

2/28/11

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JANUARY 31, 2011

Present: Michael Thulen, Chairman
John Zabriski, Vice-Chairman
Paul Hayes, Commissioner
Stephen S. Scaturro, Commissioner
Rocco Sottarelli, Commissioner
John Sansone, Commissioner
Madeline Knight, Resident Commissioner

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

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

Roll Call: Upon roll call, the following Commissioners answered present: Hayes, Sansone, Zabriski, Knight, Scaturro, Sottarelli, and Chairman Thulen. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator.

Item #11: Tenant Comments.

Wilma Flagg, Forge Pond Tenant wanted it noted that she is very happy with the new maintenance man Michael. She also wanted it noted that she is very unhappy with the snow plow contractor and the job they did on the parking lots. Mr. Salerno said we had rented a bob cat to remove the additional snow that is blocking parking spots and other areas around the complex.

Item #12: Report of Attorney.

Mr. Coronato said he wrote a letter to a tenant on behalf of the Authority because the tenant had not paid her rent, he also spoke to the tenant who has since paid her rent and it was a clerical error on her part and it should not happen again.

Item #13: New Business

None to report.

Item #14: 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 potential litigation was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:45 P.M.

Motion to open the meeting to the public was made by Commissioner Zabriski and seconded by Commissioner Sansone. The meeting was opened at 9:06 P.M.

Item #15: Public Portion.

None to report

Item #16: Resolution by the Board of Commissioners awarding a temporary elevator maintenance contract for \$760.00 a month for all of our elevators to Otis Elevator.

Motion to approve for a month to month contract for elevator maintenance was made by Chairman Thulen and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

Item #17: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the execution of a settlement agreement, mutual release and assignment.

Motion to approve for authorizing the execution of a settlement agreement, mutual release and assignment to American Builders was made by Commissioner Hayes and seconded by Commissioner Sottarelli. Upon roll call, all Commissioners voted "Aye".

Chairman Thulen requested that a subcommittee to work on bid specifications for elevators to be rebuilt at George Conway. He requested Commissioners Zabriski, Sansone and Scaturro to arrange when they could meet to discuss the elevator modification. The Chairman also requested that the personnel committee get together to discuss and draft up a policy regarding employee uniforms.

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


Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – FEBRUARY 28, 2011

Present: **Michael Thulen, Chairman**
 John Zabriski, Vice-Chairman
 Paul Hayes, Commissioner
 Stephen S. Scaturro, Commissioner
 Rocco Sottarelli, Commissioner
 John Sansone, Commissioner
 Madeline Knight, Resident Commissioner

AGENDA ITEM #

MEETING DATE

31
3/28/11

Dennis Salerno, Executive Director
Terry Brady, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

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

Roll Call:

Upon roll call, the following Commissioners answered present: Hayes, Sansone, Zabriski, Knight, Scaturro, Sottarelli, and Chairman Thulen. Also present were Terry Brady, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on January 31, 2011.

There being no additions, deletions or corrections on motion by Commissioner Sansone and seconded by Commissioner Zabriski, the minutes were accepted as submitted. Upon roll call, all Commissioners voted "Aye".

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22459 through #22514 and Direct Deposit D42900 through D44000, Operating Account, January, 2011.

Motion to approve for payment vouchers #22459 through #22514 and direct deposit D42900 through D44000, Operating Account, January 2011 was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call Commissioners Sansone, Zabriski, Scaturro, Knight and Chairman Thulen voted "Aye". Commissioner Hayes asked for explanation on the extra charge for recyclables under Dove Cleaning, sending a Commissioner for a public housing manager course and the rental of a bobcat. With no explanation given Commissioner Hayes voted "Aye" on all vouchers except for vouchers #22484, #22485, #22488 and #22500 which he voted "No". Commissioner Sansone voted "Aye" on all except for voucher #22500 in which he abstained. Commissioner Sottarelli voted "Aye" on all except for payment vouchers #22484, #22484, #22487, #22488 and #22500 in which he voted "No".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24106 through #24180 and Direct Deposit D1300 through D1373, Section 8 Account, January 2011.

Motion to approve for payment vouchers #24106 through #24180 and Direct Deposit D1300 through D1373, Section 8 Account, January 2011 was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #4: **Authorization by the Board of Commissioners to approve for payment vouchers #2104 through #2105, Tenant Security Refund Account, January, 2011.**

Motion to approve for payment vouchers #2104 through #2105, Tenant Security Refund Account, January, 2011 was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

Item #5: **Authorization by the Board of Commissioners to approve for payment vouchers #4088 through #4089, Capital Fund Account, January, 2011.**

Motion to approve for payment vouchers #4088 through #4089, Capital Fund Account, January, 2011 was made by Commissioner Sansone and seconded by Commissioner Scaturro. Commissioner Zabriski asked if this brings full closure to the fire flow project. Mr. Brady said yes. Upon roll call, all Commissioners voted "Aye".

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

Mr. Salerno read the report for those present.

Item #7: **Resolution by the Board of Commissioners to reaffirm the vote of rotating the location of the monthly Board Meetings between the three buildings on the complex.**

Commissioner Zabriski said this is not in writing as of yet however, this will make it official that the Board will rotate their meetings between the buildings on the campus. Mr. Salerno thanked the Board on behalf of the tenants who requested the meetings be rotated. Commissioner Hayes asked how Mr. Salerno was going to handle the Sunshine Law with the doors being secured. Mr. Salerno said the doors are open. Commissioner Hayes asked about the front door. Mr. Salerno referred the question to the Attorney. Commissioner Hayes said he feels this is a violation of the Sunshine Law because it was not properly published and the access to the public is limited. Motion to reaffirm the vote was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, Commissioner Zabriski, Sansone, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Hayes and Sottarelli voted "No".

Item #8: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Amendment of Section 8 Homeownership Program.**

Chairman Thulen asked Mr. Salerno for a brief description of this program. Mr. Salerno explained to the Board how the program works and why we must amend the program. Commissioner Zabriski asked if this puts us in line with HUD regulations. Mr. Salerno said yes. Motion to approve was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye"

Item #9: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving its Public Housing Management Assessment Certification (MASS) for FYE 6/30/10.**

Mr. Salerno said this is a requirement for HUD. Motion to approve was made by Commissioner Sansone and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioner for Emergency repair of the elevators in George Conway.

Chairman Thulen said there was a recommendation by the Bids and Contracts committee to award contract to Federal Elevator. Mr. Brady said he recommends that this matter be held because there are a few legal issues to be looked at and discussed and he asked this be held to next meeting, he also recommends holding item #12 on the agenda until the next meeting for the same legal concern issues. Mr. Salerno said that the Board is taking a big risk because of the nature of the emergency. Mr. Brady said that there are two different aspects of this, one is the legal technicalities of the bidding requirements and the other issue is there is no certificate of availability of funds signed by Tom Furlong, the Housing Authority Accountant that the funds are even available. Commissioner Sansone said this is an emergency, a true emergency and the money will come from the reserve not the general fund. Mr. Brady said regardless of where the money comes from, there has to be a certification of the appropriation of funds and he cited the law. Commissioner Sansone noted that because the accountant is dragging his feet, the residents have to suffer with the problems with the elevator. Chairman Thulen intervened and said he doesn't want the Housing Authority to be penalized by doing something wrong, but he would like to take care of this as soon as possible and he suggested that we table this momentarily and hold a special meeting during the month to take care of this. Commissioner Sansone said that's great, let's have a meeting next week. Mr. Salerno suggested we get something in writing exactly what is we have to do from our Attorney because our consultant says we did everything we have to do and so did Mr. Coronato and it appears the Mr. Coronato and Mr. Brady do not agree. Mr. Salerno also added that he wants to go on record saying that this was discussed at the last meeting and one Attorney said we were heading in the right direction and this month were told we aren't doing it right. Commissioner Hayes noted that in all his years in housing industry he never went against the advice of the Attorney. Motion to table this resolution for emergency modification was made by Commissioner Zabriski and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioners authorizing travel and attendance for Commissioners and Staff at the NAHRO 2011 Legislative Conference, March 27th through March 30th in Washington, DC.

Mr. Salerno said that one of the board members should go because the housing authority is about to be cut by another 20% in our budget and he feels someone should go and speak to our Congressman and Senators. Motion to approve travel was made by Commissioner Sansone and seconded by Commissioner Zabriski. Commissioner Hayes said he will vote yes only if one person goes. Commissioner Sansone said he will vote yes with no conditions, Commissioner Zabriski voted yes. Commissioner Knight and Chairman Thulen voted "Aye". Commissioners Scaturro and Sottarelli voted "No". Chairman Hayes requested to change his vote to a "No".

Item #12: Resolution to award contract to Coffey Brothers to replace the "A" Wing and "C" Wing at George Conway.

Motion to table the resolution for replacing the "A" wing and "C" wing at George Conway was made by Commissioner Zabriski and seconded by Chairman Thulen. Upon roll call, all Commissioners voted "Aye". This matter will be discussed in closed session as to the next step in the repair of the roof and George Conway.

Item #13: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #14: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Scaturro read the report for those present. Commissioner Sansone asked Commissioner Scaturro if he has any idea how much to date that we are running in the red each month. Commissioner Scaturro said \$4,880.00. Commissioner Sansone said that is this month, do we know about last month. Commissioner Scaturro said he doesn't have last month's total. Commissioner Sansone pointed out that we are on a slippery slope because HUD is not funding us the way they used to and we need to find other ways of making money. Commissioner Scaturro said that the number is 59% of the total budget, so it's a running number.

Item #14: Committee Reports

C. Personnel Committee

Creation of position of procurement/purchasing agent.

Nothing to report. Mr. Salerno said there may have been no written report but he would like a procurement position created. Commissioner Sansone said we could discuss this in closed session. Commissioner Hayes said how we can create and hire a new position if we are financially in the red. Mr. Salerno said without this there is no more procurement. Chairman Thulen suggest that a meeting be set up with the Personnel Committee to discuss the need for this position or if we could tack on more responsibility to an employee and that the Committee should meet to discuss these options with Mr. Salerno at his convenience.

D. By-Law Committee (Closed Session)

To be discussed in closed session.

Item #14: Tenant Comments.

Ms. Wilma Flagg, Forge Pond Resident said there is a problem with Comcast Cable again regarding the security channel and she just wanted the residents to know that Comcast has to come and install a little box. She also asked if after the windows are installed at Forge Pond will there be an inspection. Mr. Sesto said yes there will be a final inspection. She also had a complaint about someone leaving tins of food for animals outside. Commissioner Hayes said call the office when you see the trays and we will have maintenance throw them out. Gary Lafetra, George Conway complained about the turnaround time regarding work orders especially for a woman who over the weekend had a broken refrigerator that was not repaired until Tuesday. Chairman Thulen said the women should report her complaint to the office and if it is not rectified by the office then she should come to the Board. Ms. Marie Polloway complained about the heat in the Community Room. Mr. Salerno said he has a new company who is actively working on getting the heat fixed, but in the meantime this is why he allowed the woman to play cards in the conference room. Ms. Flo Tillotson, George Conway Resident made the Board aware that she threw out over 150 books and she still is interested in bookshelves.

Item #15: Report of Attorney.

Mr. Brady said there a few things to be discussed in closed session.

