

Administration Building
Fasil Restaurant, Boonton, NJ 07005
Annual Board Meeting
REORGANIZATION
MINUTES

Wednesday, December 27, 2017

PRESENT CALL MEETING TO ORDER

Chairman Rashid called the meeting will to order at 12:30PM at the Columbia Inn Restaurant , 29 Main Street, Montville, NJ 07045

ROLL CALL

Amjad Rashid, Chairperson	PRESENT
Ginny Dolce, Vice-Chairperson	PRESENT
Stephen F. Stross, Jr., Commissioner	PRESENT
Paul Nevadomski, Commissioner	PREENT
Lynn D. Schinman, Commissioner	ABSENT
Mildred Ariemma, Commissioner	ABSENT
Leonardo Moyoli, Jr. Commissioner	ABSENT

Others Present.

Sherry Sims, Secretary/Executive Director; Terrence Corriston, Attorney, Sandra Lane, Fee Accountant; Oscar Hardy, Maintenance; Mark Bizzarro, Deputy Assistant; Kenneth Kelshall, Office Assistant Natalie Fominala, HCV Recertification Specialist and family; Leonardo Moyoli, Sr.; Marianella Nvnez, and Marion Parker

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 December 22, 2016 and in the Citizen of Morris County Newspaper on January 23, 2016 for the new calendar year of 2016.**

ANNUAL ELECTION OF OFFICERS – by Attorney Corrison

Open the floor for nomination for Chairperson

ANNUAL ELECTION OF OFFICERS – by the Board of Commissioner’s Secretary

Open the floor for nomination for Chairperson

Attorney Corrison opened the floor for Nominations for Chairperson and Vice Chairperson for the new calendar year 2018.

Commissioner Dolce Nominated Amjad Rashid as Chairperson
Commissioner Stross seconded the nomination. Amjad Rashid as Chairperson

Commissioner Nevadomski motioned to close the floor.
Commissioner Dolce seconded the motion.

A roll call vote was taken. Commissioner Rashid was selected for the Chairperson.

Open the floor for nominations for Vice-Chairperson

Attorney Corrison opened the floor for Nominations for Vice- Chairperson for calendar year 2018

Commissioner Amjad Rashid nominated Ginny Dolce as Vice- Chairperson
Commissioner Nevadomski. seconded the nomination.

Commissioner Stross motioned to close the floor.
Commissioner Rashid seconded the motion

A roll call vote was taken. Commissioner Dolce was selected for the Vice Chairperson.

All Commissioners present voted in the affirmative and the nomination is passed.

MINUTES

BE IT RESOLVED THAT, the Board of Commissioners of the Housing Authority of the Town of Boonton **approve the Minutes** for the following months: January 25, 2017 and July 26, 2017. The following Minutes were tabled until the Secretary transcribed them for consideration: November 2016? and October 2017.

There were no meetings held for the following months: March, May, June, August, September 2017.

Commissioner Doles motioned to approve/ table the above-mentioned months and Commissioner Nevadomski seconded the motion to approve the Minutes for January and July 2017 and table the minutes for November 2016 and October 2017 until they are transcribed.

All Commissioners voted in the affirmative. No one present was opposed. The Minutes were approved.

APPROVAL OF THE MONTHLY SCHEDULE OF VOUCHERS/BILLS

For the BHA Management Program and the Section 8 Housing Choice Voucher program have been approved by the Board of Commissioners for the month(s) October and November 2017

Commissioner Dolce motioned to approve the bills, Commissioner Nevadomski seconded the motion. The vouchers and bills were paid for the above referenced month.

REPORT OF SECRETARY/TREASURER

All reports were tabled until the next scheduled meeting.

CORRESPONDENCE

All correspondence was tabled until the next scheduled meeting.

