

Administration Building  
125 Chestnut Street, Boonton, NJ 07005

Regular Board Meeting

MINUTES

WEDNESDAY, JULY 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 will be called to order at 7:05PM 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
Paul Nevadomski, Commissioner	PRESENT
Lynn Schinman, Commissioner	ABSENT
Mildred Ariemma, Commissioner	PRESENT
Leonardo Moyoli, Jr, Commissioner.	PRESENT

**OTHERS PRESENT**

Sherry Sims; 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.

**MINUTES**

BE IT RESOLVEDTHAT, the Board of Commissioners of the Housing Authority of the Town of Boonton **approved** the Minutes for **February 22,2017 and April 26, 2017** and tabled the minutes for November 2016 and January 2017. The meetings for March, May, and June, 2017 were cancelled. Commissioner Moyoli motioned to accept the Minutes as presented. Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative to accept the Minutes for February and April 2017.

The following Minutes will be presented to the Board after the Secretary prepares and presents them for the following months: November 2016, 2017 and January, 2017.

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

WHEREAS, the vouchers/bills which are due for payment on the capital fund program, the BHA Management Program and the Section 8 Housing Choice Voucher program have been approved by the Board of Commissioners for the month(s) March, April, May and June, 2017.

Commissioner Nevadomski motioned to approve the bills and vouchers. Commissioner Ariemma seconded the motion. All Commissioner's present voted in the affirmative to approve the Minutes.

**CORRESPONDENCE**

Nothing to report at this time.

**OLD BUSINESS**

Nothing to report at this time.

**NEW BUSINESS**

FSS Recruitment Meeting – August 3, 2017 @ Chestnut Street – see flyer

Awaiting NOFA notification to apply for FSS Grant

First resident meeting on RAD with residents at Riverview was 7/18/2017 –

## **RESOLUTIONS**

**RESOLUTION #1956      RESOLUTION BY THE BOARD OF  
 COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF  
 BOONTON AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A  
 LETTER OF INTEREST FOR A RAD CONVERSION**

Commissioner Nevadomski motioned to accept Resolution 1956 as presented. Commissioner Moyoli seconded the motion. All Commissioners present voted in the affirmative. No Commissioner present was opposed.

**WHEREAS**, the Boonton Housing Authority is contemplating submission of a formal application to HUD for conversion of its public housing to the housing choice voucher program; and

**WHEREAS**, the regulations provide that PHAs may submit a letter in lieu of a RAD application which would reserve a project or portfolio’s position on the waiting list subject to future submission of a RAD Application; and

**WHEREAS**, the Board of Commissioners has determined that it is in the best interest of the Boonton Housing Authority for the Executive Director to submit a letter of interest to reserve the Authority’s position on the waiting list pending the submission of a RAD Application.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Boonton does hereby authorize the Executive Director to submit a letter of interest to HUD in order to reserve a position on the RAD waiting list subject to the submission of a RAD Application.

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

A roll call was taken. All Commissioners present voted in the affirmative. No one was opposed. Resolution #1956 was passed.

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**RESOLUTION #1957      A RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF BOONTON TO AUTHORIZE AND AWARD THE RAD CONSULTANT CONTACT TO EXECU-TECH, INC AS PER THE ATTACHED CONTRACT TERMS.**

Commissioner Moyoli, Jr. motioned to accept Resolution 1957 as presented. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one was opposed.

Whereas, the Housing Authority of the Town of Boonton solicited proposals for a consultant to assist the Housing Authority with the RAD conversion; and

Whereas, two firms submitted proposals:

Whereas, Execu-TECH, Inc. is the most responsive and familiar with our Authority;

**BE IT RESOLVED** that, the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and award the contract to Execu-Tech, Inc. in accordance with the contract terms attached effective June 21, 2017.

A roll call was taken. All Commissioners voted in the affirmative. No one present was opposed. Resolution 1957 was passed.

**RESOLUTION #1958      A RESOLUTION BY THE BOARD OF COMMISSIONERS OF HOUSING AUTHORITY OF THE TOWN OF BOONTON TO RATIFY, AUTHORIZE AND APPROVE THE LAKELAND CORPORATE RESOLUTION FOR AUTHORIZED SIGNATURS**

Commissioner Moyoli, Jr. motioned to accept Resolution 1958. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was 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

For the following banks:

Lakeland Bank

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 designated Board of Commissioners and/or Boonton Housing Authority staff persons to sign financial documents in accordance with the policies and regulations already established by the Housing Authority of the Town of Boonton.

A roll call was taken. All Commissioners voted in the affirmative. No one present was opposed. Resolution 1958 was passed.

**RESOLUTION 1959                    AUTHORIZES AND APPROVE THE ANNUAL CONTRIBUTIONS CONTRACT CAPITAL FUNDS PROGRAM AWARD FOR FISCAL YEAR 2017 IN THE AMOUNT OF \$83,58700**

Commissioner Moyoli, Jr. motioned to accepted Resolution 1959.  
Commissioner Dolce seconded the motion.

