

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – OCTOBER 25, 2010

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

AGENDA ITEM # _____
MEETING DATE 11-29-10

Joe Coronato, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

Absent: Rocco Sottarelli, Commissioner
Dennis Salerno, Executive Director

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: Zabriski, Hayes, Sansone, Scaturro, Knight, Sottarelli, and Chairman Thulen. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator. Commissioner Sottarelli was absent.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on September 20, 2010.

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 Sansone, Zabriski, Scaturro, Knight and Chairman Thulen voted "Aye". Commissioner Hayes abstained because he did not attend the meeting.

Item #8: Resolution by the Board of Commissioners certifying review and authorizing submission of the Annual Independent Audit to the Local Finance Board of the State of New Jersey. (Commissioner must sign affidavit at the end of tonight's meeting)

The Auditor, Frank Holman, a partner with the firm Holman & Frenia, P.C., who has performed an audit for the fiscal year ending June 30, 2010 addressed the Board. Mr. Holman stated the audit report had no findings and there were no opinions and the Housing Authority books are in fine shape. Motion to approve certifying review and authorizing submission of the Annual Audit to the Local Finance Board of the State of New Jersey was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #2: Authorization by the Board of Commissioners to approve and accept minutes of Special Meeting held on October 7, 2010.

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

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #22191 through #22196 and Direct Deposit D38300 through D38700, September, 2010 and vouchers #22197 through #22251 and Direct Deposit D38800 through D39200, Operating Account, October, 2010.

Motion to approve for payment vouchers #22191 through #22196 and Direct Deposit D38300 through D38700, September, 2010 and vouchers #22197 through #22251 and Direct Deposit D38800 through D39200, Operating Account, October, 2010 was made by Commissioner Sansone and seconded by Chairman Thulen. Upon roll call, Commissioners Sansone, Knight and Chairman Thulen voted "Aye". Commissioner Hayes voted "Aye" on all except vouchers #22215, #22221, #22230 and #22231 in which he voted "No". Commissioner Zabriski voted "Aye" on all except voucher #22203 which he voted "No" and he abstained on voucher #22229. Commissioner Scaturro voted "Aye" on all except for payment vouchers #22228 and #22229 in which he abstained.

Item #3A: Resolution by the Board of Commissioner to approve for payment vouchers #22252 through #22256 and Direct Deposit D39300 through D39700, Operating Account, October, 2010.

Motion to approve for payment vouchers #22252 through #22256 and Direct Deposit D39300 through D39700, Operating Account, October, 2010 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 #23808 through #23886 and Direct Deposit D1015 through D1081, Section 8 Account, October 2010.

Motion to approve for payment vouchers #23808 through #23886 and Direct Deposit D1015 through D1081, Section 8 Account, October, 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 vouchers #2098 through #2100, Tenant Security Refund Account, October, 2010.

Motion to approve for payment vouchers #2098 through #2100, Tenant Security Refund Account, October, 2010 was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call all Commissioners voted "Aye".

Item #6: Authorization by the Board of Commissioners to approve for payment vouchers #4078 through #4079, Capital Fund Account, October, 2010.

Motion to approve for payment vouchers #4078 through #4079, Capital Fund Account, October, 2010 was made by Commissioner Scaturro and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

Item #6A: Authorization by the Board of Commissioners to approve for payment voucher #4080, Capital Fund Account, October, 2010.

Motion to approve for payment voucher #4080, Capital Fund Account, October, 2010 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 voted "No".

Item #7: Report of Executive Director

Mrs. Nicholson read the Executive Director's report in Mr. Salerno's absence.

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing two Commissioners to sign checks.

Motion to authorize two Commissioners to sign checks was made by Commissioner Sansone and seconded by Chairman Thulen. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners authorizing the transfer of \$4,500.00 of the laundry services commissions to fund the tenant service account.

Motion to approve the transfer of \$4,500.00 of the laundry services commissions to fund the tenant service account was made by Commissioner Hayes and seconded by Commissioner Scaturro. 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 the execution of a Declaration of Trust for the U.S. Department of Housing and Urban Development.

