

Administration Building
125 Chestnut Street, Boonton, NJ 07005

Regular Board Meeting

MINUTES

Wednesday July 27, 2016



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 7:05 PM 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	PRESENT
Mildred Ariemma, Commissioner	PRESENT
OPEN 4/2016	

OTHERS PRESENT

Sherry Sims, Terrance Corriston, Attorney; William Katchen, Fee Accountant

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.**

EXECUTIVE SESSION

BE IT RESOLVED that the following portion of this meeting dealing with the following generally described matters shall not be open to the public:

- Employee Contract

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when confidentiality is no longer required. BE IT FURTHER RESOLVED that private consideration is deemed required and is permitted because of the following noted exceptions set for the in the Open Public Meetings Act:

Rendered confidential by Federal law or that if disclosed would impair receipt of Federal funds. Rendered confidential by State Statute or Court Rule. x Would constitute an unwarranted invasion of individual privacy. Deal with purchase, lease or acquisitions of real property

The meeting was motioned to be open the Closed Session to the public at 833 by Commissioner Nevadomski. Commissioner Ariemma seconded the motion.

The meeting was motioned by Commissioner Nevadomski to close the closed session and return to the Open meeting at 8:51 PM. The motion was seconded by Commissioner Dolce.

MINUTES

BE IT RESOLVED THAT, the Board of Commissioners of the Housing Authority of the Town of Boonton **tabled** the **Minutes** for the following months:

Table minutes for: March and May 2016

Motioned by Commissioner Nevadomski;

Seconded by Commissioner Dolce.

All in favor voted in the positive. None were opposed.

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)

May, June and July 2016

Commissioner Nevadomski motioned to approve the bills and vouchers.

Commissioner Dolce seconded the motion,

All Commissioner's present voted in the affirmative. None were opposed.

COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY:

During the course of 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 if and 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 in light of 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.

There were no comments and no public present at this meeting.

REPORT OF SECRETARY/TREASURER

See New Business

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

Open waiting list September 2016

Riverview Rails scrapped and painted by

Camera installed by ADT Riverview and Chestnut St – Security

Concrete wall caps replaced at Riverview

Concrete/Stone Wall repair in front of Parking lot on North side of building

Tenant quarterly meeting held.

No Smoking Policy implementation no longer optional the proposed rule is out

For comments

RTK reports submitted 7/15

NJAHRA Conference –Sept 25-27, 2016

NAHRO Training Conference at Tropicana Hotel November 14-17, 2016

RESOLUTIONS (See Attachments)

**RESOLUTION #1920 LOCAL AUTHORITIES - ACCOUNTING AND
AUDITING FOR FISCAL YEAR END 9/30/2015**

Commissioner Dolce motioned to accept Resolution #1920. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative.

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, 2015 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, 2015 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 June 22, 2016

A roll call was taken and all Commissioners present voted in the affirmative. None were opposed. Resolution #1920 passed.

**RESOLUTION #1921 RESOLUTION APROVING THE ANNUAL BOONTON HOUSING
AUTHORITY AMP BUDGET FOR FISCAL YEAR BEGINNING OCTOBER 1, 2016 THROUGH
SEPTEMBER 30, 2017**

**Commissioner Stross, Jr. motioned to accept Resolution #1921 as presented to the Board.
Commissioner Schinman seconded the motion. All the Commissioner's present voted in
the affirmative. None were opposed.**

See the attached Boonton Housing Authority AMP Budget form to review and approval at
the open public meeting on July 27, 2016

BOONTON HOUSING AUTHORITY

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

**A roll call was taken and all Commissioners voted in the affirmative. Resolution
#1921 was passed.**

RESOLUTION #1922 RESOLUTION TO ADOPT THE 2015 ANNUAL BOONTON HOUSING AUTHORITY BUDGET FOR SUBMISSION TO THE STATE OF NEW JERSEY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

Commissioner Dolce motioned to accept Resolution #1922 as presented. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative.

BE IT THEREFORE RESOLVED THAT the Commissioners for the Housing Authority of the Town of Boonton has reviewed and adopted Resolution #1900 NJ State Budget for fiscal year 2015-2016 at the open public meeting on September 15, 2016,

BOONTON HOUSING AUTHORITY

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

A roll call was taken and all Commissioners present voted in the affirmative. Resolution #1922 passed. None were opposed.

**RESOLUTION #1923 RESOLUTION BY THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF
BOONTON TO AUTHORIZE AND APPROVE THE 2016-2017 COLA
INCREASES FOR STAFF EFFECTIVE OCTOBER 1, 2016**

Commissioner Dolce motioned to accept Resolution #1923 as presented. Commissioner Nevadomski seconded the motion. All Commissioners presented voted in the affirmative.

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, **2016-2017** will approve a minimum of **2.0% for the cost of living COLA** effective October 1, 2016.

