

**HOUSING AUTHORITY OF THE TOWN OF BOONTON
ADMINISTRATION BUILDING
MONTHLY MEETING
MINUTES**

WEDNESDAY, APRIL 22, 2020

This meeting took place via Zoom.us; in lieu of the normal public scheduled meeting location. This change was due to COVID-19 health concerns and meeting restrictions. The Governor mandated that gatherings and meetings will be discontinued until further notice. The meeting was available for the public viewing in the office at 125 Chestnut Street, Boonton, NJ 07005 during the regular scheduled meeting time.

OPEN PUBLIC MEETINGS ACT

ADEQUATE NOTICE of this meeting, pursuant to the requirement of the Open Meetings Act, I 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 this 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 18, 2019 and in the Citizen of Morris County Newspaper on January 15, 2020 for the new calendar year of 2020. Zoom meeting will be recorded at the Administration Building on the same date and time recorded in the Advertisements.

CALL MEETING TO ORDER

The meeting was called to order at 7:02pm at the Boonton Housing Authority’s Administration Office, 125 Chestnut Street, Boonton, NJ 07005

ROLL CALL

JAMES PLAISTED, CHAIRPERSON	PRESENT	
AMJAD RASHID, VICE-CHAIRPERSON	PRESENT	
GINNY DOLCE., COMMISSIONER		ABSENT
LYNN D. SCHINMAN, COMMISSIONER	PRESENT	
MILDRED ARIEMMA, COMMISSIONER	PRESENT	
LEONARDO MOYOLI, JR., COMMISSIONER	PRESENT	
DANIEL PICCIONI, COMMISSIONER	PRESENT	

OTHERS PRESENT

Sherry Sims, Executive Director/Secretary; Terrance Corriston, Attorney; Richard Corcoran, Mayor; Amanda Bernadette, Town Nurse; John Clarke, Consultant

APPROVAL OF THE MINUTES

MOTION by the Board of Commissioners of the Housing Authority of the Town of Boonton to **APPROVE** the Board Minutes for: February 2020

The March 25, 2020 meeting was cancelled

Motion: Commissioner Rashid

Second: Commissioner Piccioni

Rollcall: All Commissioners present voted in the affirmative. The Minutes were passed.

APPROVAL OF THE MONTHLY VOUCHERS/BILLS

MOTION by the Board of Commissioners to **APPROVE** the vouchers and bills for BHA Management and the Section 8 Housing Choice Voucher programs for the month(s) of **February and March 2020**

Motion: Commissioner Moyoli, Jr.

Seconded: Commissioner Piccioni

Roll Call: All Commissioner's present voted in the affirmative to approve the minutes.

RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE									
COMMISSIO NER	AY E	NA Y	N. V.	A. B.	COMMISSIO NER	AY E	NA Y	N. V.	A. B.
Plaisted	x				Piccioni	x			
Rashid	x				Schinman	x			
Dolce				x	Moyoli	x			
Ariemma	x								

REPORT OF EXECUTIVE DIRECTOR/ADMINISTRATOR

Town of Boonton COVID-19 Update: Amanda Bennett, the Town of Boonton's nurse participated in the Board meeting and gave us a report on how COVID-19 policies and procedures were being conducted and what input was needed or not needed from the BHA. A through detailed report was give for the status of anyone effected by the pandemic. A wealth of references and contact information was shared. The Town website is a go-to site for current and updated information for the Town of Boonton. www.townofboonton.org

Zoom Meetings: Due to COVID-19 health emergency, Governor Murphy mandated that all group meetings will be cancelled until further notice. Effective March 27, 2020 all Board, staff and other related meeting will be held via ZOOM.

Office Closing: Due to COVID-19 health emergency, the office will be closed to the public. The staff office time will be staggered to one-day a week and they will work from home the remaining of their hours. Access to the office will be set up through internet direct access to the office via their computers at home. BHA will be purchasing laptops for employees to work on at home.

Maintenance will only respond to emergency that are health or safety related. The BHA will issue plungers and masks to all residents living in the apartments to assist with minor plumbing issues.

Daily Operations of the BHA will be conducted by phone, email, fax and paper work drop off at the main office.

All public and housing choice voucher unit inspections will be conduct virtually via phone, iPhone skype, etc. iPad with a housing phone number will be purchased to conduct these inspections until further notice. Final hard copy inspections required to document the file will be due at a later date in accordance with the HUD approved waivers.

The community rooms and playgrounds will be closed until further notice.