OLD BUSINESS

Nothing to report

NEW BUSINESS

Nothing to report

RESOLUTIONS

RESOLUTION #1975 THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF BOONTON AUTHORIZE AND APPROVE THE SUBMISSION OF THE HOUSING CHOICE VOUCHER MANAGEMENT ASSESSEMENT PROGRAM CERTIFICATION (SEMAP) FOR FISCAL YEAR ENDING SEPTEMBER 30, 2017

Commissioner Nevadomski motioned to accept Resolution #1975 as presented. After some discussion Commissioner Stross 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 has reviewed and discussed the SEMAP Certification that was due on November 29, 2017 for the fiscal year ending September 30, 2017; and

WHEREAS, the members of the Board of Commissioners of the Housing Authority of the Town of Boonton accept the attached SEMAP Certification to be true and correct that was submitted by the Executive Director for the Fiscal Year Ending September 30, 2017. to the U.S. Department of Housing and Urban Development via the Internet HUD REAC -PIC website;

NOW, THEREFORE BE IT RESOLVED THAT; the members of the Board of Commissioners of the Housing Authority of the Town of Boonton certify that the information submitted in the SEMAP Certification form is true and accurate for the fiscal year ending September 30, 2017 to the best of our knowledge and ability.

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

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resoluton #1975 was passed.

**RESOLUTION # 1976 RESOLUTION TO AUTHORIZE AND
AND APPROVE THE REVISED ADMINISTRATIVE PLAN FOR
THE SECTION 8 -HOUSING CHOICE VOUCHER
ADMINISTRATIVE PROGRAM EFFECTIVE January 1, 2018**

Commissioner Stross, Jr. motioned to accept Resolution #1976 as presented. After some discussion Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the Housing Authority of the Town of Boonton is required to revise and update the above policies in accordance with regulatory changes; and

WHEREAS, the Housing Authority of the Town of Boonton posted and make available the revised Section 8 Housing Choice Voucher Administrative Plan from January 1, 2018

WHEREAS, there were no comments written or verbally received during this period;

THEREFORE, BE IT RESOLVED THAT: the Board of Commissioners of the Housing Authority of the Town of Boonton hereby authorize and approve the revised Administrative Plan for the Housing Choice Voucher Program effective January 1, 2018.

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #1976 was passed.

RESOLUTION #1977 TABLED until the next meeting in January, 2018

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

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 XX AMENDED 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning January 1, 2018, 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.

**RESOLUTION #1978 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, 2018 THROUGH DECEMBER 31, 2018**

Commissioner Nevadomski motioned to accept Resolution #1978 as presented. Commissioner Dolce 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 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 2018 monthly board meetings:

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

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 2018.

RESOLUTION #1979 RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE BOONTON HOUSING AUTHORITY TO AUTHORIZE AND APPOINT SHERRY L. SIMS AS THE FUND COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING JOINT INSURANCE FUND

Commissioner Nevadomski motioned to accept Resolution #1979 as presented. After much discussion Commissioner Stross, Jr. 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 Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund require that each member Housing appoint a FUND COMMISSIONER to represent and serve the Authority 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 L. Sims as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2018.

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

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #1979 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 A MEETING HELD ON DECEMBER 27, 2017.

Sherry L. Sims, Secretary

RESOLUTION 1980 RESOLUTION OF THE BOARD OF COMMISSIONER OF THE HOUSING AUTHORITY OF THE TOWN OF BOONTON AUTHORIZING THE SUBMISSION OF THE EXECUTIVE DIRECTOR'S CERTIFICATION AND THIS RESOLUTION OF COMPLIANCE TO THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS- CY 2018

Commissioner Nevadomski motioned to accept Resolution #1980 as presented. After much discussion Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

WHEREAS, the State of New Jersey, Department of Community Affairs has requested that each housing authority submit a certification of the Executive Director and a resolution of compliance detailing the status of each Commissioner's term, source of appointment and training status and the training status of the Executive Director along with a copy of any written Executive Director's contract; and

WHEREAS, the Executive Director, Sherry L. Sims has prepared the attached Certification detailing the source of appointment, training status and term status of each Commissioner, as well as the Executive Director's training status. A copy of her contract has also been attached to the Certification.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Boonton that the Executive Director be and hereby is authorized to submit the Executive Director's Certification of Compliance and any accompanying documentation along with this resolution to the State of New Jersey, Department of Community Affairs.

Commissioners	Aye	Nay	Abstain	Absent
A. Rashid	X			
G. Dolce	X			
S. Stross, Jr.	X			
L. Moyoli, Jr.				X
P. Nevadomski	X			
L. Schinman				X
M. Ariemma				X

A roll call was taken. All Commissioners present voted in the affirmative. No one present opposed. Resoluton #1980 was passed.

