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TOWN OF HARRISON  
HOUSING AUTHORITY  
MEETING OF THE TOWN OF : TRANSCRIPT  
HARRISON HOUSING AUTHORITY : OF PROCEEDINGS

- - - - -  
O P E N S E S S I O N (Via Zoom Conference)

Tuesday, June 9, 2020, 6:28 p.m.  
Harrison Gardens, Bldg. #1  
788 Harrison Avenue  
Harrison, New Jersey 07029

PRESENT:

- JAMES P. DORAN, Ed.D, CHAIRMAN
- ARTHUR PETTIGREW, VICE CHAIRMAN
- DAWN KINSELLA, COMMISSIONER
- BRUNILDA MUSTILLI, COMMISSIONER
- FREDERICK CONFESSORE, COMMISSIONER
- RICHARD MILLER, COMMISSIONER
- DANIEL CHOFFO, COMMISSIONER

ALSO PRESENT:

- RAYMOND LUCAS, Executive Director
- JOSEPH MANFREDI, ESQ. Board Attorney
- MAUREEN GILMORE, Authority Staff
- DOREEN COUCH, Authority Staff
- GENE GILMORE, Maintenance Supervisor
- MEMBERS OF THE PUBLIC

TRANSCRIBED BY AND BEFORE: SUSAN M. STYRON,  
C.S.R., R.P.R., AND NOTARY PUBLIC OF THE STATE  
OF NEW JERSEY License No. XI 01704

1 THE CHAIRMAN: I hereby declare this  
2 meeting to order and state that this is the open  
3 meeting of the Harrison Housing Authority of the  
4 Town of Harrison scheduled for June 9, 2020. This  
5 meeting is a regularly scheduled meeting, and  
6 proper public notice of time, date, location,  
7 purpose, and agenda, have been posted in  
8 compliance with the Sunshine Law.

9 I'd ask the clerk to please call the  
10 roll.

11 MS. GILMORE: Commissioner Choffo.

12 COMMISSIONER CHOFFO: Here.

13 MS. GILMORE: Commissioner Confessore.

14 COMMISSIONER CONFESSORE: Here.

15 MS. GILMORE: Commissioner Kinsella.

16 COMMISSIONER KINSELLA: Here.

17 MS. GILMORE: Commissioner Miller.

18 COMMISSIONER MILLER: Here.

19 MS. GILMORE: Commissioner Mustilli.

20 COMMISSIONER MUSTILLI: Here.

21 MS. GILMORE: Dr. Doran.

22 THE CHAIRMAN: Here.

23 MS. GILMORE: I'm sorry, Artie is  
24 trying to get through, I had to email him the  
25 directions to get in. He still can't get in,

1 so...

2 THE CHAIRMAN: Can I have a motion to  
3 approve the minutes of the May 12, 2020 meeting?

4 COMMISSIONER CONFESSORE: Motion.

5 COMMISSIONER KINSELLA: Motion.

6 DIRECTOR LUCAS: Motion by Fred  
7 Confessore, second by Dawn Kinsella.

8 THE CHAIRMAN: Okay. Clerk, call the  
9 roll.

10 MS. GILMORE: No. Lindy Mustilli;  
11 wasn't it?

12 COMMISSIONER MUSTILLI: Yes.

13 MS. GILMORE: Okay. Roll call?

14 DIRECTOR LUCAS: Yes.

15 THE CHAIRMAN: Call the roll.

16 MS. GILMORE: Commissioner Choffo.

17 COMMISSIONER CHOFFO: Aye.

18 MS. GILMORE: Commissioner Confessore.

19 COMMISSIONER CONFESSORE: Aye.

20 MS. GILMORE: Commissioner Kinsella.

21 COMMISSIONER KINSELLA: Aye.

22 MS. GILMORE: Commissioner Miller.

23 COMMISSIONER MILLER: Aye.

24 MS. GILMORE: Commissioner Mustilli.

25 COMMISSIONER MUSTILLI: Aye.

1 MS. GILMORE: Dr. Doran.

2 THE CHAIRMAN: Aye.

3 MS. GILMORE: I'm sorry, I've got to  
4 go. He's on the line.

5 THE CHAIRMAN: We'll take a  
6 couple-second break.)

7 (Off the record due to technical  
8 difficulties.)

