

MINUTES
Regular Meeting
April 21, 2025

The regular meeting of the Housing Authority of the Township of Brick was held on Monday, April 21, 2025 at 6:30pm at the David Fried Community Room

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

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

Upon Roll Call those present were:

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| Commissioner Russell | Vice Chairman Dyer (via zoom) |
| Commissioner Linkin | Chairman Jampel |
| Commissioner Oliver (via zoom) | |

Also present were Jacob Naszimento, Executive Director, and Tom Kunz, Board Attorney and Tom Furlong, BHA Accountant.

Absent from the meeting was Commissioner Dunne.

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

APPROVAL OF MINUTES

A motion to approve the open session minutes from the Board of Commissioners meeting held on March 24, 2025, was made by Commissioner Russell, and seconded by Vice Chairman Dyer. Chairman Jampel noted that during the March 24th meeting, the Board entered a closed session and requested that the minutes from that session be presented at the next Board meeting. Upon roll call, all Commissioners voted "Aye".

EXECUTIVE DIRECTOR REPORT

Mr. Naszimento presented his monthly report to the attendees, providing an overview of the tasks successfully completed and those initiated throughout the month.

TREASURER'S REPORT

Mr. Furlong read the treasurer's report for those in attendance. Motion to approve the Section 8 payment checks #32022 through #32045 and direct deposit #6868 through #7041, BHA operating payment checks #26459 through #26462, RAD Operating payment checks #3314 through #3348, security deposit refund payment checks #179 through #182, was made by Commissioner Linkin and seconded by Commissioner Russell. Payment vouchers were approved unanimous consent.

OLD BUSINESS

Mr. Naszimento reported that an engineering company was onsite today to assess the domestic hot water system. Their inspection included the boiler room, laundry room, and community room kitchen, as well as a review of the vertical pumps. They are scheduled to return on Thursday to continue their evaluation. He added, next will be the scheduling of a balancing company to test the water flow throughout the building. Chairman Jampel inquired whether a detailed schedule of the process was available and, if not, requested that one be created and shared with the Board and residents to ensure transparency. The Chairman then opened the floor for resident comments, during which it was noted that the water had been functioning well for a few hours over the past few weeks. He also emphasized the importance of residents reporting any water-related issues to the office, as this information would assist the engineers in their ongoing work.

NEW BUSINESS

- **Resolution #2025-5 Approving the Introduction of the 2025/2026 Annual Budget.**

A motion to approve the introduction of the 2025/2026 Annual Budget was made by Commissioner Linkin and seconded by Commissioner Russell. Mr. Naszimento explained that this resolution is a standard requirement, presented annually and submitted to the state. Commissioner Russell highlighted that the Finance Committee, in collaboration with Mr. Naszimento, conducted a detailed line-by-line review of the budget with Mr. Tom Furlong, the fee accountant. She then introduced Mr. Furlong, who provided a thorough overview of the budget for the fiscal year spanning July 1, 2025, to June 30, 2026. Mr. Furlong clarified that this budget presentation serves as an introduction, which will be submitted to the state and brought back to the Board in June for formal adoption. He outlined an 8% increase in revenue, primarily attributed to higher interest income, alongside an 8% rise in expenses, including enhanced staff training to address new HUD regulations. The budget also designates \$400,000 for capital expenses for the boilers at Conway and anticipates a surplus of \$605,898. Additionally, he noted rising insurance costs and affirmed that the debt service ratio remains above the required debt service coverage ratio of 1.15%. With the motions already in place, the Board unanimously voted "Aye."

- **Resolution #2025-6 Authorizing the advertisement for Fee Accountant Services.**

Chairman Jampel explained that our professional contracts for accounting, auditing, and legal services are limited to one-year terms, requiring us to request proposals annually. The next three resolutions pertain to authorizing advertisements for these proposals. The motion to approve the advertisement for accounting services was made by Commissioner Linkin and seconded by Vice Chairman Dyer. Upon roll call, all commissioners voted unanimously.

