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TOWN OF HARRISON
HOUSING AUTHORITY

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

ORIGINAL

O P E N S E S S I O N
Wednesday, December 6, 2017, 6 p.m.
Harrison Gardens, Bldg. #1
788 Harrison Avenue
Harrison, New Jersey 07029.

PRESENT:

- JAMES P. DORAN, Ed.D, CHAIRMAN
- DANIEL CHOFFO, COMMISSIONER
- DAWN KINSELLA, COMMISSIONER
- BRUNILDA MUSTILLI, COMMISSIONER
- ARTHUR PETTIGREW, COMMISSIONER
- IRENE ALMEIDA, COMMISSIONER

ABSENT: FREDERICK CONFESSORE, COMMISSIONER

ALSO PRESENT:

- JOSEPH MANFREDI, ESQ. Board Attorney
- MAUREEN GILMORE, Authority Staff
- DOREEN COUCH, Authority Staff
- GENE GILMORE, Maintenance Supervisor
- JOAN MICHAELSON, Authority Staff
- JOANNE ROMANO, Authority Staff

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

Job No. NJ2512942

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 December 6, 2017. 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 the Pledge of
10 Allegiance.

11 (Pledge of Allegiance.)

12 THE CHAIRMAN: Clerk, call the roll.

13 MS. GILMORE: Commissioner Almeida.

14 COMMISSIONER ALMEIDA: Here.

15 MS. GILMORE: Commissioner Choffo.

16 COMMISSIONER CHOFFO: Present.

17 MS. GILMORE: Commissioner Confessore,
18 absent.

19 Commissioner Kinsella.

20 COMMISSIONER KINSELLA: Here.

21 MS. GILMORE: Commissioner Mustilli.

22 COMMISSIONER MUSTILLI: Here.

23 MS. GILMORE: Commissioner Pettigrew.

24 COMMISSIONER PETTIGREW: Here.

25 MS. GILMORE: Dr. Doran.

1 THE CHAIRMAN: Here.

2 Could I have a motion to approve the
3 minutes of the November 23, 2017 meeting?

4 COMMISSIONER KINSELLA: Motion.

5 COMMISSIONER PETTIGREW: Second.

6 THE CHAIRMAN: Motion made by Kinsella,
7 second by Pettigrew. Motion made and seconded.
8 Clerk, call the roll.

9 MS. GILMORE: Commissioner Almeida.

10 COMMISSIONER ALMEIDA: Aye.

11 MS. GILMORE: Commissioner Choffo.

12 COMMISSIONER CHOFFO: Aye.

13 MS. GILMORE: Commissioner Kinsella.

14 COMMISSIONER KINSELLA: Aye.

15 MS. GILMORE: Commissioner Mustilli.

16 COMMISSIONER MUSTILLI: Aye.

17 MS. GILMORE: Commissioner Pettigrew.

18 COMMISSIONER PETTIGREW: Aye.

19 MS. GILMORE: Dr. Doran.

20 THE CHAIRMAN: Aye.

21 Can I have a motion to approve the
22 water bills?

23 COMMISSIONER ALMEIDA: Motion.

24 COMMISSIONER PETTIGREW: Second.

25 THE CHAIRMAN: Motion made by Almeida,

1 seconded by Pettigrew.

2 Clerk, call the roll.

3 MS. GILMORE: Commissioner Almeida.

4 COMMISSIONER ALMEIDA: Aye.

5 MS. GILMORE: Commissioner Choffo.

6 COMMISSIONER CHOFFO: Aye.

7 MS. GILMORE: Commissioner Kinsella.

8 COMMISSIONER KINSELLA: Aye.

9 MS. GILMORE: Commissioner Mustilli.

10 COMMISSIONER MUSTILLI: Aye.

11 MS. GILMORE: Commissioner Pettigrew.

12 COMMISSIONER PETTIGREW: Aye.

13 MS. GILMORE: Dr. Doran.

14 THE CHAIRMAN: Aye.

15 Can I have a motion to approve all

16 other bills of the Authority?

