

MINUTES OF THE REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF RAHWAY, HELD JUNE 10, 2021 AT
165 EAST GRAND AVENUE, RAHWAY, NEW JERSEY

The meeting was called to order at 7:30 pm. The Pledge of Allegiance was recited by all in attendance. Chairman Pekarofski stated that adequate meeting notice requirements, as prescribed by NJ Sunshine Law, had been met.

Roll Call:

Upon roll call Commissioners Lesinski, Pekarofski, Ragan, Simon, answered present, with Commissioners Gonzalez, Thomas-Petit and Thomas absent. Also in attendance were Attorney Testino and Accountant Ciarrocca.

Approval of Minutes:

Chairman Pekarofski presented the minutes of the May 13, 2021 meeting. Upon a motion by Commissioner Simon, seconded by Commissioner Lesinski, the minutes were approved by a vote of four (4) Ayes and three (3) Absent.

Director's Report: Ms. Wenson Maier

CDBG quarterly report for elevators was forwarded to the County. Elevator machine room enclosure completed, elevator equipment installed, HVAC permit under review by City of Rahway. Elevator cabs being renovated. Installed one digital control panel for one of the two elevator cabs. Upgraded fire panel to interconnect with new elevator equipment.

Issued RFQ for redeveloper. Sent to 9 developers. RFQ's are due back on July 30th.

Audit is completed. Waiting for receipt.

Maintenance staff attended REAC training.

Prepared spread sheets of all properties with USIG Inspection information in order to purchase materials and track repairs to have maintenance perform repairs for annual inspections.

Maintenance is focusing on overgrown vegetation.

Dave and I spoke to Roofless Solar regarding 10% solar savings for the Housing Authority buildings for which RHA pays for the electric, as well as, 10% savings for the tenant on electrical bills. The initial savings will be \$2,500 per year. This will increase after RAD conversion to approximately \$10,000.

Training for PHA-web conversion will be held the week of July 19th to the 23rd.

On Wednesday, June 9th, the County delivered frozen meals for all of our seniors.

Submitted safety and security grant application for approx. \$250,000 to HUD. Obtained a letter from the police chief to substantiate the need for our request.

Sent letter to all of our tenants at the Family Site requesting a mandatory needs assessment meeting one on one in the upcoming months. I will offer evening and weekend meeting times as needed.

RHA is gearing up for summer camp.

Financial Matters:

Mr. Ciarrocca stated that report balance is positive. Budget was sent to DCA. In September the Board will adopt the 2021 budget.

Legal Matters:

Mr. Testino assisted Executive Director with a few personnel issues.

Bills List:

Chairman Pekarofski requested that the bills list (incurred in May) be presented for payment. Upon a motion by Commissioner Simon, seconded by Commissioner Ragan, the bills were approved for payment by a vote of four (4) Ayes and three (3) Absent.

Voting on Resolutions:

Chairman Pekarofski requested that **RESOLUTION NO. 1630 - Approving Operating Budget Calculation (State of New Jersey)** be presented for approval. Upon a motion by Commissioner Ragan, seconded by Commissioner Lesinski, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1631 – Award Contract to David Ciarrocca, C.P.A. for Accounting Services for the 2022 Fiscal Year** be presented for approval. Upon a motion by Commissioner Simon, seconded by Commissioner Lesinski, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1632 – Award Contract to Polcari & Co. for the Authority’s Annual Audit for the Fiscal Year ending June 30, 2021** be presented for approval. Upon a motion by Commissioner Lesinski, seconded by Commissioner Simon, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1633 – Write-Off Accounts Receivable for prior tenants who ceased tenancy with amounts still due** be presented for

approval. Upon a motion by Commissioner Lesinski, seconded by Commissioner Simon, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1634 – Award Contract to Edward Testino, Attorney At Law for General Counsel for a 12 month period commencing July 1, 2021 and terminating June 30, 2022** be presented for approval. Upon a motion by Commissioner Lesinski, seconded by Commissioner Ragan, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1635 – Ratifying the late introduction and submission of Rahway Housing Authority’s Annual Budget for the fiscal year July 1, 2021 to June 30, 2022** be presented for approval. Upon a motion by Commissioner Simon, seconded by Commissioner Ragan, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1636 – Resolution ratifying the revision of the Personnel Policy** be presented for approval. Upon a motion by Commissioner Lesinski, seconded by Commissioner Simon, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1637 – Approval to apply for \$250,000 HUD ESSG Grant for Safety & Security** be presented for approval. Upon a motion by Commissioner Lesinski, seconded by Commissioner Simon, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Executive Session:

Chairman Pekarofski requested that the Board enter into Executive Session for the purpose of discussing personnel issues. Upon a motion by Commissioner Simon, seconded by Commissioner Lesinski, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Upon leaving Executive Session the following resolutions were considered:

Chairman Pekarofski requested that **RESOLUTION NO. 1638 – Salary Increases** be presented for approval. Upon a motion by Commissioner Lesinski, seconded by Commissioner Simon, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Chairman Pekarofski requested that **RESOLUTION NO. 1639 – Approving 5 Year Contract of Employment for the Executive Director** be presented for approval. Upon a motion by Commissioner Lesinski, seconded by Commissioner Simon, the resolution was approved by a vote of four (4) Ayes and three (3) Absent

Public Comment:

There being no members of the public present; this portion of the meeting was closed.

There being no Old Business; this portion of the meeting was closed.

There being no New Business; this portion of the meeting was closed.

Chairman's Report:

Chairman Pekarofski: Acknowledged the Board's commitment to the Executive Director, and stated that the transition to a new Director was a smooth one.

Adjournment:

There being no further business before the Board of Commissioners, upon a motion by Commissioner Lesinski, Seconded by Commissioner Simon, the meeting was adjourned at 9:00 pm, by unanimous consent.

Respectfully submitted,



Jennifer Wenson Maier
Recording Secretary