

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – SEPTEMBER 30, 2013**

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

AGENDA ITEM #

MEETING DATE

10/08/13

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

**Absent:** Paul Hayes, Chairman

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**Call To Order:** Vice-Chairman Kiesche called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:00 P.M. at the David Fried Community Room. Mr. Matthews 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:**

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

**Roll Call:**

Upon roll call, the following Commissioners answered present: Scaturro, Schick, Terebush, Cawley, Catalano, and Vice-Chairman Kiesche. 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 August 26, 2013.**

There being no additions, deletions or corrections on motion by Commissioner Scaturro and seconded by Commissioner Schick, the minutes were accepted as submitted. Upon roll call, Commissioners Scaturro, Cawley, Terebush, Catalano and Vice-Chairman Kiesche voted "Aye". Commissioner Schick abstained because he was not at this meeting.

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24128 through #24177 and Direct Deposit D94900 through D96400, Operating Account, September, 2013.**

Motion to approve for payment vouchers #24128 through #24177 and Direct Deposit D94900 through D96400, Operating Account was made by Commissioner Scaturro and seconded by Commissioner Catalano asked about voucher #24135. He wanted to know why an outside plumber was called in. Mr. Matthews explained that this was a clog after hours and he could not reach any maintenance men. Commissioner Terebush asked about the procedures for after hours. Mr. Matthews explained. Upon roll call, all Commissioners voted "Aye".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #26276 through #26338 and Direct Deposit D3713 through D3784, Section 8 Account, September, 2013.**

Motion to approve for payment vouchers #26276 through #26338 and Direct Deposit D3713 through D3784, Section 8 Account was Commissioner Terebush 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 #2194 through #2195, Tenant Security Refund Account, September, 2013.

Motion to approve payment vouchers #2194 through #2195, Tenant Security Refund Account was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

**Item #5:** Authorization by the Board of Commissioners to approve for payment vouchers #4135 through #4138, Capital Fund Program, September, 2013.

Motion to approve for payment vouchers #4135 through #4138, Capital Fund Program was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

**Item #6:** Report of Executive Director

Mr. Matthews read his report for those present. There was a discussion regarding hot water boilers in George Conway. Mr. Matthews will look into the other options that were suggested.

**Item #7:** Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a contract for elevator maintenance at Forge Pond and George Conway apartment buildings to Statewide Elevator for the second and third years of the contract term.

Motion to award contract for elevator maintenance at Forge Pond and George Conway apartment buildings to Statewide Elevator for the second and third years of the contract term was made by Commissioner Catalano and seconded by Commissioner Terebush. 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 the Housing Authority to submit certification for the Section 8 Management Assessment System (SEMAP).**

Motion authorizing the Housing Authority to submit certification for the Section 8 Management Assessment System (SEMAP) was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #9: Resolution by the Board of Commissioners authorizing travel to and attendance for Commissioners and staff at the Annual Conference of the NJ Chapter of the National Association of Housing and Redevelopment Officials November 22<sup>nd</sup> through November 24<sup>th</sup>, 2013.**

Motion to approve for travel and attendance for the Commissioners and staff at the Annual Conference of the NJ Chapter of the National Association of Housing and Redevelopment Officials November 22<sup>nd</sup> through November 24<sup>th</sup> was made by Commissioner Terebush and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick adopting a form required to be used for the filing of notices of Tort Claims against the Housing Authority of the Township of Brick, in accordance the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:8-6.**

Mr. Brady explained the importance of having a Tort Claim process and how it benefits and protects the Authority. Commissioner Terebush asked about the current procedures for accidents. Mr. Matthews said that currently when someone reports that an injury occurred on the property to the office, an accident report is done, the person signs the form and then we investigate the report and forward to our insurance company adjuster. Commissioner Scaturro made a motion to adopt the form required to be used for the filing of notices of Tort Claims. Commissioner Schick seconded the motion. Upon roll call, all Commissioners voted "Aye".

**Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing salary increase for Non-Union Personnel.**

Commissioner Scaturro asked Mr. Matthews who was considered non-union personnel. Mr. Matthews said currently he is the only one who is considered non-union at this time. Commissioner Scaturro asked about the 3.5% raise in March of 2013. Mr. Matthews said that raise was for 2012 and that this is policy and that the Director usually receives a raise for a percentage higher than the staff. Commissioner Scaturro said that the percentage over is not a policy, that was more of a contractual wording for the previous directors. Mr. Matthews said he had a discussion with Chairman Hayes and that the Chairman said it was ok to put this resolution on the agenda for consideration and to discuss giving him a contract. Commissioner Catalano felt that this subject matter should be discussed in closed session. Mr. Brady explained how Mr. Matthews should receive a rice notice in accordance with the law before going into closed session to discuss his employment. Commissioner Scaturro made a motion to put this resolution on hold until Mr. Matthews receives a rice notice. Commissioner Catalano seconded the motion. Upon roll call, all Commissioners voted "Aye".

**Item #12: Tenant/Applicant Status Report.**

Mrs. Nicholson read the report for those present.

**Item #13: Committee Reports**

**A. Building and Grounds Committee**

Commissioner Terebush read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Scaturro read the Budget and Finance report and discussed the Budget Comparison report for those present. Commissioner Scaturro and Vice-Chairman Kiesche thanked Mr. Matthews for continuing to do a great job with expenses and keeping us under budget.

**Item #14: Tenant/Public Comments.**

Florence Tillotson, George Conway resident invited all in attendance to her Breast Cancer Walk scheduled on October 12, 2013 rain or shine.

Ann Selk, David Fried resident asked if anything can be done regarding skunks that residents around Fried keep seeing. Mr. Matthews suggested not feeding any animals because that draws out the skunks other than that they are considered wild life and there's not much else the Authority can do in accordance with the law.

**Item #15: Report of Attorney.**

Mr. Brady announced he had pending litigation to discuss with the Board and requested going into closed session.

**Item #16: New Business**

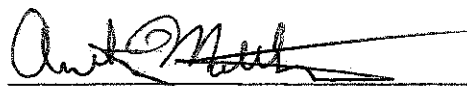
None to report.

**Item #17: 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 and personnel issues was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:10PM.

Motion to open the meeting to the public was made by Commissioner Catalano and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye". The meeting was opened at 8:25PM

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Catalano and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:27PM.



Anthony Matthews  
Secretary/Assistant Executive Director