

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – OCTOBER 27, 2014

AGENDA

Present: **Kim Terebush, Vice-Chair**
 Edward Kiesche, Commissioner
 John Catalano, Commissioner
 Stephen Scaturro, Commissioner
 James Conroy, Resident Commissioner
 Stanley Schick, Commissioner
 Richard Dyer, Commissioner

Terry Brady, Esq. HATB Legal Counsel
Nancy Nicholson, Acting Executive Director
Michelle Rosenthal, Section 8 Coordinator

Call To Order: Vice-Chair Terebush 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: Vice-Chair 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, Schick, Kiesche, Conroy, Scaturro and Vice-Chair Terebush. Also present were Terry Brady, Esq., Michelle Rosenthal, Section 8 Coordinator, and Nancy Nicholson, Acting Executive Director.

Vice-Chair Terebush announced that there were two resignations on the Board and she welcomed and introduced the three new Commissioners to all in attendance. Due to the resignation of the Board Chair, Vice-Chair Terebush opened the floor for nominations of Chair.

Election of Chairman:

Commissioner Catalano nominated Commissioner Terebush for the position of Chairperson. Commissioner Schick seconded. Upon roll call, all Commissioners voted "Aye" for Commissioner Terebush to be Chair.

Election of Vice-Chairman:

Commissioner Catalano nominated Commissioner Kiesche for the position of Vice Chairman. Commissioner Schick seconded. Upon roll call, all Commissioners voted "Aye".

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of the regular meeting held on September 22, 2014.

There being no additions, deletions or corrections on motion by Commissioner Catalano and seconded by Commissioner Kiesche, the minutes were accepted as submitted. Upon roll call, Commissioners Catalano, Vice-Chairman Kiesche and Chair Terebush voted "Aye". Commissioners Schick, Scaturro and Dyer abstained because they were not at meeting.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24783 through #24834 and Direct Deposit D117300 through D118600, Operating Account, October, 2014.

Motion to approve Operating Account vouchers was made by Vice-Chairman Kiesche and seconded by Commissioner Catalano. Commissioner Scaturro had questions and concerns in regards to voucher #24794 and #24799 which pertained to travel and reimbursement. Discussion followed. Mr. Brady suggested that those vouchers be held for further Board review. Chair Terebush asked for explanation on the water cooler charges. Ms. Nicholson explained where the cooler was located. There was also an inquiry by Chair Terebush regarding the Verizon cell phone. There was brief discussion. The matter of bedbugs was discussed and Ms. Nicholson handed the report she received from the maintenance supervisor to the Board. Vice-Chairman Kiesche reworded his motion to pay all vouchers except for voucher #24794 and #24799 pending further review. Commissioner Catalano seconded. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #27170 through #27235 and Direct Deposit D4653 through D4751, Section 8 Account, October, 2014.

Motion to approve Section 8 payment vouchers was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment voucher #4173, Capital Fund Program, October, 2014.

Motion to approve Capital fund program vouchers was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #5: Report of the Acting Executive Director

Ms. Nicholson read her report for those present.

Item #6: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Authorizing the receipt of Bids for the Garbage Collection Contract.

Mr. Brady discussed with the Board the pressing issue in regards to this contract. A lengthy discussion followed. Commissioner Conroy asked if the language had been added for handicap accessible dumpsters in David Fried. Chair Terebush said she did not see that language in the specification. Mr. Brady said he would add the wording. Motion to approve authorization of receipt of bids was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the receipt of Bids for the Elevator Maintenance Contract.

Motion to approve authorization of receipt of bids for a Elevator Maintenance Contract was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #8: Resolution by the Board of Commissioners authorizing the transfer of \$4,500.00 of the Laundry Services Commissions to fund the Tenant Service Account.

Commissioner Conroy asked for an explanation about this resolution. Ms. Nicholson said that a portion of the laundry services is used for the holiday party every year. Commissioner Conroy was unaware that this was the procedure. Motion to approve the transfer of \$4,500.00 of the Laundry Services Commission to fund the Tenant Service account was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick amending the By-Laws of the Authority.

Chair Terebush lead the discussion with the Board in regards to amending the By-laws. Although she agrees that the wording should be change, she also feels the language needs to be clarified to show cause of removal of the Chair or Vice-Chair. A lengthy discussion followed. Motion to approve the amending of By-laws with the language changed was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick amending the list of Authorized Signatories to checks.

Motion to amend the list of Authorized Signatories to sign checks was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #11: Tenant/Applicant Status Report.

No change to report.

Item #12: Committee Reports

A. Building and Grounds Committee

Commissioner Kiesche read the report for those present. Chair Terebush explained the inventory summary that was attached to the Building and Ground report that was issued by the Maintenance Supervisor.

B. Budget and Finance Committee

B1. Budget Comparison Report

Commissioner Catalano read the report for those present.

C. By-Law Committee Report

None to report.

D. Residential Committee Report

Commissioner Conroy said he's having trouble getting stuff done and that the office would not accept a complaint form without a signature on it. Ms. Nicholson explained why the office requests a signature on the complaint forms and how they are handled once received. A brief discussion followed.

E. Bids & Contract Committee Report

Chair Terebush made the Board aware that there are several bids that will be going out in the paper once a new Executive Director is hired.

Item #13: Tenant Comments/Public Portion.

Mr. Frank Carnesi a Forge Pond resident complained about the resident Commissioner Conroy's behavior and how it could be a liability to the Board. Mr. Brady stated that the governing body appoints the Commissioners and suggested he express his complaints with them.

Wilma Flagg a Forge Pond resident said although the camera system works great, something has to be done about the shopping carts that are left in the hallways and around the complex.

Ann Selk, a David Fried Resident asked for donations and Board support for the Epiphany Church Thanksgiving. In the past, residents and staff have participated in assuring that residents are served a hot Thanksgiving meal. Commissioner Scaturro added that it's a great cause and he has been helping for many years, by cooking a turkey and donating it to the Church.

Lorraine Vandermark, a David Fried Resident asked if the Holiday Party could be held on a weekend. Ms. Nicholson said it could not because it was not feasible to the Authority.

Item #14: Report of Attorney.

Mr. Brady explained the changes to the resolution to go into closed session. For tonight's meeting the purpose of entering into a closed session is to conduct interviews for the position of Executive Director.

Item #15: New Business

None to report.

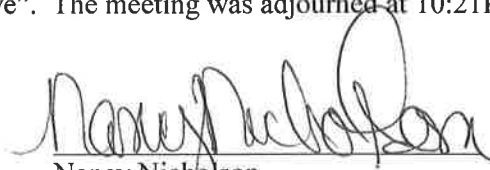
Item #16:

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 enter into closed session for the purpose of conducting interviews with the Executive Director Candidates was made by Commissioner Catalano and seconded by Commissioner Conroy. Upon roll call, all Commissioners vote "Aye". The meeting was closed to the public at 8:30PM

Motion to open the meeting was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye". The meeting was open to the public at 10:20PM.

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Schick and seconded by Vice Chairman Kiesche. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 10:21PM.

A handwritten signature in cursive script, appearing to read "Nancy Nicholson".

Nancy Nicholson
Acting Executive Director