

REGULAR MEETING OF APRIL 17, 2018

The Commissioners of the Housing Authority of the Township of Neptune, in the County of Monmouth, met in regular session in the conference room at 1810 Alberta Avenue, Neptune, New Jersey. Chairperson Holland called the meeting to order at 5:33 P.M. Mr. Cook called the roll.

Present: Commissioners Foster, Griggs, Holland, Holly, Johnson and Vuono
Absent: Wright

It was announced that the requirements of R.S. 10:4-18 has been satisfied by the publication of the required advertisement in the Coaster and in the Asbury Park Press on April 11, 2017, posted on the bulletin board in the Central Office of the Housing Authority of the Township of Neptune and filing said notice with the Municipal Clerk of the Township of Neptune. In case of a fire, the stairways to the right and left will be utilized as our emergency exits.

Minutes:

The minutes from the Reorganization meeting of April 3, 2018, were offered for approval by Commissioner Johnson and seconded by Commissioner Foster. The "Ayes" and "Nays" were as follows:

Ayes: Commissioners Foster, Holland, Holly, Johnson and Vuono
Nays: None

The Chairperson thereupon declared the motion carried.

Let the record reflect Commissioner Wright arrived at 5:44 pm

Financial Report:

The board reviewed the Financial Report for March. The Chairperson asked if there were any questions regarding the financial report for March 2018, being none Commissioner Johnson moved to accept and Commissioner Holly offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioners Foster, Holland, Holly, Johnson, Vuono and Wright
Nays: None

The Chairperson thereupon declared the motion carried.

Bills to Be Paid for the Month of April 2018

ACCURATE TREE SERVICE	\$3,000.00	NORTHWIND (MARCH)	\$12,036.89
ACTION PEST CONTROL	\$2,650.00	NORTHWIND (APRIL)	\$7,735.47
BALANIKAS PAINTING	\$1,820.00	PILOT ELECTRIC	\$7,547.25
BELFOR USA GROUP, INC.	\$6,720.47	STANDARD SUPPLY	\$1,665.00
BRADLEY CAR CARE	\$3,265.91	TOWNSHIP FMS	\$1,935.25
GE APPLIANCES	\$1,479.00	TRIMALAWN EQUIPMENT	\$2,735.62
MCS, INC. - (PHA-WEB)	\$1,639.95	STAPLES	\$1,689.74
A-GENERAL PLUMBING	\$1,055.00	TOWNSHIP OF NEPTUNE - FUEL	\$1,018.94
M.T.B. LLC - CFP-2017	\$85,967.27	ZEP	\$1,033.06
OCA ARCHITECTS - 2017 CFP	\$1,288.00		

Commissioner Holly questioned the Northwind Mechanical Bill; what type of work the contractor does. Mr. Cook stated they fix the boilers and heating units. Northwind Mechanical was awarded the bid contract for boiler repairs. IB Miller was our old contractor and they are out of business. A motion was offered to pay the presented bills by Commissioner Johnson and Commissioner Holly offered the second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Holland, Holly, Johnson, Vuono and Wright
Nays: None

The Chairperson thereupon declared the motion carried.

Let the record reflect Mr. Wigenton arrived at 5:51 pm.

Resident Arrears Report: Mr. Wigenton stated that there were 6 non-payments filed for the month of April. Court will be held on April 27, 2017. There was 1 non-payment filed Monday, April 16, 2018 and will be heard on next months court date.

Mr. Wigenton also handed out a graph showing each month the totals for Complaints, Dismissals, Stipulations and Warrants from last year. Commissioner Holly asked what a Stipulant was; Mr. Wigenton answered it is an agreement between the housing authority and the tenant. Commissioner Wright moved to accept and Commissioner Johnson offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioners Foster, Holland, Holly, Johnson, Vuono and Wright
Nays: None

The Chairperson thereupon declared the motion carried.

Committee Reports:

Chairperson Holland read the Maintenance and Modernization reports that were submitted into the record. Commissioner Holland asked how the new PHA-Web software was working out. Mr. Cook answered with any new program there are a few glitches but we are working them out.

Commissioner Holly reported the Personnel Committee had a quick meeting to review three housing authority's personnel policies that were received. The Committee is proposing a revision for the Employee Discipline section of our Personnel Policy.

