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TOWN OF HARRISON
HOUSING AUTHORITY

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

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O P E N S E S S I O N

Tuesday, September 15, 2020, 6 p.m.
Harrison Gardens, Bldg. #3
788 Harrison Avenue
Harrison, New Jersey 07029

PRESENT:

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

EXCUSED: FREDERICK CONFESSORE, 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 a meeting
3 of the Harrison Housing Authority of the Town of
4 Harrison scheduled for September 15, 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 compliance
8 with the Sunshine Law.

9 Please join me in salute to the flag.
10 (Pledge of Allegiance.)

11 THE CHAIRMAN: Can I have the clerk
12 call the roll?

13 MS. GILMORE: Commissioner Choffo.
14 (No response.)

15 MS. GILMORE: Commissioner Choffo is
16 absent.

17 Commissioner Confessore.
18 (No response.)

19 MS. GILMORE: Commissioner Confessore
20 is absent.

21 Commissioner Miller.

22 COMMISSIONER MILLER: Here.

23 MS. GILMORE: Commissioner Kinsella.

24 COMMISSIONER KINSELLA: Here.

25 MS. GILMORE: Commissioner Mustilli.

1 COMMISSIONER MUSTILLI: Here.

2 MS. GILMORE: Commissioner Pettigrew.

3 COMMISSIONER PETTIGREW: Here.

4 MS. GILMORE: Dr. Doran.

5 THE CHAIRMAN: Here.

6 Okay. Can I have a motion to approve
7 the minutes of the June 9, 2020 meeting?

8 COMMISSIONER PETTIGREW: Motion.

9 COMMISSIONER KINSELLA: Second.

10 THE CHAIRMAN: Motion made and
11 seconded. Clerk call the roll.

12 MS. GILMORE: Commissioner Kinsella.

13 COMMISSIONER KINSELLA: Aye.

14 MS. GILMORE: Commissioner Miller.

15 COMMISSIONER MILLER: Aye.

16 MS. GILMORE: Commissioner Mustilli.

17 COMMISSIONER MUSTILLI: Aye.

18 MS. GILMORE: Commissioner Pettigrew.

19 COMMISSIONER PETTIGREW: Aye.

20 MS. GILMORE: Dr. Doran.

21 THE CHAIRMAN: Aye.

22 Can I have a motion to go into closed
23 session for a personnel matter?

24 COMMISSIONER PETTIGREW: Motion.

25 COMMISSIONER KINSELLA: Second.

1 THE CHAIRMAN: Motion made and
2 seconded. Clerk call the roll.

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 (Whereupon proceedings go into two closed
14 sessions from 6:05- 6:30 p.m. in separate
15 transcripts.)

16 REST OF OPEN SESSION:

17 THE CHAIRMAN: We're back in open
18 session. Can I have a motion to -- we've
19 approved the minutes already; a motion to approve
20 all the bills.

21 COMMISSIONER PETTIGREW: Motion.

22 COMMISSIONER MUSTILLI: Second.

23 THE CHAIRMAN: Motion has been made and
24 seconded. Clerk call the roll.

25 MS. GILMORE: Commissioner Kinsella.

1 COMMISSIONER KINSELLA: Aye.
2 MS. GILMORE: Commissioner Miller.
3 COMMISSIONER MILLER: Aye.
4 MS. GILMORE: Commissioner Mustilli.
5 COMMISSIONER MUSTILLI: Aye.
6 MS. GILMORE: Commissioner Pettigrew.
7 COMMISSIONER PETTIGREW: Aye.
8 MS. GILMORE: Dr. Doran.
9 THE CHAIRMAN: Aye. Communications?
10 MS. GILMORE: None.
11 THE CHAIRMAN: Okay. Executive
12 Director's report, motion to accept?
13 COMMISSIONER KINSELLA: Motion.
14 COMMISSIONER PETTIGREW: Second.
15 THE CHAIRMAN: Motion made and
16 seconded. Clerk call the roll.
17 MS. GILMORE: Commissioner Kinsella.
18 COMMISSIONER KINSELLA: 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 COMMISSIONER PETTIGREW: Aye.
25 MS. GILMORE: Dr. Doran.

1 THE CHAIRMAN: Aye.

2 Any questions on that?

3 (No response.)

4 THE CHAIRMAN: Any questions on the
5 maintenance report?

6 (No response.)