9 THE CHAIRMAN: Can I ask for a motion  
10 that all bills be paid?

11 COMMISSIONER KINSELLA: Motion.

12 MR. MILLER: Second.

13 THE CHAIRMAN: Motion made and  
14 seconded.

15 Clerk, call the roll.

16 MS. GILMORE: Commissioner Choffo.

17 COMMISSIONER CHOFFO: Aye.

18 MS. GILMORE: Commissioner Confessore.

19 COMMISSIONER CONFESSORE: Aye.

20 MS. GILMORE: Commissioner Kinsella.

21 COMMISSIONER KINSELLA: Aye.

22 MS. GILMORE: Commissioner Miller.

23 COMMISSIONER MILLER: Aye.

24 MS. GILMORE: Commissioner Mustilli.

25 COMMISSIONER MUSTILLI: Aye.

1 MS. GILMORE: Dr. Doran.

2 THE CHAIRMAN: Aye.

3 Do we have any communications?

4 MS. GILMORE: No.

5 COMMISSIONER MILLER: We weren't  
6 planning a meeting in July; no?

7 DIRECTOR LUCAS: No, our next meeting  
8 will be in September.

9 THE CHAIRMAN: Usually, Richard, if we  
10 need a meeting in July, we'll give you a call and  
11 say there might be a summer meeting.

12 We try not to have a summer meeting so  
13 it doesn't tie up your week, but if something of  
14 emergence comes up, we will.

15 COMMISSIONER MILLER: I was just  
16 curious. It wasn't in my calendar.

17 THE CHAIRMAN: Do you want to go into  
18 executive session now, Ray?

19 DIRECTOR LUCAS: No, let's do it at the  
20 end, Dr. D.

21 THE CHAIRMAN: We still have to go back  
22 for public comments, so do you want to do  
23 executive session before when we vote on the  
24 resolutions? It's probably a better idea.

25 DIRECTOR LUCAS: Yeah, sure, if you

1 want to do that.

2 Doreen and Gene, you got to get out,  
3 I'm sorry. Dave too.

4 THE CHAIRMAN: Let me get a motion  
5 first. Can I get a motion for executive session?

6 COMMISSIONER CONFESSORE: Motion.

7 COMMISSIONER MUSTILLI: Second.

8 THE CHAIRMAN: Motion and seconded.

9 (Whereupon proceedings go into closed  
10 session from 6:37 - 6:52 p.m. in separate  
11 transcript.)

12 (6:53 back into open session:)

13 THE CHAIRMAN: Okay. I call the  
14 meeting back to order. Let the record reflect  
15 that Artie Pettigrew is here.

16 COMMISSIONER PETTIGREW: I want the  
17 minutes of the meeting read to me.

18 COMMISSIONER CONFESSORE: Funny guy.

19 THE CHAIRMAN: We're back into full  
20 session. Can I have the clerk call the roll,  
21 please.

22  
23 MS. GILMORE: Yes. Commissioner  
24 Choffo.

25 COMMISSIONER CHOFFO: Here.

1 MS. GILMORE: Commissioner Confessore.

2 COMMISSIONER CONFESSORE: Here.

3 MS. GILMORE: Commissioner Kinsella.

4 COMMISSIONER KINSELLA: Here.

5 MS. GILMORE: Commissioner Miller.

6 COMMISSIONER MILLER: Here.

7 MS. GILMORE: Commissioner Mustilli.

8 COMMISSIONER MUSTILLI: Here.

9 MS. GILMORE: Commissioner Pettigrew.

10 COMMISSIONER PETTIGREW: Here.

11 MS. GILMORE: Dr. Doran.

12 THE CHAIRMAN: Here. Thank you, folks,  
13 for your patience everyone.

14 At this point I'll ask the Executive  
15 Director to give his report.

16 DIRECTOR LUCAS: Okay. Just a report  
17 on Covid. Although the first wave of Covid  
18 appears to be winding down, I am continuing most  
19 if not all of the prevention measures out of an  
20 abundance of caution. It includes work from  
21 home, staggered work schedules -- Maureen.

22 MS. GILMORE: I'm sorry, they can't get  
23 back on, I'm sorry.

24 DIRECTOR LUCAS: That's okay.

25 MS. GILMORE: Okay, Eugene and Doreen.

1           DIRECTOR LUCAS: That's okay. Stop  
2 screaming into the mike when I'm reading the  
3 Executive Director's report.