17 COMMISSIONER ALMEIDA: Motion.

18 THE CHAIRMAN: Motion made by Almeida.

19 COMMISSIONER KINSELLA: Second.

20 THE CHAIRMAN: Second by Kinsella.

21 Clerk, call the roll.

22 MS. GILMORE: Commissioner Almeida.

23 COMMISSIONER ALMEIDA: Aye.

24 MS. GILMORE: Commissioner Choffo.

25 COMMISSIONER CHOFFO: Aye.

1 MS. GILMORE: Commissioner Kinsella.

2 COMMISSIONER KINSELLA: 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 Communications?

10 MS. GILMORE: We have received a letter
11 from Travelers regarding our automobile, which
12 was in an accident. Do you want me to read the
13 letter, or no?

14 THE CHAIRMAN: Does anyone need the
15 letter read?

16 (All nays.)

17 MS. GILMORE: All right. Then we have
18 the updated information for our commercial and
19 property insurance renewal.

20 And then we have a letter from Polcari
21 & Company. We had the draft of the financials
22 sent to you, now the permanent ones are in your
23 folder there.

24 THE CHAIRMAN: Okay. That's the audit?

25 MS. GILMORE: Annual audit, yes.

1 THE CHAIRMAN: Okay. I think everyone
2 has to sign that they received a copy of the
3 audit. Do you have something for everybody to
4 sign?

5 MS. GILMORE: I have the audit
6 certificate everybody has got to sign.

7 THE CHAIRMAN: Right. Can everybody
8 make sure they sign the certificate before they
9 leave tonight?

10 MS. GILMORE: Yes, there's two of them.

11 THE CHAIRMAN: Are there any
12 recommendations in the audit Maureen?

13 MS. GILMORE: Actually, no, everything
14 went well.

15 THE CHAIRMAN: Okay. That's good to
16 hear.

17 MS. GILMORE: Yes, it is.

18 THE CHAIRMAN: All right. I think we
19 need a motion to accept; right?

20 MR. MANFREDI: Yes.

21 THE CHAIRMAN: We need a motion to
22 accept the audit.

23 MS. GILMORE: Okay.

24 THE CHAIRMAN: Can I have a motion to
25 accept the audit from Polcari & Company?

1 COMMISSIONER MUSTILLI: Motion.

2 COMMISSIONER KINSELLA: Second.

3 THE CHAIRMAN: Motion made by Mustilli,
4 seconded by Kinsella.

5 Clerk, call the roll.

6 MS. GILMORE: Commissioner Almeida.

7 COMMISSIONER ALMEIDA: Aye.

8 MS. GILMORE: Commissioner Choffo.

9 COMMISSIONER CHOFFO: Aye.

10 MS. GILMORE: Commissioner Kinsella.

11 COMMISSIONER KINSELLA: Aye.

12 MS. GILMORE: Commissioner Mustilli.

13 COMMISSIONER MUSTILLI: Aye.

14 MS. GILMORE: Commissioner Pettigrew.

15 COMMISSIONER PETTIGREW: Aye.

16 MS. GILMORE: Dr. Doran.

17 THE CHAIRMAN: Aye.

18 Just as far as the management office
19 report, just to give you a copy, you have copies
20 in your minutes. The Harrison East Newark Elks
21 delivered approximately 81 meals to our
22 residents, that may have included several people
23 here at the table who helped with that. Thank
24 you, we appreciate your help. Resident activity
25 coordinator Larry Kelly oversaw it, he did a good

1 job.

2 Christmas cards to all residents will
3 be delivered in December.

4 No new developments to report, okay.
5 We're working some details out with the paving
6 company. My understanding is you want to hit
7 that now, we're good?

8 MR. MANFREDI: Yes.

9 THE CHAIRMAN: Interviews for building
10 maintenance are scheduled for Wednesday,
11 December 6th, and Thursday December 7th, and
12 so far we've had some good applicants. We've had
13 some good interviews. I'd like ask permission of
14 the Board, since we have the job posted, if the
15 Personnel Committee finishes the interviews
16 tomorrow, right now we have a leading candidate.
17 And if we move into tomorrow and, you know,
18 anyone is better than that candidate or so forth,
19 we'd like the permission to get the person hired
20 and ratify that at the next meeting. Is that
21 okay with everyone? Do we need a motion?

