

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – FEBRUARY 28, 2011**

**Present:** Michael Thulen, Chairman  
John Zabriski, Vice-Chairman  
Paul Hayes, Commissioner  
Stephen S. Scaturro, Commissioner  
Rocco Sottarelli, Commissioner  
John Sansone, Commissioner  
Madeline Knight, Resident Commissioner

AGENDA ITEM #

MEETING DATE

3/1/11  
3/28/11

Dennis Salerno, Executive Director  
Terry Brady, Esq. HATB Legal Counsel  
Nancy Nicholson, Service Coordinator

---

**Call To Order:** Chairman Michael Thulen called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 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: Hayes, Sansone, Zabriski, Knight, Scaturro, Sottarelli, and Chairman Thulen. Also present were Terry Brady, 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 January 31, 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 #22459 through #22514 and Direct Deposit D42900 through D44000, Operating Account, January, 2011.**

Motion to approve for payment vouchers #22459 through #22514 and direct deposit D42900 through D44000, Operating Account, January 2011 was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call Commissioners Sansone, Zabriski, Scaturro, Knight and Chairman Thulen voted "Aye". Commissioner Hayes asked for explanation on the extra charge for recyclables under Dove Cleaning, sending a Commissioner for a public housing manager course and the rental of a bobcat. With no explanation given Commissioner Hayes voted "Aye" on all vouchers except for vouchers #22484, #22485, #22488 and #22500 which he voted "No". Commissioner Sansone voted "Aye" on all except for voucher #22500 in which he abstained. Commissioner Sottarelli voted "Aye" on all except for payment vouchers #22484, #22484, #22487, #22488 and #22500 in which he voted "No".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24106 through #24180 and Direct Deposit D1300 through D1373, Section 8 Account, January 2011.**

Motion to approve for payment vouchers #24106 through #24180 and Direct Deposit D1300 through D1373, Section 8 Account, January 2011 was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2104 through #2105, Tenant Security Refund Account, January, 2011.**

Motion to approve for payment vouchers #2104 through #2105, Tenant Security Refund Account, January, 2011 was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

**Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #4088 through #4089, Capital Fund Account, January, 2011.**

Motion to approve for payment vouchers #4088 through #4089, Capital Fund Account, January, 2011 was made by Commissioner Sansone and seconded by Commissioner Scaturro. Commissioner Zabriski asked if this brings full closure to the fire flow project. Mr. Brady said yes. Upon roll call, all Commissioners voted "Aye".

**Item #6: Report of Executive Director**

Mr. Salerno read the report for those present.

**Item #7: Resolution by the Board of Commissioners to reaffirm the vote of rotating the location of the monthly Board Meetings between the three buildings on the complex.**

Commissioner Zabriski said this is not in writing as of yet however, this will make it official that the Board will rotate their meetings between the buildings on the campus. Mr. Salerno thanked the Board on behalf of the tenants who requested the meetings be rotated. Commissioner Hayes asked how Mr. Salerno was going to handle the Sunshine Law with the doors being secured. Mr. Salerno said the doors are open. Commissioner Hayes asked about the front door. Mr. Salerno referred the question to the Attorney. Commissioner Hayes said he feels this is a violation of the Sunshine Law because it was not properly published and the access to the public is limited. Motion to reaffirm the vote was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, Commissioner Zabriski, Sansone, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Hayes and Sottarelli voted "No".

**Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Amendment of Section 8 Homeownership Program.**

Chairman Thulen asked Mr. Salerno for a brief description of this program. Mr. Salerno explained to the Board how the program works and why we must amend the program. Commissioner Zabriski asked if this puts us in line with HUD regulations. Mr. Salerno said yes. Motion to approve was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye"

**Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving its Public Housing Management Assessment Certification (MASS) for FYE 6/30/10.**

Mr. Salerno said this is a requirement for HUD. Motion to approve was made by Commissioner Sansone and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

**Item #10: Resolution by the Board of Commissioner for Emergency repair of the elevators in George Conway.**

Chairman Thulen said there was a recommendation by the Bids and Contracts committee to award contract to Federal Elevator. Mr. Brady said he recommends that this matter be held because there are a few legal issues to be looked at and discussed and he asked this be held to next meeting, he also recommends holding item #12 on the agenda until the next meeting for the same legal concern issues. Mr. Salerno said that the Board is taking a big risk because of the nature of the emergency. Mr. Brady said that there are two different aspects of this, one is the legal technicalities of the bidding requirements and the other issue is there is no certificate of availability of funds signed by Tom Furlong, the Housing Authority Accountant that the funds are even available. Commissioner Sansone said this is an emergency, a true emergency and the money will come from the reserve not the general fund. Mr. Brady said regardless of where the money comes from, there has to be a certification of the appropriation of funds and he cited the law. Commissioner Sansone noted that because the accountant is dragging his feet, the residents have to suffer with the problems with the elevator. Chairman Thulen intervened and said he doesn't want the Housing Authority to be penalized by doing something wrong, but he would like to take care of this as soon as possible and he suggested that we table this momentarily and hold a special meeting during the month to take care of this. Commissioner Sansone said that's great, let's have a meeting next week. Mr. Salerno suggested we get something in writing exactly what is we have to do from our Attorney because our consultant says we did everything we have to do and so did Mr. Coronato and it appears the Mr. Coronato and Mr. Brady do not agree. Mr. Salerno also added that he wants to go on record saying that this was discussed at the last meeting and one Attorney said we were heading in the right direction and this month were told we aren't doing it right. Commissioner Hayes noted that in all his years in housing industry he never went against the advice of the Attorney. Motion to table this resolution for emergency modification was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

**Item #11: Resolution by the Board of Commissioners authorizing travel and attendance for Commissioners and Staff at the NAHRO 2011 Legislative Conference, March 27<sup>th</sup> through March 30<sup>th</sup> in Washington, DC.**

Mr. Salerno said that one of the board members should go because the housing authority is about to be cut by another 20% in our budget and he feels someone should go and speak to our Congressman and Senators. Motion to approve travel was made by Commissioner Sansone and seconded by Commissioner Zabriski. Commissioner Hayes said he will vote yes only if one person goes. Commissioner Sansone said he will vote yes with no conditions, Commissioner Zabriski voted yes. Commissioner Knight and Chairman Thulen voted "Aye". Commissioners Scaturro and Sottarelli voted "No". Chairman Hayes requested to change his vote to a "No".

**Item #12: Resolution to award contract to Coffey Brothers to replace the "A" Wing and "C" Wing at George Conway.**

Motion to table the resolution for replacing the "A" wing and "C" wing at George Conway was made by Commissioner Zabriski and seconded by Chairman Thulen. Upon roll call, all Commissioners voted "Aye". This matter will be discussed in closed session as to the next step in the repair of the roof and George Conway.

**Item #13: Tenant/Applicant Status Report.**

Mrs. Nicholson read the report for those present.

**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. Commissioner Sansone asked Commissioner Scaturro if he has any idea how much to date that we are running in the red each month. Commissioner Scaturro said \$4,880.00. Commissioner Sansone said that is this month, do we know about last month. Commissioner Scaturro said he doesn't have last month's total. Commissioner Sansone pointed out that we are on a slippery slope because HUD is not funding us the way they used to and we need to find other ways of making money. Commissioner Scaturro said that the number is 59% of the total budget, so it's a running number.

**Item #14: Committee Reports**

**C. Personnel Committee**

**Creation of position of procurement/purchasing agent.**

Nothing to report. Mr. Salerno said there may have been no written report but he would like a procurement position created. Commissioner Sansone said we could discuss this in closed session. Commissioner Hayes said how we can create and hire a new position if we are financially in the red. Mr. Salerno said without this there is no more procurement. Chairman Thulen suggest that a meeting be set up with the Personnel Committee to discuss the need for this position or if we could tack on more responsibility to an employee and that the Committee should meet to discuss these options with Mr. Salerno at his convenience.