4           MS. GILMORE: I'm sorry, I'm sorry.

5           DIRECTOR LUCAS: Okay. Once again,  
6 this includes work from home, staggered work  
7 schedules, suspending in-person meetings with  
8 residents, additional personal protective  
9 equipment and cleaning supplies for staff,  
10 limiting work orders to life, safety, and  
11 sanitary items, using full hazmat and protective  
12 equipment where unit entry is required, and  
13 enhancing cleaning and sanitizing in accordance  
14 with CDC protocol.

15           Once again, I am pleased to report that  
16 we have continued having operations to the extent  
17 permitted by law. Fiscal matters have been  
18 attended to, and all vendor payables have been  
19 processed.

20           In addition, all residents'  
21 recertifications have been completed on time.  
22 Many residents who lost their jobs are still out  
23 of work due to retail, restaurants or other  
24 employers that are still closed. We processed  
25 all requests for rent reductions promptly under



1 the HUD guidelines.

2 The staff have taken their duties very  
3 seriously, and have worked hard to ensure the  
4 success of our Covid-19 response. Without being  
5 asked, the administrative staff have worked  
6 evenings (telecommunicating), of course calling  
7 me on the phone at all hours, as well as their  
8 scheduled hours, to ensure that all resident  
9 matters are processed on time.

10 As to the maintenance staff, they have  
11 worked the days and times I have asked without  
12 complaint, and kept the buildings and grounds in  
13 good condition. The staff has done whatever I  
14 asked them, and have done whatever it takes to  
15 ensure the continued operations of the Housing  
16 Authority and the continued health and safety of  
17 our residents.

18 The security service. I just want this  
19 on the record for everybody else that wasn't in  
20 on the, during closed session. At my direction,  
21 staff and legal counsel worked on the procurement  
22 of security services. In accordance with State  
23 law, we published an advertisement in the  
24 newspaper and provided interested firms with a  
25 copy of the Request for Proposals. By the

1 deadline we received a total of three proposals.  
2 The contract award was then placed on hold due to  
3 the coronavirus pandemic. We did not have a need  
4 for security services because nobody was allowed  
5 out of their house. Recently, however, civil  
6 unrest has created a need for security services.

7           After consulting with my legal counsel,  
8 I awarded an emergency contract for security  
9 services to Admiral Security Services, Inc., on a  
10 temporary basis. Tonight you are being asked to  
11 vote on the award of the full contract for six  
12 months contemplated by the Request for Proposals.  
13 My recommendation, which I provided to you in  
14 writing, is to award the contract to Admiral  
15 Services.

16           My air conditioning report. We have a  
17 total of 196 tenants that have responded and  
18 stated that they have either bought and installed  
19 or are in the process of buying an air  
20 conditioner. A total of ten people didn't want  
21 an air conditioner at all whatsoever. We have  
22 one tenant that states he cannot afford to buy an  
23 conditioner; he's 61 years old. We have one  
24 tenant who's 66 years old that said she can't  
25 afford to buy one at this time. We also have one

1 tenant who's 73 years old that said he can't  
2 afford one, and we have one tenant that has no  
3 way of buying or installing an air conditioner  
4 because he's 88 years old.

5 So that's a total of four people that  
6 need air conditions out of everyone that's here.  
7 I will say this. We still have three tenants  
8 that haven't replied. Out of all the stuff in a  
9 month my staff has got this done, whether  
10 calling, emailing, or whatever. So just for you  
11 guys, I wanted, you know, you asked me for this  
12 information at the last meeting, that's my  
13 information.

14 I do have some more information for  
15 you. PSE&G okayed the plans for our Kingsland  
16 Court electric overhaul, which means we're going  
17 from supplying -- we're on our way, okay. The  
18 only holdup that we're going to have now is that  
19 LAN and PSE&G need to get into the apartments.  
20 So once we get the all clear, we'll be off the  
21 ground and running, we'll be off the ground and  
22 taking care of business.

23 I also have report on the fact that LAN  
24 will have their survey to me that Artie asked for  
25 and the Board has asked for on Monday, next

1 Monday. So I will send that out via email to  
2 everybody on the Harrison Gardens. So I will get  
3 that Monday, Artie, and I will send that out to  
4 all my commissioners on Monday. As soon as I get  
5 it, you will have it.

6 COMMISSIONER PETTIGREW: Thank you.

7 DIRECTOR LUCAS: What else do I have  
8 here. That, I think, is it.

9 THE CHAIRMAN: Richard has a question.

10 DIRECTOR LUCAS: Yes, Richard.

11 COMMISSIONER MILLER: So the capacity,  
12 you switch the systems going from the split  
13 systems to the window air conditioning system?

