

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

Present:

Paul Hayes, Commissioner
Michael Thulen, Commissioner
John Zabriski, Commissioner
Stephen S. Scaturro, Commissioner
Wilma Flagg, Resident Commissioner

AGENDA ITEM #

MEETING DATE

Handwritten: 4/20/10

Joe Coronato, Esq. HATB Legal Counsel
Dennis Salerno, Executive Director
Tony Matthews, Council-Liaison
Nicholas Sesto, Maintenance Supervisor
Nancy Nicholson, Service Coordinator

Absent: **Rocco Sottarelli, Commissioner**

Call To Order: Vice-Chairman Zabriski 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 Commissioner Stavrou has resigned as Chairman and Commissioner to this Board. He also noted 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:**

Vice-Chairman Zabriski led the assembly in the salute to the Flag.

Roll Call:

Upon roll call, the following Commissioners answered present: Hayes, Thulen, Scaturro, Flagg, and Vice-Chairman Zabriski. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, Tony Matthews, Council-Liaison, Nicholas Sesto, Maintenance Supervisor, Administrative Assistant and Nancy Nicholson, Service Coordinator. Commissioner Sottarelli was absent.

Item #1: Election of Officers (March 29, 2010 –June 1, 2010)

Vice-Chairman Zabriski turned the meeting over to the Secretary, Dennis Salerno, for the purpose of conducting election of officers.

For the office of Chairperson, Mr. Salerno opened the floor for nominations.

Commissioner Hayes nominated Commissioner Michael Thulen Jr. for the position of Chairperson. Commissioner Zabriski seconded this nomination. There were no other nominations for Chairperson.

Commissioner Hayes made a motion to close nominations and Commissioner Flagg seconded that motion. The Board indicated “Aye” to close nominations.

Upon roll call for the nomination of Michael Thulen Jr. as Chairperson, all Commissioners voted “Aye”.

Chairman Thulen assumed the chair to conduct the rest of the meeting.

Item #2: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing Duly Elected Officers to sign checks.

Motion authorizing Duly Elected Officers to sign checks was made by Commissioner Flagg and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted “Aye”

Item #3: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on February 22, 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, Commissioners Hayes, Zabriski, Scaturro, and Chairman Thulen voted “Aye”. Commissioner Flagg abstained because she was not at this meeting.

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #21772 through #21845 and Direct Deposit D27800 through D29400, Operating Account, March, 2010.

Motion to approve for payment vouchers #21772 through #21845 and Direct Deposit D27800 through D29400, Operating Account, March, 2010 was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #23218 through #23296 and Direct Deposit D544 through D599, Section 8 Account, March, 2010.

Motion to approve for payment vouchers #23218 though #23296 and Direct Deposit D544 through D599, Section 8 Account, March, 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 #2080 through #2083, Tenant Security Refund Account, March, 2010.

Motion to approve for payment vouchers #2080 through #2083, Tenant Security Refund Account, March, 2010 was made by Commissioner Scaturro and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #7: Authorization by the Board of Commissioners to approve for payment vouchers #4064 and #4065, Capital Fund Account, March, 2010.

Motion to approve for payment vouchers #4064 and #4065, Capital Fund Account, March, 2010 was made by Commissioner Flagg and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

Item #8: Report of Executive Director

Mr. Salerno read his report for those present. He requested that the Board formulate a position called Resident Supervisor of Maintenance to cover maintenance needs from the hours of 7:00PM to 7:00AM and a proposed Commissioner Hayes asked if this person would be on payroll and covered with insurance. He is concerned that if this resident should get hurt the Housing Authority would have a worker's comp. case. Commissioner Hayes asked for the opinion of the Attorney. Mr. Coronato said he has to review this further and review the information that Mr. Keefe prepared regarding Section 3. Commissioner Hayes asked if there would be a problem with the Union because this is a Union Shop. Mr. Salerno said no, because the person would have a supervisor title. Chairman Thulen would like to review this matter further when more information could be provided.

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a contract for Elevator Maintenance to United States Elevator Inc.

