

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – AUGUST 30, 2010

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

AGENDA ITEM #

MEETING DATE

9/20/10

Joe Coronato, Esq. HATB Legal Counsel
Dennis Salerno, Executive Director
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, Zabriski, Sansone, Scaturro, Knight, Sottarelli, 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 July 26, 2010.

There being no additions, deletions or corrections on motion by Commissioner Hayes and seconded by Commissioner Sottarelli, 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 #22079 through #22135 and Direct Deposit D34900 through D36000, Operating Account, August, 2010.

Motion to approve for payment vouchers #22079 through #22135 and Direct Deposit D34900 through D36000, Operating Account, August, 2010 was made by Commissioner Zabriski and seconded by Chairman Thulen. Commissioner Zabriski would like the Board to hold off voting on voucher #22135 so it may be discussed in closed session. Chairman Thulen said that's fine. Upon roll call, Commissioners Zabriski, Sansone, Scaturro, Knight, Sottarelli, and Chairman Thulen voted "Aye". Commissioner Hayes voted "Aye" on all except on any voucher pertaining to stipend employees in which he voted "No".

Item #2A: Authorization by the Board of Commissioner to approve for payment vouchers #22136 through #22137, Operating Account, August, 2010.

Motion to approve for payment vouchers #22136 through #22137, Operating Account, August, 2010 was made by Commissioner Scaturro and seconded by Commissioner Sansone. Upon roll call, Commissioners Hayes, Sansone, Scaturro, Knight, Sottarelli, and Chairman Thulen voted "Aye". Commissioner Zabriski voted "Aye" on all except #22136 which he abstained.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #23643 through #23726 and Direct Deposit D894 through D953, Section 8 Account, August 2010.

Motion to approve for payment vouchers #23643 through #23726 and Direct Deposit D894 through D953, Section 8 Account, August, 2010 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 voucher #2096, Tenant Security Refund Account, August, 2010.

Motion to approve for payment voucher #2096, Tenant Security Refund Account, August, 2010 was made by Commissioner Scaturro and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4075, Capital Fund Account, August, 2010.

Motion to approve for payment voucher #4075, Capital Fund Account, August, 2010 was made by Commissioner Scaturro and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

Item #6: Report of Executive Director

Mr. Salerno read his report for those present. There was a lengthy discussion regarding the emergency repair of the fire alarm panel in David M. Fried. Chairman Thulen added item #6A to the agenda in regard to this matter.

Item #6A: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the Executive Director to get the proper work done to complete the repair of the Fire Panel in accordance with the bid guidelines and get three proposals for the repair.

Motion to authorize the Executive Director to get bids for the repair of the fire panel in David Fried was made by Commissioner Zabriski and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick amending the Procurement Policy.

Motion to approve the amended Procurement Policy was made by Commissioner Scaturro 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, authorizing the execution of change order No. 1 to the contract for installation of the Solar Tube Day Lighting System for the Authority's Cottage Buildings to adjust for additional quantities.

Commissioner Scaturro said he had requested several months ago a breakdown on the return of the investment is. Mr. Salerno said at this time it's difficult to get that information because this particular building is not complete solar, he also reminded the Board that this is a grant that is not costing the Authority any money for this project. Commissioner Scaturro asked where the additional money is coming from. Mr. Salerno said it is money that is included in the grant. Motion to approve for the execution of a change order to include additional solar tubes was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, Commissioners Zabriski, Sansone, Knight, and Chairman Thulen voted "Aye". Commissioners Hayes, Scaturro and Sottarelli voted "No".

Item #9: Resolution by the Board of Commissioners authorizing award of contract for Building Maintenance/Janitorial Services for a one (1) year period 9/1/2010 through 8/31/2011.

Motion authorizing award of contract for Building Maintenance/Janitorial Services for a one (1) year period 9/1/2010 through 8/31/2011 was made by Commissioner Scaturro and seconded by Commissioner Knight. Chairman Thulen pointed out that the contract is with Dove Cleaning, and that they are our current maintenance/janitorial company. Commissioner Sottarelli asked if they will be doing the same services. Mr. Salerno said no. He noted that some of the maintenance/janitorial services will be done by our Maintenance Workers. Commissioner Hayes asked if any of the stipend workers will be doing this work. Mr. Salerno said no. Upon roll call, Commissioner Sansone, Zabriski, Scaturro, Knight, Sottarelli and Chairman Thulen voted "Aye". Commissioner Hayes voted "Aye" however, he does not want our stipend workers doing any type of janitorial services.

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick amending the Travel Authorization and Reimbursement Policy for Out-Of-Town Travel.

Commissioner Zabriski pointed out that Mr. Salerno was supposed to report back to the Board with other travel policies from the Township and the County. Chairman Thulen tabled this resolution until the next meeting.

Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Authorizing travel and attendance for conference of the NJ Chapter of the National Association of Housing And Redevelopment Officials November 16th-19th, 2010 at the Borgata Hotel, Atlantic City, New Jersey.