Item #16: New Business

Mr. Dennis Levine from Honeywell gave a brief description as to what Honeywell will do for the Authority in regards to the need for an energy audit. Commissioner Zabriski said that this is a feasible study to get the ball rolling at no cost to the Authority. Mr. Levine said that is correct. Motion to allow Honeywell to move forward with the energy audit was made by Commissioner Zabriski and seconded by Chairman Thulen. Upon roll call, Commissioners Sansone, Zabriski, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Hayes and Sottarelli voted no until they see more paperwork and have a review from the Attorney. Mr. Salerno introduced Adam Brower, from BHB Insurance Services. Mr. Brower is the new Risk Manager and explained to the Board what services BHB will supply. Commissioner Sansone asked if the company will provide safety classes for the personnel. Mr. Brower said yes.

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 contracts and personnel was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:35 P.M. Commissioner Hayes left because he was not feeling well.

Motion to open the meeting to the public was made by Commissioner Zabriski and seconded by Commissioner Sansone. The meeting was opened at 9:00 P.M.

Item #18: Public Portion.

None

Chairman Thulen said that agenda item #14A which is a resolution to accept the amended bylaws will now be item #19 on the agenda and he asked for a motion to approve the amended bylaws.

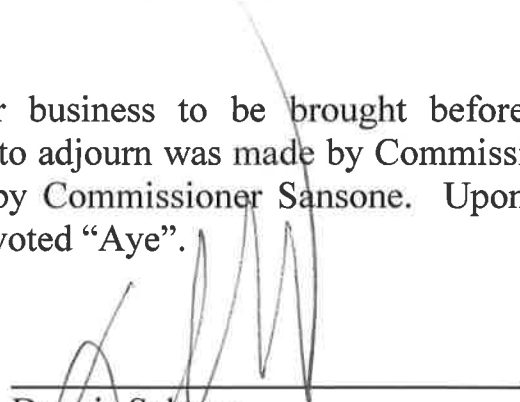
Item #19: Resolution by the Board of Commissioner to approve the amended By-Laws.

Motion to approve the amended By-laws was made by Commissioner Scaturro and seconded by Commissioner Sansone. Upon roll call, all Commissioners voted "Aye".

Item #20: Resolution to purchase a plaque for Commissioner Hayes in recognition of his 25 years of service.

Chairman Thulen asked Ms. Nicholson purchase a plaque for Commissioner Hayes for his 25 years of service on the Board. Motion to approve was made by Commissioner Scaturro and seconded by Commissioner Knight. Upon roll call, Commissioners Scaturro, Knight, Sottarelli and Chairman Thulen voted "Aye". Commissioners Sansone and Zabriski voted "No".

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



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – MARCH 28, 2011

Present: Michael Thulen, Chairman
 John Zabriski, Vice-Chairman
 Paul Hayes, Commissioner
 Stephen S. Scaturro, Commissioner
 Rocco Sottarelli, Commissioner
 John Sansone, Commissioner
 Madeline Knight, Resident Commissioner

Dennis Salerno, Executive Director
Kim Pascarella, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

Call To Order: Chairman Michael Thulen called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:45 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 Thulen led the assembly in the salute to the Flag.

Roll Call: Upon roll call, the following Commissioners answered present: Hayes, Sansone, Zabriski, Knight, Scaturro, Sottarelli, and Chairman Thulen. Also present were Kim Pascarella, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on February 28, 2011.

There being no additions, deletions or corrections on motion by Commissioner Scaturro and seconded by Commissioner Sansone, the minutes were accepted as submitted. Upon roll call, all Commissioners voted "Aye".

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22515 through #22568 and Direct Deposit D44100 through D45200, Operating Account, March, 2011.

Motion to approve for payment vouchers #22515 through #22568 and Direct Deposit D44100 through D45200, Operating Account was made by Commissioner Sansone and seconded by Commissioner Knight. Commissioner Hayes asked how many mattress covers were purchased? Mr. Salerno said we ordered over a dozen. Upon roll call Commissioners Sansone, Scaturro, Knight, and Chairman Thulen voted "Aye" Commissioner Hayes voted "Aye" on all except for voucher #22539 in which he voted "No". Commissioner Sottarelli abstained. Commissioner Zabriski upon roll call said the following statement *"Mr. Chairman, I am going to abstain from voting on this resolution and any further requests for approval of expenditures until I can get from our "Legal Council" in writing as to the "Legality" of the "Authorities" financial abilities to pay debts. In the meeting we had with the two attorneys, it was mentioned that we cannot authorize payment unless funds were available to do so. Additionally, after review with our Executive Director, there seems to be a concern as to who is authorized with the bank to sign checks. Another concern that I have is that you Mr. Chairman refuse to sign checks. It seems to me that you are not fulfilling your duties as "Chairman" as our "BY-LAWS" states and I quote "The Chairman shall sign all contracts, deeds, vouchers and other instruments made by the Authority". If "ONE" has the ability to authorize such papers, that person must execute the transactions from beginning to end. Thank You."* Commissioner Zabriski also added that from this day forward, until this is resolved he will no longer authorize or sign any checks or vouchers. Chairman Thulen said this will be discussed in Closed Session.

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #22569 through #22574 and Direct Deposit D45900 through D46400, Operating Account, March, 2011.

Motion to approve for payment vouchers #22569 through #22574 and Direct Deposit D45900 through D46400, Operating Account, March, 2011 was made by Commissioner Hayes and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye". Upon roll call, Commissioners Hayes, Sansone, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Zabriski "abstained".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24181 through #24258 and Direct Deposit D1374 through D1445, Section 8 Account, March 2011.

Motion to approve for payment vouchers #24181 through #24258 and Direct Deposit D1374 through D1445, Section 8 Account, March, 2011 was made by Commissioner Scaturro and seconded by Commissioner Sansone. Upon roll call, Commissioners Hayes, Sansone, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Zabriski "abstained".

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2106 through #2107, Tenant Security Refund Account, March, 2011.

Motion to approve for payment vouchers #2106 through #2107, Tenant Security Refund Account, March, 2011 was made by Commissioner Hayes and seconded by Chairman Thulen. Upon roll call, Commissioners Hayes, Sansone, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Zabriski "abstained".

Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #4090 through #4093, Capital Fund Account, March, 2011.

Motion to approve for payment vouchers #4090 through #4093, Capital Fund Account, March, 2011 was made by Commissioner Sansone and seconded by Commissioner Scaturro. Commissioner Hayes asked if the leaks have been corrected at George Conway. Mr. Salerno said the one wing is being done now and we are going out to bid to fix the other wings soon. Upon roll call, Commissioners Hayes, Sansone, Scaturro, Knight, and Chairman Thulen voted "Aye". Commissioner Zabriski "abstained".

Item #6: Report of Executive Director

Mr. Salerno read his report for those present.

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Amending the 2010-2011 Budget to provide for funding for the George J. Conway Apartment Building (A Wing & C Wing) Roof Replacement Project and the Elevator Replacement Project.

Mr. Furlong led the Board into a discussion how he amended the Budget to appropriate the funds for the replacement of the A and C wing roof and the Elevator Replacement project for the George Conway Building and he will discuss the budget with more detail at next month's meeting. Motion to approve was made by Commissioner Zabriski and seconded by Commissioner Sansone. 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 receipt of bids for the replacement of the George J. Conway apartment building roof (A Wing & C wing)

Motion to approve was made by Commissioner Scaturro and seconded by Commissioner Zabriski. 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 receipt of bids for the replacement of elevators.

Motion to approve was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners authorizing write-off of accounts receivable for prior tenants who ceased tenancy with amount still due the Authority.

Commissioner Sansone asked over the year how much do we let go by the waist side without pursuing tenants who owe rent. Mr. Salerno said these are tenants who passed away or moved. Commissioner Hayes said every attempt is made to collect. Upon roll call, all Commissioner voted "Aye".

Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving a facilities use policy.

Commissioner Hayes said he had questions regarding this and he would like to discuss in closed session. Chairman Thulen agreed and said this will be discussed in closed session. Mr. Salerno said our risk manager is in attendance to answer any question during the discussion in closed session.

Item #12: Resolution by the Board of Commissioners authorizing travel and attendance for Commissioners and staff at the HUD-PH Green Conference – Going Green: Intelligent Investments for Public Housing, April 12 & 13th, 2011, at the Park Plaza Hotel, Boston, MA.

Motion to approve was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, Commissioner Hayes, Sansone, Zabriski, and Chairman Thulen voted "Aye". Commissioner Knight abstained. Commissioners Scaturro and Sottarelli voted "No". Commissioner Hayes changed his vote to a "No" after reviewing the Budget Comparison report.

Item #13: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #14: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Scaturro read the report for those present.

C. Personnel Committee

Commissioner Zabriski said there is nothing to report but there have been discussion to hire replacement man hours for Nick Sesto when he retires.

Item #15: Tenant Comments.

Josephine Fisher, Forge Pond resident complained about a couch that has been left out in the hallway on the second floor. Mr. Salerno said he will look into it.

Wilma Flag, Forge Pond resident had several complaints about the sink in the Community Room, the food left out for the wild animals and garbage bags being left out in the parking lot. Mr. Sesto said he will look into it and see if he has to call in a plumber. Commissioner Thulen suggested having the maintenance department pick up the trays of food and throw them out and to look into the garbage being left in the parking lot.

Marlene Warrelman, Forge Pond resident wanted to know why the window contractor is not removing the blinds like they did for George Conway. Mr. Salerno said there were a lot of problems when the contractor did that in George Conway, so this time we opted out.

Item #15: Tenant Comments continue.....

Grace Jenkins, Forge Pond resident complained about her ceiling paint cracking over her bed. Chairman Thulen asked if a work order was generated? Ms. Jenkins said she put one in but nothing was corrected. Mr. Salerno said it will be taking care of now since Mr. Nilan is now the maintenance man in Forge Pond and he does great work.

Jean Simons, George Conway wanted to know when the last time we inspected the apartments. Mr. Salerno said once a year inspections are done in house and then HUD inspectors come after that.

Alice Lombardi, Forge Pond resident asked if we will ever be getting assigned parking. Chairman Thulen said there will be a discussion during closed session regarding title 39 and he reminded the tenants there is a process we must follow before we can enforce the parking lots. Ms. Lombardi also complained that Forge Pond is very filthy. Mr. Salerno said he will look into it.

Item #16: Report of Attorney.

None to report.

Commissioner Sansone asked the Attorney why Title 39 was taken so long to resolve. He noted that this subject has been brought up to the Attorney's of the firm at several past meetings and nothing is being done. Mr. Pascarella explained title 39 and that there are steps that have to be taken in order to get this approval and this does not happen overnight. A lengthy discussion followed. Council-Liaison Scaturro discussed what the Township needed and she will look into it and get back to Mr. Salenro.

Item #17: New Business

None to report

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.

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing contracts and personnel was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:25 P.M. Commissioner Hayes left because he was not feeling well.

Motion to open the meeting to the public was made by Commissioner Zabriski and seconded by Commissioner Sansone. The meeting was opened at 9:05 P.M.

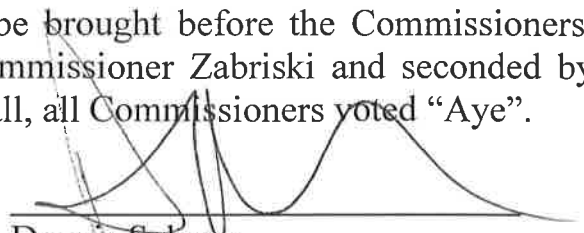
Item #19: Public Portion.

None to report

Chairman Thulen announced the only motion that was needed was for the current resolution of signers for checks would continue which is Vice-Chair John Zabriski, Commissioner Scaturro and Mr. Salerno. Motion was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, Commissioners Hayes, Zabriski, Scaturro, Knight, Sottarelli and Chairman Thulen voted "Aye". Commissioner Sansone voted "No".

