

**HOUSING AUTHORITY OF THE TOWN OF BOONTON  
MONTHLY MEETING**

**Administration Building**

**MINUTES**

**WEDNESDAY, JUNE 24, 2020**

**This meeting will take place via Zoom.us in lieu of the normal scheduled public meeting location. due to the statewide health concerns and meeting restrictions. This change was due to COVID 19 pandemic and meeting in a group setting. The Governor mandated that gatherings and meetings will be discontinued until further notice for social distancing. The meeting was available to the public for viewing at the Administration office.**

**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 meetings will be recorded at the Administration Building on the same date and time as was recorded in the Advertised

**CALL MEETING TO ORDER**

Commissioner Ariemma called to order he meeting to order at 7:10pm at the Boonton Housing Authority’s Administration Office, 125 Chestnut Street, Boonton, NJ 07005 via ZOOM.

**ROLL CALL**

JAMES PLAISTED, CHAIRPERSON	PRESENT
AMJAD RASHID, VICE-CHAIRPERSON	ABSENT
GINNY DOLCE., COMMISSIONER	PRESENT
LYNN D. SCHINMAN, COMMISSIONER	PRESENT
MILDRED ARIEMMA, COMMISSIONER	PRESENT

COMMISSIONER PICCIONI MOTIONED TO APPOINT COMMISSIONER ARIEMMA AS PRO-TEM CHAIRPERSON TO START THE MEETING 7:10PM. COMMISSIONER ARIEMMA SECONDED MOTION. ALL COMMISSIONERS VOTED IN THE AFFIRMATIVE.

LEONARDO MOYOLI, JR., COMMISSIONER   PRESENT

DANIEL PICCIONI, COMMISSIONER               PRESENT

**OTHERS PRESENT:** Terrance Corriston, Attorney; John Clark, Consultant; Sherry Sims, Executive Director/Secretary

**APPROVAL OF THE MINUTES**

**MOTION** by the Board of Commissioners of the Housing Authority of the Town of Boonton to **APPROVE** the Minutes for June 24, 2020.

**March 25, 2020 meeting was cancelled due to the Governor's mandate to quarantine for 2 weeks. On March 18, 2020**

**Motioned by: Commissioner Dolce**

**Seconded by: Commissioner Piccioni**

**Roll Call: A roll call was taken. All Commissioners present voted in the affirmative**

**APPROVAL OF THE MONTHLY VOUCHERS/BILLS**

**Motion by the Board of Commissioners to Approve the vouchers/bills for BHA Management and Section Housing Choice Voucher Programs for the month of April and May 2020**

**Motion: Commissioner Piccioni**

**Second: Commissioner Dolce**

**Rollcall: A roll call was taken. All Commissioners present voted in the affirmative.**

RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE of the Minutes, Voucher/Bills									
COMMISSIONER	AYE	NAY	N.V.	A.B.	COMMISSIONER	AYE	NAY	N.V.	A.B.
Plaisted				X	Piccioni	X			
Rashid				X	Schinman	X			
Dolce	X				Moyoli	X			
Ariemma	X								

## **REPORT OF THE EXECUTIVE DIRECTOR**

The Domestic Hot water heaters at Riveerview Apartments are being installed by Atlantic Mechanical Contractors. Their anticipated completion date is June 25, 2020. This project will be funded though the operating reserves required to be depleted by December 31, 2020.

The Entry Door & Intercom system at Riverview upgrade and repairs were completed June 22, 2020 by Exceptional Security Solutions, Inc. These repairs and upgrades will be funded through the operating reserves required to be depleted by December 31, 2020.

To be consistent and maintain uniformity, a quote will be obtained from the same company for the repair, replacement and/or additional camera at Riverview to be completed before December 31, 2020. This system will be virtual to all relevant staff to view for follow-up and monitoring.

The Board thanked Aaron Young, a tenant for his assistance for working with this contractor and on the weekends to address getting this security breach resolved.

Chestnut Cottages will get mulch this year 2020. It has been over three years for this beautification of the complex.

The Boonton Housing Authority has hired Alamo Risk Manager Company to assist us with the all lines insurance transition to NJPHA JIF. A meeting was held to begin gathering the information to set up BHA property information into Origami risk property management program. It is online property management system for NJPHA JIF Fund Commissioners. Update is due annually by end of September.

