

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JANUARY 27, 2014

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

AGENDA ITEM #

MEETING DATE

2/14/14

Anthony Matthews, Assistant Executive Director
Kim Pascarella, Esq. HATB Legal Counsel
Nancy Nicholson, Service Coordinator

Absent: **Paul Hayes, Chairman**
 Allure Cawley, Resident Commissioner

Call To Order: Vice-Chairman Kiesche called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:00 P.M. at the David Fried Community Room. 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: Vice-Chairman Kiesche led the assembly in the salute to the Flag.

Roll Call: Upon roll call, the following Commissioners answered present: Schick, Scaturro, Catalano, Terebush and Vice-Chairman Kiesche. Also present were Kim Pascarella, Esq., Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

Item #1: **Authorization by the Board of Commissioners to approve and accept minutes of meeting held on December 16, 2013.**

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

Item #2: **Authorization by the Board of Commissioners to approve for payment vouchers #24318 through #24379 and Direct Deposit D101400 through D103700, Operating Account, January, 2014.**

Motion to approve for payment vouchers #24318 through #24379 and Direct deposit D101400 through D103700, Operating Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #2A: **Authorization by the Board of Commissioners to approve for payment vouchers #24380 through #24385 and Direct Deposit D103800 through D104500, Operating Account, January, 2014**

Motion to approve for payment vouchers #24380 through #24385 and Direct Deposit D103800 through D104500, Operating Account was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #3: **Authorization by the Board of Commissioners to approve for payment vouchers #26567 through #26631 and Direct Deposit D3996 through D4063, Section 8 Account, January, 2014.**

Motion to approve for payment vouchers #26567 through #26631 and Direct Deposit D3996 through D4063, Section 8 Account was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #4: **Authorization by the Board of Commissioner to approve for payment vouchers #3124 through #3129, Tenant Service Account.**

Motion to approve for payment vouchers #3124 through #3129, Tenant Service Account was made by Commissioner Terebush and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #5: **Authorization by the Board of Commissioners to approve for payment vouchers #4155 through #4188, Capital Fund Program, January, 2014.**

Motion to approve for payment vouchers #4155 through #4188, Capital Fund was made by Commissioner Scaturro and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

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

Mr. Matthews read his report for those in attendance.

Item #7: **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 of New Jersey.**

Vice-Chairman Kiesche introduced Rich Larsen, auditor from Fallon & Larson. Mr. Larsen presented the Authority's June 30th, 2013 audit. A Finance Committee was held prior to the meeting to discuss the audit in detail. The audit contained an unmodified opinion and there were no findings that needed to be reported. In addition the two prior year findings were cleared. The Authority had an increase in its liquidity (current assets less current liabilities) and the operating expenses decreased from the prior year. Overall the Authority is in excellent financial condition.

Item #8: Tenant/Applicant Status Report.

None to report.

Item #9: Committee Reports

A. Building and Grounds Committee

Commissioner Schick read the report for those present. Commissioner Terebush asked Mr. Matthews about the weekly reports that the Chairman had asked for in November in regards to bed bug treatments. Mr. Matthews said between the snow storms and emergencies at the Authority he hadn't had time to put that together, however, by Friday he will notify the Board as to the bed bug treatment status.

B. Budget and Finance Committee

Commissioner Schick read the report for those present.

C. Budget Comparison Report

Commissioner Scaturro read the report for those present.

Item #10: Tenant/Public Comments.

None to report.

Item #11: Report of Attorney.

None to report.

Item #12: New Business

None to report.

Item #13: 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 Schick and seconded by Vice Chairman Scaturro. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 7:30PM.



Anthony Matthews
Secretary/Assistant Executive Director

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – FEBRUARY 24, 2014

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

AGENDA ITEM #

MEETING DATE

1
3/31/14

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

Absent: Paul Hayes, Chairman
 Stephen Scaturro, Commissioner

Call To Order: Vice-Chairman Kiesche called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:00 P.M. at the David Fried Community Room. 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: Vice-Chairman Kiesche led the assembly in the salute to the Flag.

Roll Call: Upon roll call, the following Commissioners answered present: Schick, Cawley, Catalano, Terebush and Vice-Chairman Kiesche. Also present were Terry Brady, Esq., Guy Ryan, Insurance Defense Attorney, Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

Item #1: **Authorization by the Board of Commissioners to approve and accept minutes of meeting held on January 27, 2014.**

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

Item #2: **Authorization by the Board of Commissioners to approve for payment vouchers #24386 through #24423 and Direct Deposit D104600 through D105300, Operating Account, February, 2014.**

Motion to approve for payment vouchers #24386 through #24423 and direct deposit D104600 through D105300, Operating Account was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #2A: **Authorization by the Board of Commissioners to approve for payment vouchers #24424 through #24430 and Direct Deposit D105400 through D106100, Operating Account, February, 2014.**

Motion to approve for payment vouchers #24424 through #24430 and Direct Deposit D105400 through D106100, Operating Account, was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #3: **Authorization by the Board of Commissioners to approve for payment vouchers #26632 through #26696 and Direct Deposit D4064 through D4132, Section 8 Account, February, 2014.**

Motion to approve for payment vouchers #26632 through #26696 and Direct Deposit D4064 through D4132, Section 8 Account was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

Item #4: **Authorization by the Board of Commissioner to approve for payment voucher #2205, Tenant Security Refund Account, February, 2014.**

Motion to approve for payment voucher #2205, Tenant Security Refund Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #5: **Authorization by the Board of Commissioners to approve for payment voucher #4153, Capital Fund Program, February, 2014.**

Motion to approve for payment voucher #4153, Capital Fund Program was made by Commissioner Terebush and seconded by Commissioner Catalano. Upon roll call all Commissioners voted "Aye".

Item #5A: **Authorization by the Board of Commissioners to approve for payment voucher #4154, Capital Fund Program, February, 2014.**

Motion to approve for payment voucher #4154, Capital Fund Program was made by Commissioner Catalano and seconded by Commissioner Schick. Commissioner Catalano asked some questions regarding the purchase of stoves. Mr. Matthews said the purchase was to replenish inventory stock. Upon roll call, all Commissioners voted "Aye".

Item #6: **Report of Executive Director (Verbal)**

Mr. Matthews explained to the Board what safety measures the maintenance staff took during the recent storms.

Item #7: **Tenant/Applicant Status Report.**

Ms. Nicholson read the report for those present.

Item #8: Committee Reports

A. Building and Grounds Committee

Commissioner Terebush read the report for those present.

B. Budget and Finance Committee

C. Budget Comparison Report

Commissioner Schick read the Budget and Finance Report and the Budget Comparison report for those present.

Item #9: Tenant/Public Comments.

Alice Albright, resident of David Fried asked if the corner sidewalks on Ovation Way and Chambers Bridge road were going to be paved and if there is anything that can be done. Mr. Matthews said he has placed several phone calls on this matter and hopefully this gets rectified soon. Olga Esquine, Forge Pond resident asked if the hallway carpets in Forge Pond are ever going to be cleaned. Mr. Matthews said he had the carpets cleaned and he is also looking in to having them replaced.

Item #10: Report of Attorney.

Mr. Brady said there will be items discussed in closed session.

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 regard pending litigation and attorney-client privileged communications re: William F. Snyder, IV v. Housing Authority of the Township of Brick, Docket No.: OCN-L-1527-12

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing pending litigation and attorney client privileged communications regarding William F. Snyder, IV v. Housing Authority of the Township of Brick, Docket No.:OCN-L-1527-12 was made by Commissioner Catalano and seconded by Commissioner Schick. The meeting was closed to the public at 7:26PM.

Motion to open the meeting to the public was made by Commissioner Terebush and seconded by Commissioner Schick. The meeting was opened at 8:21 P.M

Item #14: Public Portion.

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Schick and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:22PM.

Adjournment


Anthony Matthews,
Assistant Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – MARCH 31, 2014

Present: Edward Kiesche, Vice-Chairman
 John Catalano, Commissioner
 Kim Terebush, Commissioner
 Vera Fozman, Commissioner

AGENDA ITEM #

MEETING DATE

1
4/28/14

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

Absent: Paul Hayes, Chairman

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

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

Roll Call:

Upon roll call, the following Commissioners answered present: Catalano, Terebush, Fozman and Vice-Chairman Kiesche. Also present were Terry Brady, Esq., Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on February 24, 2014.

There being no additions, deletions or corrections on motion by Commissioner Catalano and seconded by Commissioner Terebush, the minutes were accepted as submitted. Upon roll call, Commissioners Catalano, Terebush and Vice-Chairman Kiesche voted "Aye". Commissioner Fozman abstained because she was not on the Board at that time.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24431 through #24475 and Direct Deposit D106200 through D107700, Operating Account, March, 2014.

Motion to approve for payment vouchers #24431 through #24475 and Direct Deposit D106200 through D107700, Operating Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #26697 through #26764 and Direct Deposit D4133 through D4199, Section 8 Account, March, 2014.

Motion to approve for payment vouchers #26697 through #26764 and Direct Deposit D4133 through D4199, Section 8 Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Commissioner Terebush asked about the voucher for Nan Mckay. Mr. Matthews said it was a manual that Section 8 needed. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioner to approve for payment vouchers #2206 through #2208, Tenant Security Refund Account, March, 2014.

Motion to approve for payment vouchers #2206 through #2208, Tenant Security Refund was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #4155 through #4160, Capital Fund Program, March, 2014.

Motion to approve for payment vouchers #4155 through #4160, Capital Fund Program was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call Commissioners Catalano and Vice Chairman Kiesche voted "Aye". Commissioner Terebush and Fozman voted "Aye" on all except voucher #4159 in which they abstained.

