

## HOUSING AUTHORITY OF THE TOWN OF BOONTON

Regular Meeting Minutes  
Wednesday, September 17, 2025  
Administration Building / via Zoom



### CALL TO ORDER

The regular meeting of the Housing Authority of the Town of Boonton was called to order at 7:06 PM by Chairperson Plaisted at the Administration Office, 125 Chestnut Street, Boonton, NJ, and via Zoom.

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### OPEN PUBLIC MEETINGS ACT STATEMENT

Adequate notice of this meeting was provided pursuant to the Open Public Meetings Act and published in the *Daily Record* and *Citizen of Morris County* on September 11, 2025. Notice was also posted at Boonton Town Hall, the Riverview Apartments, the Administration Building, and on the Boonton Housing Authority website.

### ROLL CALL

Commissioner	Present	Absent
James Plaisted, Chairperson	X	
Amjad Rashid, Vice-Chairperson	X	
Robert DiVincent, Commissioner	X	ZOOM
Pamela Botka, Commissioner	X	
Mildred Ariemma, Commissioner	X	
Leonardo Moyoli Jr., Commissioner		X
Vacant		

### OTHERS PRESENT:

**Jason Blumenstock Auditor; Terrance Corriston, BHA Attorney; Sherry Sims, Executive Director, Kenneth Kelshall, Deputy Director, John Clark, Sunbelt Consultant**

## **APPROVAL OF MINUTES**

Motion to approve the minutes of the July 23, 2025 meeting.

No meetings were held in March or August 2025.

**Motion:** Commissioner Rashid

**Second:** Commissioner Botka

**Vote:** Unanimous vote by all present. None were opposed

## **APPROVAL OF MONTHLY VOUCHERS/BILLS**

Motion to approve vouchers and bills for BHA Management and Section 8 Housing Choice Voucher programs for June, July, and August 2025.

**Motion:** Commissioner Botka

**Second:** Commissioner Plaisted

**Vote:** Unanimous vote by all present. None were opposed

## **EXECUTIVE DIRECTOR'S REPORT**

- **FY 2025–2026 Budget Adoption Presentation** scheduled for October 1, 2025 (Bill Katchen, Fee Accountant).
- **Independent Audit Presentation** for FY ending 9/30/2024 presented by Rich Larsen, Auditor.
- **Fire Code Violations (2024–2025):** Repairs and upgrades in progress.
- **Drainage Repairs (Riverview Apartments):** Work in progress by Town and County engineers.
- **Chestnut Street Flooding Project:** Awaiting A/E cost estimate and feedback from the Town, County, and neighbor at 217 Main St.

## **CORRESPONDENCE**

None.

## **OLD BUSINESS**

- **IRS Audit for FY 2021:** Meeting held August 14; document review ongoing.

- **HCV Administrative Plan 2025:** No public comments; effective September 1, 2025.
- **FSS Grant 2026:** Application submitted July 30, 2025.
- **BHA Annual Plan:** Submitted and approved.
- **Riverview Construction:** Delayed one week to October 1, 2025.

## **NEW BUSINESS**

- **Loss Control Inspection (PHJIFF):** Completed September 2, 2025.
- **OPRA Request (Atty Eder):** Received August 12, 2025; response emailed August 22, 2025.
- **Property Appraisals (2024–2025):** To be reviewed with Risk Manager.
- **RFP – Independent Entity (74 Units):** Advertised; award recommended to PAHC.
- **RFP – QPA:** No submissions; will re-advertise.
- **OIG Data Request (Section 8):** Due September 16, 2025; submitted.
- **Insurance Claim:** Tenant Storage Area repairs completed.
- **Film Request:** “Mamma Boy” filming at Riverview visitor parking, September 15, 2025, approved (5 AM–Midnight).

## **Attorney’s Report**

Discussion regarding **Property Lease Agreement between BHA and AHOM, Inc.**

## **RESOLUTIONS – CONSENT AGENDA**

**Consent Resolutions 2283, 2295, 2296, 2298, 2299, 2300, 2302, 2303, 2304, 2305, 2306**

### **Individual Resolutions:**

- **2283** – Approve final version of HCV Admin Plan 2025 (effective 9/1/2025)
- **2294** – Approve Property Lease & Management Agreement with AHOM, Inc.
- **2295** – Authorize Chestnut Cottages/Riverview money market account with Provident Bank
- **2296** – Approve Risk Management Agreement with Alamo (2026)
- **2297** – Approve Independent Audit for FY ending 9/30/2024

- 2298 – Approve PNC Bank signatories for FY 2025–2026
- 2299 – Approve Provident Bank signatories for FY 2025–2026
- 2300 – Identify Fire Code violations as emergency work orders
- 2301 – Adopt NJ DCA Budget for 2025–2026
- 2302 – Ratify submission of BHA Annual Plan (7/18/2025)
- 2303 – Approve renewal contract with PHJIF (2026–2028)
- 2304 – Table proposal for Qualified Purchasing Agent
- 2305 – Approve PAHC as Independent Entity (NTE \$17,000)
- 2306 – Approve MOA Inter-Jurisdictional Mobility Agreement with Morris County HA

**There was no questions or discussion**

**Motion:** Commissioner Plaisted

**Second:** Commissioner Rashid

**Vote:** Unanimous. No one present was opposed.

<b>RECORD OF COMMISSIONERS VOTE ON FINAL PASSAGE OF THE ABOVE CONSENT AGENDA</b>									
COMMISSIONER	AYE	NAY	N.V.	A.B.	COMMISSIONER	AYE	NAY	N.V.	A.B.
Plaisted	x				Botka	x			
Rashid	x				Moyoli, Jr.				x
DiVincent	x				Vacant				
Ariemma	x								

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#### **Public Comments**

Public comments were invited; each speaker was allotted three minutes.

Comments:

None

#### **ADJOURNMENT**

Motion to adjourn made by Chairperson Plaisted

Seconded by Commissioner Rashid

Meeting adjourned at 8:03PM.

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**I, Sherry Sims certify that these Minutes were approved at the Board Meeting held on  
January 28, 2026**

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