

**MINUTES**  
**Regular Meeting**  
**March 24, 2025**

The regular meeting of the Housing Authority of the Township of Brick was held on Monday, March 24, 2025 at 6:30pm at the Forge Pond Community Room

The meeting was called to order by Chairman Jampel at 6:30 PM.

The meeting began with the reading of the Sunshine Law statement.

**Upon Roll Call those present were:**

Commissioner Russell

Vice Chairman Dyer

Commissioner Oliver

Chairman Jampel

Also present were Jacob Naszimento, Executive Director, and Terry Brady, Board Attorney  
Absent from the meeting was Commissioner Linkin and Commissioner Dunne.

After the salute to the Flag, there was a moment of silence for those in need.

**APPROVAL OF MINUTES**

Motion to approve the open session minutes from the Board of Commissioners meeting held on February 24, 2025, was made by Vice Chairman Dyer, and seconded by Commissioner Russell. Upon roll call, all Commissioners voted "Aye".

**EXECUTIVE DIRECTOR REPORT**

Mr. Naszimento delivered his monthly report to the attendees, highlighting the tasks successfully accomplished or initiated during the month. He concluded by extending his congratulations to Judy Henry, who was honored as a Brick Hero by Mayor Crate.

**TREASURER'S REPORT**

Vice Chairman Dyer read the treasurer's report for those in attendance. Motion to approve the Section 8 payment checks #31991 through #32021 and direct deposit #6896 through #6967, BHA operating payment checks #26454 through #26458, RAD Operating payment checks #3283 through #3313, security deposit refund payment checks #176 through #178, was made by Commissioner Russell and seconded by Vice Chairman Dyer. Payment vouchers were approved unanimous consent.

**OLD BUSINESS**

Chairman Jampel noted that the only item of old business he wished to address was the Housing Authority's effort to resolve the hot water issues at George Conway. He stated that a bid was issued for a mechanical engineering firm, and five proposals were received in response. These proposals have been reviewed by the building and grounds committee and now will be discussed during a closed session with the rest of the Board to select an engineering firm.

## **NEW BUSINESS**

- **Resolution #2025-1 Certifying review and authorizing submission of the Annual Independent Audit to the Local Finance Board of the State of New Jersey.**

Vice Chairman Dyer moved to certify the review and authorize the submission of the Annual Independent Audit to the Local Finance Board of the State of New Jersey, with Commissioner Russell seconding the motion. Chairman Jampel introduced Rich Larsen, Auditor from Novogradic and Company, who had met with the Finance Committee to review the audit's three reports: Financials, Compliance, and Internal Control. Mr. Larsen highlighted the Authority's excellent liquidity, compliance, and internal control, noting that there were no findings and issuing an unmodified opinion—the highest possible rating. He expressed his gratitude to the staff for their cooperation and professionalism throughout the audit process. Commissioner Russell extended her thanks to Mr. Larsen and the staff for their ongoing efforts and commended their professionalism. Following the motions made, a roll call vote was conducted, and all Commissioners voted "Aye."

- **Resolution #2025-2 to approve the Authority's 5-Year Plan for FY's 2025-2029.**

Commissioner Russell moved to approve the Authority's 5-Year Plan for Fiscal Years 2025-2029, with Vice Chairman Dyer seconding the motion. Mr. Naszimento provided an overview, noting that the submission of the plan is a mandatory requirement for reporting to HUD. He also shared that he engaged with the Resident Advisory Board to review the plan and identified boilers for George Conway as one of the key capital needs. The motion was presented and upon roll call, all Commissioners voted "Aye."

## **PUBLIC INPUT**

Motion to open the meeting to the public was made by Vice Chairman Dyer and seconded by Commissioner Russell. The meeting was open to the public at 6:45pm.

Alice Drake, a resident of Forge Pond, expressed her gratitude to the Board and Staff for deep cleaning the lobby floors, presenting them with a thank-you card. She shared that the residents of Forge Pond greatly appreciate the cleanliness of the ground floor.

Judy Henry, a resident of George Conway, thanked the Board and Staff for their continued dedication to the Housing Authority. She asked whether a Cinco de Mayo party would be held again this year, to which Chairman Jampel confirmed with a yes.

Linda Smith, a resident of Forge Pond, reported that there are still lights out around the Forge Pond property. Mr. Naszimento acknowledged the issue and confirmed that the lights are scheduled for repair. Ms. Smith also mentioned encountering a snake in her unit and discovering two mice, expressing concern about preventing such incidents in the future. Mr. Naszimento stated that he was not previously aware of these issues and assured her that he would discuss them with maintenance.

Chairman Jampel thanked all those in attendance for their input and asked for a motion to close the public input portion of the meeting. Motion to close was made by Commissioner Russell and seconded by Vice Chairman Dyer.

### **CLOSED SESSION**

- **Resolution #2025-3 authorizing the meeting to be closed to the public and enter closed session for the purpose of discussing and/or reviewing matters exempt under the open public meetings act; specifically for the purpose of discussing contract negotiations pertaining to domestic hot water engineering. Action may or may not be taken upon return to regular open session.**

Motion to enter closed executive session to discuss contract negotiations pertaining to domestic hot water engineering was made by Vice Chairman Dyer and seconded by Commissioner Russell. The meeting was closed to the public at 7:00PM.

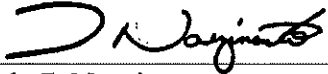
Motion to return to regular open session was made by Commissioner Russell and seconded by Vice Chairman Dyer. The meeting was open to the public at 7:15PM.

- **Resolution #2025-4 awarding a professional engineering service contract for the evaluation of the George Conway Building Hot Water System.**

Motion to award the contract for professional engineering evaluation and recommendation services for the hot water system at the George Conway building to Bowman was made by Vice Chairman Dyer and seconded by Commissioner Oliver. Upon roll call, all Commissioners voted "Aye"

### **Adjournment:**

There being no further business to be brought before the Commissioners, motion to adjourn was made by Vice Chairman Dyer and seconded by Commissioner Russell. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 7:18PM.

  
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Jacob C. Naszimento,  
Executive Director/Secretary