

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – JANUARY 30, 2012**

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

AGENDA ITEM #

MEETING DATE

1  
2-27-12

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

**Absent:** Paul Hayes, Commissioner

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**Call To Order:** Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to  
The Flag:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Zabriski, Kiesche, Thulen, Costello, Catalano, and Chairman Scaturro. Also present were Joe Coronato, Esq., Dennis Salerno, Executive Director, Anthony Matthews, Maintenance Director and Nancy Nicholson, Service Coordinator. Commissioner Hayes was absent. Mr. Salerno said he would like the record to reflect that Commissioner Hayes has a medical absence due to surgery and he wishes him a speedy recovery. Chairman Scaturro welcomed the new Commissioner John Catalano to the Board.

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

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

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23097 through #23161 and Direct Deposit D57800 through D59100, Operating Account, January, 2012.**

Motion to approve for payment vouchers was made by Commissioner Thulen and seconded by Commissioner Zabriski. Commissioner Thulen asked if we resolved the issue with GTS telephone. Commissioner Zabriski said no. Mr. Salerno said he had a meeting with GTS that was also attended by Commissioner Kiesche and Kathy Homeny and as a result of that meeting GTS adjusted their billing and he was waiting on a report from them on our phone usage. He also added, regarding the DSL we were not being billed and they are unaware of that being in our contract. Commissioner Kiesche confirmed the issue was going to be looked into. Chairman Scaturro questioned the voucher for Charles Koch of SOS plumbing and why this cannot be done in house. Mr. Matthews explained that some clogs need a special snake from the main to the ground floor. Commissioner Zabriski asked if our maintenance men are trying to unclogged first. Mr. Matthews said absolutely, and that he is looking into ways to alleviate the amount of calls to SOS. Chairman Scaturro asked about the Favia Glass expenses. Mr. Matthews explained that the work Favia had done was a result to the REAC inspection. Commissioner Catalano asked what was entailed with the BTMUA voucher. Commissioner Zabriski said we pay a rental fee on all the hydrants and lines we have coming into the complex. Upon roll call, Commissioners Kiesche, Thulen, Costello, and Catalano voted "Aye". Commissioner Zabriski voted "Aye" on all except voucher #23127 in which he abstained. Chairman Scaturro voted "Aye" on all except voucher #23151 in which he abstained.

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #24961 through #25041 and Direct Deposit D2180 through D2251, Section 8 Account, January, 2012.**

Motion to approve for payment vouchers #24961 through #25041 and Direct Deposit D2180 through D2251, Section 8 Account, January, 2012 was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Commissioner Thulen asked about voucher 25035 which was for a purchase of a desk for the Section 8 Lab. Mr. Salerno said that we didn't pay for it, that the money was taken from the Section 8 reserve account. Commissioner Thulen said that when we discussed building this lab and we put the \$10,000.00 aside he specifically asked if furniture was going to be needed and he was told no. Mr. Salerno said we did not spend the \$10,000.00 and when the new director is hired we may never use the money or build the Section 8 lab. Commissioner Thulen added he was just wondering if the purchase of the desk came out of the \$10,000.00 that was put aside. Upon roll call, Commissioners Kiesche, Zabriski, Costello, Catalano, and Chairman Scaturro voted "Aye". Commissioner Thulen voted "Aye" on all except for payment voucher #25038 in which he voted "No".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2136 through #2138 Tenant Security Refund Account, January, 2012.**

Motion to approve for payment vouchers #2136 through #2138, Tenant Security Refund Account, January, 2012 was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye".

**Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4112, Capital Fund Account, January, 2012.**

Motion to approve for payment voucher #4112, Capital Fund Account, January, 2012 was made by Commissioner Kiesche and seconded by Commissioner Zabriski. Upon roll call, Commissioners Kiesche, Zabriski, Costello, and Catalano voted "Aye". Commissioner Thulen and Chairman Scaturro voted "No".

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

Mr. Salerno read his report for those present.

Chairman Scaturro on behalf of the Board presented Mr. Salerno with a plaque of dedication for his time served as Executive Director for the Housing Authority of the Township of Brick. Mr. Salerno thanked everyone for all their help and support in the three and half years that he was Executive Director.

**Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick adopting an amended Personnel Policy and Procedures Manuel and an amended Employee Handbook.**

Motion to adopt an amended Personnel Policy and Procedures Manuel and an amended Employee Handbook was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #8 Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing award of contract for Laundry Room Services.**

Motion to authorize award of contract for Laundry Room Services to CoinMach, from Cranbury, New Jersey was made by Commissioner Thulen and seconded by Commissioner Zabriski. Chairman Scaturro asked for some back round information on this. Mr. Salerno said that there were two proposals that were received, and that the award will go to our current contractor. He added that the bid we are accepting is for brand new machines. There was a discussion as to the specifications that we went out for and the Housing Authority requested all new machines. Upon roll call, all Commissioners voted "Aye".

**Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick appointing a Fund Commissioner for the Joint Insurance Fund.**

Motion to appoint Commissioner Michael Thulen Jr. as the Fund Commissioner for the Joint Insurance Fund was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Zabriski, Costello, Catalano and Chairman Scaturro voted "Aye". Commissioner Thulen abstained.

**Item #10: Resolution by the Board of Commissioner of the Housing Authority of the Township of Brick authorizing award of contract for Architect/Engineering services.**

Motion authorizing an award of contract for Architect/Engineering services to Barlo and Associates was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Commissioner Zabriski added that he would like the thirty day kick out clause added to the contract. Upon roll call, all Commissioners voted "Aye" with the clause added.

**Item #11: Tenant/Applicant Status Report.**

Mrs. Nicholson read the report for those present.

**Item #12: Committee Reports**

**A. Building and Grounds Committee**

Commissioner Zabriski read the report for those present.

**B. Budget and Finance Committee**

Commissioner Thulen read the report for those present.

**Item #13: Tenant Comments.**

Wilma Flagg, Forge Pond resident made the Board aware that the former Resident Commissioner Madeline Knight was now in hospice care and to please keep her in their prayers.

Marie Followay, George Conway resident asked if the laundry company will be cleaning the machines. Chairman Scaturro said that brand new machines are being installed. Mr. Matthews said that is part of the maintenance plan.

**Item #14: Report of Attorney.**

Mr. Coronato said there is a possible litigation matter that he would like to discuss with the Board in Executive Session.

**Item #15: New Business**

**A. Letter from tenant in David Fried.**

Chairman Scaturro read a letter from a David Fried resident who is new to the complex in regards to the Fire Doors. His response was that the fire doors must remain closed per the Fire Department and the safety of the residents. Chairman Scaturro also requested that the residents of David Fried please follow these rules ~~and speak to their neighbors that are not in~~ attendance of tonight's meeting and tell them of the importance of keeping these doors closed.

**B. Letter from Section 8 Tenant regarding repayment**

Chairman Scaturro said this matter will be discussed in closed session.

**Item #16: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.**

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing possible litigation was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:05 P.M.

Motion to open the meeting to the public was made by Commissioner Kiesche and seconded by Commissioner Zabriski. The meeting was opened at 8:45 P.M

Chairman Scaturro made a motion to proceed with litigation in regards to Dennis Gayzik with an expense cap of \$500.00. Commissioner Thulen seconded the motion. Upon roll call, all Commissioners voted "Aye".

