

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – APRIL 25, 2011

Present: Michael Thulen, Chairman
John Zabriski, Vice-Chairman
Stephen S. Scaturro, Commissioner
John Sansone, Commissioner
Madeline Knight, Resident Commissioner

AGENDA ITEM # 1

MEETING DATE 5-31-11

Dennis Salerno, Executive Director
Joe Coronato, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

Absent: Paul Hayes, Commissioner
Rocco Sottarelli, Commissioner

Call To Order: Chairman Michael Thulen called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:45 P.M. at David M. Fried Community Room. He 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:**

Chairman Thulen led the assembly in the salute to the Flag.

Roll Call:

Upon roll call, the following Commissioners answered present: Sansone, Zabriski, Knight, Scaturro, and Chairman Thulen. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on March 28, 2011.

There being no additions, deletions or corrections on motion by Commissioner Sansone and seconded by Commissioner Zabriski, the minutes were accepted as submitted. Upon roll call, all Commissioners voted "Aye".

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22575 through #22613 and Direct Deposit D46500 through D47000, Operating Account, April, 2011.

Motion to approve for payment vouchers #22575 through #22613 and Direct Deposit D46500 through D47000, Operating Account, April, 2011 was made by Commissioner Zabriski and seconded by Commissioner Sansone. Commissioner Scaturro asked why SOS was still being called and he would also like going forward that any expenses for travel be submitted in a timely manner. Chairman Thulen said maybe we should amend the travel policy to include all expenses should be turned in within thirty days. Upon roll call, all Commissioners voted "Aye".

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #22614 through #22622 and Direct Deposit D47100 through D47600, Operating Account, April, 2011.

Motion to approve for payment vouchers #22614 through #22622 and Direct Deposit D47100 through D47600, Operating Account, April, 2011 was made by Commissioner Scaturro and seconded by Commissioner Knight. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24259 through #24335 and Direct Deposit D1446 through D1516, Section 8 Account, April 2011.

Motion to approve for payment vouchers #24259 through #24335 and Direct Deposit D1446 through D1516, Section 8 Account, April, 2011 was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #4094 through #4097, Capital Fund Account, April, 2011.

Motion to approve for payment vouchers #4094 through #4097, Capital Fund Account, April, 2011 was made by Commissioner Scaturro and seconded by Commissioner Sansone. Commissioner Zabriski asked if this concludes all the money allocated for the Solar Tube project. Mr. Salerno said yes. Upon roll call, all Commissioners voted "Aye".

Item #5: Report of Executive Director

Mr. Salerno read the report for those present.

Item #6: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing approval of the HATB Annual Budget and Capital Budget (FY2010/2011).

Tom Furlong presented the budget for the fiscal year ending June 30, 2012. Tom stated the budget was an introduction and upon approval by the Board would be forwarded to the Department of Community Affairs for their review. The budget will then be returned to the Authority with any suggested changes and will be formally adopted at the June Board meeting. The budget calls for a \$510 surplus but Mr. Furlong noted the HUD subsidy has not been finalized. At this time HUD is funding subsidy at a 92% level but that number may be lower when the final proration is determined. In addition the current HUD budget calls for a recapture of PHA reserves but the calculation has not been set. Finally it looks as though the Section 8 administration fees will be decreased and the PHA could lose up to \$50,000 in funding. As a result it is likely the PHA will need to revise the budget once the funding is finalized. If that's the case the Board along with the Director and accountant will need to analyze each budget line item to determine potential savings. Motion to authorize approval of the HATB Annual Budget and Capital Budget (FY2010/2011) was made by Commissioner Sansone and seconded by Commissioner Zabriski. 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 two Commissioners to sign checks.

Chairman Thulen said that due to his current employment status he can now sign checks, whereas before he was not permitted. Commissioner Zabriski asked if this can be done this way. Mr. Coronato suggested that the resolution be amended to include the Chairman. Motion to approve the resolution with the amendment to include Chairman Michael Thulen as an authorized signer of checks was made by Commissioner Zabriski and seconded by Commissioner Sansone. The following are admitted to sign checks: Commissioner Zabriski, Commissioner Scaturro and Chairman Thulen. Upon roll call, all Commissioners voted "Aye"

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing award of a contract for the preparation of the Authority's FY 2011 CFP Annual Statement, Its FYs 2008, 2009 and 2010 P&E Reports, and its CFP 5-Year Action Plan.