22 MR. MANFREDI: A motion.

23 COMMISSIONER PETTIGREW: Motion.

24 COMMISSIONER KINSELLA: Second.

25 THE CHAIRMAN: Motion made by

1 Commissioner Pettigrew, seconded by Commissioner
2 Kinsella.

3 Clerk, call the roll.

4 MS. GILMORE: Commissioner Almeida.

5 COMMISSIONER ALMEIDA: Aye.

6 MS. GILMORE: Commissioner Choffo.

7 COMMISSIONER CHOFFO: Aye.

8 MS. GILMORE: Commissioner Kinsella.

9 COMMISSIONER KINSELLA: Aye.

10 MS. GILMORE: Commissioner Mustilli.

11 COMMISSIONER MUSTILLI: Aye.

12 MS. GILMORE: Commissioner Pettigrew.

13 COMMISSIONER PETTIGREW: Aye.

14 MS. GILMORE: Dr. Doran.

15 THE CHAIRMAN: Aye. Thank you.

16 Our activity coordinator, Larry Kelly,
17 is putting together a Christmas party with Santa
18 and the tenants' children for December. The
19 dates are still being worked out.

20 MS. GILMORE: Yes.

21 THE CHAIRMAN: And the Christmas party
22 for staff will be at the Picnic on the 20th at
23 1 o'clock. I hope we get to see everybody there.

24 We have one -- I'm sorry, five
25 delinquents?

1 MS. GILMORE: Yes.

2 THE CHAIRMAN: And zero for two months.
3 We have two turnovers. One scheduled trial, that
4 one's after four months, and zero write-offs.

5 MS. GILMORE: Right.

6 THE CHAIRMAN: That's it, pretty much.
7 Do we have quotes, or are we voting on
8 that tonight for fire alarm inspection? I didn't
9 see that on the agenda, sorry.

10 MS. GILMORE: Yes, yes, it's there. We
11 need a motion to approve quote for annual fire
12 alarm inspection.

13 COMMISSIONER CHOFFO: I'll make a
14 motion.

15 THE CHAIRMAN: Hold on a second, let me
16 get there. I'm just looking.

17 Okay. I've asked Maureen to give you
18 copies of the no smoking policy that is due,
19 we'll probably take a vote on it next month. I
20 haven't had a chance to digest any of it myself,
21 it was, Joe's office assisted, was it Joanie and
22 who else assisted, Maureen with that. So is
23 there anything of highlight that we should
24 understand about it?

25 MS. MICHAELSON: The only thing I'd

1 like to say is that it's a mandated policy. It's
2 from HUD. We have to do it, we have to adhere to
3 it. There's no two ways about it. They can't
4 smoke in their apartments, they can't smoke
5 within 25 feet. And the policy reflects the
6 consequences from it: They get written up twice,
7 then they get notice to evict, and then it goes
8 to court. There's no other discussion.

9 THE CHAIRMAN: Isn't it kind of weird?
10 Like how do you prove someone is smoking in their
11 apartment? Is it smelling?

12 MS. MICHAELSON: Well, you do a couple
13 of things. Number one, it's really enforced by
14 the tenant. The tenant has to come and tell me
15 that tenant in 102 is smoking, and then they have
16 to send --

17 THE CHAIRMAN: So they encourage
18 squealing.

19 MS. MICHAELSON: Exactly. And we have
20 fines.

21 COMMISSIONER KINSELLA: We have spies.

22 MS. MICHAELSON: Or if a maintenance
23 person going into an apartment and sees a lit
24 cigarette, it's up to the maintenance to note it
25 on the work order. You have to develop a file,

1 Jimmy, it's more than saying you go in there and
2 say you can't smoke. You have to have a file so
3 that if HUD ever came to us we could say here,
4 this is what we've done. We're aware and we've
5 done it.

6 THE CHAIRMAN: Right. What about if
7 somebody is on medical marijuana and they have a
8 certificate?

9 MS. MICHAELSON: HUD does not permit
10 any marijuana at all, even if it gets approved in
11 New Jersey.

12 COMMISSIONER PETTIGREW: So they have
13 to wheel you outside to smoke your medical
14 marijuana, and then wheel you back in.

15 THE CHAIRMAN: All right. I'll ask you
16 guys, it's a lot of reading. If you could read
17 through that.

18 All right. Let me go to a couple of
19 votes and we'll go to new business and discuss a
20 couple of things.

21 Maintenance report, motion to accept?

22 COMMISSIONER MUSTILLI: Motion.

23 COMMISSIONER ALMEIDA: Motion.

24 THE CHAIRMAN: Gene, is there anything
25 on the maintenance report we need to highlight or

1 discuss?