There was a motion by Commissioner Zabriski to modify the repayment agreement to read: For any repay of \$300.00 or less must be paid in full and anything greater than that amount would be put into a repayment agreement. Commissioner Thulen seconded the motion. Upon roll call, all Commissioners voted "Aye".

Motion to appoint Anthony Matthews as interim Executive Director while the Board continues an employment search was made by Commissioner Thulen and seconded by Commissioner Kiesche. Mr. Coronato added that there would be no pay increase and also pending DCA approval. Upon roll call, Commissioners Kiesche, Thulen, Costello, Catalano and Chairman Scaturro voted "Aye". Commissioner Zabriski voted "No".

**Item #17: Public Portion.**

None to report

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:50PM.



Anthony Matthews  
Secretary/Interim Executive Director

**Adjournment**

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – FEBRUARY 27, 2012**

**Present:** Stephen S. Scaturro, Chairman  
Michael Thulen Jr., Vice-Chairman  
Paul Hayes, Commissioner  
John Catalano, Commissioner  
John Zabriski, Commissioner  
Edward Kiesche, Commissioner  
James Costello, Resident Commissioner

AGENDA ITEM #

MEETING DATE

2/27/12  
2/20/12

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

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**Call To Order:** Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to  
The Flag:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Hayes, Zabriski, Kiesche, Thulen, Costello, Catalano, and Chairman Scaturro. Also present were Joe Coronato, Esq., Anthony Matthews, Interim Executive Director and Nancy Nicholson, Service Coordinator.



## **Plaque Presentation to Rocco Sottarelli:**

Chairman Scaturro presented former Commissioner Rocco Sottarelli with a plaque of dedication for his time served on the Board of Commissioners for the Housing Authority of the Township of Brick. Former Commissioner Sottarelli thanked the staff, Commissioner Hayes and the Board and said it was a great privilege to be part of this Housing Authority. Chairman Scaturro also made a mention that Commissioner Zabriski's term expires on March 14, 2012 and he wanted to thank him for his time served.

### **Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on January 30, 2012.**

Chairman Scaturro pointed out that there was an error in the attendance part of the minutes where Commissioner Hayes's name was marked as present however, he was not present and Commissioner Catalano's name was not listed at all. Motion to approve the minutes with the correction was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, Commissioners Kiesche, Zabriski, Catalano, Costello, Thulen and Chairman Scaturro voted "Aye". Commissioner Hayes abstained because he was not at this meeting.

Chairman Scaturro welcomed Council Vice-President Bob Moore and introduced him as the new Council-Liaison to the Housing Authority.

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23162 through #23208 and Direct Deposit D59900 through D61100, Operating Account, February, 2012.**

Motion to approve vouchers #23162 through #23208 and Direct Deposit D59900 through D61100, Operating Account for February 2012 was made by Commissioner Hayes and seconded by Commissioner Zabriski. Commissioner Catalano asked about voucher 23185 regarding Dove cleaning and 23187 for Favia Glass, he asked if our maintenance men take care of these issues. Mr. Matthews explained that it was work beyond the scope of our maintenance staff. Upon roll call, Commissioners Hayes, Kiesche, Catalano, Costello, Thulen and Chairman Scaturro voted "Aye". Commissioner Zabriski voted "Aye" on all except for vouchers 23188, 23200, 23178 in which he voted "No" and gave his explanation.

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25042 through #25120 and Direct Deposit D2252 through D2322, Section 8 Account, February, 2012.**

Motion to approve for payment vouchers #25042 through #25120 and Direct Deposit D2252 through D2322, Section 8 Account, was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2139 through #2141 Tenant Security Refund Account, February, 2012.**

Motion to approve for payment vouchers #2139 through #2141, Tenant Security Refund Account, was made by Commissioner Kiesche and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

**Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #4113 through #4114, Capital Fund Account, February, 2012.**

Chairman Scaturro tabled vouchers #4113 through #4114, Capital Fund until these could be discussed further.

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

Mr. Matthews read his report for those present.

**Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick rescinding prior resolution and appointing a Fund Commissioner for the Joint Insurance Fund.**

Chairman Scaturro explained how we passed a resolution last month appointing Vice-Chairman Michael Thulen Jr. however the Fund Commissioner has to be an employee of the Authority, so we are rescinding the prior resolution and appointing Mr. Matthews to represent the Authority. Motion to approve was made by Commissioner Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #8 Tenant/Applicant Status Report.**

Mrs. Nicholson read the report for those present.

**Item #9: Committee Reports**

**A. Building and Grounds Committee**

Commissioner Zabriski read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

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

**Item #10: Tenant Comments.**

Allure Cawley, Forge Pond resident complained that she had several problems with her apartment since she moved in less than month ago. Mr. Matthews said he will visit her apartment this week and go over her concerns. Gayle Mueller, Forge Pond resident complained that there were not enough activities for the residents. Chairman Scaturro suggested that Ms. Mueller get together with Resident Commissioner Costello and see if they could come up with a solution. Kathleen McBrinn, Forge Pond resident said she had a bug bite when she woke up on her hand and has been to a doctor and wanted to make the Board aware of it. Chairman Scaturro said to please keep us informed and Mr. Matthews said he will go to her apartment and do a visual to see if they have to get Action in to inspect her apartment. Council-Liaison Moore said he is a licensed plumber and if he could offer assistance in any way with our plumbing needs to please reach out to him. Mr. Peter Dunne, George Conway resident, spoke on behalf of several tenants that they support Anthony Matthews as a full time Executive Director.

**Item #11: Report of Attorney.**

Mr. Coronato reported to the Board that his office has filed the small claims act that the Board has requested him to do.

**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.**

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing possible litigation was made by Commissioner Thulen and seconded by Commissioner Zabriski. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:20 P.M.


Motion to open the meeting to the public was made by Commissioner Kiesche and seconded by Commissioner Zabriski. The meeting was opened at 8:45 P.M.

Commissioner Hayes made a motion that the name of Anthony Matthews be submitted to the Department of Community Affairs to be the Executive Director of this Housing Authority. Commissioner Zabriski seconded the motion. Upon roll call, all Commissioners voted "Aye".

**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 Zabriski and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:50PM.

  
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Anthony Matthews  
Secretary/Interim Executive Director

**Adjournment**

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – MARCH 26, 2012**

**Present:**     **Stephen S. Scaturro, Chairman**  
                  **Michael Thulen Jr., Vice-Chairman**  
                  **Paul Hayes, Commissioner**  
                  **John Catalano, Commissioner**  
                  **Stanley Schick, Commissioner**  
                  **Edward Kiesche, Commissioner**

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

**Absent:**     **James Costello, Resident Commissioner**

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**Call To Order:**     Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to**  
**The Flag:**         Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**         Upon roll call, the following Commissioners answered present: Hayes, Schick, Kiesche, Thulen, Catalano, and Chairman Scaturro. Also present were Terry Brady, Esq., Anthony Matthews, Interim Executive Director and Nancy Nicholson, Service Coordinator. Absent from the meeting was Resident Commissioner James Costello.

