

1 TOWN OF HARRISON
2 HOUSING AUTHORITY
3 MEETING OF THE TOWN OF :
:
4 HARRISON HOUSING AUTHORITY :

5
6 O P E N S E S S I O N

7 Tuesday, February 11, 2020, 6 p.m.
8 Harrison Gardens, Bldg. #1
9 788 Harrison Avenue
Harrison, New Jersey

10 PRESENT:

11 ARTHUR PETTIGREW, ACTING CHAIRMAN
12 DANIEL CHOFFO, COMMISSIONER
13 FREDERICK CONFESSORE, COMMISSIONER
14 BRUNILDA MUSTILLI, COMMISSIONER
15 RICHARD MILLER, COMMISSIONER

16 ALSO PRESENT:

17 RAYMOND LUCAS, Executive Director
18 MELISSA PELLECHIO, ESQ., Board Attorney
19 MAUREEN GILMORE, Authority Staff
20 GENE GILMORE, Maintenance Supervisor
21 MEMBERS OF THE PUBLIC

22 TRANSCRIBED BY AND BEFORE: PATRICIA A. PUCCIARELLO,
23 Professional Court Reporter and Notary Public of the
24 State of New Jersey
25

1 (Time noted 6:04 p.m.)

2 CHAIRMAN PETTIGREW: I hereby declare
3 this meeting to order and state this is a meeting of
4 the Housing Authority of the town of Harrison
5 scheduled for February 11th, 2020. This meeting is a
6 regularly scheduled meeting and proper public notice
7 in compliance with the sunshine law has been filed.

8 Please stand for the salute to the
9 flag.

10 (Pledge of Allegiance.)

11 CHAIRMAN PETTIGREW: Roll call,
12 please.

13 MS. GILMORE: Commissioner Choffo.

14 COMMISSIONER CHOFFO: Present.

15 MS. GILMORE: Commissioner Confessore.

16 COMMISSIONER CONFESSORE: I'm here.

17 MS. GILMORE: Commissioner Kinsella,
18 absent.

19 Commissioner Miller.

20 COMMISSIONER MILLER: Present.

21 MS. GILMORE: Commissioner Mustilli.

22 COMMISSIONER MUSTILLI: Here.

23 MS. GILMORE: Commissioner Pettigrew.

24 CHAIRMAN PETTIGREW: Here.

25 MS. GILMORE: And Dr. Doran, absent.

1 CHAIRMAN PETTIGREW: Thank you.

2 (At this point in the proceeding a
3 discussion was held off the record.)

4 CHAIRMAN PETTIGREW: Okay. I need a
5 motion to approved January 14, 2020, minutes.

6 COMMISSIONER CHOFFO: Motion.

7 COMMISSIONER MILLER: Second.

8 CHAIRMAN PETTIGREW: Motion by
9 Confessore, second by Mustilli.

10 Roll call.

11 MS. GILMORE: Commissioner Choffo.

12 COMMISSIONER CHOFFO: Aye.

13 MS. GILMORE: Commissioner Miller.

14 COMMISSIONER MILLER: Aye.

15 MS. GILMORE: Commissioner Mustilli.

16 COMMISSIONER MUSTILLI: Aye.

17 MS. GILMORE: Commissioner Pettigrew.

18 CHAIRMAN PETTIGREW: Aye.

19 I need a motion to pay all bills. Do
20 I have a motion?

21 COMMISSIONER CONFESSORE: Motion.

22 COMMISSIONER MUSTILLI: Second.

23 CHAIRMAN PETTIGREW: Thank you. That
24 would be Confessore and Mustilli again.

25 MS. GILMORE: Commissioner Choffo.

1 COMMISSIONER CHOFFO: Aye.

2 MS. GILMORE: Commissioner Confessore.

3 COMMISSIONER CONFESSORE: Aye.

4 MS. GILMORE: Commissioner Miller.

5 COMMISSIONER MILLER: Aye.

6 MS. GILMORE: Commissioner Mustilli.

7 COMMISSIONER MUSTILLI: Aye.

8 MS. GILMORE: Commissioner Pettigrew.

9 CHAIRMAN PETTIGREW: Aye.

10 Before we go into -- yeah, let's go to
11 communications first.

12 MS. GILMORE: Okay. We have the 2020
13 New Jersey NAHRO Annual Conference & Trade Show which
14 is going to be May 3rd through the 6th at the Hard
15 Rock Hotel in Atlantic City. The agenda and
16 registration are there. If anybody wants to go,
17 please let me know as soon as possible so I can
18 register you. Okay?

