

MINUTES OF THE HOUSING AUTHORITY – BOROUGH OF KEANSBURG

The regular meeting of the Housing Authority was held on Wednesday, December 21, 2016 at Granville Towers, 1 Church Street, Keansburg New Jersey at 7:00 p.m.

Chairperson Judy Ferraro read the Open Public Meetings Act Notice:

Salute to the flag:

Present at roll call: Carol DeBlasio, Diane Nelson, Mattie Anderson, Ann commarato, Mary Foley and Judy Ferraro

Excused: Thomas Foley

Upon a motion made by Diane Nelson, seconded by Mattie Anderson to approve of our regular and executive minutes of our November 17, 2016 meeting.

Roll Call Vote:

Carol DeBlasio – Aye

Diane Nelson – aye

Ann Commarato – Abstain

Mary Foley – Aye

Mattie Anderson – Abstain

Judy Ferraro – Aye

REPORT OF THE CHAIRPERSON – None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

- 1) We have received a dividend check from JIF in the amount of \$2,438.42.
- 2) We are still monitoring HMFA for next round of tax credits for the RAD program.
- 3) We currently have a no smoking policy in effect. HUD has published a no smoking policy that we must adopt
- 4) We are still looking for a new truck and plow.
- 5) Pat Mahoney is registered to participate in an on-line course for our HCV program and Joe Garofano is registered to take the HQS course.
- 6) The Architect has been in the building to evaluate the wall finishes in lobby. At next meeting Judy, Carol and Diane will review colors and options
- 7) Our schedule of meetings for 2017 have been distributed. If any change is needed to be made we will discuss. Richard Sciria will not be available for the February meeting.

Motion made by Ann Commarato, seconded by Mary Foley to approve of 2017 meeting schedule.
All in favor.

REPORT OF THE ASSISTANT EXECUTIVE DIRECTOR:

Summary of Cash:

Checking Account \$255,910.42

RESOLUTIONS:

Upon a motion made by Carol DeBlasio, seconded by Mattie Anderson to approve resolution 12-21-16-01, payment of invoices

Roll Call Vote:

Ann Commarato – Aye

Diane Nelson – Aye

Mary Foley – Aye

Carol DeBlasio – Aye

Mattie Anderson – Aye

Judy Ferraro – Aye

Upon a motion made by Carol DeBlasio, seconded by Mattie Anderson to approve resolution 12-21-16-02, to adopt ELOCCS security policy. Douglas G Dzema stated that every 6 months we must recertify to draw down funds.

Roll Call Vote

Mattie Anderson – Aye

Diane Nelson – Aye

Ann Commarato – Aye

Carol DeBlasio – Aye

Mattie Anderson – Aye

Judy Ferraro – Aye

Upon a motion made Diane Nelson, seconded by Ann Commarato to approve resolution 12-21-16-03, to appoint a fund commissioner for the JIF insurance.

Roll Call Vote:

Diane Nelson – aye

Carol DeBlasio – aye

Mary Foley – aye

Ann Commarato – Aye

Mattie Anderson – Aye

Judy Ferraro – Aye

Upon a motion made by Ann Commarato, seconded by Mattie Anderson to approve resolution 12-21-16-04, awarding contract for an inter local agreement between the Keansburg Housing Authority and the Perth Amboy Housing Authority. Douglas G. Dzema stated that the only change is a 2% across the board increase. Mary Foley asked if the Keansburg Housing Authority has to pay any additional monies to Perth Amboy regarding the RAD program. Douglas G. Dzema stated that any ongoing work required to move forward will continue to be billed by Perth Amboy at our regular rates. Douglas G. Dzema stated the RPM will be responsible to prepare and submit the next tax credit application to HMFA and the next FHLB application. RPM will absorb the cost of putting the application together.

Roll Call Vote

Mattie Anderson – Aye

Ann Commarato – Aye

Diane Nelson – Aye

Mary Foley – Aye

Carol DeBlasio – Aye

Judy Ferraro – Aye

Upon a motion made by Carol DeBlasio, seconded by mattie Anderson to approve resolution 12-21-16-05, supporting bills S-2663 and A-4234. Douglas G. Dzema stated that legislation adopted certain bills that will reduce premiums.

Roll Call Vote:

Mattie Anderson – Aye

Mary Foley – Aye

Ann Commarato – Aye

Carol DeBlasio – Aye

Diane Nelson – Aye

Judy Ferrero – Aye

REPORT OF THE ATTORNEY:

Richard Sciria reported the following:

- 1) Richard Sciria confirmed memo on panels of which the Housing Authority will use with next set of applicants for public housing only. Mary Foley asked if an applicant requests a hearing can the panel committee receive the outcome of the hearing? Richard Sciria stated yes
- 2) Smoking policy is currently in place as of 2012, even though it was not mandatory. The government enacted regulation in December but will ratify on 2/5/17 that will require all Housing Authorities to have smoke free buildings with no grandfathering. There will be an 18 month period to put into effect. We will follow guidelines from legislation. In February we will draw up a resolution and will enforce as a lease violation, we will also need to amend leases. This will need to be placed in 5 year plan for public comment. Mattie Anderson asked about medical marijuana. Richard Sciria stated it is considered smoking, but will have to review the legislation.

REPORT OF THE ACCOUNTANT: None

COMMITTEE REPORTS:

Personnel – None

Buildings and Grounds – None

Resident Grievance – None

Applicant Screening – None

Finance – None

PUBLIC COMMENT: None

UNFINISHED BUSINESS – NONE

NEW BUSINESS – NONE

Upon a motion made by Diane Nelson, seconded by Mattie Anderson to enter into executive session to discuss personnel and possible litigation. All in favor

There being no further business before the board a motion made by Mattie Anderson, seconded by Carol DeBlasio to adjourn at 7:50 p.m. be approved.

MEETING HELD – DECEMBER 21, 2016

ATTEST:

DOUGLAS G DZEMA

EXECUTIVE DIRECTOR/SECRETARY