Motion to authorize award of a contract for the preparation of the Authority's FY 2011 CFP Annual Statement, Its FYs 2008, 2009 and 2010 P&E Reports, and its CFP 5-Year Plan was made by Commissioner Sansone and seconded by Commissioner Zabriski. Commissioner Scaturro asked how much does this cost us. Mr. Salerno said \$1700.00. Upon roll call, all Commissioners voted "Aye".

Item #9: Resolution by the Board of Commissioners to approve the proposal and enter into an amended agreement for the A/E Services for the A & C Wing at the George Conway Apartment Building.

Motion to approve the proposal and enter into an amended agreement for the A/E Services for the A&C Wing at the George Conway Apartment Building was made by Commissioner Scaturro and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners authorizing award of contract for the replacement of the A & C wings at George Conway.

Motion authorizing award of contract for the replacement of the A&C wings at George Conway was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioners to approve the proposal and enter into an agreement for an Elevator Survey at George Conway Apartment Building.

Resolution by the Board of Commissioners to approve the proposal and enter into an agreement for an Elevator Survey at George Conway Apartment Building was made by Commissioner Sansone and seconded by Chairman Thulen. Commissioner Scaturro said this was done already and asked why are we doing this again? Mr. Coronato stated the reason it has to be done again is because OTIS Elevator prepared a survey, however they also bid on the project as well. His understanding is Barlo & Associates will have an independent person prepare the bid and then based on that other bidders will come in and bid. Commissioner Zabriski said we had three bidders who gave us approximations on what need to be done, so why do we have to do this again. Mr. Coronato reiterated that the bottom line is you really need to have an independent prepare the bid and you cannot have a bidder or bidders prepare the specifications and then bid on it. Commissioner Scaturro asked about the fee that Barlo is charging. Mr. Salerno explained that Barlo's fee of \$3,800 includes the fee for the independent elevator surveyor will charge. Commissioner Zabriski said that he needs clarification that if the total fee is \$3,800 for the independent elevator survey and Barlo, and there will be no additional fee. Mr. Salerno said yes, this is the fee for the survey. Upon roll call, Commissioners voted "Aye"

Item #12: Resolution by the Board of Commissioners to create the position of senior maintenance and to promote Daniel Esposito to the position with a salary of \$61,600.

Chairman Thulen asked for a motion to table this until the Personnel Committee could meet and discuss this. Motion to table was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #13: Tenant/Applicant Status Report.

None to report.

Item #14: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Scaturro read the report for those present.

C. Personnel Committee

None to report.

D. By-Law Committee

None to report.

Item #15: Tenant Comments.

Rich Amato, George Conway Resident asked if Barlo can bid on the Elevator. Mr. Coronato said no, Barlo is the Architect and Barlo will be hiring an independent survey, neither party can bid on the job.

Item #16: Report of Attorney.

Mr. Coronato said there was a Medicare issue with an employee's wife. He explained that Medicare paid a doctors bill for the employees spouse but it should have been paid through the Housing Authority's Medical Insurance. Now, Medicare wants to be reimbursed. Mr. Coronato suggested that the Housing Authority's insurance company pay this and that Mr. Salerno, the risk manager and himself will be working on getting this issues handled. The only other comment Mr. Coronato had was regarding Title 39 and he's been working with the Township to resolve the ongoing question as to if the Authority is covered under Title 39. It is his opinion that there is a resolution that was submitted and he is convinced that the Housing Authority is covered under the title, and that if the Police Department came in to issue a ticket they could do so. Chairman Thulen asked if we could tow people off the property. Mr. Coronato said that is a different story, because the Town will not come in a tow and if we do that there will be a fee, and most of the seniors are on such a low income, that towing should be a very last resort.

Item #17: New Business

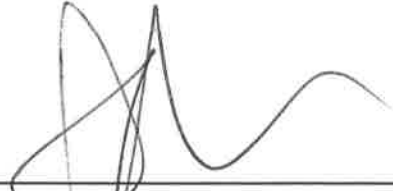
Commissioner Sansone requested that the Board go into executive session. Mr. Coronato asked under what pretense. Commissioner Sansone said he would like to discuss the Housing Authority's finances and the fact that with all these cuts were in a lot of trouble and we have to come up with ways to generate money. He also mentioned there was a discussion about renting out the Community Room. Chairman Thulen said he is now available to meet at anytime to discuss the Facilities roof policy. Other suggestions were discussed on how to generate revenue. Commissioner Sansone will make some recommendations to discuss at a later date.

Item #19: Public Portion.

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 Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".



Dennis Salerno,
Secretary/Executive Director

Adjournment