19 Then there's the 2020 NAHRO merit
20 college scholarship applications, which I have
21 forwarded already to the school to the guidance
22 department to give to -- if there's a 12,000
23 scholarship distributed over four years, 3,000 a year
24 for up to three years as a summer internship stipend
25 and networking opportunities in business and

1 community leaders.

2 CHAIRMAN PETTIGREW: You know when
3 that's due in?

4 MS. GILMORE: When's it due? By
5 July 1st, which has to be in by May something, May
6 the 20th or something like that so we can send it in.

7 CHAIRMAN PETTIGREW: Yeah, just send
8 it to the high school and let's keep on it.

9 MS. GILMORE: We did already.

10 COMMISSIONER MILLER: They did
11 already.

12 CHAIRMAN PETTIGREW: Let's keep on it
13 then.

14 COMMISSIONER MILLER: How many people
15 signed up?

16 MS. GILMORE: We don't -- last year we
17 had, I don't think anybody.

18 COMMISSIONER MILLER: Acting Chairman
19 Pettigrew has a good idea, we should just keep a
20 metric on it on a monthly basis check to see how many
21 kids are signed up.

22 MR. LUCAS: I can do that.

23 MS. GILMORE: And then there's our
24 insurance company has a resident scholarship program
25 too which we already sent over to the guidance

1 department too, but I will be sending both these
2 applications to tenants here, myself too, we send out
3 to them too to follow up with them to send it to them
4 both, but the problem is that we don't know if some
5 people are seniors or not, but we just send it to all
6 of them anyway just to be on the safe side.

7 We've had, I think last year we had
8 three or four that applied, nobody won, but the three
9 years prior to that, we did have someone that won.

10 CHAIRMAN PETTIGREW: Okay.

11 MS. GILMORE: And then there's the
12 poster contest, which have to be back by March 20th,
13 for the Housing America annual poster contest, it's
14 from K through 12th grade, there's all kinds of entry
15 rules that they have to -- I gave it to Kelli
16 Mathewson, our liaison with the school, and she's
17 going to try to see if she can, you know, help with
18 this, but I don't know because -- I can't send it to
19 the school because it's only for housing children, so
20 I can't, you know, and that's it with correspondence.

21 CHAIRMAN PETTIGREW: Thank you very
22 much. I need a motion to go into closed session.

23 COMMISSIONER MUSTILLI: Motion.

24 CHAIRMAN PETTIGREW: Second.

25 COMMISSIONER CHOFFO: Second.

1 CHAIRMAN PETTIGREW: Thank you.

2 Mustilli first and Choffo seconded it.

3 MS. GILMORE: Commissioner Choffo.

4 COMMISSIONER CHOFFO: Aye.

5 MS. GILMORE: Commissioner Miller.

6 COMMISSIONER MILLER: Aye.

7 MS. GILMORE: Commissioner Confessore.

8 COMMISSIONER CONFESSORE: Aye.

9 MS. GILMORE: Commissioner Mustilli.

10 COMMISSIONER MUSTILLI: Aye.

11 MS. GILMORE: Commissioner Pettigrew.

12 CHAIRMAN PETTIGREW: Aye.

13 (Closed session from 6:09 p.m. to 6:25
14 p.m.)

15 CHAIRMAN PETTIGREW: We're back in
16 open session. We'll now have the executive
17 director's report, please.

18 MR. LUCAS: All right. Copies of the
19 minutes of the meeting of January 14, 2020, were
20 mailed to all commissioners, Counsel Manfredi, and
21 the mayor's office. The 2020 MARC/NJNAHRO conference
22 and trade show is scheduled for May 3rd through the
23 6th, I will be there in Atlantic City. Any
24 commissioners which want to attend, please notify the
25 office so that we can register everybody. It's at

1 the Hard Rock Casino, it's a block of rooms that are
2 set aside for the event.