Item #6: Report of Executive Director

Mr. Matthews discussed what he has been doing at the Authority.

Item #7: Tenant/Applicant Status Report.

Ms. Nicholson read the report for those present.

Item #8: Committee Reports

A. Building and Grounds Committee

Commissioner Terebush read the report for those present.

B. Budget and Finance Committee

C. Budget Comparison Report

Commissioner Catalano read the report for those present.

Item #9: Tenant/Public Comments.

Mabel Gurski, Forge Pond Resident complained about other residents not cleaning up after their dogs outside and letting their pet sit on the hallway furniture, plus not keeping them on leashes. She also expressed concern regarding the infestation of insects including fruit flies that are in the Forge Pond building. Commissioner Fozman suggested that the Housing Authority look into getting pet bags outside, so people can clean up after their dogs. Mr. Matthews said he will look into Commissioners Fozmans suggestion; also he will speak to the tenant who doesn't keep his dog on the lease. In regards to the infestation Mr. Matthews said that the exterminator comes quarterly and that any complaints regarding bugs are handled promptly and accordingly.

Mr. Richard Didizian, Forge Pond resident said he never seen any dog feces outside the building and he has seen residents pick up after their pets. He did however complain about the residents that sit out in the lobby and make comments as people come and go and he suggested that residents utilize the community room for hanging out and not the lobby.

Patrick Rivelli, Forge Pond resident expressed his concern over the fact that he receives his social security on the second Wednesday of the month and he keeps getting a late fee on his rent and when he tried to pay a month in advance it was denied by the office. Mrs. Nicholson said that there was a in house courtesy to people that received their social security checks later in the month and she would have to speak to the new book keeper and get back to him.

Grace Bozzett, Forge Pond Resident expressed concern over the fact that her Valentine decorations were taken off her door. Mr. Matthews said he taken them down because there were holes nailed into the walls. A discussion pursued regarding Mr. Matthews advising the tenant by letter if he removes something off their door.

Peggy Gray, George Conway resident advised the Board that the bed bugs are finally gone in her apartment.

Item #10: Report of Attorney.

Mr. Brady had nothing new to report however, he alerted the Board there was a need for executive session to discuss pending litigation regarding Snyder vs. the Housing Authority and Gonzalez vs. the Housing Authority.

Item #11: New Business

No new business 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 regard pending litigation.

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing pending was made by Commissioner Catalano and seconded by Commissioner Fozman. The meeting was closed to the public at 7:52PM.

Motion to open the meeting to the public was made by Commissioner Catalano and seconded by Commissioner Terebush. The meeting was opened at 8:10 P.M

Item #14: Public Portion.

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Schick and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:15PM.

Adjournment



**Anthony Matthews,
Assistant Executive Director**

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – APRIL 28, 2014

Present: Edward Kiesche, Vice-Chairman
 John Catalano, Commissioner
 Kim Terebush, Commissioner
 Vera Fozman, Commissioner

AGENDA ITEM #

MEETING DATE

1
5/19/14

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

Absent: Paul Hayes, Chairman

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

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

Roll Call:

Upon roll call, the following Commissioners answered present: Catalano, Terebush, Fozman and Vice-Chairman Kiesche. Also present were Terry Brady, Esq., Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on March 31, 2014.

There being no additions, deletions or corrections on motion by Commissioner Catalano and seconded by Commissioner Fozman, 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 #24476 through #24530 and Direct Deposit D107800 through D109300, Operating Account, April, 2014.

Motion to approve for payment vouchers #24476 through #24530 and Direct Deposit D107800 through D109300, Operating Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Commissioner Fozman had asked questions about Alert SOS and A-General plumbing voucher that were for the same apartment on the same day. Mr. Matthews said he will have to look into that and get back to her. Commissioner Fozman also inquired about the voucher check made out to Charles Koch Jr., owner of Alert SOS and asked why it was made out to his name and not the business. Mr. Matthews said he would discuss with Rhoda Li, the bookkeeper to get the correct answer to this. Commissioner Terebush had questions in regards to Freehold pest control. She requested that Mr. Matthews provide her with a detailed spread sheet, dating from last year to now on which apartments were treated for bed bugs and how many were repeats, she was very specific how she wanted this report and she requested that information by Friday, May 2nd. Commissioner Fozman also asked for a copy of that report once completed. Upon roll call, Commissioner Catalano and Vice-Chairman Kiesche voted "Aye" on all. Commissioner Terebush voted "Aye" on all except vouchers #24505 and #25523 in which she abstained. Commissioner Fozman voted "Aye" on all except voucher #24490 in which she voted "No".

Item #3: **Authorization by the Board of Commissioners to approve for payment vouchers ##26765 through #26833 and Direct Deposit D4200 through D4266, Section 8 Account, April, 2014.**

Motion to approve for payment vouchers #26765 through #26833 and Direct Deposit D4200 through D4266, Section 8 Account was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #4: **Authorization by the Board of Commissioner to approve for payment vouchers #2209 through #2210, Tenant Security Refund Account, April, 2014.**

Motion to approve for payment vouchers #2209 through #2210, Tenant Security Refund Account was made by Commissioner Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #5: **Authorization by the Board of Commissioners to approve for payment vouchers #4161 through #4163, Capital Fund Program, April, 2014.**

Motion to approve for payment vouchers #4161 through #4163, Capital Fund Program was made by Commissioner Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #6: **Report of Executive Director (Verbal)**

Mr. Matthews read his report for those present. Commissioner Terebush asked if there was some sort of sunshine fund to send to employee and Commissioners when there is a surgery or death in the family etc. Mr. Matthews said he planned on sending something to Dennis Gayzik the employee who is out right now due to a medical procedure, but he will discuss with the bookkeeper what has been done in the past on this subject matter.

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving the introduction to the HATB Annual Budget and Capital Budget (FY 2014/2015).

Tom Furlong, Accountant for the HATB introduced the June 30th 2015 State Budget to the Board of Commissioners. The Budget was discussed in detail with the Finance Committee prior to the meeting. Upon approval by the Board the budget will be sent to the State of New Jersey Department of Community affairs for their review and will then be returned to the Authority for adoption at the June Board meeting after a public hearing takes place.

The budget calls for a surplus of \$11,622. This surplus was in large part due to the end of sequestration that now restores HUD funding lost last year. It is anticipated funding will be stable for the next two years until such time as Congress and the President reopen talks on the federal deficit. After taking into consideration the surplus and Authority currently maintains \$1,327,230 in reserves which is a very healthy number.

Mr. Furlong also explained the HUD requirement for adopting a second budget resolution based on asset management. There were no questions from the Board regarding either resolution. Motion to approve the introduction to the HATB Annual Budget and Caption Budget (FY 2014/2015) was made by Commissioner Terebush and seconded by Commissioner Catalano. 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 adoption of the Public Housing Operating Budget.

Motion authorizing the adoption of the Public Housing Operating Budget was made by Commissioner Catalano and seconded by Commissioner Terebush. 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 FY2014 Capital Fund Program Annual Statement.**

Motion to approve FY2014 Capital Fund Program Annual Statement was made by Commissioner Catalano and seconded by Commissioner Fozman. Upon roll call, all Commissioners voted "Aye".

Item #10: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick adopting an amended Personnel Policies & Procedures Manual and an amended Employee Handbook.**

Motion adopting an amended Personnel Policies & Procedure Manual and an amended Employee Handbook was made by Commissioner Catalano and seconded by Commissioner Fozman. Upon roll call, all Commissioners voted "Aye".

Item #11: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a 2-Year Landscaping contract to R. Collins Enterprises Inc.**

Motion awarding a 2-Year landscaping contract to R. Collins Enterprises Inc. was made by Commissioner Catalano and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

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

Ms. Nicholson read the report for those present.

Item #13: **Committee Reports**

A. Building and Grounds Committee

Commissioner Terebush asked Mr. Matthews to read the report since he is more familiar with what has been done at the Authority. Mr. Matthews read the report for those present.

Item #13: Committee Reports. Continued...

B. Budget and Finance Committee

C. Budget Comparison Report

Commissioner Catalano read the Budget and Finance report as well as the Budget Comparison Report for those present.

Item #14: Tenant/Public Comments.

Several tenants commented, that there were no notices regarding tonight's meeting put on the bulletin boards. Both Mr. Matthews and Ms. Nicholson said they were posted and somebody has been taking them down. Ms. Nicholson said she prepares and post the notices one week prior to the meeting.

Wilma Flagg and Allure Cawley, both Forge Pond residents complained that the cleaning company is not doing that good of a job keeping Forge Pond clean and there is resident throwing garbage out the window near the front entrance. Mr. Matthews said the camera does not cover that area but he is aware of the problem and has been actively involved in pursuing catching the person who is responsible and charging them with vandalism when caught.

There were more complaints from several Forge Pond residents in regards to the grounds around their building having lots of garbage and debris. Mr. Matthews said the maintenance men do pick up garbage when they see it and there is a spring cleaning planned. Commissioner Terebush asked when the spring cleaning was planned for because Mr. Matthews has mentioned that project for the last three meetings and it's still not done. Mr. Matthews explained there are many apartment turnovers that must take priority and he's short maintenance men. Commissioner Terebush suggested hiring additional staff if being shorthanded in maintenance was a problem. Mr. Matthews felt that was not necessary at the moment, however, he will get prices for hiring outside contractors for room turnovers. Commissioner Fozman asked if shared services were considered. Mr. Matthews said that was looked into by the previous Director and was not something that would necessarily work out here.

