

Administration Building
125 Chestnut Street, Boonton, NJ 07005

Regular Board Meeting

MINUTES

WEDNESDAY, **October 18, 2017**



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

CALL MEETING TO ORDER

Vice Chairperson called the meeting to order at 7:03PM at the Administration Building, 125 Chestnut Street, Boonton, NJ 07005

ROLL CALL

Amjad Rashid, Chairperson	Present by phone
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.	Absent

OTHERS PRESENT

Sherry Sims, Executive Director Secretary; Louis Ricco, Executive Director of Execu-Tech; James Plaisted, Town of Boonton Alderman Representative, Tracy Mahony, citizen of 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. – None.

MINUTES

BE IT RESOLVEDTHAT, the Board of Commissioners of the Housing Authority of the Town of Boonton tabled the minutes for November 28, 2016 and July 26, 2017. The meetings of March May, June, August, and September 2017 were cancelled.

Commissioner Ariemma motioned to table the above Minutes until the secretary has transcribed and presented them to the Board for approval. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

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) July, August and September 2017.

Commissioner Nevadomski motioned to approve the bills and vouchers as presented. Commissioner Schinman seconded the motion. No one present was opposed. All Commissioners present voted in the affirmative and all bills and vouchers were approved for payment.

CORRESPONDENCE

Nothing to report.

OLD BUSINESS

Bookbag giveaway with NORWECAP successful

FSS Outreach event resulted in 8 new participants

Continuing the review, update, revise processing and cleaning of Section 8 Tenant Files Program

Updating website -ongoing

NEW BUSINESS

Sept 18, 2017 RAD Tenant Meeting 9/18/2017

September 18, 2017 Master Meter staff training 9/18

Sidewalk repairs approved for REAC Inspection corrections at Riverview (shave)

RAD Request for Proposals – Recommendations and presentation by Louis Ricco, Consultant

September 15, 2017 FSS Grant due 9/15/2017 submitted

September 18 quality control Q/C unit inspections scheduled for 11 tenants

October 2 2017 Q/C Tenant file inspections by Contractor

October 23 -26 HCV Admin Policy Manual Update and review with staff

Purged the waiting list - WL 10/16/17

Opening Waiting list from November 15, 2017 — and close on December 4, 2017

RESOLUTIONS

**RESOLUTION #1967 RESOLUTION AWARDING A CONTRACT FOR A
PROPERTY CONDITIONS ASSESSMENT**

Commissioner Nevadomski motioned to accept Resolution #1967 as presented. After much discussion Commissioner Schinman seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the housing authority has submitted and application to HUD to participate in the Rental Demonstration Program (RAD); and

WHEREAS, there is a need have a property conditions assessment performed in conjunction with this program; and

WHEREAS, the housing authority published a legal notice advertising for a firm to perform a PCA; and

WHEREAS, several proposals were received; and

WHEREAS, as part of the RAD program PHAs may use their capital funds and reserves to pay for expenditures up to \$100,000.

THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Town of Boonton:

1. That the Executive Director is hereby authorized to execute a contract with Connolly Engineering, PLLC, 36 Grist Mill Lane, Pleasant Valley, New York 12569 to do the PCA in connection with the RAD program.
2. That the fee not exceed \$9,000.
3. That this Resolution shall take effect immediately.

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			
L. Moyoli				X

A roll call was taken and all Commissioners present voted in the affirmative and Resolution 1967 was passed.

RESOLUTION #1968 RESOLUTION AWARDING A CONTRACT FOR A REDEVELOPMENT COUNSEL IN CONNECTION WITH A RAD CONVERSION

Commissioner Ariemma motioned to accept Resolution #1968 as presented. After much discussion Commissioner Rashid seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the housing authority has submitted an application to HUD to participate in the Rental Demonstration Program (RAD); and

WHEREAS, there is a need have a Redevelopment Counsel in conjunction with this program; and

WHEREAS, the housing authority published a legal notice advertising for a firm to perform these services; and

WHEREAS, several proposals were received; and

WHEREAS, as part of the RAD program PHAs may use their capital funds and reserves to pay for expenditures up to \$100,000.

THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Town of Boonton:

1. That the Executive Director is hereby authorized to execute a contract with DeCotiis, Fitzpatrick, Cole & Wisler, LLO, 500 Frank W. Boulevard, Teaneck, New Jersey 07666 to be their redevelopment counsel in connection with the RAD program.
2. That the fee not exceed \$50,000.
3. That this Resolution shall take effect immediately.