3 We have received regarding the 2020
4 NAHRO merit scholarship award and applications which
5 have been forwarded to the guidance department at the
6 Harrison High School. I will keep up on everything
7 so everybody knows what's going on, I'll probably do
8 it every two weeks, so I'll send an e-mail out to let
9 you guys know where we're at.

10 NAHRO is also hosting "What Home Means
11 To Me" poster contest for all children in grades K
12 through 12 residing in the Public Housing
13 Authorities, it's not open to anybody else except the
14 kids who live on our grounds. The grand prize cover
15 winner will also receive an iPad and framed copy of
16 their original artwork. The cover winner and one
17 legal guardian will also receive a tour of Capital
18 Hill and attending the NAHRO's Washington conference
19 in Washington D.C. where he or she will be honored.

20 We will see if the Tenant Activities
21 Coordinator will handle -- she's going to handle --
22 Kelli is going to handle all that stuff for us, she
23 already works in the school.

24 The HAI Group, our insurance carrier,
25 has also forwarded us information on the resident

1 scholarship program which we also forwarded to the
2 guidance department as well.

3 The Board will be voting on a
4 resolution for both the DCA budget, which you guys
5 already have, and the HUD operating budget, which you
6 guys already have, at this meeting.

7 On Friday, February 14th, 2020,
8 Ms. Mathewson, our Tenant Activities Coordinator will
9 be having a Valentine's Day celebration for the
10 children between the hours of 10 and 12 p.m. in our
11 community room in Building 3. Anybody who wants to
12 come, feel free. I think I will be there for that.

13 That's it, Arthur.

14 CHAIRMAN PETTIGREW: Thank you very
15 much.

16 Now we'll have the maintenance report,
17 Gene.

18 MR. GILMORE: We performed our child
19 safety lock and repairs on, it's a quarterly
20 responsibility that we have to do to check all the
21 apartments they have the child safety locks in it, so
22 that's completed.

23 We had the gas company come in, I
24 guess they weren't making enough money so they
25 changed our meters in one, two, three, five, six,

1 seven, eight and nine.

2 We did normal maintenance on our
3 vehicles and some of the snow equipment, even though
4 we really haven't had to use it that often.

5 And the A&A contract, everything is
6 completed including the doors. The only thing that's
7 left to be completed is a very small part of the
8 punch list and the office and board room.

9 LAN Associates was here for the
10 electric contract, we did walk around into all the
11 basements to check what is needed and have them, any
12 numbers that they had to update. They're
13 approximately about 35 percent done with prints and
14 the specs.

15 And we did have to replace the sump
16 pump in a Basement 5 that we use to -- for water that
17 we have to dump out of common tanks that pumps it
18 into the sewer liner. That's all.

19 CHAIRMAN PETTIGREW: Thank you very
20 much.

21 Anybody have any questions?

22 COMMISSIONER CONFESSORE: Yeah, what
23 are we doing just regarding about the air
24 conditioning setup for --

25 MR. LUCAS: Okay. So basically what

1 we're doing is we're going old school, okay, we're
2 going back to the original way.

3 COMMISSIONER CONFESSORE: Oh, the
4 windows we talked about?

5 MR. LUCAS: Yes, that's what we're
6 doing. We are keeping the ones in the walls for one
7 reason and one reason only is that if the boilers go
8 down, our tenants will be covered.

9 COMMISSIONER CONFESSORE: Okay.

10 MR. LUCAS: And to get them removed
11 it's an expense that we can't incur while we're doing
12 this electrical stuff.

13 COMMISSIONER CONFESSORE: All right.

14 MR. LUCAS: That's something that
15 might be down the road but for right now while we
16 have our boilers, which are working fine, they're
17 good to keep just because God forbid we have a
18 disaster or something like that, these things pump
19 heat out.

20 So for now we're going to go old
21 school, the air conditioner is going to go back in
22 the windows at a specific spot.

23 CHAIRMAN PETTIGREW: Are we going to
24 announce that to the tenants?

25 MS. GILMORE: We did already.

1 MR. LUCAS: We already did.

2 COMMISSIONER CONFESSORE: I forgot
3 about that. It's just when you said electrical it's
4 just, I forgot.

5 COMMISSIONER MILLER: How many air
6 conditioners can they have?

7 MR. LUCAS: It depends on the size of
8 the unit.

9 MS. GILMORE: No, 10,000 BTUs.

10 MR. LUCAS: One bedroom, one air
11 conditioner. Two bedroom, one air conditioner.
12 Three bedroom, two air conditioners. And it has to
13 be less than 10,000 BTU and it has to be in a
14 specific window and it also has to be inspected by
15 the maintenance staff.