**D. By-Law Committee (Closed Session)**

To be discussed in closed session.

**Item #14: Tenant Comments.**

Ms. Wilma Flagg, Forge Pond Resident said there is a problem with Comcast Cable again regarding the security channel and she just wanted the residents to know that Comcast has to come and install a little box. She also asked if after the windows are installed at Forge Pond will there be an inspection. Mr. Sesto said yes there will be a final inspection. She also had a complaint about someone leaving tins of food for animals outside. Commissioner Hayes said call the office when you see the trays and we will have maintenance throw them out. Gary Lafetra, George Conway complained about the turnaround time regarding work orders especially for a woman who over the weekend had a broken refrigerator that was not repaired until Tuesday. Chairman Thulen said the women should report her complaint to the office and if it is not rectified by the office then she should come to the Board. Ms. Marie Polloway complained about the heat in the Community Room. Mr. Salerno said he has a new company who is actively working on getting the heat fixed, but in the meantime this is why he allowed the woman to play cards in the conference room. Ms. Flo Tillotson, George Conway Resident made the Board aware that she threw out over 150 books and she still is interested in bookshelves.

**Item #15: Report of Attorney.**

Mr. Brady said there a few things to be discussed in closed session.



**Item #16: New Business**

Mr. Dennis Levine from Honeywell gave a brief description as to what Honeywell will do for the Authority in regards to the need for an energy audit. Commissioner Zabriski said that this is a feasible study to get the ball rolling at no cost to the Authority. Mr. Levine said that is correct. Motion to allow Honeywell to move forward with the energy audit was made by Commissioner Zabriski and seconded by Chairman Thulen. Upon roll call, Commissioners Sansone, Zabriski, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Hayes and Sottarelli voted no until they see more paperwork and have a review from the Attorney. Mr. Salerno introduced Adam Brower, from BHB Insurance Services. Mr. Brower is the new Risk Manager and explained to the Board what services BHB will supply. Commissioner Sansone asked if the company will provide safety classes for the personnel. Mr. Brower said yes.

**Item #17: 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 close the meeting to the public and go into Executive Session for the purpose of discussing contracts and personnel was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:35 P.M. Commissioner Hayes left because he was not feeling well.

Motion to open the meeting to the public was made by Commissioner Zabriski and seconded by Commissioner Sansone. The meeting was opened at 9:00 P.M.

**Item #18: Public Portion.**

**None**

Chairman Thulen said that agenda item #14A which is a resolution to accept the amended bylaws will now be item #19 on the agenda and he asked for a motion to approve the amended bylaws.

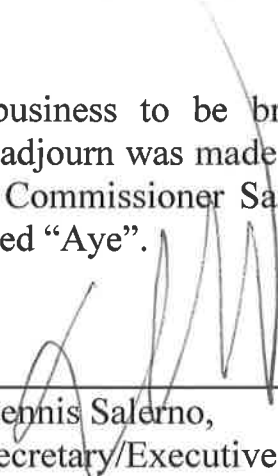
**Item #19: Resolution by the Board of Commissioner to approve the amended By-Laws.**

Motion to approve the amended By-laws was made by Commissioner Scaturro and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

**Item #20: Resolution to purchase a plaque for Commissioner Hayes in recognition of his 25 years of service.**

Chairman Thulen asked Ms. Nicholson purchase a plaque for Commissioner Hayes for his 25 years of service on the Board. Motion to approve was made by Commissioner Scaturro and seconded by Commissioner Knight. Upon roll call, Commissioners Scaturro, Knight, Sottarelli and Chairman Thulen voted "Aye". Commissioners Sansone and Zabriski voted "No".

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**