

**MINUTES OF THE 9/22/22 SCHEDULED JULY MEETING OF THE BOARD OF COMMISSIONERS OF THE WEEHAWKEN HOUSING AUTHORITY HELD IN THE CONFERENCE ROOM OF THE "GREGORY AVENUE APARTMENTS" AT 525 GREGORY AVENUE, WEEHAWKEN, COUNTY OF HUDSON, STATE OF NEW JERSEY. AT 6:45 PM, THE MEETING WAS CALLED TO ORDER. CHAIRMAN FACCHINI READ THE STATEMENT OF COMPLIANCE AND LED THE FLAG SALUTE.**

**Present were:** *Chairman Dom Facchini*  
*Commissioner Carnig Nersesian*  
*Commissioner Schmid*  
*Commissioner Leonard Lauricella*  
*Commissioner Al Orecchio-absent*  
*Commissioner Cathy Marchetti*

*Also present:* *J. Barracato- Part time Interim Executive Director-absent*  
*W. Katchen, Accountant*  
*J. Capizzi-Attorney-absent*  
*Darlene Vetter -Housing Authority Recorder*

#### **PREVIOUS MINUTES**

***Motion** was made by Commissioner Nersesian and seconded by Commissioner Marchetti to pass the 8/25/2022 meeting minutes.*

*Chairman Dom Facchini-abstain*  
*Commissioner Carnig Nersesian-aye*  
*Commissioner Schmid-aye*  
*Commissioner Leonard Lauricella-aye*  
*Commissioner Cathy Marchetti-aye*  
*Commissioner Al Orecchio-absent*

*AYE- 4 ABSTAIN 1*

**CORRESPONDENCE**

- a) *MOTION was made by Commissioner Lauricella and seconded by Commissioner Marchetti to adopt and accept in WHA POLICY manual Procurement Standards and File Management.*

*Chairman Dom Facchini-aye  
Commissioner Carnig Nersesian-aye  
Commissioner Schmid-aye  
Commissioner Leonard Lauricella-aye  
Commissioner Cathy Marchetti-aye  
Commissioner Al Orecchio-absent*

*AYE- 5 ABSTAIN*

- b) *MOTION was made by Commissioner Nersesian and seconded by Commissioner Marchetti to approve and incorporate Updated Violence against Woman Act into Policy Manual.*

*Chairman Dom Facchini-aye  
Commissioner Carnig Nersesian-aye  
Commissioner Schmid-aye  
Commissioner Leonard Lauricella-aye  
Commissioner Cathy Marchetti-aye  
Commissioner Al Orecchio-absent*

*AYE- 5 ABSTAIN*

- c) *MOTION was made by Commissioner Schmid and seconded by Commissioner Marchetti to accept and incorporate into Policy manual the updated Policy and Procedures for Conflict of Interest.*

*Chairman Dom Facchini-aye  
Commissioner Carnig Nersesian-aye  
Commissioner Schmid-aye  
Commissioner Leonard Lauricella-aye  
Commissioner Cathy Marchetti-aye  
Commissioner Al Orecchio-absent*

*AYE- 5 ABSTAIN*

**RESOLUTIONS**

NONE

**BIDS AND PROPOSALS**

NONE

**ACCOUNTANTS REPORT**

*Mr. Katchen reviewed the financials with the Board.*

- a) Housing Excess of revenue over expenses of \$34,293*
- b) Voucher has an excess of revenue over expenses of \$86,456*

**PAYMENT OF OPERATING BILLS**

***Motion** was made by Commissioner Nersesian and **Seconded** by Commissioner Schmid to pay SEPTEMBER bills.*

*Chairman Dom Facchini-aye  
Commissioner Carnig Nersesian-aye  
Commissioner Schmid-aye  
Commissioner Leonard Lauricella-aye  
Commissioner Al Orecchio-absent  
Commissioner Cathy Marchetti-aye*

*AYE- 5 ABSTAIN*

**PAYMENT OF RAD UPGRADE BILLS**

**REPORTS**

NONE

**ATTORNEYS REPORT**

*NONE*

**INSURANCE REPORT**

*NONE*

**EXECUTIVE DIRECTOR'S REPORT**

- a) Continuing to lease up empty units and vouchers*
- b) Ad for section 8 waiting list published in jersey journal on September 17<sup>th</sup>*
- c) HQS inspection agreement with Secaucus Housing Authority in place*
- d) Township provided additional maintenance to help turn over vacant units and 4800 and 2-4*

**RAD 525 GREGORY-Project Based Voucher- 97**

*P.B.V @ 2-4 Potter 5*

*P.B.V. @ Pleasant 1*

*P.B.V. @ 4528 Park 0*

**SECTION 8 – HCV 224 PBV 28 PORTABLE IN 0 PORTABLE OUT 7**

**INSPECTORS REPORT TOTAL 11 PASS 8 FAIL 3**

**NEW BUSINESS**

- a) 2021 Audit Review*
- b) Labor Attorney to update Personnel Policy*
- c) Board Attorney to develop Retention Schedule for files, documents, etc.*
- d) Designate representative of Authority for OPRA requests.*
- e) Draft contract for Executive Director*
- f) Mr. Barracato to update marketing plan.*

**OLD BUSINESS**

- a) IRS Compliance review accountant sent Excel sheet with cash disbursements and will refile 1099s with correct tax ID number*
- b) R.S.C. 20-year Plan update kitchens, baths, paving*
- c) Architect develop specs for 5-unit upgrades*
- d) Additional Maintenance Staff*
- e) Mr. Barracato to follow up on phone system analysis*
- f) Employee handbook update*

**EXECUTIVE SESSION**

NONE

**REMARKS FROM CITIZENS**

NONE

**ADJOURNMENT**

*At 7:00 PM **motion** was made by Commissioner Marchetti and **seconded** by  
Commissioner Nersesian to adjourn meeting.*

*Chairman D. Facchini -aye  
Commissioner C. Nersesian-aye  
Commissioner M. Schmid-aye  
Commissioner L. Lauricella-aye  
Commissioner C. Marchetti-aye  
Commissioner A. Orecchio-absent*

*5-Ayes: Abstain:*

Respectfully submitted  
Darlene Vetter  
Housing Authority Recorder