2 MR. GILMORE: No.

3 COMMISSIONER CHOFFO: I have one
4 question, Gene. I see the number of bedbug
5 treatments has gone up, it's 17.

6 MR. GILMORE: I believe two of them
7 were open apartments.

8 MS. GILMORE: Yeah, we treat them to
9 prevent them.

10 MR. GILMORE: And remember, if we have
11 one, it's a mandatory three-time treatment.

12 COMMISSIONER CHOFFO: Right.

13 MR. GILMORE: So if we have one
14 apartment it would be three times and possibly
15 more. But you should look more at the amount of
16 apartments than treatments.

17 COMMISSIONER CHOFFO: All right.

18 MR. GILMORE: The number of --

19 THE CHAIRMAN: So 21 treatments could
20 be seven apartments?

21 MR. GILMORE: Or it could be two.

22 THE CHAIRMAN: Oh, got you.

23 COMMISSIONER KINSELLA: How many days
24 apart are the treatments?

25 MR. GILMORE: Seven.

1 COMMISSIONER KINSELLA: Okay. Oh, so
2 you can have three?

3 MS. GILMORE: Yeah.

4 COMMISSIONER CHOFFO: Other than that,
5 I have no questions on the maintenance report.

6 THE CHAIRMAN: Thank you. Can I have a
7 motion to accept the maintenance report?

8 COMMISSIONER ALMEIDA: Motion.

9 COMMISSIONER CHOFFO: Second.

10 THE CHAIRMAN: Motion made by Almeida,
11 seconded by Choffo.

12 Clerk, call the roll.

13 MS. GILMORE: Commissioner Almeida.

14 COMMISSIONER ALMEIDA: Aye.

15 MS. GILMORE: Commissioner Choffo.

16 COMMISSIONER CHOFFO: Aye.

17 MS. GILMORE: Commissioner Kinsella.

18 COMMISSIONER KINSELLA: Aye.

19 MS. GILMORE: Commissioner Mustilli.

20 COMMISSIONER MUSTILLI: Aye.

21 MS. GILMORE: Commissioner Pettigrew.

22 COMMISSIONER PETTIGREW: Aye.

23 MS. GILMORE: Dr. Doran.

24 THE CHAIRMAN: Aye.

25 Old business. We discussed the smoking

1 policy.

2 Do we have an effective date on the
3 smoking policy?

4 MS. MICHAELSON: July 30, 2018. So
5 between now and the meeting in January everyone
6 will look at it. We'll vote on it in January,
7 and we'll start the other mandatory requirement
8 such as an open hearing, it has to be public
9 noticed. We have to be sure the documents are
10 updated. Then we have to allow the residents who
11 are, whose leases are up for renewal to be able
12 to sign it. And then we have to sponsor a
13 meeting for them to come in and sign. They all
14 have to sign by July 30th.

15 And my recommendation is that we
16 probably do it by building, and the staff will be
17 at Building 3 at certain hours and they can come
18 in and sign.

19 THE CHAIRMAN: Okay. We have a motion
20 to approve the, I want to just open it up -- oh
21 let's switch to new business. There's a motion
22 to approve the quote for the annual fire alarm
23 specs.

24 COMMISSIONER CHOFFO: Actually, before
25 I go any further with the motion on the floor, I

1 just had a question. Maureen, which one are we
2 doing?

