

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JANUARY 30, 2012

Present: Stephen Scaturro, Chairman
 Michael Thulen, Vice-Chairman
 John Catalano, Commissioner
 John Zabriski, Commissioner
 Edward Kiesche, Commissioner
 James Costello, Resident Commissioner

AGENDA ITEM # _____
MEETING DATE 2-27-12

 Joseph Coronato, Esq. HATB Legal Counsel
 Dennis Salerno, Executive Director
 Anthony Matthews, Maintenance Director
 Nancy Nicholson, Service Coordinator

Absent: Paul Hayes, Commissioner

Call To Order: Chairman Scaturro 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 Scaturro led the assembly in the salute to the Flag.

Roll Call: Upon roll call, the following Commissioners answered present: Zabriski, Kiesche, Thulen, Costello, Catalano, and Chairman Scaturro. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, Anthony Matthews, Maintenance Director and Nancy Nicholson, Service Coordinator. Commissioner Hayes was absent. Mr. Salerno said he would like the record to reflect that Commissioner Hayes has a medical absence due to surgery and he wishes him a speedy recovery. Chairman Scaturro welcomed the new Commissioner John Catalano to the Board.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on December 19, 2011.

There being no additions, deletions or corrections on motion by Commissioner Zabriski and seconded by Commissioner Kiesche, the minutes were accepted as submitted. Upon roll call, Commissioners Zabriski, Kiesche, Thulen, Costello, and Chairman Scaturro voted "Aye". Commissioner Catalano abstained because he was not at the Meeting.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23097 through #23161 and Direct Deposit D57800 through D59100, Operating Account, January, 2012.

Motion to approve for payment vouchers was made by Commissioner Thulen and seconded by Commissioner Zabriski. Commissioner Thulen asked if we resolved the issue with GTS telephone. Commissioner Zabriski said no. Mr. Salerno said he had a meeting with GTS that was also attended by Commissioner Kiesche and Kathy Homeny and as a result of that meeting GTS adjusted their billing and he was waiting on a report from them on our phone usage. He also added, regarding the DSL we were not being billed and they are unaware of that being in our contract. Commissioner Kiesche confirmed the issue was going to be looked into. Chairman Scaturro questioned the voucher for Charles Koch of SOS plumbing and why this cannot be done in house. Mr. Matthews explained that some clogs need a special snake from the main to the ground floor. Commissioner Zabriski asked if our maintenance men are trying to unclogged first. Mr. Matthews said absolutely, and that he is looking into ways to alleviate the amount of calls to SOS. Chairman Scaturro asked about the Favia Glass expenses. Mr. Matthews explained that the work Favia had done was a result to the REAC inspection. Commissioner Catalano asked what was entailed with the BTMUA voucher. Commissioner Zabriski said we pay a rental fee on all the hydrants and lines we have coming into the complex. Upon roll call, Commissioners Kiesche, Thulen, Costello, and Catalano voted "Aye". Commissioner Zabriski voted "Aye" on all except voucher #23127 in which he abstained. Chairman Scaturro voted "Aye" on all except voucher #23151 in which he abstained.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24961 through #25041 and Direct Deposit D2180 through D2251, Section 8 Account, January, 2012.

Motion to approve for payment vouchers #24961 through #25041 and Direct Deposit D2180 through D2251, Section 8 Account, January, 2012 was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Commissioner Thulen asked about voucher 25035 which was for a purchase of a desk for the Section 8 Lab. Mr. Salerno said that we didn't pay for it, that the money was taken from the Section 8 reserve account. Commissioner Thulen said that when we discussed building this lab and we put the \$10,000.00 aside he specifically asked if furniture was going to be needed and he was told no. Mr. Salerno said we did not spend the \$10,000.00 and when the new director is hired we may never use the money or build the Section 8 lab. Commissioner Thulen added he was just wondering if the purchase of the desk came out of the \$10,000.00 that was put aside. Upon roll call, Commissioners Kiesche, Zabriski, Costello, Catalano, and Chairman Scaturro voted "Aye". Commissioner Thulen voted "Aye" on all except for payment voucher #25038 in which he voted "No".

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2136 through #2138 Tenant Security Refund Account, January, 2012.

Motion to approve for payment vouchers #2136 through #2138, Tenant Security Refund Account, January, 2012 was made by Commissioner Kiesche 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 #4112, Capital Fund Account, January, 2012.

