

Regular Meeting
May 23, 2016

The regular meeting of the Housing Authority of the Township of Brick was held on May 23, 2016 at 6:30 PM at the David Fried Community Room, 157 Chambers Bridge Road, Brick, NJ 08723.

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

Upon Roll Call those present were:

Commissioner Catalano	Commissioner Dunne
Commissioner Russell	Commissioner Scaturro
Commissioner Terebush	Commissioner Schick

Also present were Executive Director Alesia Watson, and Thomas Kunz, Board Attorney.

Absent from the meeting was Commissioner Dyer.

APPROVAL OF MINUTES

Motion to approve the minutes of the Board of Commissioners meeting held April 18, 2016 was made by Commissioner Catalano and seconded by Chairman Schick. Upon roll call, Commissioners Catalano, Russell, Dunne and Chairman Schick voted "Aye". Commissioners Terebush and Scaturro abstained.

TREASURER'S REPORT

Vice Chairman Scaturro read the report for those present.

Motion to approve for payment vouchers #28595 through #28662, Section 8 Account was made by Commissioner Dunne and seconded by Chairman Schick. Upon roll call, all Commissioners voted "Aye".

Motion to approve for payment vouchers #25597 through #25631, Operating Account was made by Commissioner Dunne and seconded by Chairman Schick. Upon roll call, all Commissioners voted "Aye".

Motion to approve for payment vouchers #4217 through #4221, Capital Fund Account was made by Commissioner Dunne and seconded by Chairman Schick. Upon roll call, all Commissioners voted "Aye".

Motion to approve for payment vouchers #2280 through #2282, Tenant Security Account was made by Commissioner Catalano and seconded by Commissioner Russell. Upon roll call, all Commissioners voted "Aye".

EXECUTIVE DIRECTORS REPORT

Mrs. Watson read her report for those present. A discussion regarding the progress with the oxygen user's alternatives for when there is a power outage was led by Commissioner Russell who felt the solution of supplying extension cords that leads to an outlet in the hallway for those oxygen users would pose as a safety hazard. The Board recommended that Mrs. Watson get a price quote to put designated outlets in each unit throughout the complex that are connected to the generator for such emergencies. Commissioner Catalano asked if repairs would be made to ovation way, since there are several pot holes. Mrs. Watson said she placed calls to the Township Road Department and has not received a call back.

COMMITTEE REPORT

Commissioner Russell who was assigned Chair of the By-laws committee said she reviewed the By-laws and would like the Committee to meet to discuss updates and verbiage that she felt should be changed.

Vice Chairman Scaturro informed the Board that the Finance Committee met prior to the meeting with Rich Ginette of the Brooke Group which is resolution number 2016-23 awarding contract for a feasibility/market study. Discussion followed as to the cost projection and what the study entails. Commissioners Terebush and Russell felt the entire Board should be involved in a presentation. Vice Chairman Scaturro said that he felt the Finance Committee asked detailed questions and felt the handout was very detailed. Commissioner Terebush asked that the handouts be presented to the entire Board prior to the Board Meeting. Vice Chairman Scaturro understood her concern and said in the future that might be a good practice to follow. Mrs. Watson said as in all procurement the fee accountant certified the funds were available for the feasibility/market study and that any additional cost would be presented to the Finance Committee and the Board.

OLD BUSINESS

None to report.

NEW BUSINESS

- Resolution 2016-18 awarding contract to build a security booth and new office space at Forge Pond to Ocean Contractors.

Mrs. Watson explained that this will be a functioning office that any housing employee can use for privacy with the tenants as well as other beneficial services that can be provided to the seniors and/or disabled in a private office setting. She assured the Board that there would be no additional cost and that no one employee would be housed permanently in the office space. In regards to the security booth section there may be a tenant liaison that would be assigned and that those details would be ironed out once the booth is complete. Commissioner Terebush asked what other Housing Authorities Mrs. Watson said the attachment would show the submitted prices. Motion to approve award of contract to build the security booth and new office space at Forge Pond to Ocean Contractors, Brick, New Jersey was made by Commissioner Russell and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

- Resolution 2016-19 awarding contract for General Legal Services for a second year option starting July 1, 2016 to the firm Brady & Kunz.

