

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – APRIL 29, 2013

Present: Stephen Scaturro, Chairman
 Edward Kiesche, Vice-Chairman
 John Catalano, Commissioner
 Stanley Schick, Commissioner
 Kim Terebush, Commissioner

AGENDA ITEM #

MEETING DATE

5/28/13

Anthony Matthews, Assistant Executive Director
Terry Brady, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

Absent: Paul Hayes, Commissioner
 Allure Cawley, Resident 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 the David 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: Schick, Terebush, Catalano, Vice-Chairman Kiesche and Chairman Scaturro. Also present were Terry Brady, Esq., Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on March 26, 2013.

There being no additions, deletions or corrections on motion by Commissioner Catalano and seconded by Commissioner Kiesche, the minutes were accepted as submitted. Upon roll call, Commissioners Schick, Catalano and Vice-Chairman Kiesche voted "Aye". Commissioner Terebush and Chairman Scaturro abstained since they were absent from this meeting.

Item #2: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Authorizing the Settlement of the Contractor's Surety's Claim regarding the Contract Balance on the David M. Fried Roof Project.

Mr. Brady informed the Board that this is the same resolution from last month; however, there was a typo discrepancy in the one that was presented last month, so this is the corrected resolution. Motion to approve was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #23864 through #23912 and Direct Deposit D83900 through D85300, Operating Account, April, 2013.

Motion to approve vouchers #23864 through #23912 and Direct Deposit D83900 through D85300, Operating Account was made by Commissioner Catalano and seconded by Commissioner Kiesche. Commissioner Catalano asked for clarification on the vouchers for Fire and Security. Mr. Matthews said there were several calls and the voucher is a combined voucher, however he will check with Kathy for a more detailed explanation. He also mentioned that he is currently working on a new bid for the monitoring, smoke detectors, all call system and directory which is currently maintained by Fire and Security. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #25964 through #26027 and Direct Deposit D3292 through D3360, Section 8 Account, April, 2013.

Motion to approve for payment vouchers #25964 through #26027 and Direct Deposit D3292 through D3360, Section 8 Account, was made by Commissioner Catalano and Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #2178 through #2179, Tenant Security Refund Account, April, 2013.

Motion to approve for payment vouchers #2178 through #2179, Tenant Security Refund Account was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #6: Authorization by the Board of Commissioners to approve for payment vouchers #4123 through #4124, Capital Fund Program, April, 2013.

Motion to approve for payment vouchers #4123 through #4124, Capital Fund Program was made by Commissioner Schick and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #7: Report of Executive Director

Mr. Matthews read his report for those present and noted the several bids that we will be going out to bid for. Commissioner Schick asked about the bids that we are going out for the Fire Doors. Mr. Matthews explained the bidding threshold and how certain bids are solicited while some are advertised in the paper. Chairman Scaturro said he would like to receive a copy of all bids that go out from this day forward.

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving the introduction to the HATB Annual Budget and Capital Budget (FY 2013/2014)

Thomas Furlong, CPA for the Housing Authority was present to discuss the Authority's July 1, 2013 through June 30th 2014 operating budget. Mr. Furlong explained that there were two resolutions on the agenda for consideration. The first resolution was for the introduction of the New Jersey State Budget. Upon the Boards approval the budget will be sent to the New Jersey Department of Community Affairs for review. The DCA will return the budget to the Authority with any recommended changes and the Board can adopt it at their June Commissioners meeting. The seconded resolution is for the HUD budget that is required for asset management. That budget only includes the 266 public housing units and will be sent to HUD upon approval by the Board. Mr. Furlong stated the budget was a breakeven budget in spite of the expected decrease in HUD subsidy. Mr. Furlong also explained the affects of sequestration on the budget. Mr. Furlong also stated the reserves for the Authority were very healthy and were sufficient to meet any shortfall that may arise during the year. The only significant change in expenses was a decrease in administrative salaries due to the upcoming retirement of one of the Authority's long time employees. Motion to approve the introduction of the HATB Annual Budget and Capital Budget (FY 2013/2014) was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the adoption of the Public Housing Operating Budget.

Motion to approve the adoption of the Public Housing Operating Budget was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to reject all responses received for Security Cameras at the Forge Pond Complex.

Mr. Matthews explained that he has made changes to specifications to add more cameras and that he would like all bid proposals received to be rejected and he will advertise in the paper. Chairman Scaturro said he would like this to be treated as a priority. Mr. Matthews agreed. Motion to reject all responses received for Security Cameras at the Forge Pond Complex was made by commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick amending the prior resolution of the creation of position Bookkeeper and appointing Rhoda Li, to full time position of Bookkeeper.

Motion to approve the hiring of Rhoda Li to the full time position of Bookkeeper was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick amending the Authority's Pet Policy.

Motion to amend the Housing Authority's Pet Policy to eliminate the \$25.00 non refundable fee was made by Commissioner Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye". Mr. Brady took the opportunity to make the Board aware that a letter was received from an Attorney in regards to John Bauer a resident of George Conway. Mr. Bauer is blind and has a service dog. Mr. Brady pointed out that it would be in the best interest of the Authority to refund Mr. Bauer his security deposit for the service dog rather than get caught up in a law suit. There was a lengthy discussion amongst the Board. Chairman Scaturro said he would like this matter tabled until the Board can review it further and get more facts on the situation, therefore refunding Mr. Bauer's deposit has been put on hold.

Item #13: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #14: Committee Reports

A. Building and Grounds Committee

Commissioner Schick read the report for those present.

**B. Budget and Finance Committee
B1. Budget Comparison Report**

Chairman Scaturro read both reports for those present.

Item #15: Tenant Comments.

Peter Dunne, George Conway resident thanked Mr. Matthews for always being available, even on the weekends.

Alice Albright, David Fried resident asked about the windows that are being installed at David Fried. Mr. Matthews gave a brief description of the project.

Item #16: Report of Attorney.

None to report.

Item #17: New Business

Under new business, Mr. Matthews said the Board needs to vote on a resolution regarding certification of Commissioners and Executive Director for DCA.

Motion to approve for Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick certifying Commissioners and Executive Director Compliance with appointment and training requirements was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

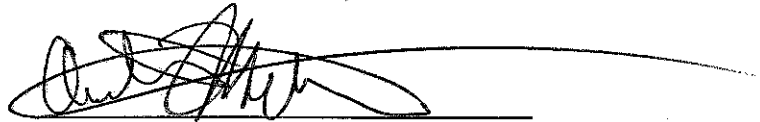
Item #18: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.

No need for Executive Session.

Item #19: Public Portion.

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:45PM.

A handwritten signature in black ink, appearing to read 'Anthony Matthews', is written over a horizontal line.

Anthony Matthews
Secretary/Assistant Executive Director

Adjournment