3 MS. GILMORE: The fire alarms. I'm
4 sorry, go ahead.

5 COMMISSIONER CHOFFO: Which one are we
6 using?

7 MS. GILMORE: Oh, Effective Alarm
8 because that's the lowest bidder.

9 COMMISSIONER CHOFFO: It just doesn't
10 make sense because at top you have, Didn't reply.
11 Is that for No. 2?

12 MS. GILMORE: No. 2 didn't respond.

13 COMMISSIONER CHOFFO: And No. 3?

14 MS. GILMORE: Yeah, quote price, 6,985.
15 You don't have that?

16 COMMISSIONER CHOFFO: Yeah, but they
17 didn't respond?

18 MS. GILMORE: No, they did.

19 COMMISSIONER CHOFFO: But you have
20 above two --

21 MS. GILMORE: Oh, sugar, I'm sorry.
22 That's my mistake. No. 1 did reply, I'm sorry.

23 THE CHAIRMAN: Okay. No. 1 did reply.
24 What about No. 2?

25 MS. GILMORE: No, No. 1 didn't reply,

1 No. 1 did. Sorry about that.

2 COMMISSIONER CHOFFO: So No. 1 did
3 reply?

4 MS. GILMORE: Yes, they did. 5500 was
5 their quote price.

6 COMMISSIONER CHOFFO: Okay.

7 THE CHAIRMAN: So we're going with
8 Effective Alarm?

9 MS. GILMORE: Yes.

10 THE CHAIRMAN: Who do we currently use?

11 MS. GILMORE: Effective Alarm.

12 COMMISSIONER CHOFFO: I'll make a
13 motion to go with Effective Alarm as our annual
14 fire alarm inspection.

15 COMMISSIONER MUSTILLI: Second.

16 THE CHAIRMAN: Okay. Motion by
17 Commissioner Choffo, seconded by Lindy Mustilli.
18 Clerk, call the roll, please.

19 MS. GILMORE: Commissioner Almeida.

20 COMMISSIONER ALMEIDA: Aye.

21 MS. GILMORE: Commissioner Choffo.

22 COMMISSIONER CHOFFO: Aye.

23 MS. GILMORE: Commissioner Kinsella.

24 COMMISSIONER KINSELLA: Aye.

25 MS. GILMORE: Commissioner Mustilli.

1 COMMISSIONER MUSTILLI: Aye.

2 MS. GILMORE: Commissioner Pettigrew.

3 COMMISSIONER PETTIGREW: Aye.

4 MS. GILMORE: Dr. Doran.

5 THE CHAIRMAN: Aye.

6 Okay. It doesn't say it in the motion,
7 but should we just say that we're hiring, you
8 know, based on quotes Effective Alarm.

9 MS. GILMORE: Yeah, yeah.

10 THE CHAIRMAN: Okay. So by name it
11 says who we're hiring?

12 MR. MANFREDI: Yes.

13 THE CHAIRMAN: Okay. I wanted to ask
14 your opinion, everyone, if you had a chance to
15 look at the meeting schedule for 2018, how that
16 fits for everyone. We're still -- except for the
17 1st, which would have put us meeting I think on
18 the 2nd or 3rd.