14 DIRECTOR LUCAS: I'm sorry? I didn't  
15 hear you.

16 COMMISSIONER MILLER: I'm trying to  
17 follow what PSE&G --

18 DIRECTOR LUCAS: I'm talking about the  
19 electrical, our electric upgrade.

20 COMMISSIONER MILLER: Oh, so it has  
21 nothing do with the air conditioners?

22 DIRECTOR LUCAS: No.

23 THE CHAIRMAN: That's Kingsland Court.

24 DIRECTOR LUCAS: That's Kingsland  
25 Court. That's a complete overhaul.

1           COMMISSIONER MILLER: -- for \$100,000.  
2       So PSE&G doesn't have to put in a new transformer  
3       or anything like that, it's all within the  
4       existing, it's all okay?

5           DIRECTOR LUCAS: Yeah. What we had was  
6       what the problem is we had all the feeds going to  
7       one. And what we want to do is have one in each  
8       building; you know what I mean? So we have one  
9       that supplies three, so it's a big pain. But  
10      PSE&G has to be involved. What we're doing,  
11      Richard, is instead of cutting off power we've  
12      had people tell me, Oh, we'll just have  
13      generators outside; we're not having generators  
14      outside. Let's cut off power for 24 hours; we're  
15      not doing that either. We have senior tenants  
16      that live in these buildings, we're not doing it.

17           So we came up with a plan to build the  
18      structures next to the existing structure and  
19      then tie them in. So there might be a time or  
20      whenever, Richard, where people might be without  
21      power, but we're talking, instead of 24 hours  
22      we're talking maybe a couple hours.

23           COMMISSIONER MILLER: And there's  
24      nobody on an oxygen generator machine or anything  
25      like that?

1 DIRECTOR LUCAS: No, no.

2 Maureen, did I forget anything?

3 MS. GILMORE: No.

4 DIRECTOR LUCAS: Okay, good. That's my  
5 Executive Director's report.

6 THE CHAIRMAN: We'll check further,  
7 Ray, if you need any assistance with  
8 purchasing --

9 DIRECTOR LUCAS: Yeah, if I hear back  
10 from the three people, Dr. D, I'll let you know  
11 right away.

12 THE CHAIRMAN: Okay.

13 DIRECTOR LUCAS: So we just need four.

14 THE CHAIRMAN: Okay. Gene's --  
15 everybody has a copy of the maintenance report,  
16 so if it's okay I'll do a motion to accept the  
17 Executive Director's and the maintenance report  
18 in one. Motion?

19 COMMISSIONER PETTIGREW: Motion.

20 COMMISSIONER KINSELLA: Second.

21 THE CHAIRMAN: Okay. Motion by  
22 Pettigrew, second by Kinsella.

23 Clerk, call the roll.

24 MS. GILMORE: Commissioner Choffo.

25 COMMISSIONER CHOFFO: Aye.

1 MS. GILMORE: Commissioner Confessore.

2 COMMISSIONER CONFESSORE: Aye.

3 MS. GILMORE: Commissioner Kinsella.

4 COMMISSIONER KINSELLA: Aye.

5 MS. GILMORE: Commissioner Miller.

6 COMMISSIONER MILLER: Aye.

7 MS. GILMORE: Commissioner Mustilli.

8 COMMISSIONER MUSTILLI: Aye.

9 MS. GILMORE: Commissioner Pettigrew.

10 COMMISSIONER PETTIGREW: Aye.

11 MS. GILMORE: Dr. Doran.

12 THE CHAIRMAN: Aye.

13 Okay. Any old business?

14 DIRECTOR LUCAS: None, Dr. D.

15 THE CHAIRMAN: Okay. For new business

16 I'll take a motion to approve all three

17 resolutions: One to approve the write-off of

18 tenants rent, another one to approve Resolution

19 14-4606-2020 and 14-4706-2020 approving the

20 security contract and approving an authorized 2

21 percent salary increase for all Authority staff.