The Board requested that Mr. Furlong write a letter stating what the State's position is on the fungibility of line items in the budget.

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



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – APRIL 25, 2011

Present: Michael Thulen, Chairman
John Zabriski, Vice-Chairman
Stephen S. Scaturro, Commissioner
John Sansone, Commissioner
Madeline Knight, Resident Commissioner

AGENDA ITEM #

MEETING DATE

1
5-31-11

Dennis Salerno, Executive Director
Joe Coronato, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

Absent: Paul Hayes, Commissioner
Rocco Sottarelli, Commissioner

Call To Order: Chairman Michael Thulen called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:45 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 Thulen led the assembly in the salute to the Flag.

Roll Call:

Upon roll call, the following Commissioners answered present: Sansone, Zabriski, Knight, Scaturro, and Chairman Thulen. Also present were Joe Coronato, Esq., Dennis Salerno, 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 28, 2011.

There being no additions, deletions or corrections on motion by Commissioner Sansone and seconded by Commissioner Zabriski, the minutes were accepted as submitted. Upon roll call, all Commissioners voted "Aye".

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22575 through #22613 and Direct Deposit D46500 through D47000, Operating Account, April, 2011.

Motion to approve for payment vouchers #22575 through #22613 and Direct Deposit D46500 through D47000, Operating Account, April, 2011 was made by Commissioner Zabriski and seconded by Commissioner Sansone. Commissioner Scaturro asked why SOS was still being called and he would also like going forward that any expenses for travel be submitted in a timely manner. Chairman Thulen said maybe we should amend the travel policy to include all expenses should be turned in within thirty days. Upon roll call, all Commissioners voted "Aye".

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #22614 through #22622 and Direct Deposit D47100 through D47600, Operating Account, April, 2011.

Motion to approve for payment vouchers #22614 through #22622 and Direct Deposit D47100 through D47600, Operating Account, April, 2011 was made by Commissioner Scaturro and seconded by Commissioner Knight. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24259 through #24335 and Direct Deposit D1446 through D1516, Section 8 Account, April 2011.

Motion to approve for payment vouchers #24259 through #24335 and Direct Deposit D1446 through D1516, Section 8 Account, April, 2011 was made by Commissioner Zabriski 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 #4094 through #4097, Capital Fund Account, April, 2011.

Motion to approve for payment vouchers #4094 through #4097, Capital Fund Account, April, 2011 was made by Commissioner Scaturro and seconded by Commissioner Sansone. Commissioner Zabriski asked if this concludes all the money allocated for the Solar Tube project. Mr. Salerno said yes. Upon roll call, all Commissioners voted "Aye".

Item #5: Report of Executive Director

Mr. Salerno read the report for those present.

Item #6: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing approval of the HATB Annual Budget and Capital Budget (FY2010/2011).

Tom Furlong presented the budget for the fiscal year ending June 30, 2012. Tom stated the budget was an introduction and upon approval by the Board would be forwarded to the Department of Community Affairs for their review. The budget will then be returned to the Authority with any suggested changes and will be formally adopted at the June Board meeting. The budget calls for a \$510 surplus but Mr. Furlong noted the HUD subsidy has not been finalized. At this time HUD is funding subsidy at a 92% level but that number may be lower when the final proration is determined. In addition the current HUD budget calls for a recapture of PHA reserves but the calculation has not been set. Finally it looks as though the Section 8 administration fees will be decreased and the PHA could lose up to \$50,000 in funding. As a result it is likely the PHA will need to revise the budget once the funding is finalized. If that's the case the Board along with the Director and accountant will need to analyze each budget line item to determine potential savings. Motion to authorize approval of the HATB Annual Budget and Capital Budget (FY2010/2011) was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #7: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing two Commissioners to sign checks.**

Chairman Thulen said that due to his current employment status he can now sign checks, whereas before he was not permitted. Commissioner Zabriski asked if this can be done this way. Mr. Coronato suggested that the resolution be amended to include the Chairman. Motion to approve the resolution with the amendment to include Chairman Michael Thulen as an authorized signer of checks was made by Commissioner Zabriski and seconded by Commissioner Sansone. The following are admitted to sign checks: Commissioner Zabriski, Commissioner Scaturro and Chairman Thulen. 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 a contract for the preparation of the Authority's FY 2011 CFP Annual Statement, Its FYs 2008, 2009 and 2010 P&E Reports, and its CFP 5-Year Action Plan.**

Motion to authorize award of a contract for the preparation of the Authority's FY 2011 CFP Annual Statement, Its FYs 2008, 2009 and 2010 P&E Reports, and its CFP 5-Year Plan was made by Commissioner Sansone and seconded by Commissioner Zabriski. Commissioner Scaturro asked how much does this cost us. Mr. Salerno said \$1700.00. Upon roll call, all Commissioners voted "Aye".

Item #9: **Resolution by the Board of Commissioners to approve the proposal and enter into an amended agreement for the A/E Services for the A & C Wing at the George Conway Apartment Building.**

Motion to approve the proposal and enter into an amended agreement for the A/E Services for the A&C Wing at the George Conway Apartment Building was made by Commissioner Scaturro and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners authorizing award of contract for the replacement of the A & C wings at George Conway.

Motion authorizing award of contract for the replacement of the A&C wings at George Conway was made by Commissioner Zabriski and seconded by Commissioner Scaturro. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioners to approve the proposal and enter into an agreement for an Elevator Survey at George Conway Apartment Building.

Resolution by the Board of Commissioners to approve the proposal and enter into an agreement for an Elevator Survey at George Conway Apartment Building was made by Commissioner Sansone and seconded by Chairman Thulen. Commissioner Scaturro said this was done already and asked why are we doing this again? Mr. Coronato stated the reason it has to be done again is because OTIS Elevator prepared a survey, however they also bid on the project as well. His understanding is Barlo & Associates will have an independent person prepare the bid and then based on that other bidders will come in and bid. Commissioner Zabriski said we had three bidders who gave us approximations on what need to be done, so why do we have to do this again. Mr. Coronato reiterated that the bottom line is you really need to have an independent prepare the bid and you cannot have a bidder or bidders prepare the specifications and then bid on it. Commissioner Scaturro asked about the fee that Barlo is charging. Mr. Salerno explained that Barlo's fee of \$3,800 includes the fee for the independent elevator surveyor will charge. Commissioner Zabriski said that he needs clarification that if the total fee is \$3,800 for the independent elevator survey and Barlo, and there will be no additional fee. Mr. Salerno said yes, this is the fee for the survey. Upon roll call, Commissioners voted "Aye"

Item #12: Resolution by the Board of Commissioners to create the position of senior maintenance and to promote Daniel Esposito to the position with a salary of \$61,600.

Chairman Thulen asked for a motion to table this until the Personnel Committee could meet and discuss this. Motion to table was made by Commissioner Sansone and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #13: Tenant/Applicant Status Report.

None to report.

Item #14: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Scaturro read the report for those present.

C. Personnel Committee

None to report.

D. By-Law Committee

None to report.

Item #15: Tenant Comments.

Rich Amato, George Conway Resident asked if Barlo can bid on the Elevator. Mr. Coronato said no, Barlo is the Architect and Barlo will be hiring an independent survey, neither party can bid on the job.

Item #16: Report of Attorney.

Mr. Coronato said there was a Medicare issue with an employee's wife. He explained that Medicare paid a doctors bill for the employees spouse but it should have been paid through the Housing Authority's Medical Insurance. Now, Medicare wants to be reimbursed. Mr. Coronato suggested that the Housing Authority's insurance company pay this and that Mr. Salerno, the risk manager and himself will be working on getting this issues handled. The only other comment Mr. Coronato had was regarding Title 39 and he's been working with the Township to resolve the ongoing question as to if the Authority is covered under Title 39. It is his opinion that there is a resolution that was submitted and he is convinced that the Housing Authority is covered under the title, and that if the Police Department came in to issue a ticket they could do so. Chairman Thulen asked if we could tow people off the property. Mr. Coronato said that is a different story, because the Town will not come in a tow and if we do that there will be a fee, and most of the seniors are on such a low income, that towing should be a very last resort.

Item #17: New Business

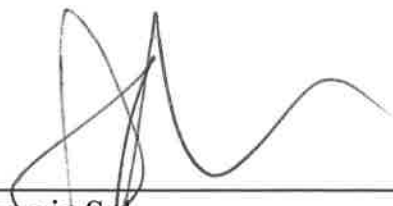
Commissioner Sansone requested that the Board go into executive session. Mr. Coronato asked under what pretense. Commissioner Sansone said he would like to discuss the Housing Authority's finances and the fact that with all these cuts were in a lot of trouble and we have to come up with ways to generate money. He also mentioned there was a discussion about renting out the Community Room. Chairman Thulen said he is now available to meet at anytime to discuss the Facilities roof policy. Other suggestions were discussed on how to generate revenue. Commissioner Sansone will make some recommendations to discuss at a later date.

Item #19: Public Portion.

None to report

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.

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



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – MAY 31, 2011

Present: Michael Thulen, Chairman
 John Zabriski, Vice-Chairman
 Paul Hayes, Commissioner
 Rocco Sottarelli, Commissioner
 John Sansone, Commissioner
 Madeline Knight, Resident Commissioner

Dennis Salerno, Executive Director
Kim Pascarella, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

Absent: Stephen S. Scaturro, Commissioner

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

Roll Call: Upon roll call, the following Commissioners answered present: Hayes, Sansone, Zabriski, Knight, Sottarelli, and Chairman Thulen. Also present were Kim Pascarella, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator. Commissioner Scaturro was absent.

PRESENTATION OF AWARDS TO TENANTS:

Chairman Thulen presented trophy's to tenants whom completed a computer course that the Housing Authority held in the computer lab, in the David Fried Community Room.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on April 25, 2011.

There being no additions, deletions or corrections on motion by Commissioner Zabriski and seconded by Chairman Thulen, the minutes were accepted as submitted. Upon roll call, Commissioners Zabriski, Knight, Chairman Thulen voted "Aye". Commissioners Hayes, Sansone, and Sottarelli abstained.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22623 through #22676 and Direct Deposit D47700 through D48800, Operating Account, May, 2011.

Motion to approve for payment vouchers #22623 through #22676 and Direct Deposit D47700 through D48800, Operating Account, May, 2011 was approved by Commissioner Sottarelli and seconded by Commissioner Zabriski. Upon roll call, Commissioners Zabriski, Sottarelli, Knight and Chairman Thulen voted "Aye". Commissioner Hayes voted "Aye" on all except for payment voucher #22645 which he voted "No". Commissioner Sansone abstained.

Item #3A: Resolution by the Board of Commissioners authorizing Travel and Attendance for William Snyder at the 40th Annual National Lease Association (NLHA), June 22-June 24, 2011 in Washington, DC.

Motion authorizing travel for William Snyder to attend the 40th Annual National Lease Association (NLHA) in June was made by Commissioner Hayes and seconded by Chairman Thulen. Upon roll call, Commissioners Hayes, Zabriski, Knight, Sottarelli, Chairman Thulen voted "Aye". Commissioner Sansone abstained.