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

Diana Partush, Forge Pond resident said she witnessed another resident taking furniture out of the garbage and dragging it through the building into their apartment. Mr. Matthews said he spoke to that particular resident and advised him he is forbidden to do that.

Another conversation regarding bed bugs and treatment was discussed briefly. Vice-Chairman Kiesche said this is being addressed and that Mr. Matthews will report back to the Board.

Item #15: Report of Attorney.

Mr. Brady requested that the Board go into closed session to discuss pending litigation.

Item #16: New Business

No new business to discuss.

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 pending litigation was made by Commissioner Terebush and seconded by Commissioner Fozman. Upon roll call, all Commissioners voted "Aye". The meeting was closed to the public at 8:35PM.

Motion to open the meeting to the public was made by Commissioner Catalano and seconded by Vice-Chairman Kiesche. The meeting was opened at 9:25 P.M

Item #14: Public Portion.

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Schick and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 9:26PM.

Adjournment

**Anthony Matthews,
Assistant Executive Director**

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – MAY 19, 2014

Present: Paul Hayes, Chairman
 Edward Kiesche, Vice-Chairman
 Kim Terebush, Commissioner
 Vera Fozman, Commissioner

AGENDA ITEM #

MEETING DATE

6/23/14

Anthony Matthews, Assistant Executive Director
Kim Pascarella, Esq. HATB Legal Counsel

Absent: John Catalano, Commissioner

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

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

Roll Call:

Upon roll call, the following Commissioners answered present: Terebush, Fozman, Vice-Chairman Kiesche and Chairman Hayes. Also present were Terry Brady, Esq., Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

Vice-Chairman Kiesche announced that due to the small quorum and lack of tenants in attendance, this meeting will be conducted as a vouchers paying meeting only.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on April 28, 2014.

Commissioner Fozman pointed out a typo. Mr. Matthews said that will be corrected. There being no additions, deletions or corrections on motion by Chairman Hayes and seconded by Commissioner Fozman, 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 #24531 through #24570 and Direct Deposit D109400 through D110200, Operating Account, May, 2014.

Motion to approve for May payment vouchers for the Operating Account was made by Chairman Hayes and seconded by Commissioner Terebush. Upon roll call Commissioner Fozman, Vice-Chairman Kiesche and Chairman Hayes voted "Aye". Commissioner Terebush voted "Aye" on all except voucher #24552 in which she abstained.

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #24571 through #24576 and Direct Deposit D110300 through D110900, Operating Account, May, 2014.

Motion to approve for additional payment vouchers for the Operating Account for May, was made by Chairman Hayes and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #26834 through #26899 and Direct Deposit D4267 through D4334, Section 8 Account, May, 2014.

Motion to approve for the Section 8 Account for May, 2014 was made by Chairman Hayes and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye"

Item #4: Authorization by the Board of Commissioner to approve for payment vouchers #2211 through #2214, Tenant Security Refund Account, May, 2014.

Motion to approve for payment vouchers for May, 2014 Tenant Security Refund Account was made by Chairman Hayes and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4164, Capital Fund Program, May, 2014.

Motion to approve for May, 2014 Capital Fund Program payment voucher, was made by Chairman Hayes and seconded by Commissioner Terebush. Upon roll call, all Commissioners voted "Aye".

Item #13: 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 Terebush and seconded by Commissioner Fozman. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 7:12PM.

Adjournment

~~Anthony Matthews,
Assistant Executive Director~~

Nancy Nicholson
Acting Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS
RE-ORGANIZATIONAL MEETING – JUNE 23, 2014

Present:

Edward Kiesche., Vice-Chairman
John Catalano, Commissioner
Vera Fozman, Commissioner
Kim Terebush, Commissioner
Dolores Lunetta-Radice, Commissioner
James Conroy, Resident Commissioner

AGENDA ITEM #

MEETING DATE

1
7/28/14

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

Call To Order: Vice-Chairman Kiesche, called the Re-Organizational Meeting of the Housing Authority of the Township of Brick to order at 6:30 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:

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

Roll Call:

Upon roll call, the following Commissioners answered present: Catalano, Terebush, Fozman, Lunetta-Radice, Conroy, Vice-Chairman Kiesche. Also present were Terry Brady, Esq., Anthony Matthews, Assistant Executive Director, and Nancy Nicholson, Service Coordinator.

Vice-Chairman Kiesche advised the Board and those in attendance that due to health reasons Chairman Paul Hayes resigned his position on the Board.

Item #1: Election of Officers (July 1, 2014 – June 30, 2015).

Vice-Chairman Kiesche turned the meeting over to the Secretary, Mr. Matthews, for the purpose of conducting election of officers.

Election of Chairman:

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

Commissioner Catalano nominated Commissioner Kiesche for the position of Chairperson. There was no second for the nomination. Commissioner Terebush nominated Commissioner Fozman for the position of Chairperson. Commissioner Lunetta-Radice seconded the nomination.

Upon roll call, for Commissioner Fozman to be elected as Chairman, Commissioners Lunetta-Radice, Conroy, Terebush and Fozman voted "Aye". Commissioners Kiesche and Catalano voted "No".

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

Chair Fozman assumed the chair and opened the floor for nominations for Vice-Chairperson.

Election of Vice-Chairman:

Chair Fozman nominated Commissioner Kim Terebush for the position of Vice-Chairperson. Commissioner Lunetta-Radice seconded this nomination.

Commissioner Kiesche moved to close nominations and Chairman Fozman seconded that motion. The Board indicated "Aye" to close nominations.

Upon roll call for the nomination of Commissioner Kim Terebush as Vice-Chair, all Commissioners voted "Aye".

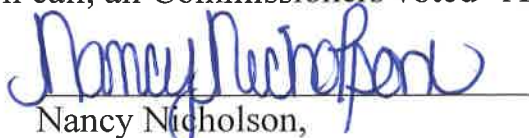
Item #2: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing Duly Elected Officers to sign checks.

Chair Fozman tabled the resolution for check signing. Commissioner Kiesche asked why. Chair Fozman said she would like to review and decide on who will have check signing privileges before it's voted on. Mrs. Nicholson asked who would sign voucher checks that would be voted on tonight. Chair Fozman said that it would remain the same until further review.

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 with a 5 minute recess was made by Chair Fozman and seconded by Commissioner Lunetta-Radice. The Re-Organization Meeting adjourned at 6:55 P.M. Upon roll call, all Commissioners voted "Aye".

Adjournment


Nancy Nicholson,
Secretary/Acting Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JUNE 23, 2014

Present: **Vera Fozman, Chair**
 Kim Terebush, Vice-Chair
 Edward Kiesche, Commissioner
 John Catalano, Commissioner
 Dolores Lunetta-Radice, Commissioner
 James Conroy, Resident Commissioner

AGENDA ITEM #

MEETING DATE

2
7/23/14

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

Call To Order: Chair Fozman called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:00 P.M. at the David Fried Community Room. She 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:

Chair Fozman led the assembly in the salute to the Flag and a brief moment of silence for those whom lost family and love ones due to war or any other circumstances.

Roll Call:

Upon roll call, the following Commissioners answered present: Catalano, Kiesche, Conroy, Lunetta-Radice, Vice-Chair Terebush and Chair Fozman. Also present were Terry Brady, Esq., Anthony Matthews, Assistant Executive Director and Nancy Nicholson, Service Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on May 19, 2014.

There being no additions, deletions or corrections on motion by Commissioner Kiesche and seconded by Commissioner Lunetta-Radice, the minutes were accepted as submitted. Upon roll call, Commissioners Kiesche, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Catalano, Conroy, and Lunetta-Radice abstained because they were not in attendance for that meeting.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24577 through #24622 and Direct Deposit D111000 through D112300, Operating Account, June, 2014.

Motion to approve for payment vouchers #24577 through #24622 and Direct Deposit D111000 through D112300, Operating Account was made by Commissioner Catalano and seconded by Commissioner Lunetta-Radice. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained on all.

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #24623 through #24627, Operating Account, June, 2014.

Motion to approve for payment of additional vouchers #24623 through #24627, Operating Account was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Catalano, Chair Fozman voted "Aye". Vice-Chair Terebush voted "Aye" on all except voucher #24625 in which she abstained. Commissioners Conroy and Lunetta-Radice abstained on all.

Item #3: **Authorization by the Board of Commissioners to approve for payment vouchers #26900 through #26964 and Direct Deposit D4335 through D4402, Section 8 Account, June, 2014.**

Motion to approve for payment vouchers #26900 through #26964 and Direct Deposit D4335 through D4402, Section 8 Account was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chairman Terebush and Chairman Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained on all.

Item #4: **Authorization by the Board of Commissioners to approve for payment voucher #2215, Tenant Security Refund Account, June, 2014.**

Motion to approve for payment voucher #2215 was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained.

Item #5: **Authorization by the Board of Commissioners to approve for payment voucher #4165, Capital Fund Program, June, 2014.**

Motion to approve for payment voucher #4165, Capital Fund Program was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained.

Item #6: Report of Executive Director

Mr. Matthews read his report for those present. Motion to accept the report of the Executive Director was made by Vice-Chair Terebush and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick adopting the HATB Annual Budget and Capital Budget (FY 2014/2015)

Motion to approve the adoption of the HATB Annual Budget and Capital Budget (FY 2014/2015) was made by Vice-Chairman Terebush and seconded by Commissioner Lunetta-Radice. Upon roll call, Commissioners Kiesche, Catalano, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy and Lunetta-Radice abstained.

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing write-off of tenants who ceased tenancy with amounts still due the Authority.

