



**Executive Board**  
**Monthly Meeting Minutes**  
**January 22, 2015**

**Meeting Date: 1/22/2015**

**Location: Edison Housing Authority**

**Edison, NJ**

# NJ/NAHRO

## MONTHLY MEETING

### AGENDA

<b>Regular Meeting:</b>	<b>January 22, 2015</b>
<b>Time:</b>	<b>10:00 am</b>
<b>Location:</b>	<b>Edison Housing Authority</b>

1. **Call to Order** – Madeline Cook (Sign-in Sheets Attached)
2. **Approval of Previous Meeting Minutes** (December 11, 2014)
3. **Resolutions:**
  1. 2015-1 - Renewal of Professional Service Contracts
    - a. Service Officer
    - b. Legal Counsel
    - c. Accountant
4. **Reports**
  - Joseph Billy, Senior Vice President
  - Douglas Dzema, Treasurer
  - Janice DeJohn, Recording Secretary
  - Kay Nest, Corresponding Secretary
  - E. Dorothy Carty-Daniels, Vice President, Commissioners
  - Lillian Ciufu, Vice President, Community Development
  - Victor Cirilo, Vice President, Professional Development
  - Eric Chubenko, Vice President, Housing
  - John Mahon, Vice President, Legislation
  - Gary Centinaro, Vice President, Member Services
  - Bill Snyder, Service Officer
5. **Approval of Bills**
6. **Old Business**
7. **New Business**
  - a. 2015 Schedule of Meetings
  - b. Annual Conference (April)
  - c. Annual Meeting/ (November)
  - d. Annual Board Retreat (November)
  - e. Newsletter
8. **Adjournment**



**Monthly Meeting Sign-In Sheet**  
**Date: January 22, 2015**  
**Location: Edison Housing Authority**  
**Edison, NJ**

**Officers and Service Officer**

<b>Madeline Cook</b>	<b>X</b>
<b>Joseph Billy, Jr.</b>	<b>X</b>
<b>Douglas Dzema</b>	<b>X</b>
<b>Janice DeJohn</b>	<b>X</b>
<b>Kay Nest</b>	<b>Excused</b>
<b>E. Dorothy Carty-Daniel</b>	<b>Absent</b>
<b>Lillian Ciufu</b>	<b>Excused</b>
<b>Victor Cirilo</b>	<b>X</b>
<b>Eric Chubenko</b>	<b>Absent</b>
<b>John Mahon</b>	<b>Excused</b>
<b>Gary Centinaro</b>	<b>Excused</b>
<b>William Snyder, Service Officer</b>	<b>X</b>



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**Trustees**

<b>Jack Warren</b>	<b>X</b>
<b>Robert DiVincent</b>	<b>Absent</b>
<b>Grace Dekker</b>	<b>X</b>
<b>Christopher Marra</b>	<b>Excused</b>
<b>Richard Keefe</b>	<b>Excused</b>
<b>Maria Marquez</b>	<b>Excused</b>
<b>Sherry Sims</b>	<b>Excused</b>
<b>Vernon Lawrence</b>	<b>X</b>
<b>Susan Thomas</b>	<b>X</b>
<b>David Brown</b>	<b>X</b>
<b>Louis Riccio</b>	<b>X</b>
<b>John Clarke, Immediate Past President</b>	<b>Absent</b>







**January 22, 2015**

**Attendance:** Noted on Attached Sign-In Sheets

**Madeline Cook – Welcomed everyone and called the meeting to order**

**Lou Riccio made a motion to approve the previous meeting minutes of December 11, 2014 which was seconded by Janice DeJohn and approved by a roll call vote with one abstention by Vernon Lawrence.**

**President Cook presented and discussed the following resolution for Professional Services Contracts for 2015: Resolution No. 2015-01**

- a. Service Officer-William Snyder**
- b. Legal Counsel – Decotis, Fitzpatrick & Cole, LLP**
- c. Accountant – William Katchen, CPA**

**Doug Dzema made a motion to approve the above noted contracts for a one year period, which was seconded by Lou Riccio, and upon a roll call vote three Professional Services Contracts were approved with one abstention by Janice DeJohn.**

**The term of contracts was discussed and it was unanimously agreed that the term of contracts in the future would be concurrent with the term of the President for a two year period. Next year the procedure will be to solicit proposals for professional services for a two (2) year period.**

**Janice DeJohn questioned an audit for NJNAHRO. Bill Snyder will solicit proposals from CPA's and request an Audit for 2014.**

**Approval of Bills:**

**Doug Dzema presented the bill list provided by Bill Katchen. Jack Warren made a motion to approve the bill list, which was seconded by Joe Billy and unanimously approved.**

**REPORTS:**

**Senior Vice President, Joseph Billy: None**

**Treasurer, Douglas Dzema:**

**Doug distributed and discussed in detail the financial report and the proposed budget for 2015. After discussion Doug asked the Board for their consideration to vote on the 2015 Budget, Lou Riccio made a motion to approve the 2015 Budget, which was seconded by Jack Warren, and unanimously approved on a roll call vote.**

**Recording Secretary, Janice DeJohn:**

Janice distributed and discussed a copy of the payment schedule for the 2014 Scholarship Program. She would like to keep the number of scholarships the same for 2015 at three if possible for a total of \$24,000 over a four year period (\$2,000 per year for four years). Janice provided pictures and biographies of the recipients for the newsletter.

**Corresponding Secretary, Kay Nest: Excused Absence**

**Vice President-Commissioners, Dorothy Carty-Daniel: Absent**

**Vice President-Community Development, Lillian Ciufu: Excused Absence**

**Vice President-Professional Development, Victor Cirilo:**

Victor suggested we invite a professional to speak on elevator utilization, i.e. elevator maintenance and contracts. Everyone agreed it would be a good topic to market property managers, maintenance staff and Executive Directors. Doug Dzema recommended and elevator engineering company his authority uses and would give Victor contact information. Bill Snyder the topic of "How to Deal with Difficult People" is an interesting program that will promote attendance. As always, location is important.

**Vice President-Housing, Eric Chubenko: Absent**

**Vice President-Legislation, John Mahon: Excused Absence**

**Vice President-Member Services, Gary Centenaro: Absent**

**Service Officer, Bill Snyder:**

Bill reported the Newsletter is available for our review and distributed copies. He asked if there were any comments please let him know immediately since it will go to the printer the next day and be distributed to Housing Authorities this month.

**Old Business:**

**New Business:**

Lou Riccio has emailed the agenda and registration forms for our Annual Conference in April to all HA's. The conference will be held at the Resorts Hotel/Casino in Atlantic City. He is anticipating approximately 40 vendors. The Annual Board Retreat will be held in November. The date for the MARC/NAHRO 2016 Conference will be held in NJ and has been scheduled for May 16, 2016. Lou Riccio is checking hotels in Atlantic City to see which can accommodate the number of registrants and vendors for this event. Vernon Lawrence mentioned he has a connection with an employee at the Atlantic City Convention Center that could be helpful and will give Lou his contact number.

President Cook distributed information regarding 2015 REAC inspections and the NJ Local Housing Authority and Redevelopment Agency Training Program.

**Adjournment:** Jack Warren made a motion to adjourn the meeting, which was seconded by Janice DeJohn, and unanimously approved.