- **Resolution #2025-7 Authorizing the advertisement for single audit of low-income Project Based Housing and Section 8 Housing Choice Voucher Program FYE 6/30/25.**

Motion authorizing the advertisement for single audit of low-income project-based housing and section 8 Housing Choice Voucher Program FYE 6/30/25 was made by Commissioner Russell and seconded Vice Chairman Dyer. Upon roll call, all Commissioners voted unanimously.

- **Resolution #2025-8 Authorizing the advertisement for General Legal Services.**

Motion authorizing the advertisement for General Legal Services was made by Commissioner Linkin and seconded by Vice Chairman Dyer. Upon roll call, all Commissioners voted unanimously.

- **Resolution #2025-9 Authorizing the advertisement for the opening of our Section 8 Project Based Waiting List.**

Mr. Naszimento informed the Board that the project-based housing waiting list has been reduced to the final 30 applicants. This list is for individuals seeking residency in one of the three buildings located on the property. Since its initial opening a year ago, the waiting list has dwindled quickly. For those who know someone who may be interested in applying, the preliminary application will be available on the BHA website. Applications will be accepted from May 1st to August 31st, unless the Board decides to close the application period earlier. A motion to authorize the advertisement for the waiting list opening was made by Commissioner Linkin and seconded by Commissioner Russell. Upon roll call, all Commissioners voted unanimously.

- **Resolution #2025-10 Authorizing the advertisement for the opening of our Section 8 Housing Choice Voucher Program Waiting List.**

A motion to authorize the advertisement for the opening of the Section 8 Housing Choice Voucher program was made by Commissioner Linkin and seconded by Vice Chairman Dyer. Mr. Naszimento noted this is another program overseen by this authority and provided an overview of the program, noting that typically because it's highly popular and in demand the waiting list for the program will be open for one week, from May 12th through May 16th. Interested applicants can complete the preliminary application by visiting the Brick Housing Authority's website. Preference will be given to veterans and individuals who live/work in Brick. Upon roll call, all commissioners voted in favor of the motion.

- Resolution 2025-11 authorizing the Board Secretary to redact sensitive information from public records.

A discussion was led by Mr. Kunz, HATB Attorney, regarding public minutes and the request to redact sensitive information upon request. Commissioner Russell inquired whether more than just the Executive Director should have the authority to redact. Chairman Jampel proposed amending the resolution to replace the Executive Director with the Board Secretary. He clarified that the Board Secretary would inform the Board members when a redaction is requested, allowing the Board to review and provide guidance. Commissioner Russell made a motion to approve Resolution #2025-11 with the revised wording, replacing "Executive Director" with "Board Secretary." The motion was seconded by Commissioner Linkin. Upon roll call, all commissioners voted in favor.

PUBLIC INPUT

Motion to open the meeting to the public was made by Commissioner Linkin and seconded by Commissioner Russell. The meeting was open to the public at 6:55pm.

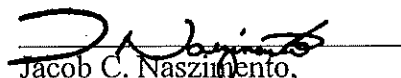
Judy Henry, a resident of George Conway, expressed her continued gratitude to the Board and Staff for all they do for the residents. However, she noted that the library's air conditioning unit is non-functional and there is a gap in the wall that allows outdoor air and bugs to enter through the crack. She requested that a new air conditioning unit be purchased, and the wall repaired to ensure the unit fits properly. Mr. Naszimento stated that he will discuss the matter with the Building and Grounds Committee.

Patty Vogel, a resident of David Fried, expressed her thoughts regarding the landscaping, she stated David Fried has hardly any grass and when the landscapers come through, they blow so much dust and dirt around the complex. She also requested the Dryer vent covers on the outside of the buildings be replaced since many are missing and critters go and live inside of there. Mr. Naszimento said he is on top of this, and the vent covers have been ordered and work will be complete with in a couple of weeks.

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

Adjournment:

There being no further business to be brought before the Commissioners, motion to adjourn was made by Vice Chairman Dyer and seconded by Commissioner Russell. Upon roll call, all Commissioners voted "Aye". The meeting was adjourned at 7:15PM.


Jacob C. Naszimento,
Executive Director/Secretary