

# REGULAR MEETING OF DECEMBER 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. Chairperson Holland called the meeting to order at 5:30 P.M. Mr. Cook called the roll.

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

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 October 17, 2017, were offered for approval by Commissioner Johnson and seconded by Commissioner Griggs. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

Let the record reflect Commissioner Holly arrived at 5:45 P.M.

## **Financial Report:**

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

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

The Chairperson thereupon declared the motion carried.

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

ACTION PEST CONTROL	\$1,835.00	MARLEE CONTRACTORS	\$1,733.85
BALANIKAS PAINTING	\$1,145.00	MISSING LINK FENCE	\$1,128.00
BRADLEY CAR CARE	\$5,331.02	PILOT ELECTRIC CO.	\$3,411.55
GENERAL ELECTRIC	\$1,852.00	SHERWIN WILLIAMS	\$1,170.00
HOME DEPOT	\$1,939.96	SHORE INDUSTRIAL	\$1,216.99
LAGER GLASS	\$1,140.00	STANDARD SUPPLY	\$2,305.00

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

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

The Chairperson thereupon declared the motion carried.

## **Resident Arrears Report:**

Mr. Wigenton stated court is set for Friday, December 22, 2017. There are 8 residents for non-payment of rent on the eviction list. All but 2 residents paid so far. We are working on rental agreements for them. Yesterday there were 6 new non-payment filed and 1 one strike.

Commissioner Holly asked if any resident have been on the eviction list more than once. Mr. Wigenton stated there are a few repeats. The chairperson asked if there were any questions regarding the Resident Arears report for December 2017, being none Commissioner Vuono moved to accept and Commissioner Wright offered a second. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

**Committee Reports:**

Chairperson Holland gave the Board time to look over the Operations reports. Joe Mauro highlighted on the non-routine work orders as there were a few major issues. 48-1 Bldg#2 had two major steam leaks underground causing dirt & sediment to get into the system and 4 days were spent flushing the entire buildings heating system. Steam trap and multiple rotted lines under the building had to be replaced. This was a very large scale operation that TNHA maintenance staff, North Wind Mechanical and Marlee HVAC worked together to ensure heat was supplied to all units in building #2 at 1130 Heck Avenue. 48-6 Boiler Room #1 a crack was found in the boiler. An attempt to epoxy and solder was unsuccessful, a new boiler had to be installed. 48-3 Bldg#2 TNHA Staff repaired 3 hot water leaks in the  $\frac{3}{4}$  copper lines under building.

On December 1, 2017 we had a structure fire in apartment #49 at 1130 Heck Avenue. Fire Marshall has determined cause to be undetermined but cannot rule out improperly discarded smoking material in garbage can. Occupants have been relocated to a vacant unit. Our insurance agent was on location the next day, surveyed the damage, preparing report and estimate for NJHJIF. Damage total was \$22,985.38. Belfor Property Restoration has begun the work already and is about 60 percent completed. The chairperson asked if there were any questions regarding the Operations Reports for December 2017, being none she asked that they be put into the record.

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

Commissioner Holly asked Mr. Cook if the Community Room Rental increase has gone into effect. The Policy Committee recommended raising the Community Room Rental from \$100 to \$150 and extending the hours to 7:00pm. Mr. Cook stated we will need to have a resolution and effective date as well as notifying the residents of the change. We can push for effective date of March 1, 2018

On October 17, 2017 Bart J. Cook, Esq., PHM had been offered to renew his contract for a three year period commencing (retroactively) October 1, 2016 through September 30, 2019. The Executive Directors salary effective October 1, 2017 through September 30, 2018 shall be \$135,200.00 plus an additional \$1,316.50 per month as a management fee for the Neptune City Housing Authority Executive Directors effort. The board shall review the performance of the Director and the financial condition of the Authority and determine his salary for the October 1, 2018 through September 30, 2019 period. Mr. Cook agreed and signed all papers pertaining to said contract.

**New Business:**

Mr. Cook mentioned to the board that The Township of Neptune Housing Authority has been added to the RAD wait list. The board agreed this is great news and feel that if and when we convert it will add additional revenue. Mr. Larsen will send us information on a RAD Conference in Philadelphia coming up in April 2018 which might be very helpful in understanding the program.

The Annual Budget & Capital Budget/Program for The Neptune Township Housing Authority for the Fiscal year beginning October 1, 2016 and ending September 30, 2017 has been presented for adoption to the board for acceptance. The Board of Commissioners of the Neptune Township Housing Authority accepts as presented the 2016 Adopted Budget. A resolution was offered by Commissioner Johnson and seconded by Commissioner Foster, the "Ayes" and "Nays" were as follows:

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

**Said Resolution is #2013**

Mr. Larsen of Novogradac & Company, LLP presented to the board the annual audit for the year ending September 30, 2016 & 2015. The named audit was completed and presented to the Board for acceptance. The Board of Commissioners of the Neptune Township Housing Authority accepts as presented the annual audit for the year ending September 30, 2016 & 2015. A resolution was offered by Commissioner Vuono and seconded by Commissioner Griggs, the "Ayes" and "Nays" were as follows:

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

**Said Resolution is #2014**

The New Jersey Housing Authority Joint Fund requires that each member Housing Authority appoint a Fund Commissioner to represent and serve the Authority as its representative. A resolution to appointed Bart Cook as its Fund Commissioner for the year 2018 was offered by Commissioner Johnson and seconded by Commissioner Holly, the "Ayes" and "Nays" were as follows:

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

**Said Resolution is #2015**

The Authority sought proposals for Roof & Site work services. There were six contractors that responded. The Executive Director, Director of Operations and the Attorney all reviewed said bids and the lowest responsible bidder was MTB, LLC with a bid of \$205,000.00. A motion was offered to accept by Commissioner Vuono and seconded by Commissioner Holly, the "Ayes" and "Nays" were as follows:

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

**Said motion was Resolution #2016**

**Topic for Discussion:**

Commissioner Holland mentioned to the board she and Mr. Cook would like to give the TNHA employees a holiday bonus. We decided to forgo the holiday party this year to help offset some of the cost. We hope to up the morale and recognize the TNHA staff for their hard work and dedication. This is the first year that the employees have not received a raise, not saying that it can't change but would like them to know we care and value their hard work. Mr. Cook and the board agreed that a \$500.00 Annual Incentive would be awarded to each employee of the TNHA.

We would like to recognize Ross Limo for his Holiday contribution of over 70 baskets and Lloyd N Pearson, III and the Tuskegee Airmen Motorcycle Club of Central Jersey for the Toy contribution at Ridge Court on December 23, 2017

**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 Wright and seconded by Commissioner Foster. The meeting was adjourned.

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Bart Cook  
Executive Director