

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – AUGUST 29, 2011

Present: Stephen Scaturro, Chairman
Michael Thulen Jr., Vice-Chairman
Paul Hayes, Commissioner
John Zabriski, Commissioner
Rocco Sottarelli, Commissioner
Edward Kiesche, Commissioner

AGENDA ITEM #

MEETING DATE

1
9/19/11

Dennis Salerno, Executive Director
Nancy Nicholson, Service Coordinator

Absent: James Costello, Resident Commissioner

Call To Order: Chairman Michael Thulen called the Regular Meeting of the Housing Authority of the Township of Brick to order at 6:00 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 Scaturro led the assembly in the salute to the Flag.

Roll Call:

Upon roll call, the following Commissioners answered present: Hayes, Kiesche, Zabriski, Sottarelli, Thulen and Chairman Scaturro. Also present were 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 July 25, 2011.

There being no additions, deletions or corrections on motion by Commissioner Hayes and seconded by Commissioner Thulen, 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 #22790 through #22850 and Direct Deposit D51100 through D52100, Operating Account, August, 2011.

Motion to approve for payment vouchers #22790 through #22850 and Direct Deposit D51100 through D52100, Operating Account was made by Commissioner Zabriski and seconded by Commissioner Hayes. Upon roll call, Commissioners Hayes, Kiesche, Zabriski, Sottarelli, and Chairman Scaturro voted "Aye". Commissioner Thulen voted "Aye" on all except for voucher #51900 in which he abstained.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24568 through #24649 and Direct Deposit D1734 through D1806, Section 8 Account, August 2011.

Motion to approve for payment vouchers #24568 through #24649 and Direct Deposit D1734 through D1806, Section 8 Account, was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, all Commissioner voted "Aye"

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2118 through #2120 Tenant Security Refund Account, August, 2011.

Motion to approve for payment vouchers #2118 through 2120, Tenant Security Refund Account was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #4106 through #4108, Capital Fund Account, August, 2011.

Motion to approve for payment vouchers #4106 through #4108, Capital Fund was made by Commissioner Kiesche and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

Item #6: Report of Executive Director

Mr. Salerno read his report for those present.

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the Housing Authority to submit certification for the Section 8 Management Assessment System (SEMAP)

Motion authorizing the Housing Authority to submit certification for the Section 8 Management Assessment System (SEMAP) was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick establishing Flat Rents and permitting the residents to elect payment of either Flat Rent or Income Based Rent for their unit.

Motion establishing Flat Rents and permitting the residents to elect payment of either Flat Rent or Income Based Rent for their unit was made by Commissioner Zabriski and seconded by Commissioner Thulen. Commissioner Hayes asked Mr. Salerno the purpose of this. Mr. Salerno said this is done every year and it is a HUD regulation. Upon roll call, all Commissioners voted "Aye".

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick rejecting proposals submitted on August 9, 2011 for the Creation and Maintenance of a Website.

Chairman Scaturro said it is his understanding that we are rejecting the bids that came in for this. Mr. Salerno said that is correct, we now have a free bid that is being done through a company along with Mr. Matthews and Mr. Snyder. Mr. Salerno added that we have all the necessary documentation within the next ten days and it will not cost anything. Chairman Scaturro asked Mr. Salerno if we got the information from the State for what is required to put on the website. Mr. Salerno said yes. Motion to approve the rejection of all bids received was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners Authorizing travel to and attendance at New Jersey Association of Housing and Redevelopment Authorities, 2011 Annual Meeting and Conference September 25 through September 27, 2011.

Motion to authorize travel to and attendance at New Jersey Association of Housing and Redevelopment Authorities, 2011 Annual Meeting and Conference, September 25 through September 27, 2011 was made by Commissioner Hayes and seconded by Commissioner Kiesche. Upon roll call all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Authorizing Execution of a Contract for Fee Accounting Services for the period of September 1, 2011 through June 30, 2012.

Mr. Salerno said he was asked to put this on the agenda by Vice Chairman Thulen, and he agrees that the Board should take a second look at the contract because this contract deals with Union Negotiations, SEMAP reports, which things would be extra if he didn't include it as part of his contract. Mr. Salerno said he doesn't think this contract is unfair considering the extra work. Commissioner Thulen said he agreed that this contract should be looked over again, but he did not say to put it back on the agenda. Chairman Scaturro asked what the \$115.00 dollars for reimbursable items were for. Chairman Scaturro said he feels since this is more than last year, than all these things should be included and he would like to know what that charge is for. Commissioner Hayes said he doesn't think Mr. Furlong would have a problem continuing on a month to month basis until some of the Board questions could be answered. Mr. Salerno said he was concerned that some of the extra duties would not be handled if there was no contract. Chairman Scaturro suggested that Mr. Furlong attend the meeting. Motion to authorize execution of a contract for fee accounting services for the period of September 1, 2011 through June 30, 2012 was made by Commissioner Hayes and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Zabriski and Thulen voted "Aye". Commissioners Hayes, Sottarelli and Chairman Scaturro voted "Aye".