Commissioner Russell questioned why this was not being done at the Reorganizational Meeting as it has been done in the past and she also asked if it was allowed in the State of N.J. procurement law. Mrs. Watson said that it's the pleasure of the Board and the proposal in 2015 had a second year option, she also added that with the conversion to RAD she felt it important to retain those professional services that are familiar with the step process in which this Housing Authority was in. Commissioner Terebush stated that it's been the common practice to go out to bid and how can we be certain there is no one more qualified. After a lengthy discussion motion to award the second year option contract for General Legal Service's contingent on HUD approval to Brady & Kunz was made by Commissioner Catalano and seconded by Chairman Schick. Upon roll call, Commissioner Catalano, Dunne, Vice Chairman Scaturro and Chairman Schick voted "Aye". Commissioner Russell abstained. Commissioner Terebush voted "No".

- Resolution 2016-20 awarding contract for Fee Accounting Services for a second year option starting July 1, 2016 to Thomas Furlong, CPA.

Motion to award contract for Fee Accounting Services for a second year option contingent on HUD approval was made by Chairman Schick and seconded by Commissioner Catalano. Upon roll call, Commissioners Catalano, Terebush, Dunne, Vice Chairman Scaturro, and Schick voted "Aye". Commissioner Russell abstained.

- Resolution 2016-21 awarding contract for Auditor Services for a second year option starting July 1, 2016 to Fallon & Larson.

Motion to award second year option contingent of HUD approval for Auditor Services was made by Commissioner Catalano and seconded by Chairman Schick. Upon roll call, Commissioners Catalano, Terebush, Dunne, Vice Chairman Scaturro, and Chairman Schick. Commissioner Russell abstained.

- Resolution 2016-22 awarding contract for Topographic Land Survey to WSB Engineering Group.

Motion to award contract for Topographic Land survey to WSB Engineering Group was made by Chairman Schick and seconded by Commissioner Dunne. Upon roll call, all Commissioners voted "Aye".

- Resolution 2016-23 awarding contract for Feasibility/Market Study to Brooke Group LLC.

Motion to award contract for Feasibility/Market Study to Brooke Group LLC, was made by Commissioner Catalano and seconded by Chairman Schick. Upon roll call, all Commissioners voted "Aye".

PUBLIC IMPUT

Mabel Gurski, Forge Pond resident said Mrs. Watson is doing a fabulous job managing the Housing Authority.

Mr. Carnesi, Forge Pond resident said he heard rumor that the hallways would be painted in Forge Pond and he feels they don't need to be painted. Vice Chairman Scaturro thanked him and reminded him that it's up to the Executive Director if the hallways need painting. Mr. Carnesi also added that all day and night long the TV and radio are on in the Community Room. Mrs. Watson said thank you for letting her know.

Mr. Reginald Durant, Forge Pond resident thanked management for all the improvements around the complex.

Ms. Wilma Flagg, Forge Pond resident asked if the sidewalks would be fixed at Forge Pond. Mrs. Watson said yes.

Ms. Ann Selk, David Fried resident complained about her neighbor who keeps feeding the squirrels. Mrs. Watson assured Ms. Selk that a letter has been drafted.

Mrs. Marianna Pontoriero, Council Liaison questioned Mrs. Watson as to when the call was made to Public Works regarding Ovation Way. She assured the tenants and the Board that she will look into who is responsible for fixing the pot holes on Ovation Way. Mrs. Pontoriero also asked the residents in attendance if they were interested in a neighborhood watch, all in attendance said yes. Mrs. Pontoriero will keep us posted on the status of the neighborhood watch.

Mr. David Nicola, GTS Consultants representative said that he would of liked to bid on the topographic land survey, however he never received the questions he had back in a timely manner and calls place to the office were not returned. Mrs. Watson said she replied to his questions via email on the same day they were due. Mr. Nicola noted that it was sent to a general email box. Vice Chairman Scaturro said he could of stopped by the office prior to the day before bid opening if he so inclined to bid on the project.

EXECUTIVE SESSION

None

ADJORNMENT

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Russell and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 7:52PM.

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