

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – APRIL 28, 2014**

**Present:** Edward Kiesche, Vice-Chairman  
John Catalano, Commissioner  
Kim Terebush, Commissioner  
Vera Fozman, Commissioner

AGENDA ITEM #

MEETING DATE

1  
5/19/14

Anthony Matthews, Assistant Executive Director  
Terry Brady, Esq. HATB Legal Counsel  
Nancy Nicholson, Service Coordinator

**Absent:** Paul Hayes, Chairman

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**Call To Order:** Vice-Chairman Kiesche called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:00 P.M. at the David Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to  
The Flag:**

Vice-Chairman Kiesche led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Catalano, Terebush, Fozman and Vice-Chairman Kiesche. Also present were Terry Brady, Esq., Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

**Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on March 31, 2014.**

There being no additions, deletions or corrections on motion by Commissioner Catalano and seconded by Commissioner Fozman, the minutes were accepted as submitted. Upon roll call, all Commissioners voted "Aye".

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24476 through #24530 and Direct Deposit D107800 through D109300, Operating Account, April, 2014.**

Motion to approve for payment vouchers #24476 through #24530 and Direct Deposit D107800 through D109300, Operating Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Commissioner Fozman had asked questions about Alert SOS and A-General plumbing voucher that were for the same apartment on the same day. Mr. Matthews said he will have to look into that and get back to her. Commissioner Fozman also inquired about the voucher check made out to Charles Koch Jr., owner of Alert SOS and asked why it was made out to his name and not the business. Mr. Matthews said he would discuss with Rhoda Li, the bookkeeper to get the correct answer to this. Commissioner Terebush had questions in regards to Freehold pest control. She requested that Mr. Matthews provide her with a detailed spread sheet, dating from last year to now on which apartments were treated for bed bugs and how many were repeats, she was very specific how she wanted this report and she requested that information by Friday, May 2<sup>nd</sup>. Commissioner Fozman also asked for a copy of that report once completed. Upon roll call, Commissioner Catalano and Vice-Chairman Kiesche voted "Aye" on all. Commissioner Terebush voted "Aye" on all except vouchers #24505 and #25523 in which she abstained. Commissioner Fozman voted "Aye" on all except voucher #24490 in which she voted "No".

**Item #3:** Authorization by the Board of Commissioners to approve for payment vouchers ##26765 through #26833 and Direct Deposit D4200 through D4266, Section 8 Account, April, 2014.

Motion to approve for payment vouchers #26765 through #26833 and Direct Deposit D4200 through D4266, Section 8 Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

**Item #4:** Authorization by the Board of Commissioner to approve for payment vouchers #2209 through #2210, Tenant Security Refund Account, April, 2014.

Motion to approve for payment vouchers #2209 through #2210, Tenant Security Refund Account was made by Commissioner Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

**Item #5:** Authorization by the Board of Commissioners to approve for payment vouchers #4161 through #4163, Capital Fund Program, April, 2014.

Motion to approve for payment vouchers #4161 through #4163, Capital Fund Program was made by Commissioner Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

**Item #6:** Report of Executive Director (Verbal)

Mr. Matthews read his report for those present. Commissioner Terebush asked if there was some sort of sunshine fund to send to employee and Commissioners when there is a surgery or death in the family etc. Mr. Matthews said he planned on sending something to Dennis Gayzik the employee who is out right now due to a medical procedure, but he will discuss with the bookkeeper what has been done in the past on this subject matter.

**Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving the introduction to the HATB Annual Budget and Capital Budget (FY 2014/2015).**

Tom Furlong, Accountant for the HATB introduced the June 30<sup>th</sup> 2015 State Budget to the Board of Commissioners. The Budget was discussed in detail with the Finance Committee prior to the meeting. Upon approval by the Board the budget will be sent to the State of New Jersey Department of Community affairs for their review and will then be returned to the Authority for adoption at the June Board meeting after a public hearing takes place.

The budget calls for a surplus of \$11,622. This surplus was in large part due to the end of sequestration that now restores HUD funding lost last year. It is anticipated funding will be stable for the next two years until such time as Congress and the President reopen talks on the federal deficit. After taking into consideration the surplus and Authority currently maintains \$1,327,230 in reserves which is a very healthy number.