## **Plaque Presentation:**

The Commissioners, Mayor Acropolis and the Town Council presented Commissioner Hayes with awards for his 25 years of service to the Brick Township Housing Authority. Commissioner Hayes than thanked everyone including former Commissioners, Mayors and Council people for the honor they bestowed upon him.

A representative from the Township of Brick spoke to the Board and those in attendance about the Trap, Neuter and Release program for feral cats, there would be no cost to the Authority and satisfy any requirements from the Ocean County Board of Health.

### **Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on February 27, 2012.**

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

### **Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23209 through #23254 and Direct Deposit D61200 through D62300, Operating Account, March, 2012.**

Motion to approve payment vouchers #23209 through #23254 and Direct Deposit D61200 through D62300, Operating Account was made by Commissioner Kiesche and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

**Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #23255 through #23259 and Direct Deposit 62400 through 62900, Operating Account.**

Motion to approve for payment vouchers #23255 through #23259 and Direct Deposit 62400 through 62900, Operating Account was made by Commissioner Kiesche and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25121 through #25195 and Direct Deposit D2323 through D2393, Section 8 Account, March, 2012.**

Motion to approve for payment vouchers #25121 through #25195 and Direct Deposit D2323 through D2393, Section 8 Account was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2142 through #2145 Tenant Security Refund Account, March, 2012.**

Motion to approve for payment vouchers #2142 through #2145, Tenant Security Refund Account, was made by Commissioner Catalano 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 #4115, Capital Fund Account, March, 2012.**

Motion to approve for payment voucher #4115, Capital Fund Account was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call Commissioners Hayes, Kiesche, Thulen and Chairman Scaturro voted "Aye". Commissioner Catalano voted "Aye" on the voucher pertaining to Commissioner Schick and abstained on the one pertaining to him. Commissioner Schick voted "Aye" on the voucher pertaining to Commissioner Catalano and abstained on the one pertaining to him.



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

Mr. Matthews read his report for those present.

**Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick approving FY2012 Capital Fund Program Annual Statement.**

Motion to approve the FY2012 Capital Fund Program Annual Statement was made by Commissioner Hayes and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #8 Tenant/Applicant Status Report.**

Mrs. Nicholson read the report for those present.

**Item #9: Committee Reports**

**A. Building and Grounds Committee**

Chairman Scaturro read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Thulen read both reports for those present.

**Item #10: Tenant Comments.**

Two residents from Forge Pond complained about the insect problem in their building. Chairman Scaturro said the problem is being treated accordingly.

**Item #11: Report of Attorney.**

Mr. Brady said he had nothing new to report but said there is a matter that needed to be discussed in closed Executive Session for the reason of pending litigation.

**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.**

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing pending litigation was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:26 P.M.

Motion to open the meeting to the public was made by Commissioner Catalano and seconded by Commissioner Kiesche. The meeting was opened at 8:45 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 Hayes and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:50PM.



Anthony Matthews  
Secretary/Interim Executive Director

**Adjournment**

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – APRIL 30, 2012**

**Present:**     **Stephen S. Scaturro, Chairman**  
                  **Michael Thulen Jr., Vice-Chairman**  
                  **Paul Hayes, Commissioner**  
                  **John Catalano, Commissioner**  
                  **Stanley Schick, Commissioner**  
                  **James Costello, Resident Commissioner**

AGENDA ITEM #

MEETING DATE

5/29/12

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

**Absent:**       **Edward Kiesche, Commissioner**

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**Call To Order:**     Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to  
The Flag:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Hayes, Schick, Costello, Thulen, Catalano, and Chairman Scaturro. Also present were Terry Brady, Esq., Anthony Matthews, Interim Executive Director and Nancy Nicholson, Service Coordinator. Absent from the meeting was Commissioner Edward Kiesche.

**Plaque Presentation to Former Commissioner John Zabriski**

Chairman Scaturro presented former Commissioner John Zabriski with a plaque of dedication for his time served on the Board of Commissioners for the Housing Authority of the Township of Brick. Former Commissioner Zabriski thanked the staff and the Board and said it was an honor to be part of the Housing Authority.

**Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on March 26, 2012.**

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

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23260 through #23308 and Direct Deposit D63000 through D64100, Operating Account, April, 2012.**

Motion to approve for payment vouchers #23260 through #23308 and Direct Deposit D63000 through D64100, Operating Account, April, 2012 was made by Commissioner Catalano and seconded by Commissioner Hayes. Commissioner Catalano asked if the Authority looked into other utility companies to cut cost. Mr. Matthews said he is looking into shared services.

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25196 through #25270 and Direct Deposit D2394 through D2473, Section 8 Account, April, 2012.**

Motion to approve for payment vouchers #25196 through #25270 and Direct Deposit D2394 through D2473, Section 8 Account, April, 2012 was made by Commissioner Catalano and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2146 through #2148, Tenant Security Refund Account, April, 2012.**

Motion to approve for payment vouchers #2146 through #2148, Tenant Security Refund Account, April, 2012 was made by Commissioner Hayes and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #5: Authorization by the Board of Commissioners to approve for payment vouchers #4116 through #4117, Capital Fund Account, April, 2012.**

Motion to approve for payment vouchers #4116 through #4117, Capital Fund Account, April, 2012 was made by Commissioner Thulen and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

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

Mr. Matthews read his report for those present.

**Item #7: Authorization 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 2012/2013).**

The Chairman introduced Mr. Tom Furlong, the Housing Authority Accountant to discuss the Budget. Mr. Furlong introduced the June 30<sup>th</sup> 2013 State Budget to the Board of Commissioners. The budget was discussed in detail with the Finance Committee last week. 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. He explained the budget calls for a deficit of \$32,914. This deficit is as a result of increases in utility costs and employee benefits in addition to a minimal increase in HUD subsidy. The Authority also had \$277,655 of its operating reserves recapture the Authority will be left with \$822,757 in reserves which equates to a 39% operating reserve level. HUD looks for PHA's to maintain a 40% level so the PHA is just below that number. The Board discussed the employee benefits increase and Mr. Furlong stated that the cost of retiree benefits is increasing every year and the current budget calls for an expense of approximately \$53,000. Motion to approve the introduction the HATB Annual Budget and Capital Budget (FY 2012/2013) was made by Commissioner Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding contract for Pest Control Services.**

Motion to award contract for Pest Control Services to Freehold Pest Control Inc., 919 Route 33 – unit 33, Freehold, New Jersey was made by Commissioner Hayes and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

**Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick rejecting all bids for landscaping/grounds keeping services.**

Motion to reject the bids received for landscaping/grounds keeping and to re-bid this project was made by Commissioner Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #10: Tenant/Applicant Status Report.**

Mrs. Nicholson read the report for those present.

**Item #11: Committee Reports**

**A. Building and Grounds Committee**

Mr. Matthews read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Thulen read the Budget and finance and Budget Comparison report for those present.

**Item #12: Tenant Comments.**

Ms. Marie Polloway, George Conway resident wanted to publically thank Mr. Matthews for assisting the Tenants Association and helping them retain their Bingo.

**Item #13: Report of Attorney.**

Mr. Brady said he had a matter to discuss in closed session in regards to pending litigation.

