

**MINUTES**  
**Regular Meeting**  
**June 25, 2018**

The regular meeting of the Housing Authority of the Township of Brick was held on June 25, 2018 at 6:30 PM at the David Fried Community Room, 157 Chambers Bridge Road, Brick, NJ 08723.

The meeting was called to order by Chairman Jampel at 6:30 PM.  
The meeting began with the reading of the Sunshine Law Statement.

Upon Roll Call those present were:

Commissioner Scaturro	Vice Chair Russell
Commissioner Gedrich	Chairman Jampel
Commissioner Dyer	

Also present were Jacob Naszimento, Executive Director and Terry Brady, Board Attorney.

Absent from the meeting was Commissioner Anokye and Commissioner Dunne.

**APPROVAL OF MINUTES**

Motion to approve the open session minutes from the Board of Commissioners meeting held on May 21, 2018 was made by Vice Chair Russell and seconded by Commissioner Dyer. Upon roll call, All Commissioners voted "Aye".

Motion to approve the closed session minutes from the Board of Commissioners meeting held on May 21, 2018 was made by Vice Chair Russell and seconded by Commissioner Gedrich. Upon roll call, all Commissioners voted "Aye".

**EXECUTIVE DIRECTOR REPORT**

Executive Director gave monthly report to commissioners and residents in attendance and highlighted all completed and future projects. Chairman Jampel asked when will the additional quotes for concrete repair come in. Mr. Naszimento said he will have the additional quotes by the end of the week. Chairman Jampel also asked if the bench in front of George Conway was repaired. Mr. Naszimento said yes and he also discussed the placement of two smoking shelters. There was a discussion as to where those shelters would be placed. Chairman Jampel noted that there is no decision on the exact location at this moment and that if anyone feels there is a better place for these shelters than they should let the office know and their suggestions will be considered.

## **TREASURER'S REPORT**

Commissioner Dyer read the report for those present.

Motion to approve Section 8 Direct Deposit payment checks #30126 through #30187 and Direct Deposit payments #97 through #146 was made by Commissioner Dyer and seconded by Commissioner Gedrich. Upon roll call, all Commissioners voted "Aye".

Motion to approve BHA operating payment checks #26102 through #26116 was made by Commissioner Dyer and seconded by Vice Chair Russell. Commissioner Dyer asked if the insurance company will be reimbursing the housing authority for all the reimbursements we are given the tenants. Mr. Naszimento, said he is working with the insurance adjuster and we should be getting a large portion of the money back. Once he has an exact figure he will forward that to the Board. Upon roll call, all Commissioners voted "Aye".

Motion to approve BHCDC RAD Operating Payment Checks #614 through #653 was made by Vice Chair Russell and seconded by Commissioner Gedrich. Upon roll call, Commissioners Scaturro, Gedrich, Dunne, Dyer and Vice Chair Russell voted "Aye". Chairman Jampel voted "Aye" on all except those that pertained to him.

Motion to approve for BHCDC Security Refund Check #34 was made by Commissioner Gedrich and seconded by Vice Chair Russell. Upon roll call, all Commissioners voted "Aye".

## **COMMITTEE REPORT**

Ms .Diana Partusch announced upcoming events that are available to all residents.

## **OLD BUSINESS**

None to report.

## NEW BUSINESS

- Resolution **2018-16** authorizing write off of accounts receivable for prior tenants who ceased tenancy with amounts still due to the authority.

Motion to authorize write off of accounts receivable for prior tenants who ceased tenancy with amounts still due the authority was made by Vice Chair Russell and seconded by Commissioner Gedrich. Commissioner Scaturro asked why the amount was higher than previous years. There was a brief discussion regarding rents and policy. Upon roll call, all Commissioners voted "Aye".

- Resolution **2018-17** authorizing execution of a contract for independent audit services for the per FYE June 30, 2018 to Novagradic and Company.

Motion to approve the execution of a contract for independent audit service to Novagradic and Company was made by Vice Chair Russell and seconded by Commissioner Gedrich. Commissioner Jampel said that now that we are RAD there are aspects of the audit that are not required, therefore their price is lower than the previous year, he also added that Novagradic and Company was the only bid proposal received.

- Resolution **2018-18** authorizing execution of a contract for fee accountant services for the period July 1, 2018 through June 30, 2019 to Tom Furlong, CPA.

Chairman Jampel said there was only one bid proposal received for this as well. Motion to approve the execution of a contract for Fee Accountant to Tom Furlong for the period July 1, 2018 through June 30, 2019 was made by Vice Chair Russell and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

- Resolution **2018-19** authorizing execution of a contract for general legal services for the period July 1, 2018 through June 30, 2019 to the firm Brady & Kunz.