7 THE CHAIRMAN: Okay. Can I have a
8 motion to accept the maintenance report?

9 COMMISSIONER PETTIGREW: Motion.

10 COMMISSIONER KINSELLA: Second.

11 THE CHAIRMAN: Motion made and
12 seconded. Clerk call the roll.

13 MS. GILMORE: Commissioner Kinsella.

14 COMMISSIONER KINSELLA: Aye.

15 MS. GILMORE: Commissioner Miller.

16 COMMISSIONER MILLER: Aye.

17 MS. GILMORE: Commissioner Mustilli.

18 COMMISSIONER MUSTILLI: Aye.

19 MS. GILMORE: Commissioner Pettigrew.

20 COMMISSIONER PETTIGREW: Aye.

21 MS. GILMORE: Dr. Doran.

22 THE CHAIRMAN: Aye.

23 Any old business?

24 DIRECTOR LUCAS: I have a couple of
25 things that are not in my Executive Director's

1 report that I just want to give the Board the
2 bullet points.

3 We received 1500 masks from FEMA.
4 Joanie reached out to one of our contacts and we
5 got three boxes of full of masks, free of charge,
6 by the way, which was pretty awesome.

7 We did get a debit card for the Housing
8 Authority, which is never to leave the office.
9 The reason being is because of the Zoom meetings
10 I used my own credit card. I don't think it's
11 really proper for me to get reimbursed from my
12 own agency, so I went to Valley National and got
13 a debit card that has Housing Authority where Dr.
14 D won't ever have to sign my checks and have
15 reimbursement on it. I just don't, I don't like
16 the whole aspect of that, HUD seeing me getting
17 reimbursed for something. It's just not
18 something I care for.

19 Admiral Security, just an update, is
20 doing extremely well. The tenants told me
21 they're very friendly, very, you know, they're
22 awesome basically is what the tenants have told
23 me.

24 COMMISSIONER MILLER: You had no
25 problems over the summer?

1 DIRECTOR LUCAS: None. After I hired
2 them, none.

3 And PSE&G accepted our stuff for the
4 electric in Kingsland Court, so that's just old
5 business. I just wanted to remind people that we
6 are upgrading the electrical system in Kingsland
7 Court.

8 THE CHAIRMAN: Just a comment on that,
9 for your own protection, and to put it into the
10 minutes. Please establish, if you could with
11 Joe, some procedure for when you use the debit
12 card. Because there was a time when debit cards
13 for public agencies were outlawed.

14 MR. MANFREDI: Yes, yes.

15 DIRECTOR LUCAS: I called them and
16 asked them, yes.

17 THE CHAIRMAN: I'm sure you did, but my
18 point is you want to ask the lawyer the
19 procedure.

20 DIRECTOR LUCAS: Will do.

21 THE CHAIRMAN: Because when that
22 happens you want to make sure that if there's a
23 debit charge or a credit charge, that almost is
24 flagged at the meeting in the bills, so that, you
25 know, there's an accountability. And that really

1 covers you more.

2 DIRECTOR LUCAS: Yes, exactly.

3 COMMISSIONER MILLER: Is there a limit
4 to that?

5 DIRECTOR LUCAS: Yes.

6 COMMISSIONER MILLER: How much is it?

7 DIRECTOR LUCAS: I don't know. It's
8 very low. We just need it for those little tiny
9 things. I just don't want to see Maureen get
10 reimbursed, or me get reimbursed. I didn't think
11 it was attractive to HUD at all in any way.

12 MS. GILMORE: Especially when they have
13 to go for training or that, they usually want a
14 credit card. They don't want --

15 THE CHAIRMAN: I don't have any -- my
16 concern is that you have procedures in place so
17 nobody is saying anything.

18 COMMISSIONER KINSELLA: So not using
19 petty cash anymore.

20 MR. MANFREDI: There's a local finance
21 notice, Dr. D, right on it, so we'll get it.

22 DIRECTOR LUCAS: And we make sure it
23 never leaves the office.

24 COMMISSIONER MILLER: I have a
25 question, I don't know if it's old business.

1 When do you start the process of the
2 budget for '21, the fiscal year '21?

3 MS. GILMORE: That will be -- we're
4 getting audited, we're in audit now.

5 MR. MANFREDI: The audit's on the way.

6 MS. GILMORE: So usually it all gets
7 figured out in January, I think it is.

8 MR. MANFREDI: After the audit closes
9 up. Well, you're talking when they start working
10 on it.

11 MS. GILMORE: Yeah, yeah.

12 MR. MANFREDI: She's talking about when
13 they start work on it.

14 COMMISSIONER MILLER: I joined the
15 Board in October of '19. So we voted on
16 something. I don't remember.

17 MS. GILMORE: Yes.

18 COMMISSIONER MILLER: So it was a
19 question about when does the agency start
20 preparing the budget for the Board to review is
21 the question I had.