Motion to approve for payment voucher #4112, Capital Fund Account, January, 2012 was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, Commissioners Kiesche, Zabriski, Costello, and Catalano voted "Aye". Commissioner Thulen and Chairman Scaturro voted "No".

Item #6: Report of Executive Director

Mr. Salerno read his report for those present.

Chairman Scaturro on behalf of the Board presented Mr. Salerno with a plaque of dedication for his time served as Executive Director for the Housing Authority of the Township of Brick. Mr. Salerno thanked everyone for all their help and support in the three and half years that he was Executive Director.

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick adopting an amended Personnel Policy and Procedures Manuel and an amended Employee Handbook.

Motion to adopt an amended Personnel Policy and Procedures Manuel and an amended Employee Handbook was made by Commissioner Zabriski and seconded by Commissioner Kiesche. 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 award of contract for Laundry Room Services.

Motion to authorize award of contract for Laundry Room Services to CoinMach, from Cranbury, New Jersey was made by Commissioner Thulen and seconded by Commissioner Zabriski. Chairman Scaturro asked for some back round information on this. Mr. Salerno said that there were two proposals that were received, and that the award will go to our current contractor. He added that the bid we are accepting is for brand new machines. There was a discussion as to the specifications that we went out for and the Housing Authority requested all new machines. Upon roll call, all Commissioners voted "Aye".

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick appointing a Fund Commissioner for the Joint Insurance Fund.

Motion to appoint Commissioner Michael Thulen Jr. as the Fund Commissioner for the Joint Insurance Fund was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Zabriski, Costello, Catalano and Chairman Scaturro voted "Aye". Commissioner Thulen abstained.

Item #10: Resolution by the Board of Commissioner of the Housing Authority of the Township of Brick authorizing award of contract for Architect/Engineering services.

Motion authorizing an award of contract for Architect/Engineering services to Barlo and Associates was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Commissioner Zabriski added that he would like the thirty day kick out clause added to the contract. Upon roll call, all Commissioners voted "Aye" with the clause added.

Item #11: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #12: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

Commissioner Thulen read the report for those present.

Item #13: Tenant Comments.

Wilma Flagg, Forge Pond resident made the Board aware that the former Resident Commissioner Madeline Knight was now in hospice care and to please keep her in their prayers.

Marie Followay, George Conway resident asked if the laundry company will be cleaning the machines. Chairman Scaturro said that brand new machines are being installed. Mr. Matthews said that is part of the maintenance plan.

Item #14: Report of Attorney.

Mr. Coronato said there is a possible litigation matter that he would like to discuss with the Board in Executive Session.

Item #15: New Business

A. Letter from tenant in David Fried.

Chairman Scaturro read a letter from a David Fried resident who is new to the complex in regards to the Fire Doors. His response was that the fire doors must remain closed per the Fire Department and the safety of the residents. Chairman Scaturro also requested that the residents of David Fried please follow these rules ~~and speak to their neighbors that are not in~~ attendance of tonight's meeting and tell them of the importance of keeping these doors closed.

B. Letter from Section 8 Tenant regarding repayment

Chairman Scaturro said this matter will be discussed in closed session.

Item #16: 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 Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:05 P.M.

Motion to open the meeting to the public was made by Commissioner Kiesche and seconded by Commissioner Zabriski. The meeting was opened at 8:45 P.M

Chairman Scaturro made a motion to proceed with litigation in regards to Dennis Gayzik with an expense cap of \$500.00. Commissioner Thulen seconded the motion. Upon roll call, all Commissioners voted "Aye".

There was a motion by Commissioner Zabriski to modify the repayment agreement to read: For any repay of \$300.00 or less must be paid in full and anything greater than that amount would be put into a repayment agreement. Commissioner Thulen seconded the motion. Upon roll call, all Commissioners voted "Aye".

Motion to appoint Anthony Matthews as interim Executive Director while the Board continues an employment search was made by Commissioner Thulen and seconded by Commissioner Kiesche. Mr. Coronato added that there would be no pay increase and also pending DCA approval. Upon roll call, Commissioners Kiesche, Thulen, Costello, Catalano and Chairman Scaturro voted "Aye". Commissioner Zabriski voted "No".

Item #17: Public Portion.

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:50PM.



Anthony Matthews
Secretary/Interim Executive Director

Adjournment