

AGENDA

KEANSBURG HOUSING AUTHORITY
November 17, 2016
GRANVILLE TOWERS
1 CHURCH STREET - CONFERENCE ROOM
7:00 P.M.

1) NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

“Adequate notice has been made as to the time, place, date of this meeting and as to the nature of business to be discussed being the general business of the Authority.”

2) SALUTE TO THE FLAG

3) Roll Call:

Chairperson	Judy Ferraro
Vice-Chairperson	Mary Foley
Commissioner	Yolanda Commarato
Commissioner	Mattie Anderson
Commissioner	Diane Nelson
Commissioner	Thomas Foley
Commissioner	Carol DeBlasio

4) Approval of minutes of regular and executive meetings held on October 19, 2016

5) REPORT OF THE CHAIRPERSON

6) REPORT OF THE EXECUTIVE DIRECTOR

7) REPORT OF THE DEPUTY EXECUTIVE DIRECTOR
Summary of Cash

8) CORRESPONDENCE –

RESOLUTIONS:

- 9) 11-17-16-01 – Resolution approving payment of invoices for November
- 10) 11-17-16-02 – Resolution ratifying the extension of the contract for electrical repair
- 11) 11-17-16-03 – Resolution ratifying the extension of the contract for painting services
- 12) 11-17-16-04 – Resolution ratifying the extension of the contract for plumbing services
- 13) 11-17-16-05 – Resolution ratifying the extension of the contract for automatic door operator maintenance and repair.

- 14) 11-17-16-06 – Resolution awarding contract for AE services for emergency pull cords
- 15) 11-17-16-07 – Resolution for AE services for the interior design of the lobby
- 16) 11-17-16-08 – Resolution approving the SEMAP certification for fiscal year ending 9/3016

- 17) REPORT OF THE ATTORNEY:

- 18) REPORT OF THE ACCOUNTANT:

- 19) COMMITTEE REPORTS:
 - Personnel
 - Buildings and Grounds
 - Resident Grievance
 - Applicant Screening

 - Finance

- 20) PUBLIC COMMENT

- 21) UNFINISHED BUSINESS

- 22) NEW BUSINESS

- 23) EXECUTIVE SESSION – POSSIBLE LITIGATION, POSSIBLE TENANT MATTERS, AND PERSONNEL MATTERS

- 24) ADJOURNMENT

MINUTES OF THE HOUSING AUTHORITY – BOROUGH OF KEANSBURG

The regular meeting of the Housing Authority was held on Wednesday, October 19, 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: Diane Nelson, Mattie Anderson, Carol DeBlasio, Thomas Foley, Mary Foley and Judy Ferraro

Excused: Ann Commarato

Upon a motion made by Diane Nelson, seconded by Carol DeBlasio to approve our regular and executive minutes of our September 21, 2016 meeting.

Roll Call Vote:

Diane Nelson – Aye

Thomas Foley – Aye

Mattie Anderson – Aye

Mary Foley – Aye

Carol DeBlasio – Aye

Judy Ferraro - Aye

REPORT OF CHAIRPERSON – None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

- 1) We are still looking into purchasing a truck which can be used for errands and snow plowing.
- 2) We are also publishing an RFP to hire a contractor to plow the driveway and parking lot for snowstorms. Joe Garafano will be receiving mileage reimbursement for conducting Authority business with his vehicle. Reimbursing Mr. Garafano for the use of his vehicle is cost effective for the Housing Authority.
- 3) RAD – RPM, management company, will continue to apply for the 4% or 9% tax credits when they become available in 2017.
- 4) Capital Improvements – We hired an Architect to access the 1st floor lobby to see how we can make improvements. Also looking into cladding the elevator frames

REPORT OF ASSISTANT EXECUTIVE DIRECTOR:

Summary of Cash:

Checking - \$166,601.15

CORRESPONDENCE: None

RESOLUTIONS:

Upon a motion made by Mattie Anderson, seconded by Carol DeBlasio to approve resolution 10-19-16-01, payment of bills.

Roll Call Vote:

Mattie Anderson – Aye

Thomas Foley – Aye

Carol DeBlasio – Aye

Mary Foley – Aye

Diane Nelson – aye

Judy Ferraro – Aye

REPORT OF ATTORNEY:

Richard Sciria reported the following:

- 1) The panel committee met with management. The Public Housing criteria has been submitted and approved by NTN
- 2) Scores under 60 will automatically be rejected, 60 to 75 will be reviewed by the panel committee.
- 3) Changing the Section 8 criteria will mean amending the Section 8 administration plan and the Authority PHA plan.

Douglas G. Dzema stated that the Public Housing criteria will have to be compared with the HUD regulations

Kristy Penta Duffy, Asset Manager reported the following:

- 1) In the Public Housing criteria the criminal is independent from the NTN scoring. We contact the Landlord for references.
- 2) The issue is the NTN score:
 - a) Credit and eviction – I agree with the evictions, but with requiring a high score we will lose applicants.
- 3) Most applicants do not pass because of their credit score
- 4) NTN advises to lower your starting score
- 5) Role of management is to screen and determine suitability of a tenant.
- 6) If we have to send conditional applicants to the panel committee, then we would no longer have a hearing committee it would be a screening committee.
- 7) Who will be the hearing officer?
- 8) Applicants with a conditional score should be decided by management
- 9) In Public Housing we use family and children service to assist the tenants.
- 10) Section 8 landlords should screen, we are not the landlord.

Tom Foley asked about the criminal background check. Kristy stated NTN score has nothing to do with the criminal background and we always reject for criminal issues in accordance with the established criteria.

Mary Foley asked about screening panels, instead of doing appeals.

Kristy Penta Duffy, stated that management does screening and the Commissioners are to make policy.

Diane Nelson said the Commissioners wanted to increase the scores for admission and look further into it.

It was agreed by all that the committee will screen and Kristi will remain the hearing officer. The committee will abide by her decisions.

Douglas G. Dzema stated that all applicants not meeting the new criteria will be rejected and advised of their right to a hearing. All other applicants will be reviewed by the screening committee. Any applicant rejected by the screening committee will be advised of their right to a hearing. Kristi will remain the hearing officer.

Kristy Penta Duffy stated we will get all documents ahead of time then meet with panel committee.

Richard Sciria stated we will go forward with Public Housing only and look into Section 8 at a later date.

COMMITTEE REPORTS:

Personnel – None

Building & 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 Carol DeBlasio to enter into executive session to discuss personnel matters and possible litigation. All in Favor.

There being no further business before the board, a motion made by Carol DeBlasio, seconded by Diane Nelson to adjourn at 8:05 p.m. be approved.

MEETING HELD – OCTOBER 19, 2016

ATTEST:

Douglas G. Dzema
Executive Director/Secretary