

## REGULAR MEETING OF October 16, 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 5:35 P.M. Mr. Cook called the roll.

Present: Commissioners Foster, Holland, Holly, Johnson, and Vuono  
Absent: Commissioner Griggs, 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 of regular meeting of September 17, 2018 were offered for approval by Commissioner Vuono and seconded by Commissioner Johnson. 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 5:38 pm

### **Financial Report:**

The board reviewed the Financial Report for September 2018. Chairperson Holland asked the Executive Director if Rise and Shine had paid their balance for their rental of the community room. Mr. Cook replied the Rise & Shine are current with rent; they paid August, September and October this month. Chairperson Holland asked if there were any other questions regarding the financial report for September 2018, being none Commissioner Foster 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 September 2018**

BALANIKAS PAINTING	\$1,050.00	OCA ARCHITECTS	\$8,750.00
BILLOWS	\$1,162.13	PILOT ELECTRIC	\$16,480.00
BRADLEY CAR CARE	\$2,211.46	SHERWIN WILLIAMS	\$1,601.49
GE APPLIANCES	\$5,265.00	TRIMALAWN	\$2,855.18
HOME DEPOT	\$1,202.52	ZEP	\$1,516.97
NORTHWIND MECHANICAL	\$2,831.49		

A motion was offered to pay the presented bills by Commissioner Johnson and Commissioner Wright 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.

**Resident Arrears Report:** Mr. Wigenton stated there were two (2) warrants of removals, both tenants turned in their keys and vacated their apartments. We filed one (1) Notice to Quit and one (1) Notice to Cease. Commissioner Johnson moved to accept and Commissioner Vuono 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.

Let the record reflect Commissioner Griggs arrived at 5:42 pm

**Committee Reports:**

Commissioner Vuono read the highlights of the operations reports that were submitted into the record.

Commissioner Holly reminded Chairperson Holland to schedule a Policy Committee meeting and a Personnel Committee meeting.

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

Chairperson Holland introduced Mr. Rich Larsen, Novogradac & Company who was at the meeting to review the audit for year ending September 30, 2017. Mr. Larsen addressed the Board and went on to explain the three (3) major reports required by Government Standards, if we complied, what they mean and if there were any findings. He was happy to report there were no findings or issues with the audit. However although we are within HUD guidelines as far as liquidity goes we are down \$55,000 from last year. Mr. Larsen also talked about the RAD program, HUD's decrease in funding for Public Housing and how it might benefit us to convert. Mr. Larsen told the Board the Neptune Township Housing Authority's staff is very accommodating and professional and his staff enjoys working with us. He went on to say he is always available and welcomes any questions or concerns the board might have.

The Authority had a need for an additional full time maintenance mechanic. Mr. Ulysses S. Marshall has been employed with us since April 16, 2018 as a probationary full time employee. A Resolution was offered to hire Ulysses S. Marshall effective October 16, 2018 as a permanent full time employee at the salary of \$27,500.00. A motion was offered to accept by Commissioner Johnson and seconded by Commissioner Griggs the "Ayes" and "Nays" were as follows:

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

**Said Motion was Resolution #2043**

Chairperson Holland addressed the Board with a request to go into Executive Session to review a personnel matter. At 6:12 pm a motion to go into Executive Session was offered by Commissioner Johnson and seconded by Commissioner Griggs, the "Ayes" and "Nays" were as follows:

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

**Said motion was Resolution #2044**

At 6:32 pm a motion to return from Executive Session was offered by Commissioner Foster and seconded by Commissioner Johnson, the "Ayes" and "Nays" were as follows:

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

**Said motion was Resolution #2045**

The Personnel Committee of the TNHA has reviewed the salary of the current Housing Authority Executive Director, and whereas with careful deliberation reviewed TNHA finances and agreed to a 3% increase to his base salary retroactive to October 1, 2018. There will be no increase to the Executive Directors auto allowance or to the management pay from Neptune City Housing Authority at this time. Chairperson Holland stated the Executive Directors contract is valid until October 1, 2019 and at that time they will revisit the Executive Directors contract and salary. A resolution approving a 3% increase to the Executive Directors base pay was offered by Commissioner Griggs and seconded by Commissioner Foster, the "Ayes" and "Nays" were as follows:

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

**Said Motion was Resolution #2046****Topic for Discussion:**

**Public Portion:**

Mr. Pat Brennan, 1805B Alberta Avenue Apt. #36 addressed the Board with an issue he has with the heat controls in his apartment. He is unable to control the heat and is requesting new valves. He also asked if he could have a new kitchen light. Mr. Cook advised him to call in a work order at the office tomorrow. Mr. Brennan also advised the board the porch lights are old and not bright and the mailboxes are loose, old and leaking, the mail gets wet; he would like new mailboxes and new porch lights. The board stated they will look into the porch lights and mailboxes and see if there is any funding for updating.

Brenda Shuler, 30 Ridge Court Apt. #60, stated Mr. Cook is taking care of an issue that she has. But wants to let the Board know she loves living in her apartment and at 30 Ridge Court. The area is very well lit up at night and she feels very safe.

William Small, Neptune resident and prior employee attended the meeting to let the Executive Director and the Board know he made dinner for them to enjoy after the meeting. Mr. Cook and the Board thanked him for his thoughtful gesture, which followed by an applause.

**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 Chairperson Holland and unanimous across the board. The meeting was adjourned at 6:35pm.

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Bart Cook, Esq., PHM  
Executive Director