Vice-Chair Terebush questioned the amount of Charles Rodney's write off and asked why it was allowed to get so high. Mr. Matthews said it was the Court that dragged it out. Mr. Brady clarified by informing the Board that there was a Court appointed guardian and that the apartment was not turned over to us. Motion to approve authorization of write-off of tenants who ceased tenancy with amounts still due the Authority was made by Commissioner Lunetta-Radice and seconded by Commissioner Catalano. Upon roll call, Commissioners Kiesche, Catalano, Lunetta-Radice, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Conroy abstained.

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing execution of contract for Administrative Legal Services for period of July 1, 2014 through June 30, 2015.

Chair Fozman asked for a motion to table the execution of contract for Legal Services, reject all bids and re-advertise. Commissioner Catalano asked the Chairman why the bids were being rejected. Chair Fozman said she reviewed all the bids and all that were submitted had flaws. With the motion to table, reject all bidders and re-advertise for General Legal services by Chair Fozman, the motion was seconded by Vice-Chair Terebush. Upon roll call, Commissioners Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Kiesche and Catalano voted "No". Commissioner Lunetta-Radice abstained.

Chair Fozman asked Mr. Brady if he will go on a month to month basis until a new contract is awarded. Mr. Brady said yes. Motion to approve a month to month service with the firm Brady & Kunz was made by Chair Fozman and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing execution of contract for Fee Accounting services for the period July 1, 2014 through June 30, 2015.

Motion to authorize execution of contract for Fee Accounting services for the period July 1, 2014 through June 30, 2015 to Thomas Furlong, CPA in the amount of \$19,800.00 per annum, payable monthly installments of \$1,650.00, was made by Vice-Chair Terebush and seconded by Commissioner Catalano. 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 award of contract for an independent public audit for fiscal year ending June 30, 2014.

Motion to authorize award of contract for an independent public audit for fiscal year ending June 30, 2014 to Fallon & Larsen LLP in the amount of \$9,960.00 was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a contract for Elevator Maintenance Service Kone Inc.

Mr. Matthews said there seems to be a dilemma with the numbers and if Kone, Inc is called in on weekends or holidays the price will be much higher and he asked if the Board would consider looking into awarding contract to the second bidder. There was a discussion amongst the Board which resulted in Vice-Chair Terebush making a motion to table the resolution until the contract and bids committee can review and discuss. Chair Fozman seconded the motion. Upon roll call, all Commissioners voted "Aye".

Item #12A: Motion to remove Anthony Matthews from the created position of Assistant Executive Director effective immediately.

Chair Fozman made a motion to remove Anthony Matthews from the created position of Assistant Executive Director effective immediately. Commissioner Conroy seconded the motion. There was a brief discussion that followed. Upon roll call, Commissioners Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Kiesche and Catalano voted "No". Commissioner Lunetta-Radice abstained.

Item #12B: Motion to appoint Nancy Nicholson as Assistant Executive Director effective immediately.

Vice-Chair Terebush made a motion to appoint Nancy Nicholson on a temporary basis as Assistant Executive Director. Commissioner Conroy seconded the motion. Upon roll call, Commissioners Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioners Kiesche and Catalano voted "No". Commissioner Lunetta-Radice abstained.

Chair Fozman asked Mr. Brady to draft resolutions memorializing and ratifying both motions for item #12A & #12B for the next meeting.

Item #13: Tenant/Applicant Status Report.

Mrs. Nicholson read the report for those present. Motion to accept the Tenant/Applicant status report was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #14: Committee Reports

A. Building and Grounds Committee

Vice-Chair Terebush read the report for those present.

B. Budget and Finance Committee

B1. Budget Comparison Report

Commissioner Catalano read the Budget and Finance report as well as the Budget Comparison Report for those present.

Motion to accept Committee Reports was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #15: Tenant Comments.

Ms. Peggy Gray, George Conway resident said she was happy to report that she has not seen any bedbugs in her apartment since everything was treated and furniture was thrown out, she also complained about a particular tenant who has someone living with them that is not on the lease. A discussion pursued and a report will be presented to the Board from the Attorney. A few residents addressed the Board asking if Mr. Matthews was still employed at the Authority. Chairman Fozman said yes, as Maintenance Supervisor. Mr. Joe Molinari, George Conway resident had a few complaints about his apartment and asked if he could be transferred. Ms. Nicholson said that we only transfer people when there is a medical need for a handicap unit. Chair Fozman instructed Mr. Molinari to put in work orders for his apartment complaints.

Motion to close the tenant status report was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #16: Report of Attorney.

Mr. Brady read his report for those present. Motion to accept the report of the Attorney was made by Commissioner Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

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.

There being no further business to be brought before the Commissioners, motion to adjourn was made by Chair Fozman and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:22PM.

Adjournment



**Nancy Nicholson,
Acting Executive Director**

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JULY 1, 2014
SPECIAL MEETING

Present: Vera Fozman, Chair
 Kim Terebush, Vice-Chair
 Dolores Lunetta-Radice, Commissioner
 James Conroy, Resident Commissioner

AGENDA ITEM #

MEETING DATE

3
7/28/14

Nancy Nicholson, Acting Executive Director
Terry Brady, Esq. HATB Legal Counsel

Absent: John Catalano, Commissioner
 Edward Kiesche, Commissioner

Call To Order: Chair Fozman called the Special Meeting of the Housing Authority of the Township of Brick to order at 3:00 P.M. at the David Fried Community Room. She 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: Chair Fozman led the assembly in the salute to the Flag.

Roll Call: Upon roll call, the following Commissioners answered present: Conroy, Lunetta-Radice, Vice-Chair Terebush and Chair Fozman. Also present were Terry Brady, Esq., and Nancy Nicholson, Acting Executive Director


Item #1: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing designated officers to sign checks.

Motion to authorize Chair Fozman, Vice-Chair Terebush and Commissioner Lunetta-Radice to sign checks was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, all Commissioners voted "Aye".

Item #2: 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 Vice-Chair Terebush and seconded by Chair Fozman. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 3:15PM.

Adjournment


Nancy Nicholson,
Acting Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JULY 28, 2014

Present: Vera Fozman, Chair
 Kim Terebush, Vice-Chair
 Edward Kiesche, Commissioner
 Dolores Lunetta-Radice, Commissioner
 James Conroy, Resident Commissioner

AGENDA ITEM #

MEETING DATE

1

8/25/14

Terry Brady, Esq. HATB Legal Counsel
Michelle Rosenthal, Section 8 Coordinator

Absent: John Catalano, Commissioner
 Nancy Nicholson, Acting Executive Director

Call To Order: Chair Fozman called the Regular Meeting of the Housing Authority of the Township of Brick to order at 6:30 P.M. at the David Fried Community Room. She 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:**

Chair Fozman led the assembly in the salute to the Flag and a brief moment of silence for those whom lost family and love ones due to war or any other circumstances.

Roll Call:

Upon roll call, the following Commissioners answered present: Vice-Chair Terebush, Kiesche, Conroy, Lunetta-Radice, and Chair Fozman. Also present were Terry Brady, Esq., and Michelle Rosenthal, Section 8 Coordinator.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of the re-organizational meeting held on June 23, 2014.

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

Item #2: Authorization by the Board of Commissioners to approve and accept minutes of the regular meeting held on June 23, 2014.

There being no additions, deletions or corrections on motion by Vice-Chair Terebush and seconded by Commissioner Lunetta-Radice the minutes were accepted as submitted. Upon roll call, Vice-Chair Terebush, Commissioner Conroy, Lunetta-Radice and Chair Fozman voted "Aye". Commissioner Kiesche voted "Aye" on all except agenda item #9 in which he voted "No".

Item #3: Authorization by the Board of Commissioners to approve and accept minutes of the special meeting held on July 1, 2014.

There being no additions, deletions or corrections on motion by Commissioner Kiesche and seconded by Vice-Chair Terebush, the minutes were accepted as submitted. Upon roll call, Vice-Chair Terebush, Commissioner Conroy, Lunetta-Radice and Chair Fozman voted "Aye". Commissioner Kiesche abstained because he did not attend this meeting.

Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #24628 through #24679 and Direct Deposit D000112400 through D000113700, Operating Account, July, 2014.

Motion to approve for payment vouchers pertaining to Operating Account was made by Commissioner Kiesche and seconded by Vice-Chair Terebush. The Vice-Chair had a question regarding the voucher for Federal Elevator and if this was following the Elevator inspection. Chair Fozman said it appears to be according to the dates. There was also a question in regards to landscaping performed by Collins and True Green Chemlawn by Vice-Chair Terebush. Chair Fozman said they are two different services however; the Maintenance Supervisor can give more clarification. Chair Fozman asked about the Freon that was supplied for the air conditioner unit in the community room, and she believes there is a leak. She would like a report from the Maintenance Supervisor. Upon roll call, all Commissioners voted "Aye"

Item #4A: Authorization by the Board of Commissioners to approve for payment vouchers #24680 through #24682 and Direct Deposit D000113800 through D000114400, Operating Account.

Motion to approve for additional Operating Account payment vouchers was made by Chair Terebush and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #26965 through #27036 and Direct Deposit D000004403 through D000004529, Section 8 Account, July, 2014.

Motion to approve for Section 8 Account payment vouchers was made by Commissioner Kiesche and seconded by Commissioner Conroy. Commissioner Kiesche asked why so many adjustments were on the voucher list. Chair Fozman said she will ask for a better explanation from the book keeper Rhoda. Upon roll call, all Commissioners voted "Aye".

Item #6: Authorization by the Board of Commissioners to approve for payment vouchers #2217 through #2221, Tenant Security Refund Account, July, 2014.