Item #12: Motion authorizing the Executive Director to formulate a bid for washer/dryer machines.

Mr. Salerno introduced Mr. David Segal of Coinmach Laundry Service to discuss the different alternatives such as do we want to lease the machines and at the end of the lease we then own the machines or do we get a rental where the company owns the machines and we get a percentage of the collections. Mr. Segal gave his presentation to the Board, and introduced the possibility of using cards instead of coins with the machines. There was a lengthy discussion as to the advantages and disadvantages of both options. The Chairman asked for a show of hands amongst the tenants in attendance if they had a preference to using cards instead of coins. The vote of hands showed that the tenants preferred coins. Motion to go out to bid the way it was always done, with the Housing Authority getting a percentage of the collection was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, Commissioners Hayes, Kiesche, Zabriski, Thulen and Chairman Scaturro voted "Aye". Commissioner Sottarelli voted "No."

Item #13: Motion authorizing the Executive Director to formulate a bid for Cleaning Service.

Mr. Salerno said that our current cleaning company is working on a month to month basis, because we threw out the last company. Chairman Scaturro said he thought we went out to bid for Dove Cleaning. Mr. Salerno said no. Commissioner Hayes made a motion for Mr. Salerno to put out a bid proposal for cleaning services, Commissioner Kiesche seconded the motion. Upon roll call, all Commissioners voted "Aye".

Item #14: Motion authorizing the Executive Director to formulate a bid for modernization of elevators at George Conway.

Mr. Salerno reminded the Board that they all received a report from a company that said this is what they believe we need to do in regards to the Elevators, if we proceed it will cost us an additional \$17,000.00. Mr. Salerno also said that if we proceed without using that company than we don't have to pay for an engineer, and he does not feel we need an engineer. Commissioner Hayes recommended to Mr. Salerno that he should consult with the Attorney. Commissioner Zabriski said that no matter what elevator company we use they are licensed engineers; bonded and certified, but if we go to Barlo and Associates, then Barlo has to hire a outside engineering company and then we are billed for that. Commissioner Zabriski doesn't feel we need an engineer, when the Companies that bid have engineers working for them. Motion to authorize the Executive Director to prepare a bid specification and go out to bid was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, All Commissioners voted "Aye"

Item #15: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #16: 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 Thulen read the report for those present.

C. Personnel Committee

Chairman Scaturro requested a motion to extend the Executive Directors contract for one month until the Attorney can review the language of the Contract. Commissioner Zabriski made the motion to extend Mr. Salerno's contract for one month, Commissioner Kiesche seconded the motion. Upon roll call, all Commissioners voted "Aye".

Item #17: Tenant Comments

Betty Colletta, David Fried resident, thanked the Board for getting rid of the trash cans on the lawn; however she doesn't feel the one dumpster is enough for 41 apartments. Chairman Scaturro said that maybe we could look into the size of the dumpsters and the pickup schedule.

Lorraine Vandermark, David Fried resident, said she does not think all the residents understand that one dumpster is for recyclables and one is for garbage. Mr. Salerno said the dumpsters are marked and also a notice went out to all the David Fried residents. Ms. Vandermark also said that David Fried is still out of power due to the Hurricane and it would have been nice if the office could have checked on everyone. Chairman Scaturro said that the east coast had ample notice and this was not an isolated situation, and he's sure if the resident called or came to the office that something was needed they would have tried to accommodate as best they could.

Marie Polloway, George Conway resident, commended the Authority for their efforts with informing the tenants on Hurricane Irene.

Carmine Rowe, David Fried resident said she feels that the residents of David Fried are not treated fairly during the storm. Chairman Scaturro said he feels the Authority did as much as they can in this situation. He asked Ms. Rowe if there was something else she is referring to. Ms. Rowe said this is just how she feels and it would have been nice if someone went door to door making sure everyone was ok.

Item #18: Report of Attorney

None to report

Item #19: New Business

None to report

Item #20: 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.

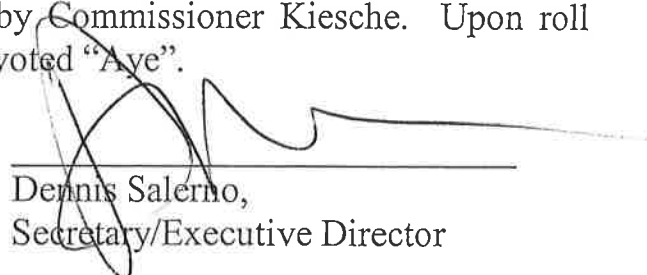
Motion to close the meeting to the public and go into Executive Session for the purpose of discussing contracts and personnel was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 7:00 P.M.

Motion to open the meeting to the public was made by Commissioner Hayes and seconded by Commissioner Sottarelli. The meeting was opened at 7:40 P.M.

Item #21: Public Portion.

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".



Dennis Salerno,
Secretary/Executive Director

Adjournment