**Item #14: New Business**

None to report.

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

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing possible litigation was made by Commissioner Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:11PM.

Motion to open the meeting to the public was made by Commissioner Catalano and seconded by Commissioner Hayes. The meeting was opened at 8:45PM.

Mr. Brady said during the closed session the Board made two recommendations that will be voted on.

**Item #16: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick creating the position of Assistant Executive Director.**

Motion to approve for the creation of the position of Assistant Executive Director was made by Commissioner Hayes and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

**Item #17: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick appointing Anthony Matthews as Assistant Executive Director.**

Motion to approve the appointment of Anthony Matthews as the Assistant Executive Director was made by Commissioner Hayes and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

**Item #16: Public Portion.**

None to report.

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Hayes and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 9:15PM.

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Anthony Matthews  
Secretary/Interim Executive Director

**Adjournment**

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – MAY 29, 2012**

**Present:**     **Stephen S. Scaturro, Chairman**  
                  **Michael Thulen Jr., Vice-Chairman**  
                  **Edward Kiesche, Commissioner**  
                  **John Catalano, Commissioner**  
                  **Stanley Schick, Commissioner**

AGENDA ITEM #

MEETING DATE

1  
6/25/12

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

**Absent:**     **Paul Hayes, Commissioner**  
                  **James Costello, Resident Commissioner**

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**Call To Order:**     Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to**  
**The Flag:**             Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**     Upon roll call, the following Commissioners answered present: Kiesche, Schick, Catalano, Thulen and Chairman Scaturro. Also present were Terry Brady, Esq., Anthony Matthews, Interim Executive Director and Nancy Nicholson, Service Coordinator. Absent from the meeting were Commissioner Paul Hayes and Commissioner Costello.



**Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on April 30, 2012.**

There being no additions, deletions or corrections on motion by Commissioner Catalano and seconded by Commissioner Thulen, the minutes were accepted as submitted. Upon roll call, Commissioners Schick, Catalano, Thulen and Chairman Scaturro voted "Aye". Commissioner Kiesche abstained because he was not at the meeting.

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23309 through #23355 and Direct Deposit D64200 through D65300, Operating Account, May, 2012.**

Motion to approve for payment vouchers #23309 through #23355 and Direct Deposit D64200 through D65300, Operating Account, May, 2012 was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25271 through #25336 and Direct Deposit D2474 through D2553, Section 8 Account, May, 2012.**

Motion to approve for payment vouchers #25271 through #25336 and Direct Deposit D2474 through D2553, Section 8 Account, May, 2012 was made by Commissioner Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2149 through #2153, Tenant Security Refund Account, May, 2012.**

Motion to approve for payment vouchers #2149 through #2153, Tenant Security Refund Account, May, 2012 was made by Commissioner Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #5: Report of Executive Director**

Mr. Matthews read the report for those present. Commissioner Catalano asked Mr. Matthews to look into an alternative for treating bedbugs, such as purchasing a heat machine. Chairman Scaturro asked if the landscaping/ grounds keeping contract was incorporated into our budget. Mr. Matthews said yes. Mr. Brady informed the Board that he had reviewed the bids for landscaping and he gave his award opinion.

**Item #6: Authorization by the Board of Commissioners of the Housing Authority of the Township of Brick awarding contract for Landscaping/grounds keeping.**

Motion to award contract for landscaping/grounds keeping to R. Collins Enterprises Inc., at the price of \$32,860.00 for the contracted period was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

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

Ms. Nicholson read the report for those present.

**Item #8: Committee Reports**

**A. Building and Grounds Committee**

Vice-Chairman Thulen read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Vice-Chairman Thulen read the report for those present.

**Item #9: Tenant Comments.**

Several tenants of David Fried, Building 8 complained about one of the tenants that live in that building. Mr. Matthews advised the Board he was aware of the situation and that he has set up a meeting to talk to that individual.

Florence Tillotson, George Conway resident wanted to inform the Board and all in attendance that she will be planning her Annual Breast Cancer walk sometime in September and also, that the Ocean County Library has graciously donated shelves for the George Conway Library. Nancy Chase, George Conway resident thanked Mr. Matthews for getting the elevator fixed in George Conway.

**Item #10: Report of Attorney.**

**Item #11: New Business**

None to report.

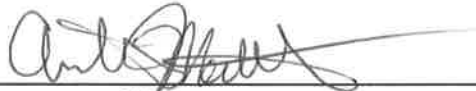
**Item #12: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.**

No need for Executive Session.

**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 Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".



Anthony Matthews,  
Secretary/Assistant Executive Director

**Adjournment**

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – JUNE 25, 2012**

**Present:**    **Stephen S. Scaturro, Chairman**  
                  **Edward Kiesche, Vice-Chairman**  
                  **Paul Hayes, Commissioner**  
                  **Michael Thulen Jr., Commissioner**  
                  **John Catalano, Commissioner**  
                  **Stanley Schick, Commissioner**

AGENDA ITEM #

MEETING DATE

2  
7/30/12

**Terry Brady, Esq. HATB Legal Counsel**  
**Joseph Coronato, Esq. HATB Legal Counsel**  
**Anthony Matthews, Interim Executive Director**  
**Nancy Nicholson, Service Coordinator**

**Absent:**    **James Costello, Resident Commissioner**

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**Call To Order:**    Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to**  
**The Flag:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Hayes, Schick, Thulen, Catalano, Kiesche and Chairman Scaturro. Also present were Terry Brady, Esq., Anthony Matthews, Interim Executive Director and Nancy Nicholson, Service Coordinator. Absent from the meeting was Commissioner James Costello.

**Item #1: Authorization by the Board of Commissioners to approve and accept minutes of meeting held on May 29, 2012.**

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

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23356 through #23402 and Direct Deposit D65400 through D66500, Operating Account, June, 2012.**

Motion to approve for payment vouchers #23356 through #23402 and Direct Deposit D65400 through D66500, Operating Account, June, 2012 was made by Commissioner Kiesche and seconded by Commissioner Hayes. Chairman Scaturro asked why there was a voucher for Action Termite and Pest Control. Mr. Matthews said that we are renewing our annual termite contract with Action. Upon roll call, all Commissioners voted "Aye".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25337 through #25401 and Direct Deposit D2554 through D2633, Section 8 Account, June, 2012.**

Motion to approve for payment vouchers #25337 through #25401 and Direct Deposit D2554 through D2633, Section 8 Account, June, 2012 was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2154 through #2157, Tenant Security Refund Account, June, 2012.**

Motion to approve for payment vouchers #2154 through #2157, Tenant Security Refund Account, June, 2012 was made by Commissioner Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4118, Capital Fund Account, June, 2012.**

Motion to approve for payment voucher #4118, Capital Fund Account, June, 2012 was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

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

Mr. Matthews read his report for those present.

**Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to adopting the HATB Annual Budget and Capital Budget (FY 2012/2013).**

Motion to adopt the HATB Annual Budget and Capital Budget (FYE 2012/2013) was made by Commissioner Catalano and seconded by Commissioner Hayes. 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 execution of a contract for Administrative Legal Services for the period of July 1, 2012 through June 30, 2013.**

Motion authorizing execution of a contract for Administrative Legal Services for the period of July 1, 2012 through June 30, 2013 to Coronato, Brady and Kunz was made by Commissioner Hayes and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

**Item #9: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing execution of a contract for Fee Accounting Services for the period of July 1, 2012 through June 30, 2013.**

Motion authorizing execution of a contract for Fee Accounting Services for the period of July 1, 2012 through June 30, 2013 to Thomas Furlong, was made by Commissioner Catalano and seconded by Commissioner Thulen. 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 the execution of an interlocal services agreement with the Berkeley Township Housing Authority for 144 Section 8 Inspections.**

Motion authorizing the execution of an interlocal services agreement with the Berkeley Township Housing Authority for 144 Section 8 inspections was made by Commissioner Thulen and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #11: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a 2-Year contract for Electrical Services for maintenance, repairs and replacements to Starlite Electric.**

Motion to award a 2-Year contract for Electrical Services for maintenance, repairs and replacements to Starlite Electric was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #12: Resolution by the Board of Commissioners authorizing write-off of accounts receivable for prior tenants who ceased tenancy with amounts still due the Authority.**

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

**Item #13: Tenant/Applicant Status Report.**

Ms. Nicholson read the report for those present.

**Item #14: Committee Reports**

**A. Building and Grounds Committee**

Chairman Scaturro read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Thulen read the report for those present.

**Item #15: Tenant Comments.**

Wilma Flagg, Forge Pond wanted it acknowledged that the grounds look beautiful now that we contracted a landscaper.

Peter Dunn, George Conway asked the Board if they would consider letting Verizon Fios come in as competition to Comcast. The topic was discussed in length and Mr. Matthews agreed to look into a meeting with representatives from both Comcast and Verizon.

**Item #16: Report of Attorney.**

Mr. Coronato and Mr. Brady, thanked the Board for awarding their firm with the Legal Services Contract and they look forward to representing the Housing Authority for another year.

**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 Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 8:30PM.



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Anthony Matthews  
Secretary/Assistant Executive Director

**Adjournment**

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS**  
**RE-ORGANIZATIONAL MEETING – JUNE 25, 2012**

**Present:**

**Stephen S. Scaturro, Chairman**  
**Michael Thulen Jr., Vice-Chairman**  
**Edward Keische, Commissioner**  
**John Catalano, Commissioner**  
**Edward Kiesche, Commissioner**  
**Stanley Schick, Commissioner**

AGENDA ITEM #

MEETING DATE

1  
~~7/30/12~~

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

**Absent:**

**Paul Hayes, Commissioner**  
**James Costello, Resident Commissioner**

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**Call To Order:** Chairman Scaturro, called the Re-Organizational Meeting of the Housing Authority of the Township of Brick to order at 7:05 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to  
The Flag:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Kiesche, Schick, Catalano, Thulen and Chairman Scaturro. Also present were Joseph Coronato, Esq. & Terry Brady, Esq., Anthony Matthews, Assistant Executive Director, and Nancy Nicholson, Service Coordinator. Commissioner Hayes and Costello were absent.

Mr. Matthews announced after roll call that the Resident Commissioner James Costello had moved out the complex due to health issues and will no longer be on the Board.

**Item #1: Election of Officers (July 1, 2012 – June 30, 2013).**

Chairman Scaturro turned the meeting over to the Attorney, Mr. Coronato, for the purpose of conducting election of officers.

**Election of Chairman:**

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

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

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

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

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

**Election of Vice-Chairman:**

Commissioner Catalano nominated Commissioner Ed Kiesche for the position of Vice-Chairperson. Commissioner Schick seconded this nomination.

Commissioner Thulen moved to close nominations and Commissioner Catalano seconded that motion. The Board indicated "Aye" to close nominations.

Upon roll call for the nomination of Commissioner Ed Kiesche as Vice-Chairman, all Commissioners voted "Aye".

Re-Organizational Meeting Minutes - June 25, 2012 continued...

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

Motion authorizing Duly Elected Officers to sign checks was made by Commissioner Schick and seconded by Commissioner Catalano. Upon roll call, all Commissioners voted "Aye".

**Item #3: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975).**

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

**Adjournment**



Anthony Matthews,  
Secretary/Assistant Executive Director

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – AUGUST 27, 2012**

**Present:**     **Stephen S. Scaturro, Chairman**  
                  **Edward Kiesche, Vice-Chairman**  
                  **Paul Hayes, Commissioner**  
                  **Michael Thulen Jr., Commissioner**

AGENDA ITEM #

MEETING DATE

9/17/12

**Terry Brady, Esq. HATB Legal Counsel**  
**Nancy Nicholson, Service Coordinator**

**Absent:**     **John Catalano, Commissioner**  
                  **Stanley Schick, Commissioner**  
                  **Anthony Matthews, Assistant Executive Director**

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**Call To Order:**     Vice-Chairman Kiesche called the Regular 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:**             Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**             Upon roll call, the following Commissioners answered present: Hayes, Thulen, and Vice-Chairman Kiesche and Chairman Scaturro. Also present were Terry Brady, Esq., and Nancy Nicholson, Service Coordinator. Absent from the meeting was Commissioner Catalano, Schick and Assistant Executive Director Anthony Matthews.

**Item #1: Authorization by the Board of Commissioners to approve and accept minutes of the meeting held on July 30, 2012.**

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

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23460 through #23506 and Direct Deposit D67800 through D68900, Operating Account, August, 2012.**

Motion to approve for payment vouchers #23460 through #23506 and Direct Deposit D67800 through D68900, Operating Account, August, 2012 was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #2A: Authorization by the Board of Commissioners to approve for payment vouchers #23507 through #23512 and Direct Deposit D69000 through D69500, Operating Account, August, 2012.**

Motion to approve for payment vouchers #23507 through #23512 and Direct Deposit D69000 through D69500, Operating Account, August, 2012 was made by Commissioner Hayes and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25463 through #25527 and Direct Deposit D2711 through D2786, Section 8 Account, August, 2012.**

Motion to approve for payment vouchers #25463 through #25527 and Direct Deposit D2711 through D2786, Section 8 Account, August, 2012 was made by Commissioner Kiesche and seconded by commissioner Thulen. Upon roll call, all Commissioners voted "Aye",

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2160 through #2161, Tenant Security Refund Account, August, 2012.**

Motion to approve for payment vouchers #2160 through #2161, Tenant Security Refund Account, August, 2012 was made by Commissioner Thulen and seconded by Commissioner Kiesche.

**Item #5: Report of Assistant Executive Director**

Ms. Nicholson read the report for those present.

**Item #6: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to rejecting all bids received on the Janitorial Contract and authorizing the receipt of new bids upon the same.**

Mr. Brady explained to the Board why all bids should be rejected per his opinion letter attached to the resolution. Motion to reject all bids received on the Janitorial Contract and authorize the receipt of new bids upon the same was made by Commissioner Hayes and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #7: Resolution by the Board of Commissioners authorizing the Housing Authority to submit certification for the Section 8 Management Assessment System (SEMAP)**

Motion authorizing the Housing Authority to submit certification for the Section 8 Management Assessment System (SEMAP) was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #8: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the execution of letter of agency/authorization for Spectrotel Inc.**

Motion authorizing the execution of letter of agency/authorization for Spectrotel Inc. was made by Commissioner Thulen and seconded by Commissioner Kiesche. 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**

Chairman Scaturro read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Thulen read agenda item 10B and 10B1 for those present.