The hot water heater in the laundry community room on Chestnut Street Cottages was replaced after 30 years.

Cottage #11 hot water heater was replaced and one extra hot water heater was put in storage.

Hot water boiler system contract proposals were due April 3, 2020. A Board resolution will be put forth at the next meeting for ratification.

Evictions for non-payment of rent: On March 19, 2020 Governor Murphy enacted Moratorium on removals of individuals due to evictions for nonpayment of rent. The eviction process will be temporarily suspended until the pandemic is over and the Governor terminates the Ordinance. At this time no late fees or penalty fees can be charged to the tenants until July 2020.

Financial Disclosures: Reminder to complete the Financial Disclosure forms sent to you by the Town of Boonton. They are due April30, 2020.

The Boonton Housing Authority will change it's All-lines insurance company effective May 1, 2020 to NJPHA-JIFF. We will be working with a Risk Manager who will act as a third-party contact for BHA and the Insurance Company. Their job will be to make sure the BHA remains in compliance and maintains decent, safe, and sanitary conditions and adequate coverage for all line items

Debt Service: As the BHA progress through the Streamline Conversion Application process, one of the requirements is to pay off any outstanding Debt Service. This debt will be paid in full on March 31, 2020.

Capitol Funds Grant: The grant was approved for calendar year 2020 on April 3, 2020 in the amount of \$133,932.00.

2019 Annual Audit: Due to the COVID 19 pandemic, the independent annual audit due date for the fiscal year ending September 30, 2019 has been moved to December 2020.

CORRESPONDENCE

March 2020: Frequent Ask questions for Public Housing Agencies for COVID-19 pandemic from the Department of Housing and Urban Development

March 2020: Email from Mayor Corcoran regarding Media Release from Governor Murphy's office regarding COVID-19 Moratorium on Removals of individuals due to evictions or foreclosures

OLD BUSINESS

Follow-up with Town of Boonton on the repair of the Sinkhole at Riverview (on hold)

NEW BUSINESS

RESOLUTIONS

RESOLUTION # 2071 APPROVE THE 2020 INCOME LIMITS EFFECTIVE APRIL 1, 2020

Commissioner Piccioni motioned to accept Resolution 2071 as presented. Commissioner Rashid motioned to second the motion. After some discussion, all Commissioners present voted in the affirmative to accept Resolution 2071. No one present was opposed.

RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE									
COMMISSIO NER	AY E	NA Y	N. V.	A. B.	COMMISSIO NER	AY E	NA Y	N. V.	A. B.
Plaisted	x				Piccioni	x			
Rashid	x				Schinman	x			
Dolce				x	Moyoli	x			
Ariemma	x					x			

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #2071 was passed.

RESOLUTION #2072 RESOLUTION BY THE BOARD OF COMMISSIONERS TO RATIFY AND AWARD THE HOTWATER BOILER REPLACEMENT AT RIVERVIEW TO ATLANTIC MECHANICAL IN THE AMOUNT OF \$37,600.00

Commissioner Piccioni motioned to accept Resolution 2072 as presented. Commissioner Rashid motioned to second the motion. After some discussion, all Commissioners present voted in the affirmative to accept Resolution 2072. No one present was opposed.

RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE									
COMMISSIO NER	AY E	NA Y	N. V.	A. B.	COMMISSIO NER	AY E	NA Y	N. V.	A. B.
Plaisted	x				Piccioni	x			
Rashid	x				Schinman	x			
Dolce				x	Moyoli	x			
Ariemma	x								

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #2072 was passed.

RESOLUTION #2073 AUTHORIZATION AND APPROVAL TO USE HUD WAIVERS AS PRESENTED IN NOTICE 2020-05

Commissioner Moyoli, Jr. motioned to accept Resolution 2073as presented. Commissioner Rashid motioned to second the motion. After some discussion, all Commissioners present voted in the affirmative to accept Resolution 2073. No one present was opposed.

RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE									
COMMISSIO NER	AY E	NA Y	N. V.	A. B.	COMMISSIO NER	AY E	NA Y	N. V.	A. B.
Plaisted	x				Piccioni	x			
Rashid	x				Schinman	x			
Dolce				x	Moyoli	x			
Ariemma	x								

A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #2073 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.

ADJOURNMENT

Motion to Adjourn by: Commissioner Piccioni

Seconded: Commissioner Moyoli, Jr.

Time: 8:06 PM

The minutes were approved at a meeting held on June 24, 2020.

Sherry L. Sims
Secretary/Executive Director