

REGULAR MEETING OF OCTOBER 17, 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 5:45 P.M. