

MINUTES
Regular Meeting
AUGUST 25, 2025

The regular meeting of the Housing Authority of the Township of Brick was held on Monday, August 25, 2025, at 6:30pm at the George Conway Community Room

The meeting was called to order by Commissioner Linkin at 6:30 PM.

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

Upon Roll Call those present were:

Commissioner Linkin	Commissioner Russell
Commissioner Dunne	Commissioner Oliver

Also present were Jacob Naszimento, Executive Director, and Terry Brady, Board.

Vice Chairman Dyer and Chairman Jampel were absent.

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

APPROVAL OF MINUTES

A motion to approve the open session minutes from the Board of Commissioners meeting held on July 28, 2025, was made by Commissioner Dunne, and seconded by Commissioner Oliver. Upon roll call, Commissioners Linkin and Dunne voted "Aye". Commissioners Russell and Oliver abstained.

A motion to approve the closed executive session minutes from the Board meeting held on July 28th, 2025 was made by Commissioner Dunne and seconded by Commissioner Oliver. Upon roll call, Commissioners Linkin and Dunne voted "Aye". Commissioners Russell and Oliver abstained.

EXECUTIVE DIRECTOR REPORT

Mr. Naszimento presented the Executive Director's report to those in attendance.

TREASURER'S REPORT

Commissioner Linkin read the treasurer's report for those in attendance. Motion to approve the Section 8 payment checks #32125 through #32152 and direct deposit #7265 through #7340, BHA operating payment checks #26476 through #26479, RAD Operating payment checks #3429 through #3461, Tenant Security Refund payment checks #184 through #185 was made by Commissioner Dunne and seconded by Commissioner Russell. Upon roll call, all Commissioners voted "Aye."

OLD BUSINESS

Mr. Naszimento provided a update on the Foster Youth to Independence Program. He noted that in collaboration with MONARCH a meeting was held with the State. The next step is the application process that will be submitted to HUD in the Fall.

NEW BUSINESS

- **Resolution 2025-23: Amendment to the Administrative Plan to Incorporate the NSPIRE Program**

Motion to amend the Administrative Plan to incorporate the NSPIRE program was made by Commissioner Russell and seconded by Commissioner Dunne. Mr. Naszimento presented Resolution 2025-23, proposing an amendment to the Administrative Plan to formally include the NSPIRE (National Standards for the Physical Inspection of Real Estate) program. He explained that recent changes to HUD regulations require updates to the way Section 8 inspections are conducted. To ensure compliance with these new standards, it is necessary to revise the Administrative Plan accordingly so that it accurately reflects the implementation of NSPIRE protocols. Mr. Naszimento noted that he and Michelle Rosenthal, both certified in NSPIRE, will play key roles in guiding the transition and ensuring adherence to the updated inspection criteria. Upon roll call, all Commissioners voted "Aye".

- **Resolution 2025-24: Renewal of Membership in the New Jersey Public Housing Joint Insurance Fund (NJPH JIF)**

A motion to renew the agency's membership in the New Jersey Public Housing Joint Insurance Fund (NJPH JIF) was made by Commissioner Russell and seconded by Commissioner Dunne. Mr. Naszimento presented Resolution 2025-24, recommending a three-year renewal of the agency's participation in the NJPH JIF. This renewal ensures continued access to comprehensive insurance coverage and reinforces the agency's commitment to sound fiscal management. Upon roll call, all Commissioners voted "Aye".

- **Resolution 2025-25 authorizing submission of Section 8 Management Assessment (SEMAP).**

Motion to authorize the submission of Section 8 Management Assessment (SEMAP) was made by Commissioner Russell and seconded by Commissioner Oliver. Mr. Naszimento presented Resolution 2025-25, seeking authorization to submit the annual Section 8 Management Assessment Program (SEMAP) report to the U.S. Department of Housing and Urban Development (HUD). He explained that SEMAP is a federally mandated evaluation tool used by HUD to assess the performance of public housing agencies in administering the Housing Choice Voucher (Section 8) program. The submission is required annually and serves to ensure that the agency is meeting key operational benchmarks such as rent reasonableness, timely inspections, accurate income determinations, and effective utilization of vouchers. By completing and submitting the SEMAP report, the agency maintains compliance with HUD regulations and demonstrates its commitment to program integrity and service quality. Upon roll call, all Commissioners voted "Aye".

- **Resolution 2025-26 awarding a contract for the George Conway heating and hot water replacement system project to Whitefield Schneider Enterprises Inc.**

A motion to approve Resolution 2025-26, awarding the contract for the George Conway heating and hot water replacement system project to Whitefield Schneider Enterprises Inc., was made by Commissioner Oliver and seconded by Commissioner Russell. Commissioner Linkin commented that this resolution addresses a longstanding issue with the hot water system at the George Conway building. To ensure a thorough and informed approach, the agency engaged an engineering architect to evaluate the existing system and provide recommendations. Following a public bidding process, Whitefield Schneider Enterprises Inc. was selected as the contractor for the project. Upon roll call, all Commissioners voted "Aye."

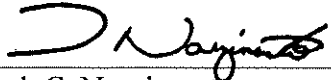
PUBLIC INPUT

Motion to open the meeting to the public was made by Commissioner Oliver and seconded by Commissioner Russell. The meeting was open to the public at 6:52pm.

Dan Franklin, a resident of the George Conway building, inquired about the anticipated timeline for the boiler replacement. In response, Mr. Naszimento stated that the contractor recently awarded the project has indicated a backup boiler will be installed to ensure minimal disruption to residents during the transition. He expressed appreciation for the community's continued patience as the team works to resolve this longstanding issue. The new system is expected to be significantly more efficient and effective once completed. Mr. Franklin also asked if the area around the gazebo could be power washed and that the broken chairs be replaced. Mr. Naszimento acknowledge the request and said that is reasonable.

Adjournment:

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Oliver and seconded by Commissioner Russell. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 7:00PM.



Jacob C. Naszimento,
Executive Director/Secretary