Item #3: **Authorization by the Board of Commissioners to approve for payment vouchers #24336 through #24411 and Direct Deposit D1517 through D1588, Section 8 Account, May 2011.**

Motion to approve for payment vouchers #24336 through #24411 and Direct Deposit D1517 through D1588, Section 8 Account, May, 2011 was made by Commissioner Hayes and seconded by Commissioner Sottarelli. Upon roll call, Commissioners Hayes, Zabriski, Knight, Sottarelli, Chairman Thulen voted "Aye". Commissioner Sansone abstained.

Item #4: **Authorization by the Board of Commissioners to approve for payment vouchers #2108 through #2111, Tenant Security Refund Account, May, 2011.**

Motion to approve for payment vouchers #2108 through #2111, Tenant Security Refund Account, May, 2011 was made by Commissioner Zabriski and seconded by Commissioner Sottarelli. Upon roll call, Commissioners Hayes, Zabriski, Knight, Sottarelli, Chairman Thulen voted "Aye". Commissioner Sansone abstained.

Item #5: **Authorization by the Board of Commissioners to approve for payment vouchers #4098 through #4100, Capital Fund Account, May, 2011.**

Motion to approve for payment vouchers #4098 through #4100, Capital Fund Account, May, 2011 was made by Commissioner Hayes and seconded by Commissioner Sottarelli. Upon roll call, Commissioners Hayes, Zabriski, Knight, Sottarelli, Chairman Thulen voted "Aye". Commissioner Sansone abstained.

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

Mr. Salerno read the report for those present. Commissioner Zabriski asked the Executive Director if the Educational Expo will be for all Tenants of the Authority. Mr. Salerno said yes, it will be held outside in the David Fried cul-de-sac. Commissioner also asked if the new phones will include phone charges. Mr. Salerno said yes.

Item: 7: Report regarding FSS Program.

Mr. Salerno read the report for those present.

Item #8: Resolution by the Board of Commissioners authorizing award of contract for Collection and Disposal of Refuse and Recyclable Materials for a one-year period 6/1/11 through 5/31/12.

Mr. Pascarella said he checked with the Executive Director in regards to item numbers #8, #12 and #13 and the funds are available. Mr. Salerno said that is correct. Motion to approve authorization of contract for Collection and Disposal of refuse and recyclable materials was made by Commissioner Zabriski and seconded Knight. Upon roll call, Commissioners Hayes, Zabriski, Knight, Sottarelli and Chairman Thulen voted "Aye". Commissioner Sansone abstained.

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving a Facilities Use Policy.

Motion to approve a Facilities Use Policy was made by Commissioner Zabriski and seconded by Chairman Thulen. Upon roll call, Commissioner Zabriski, Knight and Chairman Thulen voted "Aye". Commissioners Hayes and Sottarelli voted "No". Commissioner Sansone abstained.

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing William Snyder to proceed with the Clean Energy Audit.

Mr. Salerno said two years ago we started this process to have William Snyder prepare the grant for the Clean Energy Audit. Mr. Pascarella asked if there is a payment involved for this. Mr. Salerno said no, Mr. Snyder is volunteering to do this and finish what he started. Motion to authorize William Snyder to proceed with the Clean Energy Audit was made by Chairman Thulen and seconded by Commissioner Zabriski. Upon roll call, Commissioners Hayes, Zabriski, and Chairman Thulen voted "Aye". Commissioners Sansone and Knight abstained. Commissioner Sottarelli voted "No".

Item #12: Resolution to retain Nicholas Sesto to assist in the REAC Inspection, pay will be at standard rate.

Mr. Salerno explained the reasons why he felt that Nick Sesto should be brought back as a consultant to meet with the REAC Inspector. Commissioner Hayes asked what rate he would be getting. Mr. Salerno said at the same rate. There was discussion regarding insurance, pension and the rate of pay that Mr. Sesto would receive. Chairman Thulen made a motion for Mr. Salerno to go into negotiations with Mr. Sesto to create a consulting contract for the purposes of our REAC inspection. Commissioner Zabriski seconded the motion. Upon roll call, Commissioners Hayes, Zabriski and Chairman Thulen voted "Aye". Commissioners Knight and Sottarelli voted "No". Commissioner Sansone abstained.

Item #13: Resolution by the Board of Commissioners authorizing award of contract for the replacement of phones and walkie-talkies.

Mr. Salerno explained to the Board the reason for the new phone and the replacement of the walkie-talkie and the discussed how over time this will save the Authority money. Motion was made by Commissioner Zabriski and seconded by Chairman Thulen. Upon roll call, Commissioner Zabriski, Knight and Chairman Thulen voted "Aye". Commissioners Hayes and Sottarelli voted "No". Commissioner Sansone abstained

Item #14: Resolution by the Board of Commissioner establishing an energy surcharge for Forge Pond.

Chairman Thulen read the proposed policy for those present and said that the Director will discuss with HUD and DCA to approve the surcharge. Upon roll call, Commissioners Zabriski and Chairman Thulen voted "Aye". Commissioners Hayes and Sottarelli voted "No". Commissioners Sansone and Knight abstained.

Item #15: Discussion of accepting surplus vehicles from the Brick MUA.

Chairman Thulen asked for a motion to accept two vehicles donated from the MUA. Motion was made by Commissioner Zabriski and seconded by Commissioner Knight. Commissioner Hayes asked what is needed to complete the transaction. Mr. Pascarella said that a resolution from both parties and a bill of sale should be all that is needed. Upon roll call Commissioner Zabriski, Knight and Chairman Thulen voted "Aye". Commissioners Hayes and Sottarelli voted "No". Commissioner Sansone abstained

Item #16: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #17: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Chairman Thulen read the report for those present.

C. Personnel Committee

None to report.

Item #18: Tenant Comments.

Mabel Gurski, Forge Pond complained about residents having people living with them and nothing is being done about it. Chairman Thulen said he will meet with Mabel to discuss. Wilma Flagg, Forge Pond resident thanked the Board for the Windows at Forge Pond. Carmen Serrano and Rosalie Conlin both residents of George Conway complained about the smell in the garbage rooms. Mr. Salerno said he will look into it.

Item #19: Report of Attorney.

Mr. Pascarella said the only issue that he is aware of is that Title 39 is still being discussed and worked on with the Executive Director. Also before the lease for the phone is signed that the Attorney review the paperwork.

Item #20: New Business

Mr. Dennis Levine gave the Board a presentation regarding Honeywell's audit. There was a discussion amongst the Board. Commissioner Zabriski asked if there was a cost to the Authority. Mr. Levine said there is no cost to the Authority and the energy savings would be approximately 27-28% savings.

Item #21: 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 contracts and personnel was made by Chairman Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:25 P.M.

Motion to open the meeting to the public was made by Commissioner Zabriski and seconded by Commissioner Sottarelli. The meeting was opened at 9:50 P.M.

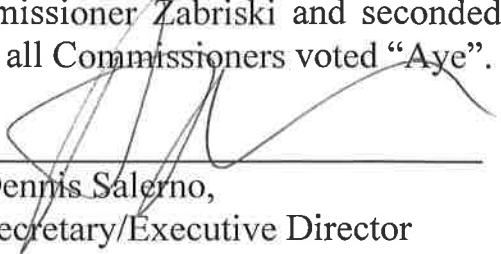
Commissioner Sansone stated that effective June 1, 2011 he will be resigning as a Commissioner to the Board due to a personal issue.

Chairman Thulen asked that a motion be made for the Executive Director to seek a onetime cleaning of the Forge Pond Building to Dove Cleaning. Motion was made by Commissioner Zabriski and seconded by Commissioner Sottarelli. Upon roll call, Commissioners Hayes, Zabriski, Knight, Sottarelli and Chairman Thulen voted "Aye". Commissioner Sansone abstained.

Item #20: 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 Sansone. Upon roll call, all Commissioners voted "Aye".



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JUNE 27, 2011

Present: Stephen S. Scaturro, Chairman
 Michael Thulen, Vice-Chairman
 John Zabriski, Commissioner
 Paul Hayes, Commissioner
 Rocco Sottarelli, Commissioner
 Edward Kiesche, Commissioner
 Madeline Knight, Resident Commissioner

AGENDA ITEM #

MEETING DATE

2
7/25/11

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

Chairman Scaturro welcomed new Commissioner Edward Kiesche.

Call To Order: Chairman Stephen 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: Hayes, Kiesche, Zabriski, Knight, Sottarelli, Thulen and Chairman Scaturro. Also present were Joseph Coronato, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on May 31, 2011.

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, Knight, Sottarelli, Thulen voted "Aye". Commissioner Kiesche and Chairman Scaturro, abstained.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22677 through #22727 and Direct Deposit D48900 through D5000, Operating Account, June, 2011.

Motion to approve for payment vouchers #22677 through #22727 and Direct Deposit D48900 through D50000, Operating Account, June, 2011 was made by Commissioner Thulen and seconded by Commissioner Hayes. Upon roll call, Commissioners Kiesche, Zabriski, Knight, Sottarelli, Thulen and Chairman Scaturro voted "Aye". Commissioner Hayes voted "Aye" on all except for voucher #22701 in which he voted "No".

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #22728 through #22730, Operating Account, June, 2011.

Motion to approve for payment vouchers #22728 through #22730, Operating Account, June, 2011 was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #3: **Authorization by the Board of Commissioners to approve for payment vouchers #24412 through #24487 and Direct Deposit D1589 through D1661, Section 8 Account, June 2011.**

Motion to approve for payment vouchers #24412 through #24487 and Direct Deposit D1589 through D1661, Section 8 Account, June, 2011 was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #4: **Authorization by the Board of Commissioners to approve for payment vouchers #2112 through #2116, Tenant Security Refund Account, June, 2011.**

Motion to approve for payment vouchers #2112 through #2116, Tenant Security Refund Account, June, 2011 was made by Commissioner Sottarelli and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

Item #5: **Authorization by the Board of Commissioners to approve for payment vouchers #4101 through #4103, Capital Fund Account, June, 2011.**

Motion to approve for payment vouchers #4101 through #4103, Capital Fund Account, June, 2011 was made by Commissioner Thulen and seconded by Commissioner Knight. Commissioner Zabriski asked why there were two vouchers for #4102 to the same company with two different amounts. Mr. Salerno said one amount was for the B wing roof and the other was for the A and C wing roof at George Conway. He explained that the Contractor received one check, but the voucher list shows the breakdown of payments. Upon roll call, all Commissioners voted "Aye".

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

Mr. Salerno read his report for those present.

Item #7: Resolution by the Board of Commissioners authorizing execution of a contract for Fee Accounting Services for the period of July 1, 2011 through June 30, 2012.

Chairman Scaturro said that it appears the price has increased from last year. Mr. Salerno said yes, because Mr. Furlong is doing more stuff for the Authority, like attending meetings every quarter and certifying resolutions. Commissioner Hayes asked if there were other bids. Mr. Salerno said no. Motion was made by Commissioner Thulen and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Thulen and Knight voted "Aye". Commissioners Zabriski abstained. Commissioner Hayes voted Present, Commissioner Sottarelli and Chairman Scaturro voted "No".

Mr. Coronato said this resolution did not pass. Mr. Salerno asked if that means he has to go back out bid. Mr. Coronato said yes he would have to go back out to bid. Mr. Salerno said you do understand that we no longer have an accountant. Chairman Scaturro said we only received one bid and he doesn't see the problem in asking Mr. Furlong to go on a month to month for one month and rebid. Mr. Salerno asked well what if he doesn't. Mr. Coronato said then it will be emergency services. Chairman Scaturro asked that we contact Mr. Furlong and ask if he will do a month to month.

