

**MINUTES OF THE MEETING OF  
THE HOUSING AUTHORITY OF THE  
TOWNSHIP OF FRANKLIN  
DECEMBER 30, 2015  
7:00PM**

**A. CALL TO ORDER**

The Board members of the Housing Authority of the Township of Franklin, New Jersey met in regular session at the office of the Housing Authority, located at 25 Parkside Street, Somerset, NJ 08873 on December 30, 2015 at 7:00 pm.

**OPEN PUBLIC MEETING ACT**

The Chairperson acknowledged the fact that the required documentation pursuant to Open Meeting Law, P.L.C. 231 had been distributed.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**MOMENT OF SILENCE**

A moment of silence was observed for all service members working to protect our country.

**ROLL CALL**

Upon Roll call, the following Commissioners were present:

Commissioners Agnes Kulu-Banya, Anthony Minick, Dennis Sanders and Chairperson Helen Verhage.

Absent: Commissioner Michael Gianotto (arrived at 7:05pm)

Also Present: Philip George, Esq. Board General Counsel, Alberto Camacho, Esq. Redevelopment Counsel, John Clarke (Acting Executive Director) and Tina Adams (Assist. Executive Director)

## **B. PUBLIC COMMENT ON AGENDA ITEMS**

There were no comments from the public.

## **C. APPROVAL OF PREVIOUS MINUTES**

On the motion of Commissioner Gianotto, seconded by Commissioner Minick, the minutes of the regular meeting of October 29, 2015 were approved.

Roll Call: Ayes: Kulu-Banya, Minick, Sanders, Verhage  
Nays: None  
Abstentions: None  
Absent: Gianotto, Wright

## **D. MONTHLY REPORT**

1. Financial Report- This finance report was provided as part within the Board Package.

## **E. NEW BUSINESS (RESOLUTIONS)**

### **1. CONSENT AGENDA I-BILL LIST**

#### **RESOLUTION 15-5225**

RESOLUTION RATIFYING POST APPROVAL OF WARRENTS AND AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR PUBLIC HOUSING FOR THE MONTH OF NOVEMBER 1-30, 2015 IN THE AMOUNT OF \$13,787.10

#### **RESOLUTION 15-5226**

RESOLUTION APPROVING WARRENTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR PUBLIC HOUSING FOR THE MONTH OF DECEMBER 1-31, 2015 IN THE AMOUNT OF \$27,789.43

#### **RESOLUTION 15-5227**

RESOLUTION RATIFYING POST APPROVAL OF WARRENTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR RESIDENT RELOCATION SERVICES-REVITALIZATION PROJECT AND REGULAR HAP PAYMENT FOR THE MONTH OF NOVEMBER 1-30, 2015 IN THE AMOUNT OF \$65,786.98

**RESOLUTION 15-5228**

RESOLUTION APPROVING WARRENTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR RESIDENT RELOCATION SERVICES-REVITALIZATION PROJECT AND REGULAR HAP PAYMENT FOR THE MONTH OF DECEMBER 1-31, 2015 IN THE AMOUNT OF \$65,601.98

**RESOLUTION 15-5229**

RESOLUTION RATIFYING POST APPROVAL OF WARRENTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FOR THE MONTH OF NOVEMBER 1-30, 2015 IN THE AMOUNT OF \$223,833.61

**RESOLUTION 15-5230**

RESOLUTION APPROVING WARRENTS AUTHORIZING PAYMENT OF BILLS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FOR THE MONTH OF DECEMBER 1-31, 2015 IN THE AMOUNT OF \$228,576.68

The Chairperson read the Resolution called for public comment, and then called for a vote on all items on the Consent Agenda I - Bill List.

On motion of Commissioner Minick, seconded by Commissioner Gianotto, the above resolutions on the Consent Agenda Bill List were approved.

Roll Call: Ayes: Kulu-Banya, Gianotto, Minick, Sanders, Verhage  
Nays: None  
Abstentions: None

## **CONSENT AGENDA II- OTHER**

### **RESOLUTION 15-5231**

**RESOLUTION APPROVING THE BOARD MEETING ANNUAL CALENDAR FOR 2016 (PER ATTACHED).**

The Chairperson read the Resolution called for public comment, and then called for a vote on all items on the Consent Agenda II - Other.

On motion of Commissioner Kulu-Banya, seconded by Commissioner Gianotto, the above resolutions on the Consent Agenda II - Other were approved.

Roll Call: Ayes: Kulu-Banya, Gianotto, Minick, Sanders, Verhage  
Nays: None  
Abstentions: None

## **F. REPORT OF SECRETARY**

John Clarke (Acting Executive Director) thanked to Board for their service and for their continue work. Mr. Clarke reminded the Board to please check the approved meeting schedule and to let him know if they are not going to make a meeting so he can inform the Chairperson and confirm a quorum. Mr. Clarke also asked Board members to please review the draft personnel policy provided by FTHA General Legal for their comments.

## **G. CORRESPONDANCE**

Reviewed and Filed.

## **H. COMMENTS FROM THE PUBLIC**

None.

## **I. COMMENTS OF CHAIR AND BOARD OF COMMISSIONERS**

Commissioner Minick asked about the status of the personnel policy revision. Phil George (General Counsel) said that the draft was provided to the Board and he was awaiting comments. Chairperson Verhage thanked the Board members for their service and attendance and reminded the members that the need for them to make

meetings in person so the business of the Authority can be conducted. The Chairperson said she was not in support of Commissioners calling into meetings. The Chairperson appointed Commissioners Kulu-Banya and Sanders to the Operations Committee to work with the Acting ED and Assistant ED on reviewing RFP's and other policy matters. Commissioner Gianotto volunteer to serve and the Chairperson appointed Commissioner Gianotto as an alternate to the Committee should one be needed.

Chairperson Verhage asked Board members again to try and make all meetings and to email or call Mr. Clarke if they are not able to attend so a quorum can be confirmed.

Commissioner Gianotto asked if there was any news about a recent shooting in Somerset and Assist. ED Tina Adams said no and that the shooting was not on the FTHA's property.

Albert Camacho (Redevelopment Counsel) gave the Board an update on their work with RPM and FTHA staff with regard to the public housing units at Parkside.

#### **J. EXECUTIVE SESSION**

Chairperson Verhage asked the Board if there was a need for closed session. There was no need for any closed session items. There being no further business to come before the Housing Authority of the Township of Franklin, it was moved by Chairperson Verhage, seconded by Commissioner Gianotto and voted by acclimation that the meeting be adjourned.

Respectfully,



John Clarke  
Acting Executive Director and Secretary

**CERTIFICATION AND APPROVAL OF BOARD MINUTES**

I, Helen S. Verhage, Chairperson, do hereby certify and approve the minutes which have been created in accordance with the events and actions of the Franklin Township Housing Authority Board of Commissioners Meeting, Wednesday, December 30, 2015 as the official minutes to be entered into record.