**Item #11: Tenant Comments.**

None.

**Item #12: Report of Attorney.**

Mr. Brady said he had nothing new to report to the Board.

**Item #13: New Business**

None.



**Item #14: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.**

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing contracts and personnel was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 6:45 P.M.

Motion to open the meeting to the public was made by Chairman Scaturro and seconded by Commissioner Kiesche. The meeting was opened at 7:15 P.M.

Chairman Scaturro made a motion to submit Joseph Billy's name for approval of the Executive Director's position. Commissioner Kiesche seconded the motion. Upon roll call, all Commissioners voted "Aye".

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



Anthony Matthews  
Secretary/Assistant Executive Director

Adjournment

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – SEPTEMBER 17, 2012**

**Present:**    Stephen S. Scaturro, Chairman  
                  Edward Kiesche, Vice-Chairman  
                  Paul Hayes, Commissioner  
                  Michael Thulen Jr., Commissioner  
                  John Catalano, Commissioner  
                  Stanley Schick, Commissioner

AGENDA ITEM # \_\_\_\_\_

MEETING DATE \_\_\_\_\_

1  
10-29-12

**Anthony Matthews, Assistant Executive Director**  
**Tom Kunz, Esq. HATB Legal Counsel**  
**Kathleen Homeny, Administrative Assistant**

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**Call To Order:**    Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at David M. Fried Community Room. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to**  
**The Flag:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Hayes, Schick, Catalano, Thulen, Vice-Chairman Kiesche and Chairman Scaturro. Also present were Tom Kunz, Esq., Anthony Matthews, Assistant Executive Director and Kathleen Homeny, Administrative Assistant.

**Item #1: Authorization by the Board of Commissioners to approve and accept minutes of the meeting held on August 27, 2012.**

Commissioner Catalano pointed out an error in the minutes in the last paragraph that stated he made a motion; however, he was not at this meeting. Motion to approve the minutes with correction was made by Commissioner Thulen and seconded by Vice-Chairman Kiesche.

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23513 through #23547 and Direct Deposit D69600 through D70200, Operating Account, September, 2012.**

Commissioner Thulen had a question regarding the Asbury Park press. He wanted to know if we have to continue to advertise in the paper or can we just use the website. Mr. Matthews said that we are required to advertise in a newspaper. Chairman Scaturro asked for an explanation regarding the Public Management Course, in Syracuse, New York. Mr. Matthews said the Authorities policy is that all employees are entitled to take courses to further their education. Chairman Scaturro asked if this course was being offered closer than Syracuse. Mr. Matthews said no, this was the closest one. Chairman Scaturro said going forward the Board would like to be notified before if a class is going to exceed \$1,000.00. Commissioner Catalano asked who is required to take this course and is it required. Mr. Matthews said it is required for the Executive Director however; any employee who is interested can take the course. Mr. Catalano asked if Thomas Furlongs voucher is his monthly fee. Mr. Matthews said yes. Motion to approve for payment vouchers #23513 through #23547 and Direct Deposit D69600 through D70200, Operating Account, was made by Vice-Chairman Kiesche and seconded by Commissioner Schick. Upon roll call, all Commissioners voted "Aye".

**Item #2A: Authorization by the Board of Commissioners to approve for payment voucher # 23548, Operating Account, September, 2012.**

Motion to approve for payment voucher #23548, Operating account, was made by Commissioner Catalano and seconded by Commissioner Thulen.

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25528 through #25591 and Direct Deposit D2787 through D2862, Section 8 Account, September, 2012.**

Motion to approve for payment vouchers #25528 through #25591 and Direct Deposit D2787 through D2862, Section 8 Account was made by Vice-Chairman Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment voucher #2162, Tenant Security Refund Account, September, 2012.**

Authorization by the Board of Commissioners to approve for payment voucher #2162, Tenant Security Refund Account was made by Vice-Chairman Kiesche and seconded by Commissioner Thulen. Upon roll call all Commissioners voted "Aye".

**Item #5: Report of Assistant Executive Director**

Mr. Matthews read his report and answered general questions for those present.

**Item #6: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick to amend the Section 8 Program Policy pertaining to verifying HQS Deficiencies remotely for annual or interim inspections.**

Chairman Scaturro asked Mr. Matthews for a brief explanation. Mr. Matthews explained why this resolution was necessary. Motion to approve the amendment to the Section 8 Program Policy pertaining to verifying HQS Deficiencies remotely for annual or interim inspections was made by Vice-Chairman Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

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

Mr. Matthews read the report for those present.

**Item #8: Committee Reports**

**A. Building and Grounds Committee**

Chairman Scaturro read the report for those present.

**B. Budget and Finance Committee**

Commissioner Thulen read the report for those present.

**B1. Budget Comparison Report**

Chairman Scaturro read the report for those present.

**Item #9: Tenant Comments.**

Florence Tillotson, George Conway resident praised the work ethics of Mr. Matthews and wanted it noted for the record. She also made the Board and all in attendance aware of the Annual Senior Breast Cancer walk. Wilma Flagg, Forge Pond resident also wanted the Board to know how wonderful Mr. Matthews is doing as Director of the Authority and how grateful the residents are for him.

**Item #10: Report of Attorney.**

None to report.

**Item #11: New Business**

Mr. Furlong held a discussion with the Board regarding the notice from PHADA and NAHRO, which pertains to the recapture of 2012 operating subsidy. HUD took back from the Housing Authority \$277,000.00 in 2012. In an attempt to try and re-coop these funds the Housing Authority may want to join the litigation sponsored by PHADA and NAHRO. The Commissioners discussed this litigation and instructed the Executive Director to call NAHRO to seek an extension to join litigation as the deadline date was October 1, 2012. The Director will report back to the Board and a decision will be made at the next meeting.

**Item #12: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.**

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing contracts and personnel was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 6:45 P.M.

Motion to open the meeting to the public was made by Chairman Scaturro and seconded by Commissioner Kiesche. The meeting was opened at 7:15 P.M.

Commissioner Catalano made a motion to accept personnel issues that were discussed in closed session. Commissioner Schick seconded the motion. Upon roll call, all Commissioners voted "Aye".

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



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Anthony Matthews  
Secretary/Assistant Executive Director

Adjournment

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – NOVEMBER 8, 2012**

**Present:**     **Stephen S. Scaturro, Chairman**  
                  **Edward Kiesche, Vice-Chairman**  
                  **Michael Thulen Jr., Commissioner**  
                  **John Catalano, Commissioner**  
                  **Allure Cawley, Resident Commissioner**

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

**Absent:**     **Paul Hayes, Commissioner**  
                  **Stanley Schick, Commissioner**

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**Call To Order:**     Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at the George Conway Community Room. He explained that the October meeting was rescheduled to today's date because of Hurricane Sandy and due to power outages the location of the meeting was changed as well. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to**  
**The Flag:**         Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**         Upon roll call, the following Commissioners answered present: Cawley, Catalano, Thulen, Vice-Chairman Kiesche and Chairman Scaturro. 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 September 17, 2012.**

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

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23549 through #23609 and Direct Deposit D70300 through D72000, Operating Account, October, 2012.**

Motion to approve for payment vouchers #23549 through #23609 and Direct Deposit D70300 through D72000, Operating Account, October, 2012 was made by Commissioner Thulen and seconded by Commissioner Kiesche. Upon roll call, Commissioners Thulen, Catalano and Kiesche voted "Aye". Commissioner Scaturro voted "Aye" on all except voucher #23604 in which he abstained. Commissioner Cawley abstained to all.

