

# REGULAR MEETING OF SEPTEMBER 19, 2017

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. Vice Chairperson Foster called the meeting to order at 5:45 P.M. Mr. Cook called the roll.

Present: Commissioner Foster, Griggs, Holly, Vuono, Wright  
Absent: Commissioner Holland, Johnson

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 15, 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 of regular meeting of August 15, 2017, were offered for approval by Commissioner Wright and seconded by Commissioner Vuono. The "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright  
Nays: None

The Chairperson thereupon declared the motion carried.

## **Financial Report:**

The Chairperson asked if there were any questions regarding the financial report for August 2017, being none Commissioner Griggs moved to accept and Commissioner Holly offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright  
Nays: None

The Chairperson thereupon declared the motion carried.

## **Bills to Be Paid for the Month of September**

<i>ACTION</i>	<i>\$4,015.00</i>	<i>MARLEE CONTRACTING</i>	<i>\$5,009.45</i>
<i>BALANIKAS PAINTING</i>	<i>\$1,005.00</i>	<i>ROOF MANAGEMENT</i>	<i>\$2,143.00</i>
<i>BRADLEY CAR CARE</i>	<i>\$1,265.54</i>	<i>SHERWIN-WILLIAMS</i>	<i>\$1,368.41</i>
<i>GENERAL ELECTRIC CO.</i>	<i>\$2,345.00</i>	<i>TPK CONSTRUCTION INC.</i>	<i>\$7,375.00</i>
<i>OPEN SYSTEMS INT.</i>	<i>\$2,284.00</i>	<i>ZEP</i>	<i>\$1,366.21</i>

A motion was offered to pay the presented bills by Commissioner Griggs and Commissioner Vuono offered the second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright  
Nays: None

The Chairperson thereupon declared the motion carried.

## **Resident Arrears Report:**

Mr. Wigenton stated there were 11 complaints filed for July for non-payment and all but 2 had paid prior to Court. Both residents were present at court on Friday, August 25, 2017 and both agreed to a payment plan. Mr. Wigenton went on to say there are two(2) non-payment cases for August, court is set for Friday, October 6, 2017 The chairperson asked if there were any questions regarding the Resident Arears report for August 2017, being none Commissioner Holly moved to accept and Commissioner Wright offered a second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright  
Nays: None

The Chairperson thereupon declared the motion carried.

**Committee Reports:**

Commissioner Vuono read the highlights of the Operations report into the record. Commissioner Griggs stated the Finance Committee met with the Accountant, Dave Ciarrocca on September 5, 2017, and feels they have a better idea of how the budget works and with the reduction in operating funds from HUD and the money that was transferred from a CD, looks like we are going to break about even this year.

With that being said, they would like the Committee Reports going forward to look at the Policy & Procedures; opportunity to change some of the policies in place and look for cost saving to the authority. Commissioner Vuono mentioned the travel expenses for the Commissioners have increased over the years substantially and would like to see some of the money allocated for training and travel go toward staff training as well. The Building and Grounds Committee agreed to meet Thursday, October 5, 2017 at 11:00am, one of the things being discussed is the new HUD Smoking Policy.

**Correspondence:****Old Business:****New Business:**

Dave Ciarrocca, TNHA's accountant was in attendance to discuss and answer any questions pertaining to the TNHA finances and Budget proposals. He presented the years Write-offs along with the State Budget and Operating Budget.

The Write-Off for the fiscal year was presented for the Boards consideration. This year's write-off's total of \$8,155.75 will be turned over to the attorney for action. A motion to write off the listed tenants was offered by Commissioner Wright and seconded by Commissioner Griggs, the "Ayes" and "Nays" were as follows:

*Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright*

*Nays: None*

**Said motion was Resolution #2004**

The State Budget for the Neptune Township Housing Authority for the fiscal year beginning 10/1/2017 and ending 9/30/2018 was offered for approval. The named budget was completed and presented to the board for acceptance. A motion was offered to accept by Commissioner Griggs and seconded by Commissioner Holly, the "Ayes" and "Nays" were as follows:

*Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright*

*Nays: None*

**Said motion was Resolution #2005**

The next resolution offered was the Operating Budget for the PHA Fiscal Year Beginning 10/1/2017 and ending 9/30/2018. The named budget was completed and presented to the board for acceptance. The Board of Commissioners of the Neptune Township Housing Authority accepts as presented the PHA Operating Budget. A motion was offered to accept by Commissioner Holly and seconded by Commissioner Griggs, the "Ayes" and "Nays" were as follows:

*Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright*

*Nays: None*

**Said motion was Resolution #2006**

The Authority sought proposals for Architectural/Engineering services for our 2017 Capital Fund Program which includes roof upgrades for Development NJ48-2.6 and sidewalk and parking lot repairs TNHA wide. OCA Architects was awarded the contract for services necessary to prepare the design, bidding & implementation of the 2017 Capital Fund Programs budget items. A motion was offered to accept by Commissioner Wright and seconded by Commissioner Vuono, the "Ayes" and "Nays" were as follows:

*Ayes: Commissioner Foster, Griggs, Holly, Vuono, Wright*

*Nays: None*

**Said motion was Resolution #2007**

**Topic for Discussion:**

**Public Portion:**

Linda Johnson of Neptune Township addressed the board on the roof maintenance that she saw getting done and the impact and damages the hurricane heading our way can do to those roofs? Mr. Cook mentioned that there is no real answer as it would depend on the category of the hurricane and the winds that come with it.

**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 Griggs and seconded by Commissioner Vuono. The meeting was adjourned.

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Bart Cook  
Executive Director