

## **MINUTES**

Regular Meeting  
**August 28, 2017**

The regular meeting of the Housing Authority of the Township of Brick was held on August 28, 2017 at 6:30 PM at the Forge Pond Community Room, 151 Chambers Bridge Road, Brick, NJ 08723.

The meeting was called to order by Chairman Jampel 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 Scaturro	Chairman Jampel
Commissioner Gedrich	Vice Chair Russell
Commissioner Dunne	

Also present were Terry Brady, Board Attorney.

### **APPROVAL OF MINUTES**

Motion to approve the minutes of the Board of Commissioners meeting that was held on July 31, 2017 was made by Commissioner Dunne and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Motion to approve the minutes of the closed executive session held on July 31, 2017 was made by Commissioner Scaturro and seconded by Vice Chair Russell. Upon roll call, all Commissioners voted "Aye".

Motion to approve the open session minutes from the special meeting held on August 14, 2017 was made by Commissioner Scaturro and seconded by Commissioner Gedrich. Upon roll call, Commissioners Scaturro, Gedrich, Dunne, Vice Chair Russell and Chairman Jampel voted "Aye". Commissioner Terebush abstained. Commissioner Dyer said absent. Both Commissioner Terebush and Dyer were absent from the August 14<sup>th</sup> special meeting.

Motion to approve the minutes of the closed executive session held on August 14, 2017 was made by Commissioner Scaturro and seconded by Vice Chair Russell. Upon roll call, Commissioners Scaturro, Gedrich, Dunne, Vice Chair Russell and Chairman Jampel voted "Aye". Commissioner Terebush abstained. Commissioner Dyer said absent. Both Commissioner Terebush and Dyer were absent from the August 14<sup>th</sup> special meeting.

### **EXECUTIVE DIRECTOR REPORT**

Chairman Jampel read the report for those present.

## TREASURER'S REPORT

Commissioner Dyer read the treasurer's report for those present.

Commissioner Terebush had questions pertaining to an item marked as new development, and one item marked janitorial in July. She also questioned the item marked fire extinguishers. Chairman Jampel will find out what those categories are and will report back.

Motion to approve all payment vouchers was made by Vice Chair Russell and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

## BUILDING AND GROUNDS

Chair Terebush explained that the apartment turnovers and completed work orders would normally be included along with the Executive Director report. She read the vacancy/work order status for those present.

## COMMITTEE REPORT

- **Finance Committee:** Chairman Jampel asked that the Board review the spreadsheet for Mortgage vs. No Mortgage prepared by himself and Mr. Furlong. He noted this will be discussed again.
- **Personnel Committee:** Vice Chair Russell informed the Board that 21 resumes were received for the position of Executive Director and the committee agreed that a shared service would be best for the Authority. She noted that the two candidates will be interviewed during closed executive session at the end of tonight's meeting.
- **Residential Committee:** Commissioner Gedrich said that several local hair salons have reached out to come to the Authority and provide salon services, she is looking into establishing a walking trail and also she would like to establish resident birthday celebration once a month.

## OLD BUSINESS

None to report.

## NEW BUSINESS

- Resolution **2017-28** approving the adoption of the Annual Budget and Capital Budget FYE 6/30/2018.

Motion to approve the adoption of the Annual Budget and Capital Budget FYE 6/30/18 was made by Commissioner Scaturro and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye"

- Resolution **2017-29** authorizing execution of a contract for General Legal Services for the period July 1, 2017 ending June 30, 2018.

Motion to approve the authorizing execution of a contract for General Legal Services to the firm Brady & Kunz, Attorneys at Law for the period July 1, 2017 ending June 30, 2018 was made by Commissioner Scaturro and seconded by Commissioner Dunne. Upon roll call, all Commissioners voted "Aye".

- Resolution **2017-30** authorizing execution of a contract for Fee Accounting Services for the period July 1, 2017 ending June 30, 2018.