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			
L. Moyoli				x

A roll call was taken and all Commissioners present voted in the affirmative and Resolution #1968 was passed.

RESOLUTION #1969 RESOLUTION AWARDING A CONTRACT FOR A FINANCIAL CONSULTANT IN CONNECTION WITH A RAD CONVERSION

Commissioner Rashid motioned to accept Resolution #1969 as presented. After much discussion Commissioner Schinman seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the housing authority has submitted an application to HUD to participate in the Rental Demonstration Program (RAD); and

WHEREAS, there is a need have a financial advisor in conjunction with this program; and

WHEREAS, the housing authority published a legal notice advertising for a firm to perform these services; and

WHEREAS, several proposals were received; and

WHEREAS, as part of the RAD program PHAs may use their capital funds and reserves to pay for expenditures up to \$100,000.

THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Town of Boonton:

1. That the Executive Director is hereby authorized to execute a contract with NW Financial Group, LLC, 2 Hudson Place, Hoboken, New Jersey 07030 to be their financial advisors in connection with the RAD program.
2. That the fee not exceed \$15,000.
3. That this Resolution shall take effect immediately.

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			
L. Moyoli				x

A roll call was taken and all Commissioners present voted in the affirmative and Resolution #1969 was passed.

RESOLUTION #1970 AUTHORIZE AND APPROVE THE ANNUAL APPOINTMENT OF THE EXECUTIVE DIRECTOR AS THE CONTACT PERSON FOR THE NEW JERSEY NJNAHRO ORGANIAZTION EFFECTIVE NOVEMBER 2017

Commissioner Rashid motioned to accept Resolution #1970 as presented. After much discussion Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the Boonton Housing Authority is a member of the NEW JERSEY NAHRO ORGANIZATION; and

WHEREAS, the bylaws of said Fund requires that each member Housing Authority/Non-profit appoint a Fund Commissioner to represent and serve the Authority/Non-profit as its representative and serve the Authority/Non-profit as its representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Boonton Housing Authority does hereby appoint Sherry Sims as its Fund Commissioner to the NEW JERSEY NAHRO ORGANIZATION for Fund year 2017.

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			
Leonardo Moyoli Jr., Commissioner				x

A roll call was taken, and all Commissioner’s present voted in the affirmative and Resolution #1970 was passed.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE BOONTON HOUSING AUTHORITY AT THE MEETING HELD ON September 27, 2017

Sherry L. Sims, Executive Director

RESOLUTION #1971 AUTHORIZE AND APPROVE AND RATIFY THE EXPENSE FOR CONFERENCE TRAVEL FOR THE EXECUTIVE DIRECTOR, COMMISSIONERS AND STAFF TO ATTEND THE NJNAHRO. FALL CONFERENCE ON NOVEMBER 13-16, 2017 AT THE RESORTS HOTEL IN ATLANTIC CITY, NJ

Commissioner Nevadomski motioned to accept Resolution #1971 as presented. After much discussion Commissioner Schinman seconded the motion. All Commissioners present voted in the affirmative. No one present was 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, NJNAHRO has scheduled their “Fall Conference for November 13-16, 2017 in Atlantic City, New Jersey; and

WHEREAS, the Executive Director must attend due to her position on the Executive Board; and

WHEREAS, the BHA authorize and approve the cost of hotel and registration for authorized commissioners and staff who plan on attending the conference.

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 .

A roll call was taken and all Commissioners present voted in the affirmative and Resolution #1971 was passed.

RESOLUTION #1972 APPROVAL OF AN INCREASE IN THE HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS FOR HE TOWN OF BOONTON HOUSING AUTHORITY JURISDICTION

Commissioner Nevadomski motioned to accept Resolution #1967 as presented. After much discussion Commissioner Rashid seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the housing market in the Town of Boonton is such as to command high rents and these rents are having a detrimental impact on the ability of the Housing Choice Voucher families to afford decent housing within the Town of Boonton; and

WHEREAS, the Town of Boonton Housing Authority has the authority to approve an affordability adjustment to its housing assistance payment standards; and

WHEREAS, the affordability adjustment will ease the economic burden on the Housing Choice Voucher families and enable them to find affordable, decent and safe housing; and

WHEREAS, THE HUD NEW JERSEY STATE OFFICE HAS APPROVED PAYMENT STANDARDS OF UP TO 110% OF THE FY 2018 Fair Market Rents for the Newark, New Jersey PMSA for all of Morris County, New Jersey, for all of Morris County, New Jersey;

Now, therefore be it resolved that the current payment standards for use in the BHA Housing Choice Voucher Program be increased to match the FY 2018 HUD Fair Market Rates.