19 MS. GILMORE: Yeah, a little too close.

20 THE CHAIRMAN: We're staying with that
21 schedule.

22 MS. GILMORE: The first Wednesday of
23 the month except for January.

24 THE CHAIRMAN: And we'll probably
25 adjourn July and August at call of the chair.

1 MS. MICHAELSON: Excuse me, the
2 reorganization will be in June?

3 MS. GILMORE: Yes.

4 THE CHAIRMAN: The reorg is in June?

5 MS. GILMORE: Yes, annual reorg.

6 THE CHAIRMAN: That's the annual reorg,
7 in June?

8 MS. GILMORE: Yes.

9 THE CHAIRMAN: I think you have to put
10 that in your poster.

11 MS. MICHAELSON: Yes, that's why I'm
12 asking. You have to date it.

13 MS. GILMORE: Yes, I'm doing it now.

14 MS. MICHAELSON: To publish it.

15 THE CHAIRMAN: All right. So we're
16 going to add that.

17 Can I have a motion to approve the
18 meeting schedule?

19 COMMISSIONER PETTIGREW: Motion.

20 COMMISSIONER MUSTILLI: Second.

21 THE CHAIRMAN: Motion by Pettigrew,
22 second by Mustilli.

23 Clerk, call the roll.

24 MS. GILMORE: Commissioner Almeida.

25 COMMISSIONER ALMEIDA: Aye.

1 MS. GILMORE: Commissioner Choffo.

2 COMMISSIONER CHOFFO: Aye.

3 MS. GILMORE: Commissioner Kinsella.

4 COMMISSIONER KINSELLA: Aye.

5 MS. GILMORE: Commissioner Mustilli.

6 COMMISSIONER MUSTILLI: Aye.

7 MS. GILMORE: Commissioner Pettigrew.

8 COMMISSIONER PETTIGREW: Aye.

9 MS. GILMORE: Dr. Doran.

10 THE CHAIRMAN: Aye.

11 Okay. We have a motion to approve the
12 annual audit.

13 COMMISSIONER CHOFFO: I'll make a
14 motion.

15 COMMISSIONER KINSELLA: Second.

16 THE CHAIRMAN: Motion made by
17 Commissioner Choffo, seconded by Kinsella.

18 Clerk, call the roll.

19 MS. GILMORE: Commissioner Almeida.

20 COMMISSIONER ALMEIDA: Aye.

21 MS. GILMORE: Commissioner Choffo.

22 COMMISSIONER CHOFFO: Aye.

23 MS. GILMORE: Commissioner Kinsella.

24 COMMISSIONER KINSELLA: Aye.

25 MS. GILMORE: Commissioner Mustilli.

1 COMMISSIONER MUSTILLI: Aye.

2 MS. GILMORE: Commissioner Pettigrew.

3 COMMISSIONER PETTIGREW: Aye.

4 MS. GILMORE: Dr. Doran.

5 THE CHAIRMAN: Aye.

6 All right. The Personnel Committee has
7 met tonight and has spoken to our attorney and
8 would like to propose for the, authorizing the
9 advertisement and posting, or authorizing posting
10 and advertisement; am I right about that?

11 MR. MANFREDI: Yes, both.

12 THE CHAIRMAN: So that should be both,
13 posting.

14 MS. GILMORE: I just made it short,
15 sorry.

16 THE CHAIRMAN: That's all right. And
17 advertisement for Executive Director.

18 COMMISSIONER CHOFFO: I make a motion.

19 COMMISSIONER PETTIGREW: Second.

20 THE CHAIRMAN: Motion by Choffo, second
21 by Pettigrew.

22 Clerk, call the roll. I'm sorry, does
23 anybody have any questions on that, or questions
24 of the Personnel Committee? Did we give all the
25 Commissioners a copy of the posting?

1 MS. GILMORE: No, because we didn't
2 have it.

3 THE CHAIRMAN: Okay. Can we email it
4 to you? We had made some corrections on it, it
5 had like my personal email which I'm not using
6 anyplace and a couple of other minor things. Do
7 you want to to just read it, Joe?

8 MR. MANFREDI: Sure. "Executive
9 Director Harrison Housing Authority, full- or
10 part-time. The Harrison Housing Authority is
11 seeking an Executive Director. The HHA, a fast
12 high performer located in Harrison, New Jersey,
13 consists of 268 public housing units in two
14 developments.

15 "The Executive Director will lead and
16 manage all aspects of the Housing Authority's
17 daily activities including but not limited to
18 housing management, planning, finance,
19 procurement, personnel and community relations.

20 "Candidates must have a baccalaureate
21 or advanced degree in public administration,
22 social science or appropriate program, along with
23 five years' experience or three years' experience
24 with an advanced degree in public administration,
25 finance, real estate management or other relevant

1 field.

2 "All candidates meeting requirements
3 are encouraged to apply. Part- and full-time
4 preferences will be considered. Excellent health
5 benefits are available, and salary is based on
6 experience under HUD guidelines. Please submit a
7 letter of interest, résumé, salary history and
8 references to James P. Doran, Chairman, Harrison
9 Housing Authority."

10 And then it just says, "Attention
11 employment search," and it has the Harrison
12 Housing Authority's address. The closing date is
13 going to be January 8th at 5 p m., and then any
14 questions will be emailed to Dr. Doran.

15 THE CHAIRMAN: We've asked if it's
16 going to be posted in the Star Ledger, we've
17 asked Maureen, when they come in, to keep them
18 confidential, locked in the ED's office, not to
19 be opened but just stamped that they're received.
20 And we'll, I'll get them and we'll review them in
21 the Personnel Committee, and probably by the time
22 the posting closes we'll be having our next
23 meeting, as least a list of who applied. And
24 then from that point we'll probably set up
25 interviews sometime January into February and

1 probably make a full, the committee will make
2 their full recommendations to the Board, what do
3 you think, Dawn, by mid to end of February? Does
4 that look like a decent timeline?

5 COMMISSIONER KINSELLA: Yes.

6 THE CHAIRMAN: To finish the
7 interviews. You've been a very good task master
8 today, keeping us right on track going through
9 the interviews.

10 COMMISSIONER KINSELLA: Thank you.

11 THE CHAIRMAN: Okay. So that covers
12 that.

13 We also want to talk about, I've asked
14 Joe to research, just so we're okay, on criminal
15 checks and conducting checks of employees and so
16 forth.

17 MR. MANFREDI: So we're actually
18 required by statute now as a Public Housing
19 Authority to do criminal background searches on
20 all applicants for employment. There's been some
21 new regulations in this area, and there's a new
22 form that we've prepared, because we do have to
23 advise applicants that their criminal backgrounds
24 will be searched. They do have to consent to it.