Motion to approve for payment vouchers for Security Refund Account was made by Vice Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #7: Authorization by the Board of Commissioners to approve for payment vouchers #4166 through #4168, Capital Fund Program, July, 2014.

Motion to approve for payment vouchers for Capital Fund was made by Commissioner Kiesche and seconded by Commissioner Lunetta-Radice. Vice Chair Terebush asked about the renewal for Tenmast Software, she wanted clarification on it. Commissioner Kiesche said the rights belong to Tenmast and we renew for updates, and support. Upon roll call, all Commissioners voted "Aye".

Item #8: Report of the Acting Executive Director

Mrs. Rosenthal read the report for those present. Chair Fozman asked for a motion to approve the report. Commissioner Conroy made a motion to approve. Commissioner Kiesche asked for a discussion as to why the Housing Authority was going back out to bid for General Legal Services when we haven't addressed the letter of opinion from Kim Pascarella, Esq., in regards to rejecting all the bids from the last RFP. Chair Fozman said that this matter was already addressed. There was a lengthy discussion and disagreement between Commissioner Kiesche and Chair Fozman as to the way this matter was and is currently being handled. Vice-Chair Terebush seconded the motion, noting she feels more clarification and discussion needs to take place. Chair Fozman said this matter will be discussed at a later time. Mr. Brady added that a vote was not needed on the Executive Director report. Chair Fozman closed this matter and moved to the next item on the agenda.

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick ratifying and memorializing the action taken at its June 23, 2014 meeting removing Anthony Matthews from the position of Assistant Executive Director.

Motion to approve was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Commissioner Kiesche went on record to say he did not agree with how this matter was handled. Upon roll call, Vice-Chair Terebush, Commissioner Conroy, Lunetta-Radice and Chair Fozman voted "Aye". Commissioner Kiesche voted "No".

Item #10: Resolution by the Board of Commissioners of the Housing Authority of the ratifying and memorializing the action taken at its June 23, 2014 meeting appointing Nancy Nicholson to the position of Assistant Executive Director.

Motion to approve was made by Commissioner Conroy and seconded by Commissioner Kiesche. Commissioner Kiesche asked if Ms. Nicholson would be compensated for the additional duties and tasks she has taken on. Chair Fozman said yes and a resolution will be presented to the Board. Upon roll call, all Commissioners voted "Aye".

Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving the Board of Commissioners scheduled Board Meeting Dates for period August 2014 through July 2015.

Motion to approve the Board of Commissioners scheduled Board Meeting dates for the period August 2014 through July 2015 was made by Commissioner Kiesche and seconded by Vice Chair Terebush. Upon roll call, all Commissioners voted "Aye".

Item #12: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing travel to and attendance for Commissioners and staff at New Jersey Association of Housing and Redevelopment Authorities 2014 Annual Meeting and Conference, held September 28th through September 30th, 2014.

Motion to approve was made by Commissioner Lunetta-Radice and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #13: 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, held November 17th thru November 20th, 2014.

Motion to approve was made by Vice-Chair Terebush and seconded by Commissioner Lunetta-Radice. Upon roll call, all Commissioners voted "Aye".

Item #14: Tenant/Applicant Status Report.

Mrs. Rosenthal read the report for those present. Motion to accept the report was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, all Commissioners voted "Aye".

Item #15: Committee Reports

A. Building and Grounds Committee

Vice-Chair read the report for those present. Motion to approve the report was made by Commissioner Lunetta-Radice and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye".

Item #15: Committee Reports continued...

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

Chair Fozman read the report of the Budget and Finance and the Budget Comparison report for those present. Motion to approve the report was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, all Commissioners voted "Aye".

Item #16: Tenant Comments.

Several residents from Forge Pond and George Conway complained about the cleaning company. Chair Fozman said she is aware of the complaints and they will be addressed.

Allure Cawley, Forge Pond asked if Comcast Cable can be run to the TV in the Community Room. Chair Fozman said she will have the Residential Committee look into that, she also asked that the Residential and Building and Grounds Committee look into the air conditioner in the Community Room that is producing negative air. Vice-Chair Terebush said she would like a report from the maintenance supervisor and the service reports. Ms. Cawley had other complaints about the parking lot spaces. Chair Fozman said those complaints should go to the office and not wait until a Board Meeting.

Wilma Flagg, Forge Pond resident wanted to go on record and thank a fellow resident Marlene for the beautiful flowers she planted outside Forge Pond. Ms. Flagg, went on to express to the Board that the previous Director Dennis Salerno turned the Housing Authority into a disaster, however under the management of Anthony Matthews this place has been cleaned up and he has done a wonderful job. Chair Fozman thanked her for her input.

Frank Carnese, Forge Pond resident said that Mr. Matthews did a wonderful job as Executive Director and that as far as the cleaning company is concerned the residents that live in the building of Forge Pond are just slobes that don't clean up after themselves. Chair Fozman thanked Mr. Carnese for his input.

Item #16: Tenant Comments (continued).....

A few tenants from Forge Pond and George Conway expressed their concern with the Exterminators that are contracted with the Housing Authority. There was a discussion in regards to the contractor. Vice-Chair Terebush said she has been receiving reports on the rooms that are being treated and she will be following up with the tenants concerns.

Rose Fiore, George Conway complained that Anthony Matthews is not over seeing the maintenance department and Ms. Nicholson is overwhelmed in the office and the Board has to re-evaluate their priorities. Commissioner Kiesche said they are in the process of hiring a new Executive Director.

Several more Forge Pond tenants led a discussion per a comment by Allure Cawley, Forge Pond resident over the Forge Pond building such as the grill that was removed, cleaning of building, bedbugs etc...Chair Fozman said that all the comments will be taken very seriously by the Board and she asked that the Residential Committee and the Building and Grounds look into the complaints.

Item #17: Report of Attorney.

Mr. Brady said the Elevator contract is still lingering out there and the Board needs to discuss re-bidding this contract at the next meeting.

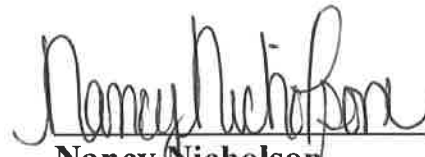
Item #18: New Business

No new business to discuss.

Item #19: 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 Conroy and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:05PM.

Adjournment


**Nancy Nicholson,
Acting Executive Director**

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – AUGUST 25, 2014

Present: Vera Fozman, Chair
Kim Terebush, Vice-Chair
Edward Kiesche, Commissioner
John Catalano, Commissioner
Dolores Lunetta-Radice, Commissioner
James Conroy, Resident Commissioner

Terry Brady, Esq. HATB Legal Counsel
Nancy Nicholson, Acting Executive Director
Michelle Rosenthal, Section 8 Coordinator

Call To Order: Chair Fozman called the Regular Meeting of the Housing Authority of the Township of Brick to order at 6:30 P.M. at the David Fried Community Room. She 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:** Chair Fozman led the assembly in the salute to the Flag and a brief moment of silence for those whom lost family and love ones due to war or any other circumstances.

Roll Call: Upon roll call, the following Commissioners answered present: Vice-Chair Terebush, Kiesche, Catalano, Conroy, Lunetta-Radice, and Chair Fozman. Also present were Terry Brady, Esq., Michelle Rosenthal, Section 8 Coordinator, and Nancy Nicholson, Acting Executive Director.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of the regular meeting held on July 28, 2014.

Commissioner Kiesche had asked for follow up on several items that were discussed at the prior meeting. He addressed Chair Fozman and asked if a report has been supplied by the Maintenance Supervisor regarding the Air Conditioner service charges. Chair Fozman replied that no report was given. He also wanted to know if a report was received regarding the Section 8 discrepancy on the voucher list. Chair Fozman read the report from the bookkeeper Rhoda Li. The other unresolved issue Commissioner Kiesche questioned was the handling of the RFP for General Legal Services and would like the initial RFP to be reviewed again because in his opinion the bid opening was not handled correctly as per a letter from the conflict attorney. A lengthy discussion on the subject of General Legal Services followed; Commissioner Kiesche wanted it on record that his concern was that the original bid that was received and reviewed by the Conflict Attorney should be reviewed again. Chair Fozman said that the Contract and Bids Committee agreed that all new contracts would be handled by the new Executive Director. There being no additions, deletions or corrections on motion by Commissioner Conroy and seconded by Commissioner Lunetta-Radice, the minutes were accepted as submitted. Upon roll call, Commissioner Conroy, Lunetta-Radice, Vice-Chair Terebush and Chairman Fozman voted "Aye". Commissioner Kiesche voted "Aye" on all except for item #8. Commissioner Catalano abstained because he did not attend the meeting.

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24683 through #24727 and Direct Deposit D000114500 through D000115100, Operating Account, August, 2014.

Motion to approve for payment vouchers pertaining to Operating Account was made by Commissioner Kiesche and seconded by Commissioner Conroy. Vice-Chair Terebush asked if a report was given by the Maintenance Supervisor in regards to Collins Landscape and Chemlawn, However, Ms. Nicholson said no report was received and noted that Collins Landscape has a contract for landscaping and that does not include the chemicals to fertilize the property. The other issue Vice-Chair Terebush had was the invoice voucher #24716 for repair on the company vehicle, this was brought to the attention of the Building and Grounds Committee and she noted this was an unauthorized repair. There was a brief discussion on how to handle the issue of the unauthorized repair. Mr. Brady said because this could lead to pending litigation or a contract issue this should not be held in public session however, a closed session as to a remedy may be in order. Commissioner Kiesche asked about voucher #24714, there was not an explanation as to what this refund was for. Ms. Nicholson said she would look into that and would email the Board first thing in the morning. Commissioner Catalano asked who the medical reimbursement vouchers were for. Ms. Nicholson explained those vouchers pertain to retirees of the Authority. Upon roll call, Commissioners Catalano, Kiesche, Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioner Lunetta abstained on all vouchers except those that pertained to payroll, benefits and dental in which she voted "Aye".

