

TOWN OF HARRISON  
HOUSING AUTHORITY

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

O P E N S E S S I O N

Tuesday, November 7, 2023, 6 p.m.  
Harrison Gardens, Building No. 1  
788 Harrison Avenue  
Harrison, New Jersey 07029

PRESENT:

- ARTHUR PETTIGREW, VICE CHAIRMAN
- DANIEL CHOFFO, COMMISSIONER
- DAWN KINSELLA, COMMISSIONER
- RICHARD MILLER, COMMISSIONER
- BRUNILDA MUSTILLI, COMMISSIONER

- EXCUSED: JAMES P. DORAN, Ed.D, CHAIRMAN
- FREDERICK CONFESSORE, COMMISSIONER

ALSO PRESENT:

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

TRANSCRIBED BY AND BEFORE: SHARI CATHEY,  
C.S.R., R.P.R., AND NOTARY PUBLIC OF THE STATE  
OF NEW JERSEY

1                   VICE CHAIR PETTIGREW: I hereby  
2 declare this meeting to order and state that this is  
3 a meeting of the Harrison Housing Authority in the  
4 town of Harrison scheduled for November 7, 2023.  
5 This meeting is a regular meeting scheduled and  
6 proper public notice and compliance with the  
7 Sunshine Law has been posted.

8                   Please stand up and salute the flag.

9                   (Flag salute.)

10                  VICE CHAIR PETTIGREW: Roll call.

11                  MS. GILMORE: Commissioner Choffo.

12                  COMMISSIONER CHOFFO: Present.

13                  MS. GILMORE: Commissioner  
14 Confessore, absent. Commissioner Kinsella.

15                  COMMISSIONER KINSELLA: Here.

16                  MS. GILMORE: Commissioner Miller.

17                  COMMISSIONER MILLER: Here.

18                  MS. GILMORE: Commissioner Mustilli.

19                  COMMISSIONER MUSTILLI: Here.

20                  MS. GILMORE: Commissioner Pettigrew.

21                  VICE CHAIR PETTIGREW: Here.

22                  MS. GILMORE: Dr. Doran, absent.

23                  VICE CHAIR PETTIGREW: Thank you.

24 Can I have a motion to go into closed session for  
25 personnel issues?

1 COMMISSIONER CHOFFO: Motion.

2 VICE CHAIR PETTIGREW: Second?

3 COMMISSIONER KINSELLA: Second.

4 VICE CHAIR PETTIGREW: Call the roll.

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 Miller.

12 COMMISSIONER MILLER: Yes.

13 MS. GILMORE: Commissioner Pettigrew.

14 VICE CHAIR PETTIGREW: Aye.

15 MS. GILMORE: Thank you.

16 (Whereupon the Board moves to its  
17 Executive Session.)

18 VICE CHAIR PETTIGREW: Maureen, do we  
19 have to close the closed session or no?

20 MS. GILMORE: You have to close the  
21 session.

22 VICE CHAIR PETTIGREW: All right.

23 Roll call. Can I have a motion to come back into  
24 the regular meeting?

25 COMMISSIONER CHOFFO: I make a

1 motion.

2 COMMISSIONER KINSELLA: Second.

3 VICE CHAIR PETTIGREW: Roll call.

4 MS. GILMORE: Commissioner Choffo.

5 COMMISSIONER CHOFFO: Aye.

6 MS. GILMORE: Commissioner Kinsella.

7 COMMISSIONER KINSELLA: Aye.

8 MS. GILMORE: Commissioner Miller.

9 COMMISSIONER MILLER: Aye.

10 MS. GILMORE: Commissioner Mustilli.

11 COMMISSIONER MUSTILLI: Aye.

12 MS. GILMORE: Commissioner Pettigrew.

13 VICE CHAIR PETTIGREW: Aye. Okay.

14 Go ahead.

15 DIRECTOR LUCAS: Maureen, there was a  
16 question about adopting the life insurance benefits  
17 of retirees.

18 MS. GILMORE: Yes. It's a \$2,500  
19 policy that we've been paying for years. It's  
20 always been that way through the town.

