

# REGULAR MEETING OF FEBRUARY 20, 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 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 January 16, 2018, were offered for approval by Commissioner Johnson and seconded by Commissioner Foster. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

## **Financial Report:**

Mr. Cook read the Receipts Report for January 2018. Mr. Cook also pointed out that we received the JIFF funds in the amount of \$37,260.13 for Sandy and that the laundry room coin fund is growing nicely. Commissioner Vuono asked about the delinquency of Rise and Shine and Mr. Cook reported that they are now current. The Chairperson asked if there were any questions regarding the financial report for January 2018, being none Commissioner Foster moved to accept and Commissioner Vuono offered a second. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

## **Bills to Be Paid for the Month of February 2018**

BRADLEY CAR CARE	\$1,271.79	PILOT ELECTRIC	\$3,554.00
EVANS CABINET CORP	\$1,492.00	RAPID FIRE & SECURITY	\$1,440.00
HOME DEPOT	\$1,836.17	RLS SUPPLIES	\$2,266.74
MARLEE CONTRACTOR	\$6,467.93	ROOF MANAGEMENT	\$1,915.25
NORTHWIND MECHANICAL	\$3,116.30	STANDARD SUPPLY	\$1,520.50
NORTHWIND MECHANICAL (Ins.)	\$8,500.00	TPK CONSTRUCTION	\$3,444.75
OPEN SYSTEMS INTER	\$5,952.00	ZEP	\$4,330.02
PCA ENGINEERING	\$2,525.00		

Commissioner Holly asked if the boiler mentioned in the bills is the same one boiler that was repaired before and Mr. Cook answered that it was. Commissioners Vuono and Holly asked about the cameras and monitor station. Mr. Cook reported that there is a monitoring station that is checked when there is an incident. The monitor can be rewound on a 20 to 30 day memory. Chairperson Holland asked when Dave would be in. Mr. Cook stated that Dave gives them about a week notice in advance. A motion was offered to pay the presented bills by Commissioner Holly and Commissioner Johnson offered the second. The "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holland, Holly, Johnson, Vuono  
Nays: None

The Chairperson thereupon declared the motion carried.

Let the record reflect Commissioner Wright arrived at 5:55pm.

**Resident Arrears Report:** Mr. Wigenton stated that there were 6 non-payments filed for the month of January. Court was held on February 16<sup>th</sup>. Prior to court, 4

tenants paid, 1 tenant brought over \$6,000.00 to court and one Warrant of Removal has been filed. Commissioner Holly asked if a tenant was constantly late, would it be grounds for eviction? Mr. Wigenton responded that the tenant would get a Notice to Cease for being habitually late, then a Notice to Quit, followed by a summons and complaint. Commissioner Vuono moved to accept and Commissioner Foster offered a second. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

**Committee Reports:**

Commissioner Vuono read the highlights of the Operations, the Section 8 and the Maintenance and Modernization reports that were submitted in the packages into the record.

Commissioner Holly reported that the Personnel Committee along with Mr. Cook and Mr. Wigenton met twice to discuss changes to the Personnel policy. The Committee reviewed the current policy as well as a policy from North Bergen Housing Authority. They also request copies of other authorities. Lastly, the Committee is proposing a revision for the Employee Discipline section of our Personnel Policy and will be presented tonight.

Commissioner Griggs noted that he wants to set up a Finance Committee meeting with Dave the accountant. Mr. Cook will reach out to Dave for a meeting.

**Correspondence:**

**Old Business:**

**New Business:**

The Board discussed the Community Room fees. Commissioner Foster voiced her concerns about the rooms at 1130 Heck and Ridge Court were not updated and that an increase is not warranted. She also said that there were ants in some of the rooms. A resolution to increase the fee for the Community Room usage to \$150.00 was offered by Commissioner Johnson and seconded by Commissioner Griggs the "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

**Said Motion was Resolution #2021**

The Board discussed the relationship with Rise and Shine and their use of the two offices at 30 Ridge Court. Commission Vuono asked if there was a consideration for an increase. Mr. Cook said that he would explore that at the next renewal. Mr. Cook also reiterated that it was a great, mutual relationship with Rise and Shine Initiative as they sponsored the summer camp previously, A resolution to renew the Rise and Shine Space Usage agreement retroactive to July 1, 2017 for another year was offered by Commissioner Foster and seconded by Commissioner Vuono the "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

**Said Motion was Resolution #2022**

The Board discussed the HUD mandate to pass a No Smoking Policy that will include no smoking in the individual housing units. Commissioner Griggs expressed his opposition to the policy as it would infringe on the rights of residents to live their lives behind closed doors in the privacy of their own homes. Mr. Cook mentioned that he has held two meetings with the residents as required by HUD and more will follow. A Resolution to pass the expanded No Smoking Policy was offered by Commissioner Johnson and seconded by Commissioner Foster the "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

**Said Motion was Resolution #2023**

Commissioner Holly offered the Resolution to update the Discipline section of the Personnel Policy. The proposed policy references that the director would seek the advice of the Personnel Committee and legal counsel when terminating an employee. Chairperson Holland felt that it should state that the director should seek advice from the Board instead of the Personnel Committee. Commissioners Griggs and Johnson voiced their opinion that it should only be the Personnel Committee and not the whole Board. Much discussion was had and the consensus of the Board was to table this resolution for further consideration.

**Said motion was Resolution #2024**

**Topic for Discussion:**

Mr. Cook updated the Board on the 501c3. He passed out a resume of David G. Brown, II as a member of the 501c3 along with Jim Mowcan and Derrick Griggs. Mr. Cook also mentioned that he wants to resume the funding to the 501c3 so that it can seek grants and other operational functions.

**Public Portion:**

Linda Johnson from Neptune asked the Board about the monitoring of the cameras. She wanted to know if they were monitored by staff. Mr. Cook responded that they are only monitored when there is a specific incident requiring viewing.

**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 Vuono. The meeting was adjourned at 6:55 p.m.

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Bart Cook, Esq., PHM  
Executive Director