Commissioner Thulen made a motion to ask Mr. Furlong to go on a month to month, Commissioner Sottarelli seconded. Upon roll call, Commissioners Hayes, Kiesche, Zabriski, Knight, Thulen and Chairman Scaturro voted "Aye". Commissioner Sottarelli voted Present.

Mr. Coronato said we now need another motion for an emergency service in case Mr. Furlong says he will not do a month to month. Motion authorizing the Director to seek emergency services for the fee accountant in the event Mr. Furlong does not agree to a month to month was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #8: Resolution by the Board of Commissioners authorizing execution of a contract for Administrative Legal Services for period of July 1, 2011 through June 30, 2012.

Motion to approve the execution of a contract for Administrative Legal Services for a one year period was made by Commissioner Hayes and seconded by Commissioner Thulen. 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 award of contract for an Independent Public Audit for fiscal year ending June 30, 2011.

Motion to authorize award of contract for an Independent Public Audit for fiscal year ending June 30, 2011 was made by Commissioner Thulen and seconded by Commissioner Sottarelli. Commissioner Zabriski asked how many bids we received. Mr. Salerno said two. Commissioner Zabriski said we should expand our advertising to more than one paper. Commissioner Thulen said that would not be cost efficient. Mr. Salerno said that we are in the process of preparing a bid for a website and that stuff will be posted on the website. Upon roll call, Commissioner Hayes, Kiesche, Zabriski, Knight, Thulen and Chairman Scaturro voted "Aye". Commissioner Sottarelli voted "No".

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing award of contract for consulting services with regard to the Brick Housing Authority Public Housing and Section 8 Housing Choice Voucher programs for a one (1) year period ending June 30, 2012.

Motion to approve for consulting services with regard to the HATB public housing and section 8 housing choice voucher programs for a one year period was made by Commissioner Zabriski and seconded by Commissioner Thulen. Upon roll call, Commissioner Kiesche, Zabriski, Knight, Thulen and Chairman Scaturro voted "Aye". Commissioners Hayes and Sottarelli voted "No".

Item #11: Resolution by the Board of Commissioners authorizing write-off of accounts receivable for prior tenants who ceased tenancy with amounts still due the Authority.

Chairman Scaturro pointed out the amount in the first paragraph is different from the amount on the bottom. Mr. Salerno said he wasn't sure which figure was correct and that he would have to check with Ms. Homeny. Chairman Scaturro asked that a motion be made to table this resolution until the Board can be provided with the correct amount. Motion to table the resolution was made by Commissioner Hayes and seconded by Commissioner Zabriski. 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 Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Scaturro read the report for those present.

C. Personnel Committee

None to report.

Item #14: Tenant Comments.

None to report.

Item #15: Report of Attorney.

Mr. Coronato there was a few things that he was aware of and is still working on. One, was the matter concerning Paul DeMassi and the close out documents for the fire flow pipe line at Forge Pond and the roofs at David Fried. Mr. Salerno said that without the final papers there was no guarantee or warranty on the roofs at Fried. Mr. Coronato said he strongly recommends a meeting to discuss this situation to clear it up once and for all. Chairman Scaturro agreed and said this matter has been dragging on a long time and it needs to be settled. The other matter was the Medicaid claim and lean on the Housing Authority because of an employee spouse. Mr. Coronato said he is currently working on this matter and he will report back to the Board on the status of both matters.

Item #16: New Business

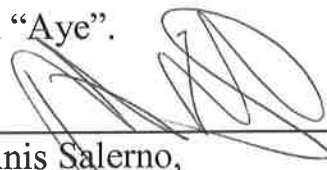
Commissioner Thulen thanked the Board, the staff and the residents for their support while he served as Chairman.

Commissioner Hayes made a motion that the July, August and December, Board of Commissioner Meetings be changed from starting at 7:30PM to now starting at 6:00PM. Commissioner Sottarelli seconded the motion. Upon roll, all Commissioners voted "Aye". The July, August and December meetings will start at 6:00PM

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.

There was no Public Comments report

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



Dennis Salerno,
Secretary/Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS
RE-ORGANIZATIONAL MEETING – JUNE 27, 2011

Present:

Michael Thulen, Chairman
John Zabriski, Vice-Chairman
Paul Hayes, Commissioner
Stephen S. Scaturro, Commissioner
Rocco Sottarelli, Commissioner

AGENDA ITEM #

MEETING DATE

7/25/11

Dennis Salerno, Executive Director
Nancy Nicholson, Service Coordinator

Absent: **Madeline Knight, Resident Commissioner**
 Edward Kiesche, Commissioner

Call To Order: Chairman Thulen, called the Re-Organizational Meeting of the Housing Authority of the Township of Brick to order at 7:00 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 Thulen led the assembly in the salute to the Flag.

Roll Call: Upon roll call, the following Commissioners answered present: Hayes, Zabriski, Scaturro, Scaturro, Sottarelli and Chairman Thulen. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator.

Re-Organizational Meeting Minutes - June 27, 2011 continued...

Item #1: Election of Officers (July 1, 2011 – June 30, 2012).

Chairman Thulen turned the meeting over to the Executive Director, Mr. Salerno, for the purpose of conducting election of officers.

Election of Chairman:

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

Commissioner Hayes nominated Commissioner Stephen S. Scaturro for the position of Chairperson. Commissioner Thulen seconded this nomination. There were no other nominations for Chairperson.

Commissioner Hayes made a motion to close nominations and Commissioner Thulen seconded that motion. The Board indicated "Aye" to close nominations.

Upon roll call for the nomination of Stephen S. Scaturro as Chairperson, all Commissioners voted "Aye".

Chairman Scaturro assumed the chair and opened the floor for nominations for Vice-Chairperson.

Election of Vice-Chairman:

Commissioner Hayes nominated Commissioner Michael Thulen Jr. for the position of Vice-Chairperson. Commissioner Sottarelli seconded this nomination.

Commissioner Hayes moved to close nominations and Commissioner Sottarelli seconded that motion. The Board indicated "Aye" to close nominations.

Upon roll call for the nomination of Commissioner Michael Thulen Jr. as Vice-Chairman, Commissioners Hayes, Sottarelli, Thulen and Chairman Scaturro voted "Aye". Commissioner Zabriski voted "No"

Re-Organizational Meeting Minutes - June 27, 2011 continued...

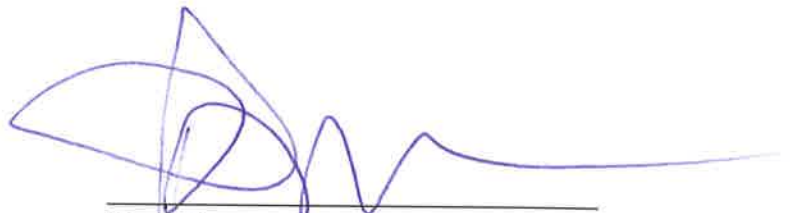
Item #2: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing Duly Elected Officers to sign checks.

Motion authorizing Duly Elected Officers to sign checks was made by Commissioner Thulen and seconded by Commissioner Sottarelli. Chairman Scaturro asked for volunteers to be an additional signee. Commissioner Hayes volunteered. Upon roll call, all Commissioners voted "Aye".

Item #3: 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).

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Thulen and seconded by Commissioner Zabriski. The Re-Organization Meeting adjourned at 7:15 P.M. Upon roll call, all Commissioners voted "Aye".

Adjournment



Dennis Salerno,
Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JULY 25, 2011

Present: Stephen S. Scaturro, Chairman
 Michael Thulen, Vice-Chairman
 John Zabriski, Commissioner
 Paul Hayes, Commissioner
 Rocco Sottarelli, Commissioner
 Edward Kiesche, Commissioner

AGENDA ITEM # 1
MEETING DATE 8-29-11

Nancy Nicholson, Service Coordinator

Absent: Dennis Salerno, Executive Director

Call To Order: Chairman Stephen 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: Hayes, Kiesche, Zabriski, Sottarelli, Thulen and Chairman Scaturro. Also present Nancy Nicholson, Service Coordinator. Absent from the meeting was Dennis Salerno, Executive Director. The Attorney no longer comes to the meeting unless requested by the Board.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of the Re-Organizational Meeting held on June 27, 2011.

Commissioner Zabriski pointed out that in the minutes; it indicated that Mr. Coronato was present. He was not in attendance at the Re-Organizational Meeting. Mrs. Nicholson said she will correct the minutes. Motion to approve the minutes with the change in attendance was made by Commissioner Thulen and seconded by Commissioner Sottarelli. Upon roll call, Commissioners Hayes, Zabriski, Sottarelli, Thulen and Chairman Scaturro voted "Aye". Commissioner Kiesche abstained because he was not in attendance.

Item #2: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on June 27, 2011.

Motion to approve and accept the minutes of the meeting held on June 27, 2011 was made by Commissioner Zabriski and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #22731 through #22789 and Direct Deposit D50100 through D51000, Operating Account, July, 2011.

Motion to approve for payment vouchers #22731 through #22789 and Direct Deposit D50100 through D51000, Operating Account, July 2011 was made by Commissioner Thulen and seconded by Commissioner Zabriski. Commissioner Zabriski asked if voucher #22766 regarding Fire and Security and the smoke detector damage caused by leak on the roof was going to be reimbursed by the roofers. Mrs. Nicholson said she will speak to Mr. Salerno about it. Chairman Scaturro said he would like an answer on that matter as well as the outcome of voucher #22761. Upon roll call, Commissioners Kiesche, Zabriski, Sottarelli, Thulen and Chairman Scaturro voted "Aye". Commissioner Hayes voted on "Aye" except for voucher #22764 in which he abstained.

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #24488 through #24567 and Direct Deposit D1662 through D1733, Section 8 Account, July 2011.

Motion to approve for payment vouchers #24488 through #24567 and Direct Deposit D1662 through D1733, Section 8 Account, July 2011 was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment voucher #2117 Tenant Security Refund Account, July, 2011.

Motion to approve for payment voucher #2117, Tenant Security Refund Account was made by Commissioner Hayes and seconded by Commissioner Sottarelli. Upon roll call, all Commissioners voted "Aye".

Item #6: Authorization by the Board of Commissioners to approve for payment vouchers #4104 through #4105, Capital Fund Account, July, 2011.

Motion to approve for payment vouchers #4104 through #4105, Capital Fund Account, July, 2011 was made by Commissioner Thulen and seconded by Commissioner Sottarelli. Upon roll call, all Commissioners voted "Aye".

Item #7: Report of Executive Director

Mrs. Nicholson read the report for those present.

Item #8: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing approval of the HATB Annual Budget and Capital Budget (FY2011/2012).**

Motion to approve the HATB Annual Budget and Capital Budget (FY2011/2012) was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #9: **Resolution by the Board of commissioners of the Housing Authority of the Township of Brick approving FY2011 Capital Fund Program Annual Statement.**

Motion to approve the FY2011 Capital Fund Program Annual Statement was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #10: **Resolution by the Board of Commissioners authorizing write-off of accounts receivable for prior tenants who ceased tenancy with amounts still due the Authority.**

Motion authorizing write-off of accounts receivable for prior tenants who ceased tenancy with amounts still due the Authority was made by Commissioner Zabriski and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

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

B-1: Budget Comparison Report

Commissioner Thulen read the report for those present.

C. Personnel Committee

None to report.

Item #13: Tenant Comments.

