

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JANUARY 30, 2017

AGENDA

1. Public Statement Notice (Sunshine Law)
2. Call to order
3. Salute to the Flag
4. Roll Call

5. Approval of the open session minutes from the regular meeting held on December 19, 2016 Regular Meeting.

6. Treasurers Report including approval of payment vouchers.
Vouchers #29101 through #29160 and Direct Deposit D6271 through D6321, Section 8 Account. Vouchers #25931 through #25949, Operating Account. Vouchers #1 through #20, Brick Housing Community Corp Account, Vouchers #2303 through #2307 Tenant Security Refund Account.

7. Executive Directors report

8. Committee Reports

9. Old Business

10. New Business
 - **Resolution 2017-1** certifying review and authorizing submission of the Annual Independent Audit to the Local Finance Board of the State of New Jersey.

 - **Resolution 2017-2** authorizing the advertisement for invitation for bid for part time security guard services.

11. Executive Session

12. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – FEBRUARY 27, 2017

AGENDA

1. Call to order - Public Statement Notice (Sunshine Law)
2. Salute to the Flag
3. Roll Call

4. Approval of the open session minutes from the regular meeting held on January 30, 2017 Regular Meeting.

5. Treasurers Report including approval of payment vouchers.
Vouchers #29161 through #29220 and Direct Deposit D6322 through D6371, Section 8 Account. Vouchers #25955 through #25966, Operating Account. Vouchers #29 through #51, Brick Housing Community Corp Account, Vouchers #2308 through #2309 Tenant Security Refund Account, HCDC Security Deposits #1 through #3.

6. Executive Directors report

7. Committee Reports

8. Old Business

9. New Business
 - **Resolution 2017-3** authorizing personnel changes to hire a maintenance man.

 - **Resolution 2017-4** authorizing travel and attendance for Commissioners and staff at the Annual NJNAHRO Conference & Networking April 2nd through 5th, 2017.

 - **Resolution 2017-5** authorizing travel and attendance for Commissioners and staff at the 2017 NAHRO Washington Conference March 26th through 28th.

10. Public Comment

11. Executive Session

12. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – MARCH 29, 2017

AGENDA

1. Call to order - Public Statement Notice (Sunshine Law)
2. Salute to the Flag
3. Roll Call

4. Approval of the open session minutes from the regular meeting held on February 27, 2017 Regular Meeting.

5. Treasurers Report including approval of payment vouchers.
Vouchers #29221 through #29284 and Direct Deposit D6372 through D6419, Section 8 Account. Vouchers #25967 through #25977, Operating Account. Vouchers #63 through #87, Brick Housing Community Corp Account, HCDC Security Deposits #4 through #5.

6. Executive Directors report

7. Committee Reports

8. Old Business

9. New Business
 - **Resolution 2017-6** authorizing the advertisement for General Legal Services.
 - **Resolution 2017-7** authorizing the advertisement for Fee Accountant Services.
 - **Resolution 2017-8** authorizing the advertisement for Auditor Services.
 - **Resolution 2017-9** awarded contract for Security Guard Services at Forge Pond.

10. Public Comment

11. Executive Session

12. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS SPECIAL MEETING

April 17, 2017

AGENDA

1. Call to order – (Sunshine Law)
2. Salute to the Flag
3. Roll Call
4. New Business
 - RAD DISCUSSION
5. Public Input
6. Executive Session
 - Discuss Agreement with Ocean City Housing Authority and Brick Housing Authority.
7. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – APRIL 24, 2017

AGENDA

1. Call to order - Public Statement Notice (Sunshine Law)
2. Salute to the Flag
3. Roll Call

4. Approval of the open session minutes from the regular meeting held on March 29, 2017 Regular Meeting.

5. Approval of the open session minutes from the special meeting held on April 17, 2017.

6. Treasurers Report including approval of payment vouchers.
Vouchers #29285 through #29345 and Direct Deposit D6420 through D6468, Section 8 Account. Vouchers #25979 through #25988, Operating Account. Vouchers #98 through #122, Brick Housing Community Corp Account, HCDC Security Deposit Refund #6.

7. Executive Directors report

8. Committee Reports

9. Old Business

10. New Business
 - **Resolution 2017-11** amending authorized signatories to checks.

11. Public Comment

12. Executive Session

13. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS SPECIAL MEETING

May 12, 2017

AGENDA

1. Call to order – (Sunshine Law)
2. Salute to the Flag
3. Roll Call
4. Executive Session/Closed Session
 - **Resolution 2017-12** authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the open Public Meetings Act in executive session; specifically for the purpose of discussing contract negotiations regarding: Ocean City H.A. Shared Service Agreement, matter involving the employment of a specific current or prospective officer or employee; specifically unless (Rice Notice) requested to be in public: Executive Director Alesia Watson and investigations of violations of law; attorney-client privilege matter; Executive Director Alesia Watson. Action May or may not be taken upon return to regular open session.
5. New Business
 - **Resolution 2017-13** amending authorized signatories to checks.
6. Public Input
7. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – MAY 22, 2017

AGENDA

1. Call to order - Public Statement Notice (Sunshine Law)
2. Salute to the Flag
3. Roll Call

4. Approval of the open session minutes from the regular meeting held on April 24, 2017 Regular Meeting.
5. Approval of the open session minutes from the special meeting held on May 12, 2017.
6. Approval of the closed session minutes from the special meeting held on May 12, 2017
7. Treasurers Report including approval of payment vouchers.
Vouchers #29346 through #29408 and Direct Deposit D6469 through D6516, Section 8 Account. Vouchers #25990 through #25998, Operating Account. Vouchers #133 through #151, Brick Housing Community Corp Account, HCDC Security Deposit Refund #7 through 9.
8. Building and Grounds Update
9. Committee Reports
10. Old Business
11. New Business
 - Status of Executive Director replacement
12. Public Comment
13. Executive Session
14. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JUNE 13, 2017

AGENDA

1. Call to order - Public Statement Notice (Sunshine Law)
2. Salute to the Flag
3. Roll Call

4. Budget Presentation

5. New Business
 - 2017-14 awarding a professional service contract to Novogradac & Company LLP CPA's for the purpose of conducting an account examination in accordance with agreed upon procedures in an amount not to exceed \$3750.00.
 - 2017-15 authorizing the advertisement for the open position of Executive Director.
 - Receipt of professional service RFP's.

6. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JUNE 26, 2017

AGENDA

1. Call to order - Public Statement Notice (Sunshine Law)
2. Salute to the Flag
3. Roll Call

4. Approval of the open session minutes from the special meeting held on May 22, 2017 Regular Meeting.

5. Approval of the open session minutes from the special meeting held on June 13, 2017.

6. Treasurers Report including approval of payment vouchers.
Section 8 Account Vouchers #29409 through #29469 and Direct Deposit D6517 through D6563. Operating Account Vouchers, #26001 through #26011, Brick Housing Community Corp Account Vouchers #162 through #184.

7. Building and Grounds Update

8. Committee Reports

9. Old Business

10. New Business
 - 2017-16 approving the Introduction to the Annual and Capital Budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

 - 2017-17 authorizing write off of account receivable for prior tenants who ceased tenancy with amount still due to the Authority.

 - Discussion on Professional Service RFPs

11. Public Comment

12. Executive Session

13. RE-ORGANIZATIONAL

14. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING – JULY 31, 2017

AGENDA

1. Call to order - Public Statement Notice (Sunshine Law)
2. Salute to the Flag
3. Roll Call

4. Approval of the open session minutes from the special meeting held on June 26, 2017 Regular/Re-organizational Meeting.

5. Treasurers Report including approval of payment vouchers.
Section 8 Account Vouchers #29470 through #29529 and Direct Deposit D6564 through D6610.
Operating Account Vouchers, #26012 through #26019, Brick Housing Community Corp Account Vouchers #193 through #221, Brick Housing Community Corp Security Deposit Vouchers #10 through #12.

6. Executive Directors report

7. Committee Reports

8. Old Business

9. New Business

- 2017-18 Resolution amending the By-Laws of the Housing Authority of the Township of Brick.

- 2017-19 Resolution approving the Board of Commissioners scheduled Board Meeting dates for the period August 2017 through July 2018.

- 2017-20 Resolution authorizing the execution of deeds related to the subdivision of undeveloped authority property.