16 Anything that's not deemed
17 appropriate, I put a lock on it. If anything is over
18 10,000 BTUs, we have locks for their switches, we put
19 a lock on it.

20 If we do it this way, we'll never have
21 any problem with electricity going out. And like I
22 said, we don't know what the cost is going to be for
23 this electric, but it could be substantial.

24 COMMISSIONER MILLER: The tenants are
25 buying the units?

1 MS. GILMORE: Yes, yes.

2 COMMISSIONER MUSTILLI: We always did
3 before.

4 MS. GILMORE: We always did before,
5 yeah.

6 COMMISSIONER CONFESSORE: Okay. I
7 forgot about it. I remember now.

8 COMMISSIONER MILLER: Who installs it,
9 our maintenance guy?

10 MS. GILMORE: Well, years ago we had
11 installed it.

12 MR. LUCAS: The tenant installs it and
13 then my maintenance staff will go. This way I don't
14 have any falling out the window. Once it gets
15 cleared by the maintenance staff, we'll be very good
16 to go.

17 CHAIRMAN PETTIGREW: Any other
18 questions?

19 Seeing none, old business, none.

20 New business.

21 (At this point in the proceeding a
22 discussion was held off the record.)

23 COMMISSIONER CHOFFO: I have one
24 question, Mr. Chairman or Ray, we're introducing the
25 budget late, it says?

1 MS. GILMORE: Yeah, because the -- the
2 DCA budget because the capital form wasn't -- the HUD
3 part of it wasn't ready yet, from HUD.

4 (At this point in the proceeding a
5 discussion was held off the record.)

6 CHAIRMAN PETTIGREW: Under new
7 business, do I have a motion to accept the executive
8 director's report?

9 COMMISSIONER CONFESSORE: Motion.

10 CHAIRMAN PETTIGREW: Second.

11 COMMISSIONER CHOFFO: I'll second it.

12 CHAIRMAN PETTIGREW: All right.

13 Confessore first, Choffo second.

14 Roll call.

15 MS. GILMORE: Commissioner Choffo.

16 COMMISSIONER CONFESSORE: Aye.

17 MS. GILMORE: Commissioner Confessore.

18 COMMISSIONER CONFESSORE: Aye.

19 MS. GILMORE: Commissioner Miller.

20 COMMISSIONER MILLER: Aye.

21 MS. GILMORE: Commissioner Mustilli.

22 COMMISSIONER MUSTILLI: Aye.

23 MS. GILMORE: Commissioner Pettigrew.

24 CHAIRMAN PETTIGREW: Aye.

25 Okay. That stellar maintenance

1 report, do I have a motion to accept it? Don't all
2 stand up here.