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25592 through #25655 and Direct Deposit D2863 through D2936, Section 8 Account, October, 2012.**

Motion to approve for payment vouchers #25592 through #25655 and Direct Deposit D2863 through D2936, Section 8 Account, October, 2012 was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, Commissioners Catalano, Thulen, Kiesche and Chairman Scaturro voted "Aye". Commissioner Cawley abstained.



**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2163 through #2164, Tenant Security Refund Account, October, 2012.**

Motion to approve for payment vouchers #2163 through #2164, Tenant Security Refund Account, October, 2012 was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, Commissioners Catalano, Thulen, Kiesche and Chairman Scaturro voted "Aye". Commissioner Cawley abstained.

**Item #5: Authorization by the Board of Commissioners to approve for payment voucher #4120, Capital Fund Account, October, 2012.**

Motion to approve for payment voucher #4120 was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, Commissioners Thulen, Kiesche and Chairman Scaturro voted "Aye". Commissioners Catalano and Cawley abstained.

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

Mr. Matthews read his report for those present.

**Item #7: Resolution by the Board of Commissioners certifying review and authorizing submission of the Annual Independent Audit to the Local Finance Board of the State of New Jersey.**

Mr. Jerry Conaty from the firm of Holman and Frenia presented the June 30, 2012 audit to the Board of Commissioners. He stated the audit contained an unqualified opinion which means the financial statements of the Authority were clearly stated and the Authority had no material instances of noncompliance with regards to its Federal, State and local awards. He also discussed the financial statements including the balance sheet and schedule of revenue and expenses. Finally he went over the two (2) findings that included an issue regarding procurement of various contracts and an overpayment to our trash collector. He noted both finding have been subsequently corrected. He thanked the Brick staff for their professionalism during the audit fieldwork.

**Item #8:** Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing contract between the Housing Authority and the transport workers union, Local #225, for the three-year period July 1, 2012 through June 30, 2015.

Motion authorizing contract between the Housing Authority and the transport workers union, Local #225, for the three-year period July 1, 2012 through June 30, 2015 was made by Commissioner Kiesche and seconded by Commissioner Thulen. Commissioner Catalano thanked Tom Furlong, the Housing Authority's fee accountant for his assistance with the negotiations. Upon roll call, Commissioners Thulen, Catalano, Kiesche and Chairman Scaturro voted "Aye". Commissioner Cawley abstained.

**Item #9:** Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick authorizing the revision of the payment standards for the Section 8 Housing Choice voucher program.

Motion authorizing the revision of the payment standards for the Section 8 Housing Choice voucher program was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, Commissioners Thulen, Catalano, Kiesche and Chairman Scaturro voted "Aye". Commissioner Cawley abstained.

**Item #10:** Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick awarding a contract for Building Maintenance/Janitorial Services for a two year period (11/1/2012-10/31/2014) to JMB Cleaning.

Motion awarding contract for building maintenance/janitorial services for a two year period (11/1/12 – 10/31/14) to JMB Cleaning, of Toms River, New Jersey was made by Commissioner Catalano and seconded by Commissioner Thulen. 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 contract for elevator maintenance at Forge Pond and George J. Conway Apartment Buildings to Statewide Elevator.**

Motion awarding a contract for elevator maintenance at Forge Pond and George Conway apartment buildings to Statewide Elevator, Succasunna, New Jersey was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #12: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick increasing salary of Assistant Executive Director.**

Motion to approve was made by Commissioner Kiesche and seconded by Chairman Scaturro. Upon roll call, Commissioner Kiesche and Chairman Scaturro voted "Aye". Commissioners Catalano, Cawley and Thulen abstained.

**Item #13: Tenant/Applicant Status Report.**

Mrs. Nicholson read the report for those present.

**Item #14: Committee Reports**

**A. Building and Grounds Committee**

Chairman Scaturro read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Thulen read the report for those present.

**Item #15: Tenant Comments.**

Many residents from the complex thanked Dan Esposito, Mike Nilan and Mr. Matthews for being present and making sure everyone was ok and felt safe during and after Hurricane Sandy.

**Item #16: Report of Attorney.**

None to report.

**Item #17: New Business**

None to report

**Item #18: Resolution by the Board of Commissioners authorizing the meeting to be closed to the public for the purpose of discussing and/or reviewing matters exempt under the Public Open Meetings Act (P.L. #1975) in executive session.**

Motion to close the meeting to the public and go into Executive Session for the purpose of discussing contracts and personnel was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye". The meeting was closed at 8:15 P.M.

Motion to open the meeting to the public was made by Commissioner Catalano and seconded by Commissioner Kiesche. The meeting was opened at 8:30 P.M.

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

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Anthony Matthews  
Secretary/Assistant Executive Director

Adjournment

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – NOVEMBER 26, 2012**

**Present:**     **Stephen S. Scaturro, Chairman**  
                  **Edward Kiesche, Vice-Chairman**  
                  **Paul Hayes, Commissioner**  
                  **Michael Thulen Jr., Commissioner**  
                  **Stanley Schick, Commissioner**  
                  **Allure Cawley, Resident Commissioner**

AGENDA ITEM #

MEETING DATE

12/17/12

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

**Absent:**     **John Catalano, Commissioner**

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**Call To Order:**     Chairman Scaturro called the Regular Meeting of the Housing Authority of the Township of Brick to order at 7:30 P.M. at 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:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Cawley, Hayes, Schick, Thulen, Vice-Chairman Kiesche and Chairman Scaturro. 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 November 8, 2012.**

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

**Item #2: Resolution by the Board of Commissioners authorizing the transfer of \$4,500.00 of the Laundry Services Commissions to fund the Tenant Service Account.**

Motion to approve the Resolution authorizing the transfer of \$4,500.00 of the laundry services commissions to fund the Tenant Service account was made by Commissioner Thulen, and seconded by Commissioner Hayes. Mr. Matthews added this will fund the Holiday Breakfast Buffet for all the residents. Upon roll call, all Commissioners voted "Aye".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #23610 through #23653 and Direct Deposit D72100 through D73200, Operating Account, November, 2012.**

Motion to approve for payment vouchers #23610 through #23653 and Direct Deposit D72100 through D73200, Operating Account was made by Commissioner Thulen and seconded by Commissioner Hayes. Upon roll call, all Commissioners voted "Aye".

**Item #4:** Authorization by the Board of Commissioners to approve for payment vouchers #25656 through #25714 and Direct Deposit D2937 through D3008, Section 8 Account, November, 2012.