**RESOLUTION #1982 APPROVAL OF HOUSING CHOICE VOUCHER
UTILITY ALLOWANCE SCHEDULE JANUARY 1, 2018**

Commissioner Nevadomski motioned to accept Resolution #1982 as presented. After much discussion Commissioner Stross, Jr. seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

BE IT RESOLVED THAT, the Housing Authority of the Town of Boonton Board of Commissioners accept and approve the Housing Choice Voucher r Program Utility Allowance Schedule as recommended by the Housing Authority of the Town of Boonton staff, which is attached hereto, as required in the Administrative Plan for the Housing Choice Voucher Program for the Housing Authority of the Town of Boonton, and as required by the U.S. Department of Housing and Urban Development (HUD) Quality housing and Work Responsibility Act of 1998 (24 CFR 982.517)

Boonton Housing Authority

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

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resoluton #1982 was passed.

**RESOLUTION #1983 RESOLUTION BY THE BOARD OF
COMMISSIONERS TO AUTHORIZE, APPROVE AND AWARDED THE
INDEPENDENT AUDITOR CONTRACT FOR THE FISCAL YEAR END
SEPTEMBER 30, 2017 TO NOVOGRADAC COMPANY LLP IN THE AMOUNT
OF \$10,308.00**

Commissioner Dolce motioned to accept Resolution #1983 as presented. After some discussion, 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 solicited proposals for the independent audit contract services for the year ending September 30, 2017; and

WHEREAS, four firms submitted proposals:

Auditor Proposals	Fee Cost	Man Hrs.	Experience	
NOVOGRADAC & COMPANY LLP	10,308.00	84	100%	Familiar with BHA
Hymanson, Parnes & Giampaolo	\$9,305.00	54	95%	New

WHEREAS, NOVOGRADAC & COMPANY LLP from Tom River, New Jersey 08753 is the most responsive and familiar with our Agency;

WHEREAS, audit cost is expensed between the public housing and housing choice voucher programs; and

WHEREAS, it is not a 100% reimbursable cost through the operating subsidy calculation from the Department of Housing and Urban Development for public housing program and there is no subsidy for the housing choice voucher program.;

THEREFORE, BE IT RESOLVED THAT, the Board of Commissioners of the Housing Authority of the Town of Boonton authorize and approve the independent auditor contract for the fiscal year end September 30, 2012 to NOVOGRADAC & COMPANY LLP, 1433 Hooper Ave, Tom River, NJ 08753 in the amount of \$10,308.00

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, Jr.				x

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution 1983 was passed.



TABLED 12/27/2017

WHEREAS, Section 5 Leave Administration and Leave Categories (4) c. Sick Leave Of the BHA Personnel Policy is amended as follows:

Accumulated unpaid leave time is accrued at the estimated amounts of future benefits attributable to services already rendered.

“Employees may be compensated for accrued vacation leave in the event of retirement or termination of services. Employees may be compensated for sick leave at retirement at the rate of two days for every five days accumulated, payable at the salary rate earned at the previous year’s salary before retirement or termination of service.

Employees may only accumulate and carry over to the following year the prior year’s unused vacation.

The Authority’s sick leave policy, will allows employees to carry over unused sick leave without penalty in a total amount not to exceed \$15,000.00 at separation. This policy applies to all employees hired after 1996.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Town of Boonton hereby authorizes and approves the above amendment to the personnel policy.

Approved by: _____ December 27, 2017
Amjad Rashid, Chairperson

RESOLUTION 1985 AUTHORIZES AND APPROVE THE ANNUAL CONTRIBUTIONS CONTRACT FAMILY SELF- SUFFICIENCY PROGRAM GRANT AWARD FOR FISCAL YEAR 2017 IN THE AMOUNT OF \$69,380

Commissioner Stross, Jr. motioned to accept Resolution #1985 as presented. After some discussion, Commissioner Nevadomski seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.

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 Family Self Sufficiency Program in the amount of \$69,380.00; 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
A. Rashid	x			
G. Dolce	x			
S. Stross, Jr.	x			
P. Nevadomski	x			
L. Schinman				x
M. Ariemma				x
L. Moyoli, Jr.				x

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #1985 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.

There were no comments from the public.

ADJOURNMENT

Motion to Adjourn the meeting by: Commissioner Nevadomski

Seconded the Motion by: Commissioner Stross, Jr.

Time the Meeting Adjourned: 3:25pm

The Minutes of this meeting was approved by the Board of Commissioners on Wednesday, January 24, 2018

Sherry Sims

Secretary/Executive Director