Motion to approve award contract for Elevator Maintenance to United States Elevator Inc., of Fairfield, New Jersey 07004 for the period 3/30/10 through 3/29/11 in the amount of \$3,600.00 was made by Commissioner Flagg and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners authorizing award of contract for consultant services for preparation of FY 2010 CFP Annual Statement, FY 2008 and 2009 P&E Reports, CFP 5-Year Action Plan for FY 2010 to 2015, and the Five Year PHA Agency Plan for Fiscal Years 2010 to 2015.

Motion to approve for award of contract for consultant services for preparation of FY 2010 CFP Annual Statement, FY 2008 and 2009 P&E Reports, CFP 5-Year Action Plan for FY 2010 to 2015, and the Five Year PHA Agency Plan for Fiscal Years 2010 to 2015 to Richard Keefe and Associates in the amount of \$1,700.00 was made by Commissioner Zabriski and seconded by Commissioner Flagg. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioner authorizing award of contract for coordinator/consulting services for the Housing Authority's Public Housing and Section 8 Programs for the 1-Year Period Ending April 30, 2011.

Motion to approve award of contract for coordinator/consulting services for the Housing Authority's Public Housing and Section 8 Programs for the 1-Year Period Ending April 30, 2011 to Richard Keefe and Associates in the amount of \$18,000.00 was made by Commissioner Scaturro and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioner adopting an updated Procurement Policy.

Motion adopting an updated Procurement Policy was made by Commissioner Zabriski and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

Item #13: Resolution by the Board of Commissioners rejecting all bids for Janitorial/Building Maintenance.

Mr. Coronato gave his opinion as to why the Janitorial/Building Maintenance bids that were received be rejected. He explained that due to the fact that the Housing Authority will have maintenance staff working on a seven day work week that the scope of the work in the specification for janitorial/building maintenance will be changed because the maintenance men could do some of the work and save the Authority money in the long run. Motion to reject all bids for Janitorial/Building Maintenance was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #14: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #15: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

Chairman Thulen read the report for those present.

C. Personal Committee

None to report.

Item #16: Report of Attorney.

Mr. Coronato spoke to Mr. Salerno regarding CMX going out of Business and this matter will be discussed in closed session.

Commissioner Zabriski asked Mr. Coronato as to the status of researching the organization of the Non-Profit. Mr. Coronato said he is still gathering information. Commissioner Zabriski requested a motion from the Board to begin the Non-Profit. Mr. Coronato asked the Board to give him another month to complete his report before going any further with the Non-Profit. There was a lengthy discussion regarding this matter. Mr. Coronato made a recommendation that the Board set up a sub-committee that he could meet with to discuss this issue before reporting back to the Board with his report. Commissioner Zabriski made a motion to set up the sub-committee and Commissioner Scaturro seconded the motion. Upon roll call, Commissioner Zabriski, Scaturro, and Chairman Thulen voted "Aye". Commissioners Hayes and Flagg voted "No".

Item #17: New Business

Mr. Salerno asked for a motion from the Board to hire a Resident Supervisor of Maintenance to cover maintenance needs from the hours of 7:00PM to 7:00AM. Chairman Thulen said he would like more information before the Board votes on this matter.

Item #18: Public Poin.

Ms. Peggy Gray, George Conway resident complained that the roof in George Conway is leaking and when there is heavy rain or snow melting that it leaks into her bedroom. Mr. Salerno said that, the roof at George Conway needs to be replaced and that he's is waiting for the nicer weather to have contractors give quotes and to see if the money will be available.

Ms. Madeline Knight asked if Forge Pond was going to get new windows. Mr. Salerno said eventually Forge Pond will get new windows.

Item #19: 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 possible litigation was made by Commissioner Zabriski and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:20PM.

Motion to open the meeting to the public was made by Commissioner Hayes and seconded by Commissioner Scaturro. The meeting was opened at 8:30PM.

Commissioner Hayes made a motion to have Mr. Coronato clear up all contracts with CMX, Commissioner Scaturro seconded the motion. Upon roll call, Commissioners, Hayes, Flagg, Scaturro and Chairman Thulen voted "Aye". Commissioner Zabriski voted "No".

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

Adjournment


Dennis Salerno,
Executive Director/Secretary