25 And there's been a lot of Internet

1 databases out there these days that you can
2 utilize to search people's backgrounds. A lot of
3 them are not reliable, and so the law allows
4 Public Housing Authorities to now use the State
5 Police database. And we're going to be shifting
6 over to use that because it's accurate, and now
7 the time turnaround is much better than it was a
8 few years ago.

9 So we've prepared a new form to be
10 utilized, and also a new process because those
11 criminal background searches have to be
12 maintained confidential, and, actually, six
13 months after they're done they have to be
14 destroyed. But we would keep records if someone
15 has been denied, because we still have to have a
16 reason why someone was denied for employment in
17 case if there's ever a question or potentially a
18 legal claim or question that comes up later.

19 We also did a separate form for diver's
20 license abstracts. Certain applicants need to
21 have a driver's license. They'll be screened,
22 and then afterwards their driver's abstract will
23 be ordered directly from the DMV only with the
24 proper consent form filled out. And then that
25 will be utilized to determine whether they

1 receive a full offer or stay on the job or not
2 when a New Jersey driver's license is required.
3 That information also has to be kept
4 confidential. We don't have to destroy it, but
5 it does have to be kept confidential.

6 THE CHAIRMAN: Joe, do we use Sagem
7 Morpho, or what is it now, Identi-Check? Who do
8 we use for schools and others?

9 MS. GILMORE: No. We do CoreLogic.

10 MR. MANFREDI: CoreLogic, yes, that's a
11 popular one in housing, but there's been errors
12 in it, unfortunately. Not for us, but other
13 housing authorities. I've had some legal cases
14 come out of it.

15 THE CHAIRMAN: Is that who we're going
16 to use?

17 MR. MANFREDI: No. We're going to
18 shift to the State Police database.

19 THE CHAIRMAN: I mean, the State Police
20 one, is that Identi-Check? Because you don't go
21 directly to the State Police.

22 MR. MANFREDI: I'm sorry. Yes, a
23 third-party administrator, if that's what you
24 mean.

25 THE CHAIRMAN: Yes. It's right over

1 the bridge, right by the QuickChek on Raymond
2 Boulevard.

3 MR. MANFREDI: In fact, the logo is on
4 the form.

5 THE CHAIRMAN: Well, double-check, you
6 have to have an account number, you have to have
7 all that stuff, an agency number, all that stuff.

8 MR. MANFREDI: Yes, you have to get set
9 up. The state police gives you that number, and
10 then you have to be in the system.

11 MS. GILMORE: So we just contact them.

12 MR. MANFREDI: Yes. And I think in the
13 email I gave you the link, because every time you
14 do it we have to certify that it's for an
15 employment-based reason.

16 THE CHAIRMAN: Yes, we sign off on
17 those. We do them whenever anybody applies for a
18 substitute teacher, teacher, all that.

19 MS. GILMORE: Yes, for employment
20 search we do that. We're a third party. We get
21 that because we're a Public Housing Authority.

22 THE CHAIRMAN: Joanie, comment?

23 MS. MICHAELSON: Yes, is this only for
24 employees? It's not for applicants? I was going
25 to say driver's license for employees.

1 MR. MANFREDI: Only employees.

2 MS. MICHAELSON: And then do our
3 policies have to be amended to include these new
4 forms in our personnel files?

5 THE CHAIRMAN: I think improvement of
6 the forms. I think we already have a policy on
7 it that says we can check. We're just updating
8 the forms and so forth.

9 MS. MICHAELSON: When we do our ACOP we
10 have to give a date of the forms because the
11 personnel file --

12 MS. GILMORE: Yeah, but I don't think
13 that goes into the ACOP; does it?

14 MR. MANFREDI: No, it doesn't.

15 MS. MICHAELSON: No, but in the
16 five-year plan it does.

17 MR. MANFREDI: No, it's employee
18 matters. Tenant matters would go into the plan,
19 but this is just employment.

20 THE CHAIRMAN: Some change in the forms
21 doesn't necessarily change the policy. You're
22 changing the company that does the check. I'm
23 not too sure we're changing the policy, but we're
24 checking it.

25 MS. MICHAELSON: Okay.

1 MS. GILMORE: But what do you want us
2 to do with applicants, do you want us to go to
3 the State Police with applicants, too?