Mr. Furlong also explained the HUD requirement for adopting a second budget resolution based on asset management. There were no questions from the Board regarding either resolution. Motion to approve the introduction to the HATB Annual Budget and Caption Budget (FY 2014/2015) was made by Commissioner Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

**Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the adoption of the Public Housing Operating Budget.**

Motion authorizing the adoption of the Public Housing Operating Budget was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

**Item #9**     **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving FY2014 Capital Fund Program Annual Statement.**

Motion to approve FY2014 Capital Fund Program Annual Statement was made by Commissioner Catalano and seconded by Commissioner Fozman. Upon roll call, all Commissioners voted "Aye".

**Item #10:**     **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick adopting an amended Personnel Policies & Procedures Manual and an amended Employee Handbook.**

Motion adopting an amended Personnel Policies & Procedure Manual and an amended Employee Handbook was made by Commissioner Catalano and seconded by Commissioner Fozman. Upon roll call, all Commissioners voted "Aye".

**Item #11:**     **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a 2-Year Landscaping contract to R. Collins Enterprises Inc.**

Motion awarding a 2-Year landscaping contract to R. Collins Enterprises Inc. was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

**Item #12:**     **Tenant/Applicant Status Report.**

Ms. Nicholson read the report for those present.

**Item #13:**     **Committee Reports**

**A. Building and Grounds Committee**

Commissioner Terebush asked Mr. Matthews to read the report since he is more familiar with what has been done at the Authority. Mr. Matthews read the report for those present.

**Item #13: Committee Reports. Continued...**

**B. Budget and Finance Committee**

**C. Budget Comparison Report**

Commissioner Catalano read the Budget and Finance report as well as the Budget Comparison Report for those present.

**Item #14: Tenant/Public Comments.**

Several tenants commented, that there were no notices regarding tonight's meeting put on the bulletin boards. Both Mr. Matthews and Ms. Nicholson said they were posted and somebody has been taking them down. Ms. Nicholson said she prepares and post the notices one week prior to the meeting.

Wilma Flagg and Allure Cawley, both Forge Pond residents complained that the cleaning company is not doing that good of a job keeping Forge Pond clean and there is resident throwing garbage out the window near the front entrance. Mr. Matthews said the camera does not cover that area but he is aware of the problem and has been actively involved in pursuing catching the person who is responsible and charging them with vandalism when caught.

There were more complaints from several Forge Pond residents in regards to the grounds around their building having lots of garbage and debris. Mr. Matthews said the maintenance men do pick up garbage when they see it and there is a spring cleaning planned. Commissioner Terebush asked when the spring cleaning was planned for because Mr. Matthews has mentioned that project for the last three meetings and it's still not done. Mr. Matthews explained there are many apartment turnovers that must take priority and he's short maintenance men. Commissioner Terebush suggested hiring additional staff if being shorthanded in maintenance was a problem. Mr. Matthews felt that was not necessary at the moment, however, he will get prices for hiring outside contractors for room turnovers. Commissioner Fozman asked if shared services were considered. Mr. Matthews said that was looked into by the previous Director and was not something that would necessarily work out here.

**Item #14: Tenant/Public Comments. Continued...**

Diana Partush, Forge Pond resident said she witnessed another resident taking furniture out of the garbage and dragging it through the building into their apartment. Mr. Matthews said he spoke to that particular resident and advised him he is forbidden to do that.

Another conversation regarding bed bugs and treatment was discussed briefly. Vice-Chairman Kiesche said this is being addressed and that Mr. Matthews will report back to the Board.

**Item #15: Report of Attorney.**

Mr. Brady requested that the Board go into closed session to discuss pending litigation.

**Item #16: New Business**

No new business to discuss.

**Item #17: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.**

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing pending litigation was made by Commissioner Terebush and seconded by Commissioner Fozman. Upon roll call, all Commissioners voted "Aye". The meeting was closed to the public at 8:35PM.

Motion to open the meeting to the public was made by Commissioner Catalano and seconded by Vice-Chairman Kiesche. The meeting was opened at 9:25 P.M

**Item #14: Public Portion.**

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Schick and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 9:26PM.

**Adjournment**

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**Anthony Matthews,  
Assistant Executive Director**