Motion to approve for payment vouchers #25656 through #25714 and Direct Deposit D2937 through D3008, Section 8 Account was made by Commissioner Thulen and seconded by Commissioner Kiesche. Commissioner Kiesche asked if any of our Section 8 participants were displaced due to Hurricane Sandy. Mr. Matthews explained that the Section 8 staff reached out to their residents and the ones that were affected were relocated. Upon roll call, all Commissioners voted "Aye".

**Item #5:** Authorization by the Board of Commissioners to approve for payment vouchers #2165 through #2166, Tenant Security Refund Account, November, 2012.

Motion to approve for payment vouchers #2165 through #2166, Tenant Security Refund Account, was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #6:** Authorization by the Board of Commissioners to approve for payment voucher #3119, Tenant Service Account, November, 2012.

Motion to approve for payment voucher #3119, Tenant Service Account, was made by Commissioner Kiesche and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #7:** Report of Executive Director.

Mr. Matthews read his report for those present.

**Item #8:** Tenant/Applicant Status Report.

Ms. Nicholson read the report for those present.

**Item #9: Committee Reports**

**A. Building and Grounds Committee**

Chairman Scaturro read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Thulen read the report for those present.

**Item #10: Tenant Comments.**

Many residents throughout the complex praised the new cleaning company. Pete Dunne, George Conway resident asked if the Board would reconsider giving Anthony Matthews a raise. Chairman Scaturro said that issue will appear on the agenda at a later date. Marie Polloway, George Conway resident complained about the laundry machines not being operable for a week. There was a discussion regarding the procedures for when the machines are not working and Mr. Matthews explained that as soon as he is made aware of this situation he called the company immediately. Wilma Flagg, Forge Pond spoke on behalf of the Forge Pond residents regarding the growing number of vandalism at Forge Pond. Mr. Matthews made the Board and residents in attendance aware that he is working on getting additional security cameras at Forge Pond to help alleviate this problem. Council-Liaison Bob Moore wished everyone Happy Holidays and asked how we fared during the storm with our generators and we should look into natural gas generators. Mr. Matthews said he would look into alternatives since our generators are very old. Jean Simons, George Conway made the Board aware that the Breast Cancer Walk that is held every year, organized by Flo Tillotson raised \$3,000. Joseph Martino, David Fried made the Board aware that he loves living here and that he had a problem with bullying from another resident and thanked Mr. Matthews for stepping in and putting a stop to it. Frank Carnesi, Forge Pond had several complaints regarding a work order that he said was never done and another tenant's son who keeps getting drunk and assaulting other residents. Mr. Matthews said he will investigate both issues.



**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 Thulen and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".



Anthony Matthews  
Secretary/Assistant Executive Director

Adjournment

**HOUSING AUTHORITY OF THE TOWNSHIP OF BRICK**  
**BOARD OF COMMISSIONERS MEETING – DECEMBER 17, 2012**

**Present:**     **Stephen S. Scaturro, Chairman**  
                  **Edward Kiesche, Vice-Chairman**  
                  **Paul Hayes, Commissioner**  
                  **Michael Thulen Jr., Commissioner**  
                  **Stanley Schick, Commissioner**  
                  **John Catalano, Commissioner**

AGENDA ITEM #

MEETING DATE

1  
1/28/13

**Anthony Matthews, Assistant Executive Director**  
**Joseph Coronato, Esq. HATB Legal Counsel**  
**Nancy Nicholson, Service Coordinator**

**Absent:**     **Allure Cawley, Resident Commissioner**

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**Call To Order:**     Chairman Scaturro 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. He announced that this meeting was being held in accordance with the Open Public Meetings Act of the State of New Jersey (Sunshine Law) and adequate notice has been given.

**Salute to**  
**The Flag:**

Chairman Scaturro led the assembly in the salute to the Flag.

**Roll Call:**

Upon roll call, the following Commissioners answered present: Hayes, Schick, Thulen, Catalano, Vice-Chairman Kiesche and Chairman Scaturro. Also present were Joseph Coronato, 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 November 26, 2012.**

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

**Item #2: Authorization by the Board of Commissioners to approve for payment vouchers #23654 through #23694 and Direct Deposit D73300 through D73800, Operating Account, December, 2012.**

Motion to approve for payment vouchers #23654 through #23694 and Direct Deposit D73300 through D73800, Operating Account, was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item#2A: Authorization by the Board of Commissioner to approve for payment vouchers #23695 through #23704 and Direct Deposit D73900 through D74800, Operating Account, December, 2012.**

Motion to approve for payment vouchers #23695 through #23704 and Direct Deposit D73900 through D74800, Operating Account was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #3: Authorization by the Board of Commissioners to approve for payment vouchers #25715 through #25772 and Direct Deposit D3009 through D3077, Section 8 Account, December, 2012.**

Motion to approve for payment vouchers #25715 through #25772 and Direct Deposit D3009 through D3077, Section 8 Account, was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

**Item #4: Authorization by the Board of Commissioners to approve for payment vouchers #2167 through #2169, Tenant Security Refund Account, December, 2012.**

Motion to approve for payment vouchers #2167 through #2169, Tenant Security Refund Account, was made by Commissioner Catalano 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 #3120 through #3122, Tenant Service Account, December, 2012.**

Mr. Matthews explained that this was for the Tenant Holiday Breakfast Buffet, which would be held on December 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> of December in each Community Room. Motion to approve for payment vouchers #3120 through #3122, Tenant Service Account, was made by Commissioner Catalano and seconded by Commissioner Kiesche. Upon roll call, all Commissioners voted "Aye".

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

Mr. Matthews read his report for those present.

**Item #7: Resolution by the Board of Commissioners of the Housing Authority of the Township of Brick Establishing Rent Reasonableness.**

Motion to approve the Housing Authority of the Township of Brick to establish Rent Reasonableness was made by Commissioner Catalano and seconded by Commissioner Thulen. Upon roll call, all Commissioners voted "Aye".

**Item #8: Resolution by the Board of commissioners of the Housing Authority of the Township of brick awarding a contract for Snow and Ice removal services to R. Collins. Enterprises Inc.**

Chairman Scaturro pointed out a difference in inches on the resolution. Mr. Matthews said that it was a typo on the resolution and it would be corrected. Motion to approve awarding contract for Snow and Ice removal services to R. Collins Enterprises Inc. with the correction was made by Commissioner Catalano and seconded by Commissioner Kiesche. 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**

Commissioner Schick read the report for those present.

**B. Budget and Finance Committee**

**B1. Budget Comparison Report**

Commissioner Thulen read the report for those present.

**Item #11: Tenant Comments.**

None to report.

**Item #12: Report of Attorney.**

Mr. Coronato wished everyone a Happy Holiday and said he had nothing new to report.

**Item #13: New Business**

Commissioner Hayes asked for a motion given the staff of the Authority Christmas Eve off. Commissioner Schick seconded the motion. Upon roll call, Commissioners Hayes and Schick voted "Aye". Commissioners Thulen, Catalano, Vice-Chairman Kiesche and Chairman Scaturro voted "No".

**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 Commissioner Thulen and seconded by Vice-Chairman Kiesche. Upon roll call, all Commissioners voted "Aye".



Anthony Matthews  
Secretary/Assistant Executive Director

Adjournment