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #24728 through #24733 and Direct Deposit #00015200 through D000115800, Operating Account, August, 2014.

Motion to approve for additional Operating Account vouchers was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Vice-Chair Terebush, Commissioners Catalano, Kiesche, Conroy and Chair Fozman voted "Aye". Commissioner Lunetta-Radice abstained on all.

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #27037 through #27104 and Direct Deposit D000004530 through D000004589, Section 8 Account, August, 2014.

Motion to approve for Section 8 payment vouchers was made by Vice-Chair Terebush and seconded by Commissioner Kiesche. Upon roll call, Vice-Chair Terebush, Commissioners Catalano, Kiesche, Conroy and Chair Fozman voted "Aye". Commissioner Lunetta-Radice abstained on all.

Item #4: Authorization by the Board of Commissioners to approve for payment voucher #2222, Tenant Security Refund Account, August, 2014.

Motion to approve for voucher #2222 Tenant Security Refund was made by Commissioner Conroy and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #4169 through #4171, Capital Fund Program, August, 2014.

Motion to approve for Capital Fund payment vouchers was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioner voted "Aye".

Item #6: Report of the Acting Executive Director

Ms. Nicholson read the report for those present.

Item #7: **Resolution to approve an agreement for employment services by and between the Housing Authority of the City of Passaic and the Housing Authority of the Township of Brick.**

Commissioner Catalano requested going into closed session to discuss the applicant. Chair Fozman said No, closed session was not necessary. Commissioner Catalano and Kiesche had several questions and concerns in regards to the how the Personnel Committee made their selection of the candidate and why is the position part-time rather than full. Another concern the two Commissioners had was the agreement was with Passaic Housing Authority and not the individual candidate.

Vice-Chair Terebush explained to the Board the process that the Personnel Committee used to narrow it down from the original 30 applicants. She discussed in length and addressed the Commissioners concerns regarding how they reached the decision on hiring a part-time experienced Executive Director and how and why this particular applicant was chosen. She noted his knowledge and expertise and how he will be an asset to the Housing Authority with all he has to offer. After a lengthy discussion amongst the Board, motion to enter into an agreement for employment services by and between the Housing Authority of the City of Passaic and the Housing Authority of the Township of Brick with revision adding the following language to item #4 of the agreement “*With the prior written consent of the Board of Commissioners of the Housing Authority of the Township of Brick*” was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted “Aye”.

Item #8: **Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a contract for site re-lighting to Sodon’s Electric Inc.**

Motion to approve the award of contract for site re-lighting to Sodon’s Electric Inc., was made by Commissioner Kiesche and seconded by Vice-Chairman Terebush. Upon roll call, all Commissioners voted “Aye”.

Item #9: Tenant/Applicant Status Report.

Ms. Nicholson read the report for those present.

Item #10: Committee Reports

A. Building and Grounds Committee

Vice-Chair read the report for those present.

B. Budget and Finance Committee

B1. Budget Comparison Report

Commissioner Catalano read the report for those present.

Statement prepared by Chair Fozman:

Chair Fozman prepared a statement on the appointment of a new Executive Director and asked that it be incorporated so that the minutes reflect her statement, (attached hereto).

Item #11: Tenant/Public Comments.

Several tenants had expressed their likes and dislikes in regards to Mr. Matthews. Chair Fozman reiterated Mr. Matthews is still employed at the Authority as Maintenance Supervisor.

Siobhan Noonan, Forge Pond Resident said she loves her apartment and the staff and how she is looking forward to a new Executive Director.

Some tenants at Forge Pond had complaints about their building in regards to cleaning and security. Chair Fozman reminded tenants that these concerns should be brought to the attention of the office or the police should be alerted if the situation calls for it.

Item #11: Tenant/Public Comments (continued...)

Dan Esposito, employee of the HATB asked if we are now going to be a satellite office to Passaic Housing Authority. Mr. Brady noted that we would just be sharing services.

Joe Lamb, resident of Brick hopes the Housing Authority will finally get the proper representation from the new Executive Director and noted how the Authority suffered in past from lack of proper Management.

Item #12: Report of Attorney.

Nothing to report.

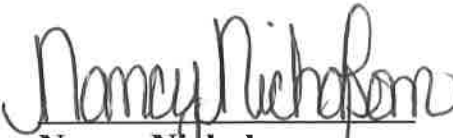
Item #13: New Business

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.

There being no further business to be brought before the Commissioners, motion to adjourn was made by Vice-Chair Terebush and seconded by Commissioner Conroy. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:20PM.

Adjournment


Nancy Nicholson,
Acting Executive Director

Statement by Brick Housing Authority Chairwoman Vera Fozman

On the Appointment of a New Executive Director

I look forward to working with Victor Cirilo as the Executive Director of the Brick Housing Authority.

Victor is extremely qualified, with many years of experience as Executive Director in the City of Passaic. His appointment brings needed expertise and experience to our Authority. His appointment also represents a significant cost savings. Because of the inter-local agreement with Passaic City, we will be spending less than half of what a full time executive director would cost.

I've heard that some of my fellow board members have complained that Mr. Cirilo was hired too quickly, and that more interviews should have been conducted, and that they weren't given enough time before they decide. They have no one to blame but themselves.

Because of years of delay and inaction, starting with then Chairman Steve Scaturro's appointment of a completely unqualified person as Executive Director, the Department of Community Affairs recently warned us that, if we did not hire a qualified Executive Director by the end of this month, we are in danger of being forced to "cease and desist from all business matters." - August 8, 2014 (email from DCA Attorney Matthew Rudd.) This correspondence from the DCA, sent to us on August 8th, makes clear that we must appoint an Executive Director at this meeting, or else face potentially serious consequences for this Housing Authority.

For over two and a half years, this housing authority has been without a qualified Executive Director. In correspondence from April of 2012, the DCA notified then Brick Housing Authority Chairman Steve Scaturro that "Matthews' work experience does not meet the intent of the State Law that requires housing authorities to employ an executive director who has a minimum standard experience." - April 9, 2012

Yet Chairman Scaturro and the other board members, including two who continue to sit on this Board today, ignored the DCA, failed to hire a qualified executive director, and played games with job titles to attempt to keep Mr. Matthews in a job for which the DCA had declared he was unqualified. Chairman Scaturro and his fellow board members appointed Matthews as Assistant Executive Director, a newly created position. The Board then left the Executive Director position unfilled, making Matthews effectively the Executive Director. This placed the entire operations of the housing authority in jeopardy.

I'd like to read from an email sent by Matthew Rudd, an attorney at the DCA.

"Arguably at this time Mr. Matthews is acting as the Brick Housing Authority (BHA) ED although he **not qualified and approved to do so**. Actions taken by Mr. Matthews could be considered *ultra vires* and unenforceable. The BHA could be held liable and the subject of a law suit to set aside actions taken because of this known lack of authority. There could be insurance concerns as well because the BHA is knowingly allowing Mr. Matthews to act in the capacity of the BHA ED." - Feb 6, 2014

Fortunately, our vote today to appoint Mr. Cirilo, who has been certified as fully qualified by the DCA, ends the unfortunate era of delay and political gamesmanship, and permits us to move forward. I look forward to working with him.

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – SEPTEMBER 22, 2014

Present: **Vera Fozman, Chair**
 Kim Terebush, Vice-Chair
 Edward Kiesche, Commissioner
 John Catalano, Commissioner
 Dolores Lunetta-Radice, Commissioner
 James Conroy, Resident Commissioner

AGENDA ITEM #

MEETING DATE

1
10/27/14

Terry Brady, Esq. HATB Legal Counsel
Nancy Nicholson, Acting Executive Director
Michelle Rosenthal, Section 8 Coordinator

Call To Order: Chair Fozman called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:00 P.M. at the David Fried Community Room. She 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:

Chair Fozman led the assembly in the salute to the Flag and a brief moment of silence for those whom lost family and love ones due to war or any other circumstances.

Roll Call:

Upon roll call, the following Commissioners answered present: Vice-Chair Terebush, Kiesche, Catalano, Conroy, Lunetta-Radice, and Chair Fozman. Also present were Terry Brady, Esq., Michelle Rosenthal, Section 8 Coordinator, and Nancy Nicholson, Acting Executive Director.

Item #1: Authorization by the Board of Commissioners to approve and accept minutes of the regular meeting held on August 25, 2014.

Commissioner Kiesche asked the Chair for the report or status of the RFP for legal services. Chair Fozman said it was still not signed, and as soon as she receives it she will provide it to the Board. Commissioner Kiesche questioned the way Chair Fozman conducts her Chair position. Chair Fozman said Commissioner Kiesche was out of order and the subject on hand is to accept the minutes of the regular meeting as they are written. Motion to approve the minutes of the regular meeting held on August 25, 2014 was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, Commissioner Catalano, Lunetta-Radice, Conroy, Vice-Chair Terebush and Chair Fozman voted "Aye". Commissioner Kiesche voted "Aye" on all except for item #8 in which he voted "No".

Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #24734 through #24770 and Direct Deposit D11590 through D116500, Operating Account, September, 2014.

