

**MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE
TOWNSHIP OF FRANKLIN**

JULY 8, 2015

7:00 PM

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 July 8, 2015 at 7:35 pm.

OPEN PUBLIC NOTICE MEETING ACT

The Vice-Chair 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, Michael F. Gianotto, Anthony Minick, and Dennis Sanders

Absent: Commissioners: Carl Wright and Helen Verhage

Also Present: Anne Marie Rizzuto, Esq. Board General Counsel Representation from (Eric Bernstein's office) Alberto Camacho, Esq. Redevelopment Counsel (Joseph Manfredi office)

B. PUBLIC COMMENTS ON AGENDA ITEMS

The Attorney noted for the record that there were no members of the public present and that the doors were open for public entrance.

C. APPROVAL OF PREVIOUS MINUTES (June 10, 2015)

On the motion of Commissioner Michael F. Gianotto, seconded by Commissioner Anthony Minick, the minutes of the regular Meeting of June 10, 2015 were approved.

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

D. MONTHLY REPORT

1. Financial Report

The Financial Report was not available due to budget preparation, but would be available for the next regular meeting.

2. Unfinished Business

RESOLUTION #15-5195

FRANKLIN TOWNSHIP HOUSING AUTHORITY BOARD DISCUSSION ON SUB-COMMITTEE MEMBERS

FRANKLIN TOWNSHIP HOUSING AUTHORITY BOARD DISCUSSION AND RESOLUTION ON VACATION PAY OUT FOR ACTING ED/SECRETARY 2013-2014

E NEW BUSINESS (RESOLUTIONS)

1. CONSENT AGENDA I--BILL LIST

RESOLUTION #15-5204---RESOLUTION APPROVING WARRANTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR PUBLIC HOUSING FOR THE MONTH OF JULY 1-31, 2015

BE IT HEREBY RESOLVED, that the Housing Authority of the Township of Franklin approves payment of Warrants for Public Housing for the period of July 1 to July 31, 2015 in the amount of **\$29,910.93 .**

RESOLUTION #15-5205— RESOLUTION APPROVING WARRANTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR RESIDENT RELOCATION SERVICES- REVITALIZATION PROJECT AND REGULAR HAP PAYMENTS FOR THE PERIOD OF JULY 1-31, 2015

BE IT HEREBY RESOLVED, that the Housing Authority of the Township of Franklin approves payment of Warrants for the Resident Relocation Services-Revitalization Project and regular HAP Payments for the period of July 1, to July 31, 2015 in the amount of **\$65,405.44 .**

VOUCHERS ALLOCATED	<u>96</u>
VOUCHERS UNDER LEASE	<u>79</u>
VOUCHERS WAITING TO LEASE	<u>0</u>
VOUCHERS VACANT	<u>17</u>

RESOLUTION #15-5206—RESOLUTION APPROVING WARRANTS AUTHORIZING PAYMENT OF WARRANTS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FOR THE PERIOD OF JULY 1-31, 2015.

BE IT HEREBY RESOLVED, that the Housing Authority of the Township of Franklin approves Warrants for the Section 8 Housing Choice Voucher Program for the period of July 1 to July 31, 2015 in the amount of \$225,097.52 .

VOUCHER ALLOCATED	<u>134</u>
VOUCHERS UNDER LEASE	<u>96</u>
VOUCHERS WAITING TO LEASE	<u>2</u>
VOUCHERS VACANT	<u>14</u>
VOUCHERS ON HOLD 6 MOS./OVER INCOME	<u>1</u>
PORT/IN CLIENTS	<u>124</u>
PORT/OUT CLIENTS	<u>21</u>

The Vice-Chair read the Resolution numbers and titles under the Bill List, called for public comment, and then called for a vote on all items on the Bill List.

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

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

The Attorney acknowledged that there were no members of the public present for comment.

2. CONSENT AGENDA II-OTHER

RESOLUTION #15-5195

FRANKLIN TOWNSHIP HOUSING AUTHORITY BOARD DISCUSSION ON SUB-COMMITTEE MEMBERS

After comments from the Vice Chair it was requested by Commissioner Michael F. Gianotto to table this resolution again until the next meeting.

RESOLUTIONS OFF CONSENT

NONE

The Attorney acknowledged that there were no members of the public present

REPORT OF SECRETARY-TREASURER

The Secretary reported that the Accountant will have the annual Budget ready to present to the Board at September's meeting. Commissioner(s) that didn't return the State Mandated Commissioner's survey were asked to leave it with the Secretary. The survey is part of the annual Budget and has to be returned to the Fee Accountant.

The Five-Year/Annual Plan was submitted to HUD on schedule.

The Secretary and Board continued their discussion from last meeting on hiring a full-time staff person for FTHA. It was with approval of the Fee Accountant and the consensus of the Board to proceed with advertising for the position.

The Secretary also wanted to know if all Board Commissioners had received via regular mail the Annual Audit Statement for FYE 9/30/2014, and that there were findings that need immediate attention.

The Secretary also reminded the Board that there would be no regular meeting in August and if there was need for a special meeting the Board would be notified.

G. CORRESPONDENCE

Reviewed and Filed.

H. COMMENTS FROM THE PUBLIC

The Attorney noted for the record that there were no members of the public present.

I. COMMENTS OF CHAIR AND BOARD OF COMMISSIONERS

Commissioner Anthony Minick asked for a follow-up from the Board Attorney referencing the request from the Chair from June 10th meeting on the possibility of a monetary payment to the Secretary for unused vacation time from 2013-2014 that she was unable to take due to staff shortage.

The Attorney advised the Board that the revised copy of the Personnel Policy did not have a resolution indicating that it had been adopted. The Attorney also advised the Board that the language of the current adopted policy indicate that a monetary payment could be done; but wanted to get some information from the Secretary and investigate further to have a resolution by next Board meeting. It was the consensus of the Board to move forward with the resolve.

Commissioner Minick also commented that there is not enough communication between the Board especially the Sub-Committee and all others involved with the Housing Authority in discussing needed issues prior to regular meeting.

Commissioner Minick stated that; often there is no communication from one regular meeting to the next which make it almost impossible to resolve immediate and or emergency issues. The Sub-committee agreed that going forward there will be follow-up communication prior to regular board meeting.

Commissioner Minick addressed the findings of the FTHA most recent Audit report. The Board Attorney and Redevelopment Attorney commented on the findings and agreed with Commissioner Minick that these findings has to be resolved immediately. There is to be constant follow-up between the sub-committee and all involved in the process of resolving these issues.

Commissioner Dennis Sanders asked if the Board could adopt the state policy on procurement as an emergency policy until the Authority modify its policy.

J. EXECUTIVE SESSION

The Attorney stated that there were no items for discussion for Executive Session

RESOLUTION #15-5209- RESOLUTION AUTHORIZING EXECUTIVE SESSION

The Board Attorney noted for the record that there were no members of the public present.

There being no further business to come before the Housing Authority of the Township of Franklin, it was moved by Commissioner Michael F. Gianotto, seconded by Commissioner Agnes Kulu Banya and voted by acclamation that the meeting be adjourned.

Respectfully submitted,



M. Tina P. Adams
Acting Executive Director and Secretary

CERTIFICATION AND APPROVAL OF BOARD MINUTES

I, Helen S. Verhage, Vice 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, July 8, 2015 as the official minutes to be entered into record.