

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

**Administration Building**

**MINUTES**

**REGULAR BOARD MEETING**

**Wednesday May 24, 2023**



**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 January 10, 2023** and in the **Citizen of Morris County Newspaper on January 19, 2023** for the new calendar year of 2023

Sherry Sims is inviting you to a scheduled Zoom meeting.

**CALL MEETING TO ORDER**

The meeting will be called to order at 7:03PM at the Boonton Housing Authority’s Administration Office, 125 Chestnut Street, Boonton, NJ 07005 and via Zoom for those Board members who could not appear in person due to conflict of scheduling, or health.

Sherry Sims is inviting you to a scheduled Zoom meeting.

Topic: BOONTON HOUSING AUTHORITY BOARD MEETING MAY 25, 2023

**Join Zoom Meeting**

<https://us02web.zoom.us/j/2934860306?pwd=bkRmN0h1dUpTU2gyYzJFWjZWZ0l4UT09>

Meeting ID: 293 486 0306

Passcode: bha1

One tap mobile

+16465588656,,2934860306#,,,,\*124460# US (New York)

+16469313860,,2934860306#,,,,\*124460# US

Dial by your location

+1 646 558 8656 US (New York)

+1 253 205 0468 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

Meeting ID: 293 486 0306

Passcode: 124460

Find your local number: <https://us02web.zoom.us/j/kUPvffBXu>

## **ROLL CALL 2022**

<b>JAMES PLAISTED, CHAIRPERSON</b>	<b>PRESENT</b>
<b>AMJAD RASHID, VICE-CHAIRPERSON</b>	<b>PRESENT</b>
<b>GINNY DOLCE., COMMISSIONER</b>	<b>ABSENT</b>
<b>LYNN D. SCHINMAN, COMMISSIONER</b>	<b>ABSENT</b>
<b>MILDRED ARIEMMA, COMMISSIONER</b>	<b>PRESENT</b>
<b>DUANE ZADAROSNI, COMMISSIONER</b>	<b>PRESENT</b>
<b>LEONARDO MOYOLI, JR., COMMISSIONER</b>	<b>PRESENT</b>

## **OTHERS PRESENT**

Terrance Corrison, Attorney; Sherry Sims, Executive Director

## **APPROVAL OF THE MINUTES**

**MOTION** by the Board of Commissioners of the Housing Authority of the Town of Boonton to **TABLE January 25, 2023 Minutes and April 26, 2023.**

**There was no meeting March 2023.**

**Motion: Commissioner Duane Zadarosni**

**Second: Commissioner Mildred Ariemma**

**Rollcall:** 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				Zadarosni	x			
Rashid	x				Schinman				x

Dolce				x	Moyoli	x			
Ariemma	x								

### **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) **April and May 2023**

**Motion:** Commissioner Amjad Rashid

**Seconded:** Commissioner Zadarosni

**Roll Call:** 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				Zadarosni	x			
Rashid	x				Schinman				x
Dolce				x	Moyoli	x			
Ariemma	x								

### **REPORT OF EXECUTIVE DIRECTOR**

There are many changes going on with HUD regulations regarding Software changes with the PIC to the HIP; the inspection process is changing from REAC to NSPIRE Providing special funds for programs designed to assist with homeless veterans and the aging out children from foster homes. In addition the impact on the federal budget based will be based on what happens with the debt ceiling debate.

In addition cyber security has becoming a serious concern for Authorities to have proper insurance to insure your HA is not held hostage with confidential data.