Motion authorizing travel and attendance to the conference of the NJ Chapter of the National Association of Housing and Redevelopment Officials, November 16th-19th, 2010 was made by Commissioner Hayes and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

Item #16: Public Portion.

Ms. Peggy Gray, George Conway resident inquired about having speed bumps installed on Ovation Way. Chairman Thulen said that Forge Pond is having their parking lot redone and that speed bumps would have to be considered only after that project is complete. Mr. Salerno reminded the Board that the Township Council President and Liaison to the Housing Authority Tony Matthews had a study done and they did not find that cars were speeding on Ovation Way. Commissioner Hayes said that there used to be speed bumps, but tenants complained that their cars were getting damaged and the bumps were removed. Chairman Thulen suggested we revisit this issue once the parking lot at Forge Pond gets reconfigured. Wilma Flagg, Forge Pond resident complained about tenants feeding wild animals. Mr. Salerno said he would send out letters to tenants reminding them this behavior is not allowed. Ms. Flagg also asked if the grass and bushes are going to be replaced and repaired at Forge Pond. Mr. Salerno said absolutely, however that will not be done until the new windows are installed at Forge Pond. Flo Tillotson, George Conway resident announced that she along with the George Conway Tenants Association will be hosting the 6th Annual Breast Cancer Walk and that she is seeking donations. She also noted that all Board Members and residents are welcomed to join in on the walk which will be held on October 6, 2010 at 12:00PM. Commissioner Knight asked what was being done in regards to the parking lot at Forge Pond. Commissioner Zabriski said that the parking lot at Forge Pond is going to be reconfigured and after that is done and the parking spaces are repainted, the Board could look into title 39 which will tow unauthorized cars from the parking lot. Mr. Coronato said he would look into title 39 and help us obtain what we need to have unwanted cars towed.

Item #12: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #13: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

Commissioner Scaturro read the report for those present. Chairman Thulen asked Mr. Salerno to provide the Board with a Budget Comparison report. Mr. Salerno said he will comply and he is also going to provide the Board with a Section 8 breakdown.

C. Personal Committee

Chairman Thulen said there are several issues that will be discussed in closed session.

Item #14: Report of Attorney.

Mr. Coronato said there is a possible lawsuit that will be discussed in closed session.

Item #15: New Business

Commissioner Zabriski suggested that the Board be given a 15 day advance notice, so the Board could discuss them prior to the meeting. Chairman Thulen asked how that affects the By-laws. Mr. Coronato said that a compromise of 7 days in advance might be more realistic. Mr. Salerno said he will do his best to inform the Board well in advance of Resolutions, however, sometimes that is not possible and he does his best to keep the Contract and Bid Committees as well as, the Board Members apprised of what will appear on the agenda.

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 personal issues was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:16PM.

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

Chairman Thulen opened the meeting with adding Resolutions

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 personal issues was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:16PM.

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

Chairman Thulen opened the meeting with adding Resolutions.

Item #18: Resolution by the Board of Commissioner of the Housing Authority of the Township of Brick authorizing the creation of a Laborer Position.

Motion to approve was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, Commissioners Sansone, Zabriski, Scaturro and Chairman Thulen voted "Aye". Commissioner Hayes voted "Present" and Commissioner Sottarelli voted "No".

Mr. Coronato said let the record show that the check that was held concerning Al Scerbo, former maintenance worker will be held until further notice. No payment will be made to the employee until our Attorney reviews the matter.

Item #19: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a 1 year contract to the Executive Director.

Chairman Thulen stated that going forward starting September 1, 2010 that 1.5% of his salary has to go towards his benefits and that on March 1st of every year before our Budget is voted on notice by the Executive Director must go out to all the Commissioners notifying them that his contract will be coming up for renewal. Motion to approve was made by Commissioner Zabriski and seconded by Commissioner Thulen. Upon roll call, Commissioner Hayes, Sansone, Zabriski, Scaturro, Knight and Chairman Thulen voted "Aye". Commissioner Sottarelli passed on the vote.

Item #20: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick starting a position titled "Superintendent of Maintenance Services".

Motion to approve the position titled Superintendent of Maintenance Services was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, Commissioner Sansone, Zabriski, Knight, and Chairman Thulen voted "Aye". Commissioners Hayes, Scaturro and Sottarelli voted "No".

Item #21: Resolution by the board of Commissioners of the Housing Authority of the Township of Brick appointing Nick Sesto as Superintendent of Maintenance Services.

Motion to approve was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, Commissioner Zabriski, Sansone, Knight, and Chairman Thulen voted "Aye". Commissioner Hayes passed on the vote. Commissioners Scaturro and Sottarelli voted "No".

Motion to Adjourn the Meeting of August 30, 2010:

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 vote "Aye".

The meeting adjourned at 9:10 PM, all Commissioners voted "Aye".

Adjournment



Dennis Salerno
Executive Director