22 Do I have a motion?

23 COMMISSIONER CONFESSORE: Motion -- no,

24 I can't, I'm sorry. I have to abstain for this.

25 COMMISSIONER KINSELLA: Motion.

1 COMMISSIONER MUSTILLI: Motion.

2 THE CHAIRMAN: Okay. We have a motion  
3 by Kinsella, a second by Mustilli.

4 Clerk, call the roll.

5 MS. GILMORE: Commissioner Choffo.

6 COMMISSIONER CHOFFO: I vote aye.

7 MS. GILMORE: Commissioner Confessore,  
8 you're abstaining.

9 COMMISSIONER CONFESSORE: Yes.

10 MS. GILMORE: Commissioner Kinsella.

11 COMMISSIONER KINSELLA: Aye.

12 MS. GILMORE: Commissioner Miller.

13 COMMISSIONER MILLER: Aye.

14 MS. GILMORE: Commissioner Mustilli.

15 COMMISSIONER MUSTILLI: Aye.

16 MS. GILMORE: Commissioner Pettigrew.

17 COMMISSIONER PETTIGREW: Aye.

18 MS. GILMORE: Dr. Doran.

19 THE CHAIRMAN: Aye.

20 Okay. Does anyone have a public  
21 comment.

22 DIRECTOR LUCAS: We have no attendees,  
23 Dr. D.

24 THE CHAIRMAN: Okay. Then motion to  
25 adjourn?



1 COMMISSIONER PETTIGREW: Motion.

2 COMMISSIONER KINSELLA: Motion.

3 THE CHAIRMAN: Okay. All those in  
4 favor say aye.

5 (All ayes.)

6 THE CHAIRMAN: Those opposed?

7 (No response.)

8 THE CHAIRMAN: Well, thank you all for  
9 your patience during this trying time. And  
10 hopefully our next meeting we'll get to see each  
11 other face to face. Okay, thank you.

12  
13 (Whereupon the proceedings concluded at  
14 7:15 p.m.)

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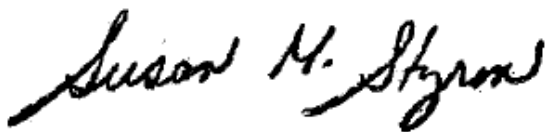
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CERTIFICATE

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2  
3 I, SUSAN M. STYRON, Notary Public,  
4 R.P.R., C.S.R., of the State of New Jersey,  
5 License No. XI01704, do hereby certify that the  
6 foregoing is a true and accurate transcript of  
7 the proceedings as taken stenographically by and  
8 before me at the time, place and on the date  
9 hereinbefore set forth.

10 I DO FURTHER CERTIFY that I am neither  
11 a relative nor employee nor attorney nor counsel  
12 of any of the parties to this action, and that I  
13 am neither a relative nor employee of such  
14 attorney or counsel, and that I am not  
15 financially interested in the action.  
16  
17  
18



19 Notary Public of the State of New Jersey

My Certificate expires January 25, 2024

20 Dated: June 23, 2020  
21  
22  
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<b>0</b>	<b>a</b>	<b>avenue</b> 1:7 <b>award</b> 10:2,11,14 <b>awarded</b> 10:8 <b>aye</b> 3:17,19,21,23 3:25 4:2,17,19,21 4:23,25 5:2 14:25 15:2,4,6,8,10,12 16:6,11,13,15,17 16:19 17:4 <b>eyes</b> 17:5	<b>caution</b> 7:20 <b>cdc</b> 8:14 <b>certificate</b> 18:1,19 <b>certify</b> 18:5,10 <b>chairman</b> 1:10,11 2:1,22 3:2,8,15 4:2,5,9,13 5:2,9,17 5:21 6:4,8,13,19 7:12 12:9,23 14:6 14:12,14,21 15:12 15:15 16:2,19,24 17:3,6,8 <b>check</b> 14:6 <b>choffo</b> 1:16 2:11 2:12 3:16,17 4:16 4:17 6:24,25 14:24,25 16:5,6 <b>civil</b> 10:5 <b>cleaning</b> 8:9,13 <b>clear</b> 11:20 <b>clerk</b> 2:9 3:8 4:15 6:20 14:23 16:4 <b>closed</b> 6:9 8:24 9:20 <b>comes</b> 5:14 <b>comment</b> 16:21 <b>comments</b> 5:22 <b>commissioner</b> 1:12,13,14,15,16 2:11,12,13,14,15 2:16,17,18,19,20 3:4,5,12,16,17,18 3:19,20,21,22,23 3:24,25 4:11,16,17 4:18,19,20,21,22 4:23,24,25 5:5,15 6:6,7,16,18,23,25 7:1,2,3,4,5,6,7,8,9 7:10 12:6,11,16,20 13:1,23 14:19,20 14:24,25 15:1,2,3
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