

HOUSING AUTHORITY OF THE TOWN OF BOONTON
ADMINISTRATION BUILDING

MINUTES

REGULAR BOARD MEETING

WEDNESDAY, JULY 26, 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 7:06PM 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.

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Topic: BOONTON HOUSING AUTHORITY BOARD MEETING JULY 26, 2023

ROLL CALL 2023

James Plaisted, Chairperson	PRESENT
Amjad Rashid, Vice-Chairperson	PRESENT
Ginny Dolce., Commissioner	ABSENT
Lynn D. Schinman, Commissioner	PRESENT
Mildred Ariemma, Commissioner	ABSENT
Duane Zadarosni, Commissioner	ABSENT
Leonardo Moyoli, Jr., Commissioner	PRESENT

OTHERS PRESENT

William Katchen, Fee Accountant; Sherry Sims, Secretary/Executive Director

ACCOUNTING – William Katchen presented the following Resolutions and the Chairperson asked for a Consent Resolutions to review, discuss and vote as follows:

Chairperson Plaisted motioned to accept the consent resolution for : Resolutions: 2199; 2201; 2202; 2203 as presented by Mr. Katchen, the Fee Accountant. The Resolutions were reviewed and discussed as presented. No one present was opposed . Commissioner Rashid seconded the consent motion for the above Resolutions.

APPROVAL OF THE MINUTES

MOTION by **the Board of Commissioners of the Housing Authority of the Town of Boonton** to APPROVE Minutes for January 25, 2023 and May 24, 2023 and TABLE the April 26, 2023. There werer no meeting in March or June 2023.

Motion: Commissioner Rashid

Second: Chairperson Plaisted

Rollcall: **No one was opposed. All present voted in the affirmative.**

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: Chairperson Plaisted

Seconded Commissioner Rashid

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

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 – to be scheduled.

2022 Payroll Audit will be scheduled by NEIS

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

Summary by Commissioner Moyoli on Washington Trip

Meeting scheduled with Town of Boonton and Morris County to discuss flooding on Chestnut 8/1/2023

Department Reports:

Operations/Wait List

FSS

SVC

HCV

Maintenance = Inc 7/23

CORRESPONDENCE

None

OLD BUSINESS

- **Sinkhole issue at Riverview needs follow up (Town and County resolution) – rodent infestation –
Meeting scheduled 8/1/2023**
- **Water drainage problem on Chestnut – Meeting scheduled 8/1, 2023 with the Town Administrator and Morris County 8/1/2023**

NEW BUSINESS

Air Duct Cleaning -finished

Insurance Claim approved for Riverview Community Room – getting quotes for floor and ceilings

Replacement of 2 Hot water Boilers at Riverview Apartment – award - pending

Sidewalk repair/shaving at Chestnut Street - finished

Annual Unit HQS inspections are in progress for SVC units – Independent contractor - finished

Roof and gutter repairs/cleaning Chestnut Street- getting quote from landscaper

Trip hazards at Chestnut St repair finished

Painting Exterior of Chestnut Street – in progress

Meeting with Town of Boonton and Morris County DPW regarding Chestnut St and Riverview- 8/1/2023

ATTORNEY REPORT/UPDATES - ABSENT

- **Regulatory Updated**

NSPIRE Inspection final rules

HOTMA regulations

Recommending Staff take the Nan McKay training to update the Administrative Plan in 2024.

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 11th that we have met the requirements.

- **Court Eviction status update**

RESOLUTIONS

RESOLUTION #2199 AUTHORIZE AND APPROVE THE 2022 AUDIT SUBMISSION ON JUNE 30, 2023

Chairperson Plaisted motioned to accept the Consent Resolution for : Resolutions: 2199; 2201; 2202; 2203 as presented by Mr. Katchen, the Fee Accountant. The Resolutions were reviewed and discussed as presented. No one present was opposed. Commissioner Rashid seconded the consent motion for the above Resolutions.

COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	X				Zadarosni				X
Rashid	X				Schinman	X			
Dolce				X	Moyoli, Jr	X			
Ariemma				X					

A roll call was taken and Resolution # 2199 was approved.

RESOLUTION #2200 AUTHORIZE AND APPROVE THE ANNUAL PLAN BEGINNING 10/1/2023 to 9/30/2024

Commissioner Plaisted motioned to accept Resolution 2200 as presented. Commissioner Moyoli, Jr. seconded the motion. After review And discussion by the Board; there was no one who disapproved. All Commissioners present voted in the affirmative.

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			

Ariemma				x					

A roll call was taken and Resolution #2200 was approved.

RESOLUTION #2201 AUTHORIZE AND APPROVE THE BUDGET FROM OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2023

Chairperson Plaisted motioned to accept the consent resolution for : Resolutions: 2199; 2201; 2202; 2203 as presented by Mr. Katchen, the Fee Accountant. The Resolutions were reviewed and discussed as presented. No one present was opposed . Commissioner Rashid seconded the consent motion for the above Resolutions.