21 COMMISSIONER CHOFFO: Who is the  
22 beneficiary?

23 MS. GILMORE: The person who they --  
24 whoever they designate.

25 COMMISSIONER CHOFFO: For retirees

1     though?

2                   MS. GILMORE:   Everybody.   Everybody.

3                   MR. MANFREDI:   It's a group life  
4     policy.

5                   MS. GILMORE:   It's a group life  
6     policy with the town, yeah.

7                   COMMISSIONER CHOFFO:   We're  
8     continuing retirees on it?

9                   MS. GILMORE:   Yes, we always have.  
10    The town does it.

11                   COMMISSIONER CHOFFO:   For life  
12    though?

13                   MS. GILMORE:   Yeah, 2,500; a \$2,500  
14    policy.

15                   COMMISSIONER KINSELLA:   2,500?  
16    What's that, for everybody?

17                   MS. GILMORE:   For everybody.   Seventy  
18    something dollars.   It's four dollars and something  
19    a person.

20                   DIRECTOR LUCAS:   It's very reasonable  
21    then?

22                   MS. GILMORE:   Yeah.   Becky -- Oh, no.  
23    Becky, Tom and Johnny are the only three retirees.

24                   DIRECTOR LUCAS:   They're still  
25    kicking.

1 VICE CHAIR PETTIGREW: All right.

2 Good answer.

3 MS. GILMORE: Thank you.

4 VICE CHAIR PETTIGREW: Do I have a  
5 motion to approve the minutes of September 12th,  
6 2023 regular meeting? Do I have a motion and a  
7 second?

8 COMMISSIONER MUSTILLI: Motion.

9 COMMISSIONER CHOFFO: Second.

10 MS. GILMORE: Thank you.

11 Commissioner Choffo.

12 COMMISSIONER CHOFFO: Aye.

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 VICE CHAIR PETTIGREW: Aye. I need a  
21 motion to pay all the bills. Do I have a motion?

22 COMMISSIONER KINSELLA: Motion.

23 VICE CHAIR PETTIGREW: Second?

24 COMMISSIONER CHOFFO: I'll second it.

25 VICE CHAIR PETTIGREW: Thank you.

1 Call the roll.

2 MS. GILMORE: Commissioner Choffo.

3 COMMISSIONER CHOFFO: Aye.

4 MS. GILMORE: Commissioner Kinsella.

5 COMMISSIONER KINSELLA: Aye.

6 MS. GILMORE: Commissioner Miller.

7 COMMISSIONER MILLER: Aye.

8 MS. GILMORE: Commissioner Mustilli.

9 COMMISSIONER MUSTILLI: Aye.

10 MS. GILMORE: Commissioner Pettigrew.

11 VICE CHAIR PETTIGREW: Aye.

12 Communications, Maureen.

13 MS. GILMORE: Okay. We have the --  
14 we have the annual PHADA scholarship application  
15 which was sent to the guidance department to be  
16 given to the necessary high school seniors that live  
17 in public or assisted housing. Okay.

18 And then we have a letter from John  
19 Machado. I would like to notify you that he is  
20 retiring from his possession as maintenance  
21 technician at Harrison Housing effective March 1st,  
22 2024. Thank you for the opportunity to work for the  
23 Harrison Housing Authority for 41 years. I enjoyed  
24 working with the staff and residents along the way.  
25 I have made some lifetime friends. I would be happy

1 to help with the transition in any way. My best  
2 wishes to you and the staff. Sincerely, John  
3 Machado.