- 2017-21 Resolution authorizing the solicitation of price quotations for concrete repairs at Forge Pond.

- 2017-22 Resolution authorizing the solicitation of price quotations for elevator maintenance contract for Forge Pond & George Conway.

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING AGENDA – AUGUST 28, 2017

1. Public Statement Notice (Sunshine Law)
2. Call to order
3. Salute to the Flag
4. Roll Call
5. Approval of the open session minutes from the board meeting held on July 31, 2017.
6. Approval of the closed session minutes from closed executive session minutes held on July 31, 2017.
7. Approval of the open session minutes from the special meeting held on August 14, 2017.
8. Approval of the closed session minutes from the executive session minutes held on August 14, 2017.
9. Executive Director Report
10. Treasurers Report including approval of payment vouchers.
 - Vouchers #29530 through #29586 & Direct Deposit D6611-D6658, Section 8 Account. Vouchers #26020 through #26026, Operating Account. Vouchers #230 through #254, HCDC Operating Account. Vouchers #13 through #14, HCDC Security Deposit.
11. Committee Reports
 - Finance Committee
 - a. Monthly Financial
 - b. Comparison of Mortgage vs. No Mortgage
 - Personnel Committee
 - Residential Committee
12. Resident Services
 - Diana Partusch
13. Old Business
14. New Business

14. New Business

- Resolution **2017-28** approving the adoption of the Annual Budget and Capital Budget FYE 6/30/2018.
- Resolution **2017-29** authorizing execution of a contract for General Legal Services for the period July 1, 2017 ending June 30, 2018.
- Resolution **2017-30** authorizing execution of a contract for Fee Accounting Services for the period July 1, 2017 ending June 30, 2018.
- Resolution **2017-31** authorizing the execution of a contract for Independent Audit Services for the period July 1, 2017 ending June 30, 2018.
- Resolution **2017-32** awarding third year contract for Trash Removal Services to Waste Management.
- Resolution **2017-33** authorizing the Housing Authority of the Township of Brick to submit certification for the Section 8 Management Assessment System (SEMAP).
- Resolution **2017-34** authorizing Travel to and attendance at New Jersey Association of Housing and Redevelopment Authorities 2017 Annual Meeting and conference, September 24th through September 26, 2017.
- Resolution **2017-35** approving the agreed upon procedures review done by Novagradic and Company.
- Resolution **2017-36** authorizing the payment of accumulated vacation time to the Former Executive Director.

15. Public Input

16. Closed Executive Session

- **2017-37** Authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matter exempt under the open public meetings act in executive session, specifically for the purpose of discussing interviews of candidates for Executive Director and contract negotiations for the possibility of entering into an inter-local shared service Agreement for Executive Director. Action may or may not be taken upon return to regular open session.
- **2017-38** Authorizing the execution of an inter-local service agreement for shared Executive Director Services.

17. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING AGENDA – SEPT. 18, 2017

1. Public Statement Notice (Sunshine Law)
2. Call to order
3. Salute to the Flag
4. Roll Call
5. Approval of the open session minutes from the Board meeting held on August 28, 2017.
6. Approval of the closed session minutes from closed executive session minutes held on August 28, 2017.
7. Executive Director Report
8. Treasurers Report including approval of payment vouchers.
 - Vouchers #29587 through #29640 & Direct Deposit D6659-D6704, Section 8 Account. Vouchers #26027 through #26033, Operating Account. Vouchers #264 through #284, HCDC Operating Account.
9. Committee Reports
10. Old Business
11. New Business
 - Resolution **2017-39** authorizing award of contract for elevator maintenance to TEC Elevator.
 - Resolution **2017-40** authorizing award of contract for Concrete repair work at Forge Pond to Picture Perfect LLC.
 - Resolution **2017-41** authorizing award of contract for quarterly pest control for the complex and baiting 101 units for infestation at Forge Pond to A-Academy Pest Control.
 - Resolution **2017-42** authorizing award of contract for installation of an ADA Door at George Conway.
 - Resolution **2017-43** authorizing the solicitation of price quotations for concrete repair at George Conway

12. Public Input

13. Closed Executive Session

- **2017-44** Authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matter exempt under the open public meetings act in executive session, specifically for the purpose of discussing 1.) Litigation regarding Anthony Matthews Lawsuit, 2.) Potential Litigation with HUD and also entering into an inter-local for Executive Director. Action may or may not be taken upon return to regular open session.
- **2017-45** Authorizing the execution of an inter-local service agreement for shared Executive Director Services.

14. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING AGENDA – OCTOBER 30, 2017

1. Public Statement Notice (Sunshine Law)
2. Call to order
3. Salute to the Flag
4. Roll Call
5. Approval of the open session minutes from the Board meeting held on September 18, 2017.
6. Approval of the closed session minutes from closed executive session minutes held on September 18, 2017.
7. Executive Director Report
8. Treasurers Report including approval of payment vouchers.
 - Vouchers #29641 through #29697 & Direct Deposit D6705-D6751, Section 8 Account. Vouchers #26034 through #26042, Operating Account. Vouchers #293 through #328, BHCD Operating Account. Vouchers #15 through #21 BHCD Security Refund Account.
9. Committee Reports
10. Old Business
11. New Business
 - Resolution **2017-47** increasing bid threshold and appointing a qualified purchasing agent (pursuant to N.J.S.A. 40A:11-3a & N.J.A.C. 5:34-5).
 - Resolution **2017-48** authorizing the solicitation of price quotations for concrete repairs at David Fried.
 - Resolution **2017-49** authorizing the solicitation of price quotations for painting of hallways at the high rise buildings and 11 vestibules at David Fried.
 - Resolution **2017-50** authorizing the solicitation of price quotations for painting of vacant units on an as needed basis.
 - Resolution **2017-51** authorizing the transfer of \$4,500 of the laundry services concession to fund the tenant service account.
 - Resolution **2017-52** appointing Jacob C. Naszimento as fund commissioner for the Joint Insurance Fund for this Authority.

12. Public Input

13. Closed Executive Session

- Resolution **2017-53** by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matter exempt under the open public meetings act in Executive Session specifically for the purpose of discussing the matters pending or anticipated litigation; specifically litigation regarding Anthony Matthews Lawsuit and Joseph Jensen Lawsuit.

14. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING AGENDA –
NOVEMBER 20, 2017

1. Public Statement Notice (Sunshine Law)
2. Call to order
3. Salute to the Flag
4. Roll Call
5. Approval of the open session minutes from the Board meeting held on October 30, 2017.
6. Approval of the closed session minutes from closed executive session minutes held on October 30, 2017.
7. Executive Director Report
8. Treasurers Report including approval of payment vouchers.
 - Vouchers #29700 through #29754 & Direct Deposit D6752-D6796, Section 8 Account. Vouchers #26043 through #26049, Operating Account. Vouchers #336 through #374, BHCDC Operating Account. Vouchers #22 through #23 BHCD Security Refund Account.
9. Committee Reports
10. Old Business
11. New Business
 - Resolution **2017-54** authorizing the solicitation of price quotations for carpet installation on an as needed basis.
 - Resolution **2017-55** authorizing hiring a part-time clerk typist.
12. Public Input
13. Closed Executive Session
14. adjournment

HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK
BOARD OF COMMISSIONERS MEETING AGENDA –
DECEMBER 18, 2017

1. Public Statement Notice (Sunshine Law)
2. Call to order
3. Salute to the Flag
4. Roll Call
5. Approval of the open session minutes from the Board meeting held on November 20, 2017.
6. Executive Director Report
7. Treasurers Report including approval of payment vouchers.
 - Section 8 Vouchers #29755 through #29814 & Direct Deposit D6797-D6846,
 - Operating Vouchers #26050 through #26055
 - BHCDC Operating Vouchers #385 through #409
 - BHCDC Security Refund Vouchers #24 through #25
8. Committee Reports
9. Old Business
10. New Business
 - Resolution **2017-56** renewing the second year contract for snow and ice removal services to R. Collins Enterprises Inc.
 - Resolution **2017-57** authorizing award of contract for painting vacant apartments interiors on an “as needed basis”.
 - Resolution **2017-58** approving the amended smoking policy.
11. Public Input
12. Closed Executive Session
13. adjournment