4 MR. MANFREDI: Yes.

5 MS. GILMORE: Okay. That's all I
6 wanted to make sure.

7 THE CHAIRMAN: Is there a criteria for
8 public housing?

9 MR. MANFREDI: There is.

10 THE CHAIRMAN: But there's different
11 levels of check.

12 MR. MANFREDI: Yes, there is. There's
13 a statutory level that we have to use.

14 MS. MICHAELSON: And we've been doing
15 that, Maureen, the statutory level based on
16 criminal?

17 MS. GILMORE: Yes, we do the certain
18 check.

19 THE CHAIRMAN: I think we're okay with
20 where we are now.

21 MS. GILMORE: And, actually, the HUD
22 form has that on it, too, 0558, or whatever it
23 is. They have to sign.

24 THE CHAIRMAN: All right. Do you want
25 a motion to approve that?

1 MR. MANFREDI: Yes.

2 COMMISSIONER CHOFFO: Can I make a
3 motion to amend the procedure for criminal
4 history and driver abstract checks.

5 THE CHAIRMAN: Motion made by Choffo.

6 COMMISSIONER ALMEIDA: Second.

7 THE CHAIRMAN: Second by Almeida.

8 Clerk, call the roll.

9 MS. GILMORE: Commissioner Almeida.

10 COMMISSIONER ALMEIDA: Aye.

11 MS. GILMORE: Commissioner Choffo.

12 COMMISSIONER CHOFFO: Aye.

13 MS. GILMORE: Commissioner Kinsella.

14 COMMISSIONER KINSELLA: Aye.

15 MS. GILMORE: Commissioner Mustilli.

16 COMMISSIONER MUSTILLI: Aye.

17 MS. GILMORE: Commissioner Pettigrew.

18 COMMISSIONER PETTIGREW: Aye.

19 MS. GILMORE: Dr. Doran.

20 THE CHAIRMAN: Aye. I think that's it;
21 right?

22 MS. GILMORE: Yes. We didn't finish
23 the motion for authorizing the publication for
24 advertisements. We only did -- the motion was
25 made by Commissioner Choffo and then Pettigrew

1 and then you read the thing, but we didn't do
2 a --

3 THE CHAIRMAN: Oh, okay. So let's have
4 it.

5 MS. GILMORE: A roll call.

6 THE CHAIRMAN: Okay. We have an open
7 motion on floor.

8 MS. GILMORE: Yeah.

9 THE CHAIRMAN: Who did it?

10 MS. GILMORE: Choffo and Pettigrew.

11 THE CHAIRMAN: We have a motion by
12 Commissioner Choffo and seconded by Commissioner
13 Pettigrew to advertise for the posting and
14 advertisement for an Executive Director.

15 Okay. Clerk, call the roll.

16 MS. GILMORE: Commissioner Almeida.

17 COMMISSIONER ALMEIDA: Aye.

18 MS. GILMORE: Commissioner Choffo.

19 COMMISSIONER CHOFFO: Aye.

20 MS. GILMORE: Commissioner Kinsella.

21 COMMISSIONER KINSELLA: Aye.

22 MS. GILMORE: Commissioner Mustilli.

23 COMMISSIONER MUSTILLI: Aye.

24 MS. GILMORE: Commissioner Pettigrew.

25 COMMISSIONER PETTIGREW: Aye.

1 MS. GILMORE: Dr. Doran.

2 THE CHAIRMAN: Aye. On behalf of the
3 Board I want to wish everybody a very merry
4 Christmas, happy New Year, happy holidays, season
5 greetings, and wish you all the best for the new
6 year coming.

7 And thank you for your past year of
8 cooperation, and we look forward to another
9 successful year coming up. Motion to adjourn.

10 (Multiple motions.)

11 THE CHAIRMAN: All in favor aye.

12 (All Ayes.)

13 (Whereupon the proceedings concluded at 6:30
14 p.m.)

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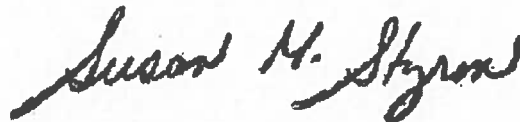
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CERTIFICATE

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

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 the action.



Notary Public of the State of New Jersey

My Certificate expires January 25, 2019

Dated: December 21, 2017