4 VICE CHAIR PETTIGREW: He didn't sign  
5 it.

6 MS. GILMORE: He has to sign.

7 VICE CHAIR PETTIGREW: I mean he has  
8 to sign the letter.

9 MS. GILMORE: I know. All right.  
10 This next letter is addressed to you and to the  
11 Harrison Housing Authority. I am retiring on  
12 July 1st, 2024 after 28 years of service. I would  
13 like to thank you for the opportunity to work for  
14 the Harrison Housing Authority, and I will miss you  
15 and all the staff and residents that I have come to  
16 know through the years. Please let me know what I  
17 can do to help you with the transition of my work to  
18 another person. I plan to be working up until my  
19 retirement date and will be happy to help you make a  
20 smooth transition. Again, I have truly enjoyed  
21 working for the Harrison housing authority and wish  
22 you all the best for the future. Sincerely Doreen  
23 couch.

24 COMMISSIONER CHOFFO: I don't know  
25 about you retiring.



1                   COMMISSIONER MILLER: Yeah, I'm not  
2 happy about that. Doreen. You will be sorely  
3 missed, I'm telling you right now. You'll be sorely  
4 missed.

5                   COMMISSIONER CHOFFO: We're going to  
6 miss you.

7                   MS. GILMORE: And I also have  
8 information about Dr. Doran's brother Kenneth.

9                   VICE CHAIR PETTIGREW: That's  
10 tomorrow.

11                   MS. GILMORE: Yes, tomorrow.

12                   VICE CHAIR PETTIGREW: Executive  
13 Director's report, please.

14                   DIRECTOR LUCAS: No changes from last  
15 time. Boilers, since the last meeting we asked for  
16 clarification, and I have great news. Well, do want  
17 to do it? We had the boilers opened up from one of  
18 the companies and, he's like, Yeah, we'll see you in  
19 two weeks, and that dude over there was like, Yeah,  
20 okay. We'll see about that.

21                   So Gene got them here when they said they  
22 weren't coming back and that happened twice, and  
23 Gene got them here, and said we'll close the boilers  
24 ourselves, and you'll get not a dime.

25                   So then obviously they showed up. The

1     boilers are up and running. You did a great job  
2     Gene. So the boilers are upgraded.

3                     VICE CHAIR PETTIGREW: Not a dime.

4                     DIRECTOR LUCAS: Not a dime. They  
5     showed up. We have an issue with our vehicle that  
6     the guys have, our maintenance vehicle. My father  
7     bought it 28 years ago. It was completely falling  
8     apart. Once again -- once again, my maintenance men  
9     have kept this thing on the ground for the last  
10    eight. We should have got a truck eight years ago.  
11    So I'm in the process of doing procurement for a new  
12    truck. We won't make it through the winter with it,  
13    and we need it for plowing.

14                    So hopefully, I'll be able to get that all  
15    done by next week the latest if I could get there  
16    this week. Me and gene have to go check everything  
17    out and do all of that stuff. I will send an e-mail  
18    to everyone before the truck is even bought. If  
19    anybody has any questions or comments, please feel  
20    free to e-mail me or let me know. How do we have to  
21    use when we go for the truck, we have to use?

22                    MR. MANFREDI: State contracts.

23                    DIRECTOR LUCAS: State contracts. So  
24    we have one priced already. We have another price  
25    coming in tomorrow. And then the third one, I think

1 Joe has somebody that he can hook us up with. So  
2 we're halfway there, but before I even buy the  
3 truck, I will send an e-mail to everybody and let  
4 them know that we focused on one truck, this is  
5 where we're getting it from just so everybody is  
6 aware of the situation.

7 MR. MANFREDI: We'll search the state  
8 contract. We'll put the vehicle that he's looking  
9 for in the state contract, this way we don't have to  
10 go out to bid on it and see what the prices are.

11 DIRECTOR LUCAS: Now, the only thing  
12 is the truck that we have was an award from the  
13 federal government. We can't sell it or trade it  
14 in. It's either scraped or we've got to use it for  
15 parts. You can't benefit from trading the truck.  
16 It doesn't operate that way. So there is not going  
17 to be any trade in. What the price is on the truck,  
18 the sticker price is what we're going to pay. There  
19 is not going to be any like less because we gave  
20 them the Housing Authority truck. They're probably  
21 going to make us carry it on our backs so.

