

**MINUTES**

**REORGANIZATION MEETING**

**JANUARY 5, 2016**

The Reorganization Meeting of the Gloucester Township Housing Authority was held on January 5, 2016 at the Community Center located at Gloucester Township Senior Campus I, Gloucester Township, New Jersey.

Opening statements were made by Executive Director Riccio.

The meeting was called to order by Executive Director Riccio at 5:02 p.m. A roll call for attendance was taken:

COMMISSIONER GREENBERG	PRESENT
COMMISSIONER MATTHEWS	PRESENT
COMMISSIONER MUSSER	ABSENT
COMMISSIONER ORNER	PRESENT
COMMISSIONER PICCOLO	PRESENT
COMMISSIONER WASHINGTON	PRESENT

Also in attendance were: Lou Rocio-Executive Director. Debbie Calabrese- Deputy Executive Director, Amy Shotmeyer, Solicitor and Tracey Trotto, Counsel Liaison.

**PLEDGE OF ALLEGIANCE**

**REORGANIZATION**

**RESOLUTION 16-5-1-1 NOMINATION OF CHAIRPERSON**

Commissioner Washington nominated Kelly Matthews as Chairperson. Being as there were no other nominations, the nominations were closed and the Board unanimously approved Ms. Matthews as Chairperson in unanimous vote.

**RESOLUTION 16-5-1-2 NOMINATION OF VICE CHAIRPERSON**

Commissioner Matthews nominated Stanley Washington as Vice Chairperson. Being as there were no other nominations, the nominations were closed and the Board unanimously approved Mr. Washington as Vice Chairperson in a roll call vote.

**RESOLUTION 15-21-1-3 NOMINATION OF TREASURER**

Commissioner Matthews nominated Abbey Greenberg as Treasurer. Being as there were no other nominations, the nominations were closed and the Board unanimously approved Ms. Greenberg as Treasurer in a roll call vote.

**RESOLUTION 16-5-1-4-AAUTHORIZING PAYMENT OF BILLS:**

Commissioner Washington made a motion authorizing payment of bills. Commissioner Orner seconded the motion. Payment of Bills was approved in a unanimous voice vote.

**MOTION TO APPROVE MINUTES:**

Commissioner Piccolo made a motion to approve the minutes of the Regular Meeting of the Board held on December 8, 2015. Commissioner Matthews seconded the motion. The minutes were approved in a unanimous voice vote.

**EXECUTIVE DIRECTOR'S REPORT**

- Discussed Black Horse Pike Regional School District doing the drainage work, broken pipes and no problems with the doors. Board Chair stated we had a lot of rain, freezing temperatures and no problems.
- Discussed the retention pond
- Discussed vacancies
- Discussed flooring issues and the insurance company
- Discussed having budget approved by HMFA

At this time Board Chair Matthews introduced Tracey Trotto, our new Counsel Liaison.

## ATTORNEY'S REPORT

Has nothing at this time and there is no need for Executive Session.

## OLD BUSINESS

None

## NEW BUSINESS

Executive Director Riccio explained they have a host of resolutions they have to adopt every year at the reorganization meeting. He stated they are all standard resolutions, he will go through them and then do a consent agenda if the Board approves.

- 1) Resolution 16-5-1-5 Appointing a qualified purchasing agent – Mr. Rocio and Mr. Snyder are both qualified purchasing agents. Mr. Snyder is a certified municipal finance officer and Mr. Riccio has attended all the classes and has a certification of a QPA.
- 2) Resolution 16-5-1-6-Cash Management Plan Every Authority must have a cash management plan. Executive Director Riccio stated our cash management plan has not changed in years and explained to the Board.
- 3) Resolutions 16-5-1-7 & Resolution 16-5-1-8-These two Resolutions indemnify the Board. They protect the Board against criminal and civil charges. Executive Director explained to the Board.
- 4) Resolutions 16-5-1-9-This resolution is to adopt a form required to be used for the filing of TORT Claims against the authority.
- 5) Resolution 16-5-1-10-Designation of official newspaper for legal notices. Executive Director Riccio stated it will be the Courier Post.
- 6) Resolution 16-5-1-11-Authorizing an agreement for professional accounting services with Fallon & Larsen to perform audit for 2015.
- 7) Resolution 16-5-1-12-Authorizing an agreement for professional accounting services with William Katchen, CPA for 2016.
- 8) Resolution 15-21-1-13-Appointment of Solicitor-Authorizing an agreement for professional services with DeCotiis, FitzPatrick & Cole for 2016.

**MOTION ON RESOLUTIONS**

Commissioner Washington made a motion to adopt all Resolutions 5 through 13. Commissioner Orner seconded the motion. The Motion was approved in a unanimous voice vote.

**PUBLIC COMMENT**

Tony Priolo-Apt 114-Congratulated BHRSD on the drainage work and that it is working out well. Board Chair Matthews stated she is happy the residents are glad with their work. Executive Director Riccio credited Board Chair Matthews for getting the shared service agreement.

Lucille Wilson-Apt 126-Discussed sprinkler break and happening again. Executive Riccio stated that we know where all shut off valves are. The insulation in the area was not good and we are now completely insulated. Board Chair Matthews stated that the third floor is now glycol.

Bettyann Massi-Apt 303-Asked if we would get carpets with a response of no.

There being no further public wishing to speak, closed public portion.

Board Chair Matthews thanked everyone for coming back to the Board and the residents for coming out.

Tracey Trotto wished everyone a Happy New Year and she is looking forward to working with the board.

**MOTION TO ADJOURN**

Being as there was no further business, Chairperson Matthews made a Motion to Adjourn.

Commissioner Greenberg seconded the motion. All in favor. None opposed.

The meeting was adjourned at 5:30pm

RESPECTFULLY SUBMITTED,



Debra A. Calabrese-Deputy Executive Director

Gloucester Township Housing Authority

Dated: February 12, 2016