



John A. Boris, Chairman
Peter K. Strout, Vice Chairman
Frank J. Milo, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

**MINUTES FOR THE
SIXTY-SEVENTH (67TH) ANNUAL MEETING
WEDNESDAY, FEBRUARY 11, 2015
AT 6:00 P.M.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

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

Absent

Maureen Call arrived at 6:03 p.m.
William E. Luster

Also Present: Carol A. MacGown and Anne M. Cameron

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
3

Nays
0

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

Ayes
3

Nays
0

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

Ayes
3

Nays
0

Office of the Vice-Chairman

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



Ayes
3

Nays
0

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

Ayes
3

Nays
0

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

Ayes
3

Nays
0

Office of the Second Vice-Chairman

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

Ayes
3

Nays
0

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

Ayes
3

Nays
0

John A. Boris moves 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:

Ayes
3

Nays
0

Office of the Treasurer

Frank J. Milo moved to nominate Maureen Call for the Office of Treasurer. John A. Boris seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Maureen Call arrived at the meeting at 6:03 p.m.

Peter K. Strout moved that the nominations for the Office of Treasurer be closed. John A. Boris seconded the motion and the vote was as follows:

Ayes
4

Nays
0

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

Ayes
4

Nays
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

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

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

Peter K. Strout moved that William E. Luster be elected to the Office of Assistant Treasurer. Maureen Call 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

Maureen Call 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

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

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

VI. Voucher Signers

Peter K. Strout moved 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:

Ayes
4

Nays
0

VII. Employee Check Signer Security Agreement

Carol A. MacGown presented the Employee Check Signer Security Agreement to the Board and informed them that there has been one change to said agreement. The change reflects the removal of Eileen DeChantal and the addition of Massiel H. Garcia in her place.

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

Ayes
4

Nays
0

VIII. Release of Executive Session Minutes

Carol A. MacGown informed the Board that the regulations set by the Attorney General suggests that every year Executive Session Meeting Minutes be reviewed for release to the public. The Executive Session Minutes may be released once the reason for going into Executive Session no longer exists. Carol A. MacGown further stated that she and Anne M. Cameron have reviewed the Executive Session Minutes and it appears that there are only three (3) Executive Session Meeting Minutes which can be released at this time. Those Meeting Minutes are as follows:

- February 12, 2014 (Regular)
- March 12, 2014 (Regular)
- October 24, 2014 (Special)

Maureen Call moved to release the Executive Session Meeting Minutes for:

February 12, 2014 (Regular)

March 12, 2014 (Regular)

October 24, 2014 (Special)

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

Ayes

Nays

Frank J. Milo

Maureen Call

Peter K. Strout

John A. Boris

IX. Presentation of By-Laws

Carol A. MacGown presented to the Board the By-Laws of the Salem Housing Authority for review. She said that every year she distributes the Salem Housing Authority By-Laws to the Board for review and the Board may present any suggestions, comments, additions or deletions they may have at the March 11, 2015 Board Meeting.

X. Order of Voting For Roll Call Votes

Carol A. MacGown said that in the past the Order of Voting for Roll Call Votes went clockwise around the room. Carol said that it up to the Board if they wish to continue with the way it has been in the past.

Peter K. Strout moved to approve the Order of Voting for Roll Call Votes as previously adopted. Maureen Call seconded the motion and the vote was as follows:

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

XI. Adjournment into the Regular Meeting of February 11, 2015 at 6:07 p.m.

Maureen Call moved that the Board convene into the Regular Meeting of February 11, 2015 at 6:07 p.m. Frank J. Milo seconded the motion and the vote was as follows:

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

Respectfully Submitted,



Carol A. MacGown
Executive Director



Anne M. Cameron
Executive Secretary