Motion to approve the authorizing execution of a contract for Fee Accounting Services to the Thomas Furlong, CPA, LLC for the period July 1, 2017 ending June 30, 2018 was made by Vice Chair Russell and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye"

- Resolution **2017-31** authorizing the execution of a contract for Independent Audit Services for the period July 1, 2017 ending June 30, 2018.

Motion to approve the authorizing execution of a contract for Independent Auditor Services for the FYE 6/30/17 to the Novagadic and Company for the period July 1, 2017 ending June 30, 2018 was made by Vice Chair Russell and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye"

- Resolution **2017-32** awarding third year contract for Trash Removal Services to Waste Management.

Motion to award the third year contract for Trash Removal Services to Waste Management was made by Vice Chair Russell and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

- Resolution **2017-33** authorizing the Housing Authority of the Township of Brick to submit certification for the Section 8 Management Assessment System (SEMAP).

Motion authorizing submission of SEMAP was made by Vice Chair Russell and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

- Resolution **2017-34** authorizing Travel to and attendance at New Jersey Association of Housing and Redevelopment Authorities 2017 Annual Meeting and conference, September 24<sup>th</sup> through September 26, 2017.

Motion to approve travel and attendance to the Annual NJAHRA conference was made by Commissioner Dunne and seconded by Commissioner Gedrich. Chairman Jampel said that no staff members are attending and asked if there was any interest from the board members. There was no interest. Upon roll call, all Commissioners voted "Aye".

- Resolution **2017-35** approving the agreed upon procedures review done by Novagradic and Company.

Motion to approve the agreed upon procedures review done by Novagradic and Company was made by Commissioner Dyer and seconded by Vice Chair Russell. Upon roll call, all Commissioners voted "Aye".

- Resolution **2017-36** authorizing the payment of accumulated vacation time to the Former Executive Director.

Motion to authorize the payment of accumulated vacation time to the Former Executive Director in the amount of \$6,798.00 was made by Vice Chair Russell and seconded by Commissioner Dyer. Upon roll call, Commissioner Terebush, Gedrich, Dyer, Vice Chair Russell and Chairman Jampel voted "Aye". Commissioner Scaturro and Dunne voted "No".

### PUBLIC INPUT

Ms. Judy Henry, George Conway resident asked that cameras be installed on her floor because someone is tearing down signs.

Ms. Wilma Flagg, Forge Pond resident asked if the Board would consider hiring another maintenance man.

Mr. Reginald Durant, Forge Pond resident asked that emergency pull cords be installed in the common areas, such as the laundry room and community room bathrooms. He also asked that a key making machine be installed and automatic door or ADA doors installed in the Community Room.

## PUBLIC INPUT ....

Ms. Jan O'Conner, an applicant on the waiting list handed the Chairman a time line complaint regarding employee Joan Asch.

Ms. Margaret Helinski, Forge Pond resident asked if once a year maintenance can move all the appliances so the tenants could clean behind them.

Chairman Jampel thanked everyone for their thoughts, comments and concerns.

## EXECUTIVE SESSION

- 2017-37 Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matter exempt under the open public meetings act in executive session, specifically for the purpose of discussing interviews of candidates for Executive Director and contract negotiations for the possibility of entering into an inter-local shared service Agreement for Executive Director. Action may or not be taking.

Motion to enter into closed session was made by Commissioner Dyer and seconded by Commissioner Dunne. Upon roll call all Commissioners voted "Aye". The meeting was closed to the public at 7:18PM


Motion to open the meeting to the public was made by Commissioner Scaturro and seconded by Vice Chair Russell. The meeting re-opened to the public at 8:43PM

- 2017-38 authorizing the execution of an inter-local service agreement for shared service agreement.

Motion to approval an inter-local service agreement and negotiate an agreement with Secaucus Housing Authority was made by Vice-Chair Russell and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

## ADJOURNMENT

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Scaturro and seconded by Vice Chair Russell. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:44PM.

  
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Ron Jampel  
Board Chairman