The Request for Proposals for the Architect/Engineer was properly advertised. The proposals are due June 29<sup>th</sup>. They will be reviewed and a recommendation will be on the July agenda for the Award. This A/E will provide a priority list of repairs to be done with a cost estimate of each item. This was necessary to create a capital improvement list of repairs to obligate or spend the operating reserve before the end of the year.

The Waiting list opened June 1, 2020 and closed June 16, 2020. Due to the COVID 19 that mandates limited contact and social distancing. The application process has been converted to PHA\_WEB's on-line submission through the BHA webpage.

The next phase to implement is the Document imaging software through PHA-Web to start uploading all tenant/administrative files on-line. This will allow the management of tenant files recerts, interim, etc. to be done on-line and use virtual contact when needed.

Governor Murphy lifted the stay at home mandate effective June 22, 2020. The eviction moratorium mandated will terminate on July 25, 2020. The BHA office will officially open back up on July 1, 2020 with restrictions for entering the office. Applicant, tenants and vendors will be required to make appointments in advance, wear masks, temperature taken and sanitized hands before access to the work area is permitted.

Cyber Contract in process is required by JIFF to protect/save the Authority from hacking claims; if ever needed - \$25,000 deductible if we don't have it

### **CORRESPONDENCE**

- NJ NAHRO Repositioning Public Housing – Thursday, June 25, 2020 @ 10:00AM – please sign in it will be very information to our transition to Streamline

### **OLD BUSINESS**

The Executive Director as assigned our Consultant to resolve this Sinkhole issue at Riverview. It is our understanding that the issue is between the Town of Boonton and Morris County for resolving and correcting this problem. This open hole is attracting rodents and extra exterminations are required to address it.

### **NEW BUSINESS**

The Executive director discussed the purchase of laptops via NJ State approved contract for staff working from home/remotely if needed as the transition progresses. It was approved as needed.

The Executive Director discussed the need to purchase a Lift for the maintenance truck. It was approved.

### **RESOLUTIONS -**

#### **Resolution # 2074 RESOLUTION TO AUTHORIZE AND APPROVE THE PURCHASE OF THE TRUCK LIFT FOR THE HOUSING AUTHORITY MAINTENANCE TRUCK WITH OPERATING RESERVES**

**Commissioner Piccioni motioned to accept Resolution #2074 as presented. Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative. No one present was opposed.**

RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE									
COMMISSIONER	AYE	NAY	N.V.	A.B.	COMMISSIONER	AYE	NAY	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 voted in the affirmative. No one was opposed.**

**Resolution #2074 was passed.**

**Resolution # 2075 RESOLUTION TO AUTHORIZE AND APPROVE THE PURCHASE OF LAPTOP FOR STAFF TO WORK FROM HOME WITH COVID-19 FUNDS**

**Commissioner Plaisted motioned to accept Resolution #2075 as presented. Commissioner Dolce seconded the motion. All Commissioners present voted in the affirmative as discussed.**

COMMISSIONER	AYE	NAY	N.V.	A.B.	COMMISSIONER	AYE	NAY	N.V.	A.B.
Plaisted	x				Piccioni	x			
Rashid				x	Schinman	x			
Dolce	x				Moyoli, Jr.	x			
Ariemma	x								

**A roll call was taken. All Commissioners present voted in the affirmative. No one present was opposed. Resolution #2075 was passed.**

**COMMENTS FROM THE PUBLIC:**

Commissioner Schinman wanted to acknowledge and thank the office and maintenance staff for stepping up and doing above and beyond their duties as it required during this COVID 19 pandemic.

**Any other business that may properly come before the Board of Commissioners of the Housing Authority of the Town of Boonton.**

The next regular scheduled meeting will be July 22, 2020 at 7PM at the Boonton Housing Administration Building, 125 Chestnut Street, Boonton, NJ via ZOOM.

**ADJOURNMENT**

Motion to Adjourn: Commissioner Plaisted

Seconded: Commissioner Dolce

Time: 8:20pm

**These minutes were approved at the meeting held on July 24, 2020**

  
**Sherry L. Sims**  
**Secretary/Executive Director**