

MINUTES OF THE HOUSING AUTHORITY – BOROUGH OF KEANSBURG

The regular meeting of the Housing Authority was held on Thursday, April 19, 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: Thomas Foley, Mattie Anderson, Carol DeBlasio, Ann Commarato, Mary Foley, Diane Nelson and Judy Ferraro.

Upon a motion made by Carol DeBlasio, seconded by Mattie Anderson to approve minutes of the regular and executive meetings held on March 14, 2018.

Roll Call Vote

Thomas Foley – Aye

Carol DeBlasio – aye

Mattie Anderson – Aye

Ann Commarato – Abstain

Mary Foley – Aye

Diane Nelson – Aye

Judy Ferraro – Aye

REPORT OF THE CHAIRPERSON : None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

- 1) The Borough Council reappointed Mary Foley for an additional 5 year term ending 4/1/23
- 2) We have been contacted by Jim Johnson, Union Representative, to discuss the transition for the employees
- 3) We had a HUD REAC inspection and scored a 37 property, which is very low. The majority of the work has been completed, but there are two items that must be repaired, sidewalk on side of building by driveway and door leading to roof.
- 4) RAD program – working on environmental report to get RAD conversion commitment.

REPORT OF THE ASSISTANT EXECUTIVE DIRECTOR:

Summary of Cash

Checking account                      \$181,536.11

CORRESPONDENCE: None

RESOLUTIONS:

Upon a motion made by Mattie Anderson, seconded by Carol DeBlasio to approve resolution 04-19-18-01 payment of invoices.

Roll Call Vote:

Thomas Foley - Aye  
Mattie Anderson – Aye  
Ann Commarato – Aye  
Carol DeBlasio – Aye

Mary Foley – Aye  
Diane Nelson – Aye  
Judy Ferraro – Aye

Upon a motion made by Thomas Foley, seconded by Ann Commarato to approve resolution 04-19-18-02, PHA Web software conversion.

Douglas Dzema is recommending that we charge software providers. Our current software vendor, Tenmast, has changed owners twice and support isn't the same, very slow response returning your calls. We are converting to RAD and suggest changing providers to PHA EEB who has experience working with RAD conversions. The cost will be approximately \$6,000.00 for the conversion and the annual cost will be \$4,300. There will be a cost saving compared to our current contract.

#### Roll Call Vote

Thomas Foley – Aye  
Mattie Anderson – Aye  
Ann Commarato – Aye  
Carol DeBlasio – Aye

Mary Foley – Aye  
Diane Nelson – Aye  
Judy Ferraro – Aye

#### REPORT OF ATTORNEY:

Richard Sciria reported the following:

- 1) Met with Jim Johnson, Union Representative, concerning transition to RAD program. Will meet for a bargaining meeting.
- 2) Financial disclosure forms must be done by 4/30/18.

REPORT OF THE ACCOUNTANT: None

#### COMMITTEE REPORTS:

Personnel – None  
Buildings and Grounds – None  
Resident Grievance – none  
Applicant Screening – None  
Finance – None

#### PUBLIC COMMENT:

Theresa McDonnell, apt. 602, asked when RPM, the developer will take over. Douglas Dzema replied approximately July or August.

Freda Clax, apt. 506, asked will the management company correct the drainage problem in driveway. Douglas Dzema stated it will be their responsibility, we will be replacing sidewalk and door on roof, but cannot commit additional funding at this time.

Carl Suydam, apt. 213, has complaints. Richard Sciria stated to get complaint forms from pat Holly and she will forward to him.

UNFINISHED BUSINESS – None

NEW BUSINESS: None

Richard Sciria stated there are 4 tenant matters and 1 personnel matter to discuss in executive session.

Upon a motion made by Thomas Foley, seconded by Mattie Anderson to enter into executive session to discuss tenant matters and personnel matters. All in Favor.

Richard Sciria stated that the Board is moving forward with the reduction in salary, \$57,500 plus longevity for Patricia Holly. Resolution will read as follows:

The Keansburg Housing Authority authorizes the reduction of salary to \$57,500 plus longevity to Patricia Holly, Assistant Executive Director, due to the conversion of Public Housing to RPM management company. The Housing Authority will be responsible for Section 8 portable vouchers and project based vouchers only and the financial budget is reduced. This will take place December 31, 2018 or up to 60 days after RPM closes. We will still need the approval from the Union and Civil Service.

Upon a motion made by Ann Commarato, seconded by Diane Nelson to approve of the above resolution

Roll Call Vote:

Thomas Foley – Aye

Mary Foley – Aye

Carol DeBlasio- Aye

Diane Nelson – Aye

Mattie Anderson – Aye

Judy Ferraro – Aye

Ann Commarato – Aye

There being no further business before the board a motion made by Mattie Anderson, seconded by Thomas Foley to adjourn at 8:30 p.m. be approved. All in favor.

MEETING HELD – APRIL 19, 2018

ATTEST:

DOUGLAS G. DZEMA  
EXECUTIVE DIRECTOR/SECRETARY