Motion to approve the execution of a contract for General Legal Services for the period July 1, 2018 through June 30, 2019 to the firm Brady & Kunz was made by Vice Chair Russell and seconded by Commissioner Dyer. Chairman Jampel noted that three proposals were received and reviewed. Upon roll call, all Commissioners voted "Aye". Mr. Brady thanked the Board.

- Resolution **2018-20** authorizing the transfer of funds in the amount of \$3,000 from operating account to tenant services account to fund the Community BBQ

Chairman Jampel asked Mr. Naszimento to explain the breakdown of the \$3,000. Mr. Naszimento explained how he priced around the products needed to have a Community BBQ and came up to this figure. Chairman Jampel announced that although there was a tentative date set for July, it was decided that an end of summer BBQ would be better suited since July can be extremely hot and uncomfortable. Motion to approve the transfer of \$3,000 was made by Vice Chair Russell and seconded by Commissioner Gedrich. Upon roll call, all Commissioners voted "Aye".

- Resolution **2018-21** adopting the June 2018 revised personnel policies & procedures manual pursuant to the recommendations of the Municipal Excess Liability Joint Insurance fund for employment practices liability coverage.

Mr. Brady explained that every two years or so the MEL/JIF recommend changes to the personnel policies and procedures manual and they also offer an online course to save on the insurance deductible. Motion to approve was made by Vice Chair Russell and seconded by Commissioner Gedrich. Upon roll call, all Commissioners voted "Aye".

## **PUBLIC INPUT**

A few residents asked about the late fee's in regards to the rent. Mr. Naszimento reiterated that rent is due on the first of every month and although the Authority gives a grace period rent is still due on the first. He encourage residents to enroll in the direct debit.

Ms. Linda Rogers, George Conway resident asked who owns and manages the Authority and will the seniors and disabled be affected by the recent changes to Housing enacted by Dr. Ben Carson affect them. Chairman Jampel explained how the BHCDC and the Authority interact with each other and that at this time no changes have affected the seniors or disabled.

## PUBLIC INPUT

Ms. Joan Anderson, Forge Pond resident informed the Board that several lights were out in the Back of Forge Pond and there is a dead tree in the back that she feels in dangerous. Mr. Naszimento said that we are aware of the light situation and are working on getting them replaced. He also said he will have maintenance check the tree.

Several residents at Forge Pond said there is still an ongoing roach infestation. Mr. Naszimento said he is currently working on a new exterminator request for proposal that will highlight a roach infestation and treatment solutions.

Ms. Mary Hamilton, George Conway resident asked how long before the second elevator in George Conway will be fixed. Mr. Naszimento said the elevator was severely damage due to the fire and that the work is over \$80,000 and he is currently working on getting this fixed as soon as possible.

There was a lengthy discussion on smoking around the entrance at George Conway as well as in apartments. Mr. Naszimento explained that the benches were moved away from the entrance to encourage people not to sit and smoke. He also noted that the Authority is currently working on smoking shelters that will be placed around the complex.

Mr. Patrick Rivelli, Forge Pond Resident asked if his apartment door could be replaced or the kick plate. Mr. Naszimento said he will direct maintenance to replace the kick plate.

A few residents mentioned some needed repairs that they have in their apartments. Mr. Naszimento advised them to call the office to put in work orders.

Mr. Frank Boone, Forge Pond asked if benches around Forge Pond would be removed. Mr. Naszimento said there are no plans to move benches at Forge Pond.

Ms. Janet Lyon and Lisa Laurenzano, George Conway residents said that since the fire they have mold in their apartment. Chairman Jampel asked the Executive Director to have the company come and inspect their units.

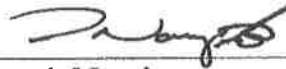
### CLOSED EXECUTIVE SESSION

- Resolution 2018-22 was adopted by the Board of Commissioners authorizing the meeting be closed to the public for the purpose of discussing and/or reviewing matters exempt under the open public meeting act in executive session, specifically for the of discussing pending or anticipated litigation: specifically: Matthews litigation. Motion to close the meeting to the public was made by Vice Chair Russell and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye". The meeting was closed to the public at 8:00PM.

Motion to open the meeting to the public was by Vice Chair Russell and seconded by Commissioner Dyer. The meeting was open to the public at 8:10PM. Mr. Brady noted no action was taken in closed session.

### ADJOURNMENT

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Scaturro and seconded by Commissioner Dunne. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:11 PM.



Jacob Naszimento  
Secretary/Executive Director