	<u>FROM</u>	<u>TO</u>
OBR	1107.00	1087.00
1BR	1169.00	1190.00
2BR	1416.00	1445.00
3BR	1820.00	1854.00
4BR	2074.00	2145.00

A roll call was taken, and all Commissioners present voted in the affirmative and Resolution #1972 was passed.

RESOLUTION #1973 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

Commissioner Nevadomski motioned to accept Resolution #1973 as presented. Commissioner Ariemma seconded the motion. All Commissioners present voted in the affirmative after some discussion. No one present was opposed.

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

Family Size	1 Persons	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Very Low	\$33,000	\$37,700	\$42,400	\$47,100	\$50,900	\$54,650	\$58,450	\$62,200
Low	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800

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.

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			
L. Moyoli				x

A roll call was taken and all Commissioners present voted in the affirmative and Resolution #1973 was passed.

RESOLUTION # 1974 RESOLUTION TO OPEN THE PUBLIC HOUSING AND HOUSINGCHOICE VOUCHER WAITING LIST EFFECTIVE November 15, 2017 AND CLOSE ON December 4, 2017 VIA THE BOONTON HOUSING AUTHORITY WEBSITE ONLY.

Commissioner Rashid motioned to accept Resolution #1974 as presented. Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve the opening of the waiting list; and

WHEREAS, the public notice, as follows, will be run in the newspaper:

The Town of Boonton Housing Authority announces the opening of its acceptance of preliminary application for the waiting list for persons who live and/or work in the State of New Jersey on November 15, 2017 starting at 8:30AM. The waiting list will close on, December 4, 2017 at 5:00PM. **Preliminary applications for the waiting list will ONLY be available on the internet, on-line at www.boontonhousing.org. Once the pre-application is completed the pre-application must be mailed with all required attachments via U.S. postal mail. Go to the website for more detailed information. Incomplete and/or unsigned pre-applications will not be accepted or placed on the waiting list.**

Local preferences, as designated in the Boonton Housing Authority’s Administrative Plan will be verified and applied to all eligible preliminary applicants at the time the application is processed; and NOT at the time the preliminary application is placed on the waiting list.

The Housing Authority of the Town of Boonton maintains only 1 waiting list for both the Public Housing and Housing Choice Voucher Programs. When your name is reached and you are determined eligible, you will be offered whatever program assistance that is available to meet your determined eligibility needs.

Preliminary Applications for the waiting list are available and/or can be copied via the website www.boontonhousing.org. Reasonable accommodations will be available for the elderly, handicapped and/or disabled.

Eligible Income Limits *

	1 Person	2 Persons	3 Persons	4 Persons
V Low	\$31,400.00	\$35,900.00	\$40,400.00	\$44,850.00
Low	\$46,000.00	\$52,600.00	\$59,150.00	\$65,70000.00

*more than 5 Persons will be calculated in accordance with HUD Regulations.

THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Town of Boonton hereby authorizes and approves the opening/closing period for the waiting list.

A roll call was taken, and all Commissioners present voted in the affirmative and Resolution #1974 was passed.

COMMENTS FROM THE PUBLIC

Ms. Tracy Mahony from 1017A Main St, Boonton, NJ 07005 addressed the Board of Commissioners regarding her concerns about the closed waiting list. She sent letters to the Senators both Federal and State to address her personal plight as well as her concerns for other low and moderate-income families who need the rental assistance and encouraged us to continue seeking additional affordable housing in Boonton for its citizens. She read into the record the letter she wrote to Senator Booker.

ADJOURNMENT

Motioned to Adjourn: Commissioner Nevadomski

Seconded the Motion: Commissioner Schinman

Time: 8:04pm

The Minutes of this meeting were approved by the Board of Commissioner on Wednesday, January 24, 2018.

Sherry L. Sims

Executive Director/Secretary