr. and Mrs. King and his family came before the Board to request permission to do a community garden at Riverview apartments as well as do plantings around the building to help beautify the common areas. The Board extend they appreciation and his interest in making the common areas more beautiful for the community. He was directed to meet with Mr. Bizzarro on this project.

Motioned to Adjourn: Commissioner Ariemma

Seconded the Motion: Commissioner Moyoli

Meeting Adjourned: 8:40PM

The Minutes of this meeting was reviewed, discussed and approved at the Board meeting held on June 21, 2017

Sherry Lynn Sims

Secretary/Executive Director