3 COMMISSIONER MUSTILLI: I'll make a
4 motion.

5 COMMISSIONER CONFESSORE: Second.

6 CHAIRMAN PETTIGREW: All right.

7 Mustilli motioned, second by Confessore.

8 Roll call.

9 MS. GILMORE: Commissioner Choffo.

10 COMMISSIONER CHOFFO: Aye.

11 MS. GILMORE: Commissioner Confessore.

12 COMMISSIONER CONFESSORE: Aye.

13 MS. GILMORE: Commissioner Miller.

14 COMMISSIONER MILLER: Aye.

15 MS. GILMORE: Commissioner Mustilli.

16 COMMISSIONER MUSTILLI: Aye.

17 MS. GILMORE: Commissioner Pettigrew.

18 CHAIRMAN PETTIGREW: Aye.

19 Okay. I need a motion to write off a
20 deceased tenant's rent, \$979. Do I have a motion?

21 COMMISSIONER CHOFFO: Motion.

22 COMMISSIONER MUSTILLI: Second.

23 CHAIRMAN PETTIGREW: Okay. Motion by
24 Choffo, second by Mustilli.

25 Roll call.

1 MS. GILMORE: Commissioner Choffo.

2 COMMISSIONER CHOFFO: Aye.

3 MS. GILMORE: Commissioner Confessore.

4 COMMISSIONER CONFESSORE: Aye.

5 MS. GILMORE: Commissioner Miller.

6 COMMISSIONER MILLER: Aye.

7 MS. GILMORE: Commissioner Mustilli.

8 COMMISSIONER MUSTILLI: Aye.

9 MS. GILMORE: Acting Chairman

10 Pettigrew.

11 CHAIRMAN PETTIGREW: Wow, thank you.

12 Aye.

13 All right. I need to motion to
14 approve Resolution 1435-02-2020, adoption of DCA
15 budget. Do I have a motion.

16 COMMISSIONER MILLER: Motion.

17 COMMISSIONER CONFESSORE: Second.

18 CHAIRMAN PETTIGREW: Motion by Miller,
19 second by Confessore.

20 Clerk, call the role.

21 MS. GILMORE: Commissioner Choffo.

22 COMMISSIONER CHOFFO: Aye.

23 MS. GILMORE: Commissioner Confessore.

24 COMMISSIONER CONFESSORE: Aye.

25 MS. GILMORE: Commissioner Miller.

1 COMMISSIONER MILLER: Aye.

2 MS. GILMORE: Commissioner Mustilli.

3 COMMISSIONER MUSTILLI: Aye.

4 MS. GILMORE: Acting Chairman

5 Pettigrew.

6 CHAIRMAN PETTIGREW: Thank you, aye.

7 All right. Motion to approve

8 Resolution 1436-02-2020, late budget submissions. Do

9 I have a motion?

10 COMMISSIONER MILLER: Motion.

11 COMMISSIONER MUSTILLI: Second.

12 CHAIRMAN PETTIGREW: Motion by Miller,
13 seconded by Mustilli.

14 Clerk, call the roll.

15 MS. GILMORE: Commissioner Choffo.

16 COMMISSIONER CHOFFO: Aye.

17 MS. GILMORE: Commissioner Confessore.

18 COMMISSIONER CONFESSORE: Aye.

19 MS. GILMORE: Commissioner Miller.

20 COMMISSIONER MILLER: Aye.

21 MS. GILMORE: Commissioner Mustilli.

22 COMMISSIONER MUSTILLI: Aye.

23 MS. GILMORE: Acting Chairman

24 Pettigrew.

25 CHAIRMAN PETTIGREW: Aye, thank you

1 very much.

2 All right. I need a motion to approve
3 Resolution 1437-02-2020, approval of operating
4 budget. Do I have a motion?

5 COMMISSIONER CHOFFO: Motion.

6 COMMISSIONER MILLER: Second.

7 CHAIRMAN PETTIGREW: Motion by Choffo,
8 second by Miller.

9 Clerk, call the roll.

10 MS. GILMORE: Commissioner Choffo.

11 COMMISSIONER CHOFFO: Aye.

12 MS. GILMORE: Commissioner Confessore.

13 COMMISSIONER CONFESSORE: Aye.

14 MS. GILMORE: Commissioner Miller.

15 COMMISSIONER MILLER: Aye.

16 MS. GILMORE: Commissioner Mustilli.

17 COMMISSIONER MUSTILLI: Aye.

18 MS. GILMORE: Acting Chairman

19 Pettigrew.

20 CHAIRMAN PETTIGREW: Thank you, aye.

21 Any public comments, questions? Thank
22 you for attending, it says here.

23 All right. My favorite motion of the
24 night, adjournment. Do I have a motion?

25 COMMISSIONER MUSTILLI: Motion.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

COMMISSIONER CONFESSORE: Second.

MS. GILMORE: All in favor?

(Unanimous Aye.)

(Matter adjourned at 6:38 p.m.)

C E R T I F I C A T E

I, PATRICIA A. PUCCIARELLO, a shorthand reporter and Notary Public of the State of New Jersey, do hereby certify that the foregoing is a true and accurate transcript of the testimony as taken stenographically by and before me at the time, place and on the date hereinbefore set forth, to the best of my ability.

I DO FURTHER CERTIFY that I am neither a relative nor employee nor attorney nor counsel of any of the parties to this action, and that I am neither a relative nor employee of such attorney or counsel, and that I am not financially interested in this action.



Notary Public of the State of New Jersey

My commission expires April 7, 2024

License No. 2383485