22 COMMISSIONER KINSELLA: Can you  
23 donate it?

24 DIRECTOR LUCAS: That's not a bad  
25 idea.

1 COMMISSIONER KINSELLA: Kars4Kids.

2 MR. MANFREDI: You can donate it,  
3 yeah.

4 DIRECTOR LUCAS: We can do that?

5 MR. MANFREDI: Yeah.

6 VICE CHAIR PETTIGREW: Thank you.

7 All right. Do I have a motion to accept the  
8 Director's report?

9 COMMISSIONER MUSTILLI: Motion.

10 COMMISSIONER KINSELLA: Second.

11 VICE CHAIR PETTIGREW: Roll call.

12 MS. GILMORE: Commissioner Choffo.

13 COMMISSIONER CHOFFO: I vote aye.

14 MS. GILMORE: Commissioner Kinsella.

15 COMMISSIONER KINSELLA: Aye.

16 MS. GILMORE: Commissioner Miller.

17 COMMISSIONER MILLER: Aye.

18 MS. GILMORE: Commissioner Mustilli.

19 COMMISSIONER MUSTILLI: Aye.

20 MS. GILMORE: Commissioner Pettigrew.

21 VICE CHAIR PETTIGREW: Aye. All  
22 right thank you. Maintenance report, Gene, do you  
23 have anything to report?

24 MR. GILMORE: I have nothing to  
25 report.

1 VICE CHAIR PETTIGREW: Thank you very  
2 much then. Does anyone have questions on the  
3 maintenance report? Thank you. Okay. Then a  
4 motion to accept the maintenance report.

5 COMMISSIONER MUSTILLI: Motion.

6 COMMISSIONER CHOFFO: Second.

7 MS. GILMORE: Commissioner Choffo.

8 COMMISSIONER CHOFFO: Aye.

9 MS. GILMORE: Commissioner Kinsella.

10 COMMISSIONER KINSELLA: Aye.

11 MS. GILMORE: Commissioner Miller.

12 COMMISSIONER MILLER: Aye.

13 MS. GILMORE: Commissioner Mustilli.

14 COMMISSIONER MUSTILLI: Aye.

15 MS. GILMORE: Commissioner Pettigrew.

16 VICE CHAIR PETTIGREW: Aye. Thank  
17 you. Okay. Any old business? No. Good thing you  
18 didn't call me doctor. I'd be upset about that.

19 DIRECTOR LUCAS: I'm sure you would.

20 VICE CHAIR PETTIGREW: Okay. Under  
21 new business, motion to approve 1623-11-2023,  
22 ratification of contract for emergency repairs to  
23 boiler in the Harrison Gardens. Do I have a motion?

24 COMMISSIONER MUSTILLI: Motion.

25 COMMISSIONER CHOFFO: Second.

1 VICE CHAIR PETTIGREW: Second.

2 That's good. Call the roll.

3 MS. GILMORE: Brunilla-Choffo?

4 VICE CHAIR PETTIGREW: Why are you  
5 pointing at me?

6 MS. GILMORE: Commissioner Choffo.

7 COMMISSIONER CHOFFO: Aye.

8 MS. GILMORE: Commissioner Kinsella.

9 COMMISSIONER KINSELLA: Aye.

10 MS. GILMORE: Commissioner Miller.

11 COMMISSIONER MILLER: Aye.

12 MS. GILMORE: Commissioner Mustilli.

13 COMMISSIONER MUSTILLI: Aye.

14 MS. GILMORE: Commissioner Pettigrew.

15 VICE CHAIR PETTIGREW: Aye.

16 DIRECTOR LUCAS: Did it pass?

17 MS. GILMORE: Yes.

18 DIRECTOR LUCAS: Okay. Great.

19 VICE CHAIR PETTIGREW: All right. Is  
20 there any member of public that wishes to be heard  
21 at this time?

22 Okay. I'll entertain a motion. Do I have  
23 a motion to adjourn?

24 COMMISSIONER KINSELLA: Motion.

25 COMMISSIONER MUSTILLI: Second.

1 VICE CHAIR PETTIGREW: All in favor  
2 say aye.

3 (Whereupon the proceeding is then  
4 concluded at 6:22 p.m.)  
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C E R T I F I C A T I O N

I, SHARI CATHEY, CCR, RPR, License No.  
30XI00234700, and Notary Public of the State of New  
Jersey, hereby certify that the proceedings herein  
are from the notes taken by me of a Regular Meeting  
of the Harrison Housing Authority, held on Tuesday,  
November 7, 2023; and that this is a correct  
transcript of the same.