**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 October 1, 2017 Capital funds program in the amount of \$83,587.00; 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.

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

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1959 was passed.

**RESOLUTION #1960 RESOLUTION TO INTRODUCE THE 2017 ANNUAL BOONTON HOUSING AUTHORITY BUDGET FOR SUBMISSION TO THE STATE OF NEW JERSEY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**Commissioner Nevadomski motioned to accept the Introduction Budget, Resolution 1960. Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.**

BE IT THEREFORE RESOLVED THAT the Commissioners for the Housing Authority of the Town of Boonton has reviewed and adopted Resolution #1960 NJ State Budget for fiscal year 2017-2018 at the open public meeting on July 26, 2017,

**BOONTON HOUSING AUTHORITY**

<b>COMMISSIONERS</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Amjad Rashid, Chairperson	x			
Ginny Dolce, Vice Chairperson	x			
Stephen F. Stross, Jr, Commissioner	x			
Paul Nevadomski, Commissioner	x			
Leonardo Moyoli, Commissioner	x			
Lynn Schinman, Commissioner				x
Mildred Ariemma, Commissioner	x			

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1960 was passed.



**RESOLUTION #1961 RESOLUTION APROVING THE ANNUAL BOONTON HOUSING AUTHORITY AMP BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

**Commissioner Ariemma motioned to accept Resolution 1961 as presented. Commissioner Moyoli, Jr. seconded the motion. No one present was opposed.**

See the attached Boonton Housing Authority AMP Budget form to review and approval at the open public meeting on July 26, 2017

**BOONTON HOUSING AUTHORITY**

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

**A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1961 was passed.**

**RESOLUTION #1962      RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF BOONTON TO AUTHORIZE AND APPROVE THE 2017-2018 COLA INCREASES FOR STAFF EFFECTIVE OCTOBER 1, 2017**

**Commissioner Moyoli, Jr. motioned to accept Resolution 1962. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.**

**WHEREAS**, the Housing Authority of the Town of Boonton requires all staff performance increases to be based on performance evaluations conducted with the Executive Director and the Personnel committee; and

**WHEREAS**, staff are encouraged to set goals and objectives that are consistent with the Boonton Housing Authority’s goals and objectives and as it relates to the job descriptions assigned to each staff person; and

**WHEREAS**, the staff will be required to establish and submit their own individual goals and objectives they wish to obtain in the new fiscal year, in writing to the Executive Director; and

**THEREFORE BE IT RESOLVED THAT:** the Housing Authority of the Town of Boonton, Board of Commissioners approve the Fiscal Year October 1, **2017-2018** will approve a minimum of **2.0% for the cost of living COLA** effective October 1, 2017. All staff increases for performance will be based on the individual performance evaluation.

<b>Boonton Housing Authority</b>				
<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. Moyoli</b>	<b>x</b>			
<b>L. Schinman</b>				<b>x</b>
<b>M. Ariemma</b>	<b>x</b>			

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1962 was passed.

**RESOLUTION #1963                      RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF BOONTON TO AUTHORIZE AND APPROVE THE AMENDMENT TO THE EMPLOYMENT CONTRACT FOR SHERRY L. SIMS IN ACCORDANCE WITH THE TERMS SET FORTH IN THE ORIGINAL CONTRACT FOR THE TERMS OF AUGUST 1, 2017 – JULY 31, 2022**

Commissioner Stross, Jr. motioned to accept Resolution 1963 with changes. Commissioner Dolce seconded the motion. All Commissioner present voted in the affirmative. No one was opposed.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Town of Boonton as follows:

**WHEREAS**, a contract may be established between the Housing Authority of the Town of Boonton and the Executive Director in accordance with New Jersey State law; which specified expectation, duties and benefits; and

**WHEREAS**, the Housing Authority desires to enter into a five-year contract with Ms. Sims and Ms. Sims has accepted the terms of the contract as presented, including amendments; and

**WHEREAS**, such contract is consistent and in compliance with the New Jersey State requirements; and

**WHEREAS**, the budget for the fiscal year beginning October 1, 2016-2021 for the Housing Authority of the Town of Boonton was reviewed and approved with appropriate financial adjustments to Ms. Sims contract effective August 1, 2017; and

**WHEREAS**, the Board of Commissioner amended the contract to give the Executive Director an addition week of paid vacation, in addition to the approved 6 personal days.

**WHEREAS**, the Board of Commissioners approved the following changes to Ms. Sims contract effective August 1, 2017: Approved COLA increase @ 2% .

**NOW, THEREFORE BE IT RESOLVED THAT**, by the Board of Commissioners of the Housing Authority of the Town of Boonton, authorize and approve rolling based contract amendment for the period starting August 2017 through July 31, 2022.