Correspondence:

Commissioner Griggs emailed; Thank you for the get well basket. It was very nice and much appreciated.

Old Business:

New Business:

Chairperson Holland mentioned the Atlantic City NAHRO Conference is coming up in May, if there is any Commissioner that wants to attend the AC Conference to please contact Mr. Cook.

Mr. Cook mentioned he received an email from HUD with an invite to attend a Conference in Washington, DC on the RAD program in May. We are on their waiting list and were able to submit a registration for me and Joe Mauro to attend. He will keep the board posted on the details as they come available. He said the RAD money takes money out of the public trust for us to be able to replace and restore our units. On another note, Mr. Cook mentioned we have had the architect out at Embury property and would like to put 25 units there, we go before the planning board Wednesday.

The Housing Authority sought proposals for lawn care services for all its sites. Custom Care Services, Inc. submitted a proposal which appeared to be the lowest responsible bidder. The Executive Director Bart J. Cook, ESQ., PHM, Joseph L. Mauro IV, PHM the Director of Operations, Dave Ciarrocca; the Accountant and the Authority's Counsel Kevin P. Wigenton, ESQ. reviewed said proposal and found to be in proper form. Mr. Cook also mentioned outsourcing lawn care services will free up three maintenance mechanics to be able to assist and expedite work orders. A resolution to hire Custom Care Services, Inc. for the 2018 lawn services in the amount of \$28,915.00 was offered by Commissioner Vuono and seconded by Commissioner Foster the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Foster, Holland, Holly, Johnson, Vuono and Wright
Nays:

The Chairperson thereupon declared the motion carried.

Said Motion was Resolution #2029

The Board of Commissioners of the Housing Authority authorized the roof replacement for Richard Stout Homes in the amount of \$205,000.00 at its December meeting. The actual amount for the contract should have been presented as \$219,488.50. A resolution is presented to correct the proposed amount and also approve a change order in the amount of \$17,136.00. Mr. Vuono asked Mr. Cook to clarify the amount of the change order and total proposal. Mr. Cook explained the proposal was for \$219,488.50 and the \$17,136.00 is an additional amount to total. Also there was no indication that the plywood under the roof shingle were in such bad shape. The change order is for the plywood that needed to be replaced. He went on to say that the roof project is completed and all 13 buildings at 48-6

Richard Stout Homes are now equipped with new roofs. A resolution to accept the correction and change order for the Roof Project was offered by Commissioner Johnson and seconded by Commissioner Holly the "Ayes" and "Nays" were as follows:

Ayes: Commissioners Foster, Holland, Holly, Johnson, Vuono and Wright
Nays:

The Chairperson thereupon declared the motion carried.

Said Motion was Resolution #2031

RESOLUTION #2024 has been postponed until the next scheduled meeting

Topic for Discussion:

Public Portion:

Linda Johnson from Neptune mentioned she is pleased to see the board meetings will be held at the different sites over the summer months. She went on to ask the Board how we choose our vendors. Mr. Cook answered there is a bid process. We place a bid in the paper and company's submit proposals. Ms. Johnson showed concern for what has been going on in New York HUD Housing Projects and the hazards associated with lead paint. She asked Mr. Cook if the TNHA has lead paint in any units and if they have been inspected. After a lengthy conversation Mr. Cook stated what he does not know for sure he will look into and let her know his findings.

EXECUTIVE SESSION:

Whereas, Chapter 231 of the Public Laws of 1975, known as the "Open Meetings Law," authorizes a public body to meet in executive or private session under certain limited circumstances; and.

Whereas, said law requires the Board of Commissioners to adopt a resolution at a public meeting before it can meet in such executive or private session;

Now, Therefore Be It Resolved that the Township of Neptune Housing Authority does hereby determine that it is necessary to meet in session prior to adjournment of this public meeting to discuss legal/personnel matters and the matters to be discussed are excluded from public discussion under the law and will be made public when the confidentiality is no longer required.

ADJOURNMENT OF MEETING:

A motion to adjourn was offered by Commissioner Johnson and seconded by Commissioner Foster. The meeting was adjourned at 6:20 p.m.

Bart Cook, Esq., PHM
Executive Director