22 MS. GILMORE: Well, actually, HUD gives
23 you a certain amount of what to put in each
24 category. I mean, we had Danny and Freddy and
25 all that. It's not like a regular budget, they

1 tell you where you have to put it.

2 MR. MANFREDI: The question you're
3 asking is when does the process start and when
4 does it come before the Board.

5 MS. GILMORE: Yeah. Usually in January
6 and February.

7 COMMISSIONER MILLER: The fiscal year
8 is January 1st to December 31st.

9 MS. GILMORE: No, it's April 1st to
10 March 31st.

11 COMMISSIONER MILLER: Oh, it's April.
12 I got it. That's answers it.

13 MR. MANFREDI: Yes, and you're doing
14 two budgets; you're doing the HUD budget and
15 you're doing the state budget.

16 COMMISSIONER MILLER: I took the class,
17 I actually passed and have the diploma. I didn't
18 remember when the fiscal year was, you answered
19 it by being April 1st. See that everyone, I got
20 it. Do I get a gold star?

21 THE CHAIRMAN: Okay. So we're done
22 with old business.

23 As far as new business goes, we're
24 adding resolutions. We settled the contract
25 issues with the Executive Director, and that will

1 be on the agenda for tonight.

2 MR. MANFREDI: Yes.

3 THE CHAIRMAN: All right. Can I do a
4 motion on all the resolutions?

5 MR. MANFREDI: Yes.

6 THE CHAIRMAN: Okay. So a motion to
7 approve the Executive Director's contract;
8 there's a motion to write off deceased tenants'
9 rent; there's a motion to approve Resolution
10 1448, award paving replacement contract; and a
11 motion to approve Resolution 1449, award
12 exterminating contract.

13 MR. MANFREDI: And Dr. D, I'm just
14 going to read the title for the Board. For the
15 Executive Director's contract it will be a
16 Resolution ratifying a One-Year Employment
17 Agreement with Raymond Lucas for the Position of
18 Executive Director, that will be ratified back to
19 the expiration of March 28th of this year.

20 COMMISSIONER PETTIGREW: Motion.

21 COMMISSIONER KINSELLA: Second.

22 THE CHAIRMAN: Motion made and
23 seconded. Clerk call the roll.

24 MS. GILMORE: Commissioner Kinsella.

25 COMMISSIONER KINSELLA: Aye.

1 MS. GILMORE: Commissioner Miller.

2 COMMISSIONER MILLER: Aye.

3 MS. GILMORE: Commissioner Mustilli.

4 COMMISSIONER MUSTILLI: Aye.

5 MS. GILMORE: Commissioner Pettigrew.

6 COMMISSIONER PETTIGREW: Aye.

7 MS. GILMORE: Dr. Doran.

8 THE CHAIRMAN: Aye.

9 Can I have a, I'll put out there for
10 any public comment? Anyone wish to be heard?

11 (No response.)

12 THE CHAIRMAN: Okay. Can I have a
13 motion for adjournment?

14 COMMISSIONER PETTIGREW: Motion.

15 COMMISSIONER KINSELLA: Motion.

16 THE CHAIRMAN: Motion made for
17 adjournment. All those in favor, aye.

18 (Ayes.)

19 THE CHAIRMAN: Those opposed, nay.

20 (No response.)

21 THE CHAIRMAN: Thank you everyone.

22 (Whereupon the proceedings concluded at 6:44 p.m)

23

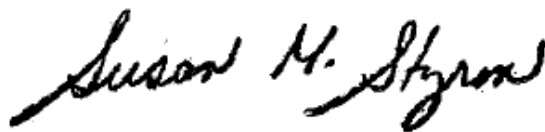
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CERTIFICATE

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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: September 30, 2020
21
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