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			

A roll call was taken and all Commissioners voted in the affirmative. Resolution #1923 was passed.

**RESOLUTION #1924 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, 2016 – JULY 31, 2021.**

Commissioner Stross, Jr. motioned to accept Resolution #1924 as presented. Commissioner Nevadomski seconded the Resolution. The floor was open for discussion and further contract Adjustments.

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

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, 2016; and

WHEREAS, the Board of Commissioners approved the following changes to Ms. Sims contract effective August 1, 2016: Approved COLA increase at 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 2016 through July 31 2021.

Boonton Housing Authority				
Commissioners	Aye	Nay	Abstain	Absent
Amjad Rashid	x			
Ginny Dolce.	x			
Stephen Stross	x			
Lynn Schinman	x			
Paul Nevadomski	x			
Mildred Ariemma	x			

A roll call was taken and all Commissioners present voted in the affirmative to ratify the resolution at the September meeting to make changes and corrections. The Resolution was tabled until the September meeting. Resolution #1924 was tabled.

**RESOLUTION #1925 RESOLUTION TO AUTHORIZE AND APPROVE THE
AMENDMENT TO THE PERSONNEL POLICY REGARDING INSURANCE
BENEFITS FOR NEW EMPLOYEE HIRED AFTER JULY 1 2016**

Commissioner Ariemma motioned to accept Resolution #1925 as presented. Commissioner Schinman seconded the Motion. All Commissioners voted in the affirmative.

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Boonton will authorize and approve Amendment #9 to the original Personnel Policy written on April 22, 1997; and

WHEREAS, the Board of Commissioners will authorize and approve Amendment #9 to the personnel policy as follows:

Insurance Benefits: The Authority provides all its employees with the opportunity to enroll in a comprehensive medical-surgical, hospital group plan. These benefits may in part be charged to the employee. Employees hired prior to July 1st 2016 are eligible upon servicing 15 years of service with the Authority and attaining the age of 62 years of age will receive health and dental insurance benefits paid by the BHA Authority. Those employed hired after July 1, 2016 will receive such benefits upon fulfilling 25 years or more and reaching age 65.

THEREFORE, BE IT RESOLVED THAT; the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve Amendment #9 to the Personnel Policy effective July 1, 2016.

A roll call was taken and all Commissioners present voted in the affirmative. Resolution #1925 was passed.

RESOLUTION #1926**RESOLUTION TO AMEND THE STATE HEALTH BENEFIT PROGRAM WITH PERF****RESOLUTION WAS TABLE FOR FURTHER INFORMATION****RESOLUTION #1927 AUTHORIZE AND APPROVE THE MEMBER RENEWAL IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

Commissioner Nevadomski motioned to accept Resolution 1927 as presented. Commissioner Schinman seconded the motion. All Commissioners present voted in the affirmative and discussion followed.

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, 2013 to expire on December 31, 2015 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		
Mildred Ariemma, Commissioner	x		
Stephen F. Stross, Jr., Commissioner	x		
Lynn Schinman, Commissioner	x		
Paul Nevadomski Commissioner	x		

**RESOLUTION 1928 AUTHORIZES AND APPROVE THE ANNUAL
CONTRIBUTIONS CONTRACT CAPITAL FUNDS PROGRAM AWARD FOR
FISCAL YEAR 2016-2017 IN THE AMOUNT OF \$69,000.00**

Commissioner Dolce motioned to accept Resolution 1928 as presented.
Commissioner Ariemma seconded the motion. Discussion followed.

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 \$69,000.00; 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 present voted in the affirmative. Resolution #1928 passed.

**RESOLUTION #1929 AUTHORIZE AND APPROVE THE MEMBERSHIP
RENEWAL IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE
FUND**

Commissioner Nevadomski motioned to accept Resolution #1929 as presented. Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative and discussion followed.

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, 2013 to expire on December 31, 2015 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 to 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		

A roll call was taken and all Commissioner's voted in the affirmative. Resolution 1929 was passed.

RESOLUTION #1930 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 25,26,27, 2016 IN ATLANTIC CITY, NJ AT THE RESORT HOTEL

Commissioner Stross, Jr. motioned to accept Resolution #1930 as presented. Commissioner Schinman seconded the motion. All Commissioners present voted in the affirmative.

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 25-27, 2016 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-\$475 per person. Hotel accommodation costs will be determined at a later date.

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			

A roll call was taken and all Commissioners present voted in the affirmative. Resolution #1930 was passed. None were opposed.

Comments from the public.

There were no 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

Nothing else to discuss before the Board

Motioned to Adjourn by: Commissioner Paul Nevadomski

Seconded the Motion by: Commissioner Ariemma

Time the meeting adjourned: 9:00pm

The Minutes of this meeting was reviewed and approved by the Board of Commissioners at the meeting held on September 28, 2016.

Sherry Sims

Executive Director/Secretary