

**MINUTES FOR THE
SIXTY-EIGHTH (68TH) ANNUAL MEETING
WEDNESDAY, FEBRUARY 10, 2016
AT 6:00 P.M.**

I. Called Meeting to Order

II. Roll Call

Present

Maureen Call
Frank J. Milo
Peter K. Strout
Anne M. Cameron

Absent

William E. Luster

Also Present: Carol A. MacGown, Anne Cameron and Randy Comito, Maintenance Operations and Facilities Manager

III Election of Officers

Office of the Chairman

Peter K. Strout moved to nominate John A. Boris for the Office of Chairman. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Peter K. Strout moved that the nominations for the Office of Chairman be closed. Maureen Call seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Peter K. Strout moved that John A. Boris be elected to the Office of Chairman. Maureen Call seconded the motion and the vote was as follows:

Ayes
4

Nays
0



Office of the Vice-Chairman

Peter K. Strout moved to nominate Frank J. Milo for the Office of Vice-Chairman. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Maureen Call moved that the nominations for the Office of Vice-Chairman be closed. Peter K. Strout seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Maureen Call moved that Frank J. Milo be elected to the Office of Vice-Chairman. Peter K. Strout seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Office of the Second Vice-Chairman

Maureen Call moved to nominate Peter K. Strout for the Office of Second Vice-Chairman. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Maureen Call moved that the nominations for the Office of Second Vice-Chairman be closed. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Maureen Call moved that Peter K. Strout be elected to the Office of Second Vice-Chairman. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Office of the Treasurer

Peter K. Strout moved to nominate Maureen Call for the Office of Treasurer. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Peter K. Strout moved that the nominations for the Office of Treasurer be closed. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Peter K. Stout moved that Maureen Call be elected to the Office of Treasurer. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Office of Assistant Treasurer

Peter K. Strout moved to nominate William E. Luster for the Office of Assistant Treasurer. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Maureen Call moved that the nominations for the Office of Assistant Treasurer be closed. Peter K. Strout seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Maureen Call moved that William E. Luster be elected to the Office of Assistant Treasurer. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

IV. Check Signers with Alternates

Peter K. Strout moved that the following are designated as check signers and alternates:

Check Signer: John A. Boris
Alternate: Peter K. Strout
Counter Signer: Frank J. Milo
Alternate: William E. Luster

Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

V. Manual Check Signers

Peter K. Strout moved that the following are designated to manually sign checks in the event that

the check signer machine is out of operation:

John A. Boris
Frank J. Milo

Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

VI. Voucher Signers

Peter K. Strout that the following are designated to sign the vouchers for the checks that are signed through the check signer machine:

Voucher Signer: John A. Boris
Alternate Voucher Signer: Frank J. Milo

Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

VII. Employee Check Signer Security Agreement

Peter K. Strout moved to approve the Employee Check Signer Security Agreement, as presented and authorize Carol A. MacGown to implement said agreement. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

VIII. Release of Executive Session Minutes

Carol A. MacGown informed the Board that the Attorney General recommends review of the Executive Session Meeting Minutes annually. The Executive Session Minutes may be released once the purpose for going into Executive Session no longer exists. She also informed the Board that she and Anne Cameron reviewed the Executive Session Minutes and it appears that there are only two (2) Executive Session Meeting Minutes which can be released at this time. Those Meeting Minutes were as follows:

- May 14, 2014 (Regular)
- June 11, 2014 (Regular)

Carol then provided the Executive Session Minutes Book to the Board Members for review and approval.

Maureen Call moved to release the Executive Session Meeting Minutes for May 14, 2014 (Regular) and June 11, 2014 (Regular) as the purpose for which they have not been made public no longer exists. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

IX. Presentation of By-Laws

The By-Laws of the Salem Housing Authority were distributed for review and will be discussed at the March 2016 Board Meeting.

X. Order of Voting For Roll Call Votes

Frank J. Milo moved to approve the Order of Voting for Roll Call Votes as previously adopted to wit: Maureen Call, Frank J. Milo, William E. Luster, Peter K. Strout and John A. Boris. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
4

Nays
0

XI. Adjournment into the Regular Meeting of February 10, 2016 at 6:08 p.m.

Maureen Call moved that the Board convene into the Regular Meeting of February 10, 2016 at 6:08 p.m. Frank J. Milo seconded the motion and the vote was as follows:

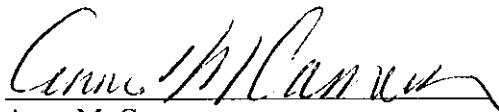
Ayes
4

Nays
0

Respectfully Submitted,



Carol A. MacGown
Executive Director



Anne M. Cameron
Executive Secretary