

**MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE
TOWNSHIP OF FRANKLIN
SEPTEMBER 16, 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 September 16, 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, Carl Wright and Chairperson Helen Verhage.

Absent: Commissioner Michal F. Gianotto (arrived at 7:05pm)

Also Present: Anne Marie Rizzuto, Esq. Board General Counsel, Alberto Camacho, Esq. Redevelopment Counsel, Dave Ciarrocca CPA Fee Accountant, Shanel Robinson- Liaison from the Franklin Township Council and John Clarke (on behalf of Acting Executive Director Tina Adams)

B. PUBLIC COMMENT ON AGENDA ITEMS

There were no comments from the public.

C. APPROVAL OF PREVIOUS MINUTES (July 8, 2015)

On the motion of Commissioner Minick, seconded by Commissioner Sanders, the minutes of the regular meeting of July 8, 2015 were approved.

Roll Call: Ayes: Kulu-Banya, Minick, Sanders, Verhage
Nays: None
Abstentions: Wright,
Absent: Gianotto (arrived at 7:05pm)

D. MONTHLY REPORT

1. Financial Report

On the motion of Commissioner Minick, seconded by Commissioner Kulu-Banya, the financial reports were approved.

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

E. NEW BUSINESS (RESOLUTIONS)

1. CONSENT AGENDA I-BILL LIST

RESOLUTION #15-5210

**RESOLUTION RATIFYING POST APPROVAL OF WARRNETS
AUTHORIZING AND APPROVING PAYMENT OF BILL FOR PUBLIC
HOUSING FOR THE MONTH OF AUGUST 2015**

RESOLUTION #15-5211

**RESOLUTION APPROIVING WARRENTS AUTHORIZING AND APPROVING PAYMENT FO BILLS FOR THE PUBLIC HOUSING FOR THE MONTH OF SEPTEMBER 2015
RESOLUTION #15-5212**

RESOLUTION RATIFYING POST APPROVAL OF WARRNETS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR THE RESIDENT RELOCATION SERVICES-REVITALIZATION PROJECT AND REGULAR HAP PAYMENTS FOR THE MONTH OF AUGUST 2015

RESOLUTION #15-5213

RESOLUTION APPROVING WARRENTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR RESIDENT RELCOATION SERVICES-REVITALIZATION PROJECT AND REGULAR HAP PAYMENTS FOR THE MONTH OF SEPTEMBER 2015

RESOLUTION #15-5214

RESOLUTION APPROVING WARRENTS AUTHORIZING PAYMENT OF BILLS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FOR THE MONTH OF AUGUTS 2015

RESOLUTION #15-5215

RESOLUTION APPROVING WARRENTS AUTHORIZING PAYMENT OF BILLS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FOR THE MONTH OF SEPTEMBER 2015

The Chairperson 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 Bills List.

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

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

2. CONSENT AGENDA II-OTHER

RESOLUTION #15- 5216

RESOLUTION APPROVING THE ANNUAL STATE BUDGET FOR FISCAL YEAR 2015/2016

RESOLUTION #15-5217

RESOLUTION APPROVING THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015

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

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

F. REPORT OF SECRETARY-TREASURER

John Clarke (acting on behalf of Acting Executive Director) introduced himself to the Board members and reported that FTHA had not received the 5 Year and Annual Plan back from HUD. Mr. Clarke reported that applications for the front desk clerk position were reviewed and that interviews of the top 5 respondents were offered. The top two (2) candidates were selected and currently being screened through background checks. Once the checks come back, the offer for the front desk clerk position would be made to the top candidate.

Mr. Clarke reported that the website still needed to be updated before the budget could be submitted to the State and that he would be working to assist Ms. Adams and with the FTHA's IT person to get that accomplished. Mr. Clarke echoed the frustration with the current bank not being able to meet the FTHA's on-line service needs and recommended that the FTHA consider doing an RFP for financial services. Mr. Clarke also discussed the need to extend current contracts because RFP's for services would need to go out for legal, fee accounting and auditor.

G. CORRESPONDANCE

Reviewed and Filed.

H. COMMENTS FROM THE PUBLIC

Shanel Robinson introduced herself as the new Liaison from the Franklin Township Council. No further comments were made from the public.

I. COMMENTS OF CHAIR AND BOARD OF COMMISSIONERS

Commissioner Minick asked for an update from the Board's Attorney on revisions to the Procurement Policy and proposed amendments. The Board's Attorney reviewed the amendments. Commissioner Minick asked why the policy still had stimulus in the title. The Board's Attorney said the new revised policy would no longer have that name in the title.

Commissioner Giannotto said he was glad to see the table of content in proposed revised draft.

The Board's Attorney read the following resolution for consideration by the Board of Commissioners:

RESOLUTION #15-5219

RESOLUTION OF THE FRANKLIN TOWNSHIP HOUSING AUTHORITY AMENDING THE 2009 PROCUREMENT POLICY

On motion of Commissioner Minick, seconded by Commissioner Wright, the resolution to amending the 2009 Procurement Policy was approved.

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

Board Attorney discussed the need for Executive Session to discuss personnel and contract matters.

J. EXECUTIVE SESSION

On motion of Commissioner Minick, seconded by Commissioner Gianotto, the Board approved entering into Executive Session at 8:20 pm.

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

On motion of Commissioner Gianotto, seconded by Commissioner Minick, the Board approved entering back into Regular Session at 8:41 pm.

The Board's Attorney stated that matters discussed in closed session were for personnel and contracting and read two resolutions for consideration by the Board of Commissioners:

RESOLUTION #15-5220

RESOLUTION APPOINTING JOHN A. CLARKE TO THE POSITION OF ACTING EXECUTIVE DIRECTOR

On motion of Commissioner Verhage, seconded by Commissioner Gianotto, the resolution appointing John A. Clarke as Acting Executive Director was approved.

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

RESOLUTION # 15-5221

RESOLUTION AUTHORIZING SPECIAL PROJECTS BY GENERAL COUNSEL

On motion of Commissioner Gianotto, seconded by Commissioner Minick, the resolution authorizing special project by general counsel was approved.

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

There being no further business to come before the Housing Authority of the Township of Franklin, it was moved by Commissioner Minick, 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, September 16, 2015 as the official minutes to be entered into record.