

AGENDA

KEANSBURG HOUSING AUTHORITY  
SEPTEMBER 21 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 July 27, 2016

5) REPORT OF THE CHAIRPERSON

6) REPORT OF THE EXECUTIVE DIRECTOR

Open to the public for comment on the 2016 and 2017 budget

7) REPORT OF THE DEPUTY EXECUTIVE DIRECTOR

Summary of Cash

8) CORRESPONDENCE –

RESOLUTIONS:

- 9) 09-21-16-01 – Resolution ratifying payment of invoices for August
- 10) 09-21-16-02 – Resolution approving payment of invoices for September
- 11) 09-21-16-03 - Resolution adopting the budget for fiscal year ending 9/30/16
- 12) 09-21-16-04 – Resolution adopting the budget for fiscal year ending 9/30/17
- 13) 09-21-16-05 – Resolution approving a labor agreement between the Housing Authority and local 32

- 14) 09-21-16-06 – Resolution extending legal service contract for an additional year ending 9/30/17
- 15) 09-21-16-07 – Resolution extending audit service contract for an additional year ending 9/30/16
- 16) 09-21-16-08 – Resolution adopting personnel policy and procedures amendment request for MEL incentive
  
- 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 July 27, 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, Carol DeBlasio, Mary Foley and Judy Ferraro

Excused: Ann Commarato and Mattie Anderson

Absent: Thomas Foley

Upon a motion made by Carol DeBlasio, seconded by Diane Nelson to approve our regular and executive minutes of our June 15, 2016 meetings.

Roll Call Vote:

Diane Nelson – Aye

Mary Foley – Abstain

Carol DeBlasio – Aye

Judy Ferraro – Aye

REPORT OF THE CHAIRPERSON – None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

- 1) RAD – RPM applied for a declaration of intent for tax exempt financing with HMFA, which will allow us to apply for an allocation of volume capital. The 9% application may run concurrent. RPM didn't apply for the federal home loan application. RPM agreed to memo of understanding. RPM met with the Borough and received the declaration of need.
- 2) Joe Garofano is going to a training class for asbestos management and Paul McAllister is going to classes for his black seal boiler license.
- 3) Capital fund – repairs to the fire pump are needed based on the annual inspection

REPORT OF ASSISTANT EXECUTIVE DIRECTOR:

Summary of Cash:

Checking Account - \$103,251.81

CORRESPONDENCE: None

RESOLUTIONS:

Upon a motion made by Carol DeBlasio, seconded Mary Foley to approve resolution 07-27-16-01, payment of bills.

Roll Call Vote

Diane Nelson – Aye

Mary Foley – Aye

Carol DeBlasio – Aye

Judy Ferraro – Aye

Upon a motion made by Diane Nelson, seconded by Mary Foley to approve resolution 07-27-16-02 introducing the budget for fiscal year ending 9/30/17.

Douglas Dzema stated that the finance committee met prior to our board meeting tonight along with Thomas Furlong, Accountant, and reviewed the budget in detail.

Douglas Dzema stated that the subsidy will probably remain the same at 89%. We have an additional \$46,000 in our operating reserve. The budget will be sent to the DCA for their review and will be sent back after their approval to be adopted by the Board. There was an increase in subsidy under our Section 8 budget and the costs are down for utilities.

Thomas Furlong stated that he needs to send in the commissioners questionnaires with the budget.

Roll Call Vote:

Diane Nelson – aye

Mary Foley - Aye

Carol DeBlasio – Aye

Judy Ferraro – Aye

Upon a motion made by Carol DeBlasio, seconded by Mary Foley to approve resolution 07-27-16-03, approval of AMP budget.

Roll Call Vote:

Diane Nelson – Aye

Mary Foley – Aye

Carol DeBlasio – Aye

Judy Ferraro – Aye

Upon a motion made by Carol DeBlasio, seconded by Mary Foley to approve resolution 07-27-16-04, awarding a contract to AEI consultants to complete a phase II environmental review for a limited sub-surface investigation. Doug Dzema state that there was an underground oil tank and they need to test the soil. This is a mandatory clearance required under the RAD program. The total cost is \$6,680.00

Roll Call Vote:

Carol DeBlasio – Aye

Mary Foley – Aye

Diane Nelson – Aye

Judy Ferraro – Aye

Upon a motion made by Carol DeBlasio, seconded by mary Foley to approve resolution 07-27-16-05, revising our payment standard for our Section 8 housing choice voucher program.

Roll Call Vote:

Diane Nelson – Aye

Mary Foley – Aye

Carol DeBlasio – Aye

Judy Ferraro – Aye

REPORT OF ATTORNEY:

Richard Scaria reported the following:

- 1) Resident panels-Richard Scaria sent comments from the resident panels to NTE they had no issues and submitted to Douglas Dzema for his review. We will have a committee meeting before our next board meeting and draw up a resolution to be considered at our next meeting in August.

REPORT OF ACCOUNTANT: Budget

COMMITTEE REPORTS:

Personnel – None

Building & Grounds None

Resident Grievance – None

Applicant Screening – None

Finance – None

PUBLIC COMMENT:

Tracy Williams, Apt. 310, was questioning her cat security deposit. Douglas Dzema stated that she needed to discuss the situation with Pat Holly

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 Diane Nelson, seconded by Carol DeBlasio to adjourn at 7:45 p.m. be approved. All in Favor.

MEETING HELD – 7/27/16

ATTEST:

Douglas G. Dzema

Executive Director/Secretary