Several tenants from David Fried, such as Betty Coletta , 8D, Marybeth Coughlin, 10C, Ann Trione, 2B, and Lorraine Vandermark, 9A, complained about the placement of the robo cans for garbage and recyclables in David Fried. There was lengthy conversation that pursued. Chairman Scaturro said he will meet with the Building and Grounds Committee and Mr. Salerno to try to resolve this issue. Mrs. Coletta also asked about the storm drains because when it rains they float away. Commissioner Zabriski said that issue will also be looked at. Wilma Flagg, Forge Pond Resident complained that there are a lot of spiders in Forge Pond and wanted the Board to be aware of it. Jean Simons, George Conway resident asked when the elevators are going to be fixed in George Conway. Chairman Scaturro said that they have been working fine since we have a new Elevator Company.

Item #14: Report of Attorney.

None to report.

Item #15: New Business

None to report.

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 personnel issues was made by Commissioner Zabriski and seconded by Commissioner Sottarelli. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 6:35 P.M.

Motion to open the meeting to the public was made by Commissioner Zabriski and seconded by Commissioner Sottarelli. The meeting was opened at 7:55 P.M.

Item #17: Public Portion.

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Zabriski and seconded by Commissioner Sottarelli. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:00PM



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – AUGUST 29, 2011

Present: Stephen Scaturro, Chairman
 Michael Thulen Jr., Vice-Chairman
 Paul Hayes, Commissioner
 John Zabriski, Commissioner
 Rocco Sottarelli, Commissioner
 Edward Kiesche, Commissioner

AGENDA ITEM #

MEETING DATE

9/19/11

Dennis Salerno, Executive Director
Nancy Nicholson, Service Coordinator

Absent: James Costello, Resident Commissioner

Call To Order: Chairman Michael Thulen called the Regular Meeting of the Housing Authority of the Township of Brick to order at 6:00 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: Hayes, Kiesche, Zabriski, Sottarelli, Thulen and Chairman Scaturro. Also present were Dennis Salerno, Executive Director, and Nancy Nicholson, Service Coordinator.

Item #1: **Authorization by the Board of Commissioners to approve and accept minutes of meeting held on July 25, 2011.**

There being no additions, deletions or corrections on motion by Commissioner Hayes and seconded by Commissioner Thulen, the minutes were accepted as submitted. Upon roll call, all Commissioners voted "Aye".

Item #2: **Authorization by the Board of Commissioners to approve for payment vouchers #22790 through #22850 and Direct Deposit D51100 through D52100, Operating Account, August, 2011.**

Motion to approve for payment vouchers #22790 through #22850 and Direct Deposit D51100 through D52100, Operating Account was made by Commissioner Zabriski and seconded by Commissioner Hayes. Upon roll call, Commissioners Hayes, Kiesche, Zabriski, Sottarelli, and Chairman Scaturro voted "Aye". Commissioner Thulen voted "Aye" on all except for voucher #51900 in which he abstained.

Item #3: **Authorization by the Board of Commissioners to approve for payment vouchers #24568 through #24649 and Direct Deposit D1734 through D1806, Section 8 Account, August 2011.**

Motion to approve for payment vouchers #24568 through #24649 and Direct Deposit D1734 through D1806, Section 8 Account, was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, all Commissioner voted "Aye"

Item #4: **Authorization by the Board of Commissioners to approve for payment vouchers #2118 through #2120 Tenant Security Refund Account, August, 2011.**

Motion to approve for payment vouchers #2118 through 2120, Tenant Security Refund Account 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 vouchers #4106 through #4108, Capital Fund Account, August, 2011.**

Motion to approve for payment vouchers #4106 through #4108, Capital Fund was made by Commissioner Kiesche and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

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

Mr. Salerno read his report for those present.

Item #7: **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 Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #8: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick establishing Flat Rents and permitting the residents to elect payment of either Flat Rent or Income Based Rent for their unit.**

Motion establishing Flat Rents and permitting the residents to elect payment of either Flat Rent or Income Based Rent for their unit was made by Commissioner Zabriski and seconded by Commissioner Thulen. Commissioner Hayes asked Mr. Salerno the purpose of this. Mr. Salerno said this is done every year and it is a HUD regulation. Upon roll call, all Commissioners voted "Aye".

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick rejecting proposals submitted on August 9, 2011 for the Creation and Maintenance of a Website.

Chairman Scaturro said it is his understanding that we are rejecting the bids that came in for this. Mr. Salerno said that is correct, we now have a free bid that is being done through a company along with Mr. Matthews and Mr. Snyder. Mr. Salerno added that we have all the necessary documentation within the next ten days and it will not cost anything. Chairman Scaturro asked Mr. Salerno if we got the information from the State for what is required to put on the website. Mr. Salerno said yes. Motion to approve the rejection of all bids received was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners Authorizing travel to and attendance at New Jersey Association of Housing and Redevelopment Authorities, 2011 Annual Meeting and Conference September 25 through September 27, 2011.

Motion to authorize travel to and attendance at New Jersey Association of Housing and Redevelopment Authorities, 2011 Annual Meeting and Conference, September 25 through September 27, 2011 was made by Commissioner Hayes and seconded by Commissioner Kiesche. 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 Execution of a Contract for Fee Accounting Services for the period of September 1, 2011 through June 30, 2012.

Mr. Salerno said he was asked to put this on the agenda by Vice Chairman Thulen, and he agrees that the Board should take a second look at the contract because this contract deals with Union Negotiations, SEMAP reports, which things would be extra if he didn't include it as part of his contract. Mr. Salerno said he doesn't think this contract is unfair considering the extra work. Commissioner Thulen said he agreed that this contract should be looked over again, but he did not say to put it back on the agenda. Chairman Scaturro asked what the \$115.00 dollars for reimbursable items were for. Chairman Scaturro said he feels since this is more than last year, than all these things should be included and he would like to know what that charge is for. Commissioner Hayes said he doesn't think Mr. Furlong would have a problem continuing on a month to month basis until some of the Board questions could be answered. Mr. Salerno said he was concerned that some of the extra duties would not be handled if there was no contract. Chairman Scaturro suggested that Mr. Furlong attend the meeting. Motion to authorize execution of a contract for fee accounting services for the period of September 1, 2011 through June 30, 2012 was made by Commissioner Hayes and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Zabriski and Thulen voted "Aye". Commissioners Hayes, Sottarelli and Chairman Scaturro voted "Aye".

Item #12: Motion authorizing the Executive Director to formulate a bid for washer/dryer machines.

Mr. Salerno introduced Mr. David Segal of Coinmach Laundry Service to discuss the different alternatives such as do we want to lease the machines and at the end of the lease we then own the machines or do we get a rental where the company owns the machines and we get a percentage of the collections. Mr. Segal gave his presentation to the Board, and introduced the possibility of using cards instead of coins with the machines. There was a lengthy discussion as to the advantages and disadvantages of both options. The Chairman asked for a show of hands amongst the tenants in attendance if they had a preference to using cards instead of coins. The vote of hands showed that the tenants preferred coins. Motion to go out to bid the way it was always done, with the Housing Authority getting a percentage of the collection was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, Commissioners Hayes, Kiesche, Zabriski, Thulen and Chairman Scaturro voted "Aye". Commissioner Sottarelli voted "No."

Item #13: Motion authorizing the Executive Director to formulate a bid for Cleaning Service.

Mr. Salerno said that our current cleaning company is working on a month to month basis, because we threw out the last company. Chairman Scaturro said he thought we went out to bid for Dove Cleaning. Mr. Salerno said no. Commissioner Hayes made a motion for Mr. Salerno to put out a bid proposal for cleaning services, Commissioner Kiesche seconded the motion. Upon roll call, all Commissioners voted "Aye".

Item #14: Motion authorizing the Executive Director to formulate a bid for modernization of elevators at George Conway.

Mr. Salerno reminded the Board that they all received a report from a company that said this is what they believe we need to do in regards to the Elevators, if we proceed it will cost us an additional \$17,000.00. Mr. Salerno also said that if we proceed without using that company than we don't have to pay for an engineer, and he does not feel we need an engineer. Commissioner Hayes recommended to Mr. Salerno that he should consult with the Attorney. Commissioner Zabriski said that no matter what elevator company we use they are licensed engineers; bonded and certified, but if we go to Barlo and Associates, then Barlo has to hire a outside engineering company and then we are billed for that. Commissioner Zabriski doesn't feel we need an engineer, when the Companies that bid have engineers working for them. Motion to authorize the Executive Director to prepare a bid specification and go out to bid was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, All Commissioners voted "Aye"

Item #15: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #16: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Thulen read the report for those present.

C. Personnel Committee

Chairman Scaturro requested a motion to extend the Executive Directors contract for one month until the Attorney can review the language of the Contract. Commissioner Zabriski made the motion to extend Mr. Salerno's contract for one month, Commissioner Kiesche seconded the motion. Upon roll call, all Commissioners voted "Aye".

Item #17: Tenant Comments

Betty Colletta, David Fried resident, thanked the Board for getting rid of the trash cans on the lawn; however she doesn't feel the one dumpster is enough for 41 apartments. Chairman Scaturro said that maybe we could look into the size of the dumpsters and the pickup schedule.

Lorraine Vandermark, David Fried resident, said she does not think all the residents understand that one dumpster is for recyclables and one is for garbage. Mr. Salerno said the dumpsters are marked and also a notice went out to all the David Fried residents. Ms. Vandermark also said that David Fried is still out of power due to the Hurricane and it would have been nice if the office could have checked on everyone. Chairman Scaturro said that the east coast had ample notice and this was not an isolated situation, and he's sure if the resident called or came to the office that something was needed they would have tried to accommodate as best they could.

Marie Polloway, George Conway resident, commended the Authority for their efforts with informing the tenants on Hurricane Irene.

Carmine Rowe, David Fried resident said she feels that the residents of David Fried are not treated fairly during the storm. Chairman Scaturro said he feels the Authority did as much as they can in this situation. He asked Ms. Rowe if there was something else she is referring to. Ms. Rowe said this is just how she feels and it would have been nice if someone went door to door making sure everyone was ok.

Item #18: Report of Attorney

None to report

Item #19: New Business

None to report

Item #20: 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.

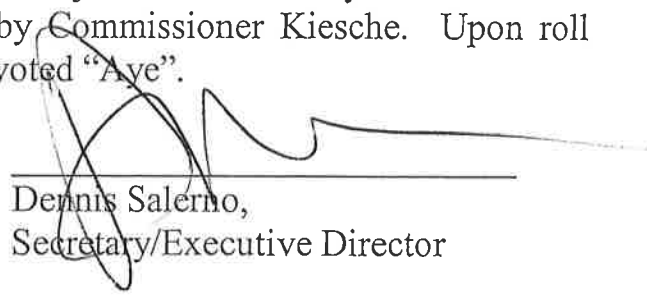
Motion to close the meeting to the public and go into Executive Session for the purpose of discussing contracts and personnel was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 7:00 P.M.

Motion to open the meeting to the public was made by Commissioner Hayes and seconded by Commissioner Sottarelli. The meeting was opened at 7:40 P.M.

Item #21: 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".



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – SEPTEMBER 19, 2011

Present: Stephen Scaturro, Chairman
 Michael Thulen Jr., Vice-Chairman
 Paul Hayes, Commissioner
 John Zabriski, Commissioner
 Rocco Sottarelli, Commissioner

Dennis Salerno, Executive Director
Nancy Nicholson, Service Coordinator

Absent: James Costello, Resident Commissioner
 Edward Kiesche, Commissioner

Call To Order: Chairman Stephen 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: Hayes, Zabriski, Sottarelli, Thulen and Chairman Scaturro. Also present were Dennis Salerno, 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 29, 2011.

