

MINUTES OF THE HOUSING AUTHORITY – BOROUGH OF KEANSBURG

The regular meeting of the Housing Authority was held on Wednesday, October 18, 2017 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, Diane Nelson, Mary Foley and Judy Ferraro

Excused: Carol DeBlasio, Ann Commarato and Thomas Foley

Upon a motion made by Mary Foley, seconded by Mattie Anderson to approve minutes of the regular and executive meetings held on September 20, 2017

Roll Call Vote

Mattie Anderson - Aye

Diane Nelson - Aye

Mary Foley – Aye

Judy Ferraro – Aye

REPORT OF THE CHAIRPERSON – None

REPORT OF THE EXECUTIVE DIRECTOR:

Douglas G. Dzema reported the following:

- 1) We are getting close to a determination on the federal home loan bank application. They have been asking for information daily. We should hear something by the end of November.
- 2) The Perth Amboy management agreement expires on 12/31/17. We are requesting that this item be placed on the agenda for November. Everything will remain the same except we will be requesting a 3% increase to offset our increased expenses.
- 3) The November board meeting will be held on Thursday, November 16th
- 4) The Keansburg Borough Council has been meeting the same day as our meeting. I ask that we consider changing the day of our monthly board meetings. After a brief discussion, the Board decided to change our meetings to the 2nd Wednesday of each month beginning January 2018. Also, we will be changing our December meeting to Thursday, December 21st.

Upon a motion made by Mary Foley, seconded by Diane Nelson to approve of meeting change

Roll Call Vote

Mattie Anderson – Aye

Diane Nelson – Aye

Mary Foley – Aye

Judy Ferraro – Aye

REPORT OF THE ASSISTANT EXECUTIVE DIRECTOR:

Summary of Cash:

Checking Account – \$177,566.10

CORRESPONDENCE: None

RESOLUTIONS:

Upon a motion made by Mattie Anderson, seconded by Diane Nelson to approve resolution 10-18-17-01, payment of invoices.

Upon a motion made by Diane Nelson, seconded by Mattie Anderson to approve resolution 10-18-17-02, non-smoking policy

Roll Call Vote

Mattie Anderson – Aye

Diane Nelson – Aye

Mary Foley – Aye

Judy Ferraro – Aye

Douglas G. Dzema asked if any commissioners wanted to attend the NJNAHRO convention in Atlantic City in November. No one is interested in attending.

REPORT OF ATTORNEY:

Richard Sciria reported the following:

- 1) Non-smoking policy will take effect immediately and we will amend resident leases.
- 2) I reviewed case law regarding open public meetings concerning executive sessions and the following has to apply:
 - a) Resolution has to identify executive session matters
 - b) Has to identify the individual by initials in private matters.
 - c) General public and legal matters must be in public session
 - d) All minutes must be kept
 - e) Employees need to receive a rice notice if they are to be discussed in the session..

Mary Foley asked if the Commissioners can call in advance if they want something on agenda in executive session. Richard Sciria stated yes.

COMMITTEE REPORTS:

Personnel - None

Building and Grounds – None

Resident Grievance – None

Applicant Screening

Finance – None

PUBLIC COMMENT:

Nancy Hosey, apt. 308, asked Douglas Dzema if he could explain the transition of the RAD program.

Douglas G. Dzema stated the following:

- 1) Possible June 2018 closing on our RAD program
- 2) Tax credits will supply funds to renovate the building
- 3) Section 8 project based vouchers will be attached to each unit, which will mean additional subsidy and stability to us.

- 4) Housing Authority will still administer the Section 8 program
- 5) RPM management will be responsible for the day to day operations and the maintenance, apartment turnover and waiting list

Mary Foley asked about acceptable score being lowered to 70 in order to be eligible as new residents. We really need to do more for the applicants like supply them with a list of services available to them. Give them some guidance. Richard Sciria stated that we can develop a policy.

Diane Nelson stated that there should be notes written while interviewing each applicant and sent to the panel committee, maybe provide a template for more information on each applicant.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

Richard Sciria stated the following that needs to be discussed in executive session:

- 1) Grievance – EG
- 2) Criminal – CS
- 3) Non-Tenant – JS
- 4) Tenant – LT & SL
- 5) Property damage litigation

Upon a motion made by Diane Nelson, seconded by Mattie Anderson 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 Mattie Anderson to adjourn at 8:18 p.m. be approved. All in Favor.

MEETING HELD- OCTOBER 18, 2017

ATTEST:

DOUGLAS G. DZEMA

EXECUTIVE DIRECTOR/SECRETARY