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken and Resolution 2201 was approved.

RESOLUTION #2202 AUTHORIZE AND APPROVE THE NEW JERSEY STATE BUDGET FOR BUDGET OCTOBER , 2023 THROUGH SEPTEMBER 30, 2024

Chairperson Plaisted motioned to accept the consent resolution for : Resolutions: 2199; 2201; 2202; 2203 as presented by Mr. Katchen, the Fee Accountant. The Resolutions were reviewed and discussed as presented. No one present was opposed . Commissioner Rashid seconded the consent motion for the above Resolutions.

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken and Resolution 2202 was approved.

RESOLUTION #2203 RESOLUTION TO AUTHORIZE AND APPROVE THE COST OF LIVING FOR

**THE BUDGET YEAR OCTOBER 1, 2023 THROUGH
SEPTEMBER 30, 2023**

Chairperson Plaisted motioned to accept the consent resolution for : Resolutions: 2199; 2201; 2202; 2203 as presented by Mr. Katchen, the Fee Accountant. The Resolutions were reviewed and discussed as presented. No one present was opposed . Commissioner Rashid seconded the consent motion for the above Resolutions.

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken and Resolution #2203 was approved.

**RESOLUTION #2204 AUTHORIZE TO APPROVE AHOM, INC BANK
SIGNATORY PERSONS
FOR FISCAL YEAR OCTOBER 1, 2023 THROUGH
SEPTEMBER 30, 2024**

Commissioner Rashid motioned to accept Resolution 2204 as presented. Commisioner Schinman seconded the motion.

The Resolution was reviewed and discussed. All Commissioners present voted in the affirmative

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken and Resolution 2204 was passed. No one was opposed.

**RESOLUTION #2205 AUTHORIZE TO APPROVE AHOM, INC APPROVE
LAKELAND BANK SIGNATORY PERSONS
FOR FISCAL YEAR OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024**

Commissioner Rashid motioned to accept Resolution 2205 as presented. Commissioner Schinman seconded the motion.

The Resolution was reviewed and discussed. All Commissioners present voted in the affirmative

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken and Resolution 2205 was passed. No one was opposed.

**RESOLUTION 2206 AUTHORIZATION AND APPROVAL TO WRITE OFF
DISPOSITION OF STOVES
AND REFRIGERATORS IN ACCORDANCE WITH THIS ASSET DISPOSOTION
POLICY**

Commissioner Rashid motioned to accept Resolution 2206 as presented. Commissioner Plaisted seconded. All

Commissioners present reviewed and discussed it as presented. All Commissioners present voted in the affirmative.

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken. All Commissioners voted in the affirmative. Resolution 2206 was passed.

**RESOLUTION #2207 AUTHORIZE AND APROVE STAFF AND COMMISSIONRS
TO ATTEND THE ANNUAL NJAHRA
CONFERENCE AT THE RESORT CASINO BETWEEN SEPTEMBER 24,25,26, 2023**

Commissioner Rashid motioned to accept Resolution 2207 as presented. Commissioner Schinman seconded the motion. All Commissioner

Present reviewed and discussed the Resolution. No one was opposed. All Commissioners voted in the affirmative.

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			

Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken. All Commissioners voted in the affirmative. Resolution 2207 was passed.

**RESOLUTION # 2208 AUTHORIZE AND APPROVE FIVE YEAR ROLLING
CONTRACT FOR THE EXECUTIVE
DIRECTOR FROM AUGUST 1, 2023 – JULY 31, 2028**

Commissioner Plaisted motioned to accept Resolution 2208 as presented. All Commissioner presented reviewed and discussed the Resolution 2208. Chairperson requested during discussion that a transition plan be put in place for the future on how to hire an Executive Director. All Commissioners agreed and voted in the affirmative to accept Resolution 2208 with comments.

Resolution # COMMISSIONER	AY E	NA Y	N.V .	A.B .	COMMISSIONER	AY E	NA Y	N.V .	A.B .
Plaisted	x				Zadarosni				x
Rashid	x				Schinman	x			
Dolce				x	Moyoli, Jr	x			
Ariemma				x					

A roll call was taken . All Commissioners present voted in the affirmative. Resolution 2208 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.

Secretary Sims advised the Boonton Housing Board that the AHOM, INC will hold its first annual meeting on August 7, 2023 at 7PM.

ADJOURNMENT

Motion to Adjourn by Chairperson Plaisted

Seconded by Commissioner Rashid

Time: 8:27PM

I, Sherry Sims, Secretary to the Boonton Housing Authority Board of Commissioners certify that the Minutes of July 26, 2023 were approved at the meeting held on February 28, 2024.


Secretary

Sherry Sims
Secretary/Executive Director