Motion to approve operating account payment vouchers was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Commissioner Catalano questioned the name listed on voucher #24740, his concern was he didn't recognize it and never seen it before. Commissioner Conroy said it's his girl friend and that should not be Commissioner Catalano's concern. Ms. Nicholson explained that the name is the guest that Commissioner Conroy is attending the conference with and the housing authority was not paying for her to attend, however her name appears because of how the room was reserved. Upon roll call, all Commissioners voted "Aye".

Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers 24771 through 24782 and Direct Deposit D116600 through D117200, Operating Account, September, 2014.

Motion to approve additional operating account vouchers was made by Commissioner Conroy and seconded by Vice-Chair Terebush. Commissioner Kiesche asked about the status of the Garbage pick-up. Ms. Nicholson explained that Tri-State carting agreed to extend our contract for 90 days and the price would remain the same. Upon roll call, all Commissioners voted "Aye".

Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #27105 through #27169 and Direct Deposit D4590 through D4652, Section 8 Account, September, 2014.

Motion to approve Section 8 Account payment vouchers was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, all Commissioners voted "Aye".

Item #4: Authorization by the Board of Commissioners to approve for payment voucher #2223, Tenant Security Refund Account, September, 2014.

Motion to approve Tenant Security refund voucher was made by Commissioner Conroy 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 #4172, Capital Fund Program, September, 2014.

Motion to approve Capital Fund Program voucher was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, all Commissioners voted "Aye".

Item #6: Report of the Acting Executive Director

Ms. Nicholson read her report for those present. She expressed her concern to the Board that there are several contracts that have expired or are about to expire. The Board had agreed that the new Director would handle the bid specifications and the Contract and Bid Committee would meet to review all the contracts and specifications.

Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the amendment of an inter-local service agreement with the Housing authority of the City of Passaic for shared Executive Director Services.

Commissioner Catalano had several questions as to the starting date and what has changed since the last meeting. Mr. Brady explained what had transpired and what wording had changed on the proposed contract. A lengthy discussion followed. Motion to approve the resolution authorizing the amendment of an inter-local service agreement with the Housing Authority of the City of Passaic for shared Executive Director Services was made by commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, Vice-Chair Terebush, Commissioners Conroy, Lunetta-Radice and Chair Fozman voted "Aye". Commissioner Catalano and Kiesche voted "No".

Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick adding the Executive Director to the List of Authorized Signatories to the Authority Checks.

Ms. Nicholson explained that this resolution is to speed up the process with notifying the bank that the new Executive Director could sign checks if and when he started employment at the Brick Housing Authority. Motion to approve was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, Vice-Chair Terebush, Commissioners Conroy, Lunetta-Radice and Chair Fozman voted "Aye". Commissioner Catalano and Kiesche voted "No".

Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the Extension of the Garbage Collection Contract.

Motion to approve authorization to extend the Garbage Collection Contract was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Mr. Brady said that 90 days comes rather quickly and he recommended the bid be advertized soon. Upon roll call, all Commissioners voted "Aye".

Item #10: Tenant/Applicant Status Report.

Ms. Nicholson read the report for those present.

Item #11: Committee Reports

A. Building and Grounds Committee

Vice-Chair Terebush read the report for those present.

B. Budget and Finance Committee

B1. Budget Comparison Report

Commissioner Catalano read the Budget and Finance as well as the Budget Comparison report for those present.

Item #12: Tenant Comments/Public Portion.

Several tenants in Forge Pond and George Conway had complaints about the cleaning company and the bed bug situation. Chair Fozman agreed with the tenants that the cleaning was not up to par and that the bed bug situation is being handled. She also noted that the new Executive Director will address these concerns. Judy Hawks, a resident of David Fried asked the Board to take into consideration that when going out to bid for garbage and dumpsters if they could consider getting the ones that are wheelchair accessible. Chair Fozman asked that the Bids and Contracts Committee take that into consideration. Reggie Durant, Forge Pond resident asked if he could get money from the Housing Authority to start a newsletter. Mr. Brady said the Board should check with the accountant.

Item #13: Report of Attorney.

Mr. Brady discussed the Elevator contract as well, as other outstanding contracts that have expired or are due to expire. A brief discussion followed.

Item #14: New Business

Ms. Nicholson just wanted to remind those in attendance that we are still in transition and that all concerns will be addressed in due time.

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.

Mr. Brady said there is a new procedure for closed executive session and he will forward it to Ms. Nicholson. There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Conroy and seconded by Commissioner Lunetta-Radice. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:35PM.



**Nancy Nicholson,
Acting Executive Director**

Adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS SOCIAL MEETING
NOVEMBER 4, 2014
MINUTES

Present : Kim Terebush, Chair
Edward Kiesche, Vice-Chair
James Conroy, Resident Commissioner
John Catalano, Commissioner
Stanley Schick, Commissioner
Richard Dyer, Commissioner
Stephen Scaturro, Commissioner (via telephone)

Call to Order: Chair Terebush called to order the Special Meeting of the Board of Commissioners of the Housing Authority of the Township of Brick at 6pm in the David Fried Community Room. She announced that the meeting was being held in accordance with the Open Public Meetings Act, and that adequate notice of the special meeting had been given. It was noted that no board secretary was present at the meeting, and that the minutes of the meeting would have to be taken by the board attorney.

Flag Salute: Chair Terebush led the assembly in the salute to the Flag and a brief moment of silence.

Roll Call: Upon roll call, the Colling Commissioners answered present: Kim Terebush, Chair, Edward Kiesche, Vice-Chair, James Conroy, Resident Commissioner, John Catalano, Commissioner, Stanley Schick, Commissioner, Richard Dyer, Commissioner, Stephen Scaturro, Commissioner (via telephone). Board Attorney Terry Brady Esq. was also present.

Agenda Item #1: Resolution of the Board of Commissioners of the Housing Authority of the Township of Brick, authorizing the receipt of bids for on-call snow removal and ice control. After the resolution was introduced and the need to go out to bid for snow & ice removal was discussed, Commissioner Conroy

moved the resolution for approval, seconded by Commissioner Kiesche. Upon roll call, Commissioners Terebush, Kiesche, Conroy, Catalano, Schick, Dyer & Scaturro voted Yes; there were no votes against the resolution.

Agenda Item #2: Resolution of the Board of Commissioners of the Housing Authority of the Township of Brick, authorizing the execution of an inter-local service agreement with the Housing Authority of Ocean City for shared Executive Director Services. After the resolution was introduced, a discussion occurred regarding the shared services agreement proposed with Ocean City Housing Authority, and the changes that had been made in the form of the agreement by the Ocean City Commissioners. It was noted that the changes included an apportioning of the Executive Director's paid days off, the need for annual HUD audits by both authorities, and the per diem/per hour charges for additional services of the Executive Director beyond the days/hours contemplated by the agreement form. Commissioner Conroy moved the resolution for approval, seconded by Commissioner Dyer. Upon roll call, Commissioners Terebush, Kiesche, Conroy, Catalano, Schick, Dyer & Scaturro voted Yes; there were no votes against the resolution.

Agenda Item #3: Resolution of the Board of Commissioners of the Housing Authority of the Township of Brick, authorizing the Executive Director to sign checks. After the resolution was introduced and the need to approve checking account signatories was discussed, Commissioner Catalano moved the resolution for approval, seconded by Commissioner Schick. Upon roll call, Commissioners Terebush, Kiesche, Conroy, Catalano, Schick, Dyer & Scaturro voted Yes; there were no votes against the resolution.

Item of Discussion : The matter of the 2 checks withheld from approval at the October 27, 2014 Regular Meeting was raised and discussed. The checks involved are Check #24794 payable to Vera Fozman for travel reimbursement for NJAHRA Conference in Atlantic City in the amount of \$245.42, and

Check #24799 payable to Dolores Lunetta-Radice for travel reimbursement for NJAHRA Conference in Atlantic City in the amount of \$83.42. While the checks were dated after Commissioner Fozman resigned effective October 11, 2014 and Commissioner Lunetta-Radice resigned effective October 21, 2014, the costs were incurred in the end of September 2014 before they had resigned. It was questionable as to whether Commissioner Lunetta-Radice signed the checks before or after her resignation. The propriety of a commissioner signing a check payable to that commissioner was also discussed. The checks had previously been signed and mailed to the recipients prior to the Board's formal approval at its regular meeting, and the employee involved had been given instruction on this matter. A motion was made to authorize the payment of Check #24794 & Check #24799 by Commissioner Schick, seconded by Commissioner Kiesche. Upon roll call, Commissioners Terebush, Kiesche, Conroy & Schick voted Yes; Commissioners Scaturro & Catalano voted No; Commissioner Dyer abstained. The motion carried.

Adjournment: There being no further business to be brought before the commissioners, a motion to adjourn the meeting was made by Commissioner Catalano, seconded by Commissioner Schick. Upon voice vote, all commissioners voted Yes, none were opposed to the motion. The meeting was adjourned at 6:50pm.

Respectfully submitted;

Terry F. Brady Esq.
Board Attorney

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – NOVEMBER 24, 2014

Present: Kim Terebush, Chair
 Edward Kiesche, Vice-Chair
 John Catalano, Commissioner
 Stephen Scaturro, Commissioner
 James Conroy, Resident Commissioner
 Stanley Schick, Commissioner
 Richard Dyer, Commissioner

Terry Brady, Esq. HATB Legal Counsel
Alesia R. Watson, Executive Director
Nancy Nicholson, Service Coordinator

Call To Order: Chair Terebush called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:00 P.M. at the David Fried Community Room. She 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:** Chair Terebush led the assembly in the salute to the Flag and a brief moment of silence for those whom lost family and love ones due to war or any other circumstances.

