

MINUTES

Regular & Re-Organizational Meeting
June 30, 2015

The regular meeting of the Housing Authority of the Township of Brick was held on June 30, 2015 at 6:30 PM at the David Fried Community Room, 157 Chambers Bridge Road, Brick, NJ 08723.

The meeting was called to order by Chair Terebush at 6:30 PM.
The meeting began with the reading of the Sunshine Law Statement.

Upon Roll Call those present were:

Commissioner Terebush	Commissioner Dyer
Commissioner Kiesche	Commissioner Scaturro
Commissioner Schick	Resident Commissioner James Conroy
Commissioner Catalano	

Also present were Executive Director Alesia Watson, and Terry Brady, Board Attorney.

APPROVAL OF MINUTES

Chair Terebush asked for a motion to approve the minutes submitted to all Commissioners from the Regular Meeting held May 19, 2015. Motion to approve was made by Commissioner Schick and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

TREASURER'S REPORT

Commissioner Scaturro read the statement of actual to budget comparison report for those present. Commissioner Scaturro asked about the purchases made at Home Depot, he stated that was an exuberant amount he has not seen in a while. Mrs. Watson, explained the purchases and also that she has spoken with staff regarding purchase requisitions and purchase orders prior to future purchases. Commissioner Scaturro also asked for an explanation on the Monmouth Housing Authority voucher. Mrs. Watson explained how the three Section 8 Residents had an overpayment of their voucher and it had to be refunded to the Monmouth Housing Authority. Motion to approve the Treasurers report was made by Commissioner Schick and seconded by Commissioner Dyer. Upon roll call, Commissioners Catalano, Schick, Scaturro, Conroy, Kiesche and Chair Terebush voted "Aye" Commissioner Dyer voted "Aye" on all except for voucher #25165 in which he abstained.

EXECUTIVE DIRECTORS REPORT

Mrs. Watson read the Executive Directors report for those present.

COMMITTEE REPORT

Commissioner Catalano made a motion to go into immediate closed session to discuss personnel and contractual issues that are too sensitive to discuss in open session. Chair Terebush felt that the need for Executive Session was premature at the moment and asked Commissioner Catalano for further explanation. Commissioner Catalano requested that agenda items 2015-22 and 2015-30 be held until after closed session. After a discussion Chair Terebush agreed to hold those items until after Executive Session.

NEW BUSINESS

- Resolution 2015-22 approving a shared service agreement between Ocean City Housing Authority and the Brick Housing Authority.

Held until after executive session.

- Resolution 2015-23 awarding contract for trash and recyclable removal.

Motion to approve award of contract for trash and recyclable removal to Waste Management was made by Commissioner Scaturro and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-24 awarding contract for carpet installation on an as needed basis.

Commissioner Scaturro and Commissioner Dyer asked for further explanation in regards to the pricing of the carpet installation proposal breakdown. Mrs. Watson explained that the one contractor that submitted a proposal gave a breakdown of all services, however it's on an as needed basis and that all those services may not be required, she also mentioned how the rip up and removal of the old carpet is generally done by our maintenance department and apartments are usually empty so furniture removal would not be an issue, however if there was ever a need those prices are as stated in proposal. Mr. Brady felt there needed to be a cap in the dollar amount, for example the price should not exceed appropriated dollar figure and the wording should be incorporated into the resolution and contract. Motion to award the contract for carpet installation on an as needed basis to JMD Commercial Flooring LLC with the recommendation by the Attorney to include wording of the cap in dollar amount not to exceed was made by Commissioner Kiesche and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-25 approving advertisement for Special Rental Assistance Demonstration Counsel (RAD) services.

Commissioner Kiesche asked if our Counsel and our Accountant could do these services. Mr. Furlong, Accountant for the Authority said no, that these are specialized services dealing solely with the Rental Assistance Demonstration Program. Motion to approve the advertisement for Special Rental Assistance Demonstration Counsel was made by Commissioner Conroy and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-26 approving advertisement for Financial Services Consultant Rental Assistance Demonstration (RAD).

Motion approving advertisement for Financial Services Consultant for RAD was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-27 approving advertisement for sidewalk repair.

Commissioner Catalano suggested that we look into the Townships sidewalk fund to see if we could get assistance with the funding for this project. Chair Terebush asked Commissioner Catalano to make some calls, since he is familiar with the program to see if we qualify and can benefit from the Townships sidewalk fund. Commissioner Catalano agreed. Motion to approve advertisement if needed was made by Commissioner Scaturro and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-28 approving advertisement for office space renovation at Forge Pond.

Motion approving advertisement for Office Space Renovations was made by Commissioner Scaturro and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-29 awarding contract for Fee Accountant services.

Motion to award contract for Fee Accountant Services to Thomas Furlong was made by Commissioner Kiesche and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-30 awarding contract for Legal Services.

Held until after executive session.

- Resolution 2015-31 awarding contract for Auditor Services.

Commissioner Scaturro asked Mr. Furlong for his recommendation for the Auditor Services. There was a discussion as to why Mr. Furlong was asked for his evaluation. Mr. Furlong explained that he reviewed all the proposals and he has worked with the top three candidates and they are all qualified for Auditor Services. He further explained that his recommendation for Fallon & Larson was based on experience. Motion to award contract for Auditor Services was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-32 authorizing write off of accounts receivable for prior tenants who ceased tenancy with amounts still due the Authority.

Motion to authorize write off of accounts receivable for prior tenants who ceased tenancy with amounts still due the Authority was made by Commissioner Scaturro and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

- Resolution 2015-33 Adoption of the Annual Budget and Capital Budget FYE June 30, 2016.

Mr. Furlong explained this is the budget that was introduced at the prior meeting and now we must adopt it and send back to the State after the open public meeting. Motion to open floor to the public for any questions regarding the budget was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye". At 7:41PM Chair Terebush asked if anyone in the audience had any questions. Hearing none, motion to close this special portion was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call all Commissioners voted "Aye". The Board resumed its regular meeting at 7:43PM. Motion to adopt the budget was made by Commissioner Kiesche and seconded by Commissioner Dyer. Upon roll call all Commissioners voted "Aye".

1. Public Portion

Florence Tillotson, George Conway resident said she loves the Forge Pond garden and she also wanted the Board to know she is involved with making blankets, gathering food for the veterans as well as her involvement with Breast Cancer fund and any donations would be greatly appreciated. Several residents had complaints about the current cleaning company. Mrs. Watson said she as well, is displeased with the job they are doing and notices have went out. She informed Mr. Brady that she will be sending him copies of the letters and would like assistance with terminating their contract. Wilma Flagg, Forge Pond resident thanked Mrs. Watson and the staff for cleaning and painting the trash rooms. Lorraine Vandermark, David Fried resident complained that she does not like walking her trash to the dumpsters and asked for the trash bins to be placed in each building in David Fried. There was a discussion regarding the subject and how the Fire Department said it was a violation to have trash bins in the laundry rooms of David Fried. Mrs. Watson said she will speak to the Fire Department and ask if it's a violation to have the bins in the laundry rooms. Residents of Forge Pond asked if they would be getting a grill to have their fourth of July party. Mrs. Watson said yes.

2. Executive Session

Motion to enter into Executive Session for the purpose of discussing Executive Director/Inter-local Service Contract and Board Attorney Contract was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye" the meeting was closed to the public at 8:25PM

Motion to come out of closed session was made by Commissioner Scaturro and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Motion to open the meeting to the public 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 10:14PM

- Resolution 2015-22 approving a shared service agreement between Ocean City Housing Authority and the Brick Housing Authority.

Chair Terebush asked for a motion to enter an agreement with Ocean City Housing Authority and the Brick Housing Authority for 6 months, with no increase in compensation, and wording to be changed in #13 in the agreement to read on behalf of the Board. Mrs. Watson explained why she felt the increase was warranted, and she asked the Board to reconsider, however if they would not she would like to go back to two days. There was a brief discussion with only approving the noted changes. Motion to enter into a 6 month agreement, with no increase to compensation and wording of #13 to read “on behalf of the Board” was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners Catalano, Schick, Conroy, Kiesche, Scaturro voted “Aye”. Commissioners Dyer and Terebush voted “Aye” on extending the contract with the wording of #13 changed, however they both voted “No” on the no increase to compensation.

- Resolution 2015-30

There was a brief discussion as to the Board’s desire to interview the three top candidates for legal counsel. Commissioner Kiesche made a motion to reject the resolution of award for legal counsel was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted “Aye”.

Motion to extend Brady & Kunz’s contract for one month was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted “Aye”.

Motion to have a special meeting to be held on July 20th, 2015 to interview and pose questions to the top three candidates was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted “Aye”. Mrs. Watson said she would call each candidate to see their availability for that date and advertise accordingly.

1. Nomination and election of Chairperson

The Executive Director asked for nominations for the position of Chair. Commissioner Dyer nominated Commissioner Terebush and seconded by Commissioner Conroy. Upon roll call, Commissioners Dyer, Conroy and Terebush voted “Yes”. Commissioners Catalano, Schick, Scaturro and Kiesche voted “No”.

Commissioner Catalano nominated Commissioner Schick for the position of chair. Commissioner Kiesche seconded the motion. Upon roll call, Commissioners Catalano, Schick, Scaturro, Conroy, and Kiesche voted “Aye”. Commissioner Terebush and Dyer voted “No”.

2. Nomination and election of Vice-Chairperson

Chairman Schick opened the floor for nominations of Vice-Chairperson. Commissioner Catalano nominated Commissioner Kiesche for Vice-Chair. Commissioner Scaturro seconded the motion. Upon roll call, all Commissioners voted "Aye".

ADJORNMENT

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 10:46PM.



Alesia R. Watson, PHM RPPO
Secretary/Assistant Executive Director