

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – NOVEMBER 29, 2010

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

AGENDA ITEM #

MEETING DATE

1
12-20-10

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

Absent: Madeline Knight, Resident Commissioner

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

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on October 25, 2010.

There being no additions, deletions or corrections on motion by Commissioner Hayes 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 #22257 through #22322 and Direct Deposit D39800 through D40700, Operating Account, November 2010.

Motion to approve for payment vouchers #22257 through #22322 and Direct Deposit D39800 through D40700, Operating Account, November, 2010 was made by Commissioner Sansone and seconded by Chairman Thulen. Upon roll call, Commissioners Sansone and Chairman Thulen voted "Aye" on all. Commissioner Zabriski voted "Aye" on all except for voucher #22295 in which he abstained. Commissioners Scaturro and Sottarelli voted "Aye" on all except for voucher #22295, which the both voted "No". Commissioner Hayes voted "Aye" on all except for vouchers #22289 and #22296, in which he voted "No".

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #22323 through #22325, Operating Account, November 2010.

Motion to approve for payment vouchers #22323 through #22325 was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, Commissioners Hayes, Sansone, Scaturro and Sottarelli voted "Aye". Commissioner Zabriski voted "Aye" on all except for payment voucher #22325 in which he abstained. Chairman Thulen voted "Aye" on all except for payment voucher #22324 in which he abstained.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #23887 through #23963 and Direct Deposit D1082 through D1152, Section 8 Account, November 2010.

Motion to approve for payment vouchers #23887 through #23963 and Direct Deposit D1082 through D1152, Section 8 Account, November, 2010 was made by Commissioner Hayes 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 #2101, Tenant Security Refund Account, November, 2010.

Motion to approve for payment vouchers #2101, Tenant Security Refund Account, November, 2010 was made by Commissioner Hayes 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 #4081 through #4082, Capital Fund Account, November, 2010.

Motion to approve for payment vouchers #4051 through #4082 was made by Commissioner Zabriski 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.

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding contract for the replacement of the George Conway apartment building roof- "B" wing to Coffey Brothers Inc.

Motion to approve awarding contract for the replacement roof on the "B" wing of the George Conway building to Coffey Brothers Inc. was made by Commissioner Hayes and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township Travel and Attendance for Commissioners and staff at the NJAHRA & NJNAHRO Holiday Dinner Meeting held on December 3, 2010 at the Holiday Inn, Carteret, New Jersey.

Motion to approve for travel and attendance for Commissioners and staff at the NJAHRA & NJNAHRO Holiday Dinner Meeting held on December 3, 2010 at the Holiday Inn in Carteret was made by Commissioner Hayes and seconded by Chairman Thulen. Upon roll call, all Commissioners voted "Aye".

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick, Travel and Attendance for Commissioners and staff to PHADA's 2011 Commissioners' Conference held on January 9th through 12th, 2011 in Phoenix, Arizona at the Sheraton Phoenix Downtown Hotel.

Motion to approve for travel and attendance for Commissioners and staff to PHADA's 2011 Commissioners' Conference held on January 9th through 12th, 2011 in Phoenix, Arizona at the Sheraton Phoenix Downtown Hotel was made by Commissioner Sansone and seconded by Commissioner Zabriski. Commissioner Zabriski informed the Board that the only one going to this will be the Executive Director. Chairman Thulen asked Mr. Salerno is there a particular course that he needs to take that is being held there? Mr. Salerno said this is a Conference for Executive Directors and there are several courses being held there that he is interested in attending. There was discussion as to whether any of those courses were held in a closer location, the answer was no. Upon roll call, Commissioners Sansone, Zabriski, and Scaturro voted "Aye". Commissioners Hayes, Sottarelli and Chairman Thulen voted "No". Mr. Salerno asked for an opinion since it was a tie vote. Commissioner Hayes said that with a tie vote then it's a no, Mr. Salerno cannot go to this conference.

Item #10: 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 to ERBE Builders.

Motion to award contract for snow and ice removal services in the black topped vehicular rights-of-way and parking lots to ERBE Builders was made by Commissioner Hayes and seconded by Commissioner Sottarelli. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioner of the Housing Authority of the Township of Brick authorizing the Executive Director to seek proposals for an Energy Audit.

Motion to approve the Executive Director to seek proposals for an Energy Audit was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the hiring of a laborer.

Chairman Thulen announced that this agenda item is being tabled until further details about the position and pay could be supplied for the Board to review.

Item #13: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to create a position of a Night Superintendent.

Motion to create a position of a Night Superintendent was made by Commissioner Zabriski and seconded by Commissioner Thulen. Commissioner Hayes asked if this position will be taxed. Mr. Salerno said yes. Upon roll call, all Commissioners voted "Aye".

Item #14: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick hiring Kevin Downey, Forge Pond Resident as a temporary Night Superintendent.

Motion to hire Kevin Downey, Forge Pond Resident as a temporary night superintendent was made by Commissioner Sottarelli and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #15: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick creating a Human Resources Position.

Chairman Thulen announced that this agenda item is being tabled.

Item #16: Resolution by the Board of Commissioners of the Township of Brick establishing a Policy in regards to bounce checks.

The Board discussed how bounce checks presently were handled; the Board agreed they should continue to be handled in the same manner. Mr. Coronato noted that when the wording is placed back into the lease it should read as follows: *If a tenant should bounce a check for insufficient funds, all future rent payments must be made by Money Oder or Cashier's Check and if the bank charges the Housing Authority a fee for the returned check the tenant will be responsible to pay that fee.*

Item #17: Resolution by the Board of Commissioners of the Township of Brick establishing a Policy concerning air conditioner charges in Forge Pond Building.

Chairman Thulen announced that this agenda item is being tabled

Item #18: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #19: 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 agenda item B and B1 for those present.

Item #20: Report of Attorney.

Mr. Coronato had nothing new to report however, he has potential litigation that he would like to discuss in closed session.

Item #21: New Business

None to report.

Item #22: 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 and if the situation does not pertain to the person speaking then they should not bring it to the Board Meeting.

Wilma Flagg, Forge Pond resident said that a woman in her building had a problem with her refrigerator on a Saturday and the problem was not corrected until Monday. She wanted to know if that is the procedure. Mr. Salerno said he was aware of that particular call and the problem was handled accordingly and that the woman understood of the situation.

Ms. Flagg also asked why there was no sign in the back permitting people to smoke behind Forge Pond. Mr. Salerno said he will look into that.

Item #23: 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 8:10 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 8:50 P.M.

Item #24: Chairman Thulen added agenda item #24 authorizing the Attorney to write a letter to Federal Hill Risk Management cancelling the contract that expires on December 31, 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 voted "Aye".

Adjournment



Dennis Salerno,
Secretary/Executive Director