Roll Call: Upon roll call, the following Commissioners answered present: Catalano, Schick, Kiesche, Conroy, Scaturro and Chair Terebush. Also present were Terry Brady, Esq., Alesia Watson, Executive Director, and Nancy Nicholson, Service Coordinator.

Chair Terebush welcomed our new Executive Director Alesia Watson. She also noted the different style agenda and table setup. Mrs. Watson thanked everyone for their warm welcome.

3. Approval of the open session minutes from the regular meeting held on October 27, 2014 and Executive Session Minutes. Approval of open session minutes from Special Board Meeting held November 4, 2014.

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

4. Treasurers Report

Mrs. Watson read and explained each item in the treasurer's report for those present. Motion to approve the treasurer's report was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

5. Executive Directors report

Mrs. Watson read her detailed report for those present and noted that her report would be in this format each month. Commissioner Kiesche had a question regarding the REAC report. Mrs. Watson explained it was not a current report however; she wanted the Board to see a sample report. Commissioner Scaturro noted this was an old report and that a lot of the items listed were fixed.

6. Committee Reports

Chair Terebush led a discussion regarding the committee assignments and how she would like to see them incorporated into the By-Laws. The process on changes to the by-laws and establishing committees was briefly discussed.

7. Old Business

Chair Terebush asked about the status of RAD. Mrs. Watson said that she would look into the matter and report back to the Board.

Commissioner Conroy inquired about his travel reimbursement. Chair Terebush pointed out that it was approved in the treasurer's report.

8. New Business

- Resolution 2014-1 authorizing the advertisement for Risk Management Service.

Motion to approve the advertisement of a Risk Manager was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-2 authorizing the advertisement for Janitorial Cleaning Services.

Motion to approve the advertisement for Janitorial Cleaning was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-3 authorizing the advertisement for General Legal Services.

Commissioner Catalano asked about the previous RFQ and questioned the handling of this bid from the prior leadership. A brief discussion followed. Mr. Brady said this topic should be addressed in closed session. Motion to table this resolution and discuss in closed session was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye". The resolution was tabled.

- Resolution 2014-4 authorizing the advertisement for Electrical Services Labor Only on an as needed basis.

Motion to advertise for Electrical Services Labor Only on an as needed purpose was made by Commissioner Kiesche and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-5 authorizing a one-time payment to Nancy Nicholson for additional duties.

Motion to approve a one-time payment to Nancy Nicholson for additional duties was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-6 authorizing the approval of the FYE 2014 Audit.

Chair Terebush asked for a motion to table this resolution so that the Board may have additional time to review the Audit. Mr. Brady cited that we have 45 days to review. Motion to table the approval of the FYE 2014 Audit was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-7 authorizing the creation of the position of working foreman.

A motion to table this resolution until there is a discussion in closed session was made by Commissioner Conroy and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-8 authorizing the Executive Director to advertise and hire a full time laborer and a temporary labor

A motion to table this resolution until there is a discussion in closed session was made by Commissioner Conroy and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

9. Public Input

Several tenants from the complex congratulated and thanked new Executive Director; Mrs. Watson for all she has accomplished and done in the short time she has been here. They all are so pleased with her.

Mr. Sal Abazia, Forge Pond, asked if a bike rack could be installed and he also volunteered to build one if the Authority supplied the materials. Mrs. Watson said this will be something to look into in the spring.

Chair Terebush asked about fall leaf clean up. There was a brief discussion on the landscaper contract.

10. Executive Session

- Resolution 2014-9 to enter into closed executive session for the purpose of discussing pending litigation, evictions and the release of an employee.

Motion to close meeting to the public to discuss possible litigation, evictions and the release of employee, was made by Commissioner Catalano and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".


11. Adjournment

Motion to open the meeting was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye". The meeting was open to the public at 10:00PM.

Commissioner Kiesche made a motion rescinding the rejection of the Brady & Kunz bid on the 2014-2015 Legal Services Contract. Commissioner Conroy seconded the motion. Upon roll call, all Commissioners voted "Aye." Referenced as Resolution No. 2014-10

Commissioner Kiesche made a motion to appoint Brady & Kunz as Board Attorneys for the 2014-2015 Fiscal Year. Commissioner Schick seconded the motion. Upon roll call, all Commissioners voted "Aye." Referenced as Resolution No. 2014-11.

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Kiesche and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 10:05PM.


Alesia R. Watson, PHM, RPPO
Secretary/Executive Director

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – DECEMBER 22, 2014

MINUTES

Present: **Kim Terebush, Chair**
 Edward Kiesche, Vice-Chairman
 John Catalano, Commissioner
 James Conroy, Resident Commissioner
 Stanley Schick, Commissioner
 Richard Dyer, Commissioner

Terry Brady, Esq. HATB Legal Counsel
 Alesia R. Watson, Executive Director
 Nancy Nicholson, Service Coordinator

Absent: **Stephen Scaturro, Commissioner**

Call To Order: Chair Terebush called the Regular Meeting of the Housing Authority of the Township of Brick to order at 6:30 P.M. at the David Fried Community Room. She 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: Chair led the assembly in the salute to the Flag and a brief moment of silence for those whom lost family and love ones due to war or any other circumstances.

Roll Call: Upon roll call, the following Commissioners answered present: Catalano, Schick, Dyer, Conroy, Vice-Chair Kiesche and Chair Terebush. Also present were Terry Brady, Esq., Alesia R. Watson, Executive Director and Nancy Nicholson, Service Coordinator.

3. Approval of the open session minutes from the regular meeting held on November 24, 2014.

Motion to approve the minutes from the regular meeting held on November 24, 2014 was made by Commissioner Conroy and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

Chair Terebush introduced the Auditor Richard Larson from the firm of Fallon and Larsen. Mr. Larson discussed in detail Operating, procurement and Housing Choice vouchers programs as well as all other pertinent items of the independent audit and answered questions from the Commissioners. He discussed the procurement findings. Commissioner Conroy asked for more details in that matter. Mr. Larson said supporting documents were not attached to a Boiler Repair and a purchase from Scoles Supply Company. He added over all it was a very good audit.

4. Treasurers Report

Mrs. Watson read the treasurers report for those present. Motion to approve all vouchers presented to the Board in the Treasurers report was made by Commissioner Conroy and seconded by Vice Chairman Kiesche. Upon roll call, all Commissioners voted "Aye".

5. Executive Directors report

Mrs. Watson read the report for those present. Commissioner Conroy asked why we are considering outsourcing payroll. Mrs. Watson gave an explanation. Mr. Furlong added that it's cost effective. Commissioner Conroy had questions concerning the cleaning company. Mrs. Watson discussed the contract registry and said the cleaning contract is up for renewal.

6. Committee Reports

Chair Terebush explained that on tonight's agenda is a resolution to amend the By-laws to incorporate the Committees and once that is done; Committee's can meet on an as needed basis.

7. Old Business

Mr. Tom Furlong updated the Board on the RAD status and explained how we are currently on a waiting list and he will keep us posted when there are any updates.

8. New Business

None to report

- Resolution 2014-12 authorizing the award of contract for Snow & Ice Removal.

Motion to approve the award of contract for Snow and Ice Removal to R. Collins landscaping was made by Vice-Chairman Kiesche and seconded by Commissioner Dyer. Mr. Brady asked n if the certifying officer signed off on availability of funds. Mrs. Watson said the funds are available. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-13 authorizing the award of contract for Elevator Maintenance.

Motion to approve the award of contract for Elevator Maintenance to Federal Elevator Corp was made by Vice-Chairman Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-14 authorizing revision of the payment standards for the Section 8 Housing Choice Voucher Program.

Motion authorizing the revision of the payment standards for Section 8 Housing Choice Voucher program was made by Vice-Chairman Kiesche and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-15 authorizing appointment of a Fund Commissioner.

Motion authorizing the appointment of Alesia R. Watson, Executive Director as Fund Commissioner for the Joint Insurance Fund was made by Vice Chairman Kiesche. Commissioner Conroy seconded the motion. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-16 authorizing submission of the Annual Independent Audit to the local finance board of the state of New Jersey.

Motion authorizing the submission of the Annual Independent Audit was made by Vice-Chairman Kiesche and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-17 authorizing Interim Acting Foreman.

Motion authorizing an interim acting foreman for maintenance was made by Commissioner Conroy and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-18 authorizing Personnel Changes.

Motion authorizing Personnel changes was made by Commissioner Conroy and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-19 authorizing the outsourcing of pay-roll.

Motion authorizing the outsourcing of pay-roll was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

- Resolution 2014-20 amending the Board of Commissioners By-Laws.

Motion to approve the amending of the Board of Commissioner By-Laws to incorporate the Committees was made by Commissioner Conroy and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye".

9. Public Input

Several tenants thanked the Board, Mrs. Watson and the staff for the excellent Christmas Party breakfast and how much they thoroughly enjoyed it much more than years past.

Commissioner Conroy pointed out that many tenants are upset that their food stamps have been cut. He also mentioned that he received several complaints regarding the process that takes place when the Food Bank distributes food. He suggested that a representative from Social Services come and have discussion with tenants on both these matters. Ms. Carmella Gigolo, Forge Pond resident said she went to Social Services and met with a representative in regards to the food stamps and was told that because of new State Laws and the fact that we are low-income housing they are no longer entitled to the additional food stamps. Mrs. Watson said she was aware of the complaints about the food bank and its on her to do list.

10. Executive Session

No Executive Session.

11. Adjournment

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Catalano and seconded by Commissioner Dyer. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:05PM.

A handwritten signature in cursive script, appearing to read "Alesia Watson", written in dark ink.

Alesia Watson, PHM RPPO
Secretary/Assistant Executive Director