SHARI CATHEY, CCR, RPR

A NOTARY PUBLIC of the  
State of New Jersey

I.D. No. 2283786

Commission Expires 2/4/27



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<b>1</b>	<b>absent</b> 2:14,22		<b>c.s.r.</b> 1:22
<b>1</b> 1:7 <b>12th</b> 6:5 <b>1623-11-2023</b> 13:21 <b>1st</b> 7:21 8:12	<b>accept</b> 12:7 13:4 <b>accountant</b> 1:20 <b>addressed</b> 8:10 <b>adjourn</b> 14:23 <b>adopting</b> 4:16 <b>ago</b> 10:7,10 <b>ahead</b> 4:14 <b>annual</b> 7:14 <b>answer</b> 6:2 <b>anybody</b> 10:19 <b>apart</b> 10:8 <b>application</b> 7:14 <b>approve</b> 6:5 13:21 <b>arthur</b> 1:11 <b>asked</b> 9:15 <b>assisted</b> 7:17 <b>attorney</b> 1:17 <b>authority</b> 1:1,4 1:18,18,19 2:3 7:23 8:11,14 8:21 11:20 16:7 <b>avenue</b> 1:8 <b>award</b> 11:12 <b>aware</b> 11:6 <b>aye</b> 3:6,8,10,14 4:5,7,9,11,13 6:12,14,16,18	<b>b</b>	<b>call</b> 2:10 3:4,23 4:3 7:1 12:11 13:18 14:2 <b>carlon</b> 1:20 <b>carry</b> 11:21 <b>cathey</b> 1:22 16:3,13 <b>ccr</b> 16:3,13 <b>certify</b> 16:5 <b>chair</b> 2:1,10,21 2:23 3:2,4,14 3:18,22 4:3,13 6:1,4,20,23,25 7:11 8:4,7 9:9 9:12 10:3 12:6 12:11,21 13:1 13:16,20 14:1 14:4,15,19 15:1 <b>chairman</b> 1:11 1:14 <b>changes</b> 9:14 <b>check</b> 10:16 <b>choffo</b> 1:11 2:11,12 3:1,5,6 3:25 4:4,5,21 4:25 5:7,11 6:9 6:11,12,24 7:2 7:3 8:24 9:5 12:12,13 13:6 13:7,8,25 14:3 14:6,7
<b>2</b>		<b>back</b> 3:23 9:22	
<b>2,500</b> 4:18 5:13 5:13,15 <b>2/4/27</b> 16:15 <b>2023</b> 1:7 2:4 6:6 16:8 <b>2024</b> 7:22 8:12 <b>2283786</b> 16:14 <b>28</b> 8:12 10:7		<b>backs</b> 11:21 <b>bad</b> 11:24 <b>becky</b> 5:22,23 <b>beneficiary</b> 4:22 <b>benefit</b> 11:15 <b>benefits</b> 4:16 <b>best</b> 8:1,22 <b>bid</b> 11:10 <b>bills</b> 6:21 <b>board</b> 1:17 3:16 <b>boiler</b> 13:23 <b>boilers</b> 9:15,17 9:23 10:1,2 <b>bought</b> 10:7,18 <b>brother</b> 9:8 <b>brunilda</b> 1:13 <b>brunilla</b> 14:3 <b>building</b> 1:7 <b>business</b> 13:17 13:21 <b>buy</b> 11:2	
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<b>9078</b> 16:12			

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