There being no additions, deletions or corrections on motion by Commissioner Hayes and seconded by Commissioner Thulen, the minutes were accepted as submitted. Upon roll call, all Commissioners voted "Aye".

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22851 through #22906 and Direct Deposit D52200 through D53300, Operating Account, September, 2011.

Motion to approve for payment vouchers #22851 through #22906 and Direct Deposit D52200 through D53300, Operating Account, September, 2011 was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, Commissioners Hayes, Zabriski, Sottarelli, and Thulen voted "Aye". Chairman Scaturro voted "Aye" on all except for payment voucher #22892 in which he abstained.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24650 through #24726 and Direct Deposit D1882 through D1956, Section 8 Account, September 2011.

Motion to approve for payment vouchers #24650 through #24726 and Direct Deposit D1882 through D1956, Section 8 Account, September 2011 was made by Commissioner Zabriski and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment voucher #2121 Tenant Security Refund Account, September, 2011.

Motion to approve for payment voucher #2121 Tenant Security Refund Account, September, 2011 was made Commissioner Zabriski and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4109, Capital Fund Account, September, 2011.

Motion to approve for payment voucher #4109 was made by Commissioner Thulen and seconded by Commissioner Sottarelli. Commissioner Zabriski asked if this was the final payment for the roof. Mr. Salerno said no, that he is meeting with the roofers

Item #6: Report of Executive Director

Mr. Salerno read the report for those present.

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing award of contract for the replacement of smoke detectors in George Conway and Forge Pond to Zems Security.

Chairman Scaturro tabled this item because where expecting another bid according to a conversation he had with the Executive Director. So for right now this will be tabled.

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving the Contract of the Executive Director.

Motion approving the four month contract of the Executive Director was made by Commissioner Hayes and seconded by Commissioner Zabriski. Commissioner Hayes thanked Mr. Salerno and said he hopes for a smooth transition. Upon roll call, Commissioners Hayes, Zabriski, Sottarelli and Chairman Scaturro voted "Aye". Commissioner Thulen abstained.

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Authorizing Execution of a Contract for Fee Accounting Services for the period of October 1, 2011 through June 30, 2012.

Motion to approve execution of a contract for a Fee Accountant to Thomas Furlong was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, Commissioners Zabriski, Thulen and Chairman Scaturro voted "Aye". Commissioners Hayes and Sottarelli voted "No".

Item #10: Resolution by the Board of Commissioners authorizing the transfer of \$4,500.00 of the Laundry Services Commissions to fund the tenant service account.

Chairman Scaturro tabled this resolution and said he would like the Board to discuss this in further detail. The Board agreed.

Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing \$4,250.00 in additional pay for Daniel Esposito for out-of-classification work.

Chairman Scaturro asked Mr. Salerno to give a brief overview of this. Mr. Salerno explained when the Maintenance Director retired (Nick Sesto), Mr. Esposito took on other responsibility and acted as the Maintenance Supervisor until one was hired and this is part of the Union Contract and the amount was negotiated with Mr. Esposito. Motion to approve was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioners to appropriate an amount not to exceed \$10,000.00 from Section 8 Reserves to renovate existing small community room for offices to be utilized by the Section 8 Department.

Chairman Scaturro asked Mr. Salerno to explain. Mr. Salerno said he would like to use Section 8 Reserves to change the little room into offices for the Section 8 Department and to put the donated computers in that room as well. Chairman Scaturro asked if the \$10,000.00 was enough to complete this project. Commissioner Thulen asked if new furniture or other expenses would be needed. Mr. Salerno said no, that the employees have furniture and the wiring is done, however walls would have to be put up and an area for the computers would be needed. Motion to approve was made by Commissioner Hayes and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #13: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #14: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Thulen read the report for those present.

C. Personnel Committee

None to report.

Item #15: Tenant Comments.

Marie Polloway, George Conway resident was very upset over the front window being changed to the one way mirror and that Mr. Salerno is taking all the common areas away from the tenants and making offices. Chairman Scaturro said he will come in tomorrow morning and review the complaints and get back to her.

Jean Simons, George Conway resident made the Board aware of an incident that happened over the weekend, when someone was let in to the building and came to her apartment. Ms. Simons called the police and a report was filed. Mr. Salerno said that we do have cameras and that very shortly they will be recording. Commissioner Sottarelli asked where were the three men that were hired to do security at night. Mr. Salerno said they were not hired for security. Chairman Scaturro said this is a secured building, so someone had to buzz the stranger in and that the resident's have to be more proactive with their security. Ms. Simons also asked the Board to review the return check policy, because it's hard for her to keep getting money orders. Chairman Scaturro will review the policy with the Executive Director tomorrow and get back to her.

Sal Abazia, Forge Pond resident complained about the path between the Housing Authority and the Chambers Bridge Resident, where he witnessed a woman in a wheelchair have difficulties on the path. Chairman Scaturro said it is not our property and there is nothing we could do.

Item #16: Report of Attorney.

None to report.

Item #17: New Business

None to report.

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 Hayes and seconded by Commissioner Sottarelli. Upon roll call, all Commissioners voted "Aye".

Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – OCTOBER 31, 2011

Present: Stephen Scaturro, Chairman
 John Zabriski, Commissioner
 Edward Kiesche, Commissioner
 James Costello, Resident Commissioner

AGENDA ITEM #

MEETING DATE

1
11/28/11

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

Absent: Paul Hayes, Commissioner
 Michael Thulen, Vice-Chairman
 Rocco Sottarelli, 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, Costello, and Chairman Scaturro. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, Anthony Matthews, Maintenance Director and Nancy Nicholson, Service Coordinator. Commissioner Hayes, Sottarelli and Thulen were absent.

Chairman Scaturro introduced the new Resident Commissioner James Costello and also reviewed for those present old businesses that were discussed at the last meeting.

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

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

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22907 through #22916 and Direct Deposit D53400 through D53900, Operating Account, October, 2011.

Motion to approve for vouchers #22907 through #22916 and Direct Deposit D53400 through D53900, Operating Account, October, 2011 was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call Commissioners Zabriski and Costello voted "Aye". Chairman Scaturro voted "Aye" on all except for voucher #22978 in which he abstained. Commissioner Kiesche voted "Aye" on all except voucher #22944 and #22946 in which he abstained.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24727 through #24804 and Direct Deposit D1957 through D2031, Section 8 Account, October 2011.

Motion to approve for vouchers #24727 through #24804 and Direct Deposit D1957 through D2031, Section 8 Account, October, 2011 was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2122 through #2125 Tenant Security Refund Account, October, 2011.

Motion to approve for vouchers #2122 through #2125, Tenant Security Refund Account, October, 2011 was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye"

Item #5: Report of Executive Director

Mr. Salerno read his report for those present.

Item #6: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick certifying review and authorizing submission of the Annual Independent Audit to the Local Finance Board of the State.

Mr. Jerry Conaty, an auditor with the firm Holman & Frenia, P.C., who has performed an audit for the fiscal year ending June 30, 2011 addressed the Board. Mr. Conaty stated the audit report had no findings and there were no opinions and the Housing Authority books are in fine shape. Motion to approve certifying review and authorizing submission of the Annual Audit to the Local Finance Board of the State of New Jersey was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick offering all employees the Premium Only Plan (POP).

Motion to approve the offering to all employees the option to enroll in the Premium Only Plan (POP) was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Chairman Scaturro said this is a great program and the employees should take advantage of it. 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 travel and attendance for Commissioners and staff at the Annual Conference of the N.J. Chapter of the National Association of Housing and Redevelopment Officials – November 16th through 18th, 2011 at the Borgata Hotel, Atlantic City, New Jersey.

Motion to approve for travel and attendance to the Conference being held on November 16th through 18th, 2011 hosted by the NJ Chapter of the National Association of Housing and Redevelopment Officials was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted “Aye”.

Item #9: Resolution by the Board of Commissioners of the Housing Authority authorizing Barlo and Associates to proceed with authorizing Sterling Elevator Consultants, LLC to draft specifications and bid documents for the modernization of the Elevators in the George Conway building.

Resolution authorizing Barlo and Associates to proceed with authorizing Sterling Elevator Consultants, LLC to draft specifications and bid documents for the modernization of the Elevators in the George Conway building was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted “Aye”.

Item #10: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #11: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Chairman Scaturro read the report for those present.

C. Personnel Committee

None to report.

Item #12: Tenant Comments.

Ms. Florence Tillotson, George Conway mentioned that the residents of the Housing Authority held a Breast Cancer walk, and they raised \$940.00 dollars and they are still accepting donations. She said her goal was to raise \$1,000.00 and if anyone would like to make a donation it would be greatly appreciated. She also asked the Board if they could help get shelves for the library.

Ms. Marie Polloway, George Conway asked when the heat was going to be fixed in the Community Room. Mr. Salerno said he has a call in to the contractor to have that fixed.

Ms. Carmen Serrano, George Conway asked if channel 6, the security channel would be fixed. Mr. Salerno asked Mrs. Nicholson to answer this question. Mrs. Nicholson said she was working with Comcast Cable and Zems Security to rectify the problem.

Item #13: Report of Attorney.

None to report.

Item #14: New Business

None to report.

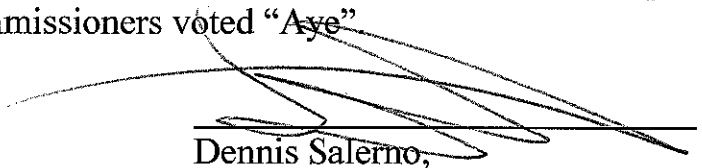
Item #15: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.

No need for executive session

Item #16: 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"



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – NOVEMBER 28, 2011

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

AGENDA ITEM #

MEETING DATE

1
12/19/11

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, Costello, Sottarelli, Thulen 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.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on October 31, 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, Costello, and Chairman Scaturro voted "Aye". Commissioners Sottarelli and Thulen abstained because they were not at the Meeting

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #22987 through #23038 and Direct Deposit D55200 through D53600, Operating Account, November, 2011.

Motion to approve for payment vouchers #22987 through #23038 and Direct Deposit D55200 through D53600, Operating Account, November, 2011 was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, Commissioners Thulen and Chairman Scaturro voted "Aye". Commissioner Kiesche voted "Aye" on all except for payment voucher #23010 in which he abstained. Commissioner Zabriski voted "Aye" on all except payment voucher #23022 in which he abstained. Commissioner Costello voted "Aye" on all except for payment voucher #23019 in which he abstained.

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #23039 through #23041, Operating Account, November, 2011.

Motion to approve for payment vouchers #23039 through #23041, Operating Account, November, 2011 was made by Commissioner Zabriski 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 #24805 through #24882 and Direct Deposit D2032 through D2107, Section 8 Account, November 2011.

Motion to approve for payment vouchers #24805 through #24882 and Direct Deposit D2032 through D2107, Section 8 Account for November 2011 was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2128 through #2132 Tenant Security Refund Account, November, 2011.

Motion to approve for payment vouchers #2128 through #2132, Tenant Security Refund Account for November, 2011 was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, All Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4110, Capital Fund Account, November, 2011

Motion to approve for payment voucher #4110, Capital Fund Account, November, 2011 was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #6: Report of Executive Director

Mr. Salerno read his report for those present.

Item #6A: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing award of contract to Erbe Builders for the removal of snow.

Motion authorizing award of contract to Erbe Builders for the removal of snow was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #7: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present.

Item #8: Committee Reports

A. Building and Grounds Committee

Commissioner Zabriski read the report for those present.

