

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JUNE 23, 2014

Present: Vera Fozman, Chair
Kim Terebush, Vice-Chair
Edward Kiesche, Commissioner
John Catalano, Commissioner
Dolores Lunetta-Radice, Commissioner
James Conroy, Resident Commissioner

AGENDA ITEM #

MEETING DATE

2
7/23/14

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

Call To Order: Chair Fozman 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. She 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:**

Chair Fozman led the assembly in the salute to the Flag and a brief moment of silence for those whom lost family and love ones due to war or any other circumstances.

Roll Call:

Upon roll call, the following Commissioners answered present: Catalano, Kiesche, Conroy, Lunetta-Radice, Vice-Chair Terebush and Chair Fozman. 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 May 19, 2014.

There being no additions, deletions or corrections on motion by Commissioner Kiesche and seconded by Commissioner Lunetta-Radice, the minutes were accepted as submitted. Upon roll call, Commissioners Kiesche, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Catalano, Conroy, and Lunetta-Radice abstained because they were not in attendance for that meeting.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24577 through #24622 and Direct Deposit D111000 through D112300, Operating Account, June, 2014.

Motion to approve for payment vouchers #24577 through #24622 and Direct Deposit D111000 through D112300, Operating Account was made by Commissioner Catalano and seconded by Commissioner Lunetta-Radice. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained on all.

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #24623 through #24627, Operating Account, June, 2014.

Motion to approve for payment of additional vouchers #24623 through #24627, Operating Account was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Catalano, Chair Fozman voted "Aye". Vice-Chair Terebush voted "Aye" on all except voucher #24625 in which she abstained. Commissioners Conroy and Lunetta-Radice abstained on all.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #26900 through #26964 and Direct Deposit D4335 through D4402, Section 8 Account, June, 2014.

Motion to approve for payment vouchers #26900 through #26964 and Direct Deposit D4335 through D4402, Section 8 Account was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chairman Terebush and Chairman Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained on all.

Item #4: Authorization by the Board of Commissioners to approve for payment voucher #2215, Tenant Security Refund Account, June, 2014.

Motion to approve for payment voucher #2215 was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained.

Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4165, Capital Fund Program, June, 2014.

Motion to approve for payment voucher #4165, Capital Fund Program was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained.

Item #6: Report of Executive Director

Mr. Matthews read his report for those present. Motion to accept the report of the Executive Director was made by Vice-Chair Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

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

Motion to approve the adoption of the HATB Annual Budget and Capital Budget (FY 2014/2015) was made by Vice-Chairman Terebush and seconded by Commissioner Lunetta-Radice. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained.

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing write-off of tenants who ceased tenancy with amounts still due the Authority.

Vice-Chair Terebush questioned the amount of Charles Rodney's write off and asked why it was allowed to get so high. Mr. Matthews said it was the Court that dragged it out. Mr. Brady clarified by informing the Board that there was a Court appointed guardian and that the apartment was not turned over to us. Motion to approve authorization of write-off of tenants who ceased tenancy with amounts still due the Authority was made by Commissioner Lunetta-Radice and seconded by Commissioner Catalano. Upon roll call, Commissioners Kiesche, Catalano, Lunetta-Radice, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy abstained.

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing execution of contract for Administrative Legal Services for period of July 1, 2014 through June 30, 2015.

Chair Fozman asked for a motion to table the execution of contract for Legal Services, reject all bids and re-advertise. Commissioner Catalano asked the Chairman why the bids were being rejected. Chair Fozman said she reviewed all the bids and all that were submitted had flaws. With the motion to table, reject all bidders and re-advertise for General Legal services by Chair Fozman, the motion was seconded by Vice-Chair Terebush. Upon roll call, Commissioners Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Kiesche and Catalano voted "No". Commissioner Lunetta-Radice abstained.

Chair Fozman asked Mr. Brady if he will go on a month to month basis until a new contract is awarded. Mr. Brady said yes. Motion to approve a month to month service with the firm Brady & Kunz was made by Chair Fozman and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing execution of contract for Fee Accounting services for the period July 1, 2014 through June 30, 2015.

Motion to authorize execution of contract for Fee Accounting services for the period July 1, 2014 through June 30, 2015 to Thomas Furlong, CPA in the amount of \$19,800.00 per annum, payable monthly installments of \$1,650.00, was made by Vice-Chair Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing award of contract for an independent public audit for fiscal year ending June 30, 2014.

Motion to authorize award of contract for an independent public audit for fiscal year ending June 30, 2014 to Fallon & Larsen LLP in the amount of \$9,960.00 was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a contract for Elevator Maintenance Service Kone Inc.

Mr. Matthews said there seems to be a dilemma with the numbers and if Kone, Inc is called in on weekends or holidays the price will be much higher and he asked if the Board would consider looking into awarding contract to the second bidder. There was a discussion amongst the Board which resulted in Vice-Chair Terebush making a motion to table the resolution until the contract and bids committee can review and discuss. Chair Fozman seconded the motion. Upon roll call, all Commissioners voted "Aye".

Item #12A: Motion to remove Anthony Matthews from the created position of Assistant Executive Director effective immediately.

Chair Fozman made a motion to remove Anthony Matthews from the created position of Assistant Executive Director effective immediately. Commissioner Conroy seconded the motion. There was a brief discussion that followed. Upon roll call, Commissioners Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Kiesche and Catalano voted "No". Commissioner Lunetta-Radice abstained.

Item #12B: Motion to appoint Nancy Nicholson as Assistant Executive Director effective immediately.

Vice-Chair Terebush made a motion to appoint Nancy Nicholson on a temporary basis as Assistant Executive Director. Commissioner Conroy seconded the motion. Upon roll call, Commissioners Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Kiesche and Catalano voted "No". Commissioner Lunetta-Radice abstained.

Chair Fozman asked Mr. Brady to draft resolutions memorializing and ratifying both motions for item #12A & #12B for the next meeting.

Item #13: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present. Motion to accept the Tenant/Applicant status report was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #14: Committee Reports

A. Building and Grounds Committee

Vice-Chair Terebush read the report for those present.

B. Budget and Finance Committee

B1. Budget Comparison Report

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

Motion to accept Committee Reports was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #15: Tenant Comments.

Ms. Peggy Gray, George Conway resident said she was happy to report that she has not seen any bedbugs in her apartment since everything was treated and furniture was thrown out, she also complained about a particular tenant who has someone living with them that is not on the lease. A discussion pursued and a report will be presented to the Board from the Attorney. A few residents addressed the Board asking if Mr. Matthews was still employed at the Authority. Chairman Fozman said yes, as Maintenance Supervisor. Mr. Joe Molinari, George Conway resident had a few complaints about his apartment and asked if he could be transferred. Ms. Nicholson said that we only transfer people when there is a medical need for a handicap unit. Chair Fozman instructed Mr. Molinari to put in work orders for his apartment complaints.

Motion to close the tenant status report was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #16: Report of Attorney.

Mr. Brady read his report for those present. Motion to accept the report of the Attorney was made by Commissioner Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #17: New Business

None to report.

Item #18: 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.

There being no further business to be brought before the Commissioners, motion to adjourn was made by Chair Fozman and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:22PM.

Adjournment



**Nancy Nicholson,
Acting Executive Director**