<b>Boonton Housing Authority</b>				
<b>Commissioners</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>Amjad Rashid</b>	<b>x</b>			
<b>Ginny Dolce.</b>	<b>x</b>			
<b>Stephen Stross, Jr</b>	<b>x</b>			
<b>Leonard Moyoli, Jr</b>	<b>x</b>			
<b>Lynn Schinman</b>				<b>x</b>
<b>Paul Nevadomski</b>	<b>x</b>			
<b>Mildred Ariemma</b>	<b>x</b>			

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1963 was passed.

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**RESOLUTION #1964 AUTHORIZE AND APPROVE THE MEMBERSHRENEWAL IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

Commissioner Moyoli, Jr motioned to accept Resolution 1964 as presented. Commissioner Dolce seconded motion. All Commissioners present voted in the affirmative. No one was opposed.

**WHEREAS**, Public Housing Authorities in the State of New Jersey are permitted to join together to form a Joint Insurance FUND as permitted by NJSA 40a:1036; and 42 U.S.C. 14-37 et.seq.; and

**WHEREAS**, the statutes regulating the creation and establishment of a Joint Insurance FUND contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such FUND; and

**WHEREAS**, the governing body of the Boonton Housing Authority has determined that membership in the Joint Insurance FUND is the best interest of the Authority.

**NOW THEREFORE, BE IT RESOLVED**, that the governing body of the Authority does hereby resolve and agree to renew its membership in the NJPHA Joint Insurance FUND, effective January 1, 2017 to expire on December 31, 2018 for the purpose of establishing the following types of coverage:

**Workers' Compensation and Employers' Liability**

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute the application for membership and the accompanying certification on behalf of the Authority, and

**BE IT FURTHER RESOLVED** that the governing body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as are required by the FUND'S Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said document shall become effective only upon the applicant's admission t the FUND following approval by the FUND, passage by the Authority of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs.

COMMISSIONERS	AYES	NAYS	ABSTAIN
Amjad Rashid, Chairperson	x		
Ginny Dolce, Vice Chairperson	x		
Milred Ariemma, Commissioner	x		
Stephen F. Stross, Jr., Commissioner	x		
Lynn Schinman, Commissioner			x
Paul Nevadomski Commissioner	x		
Leonardo Moyoli, Jr. Commissioner	x		

A roll call was taken. All Commissioners present voted in the affirmative. No one present were opposed. Resolution #1964 was passed.

**RESOLUTION #1965            AUTHORIZE AND APPROVE CONFERENCE TRAVEL FOR THE EXECUTIVE DIRECTOR AND APPROPRIATE COMMISSIONERS AND STAFF TO ATTEND THE N.J. A.H.R.A. ANNUAL CONFERENCE ON SEPTEMBER 24,25,26, 2017 IN ATLANTIC CITY, NJ AT THE RESORT HOTEL**

Commissioner Dolce motioned to accept Resolution 1965. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present 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**, **NJAHARA** has scheduled their “Annual Conference for September 24-26, 2017 in Atlantic City, New Jersey; and

**WHEREAS**, the organization is paying for the hotel accommodations for the Executive Director only; and the registration cost is within the scope of the approved travel budget for the Management staff; and

**WHEREAS**, the BHA authorize and approve the cost of hotel and registration for authorized commissioners and staff who will attend;

**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 of approximately \$425-\$450 per person. Hotel accommodation costs will be determined at a later date.

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

**A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1965 was passed.**

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**RESOLUTION #1966 LOCAL AUTHORITIES - ACCOUNTING AND AUDITING FOR FISCAL YEAR END 9/30/2016**

**Commissioner Dolce motioned to accept Resolution 1966. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended **September 30, 2016** has been completed and filed with the Department of Community Affairs and the local Housing and Urban Development Office in Newark, NJ pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17, requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Housing Authority of the Town of Boonton hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has reviewed the annual audit report for the fiscal year ended **September 30, 2016** and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON July 26, 2017**

**A roll call was taken. All Commissioners present voted in the affirmative. NO one present was opposed. Resolution 1966 was passed.**

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**Close Session**

**Minutes**

**July 26, 2017**

Commissioner Nevadomski motion to go into close session to discuss Resolution 1963, the contract for the Executive Director at 7:93PM. Commissioner Moyoli, Jr.

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

The Board discussed the continuation of the existing five-year rolling base contract for Ms. Sherry L. Sims, Executive Director and authorize additional paid vacation time to her contract. All other terms remain the same.

Commissioner Nevadomski motioned to come out of closed session. Commissioner Moyoli, Jr. seconded the motion to come out of closed session at 8:03pm. All Commissioner present voted in the affirmative. No one present was opposed.

**The close session minutes were approved at the meeting held on November 22, 2017**

**Sherry L. Sims**

**Secretary/ Executive Director**

**COMMENT FROM THE PUBLIC**

There was no comment from the public.

**ADJOURNMENT**

**Motioned to Adjourn: Commissioner Nevadomski**

**Seconded the Motion: Commissioner Moyoli, Jr.**

**Meeting Adjourned: 8:04PM**

**The Minutes of the meeting were approved by the Board of Commissioners on Wednesday,  
November 22, 2017.**

**Sherry L. Sims**

**Secretary/Executive Director**