

MINUTES
Virtual Meeting
JUNE 29, 2020

The regular meeting of the Housing Authority of the Township of Brick was held on June 29, 2020 at 6:30 PM virtually hosted by Zoom.

The meeting was called to order by Chairman Jampel at 6:30 PM. Chairman Jampel said that due to the COVID-19 virus and a special law that was passed allowing businesses to hold virtual meetings under the circumstances the Board of Commissioners elected to use this option.

The meeting began with a moment of silence for our Country and first responders and then roll call.

Upon Roll Call those present were:

Commissioner Oliver

Vice Chairman Dyer

Commissioner Linkin

Chairman Jampel

Commissioner Russell

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

Absent from the meeting was Commissioner Dunne and Commissioner Mammano.

APPROVAL OF MINUTES

Motion to approve the open session minutes from the Board of Commissioners meeting held on May 18, 2020 was made by Vice Chairman Dyer and seconded by Commissioner Russell. Upon roll call, Commissioner Russell, Commissioner Linkin, Vice Chairman Dyer and Chairman Jampel voted "Aye". Commissioner Oliver abstained because she did not attend this meeting.

TREASURER'S REPORT

Vice Chairman Dyer read the treasurers report for those in attendance.

Motion to approve Section 8 payment checks #30873 through #30895 and Direct Deposit payments #2111 through #2204 was made by Commissioner Russell and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted "Aye".

Motion to approve BHA operating payment checks #26206 through #26210 was made by Commissioner Russell and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted "Aye".

Motion to approve BHCDC RAD Operating Payment Checks #1524 through #1550 was made by Commissioner Russell and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted "Aye".

Motion to approve Tenant Security Refund checks #72 through #73 was made by Commissioner Russell and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted "Aye".

EXECUTIVE DIRECTOR REPORT

The Executive Director gave monthly report to commissioners and residents in attendance and highlighted all efforts and procedures the Housing Authority has taken in regards to the COVID-19 Virus.

NEW BUSINESS

- Resolution **2020-13** authorizing execution of a contract for Fee Accountant Services for the period July 1, 2020 through June 30, 2021 to Thomas Furlong, CPA.

Commissioner Russell on behalf of the Finance Committee met to review all professional bids. She explained that one proposal was received for the Fee Accountant Services in the amount \$24,000.00 for the period July 1, 2020 through June 30, 2021 and the Finance Committee recommends the award of contract go to Thomas Furlong, CPA. Motion to approve Thomas Furlong, CPA for the Fee Accountant services was made by Commissioner Russell and seconded by Commissioner Oliver. Upon roll call, all Commissioners voted "Aye".

- Resolution **2020-14** authorizing execution of a contract for Independent Audit Services for the period FYE June 30, 2020 to Novogradic and Company.

Commissioner Russell on behalf of the Finance Committee met to review all professional bids. She explained that one proposal was received for the Auditor in the amount \$11,590.00 for the period FYE June 30, 2020 and the Finance Committee recommends the award of contract go to Novogradic and Company. Motion to approve Novogradic and Company for the Auditor services was made by Commissioner Russell and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted "Aye".

- Resolution **2020-15** authorizing execution of a contract for General Legal Services for the period July 1, 2020 through June 30, 2021 to Brady & Kunz, Attorneys at Law.

Commissioner Russell explained that two proposals were received for the General Legal Services and after review by the Finance Committee they recommend the award of contract go to the firm of Brady and Kunz, Attorneys at Law. Motion to approve Brady and Kunz, Attorneys at Law for the General Legal services was made by Commissioner Russell and seconded by Commissioner Linkin. Upon roll call, all Commissioners voted "Aye".

Mr. Brady thanked the Board for their continued support and he looks forward to another great year representing the Authority.

- Resolution **2020-16** Authorizing write off of accounts receivable for prior tenants who ceased tenancy with amounts still due to the Authority.

Mr. Naszimento gave an explanation as to why at the end of our fiscal year there may be a need to write off amounts that tenants leave when they no longer live at the Authority. After a brief discussion, motion to approve write off of accounts receivable for prior tenants who ceased tenancy with amounts still due to the Authority was made by Commissioner Linkin and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted "Aye".

- Resolution **2020-17** approving the Board of Commissioners scheduled Board Meeting dates for the period August 2020 through July 2021.

Motion to approve scheduled meeting dates for the period August 2020 through July 2021 was made by Vice Chairman Dyer and seconded by Commissioner Linkin. Upon roll call, all Commissioners voted "Aye".

OLD BUSINESS

None to report.

PUBLIC INPUT

Ms. Patty Stiles, Forge Pond resident asked when her wall will be repaired in her apartment. Mr. Naszimento said that due to COVID, some work has been delayed. Now that the painters will be in to do apartment turnovers he will be sure to put Ms. Stiles on the schedule.

Ms. Linda Cicchetto, George Conway resident asked if elections are still being held in the George Conway Community room. Mr. Naszimento said yes the elections are still being held at our facility and that the Board of Elections will be practicing social distancing and follow guidelines set forth by our Governor.

ELECTION OF OFFICERS/RE-ORANIZATIONAL

Before the regular meeting ended Chairman Jampel noted that due to time restriction with holding a virtual meeting he will now turn the meeting over to the Executive Director to hold the re-organizational meeting.

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

Commissioner Dyer nominated Commissioner Jampel for the position of Chairperson. Commissioner Russell seconded the nomination.

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

Upon roll call, for Commissioner Jampel to be elected as Chairman, Commissioners Russell, Linkin, Oliver, and Dyer voted "Aye". Commissioner Jampel abstained.

Chairman Jampel thanked everybody and assumed the chair to open the floor for nominations for Vice Chairperson.

Commissioner Russell nominated Commissioner Dyer for the position of Vice Chairman and Commissioner Oliver seconded this nomination.

Commissioner Russell moved to close nominations and Commissioner Oliver seconded. The Board indicated "Aye" to close nominations for Vice Chairman.

Upon roll call for the nomination of commissioner Dyer as Vice Chairman Commissioners Russell, Oliver, Linkin and Chairman Jampel voted "Aye". Commissioner Dyer abstained.

ADJOURNMENT

There being no further business to be brought before the Commissioners, motion to adjourn was made by Commissioner Russell and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 7:01 PM.



Jacob C. Naszimento,
Executive Director/Secretary