

## MINUTES OF THE HOUSING AUTHORITY – BOROUGH OF KEANSBURG

The regular meeting of the Housing Authority was held on Thursday, June 18, 2018 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: Mattie Anderson, Carol DeBlasio, Ann Commarato, Diane Nelson and Judy Ferraro.  
Excused: Thomas Foley and Mary Foley

Upon a motion made by Mattie Anderson, seconded by Carol DeBlasio to approve minutes of the regular and executive meetings held on April 19, 2018.

Roll Call Vote

Mattie Anderson – Aye

Diane Nelson- Aye

Carol DeBlasio – Aye

Judy Ferraro – Aye

Ann Commarato – Aye

REPORT OF THE CHAIRPERSON: None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

- 1) The Granville Towers evacuation plan has been completed and approved by Al Scott, Fire Marshall.
- 2) RAD update:
  - a) Submitted all documents to HUD and waiting for the RCC.
  - b) Tax credits are secured, close in August, 60 to 90 days after for HMFA closing. If not closed by November 30<sup>th</sup>, we must wait another year for our adjustment in subsidy
- 3) Our waiting list will be used and RPM will add to it. We will do interviews and background checks and provide applicants to RPM – RPM will conduct the suitability checks
- 4) We will prepare an MOU together with RPM about the oversight of the waiting list.

Douglas G. Dzema introduced Joe Portelli from RPM.

Joe Portelli reported the following:

- 1) We are currently working with HMFA. We want to take construction loan directly with HMFA.
- 2) We are on track and should receive commitment on August 9<sup>th</sup>, then will take 10 days to approve then approximately 60 to 90 days after to close.

Judy Ferraro, Chairperson, opened the meeting to the public for questions with Joe Portelli.

Sheldon Johnson, apt. 612, asked about cable television being removed while doing rehab. Joe Portelli stated we will do rehab with everything in place.

Judy Switzer, apt. 205, asked can tenants stay in apartments. Joe Portelli stated yes.

Fred Powell, Apt. 407, asked if Joe can explain the deadlines again. Joe Portelli explained deadlines again.

Nancy Hosey, apt. 308, asked if floors will be replaced? Joe Portelli stated it is part of the scope of work.

There being no further questions, we resumed our regular order of business.

Douglas G. Dzema stated that Richard Larsen, Auditor is present to speak about the audit. There was a finance committee meeting at 5:30 pm. To review the audit. There was one finding regarding the HQS inspections.

Our reserve level is \$180,594.00 which is 35%, which is an acceptable level by HUD standards. We will have no debt service when RPM takes over.

Douglas G. Dzema introduced Richard Larsen, Auditor.

Richard Larsen reported the following:

- 1) Financial statements are accurate.
- 2) Internal control – no weakness or deficiencies.
- 3) Unmodified opinion – voucher program – 4 million dollars – clear opinion on compliance- good program job on finance. Same as last year finances are well managed.

Upon a motion made by Diane Nelson, seconded by Mattie Anderson to approve resolution 061818-02, audit for fiscal year ended 9/30/17.

Roll Call Vote

Mattie Anderson – Aye

Carol DiBlasio – Aye

Ann Commarato – Aye

Diane Nelson – Aye

Judy Ferraro - Aye

REPORT OF THE ASSISTANT EXECUTIVE DIRECTOR:

Summary of Cash

Checking account - \$167,327.95

CORRESPONDENCE : None

RESOLUTIONS:

Upon a motion made by Diane Nelson, seconded by Carol DiBlasio to approve resolution 06-18-18-01, payment of invoices.

Roll Call Vote:

Mattie Anderson – Aye

Carol DiBlasio – Aye

Ann Commarato – Aye

Diane Nelson – Aye

Judy Ferraro –Aye

Upon a motion made by Carol DiBlasio, seconded by Mattie Anderson to approve resolution 06-18-18-03, contract for HQS inspections.

Roll Vote Call

Mattie Anderson – Aye

Diane Nelson – Aye

Carol DiBlasio – Aye

Judy Ferraro – Aye

Ann Commarato – Aye

Upon a motion made by Carol DiBlasio, seconded by Mattie Anderson to approve resolution 06-18-18-04, contract for generator maintenance and services.

Roll call Vote:

Mattie Anderson – Aye

Diane Nelson – Aye

Carol DiBlasio – Aye

Judy Ferraro – Aye

Ann Commarato – Aye

Upon a motion made by Mattie Anderson, seconded by Ann Commarato to approve resolution 06-1-18-05, contract for elevator maintenance and service.

Roll Call Vote:

Mattie Anderson – Aye

Diane Nelson – aye

Carol DiBlasio – Aye

Judy Ferraro - Aye

Ann Commarato – Aye

#### REPORT OF THE ATTORNEY:

Richard Sciria stated he has no matters for public session, only matters for executive session.

REPORT OF THE ACCOUNTANT: None

#### COMMITTEE REPORTS:

David Estella, apt. 508, asked about our maintenance staff, why they cannot remain on site. Joe Portelli stated that RPM has their own maintenance staff, but they can apply.

Janet Tucker, Apt. 515, asked what type of renovations are being done. Joe Portelli stated refinishing cabinets, bathrooms, plumbing, flooring and appliances.

Dorothy Graf, apt. 209, asked are all floors being replaced. Joe Portelli stated kitchen and living rooms

Nancy Hosey, apt. 308, asked how long will it take for each unit. Joe Portelli stated he wasn't sure.

Mary Cahill, apt. 315, asked if they will be replacing cabinets that are ruined. Joe Portelli stated if they cannot be refinished, yes.

David Estella, apt 508, stated the building is currently a non-smoking building and there is still residents smoking in their apartments, how will that be addressed. Joe Portelli stated with security features and property management.

Helen Berkfeld, apt. 409, asked will all apartments have everything done or just units that need work? Joe Portelli stated that each unit will be on a case to case basis.

UNFINISHED BUSINESS: None

NEW BUSINESS: Judy Ferraro, Chairperson, stated that she will be appointed to the Borough Council next month, therefore, will be resigning her position as Chairperson of the Board and will need to have nominations of Chairperson and vice Chairperson

Judy Ferraro nominated Diane Nelson as chairperson, seconded by Ann Commarato. There being no other nominations, Diane Nelson will be Chairperson, effective July 1, 2018.

Roll Call Vote:

Mattie Anderson – Aye

Diane Nelson – Aye

Carol DeBlasio – Aye

Judy Ferraro- Aye

Ann Commarato – Aye

Ann Commarato nominated Carol DeBlasio as Vice-Chairperson, seconded by Mattie Anderson. There being no other nominations, Carol DeBlasio will be Vice Chairperson, effective July 1, 2018.

Roll Call Vote:

Mattie Anderson – Aye

Diane Nelson – Aye

Carol DeBlasio – Aye

Judy Ferraro – Aye

Ann Commarato – Aye

Upon a motion made by Ann Commarato, seconded by Mattie Anderson to enter into executive session to discuss litigation and personnel matters. All in favor.

Richard Sciria, Attorney, reported the following will be discussed in executive session:

- 1) 2 tenant matters
- 2) 1 contract
- 3) 1 personnel

There being no further business before the board a motion made by Ann Commarato, seconded by Mattie Anderson to adjourn at 8:45 p.m. be approved.

MEETING HELD – JUNE 18, 2018

ATTEST:

DOUGLAS G. DZEMA  
EXECUTIVE DIRECTOR/SECRETARY