Elected Official Training on the MEL Safety Institute website is available for Staff and Commissioners to take If we take the course, we can get up to \$500 credit on our annual insurance assessment. This is due by May 31, 2023

Risk Control site inspection will be conducted on behalf of the JIF on Tuesday May 24

Property Appraisals will be done on all members of the JIF to make sure all have adequate coverage. This is a mandatory appraisal required for all members who have property values of \$1,000,000 or greater by September 1, 2023

2022 Payroll Audit will be scheduled by NEIS

2022 Independent Audit for BHA and AHOM is currently in process.

### **CORRESPONDENCE**

None

### **OLD BUSINESS**

- Sinkhole issue at Riverview needs follow up (Town and County resolution) – rodent infestation
- Water drainage problem on Chestnut – Meeting scheduled May 25, 2023 with the Town Administrator

## **NEW BUSINESS**

- Air Duct Cleaning contact award
- Insurance Claim approved for Riverview Community Room – getting quotes
- Replacement of 2 Hot water Boilers at Riverview Apartment - award
- Sidewalk repair/shaving at Chestnut Street contract award
- Annual Unit HQS inspections are in progress for SVC units – Independent contractor
- Roof and gutter repairs/cleaning Chestnut Street- getting quotes
- Trip hazards at Chestnut St repair in progress
- Painting Exterior of Chestnut Street – getting quotes

## **ATTORNEY REPORT/UPDATES**

- **Regulatory Updated**

NSPIRE Inspection final rules

EPL Employee Practice Liability requirements – Attorney review and update Personnel Policy

Every 2 years the MEL reviews laws and regulations to update the Personnel Manual. Members are asked to complete training geared toward Managers, Supervisors and Non-Supervisors and Employee Staff training. These classes are mandatory and must be reviewed by our Attorney by November 11<sup>th</sup> that we have met the requirements.

- **Eviction status update**

Attorney Corrison updated the Board on the status of the court hearing status on residents in violations of Lease requirements. We are pursuing evictions for violations of nonpayment of rent, housekeeping/hoarding  
And habitual late rent payers.

## **RESOLUTIONS**

**RESOLUTION #2196      AUTHORIZE AND APPROVE STAFF TRAVEL FOR TRAINING DURING THE MONTH OF JULY 2023 TO WASHINGTON, DC FOR MARC-NAHRO CONFERENCE 2023**

**COMMISSIONER RASHID MOTIONED TO APPROVE RESOLUTION #2196 AS PRESENTED. COMMISSIONER PLAISTED SECONDED THE MOTION. THERE WERE NO QUESTIONS. THE CHAIRPERSON ASKED FOR A ROLL CALL. ALL COMMISSIONER 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				Zadarosni	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 #2196 was passed.

**RESOLUTION #2197 AUTHORIZE AND APPROVE TRAVEL POLICY STANDARD IRS MILEAGE RATE FOR 2023 TO \$ .66**

**COMMISSIONER RASHID MOTIONED TO APPROVE RESOLUTION #2197AS PRESENTED. COMMISSIONER PLAISTED SECONDED THE MOTION. THERE WERE NO QUESTIONS. THE CHAIRPERSON ASKED FOR A ROLL CALL. ALL COMMISSIONER 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				Zadarosni	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 #2197 was passed.

**RESOLUTION #2198 AUTHORIZE AND APPROVE FISCAL YEAR 2023 INCOME LIMITS**

**COMMISSIONER RASHID MOTIONED TO APPROVE RESOLUTION #2198AS PRESENTED. COMMISSIONER PLAISTED SECONDED THE MOTION. THERE WERE NO QUESTIONS. THE CHAIRPERSON ASKED FOR A ROLL CALL. ALL COMMISSIONER 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				Zadarosni	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 #2198 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.

NONE

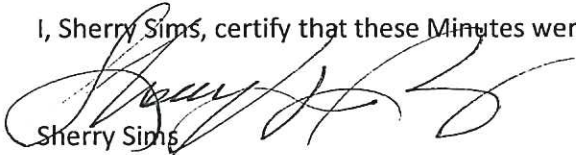
**ADJOURNMENT**

Motion to Adjourn by: Commissioner Plaisted

Second by: Commissioner Rashid

Time: 7:33PM

I, Sherry Sims, certify that these Minutes were approved at the meeting held on July 26, 2023.

A handwritten signature in black ink, appearing to read 'Sherry Sims', is written over the printed name.

Sherry Sims  
Secretary/Executive Director