B. Budget and Finance Committee

B-1: Budget Comparison Report

Commissioner Thulen read the budget and finance report and budget comparison report for those present.

C. Personnel Committee

Commissioner Zabriski said there a few matters that need to be discussed in closed session.

Chairman Scaturro said before we start with tenant comments he would like to talk about an old issue regarding the Channel 6 Security Channel in George Conway. Commissioner Costello, Resident Commissioner said that he went to Comcast and talked to them and that the only way tenants can view the front door security channel is if they have an AB switch. He also added that tenants have to purchase them and install them or have them installed by Comcast. The Housing Authority has had it confirmed that the signal is provided to allow channel six to be viewed, however due to changes made by Comcast Cable, the only way to view the security channel is with the AB switch. Chairman Scaturro said he hopes this helps those residents who complained that they no longer were able to receive that channel. Commissioner Costello added that he will leave an AB switch in the office, so that if any tenant would like to see what it looks like.

Item #9: Tenant Comments.

Mabel Gurski a Forge Pond resident addressed the Board regarding the problem with bed bugs in the Forge Pond building. Several other Forge Pond residents stood up to show their concern for this problem. Chairman Scaturro said he speaks on behalf of the Board and sympathizes with all the residents and reminded those in attendance that the bedbugs didn't grow in the Housing Authority, they were brought in here by the tenants that live here and that since the first report on this subject, this housing authority has been very proactive in the treatment. He informed the residents that this is a very expensive program that we are not shying away from. There was a lengthy discussion and one resident from Forge Pond, James Conroy was asked to leave the meeting by Chairman Scaturro because he was yelling obscenities at the Board and Mr. Salerno. Mr. Salerno said we have a policy and the residents are not as cooperative as they should be. Chairman Scaturro said he sees by the attendance tonight and the comments that there is a serious problem and the Board will discuss at the end of the meeting an action plan to handle this situation. Mrs. Jean Simons, George Conway resident asked Commissioner Costello if there was charge for the AB switch. Commissioner Costello said that they did not charge him, when he went to Comcast to pick it up. Florence Tillotson, George Cowney resident thanked the Board again for their donations for the Brest Cancer Walk. Commissioner Costello made the Board aware of a complaint he received prior to the meeting regarding a disciplinary problem they have in George Conway on the 4th floor and he will look into this and will keep the Board apprise. Jean Spanola, Forge Pond resident asked if there is any way to stop people from taking furniture and items from the dumpsters. Chairman Scaturro asked what she suggests we do. Mr. Matthews said that what the maintenance department has been doing is that when they see stuff at the dumpster they slash it or break it to deter the tenants from taking the stuff back in the building. Chairman Scaturro said maybe we could monitor the cameras better on the dumpsters.

Item #10: Report of Attorney.

None to report.

Item #11: New Business

None to report.

Item #12: 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 personnel issues was made by Commissioner Thulen and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:10 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 9:05 P.M.

Chairman Scaturro instructed Ms. Nicholson to write a memo to the Forge Pond tenants in regards to bed bugs. Mr. Coronato said that in the memo it should note our current policy and that the Board has approved that the Forge Pond complex be swept again with the dogs and treated as necessary, there will also be a seminar addressing this issue. Ms. Nicholson said she will draft a memo and send it to the Attorney and Chairman for final approval.

Chairman Scaturro asked for a motion to bring in Action Pest control to sweep and treat the Forge Pond building with the estimated cost of \$6,000.00 (six thousand dollars). Chairman Scaturro made the motion and Commissioner Thulen seconded. Upon roll call, all Commissioners voted "Aye".

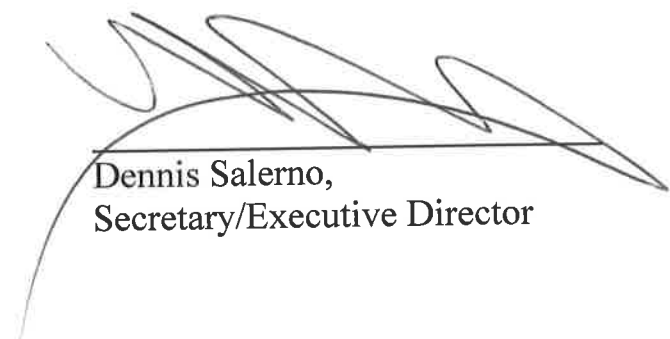
Chairman Scaturro asked for a motion to amend the By-Laws that the Executive Director cannot hire any position over \$15,000.00 (fifteen thousand) without going before the Personnel Committee and the Board of Commissioners. Motion was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Mr. Coronato said that a motion would be needed in regards to Mr. Salerno's accumulated unused sick time upon his retiring not to exceed \$7,500.00 (Seven Thousand Five Hundred Dollars). Mr. Coronato reiterated that there would be a cost analyze from Mr. Furlong and a verification report from Kathy as to how much time he had and authorizing her not to exceed the \$7,500.00. Motion was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #13: 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 9:15PM.



Dennis Salerno,
Secretary/Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – DECEMBER 19, 2011

Present: **Stephen Scaturro, Chairman**
 Michael Thulen, Vice-Chairman
 Paul Hayes, Commissioner
 Rocco Sottarelli, Commissioner
 John Zabriski, Commissioner
 Edward Kiesche, Commissioner
 James Costello, Resident Commissioner

AGENDA ITEM #

MEETING DATE

1
1/30/12

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

Call To Order: Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 6:00 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: Hayes, Zabriski, Kiesche, Costello, Sottarelli, Thulen and Chairman Scaturro. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, Anthony Matthews, Maintenance Director and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on November 28, 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, Costello, Sottarelli, Thulen and Chairman Scaturro voted "Aye". Commissioner Hayes abstained because he was not at the Meeting.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23042 through #23081 and Direct Deposit D56400 through D57000, Operating Account, December, 2011.

Chairman Scaturro asked for an explanation on voucher #23074, made out to Scoles Floorshine Industrial in the amount of \$2,200.00. Chairman Scaturro added that it seems to be a lot of money for black bags, toilet tissue and paper towels. Mr. Matthews said he went off the same purchase order from last year in January and the price was less this year. There was a discussion of how he compared pricing and he explained how going to Costco would not be cost efficient if you factor in the gas used and the administrative fee they tack on the invoice. Mr. Salerno added that this was brought to his attention from Commissioner Zabriski and that he agrees that it seems to be a lot of money and the Authority will not be ordering that way again. Mr. Matthews gave a breakdown of everything he ordered and reiterated that the last time we ordered was a year ago. Chairman Scaturro asked Mr. Matthews to monitor the use of the materials. Commissioner Thulen asked an explanation of the voucher for Hecht trailers to install a new hitch on the van; it was his understanding that we did this already. Mr. Matthew's said that they had to purchase a new kit for the van because the old one went with the old leased vehicle. Motion to approve for payment vouchers #23042 through #23081 and Direct Deposit D56400 through D57000, Operating Account, December, 2011 was made by Commissioner Thulen and seconded by Chairman Scaturro. Upon roll call, Commissioners Hayes, Kiesche, Zabriski, Costello, Sottarelli, and Chairman Scaturro voted "Aye". Commissioner Thulen voted "Aye" on all except for payment voucher #23067 in which he abstained.

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #23082 through #23096 and Direct Deposit D57100 through D57700, Operating Account, December, 2011.

Motion to approve for payment vouchers #23082 through #23096 and Direct Deposit D57100 through D57700, Operating Account, December, 2011 was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call Commissioners Hayes and Costello and Chairman Scaturro voted "Aye". Commissioners Kiesche, Zabriski, Sottarelli and Thulen voted "Aye" on all except for voucher #23085 in which they all voted "No".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24883 through #24960 and Direct Deposit D2108 through D2179, Section 8 Account, December, 2011.

Chairman Scaturro said that its understanding from Mr. Salerno that voucher #24959 is to be removed from the voucher list. Mr. Salerno said that is correct, and he thanked Commissioner Zabriski for his diligence. Motion to approve for all Section 8 vouchers except for #24959 was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2133 through #2135 Tenant Security Refund Account, December, 2011.

Motion to approve for payment vouchers #2133 through #2135, Tenant Security Refund Account, December, 2011 was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4111, Capital Fund Account, December, 2011.

Chairman Scaturro said it is his understanding this voucher will also be removed. He noted this will not be approved and it will be removed. Mr. Salerno said that is correct.

Item #6: Report of Executive Director

Mr. Salerno read his report for those present.

Item #7: Presentation from Action Termite & Pest Control

The representative from Action Termite Pest Control did not show up for the presentation.

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to amend the Section 8 Program Policy pertaining to repayment agreements.

Chairman Scaturro asked Mr. Salerno for an overview of this. Mr. Salerno said the situation is when people on the section 8 program do not report their income changes, and we find out; they owe the Authority money and request a repayment agreement. Commissioner Hayes asked for the Attorney's opinion. Mr. Coronato said he does think there should be a repayment; the question is how we go about it. Mr. Salerno added that the State Regulations do not require us to have repayments. Chairman Scaturro asked Mr. Salerno if he knew the policy of other Authorities regarding repayments. Mr. Salerno said that it can be offered at the sole discretion of the Authority. Mr. Coronato gave his opinion and his recommendation is repayments should go through the Board. On the recommendation of the Attorney that all repayments be brought to the Board for approval, motion to pass this resolution with the amendment was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye", with the amendment.

Item #9: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present

Item #10: 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 #11: Tenant Comments.

Ms. Emma White, Forge Pond tenant asked if it's ok to take furniture from other people's apartments who moved out and are selling or throwing out their furniture. Chairman Scaturro said absolutely not, because of the bed bug situation he does not recommend taking furniture from other peoples apartments and if she see's people doing that please report it to the office. Ms. White also wanted to add that she feels that the light is not long enough for people to cross the road and there should be security patrolling the intersection. Commissioner Hayes said he recalls the time to cross the road was already adjusted. Ms. Jean Simons, George Conway resident and Ms. Eileen Hurley had similar complaints about crossing Chambers Bridge Road. Mr. Matthews said that when he was on the Town Counsel he reviewed the crossing the road situation that was a problem years ago and that the residents have to press the button to cross and use extreme caution, since we cannot control the way people drive. Commissioner Zabriski said maybe we can draft a letter to the County asking if they could install the flashing lights across the road. Chairman Scaturro said he would let Commissioner Zabriski and Mr. Matthews to handle that. Ms. Flagg, Forge Pond resident wanted to bring to the Boards attention that a man from Forge Pond was beat up crossing Chambers Bridge Road and that they also have a women at Forge Pond who is constantly drunk and has threaten tenants and it was reported to the office. Mrs. Nicholson added that she took the complaint call from Mrs. Flagg and she suggested the tenants call the police right away. Mr. Matthews said it is very important that the residents to wait to inform the office, but that they take immediate action and call the police.

Item #12: Report of Attorney.

None to report.

Item #13: New Business

Commissioner Thulen said it is his understanding that offices and personnel are moving around the building. He asked for a motion that no further changes as far as movement around the complex until the new Executive Director is hired. Motion was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".


Item #14: 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 #15: Public Portion.

Mrs. Polloway, a George Conway resident asked if the rumors said that is not true and he has meeting set up with the current contractor to discuss complaints he received. Mrs. Betty Colletta, David Fried resident asked what happens to the money that is collected from the laundry services since there was no holiday party this year. Chairman Scaturro said he doesn't have the answer for her right now and he will get back to her.

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 6:45PM.



Dennis Salerno,
Secretary/Executive Director

Adjournment