

# REGULAR MEETING OF SEPTEMBER 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 5:30 P.M. Mr. Cook called the roll.

Present: Commissioners Foster, Holland, Holly, Vuono and Wright  
Absent: Commissioner Griggs, 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 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 August 21, 2018 were offered for approval by Commissioner Vuono and seconded by Commissioner Wright. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

## **Financial Report:**

The board reviewed the Financial Report for August 2018. Commissioner Holly asked the Executive Director if Rise and Shine had paid their balance for their rental of the community room. Mr. Cook said he had spoken with Ramona and she is aware and will be over with a check. Chairperson Holland asked if there were any other questions regarding the financial report for August 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, Vuono and Wright  
Nays: None

The Chairperson thereupon declared the motion carried.

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

ACTION PEST	\$1,755.00	NORTHWIND MECH (CFP 2018)	\$33,364.06
ATLANTIC LOCK	\$2,280.34	OPEN SYSTEMS	\$1,534.00
ATLANTIC PLUMBING	\$1,728.69	ROOF MANAGEMENT	\$2,037.80
BRADLEY CAR CARE	\$2,226.29	TWP OF NEPTUNE 2017 P.I.L.O.T.	\$70,980.00
COLTS NECK NURSERY (CFP 2018)	\$3,488.69	WILMAR	\$1,140.44
GE APPLIANCES	\$2,105.00	ZEP	\$2,035.44
HOME DEPOT	\$2,575.50		

Commissioner Holly questioned the large amount going to Northwind Mechanical. Mr. Cook stated there was an underground steam pipe that needed to be replaced at Heck Avenue. Commissioner Holly also questioned the Atlantic Lock & Safe invoice, Mr. Cook answered we have had a large amount of tenants move out and two doors and locks needed to be replaced at 1130 Heck Community Room. A motion was offered to pay the presented bills by Commissioner Holly and Commissioner Foster offered the second. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

**Resident Arrears Report:** Mr. Wigenton stated the 13 non-payments were due in court Friday 14, 2018. Eight tenants paid on or before court, four entered into stipulations and one entered into a stipulation today. Commissioner Vuono moved to accept and Commissioner Wright offered a second. The "Ayes" and "Nays" were as follows:

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

Nays: None

The Chairperson thereupon declared the motion carried.

**Committee Reports:**

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

**Correspondence:**

**Old Business:**

**New Business:**

Mr. Cook addressed the Board letting them know the Public Housing wait list was opening for all bedroom sizes, 30 applications for each will be available beginning Tuesday, September 25, 2018 for 0 and 1 bedroom seniors. The notice to the public was placed in the Asbury Park Press and The Coaster. Chairperson Holland asked that the Board be notified before all Ads are placed in the paper.

The State Budget for the Neptune Township Housing Authority for the fiscal year beginning 10/1/2018 and ending 9/30/2019 was offered for approval. The named budget was completed and presented to the board for acceptance. A motion was offered by Commissioner Wright and seconded by Commissioner Vuono the "Ayes" and "Nays" were as follows:

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

Nays:

**Said Motion was Resolution #2036**

The next resolution offered was the Operating Budget for the PHA Fiscal Year Beginning 10/1/2018 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 Wright and seconded by Commissioner Holly, the "Ayes" and "Nays" were as follows:

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

Nays:

**Said Motion was Resolution #2037**

The next resolution offered was for the late submission of the State Budget for the FYE 9/30/2019. The Board has reviewed the budget and finds it acceptable. A resolution was offered to approve the late submission of the State Budget by Commissioner Holly and seconded by Commissioner Foster, the "Ayes" and "Nays" were as follows:

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

Nays:

**Said Motion was Resolution #2038**

The next resolution offered was for outstanding balances for prior tenants. The Write-Off for outstanding balances for the fiscal year was presented for the Boards consideration. The write-off totaling \$4,821.95 will be turned over to the attorney for action. A motion to write off the listed tenants was offered by Commissioner Foster and seconded by Commissioner Vuono, the "Ayes" and "Nays" were as follows:

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

Nays:

**Said Motion was Resolution #2039**

Chairperson Holland mentioned to the Board and the Executive Director that she spoke to Dave the accountant in regards to the budget and a potential raise for the employees. Chairperson Holland then asked the Executive Director and the Board to go into Executive Session to discuss the matter. All agreed.

At 6:20 pm a motion to go into Executive Session was offered by Commissioner Holly and seconded by Commissioner Foster, the "Ayes" and "Nays" were as follows:

*Ayes: Commissioner Foster, Holland, Holly, Vuono and Wright*

Nays: None

**Said motion was Resolution #2040**

At 6:40 a motion to return from Executive Session was offered by Commissioner Holly and seconded by Commissioner Vuono, the "Ayes" and "Nays" were as follows:

*Ayes: Commissioner Foster, Holland, Holly, Vuono and Wright*

Nays: None

**Said motion was Resolution #2041**

The Personnel Committee of the TNHA has reviewed the salary of the current Housing Authority salaried employees and received recommendations for an increase, and whereas with careful deliberation reviewed TNHA finances and agreed to a 3% increase to their base salary effective October 1, 2018  
A resolution approving a 3% increase for all salaried staff employees of the TNHA was offered by Commissioner Holly and seconded by Commissioner Foster, the "Ayes" and "Nays" were as follows:

*Ayes: Commissioner Foster, Holland, Holly, Vuono and Wright*

Nays: None

**Said Motion was Resolution #2042**

**Topic for Discussion:**

Commissioner Foster addressed the Board with an ongoing problem with mice at 1130 Heck and 30 Ridge Ave. Mr. Cook stated he will have Mr. Mauro look into the problem. He went on to say there has been some construction in the area and a lot of rain and the mice are looking for new homes. He assured Commissioner Foster he will take care of the problem.

**Public Portion:**

**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 Holly and seconded by Commissioner Vuono. The meeting was adjourned at 6:55pm.

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Bart Cook, Esq., PHM  
Executive Director