Motion to approve the execution of a Declaration of Trust for the U.S. Department of Housing and Urban Development was made by Commissioner Scaturro and seconded by Commissioner Zabriski. Commissioner Hayes asked for clarification of this resolution from the Board Attorney. Mr. Coronato said that the Government is requiring so basically what happens is the property is owned by the US Government and we are just holding it in trust. Commissioner Hayes asked if when the bonds are up does the Housing Authority get turned over to the Township. Mr. Furlong said no, that the property must remain low-income. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to award contract for snow and ice removal services in the black topped vehicular rights-of-way and parking lots for a 5 month period 11/1/10 through 3/31/11.

Chairman Thulen met with the Building and Grounds Committee and there is a possibility of getting a better or compatible service with the County approved people at an hourly rate. There was a lengthy conversation as to whether or not to award a contract to a private contractor or look into reviewing what the County has to offer. Motion to reject the one contractor who responded to snow and ice removal and re-bid was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #13: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to amend the travel Authorization and Reimbursement Policy for Out-Of-Town Travel.

To be discussed in closed session.

Item #14: Discussion of hiring a payroll service.

Chairman Thulen tabled this discussion.

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 for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Scaturro read the report for those present.

C. Personal Committee (Resolution to hire Nick Lotito as part time mechanic)

Chairman Thulen said at the last meeting there was a discussion to hire a part-time mechanic to maintain the gas and diesel equipment owned by the Housing Authority with a minimum of 5 hours a month at a rate of \$60.00 hour. Motion to hire Nick Lotito as the part-time mechanic was made by Commissioner Sansone and seconded by Commissioner Zabriski. Commissioner Hayes asked if there is a maximum of hours Mr. Lotito can work. Chairman Thulen said the Executive Director would approve that. Commissioner Hayes also asked if this would be a Union position. Chairman Thulen said no, it is not a Union position, but workers compensation would be taking out. Upon roll call, Commissioner Hayes, Sansone, Zabriski, Knight and Chairman Thulen voted "Aye". Commissioner Scaturro abstained.

Item #17: Report of Attorney.

Mr. Coronato said there is some potential litigation that he would like to discuss in closed session.

Item #18: New Business

No new business to report.

Item #19: Public Portion.

Chairman Thulen made an announcement to the tenants present that there are procedures regarding complaints and there is process that he would like the tenants to follow. He noted that residents should not wait until a Board Meeting to complain about something that could have been handled by the office or the police department.

Ms. Peggy Gray, George Conway resident said she has a problem that Mr. Salerno, told her she could move and now she can't. Chairman Thulen said he will have a discussion with Mr. Salerno, so that he may understand what the situation is.

Ms. Wilma Flagg, Forge Pond resident said she was curious to know when the window replacement project will start in the Forge Pond complex. Chairman Thulen said he will check with Mr. Salerno, however he believes the project will start after the New Year.

Ms. Dawn Weber, George Conway resident asked why she can no longer get copies made at the office. She explained she went to the office to get a copy and she was denied. There was discussion regarding the cost factor to make copies for all the residents. Chairman Thulen said the Board will have to discuss this and there may be a possibility that there will be a small fee to get copies made.

Ms. Flo Tillotson, George Conway resident asked if the Board can find her book shelves. Chairman Thulen said he will ask around for her.

Dan Esposito, maintenance employee, asked if the Board plans on hiring a new maintenance person. Chairman Thulen said yes.

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 potential litigation was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:20 P.M.

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

Chairman Thulen announced that during closed session agenda item #13 was discussed and the following changes should be made to the policy.

Paragraph #10 will now read in the travel policy as follows:

In addition to reimbursable costs as outlined above, the Commissioners and employees of the Authority shall be reimbursed for actual travel related expenses for meals consumed, not to exceed \$125.00 per day

Reimbursement for actual expenses for meals consumed must be supported by receipts and other documentation of actual expenses (listing each item, the date, place, time, and dollar amount of same). Receipts must be secured for all expense items of more than \$20. The cost of alcoholic beverages consumed at meals is not reimbursable.

Also added to the travel policy was paragraph #13 which will read as follows.

If a Commissioner or employees of the Authority is required to travel further than 150 miles for the site of the Brick Housing Authority, the requested shall be voted on by the commissioners at a meeting prior to the event.

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".

Adjournment



Dennis Salerno,
Secretary/Executive Director