

**THE NEW BRUNSWICK HOUSING AND REDEVELOPMENT AUTHORITY**  
**BOARD MEETING MINUTES**  
**October 25, 2023**

**1. CALL TO ORDER**

The regular meeting of the New Brunswick Housing Authority was called to order at 6:45PM on October 25, 2023. Mr. Toto introduces Douglas Petix as a newly appointed Commissioner.

**2. OPEN PUBLIC MEETING NOTICE ACT**

Mr. Dan Toto, Interim Executive Director of the New Brunswick Housing Authority (Secretary) read the Notice of Public Meeting.

**3. ROLL CALL**

**PRESENT**

Commissioner Medina-Hernandez (via Zoom video)  
Commissioner Zachary Wright (via Zoom video)  
Commissioner Anthony Giorgianni (via Zoom video)  
Commissioner Dale Caldwell (via Zoom video)  
Commissioner Douglas Petix (via Zoom video)

**ALSO PRESENT**

Dan Toto, Interim Executive Director (via Zoom video)  
Alberto Comacho Esq., NBHA Legal (via Zoom video)

**4. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**5. PUBLIC COMMENT**

Charles Kratovil had the following questions and comments. Question about the State police investigation, is the housing authority cooperating and does it have anything to do with Mr. Clarke departure? Answer from Mr. Comacho, NBHA is cooperating with the State Police and as far as we know Mr. Clarke's departure had nothing to do with the investigation. Question on remote work by an employee/former employee? Mr. Toto will give a response by Friday. Question regarding a shooting on October 9 on NBHA property? Mr. Toto response, all we know is that there was a shooting. Question regarding Tory Gunsolley PHActory Consulting about becoming Interim Executive Director, what changed? Response from Commissioner Wright, we looked internally and didn't want to have an abrupt change and bring in someone from out of town, we did leave the consulting arrangement in place for other potential needs. Question regarding an update on the new non-profit. Response from Mr. Toto is that all sides have Board members in place, should be

forming in the coming weeks. It will not be a mirror image of the NBHA Board. Comment on the process for Executive Director search. Comment that he is pleased to see three monthly meetings in a row by the Board.

Motion to close public comment made Commissioner Wright, second Commissioner Giorgianni. Motion passes unanimously.

#### **6. REPORT OF THE SECRETARY**

Mr. Toto welcomes Mr. Petix to the Board of Commissioners. Mr. Toto offer congratulations to Commissioner Caldwell on his inauguration as President of Centenary University.

#### **7. CONSIDERATION OF MINUTES**

Motion: Commissioner Wright made a motion to approve the Regular Meeting held on September 27, 2023 Meeting Minutes of the Board of Commissioners. Commissioner Giorgianni seconded.

#### **ROLL CALL:**

Ayes: Caldwell, Giorgianni, Medina-Hernandez, Wright

Nays: none

Abstentions: Petix

Absent: Dunlap, Wolde

**The motion carried 4-0-1-2.**

#### **8. RESOLUTIONS**

##### **NBHA RESOLUTION 2023 – 10/25 # 37**

Resolution approving, authorizing, and ratifying payment of bills for the Public Housing program for the month of September 2023

Motion: Commissioner Wright made a motion to approve the NBHA Resolution 2023-37. Commissioner Giorgianni seconded.

#### **ROLL CALL:**

Ayes: Caldwell, Giorgianni, Medina-Hernandez, Petix, Wright

Nays: none

Abstentions: none

Absent: Dunlap, Wolde

**The motion carried 5-0-0-2.**

##### **NBHA RESOLUTION 2023 – 10/25 # 38**

Resolution approving, authorizing, and ratifying payment of bills for the Housing Choice Voucher program for the month of September 2023

**Motion:** Commissioner Wright made a motion to approve the NBHA Resolution 2023-38.  
Commissioner Giorgianni seconded.

**ROLL CALL:**

Ayes: Caldwell, Giorgianni, Medina-Hernandez, Petix, Wright

Nays: none

Abstentions: none

Absent: Dunlap, Wolde

**The motion carried 5-0-0-2.**

**NBHA RESOLUTION 2023 – 10/25 # 39**

**Resolution Approving the new Personnel Manual and associated personnel policies contained therein for the New Brunswick Housing Authority**

**Motion:** Commissioner Giorgianni made a motion to approve the NBHA Resolution 2023-38.  
Commissioner Wright seconded.

**ROLL CALL:**

Ayes: Caldwell, Giorgianni, Medina-Hernandez, Petix, Wright

Nays: none

Abstentions: none

Absent: Dunlap, Wolde

**The motion carried 5-0-0-2.**

Motion to approve the Finance Report was made by Commissioner Wright and seconded by Commissioner Giorgianni which passed unanimously.

**9. ADJOURN**

**Motion to adjourn**

**Motion:** The motion was moved by Commissioner Wright and seconded by Commissioner Giorgianni which passed unanimously.

---

**The meeting was adjourned at approximately 7:05 PM.**

**CERTIFICATION AND APPROVAL OF BOARD MINUTES**

I, Dan Toto, hereby certify and approve the minutes, which have been created in accordance with the events and the actions of the New Brunswick Housing Authority Board of Commissioners Meeting, Monday, October 25, 2023, as the official minutes to be entered into record.



---

Dan Toto  
Deputy Director

Date: October 26, 2023

Certified To Be a True Original Copy

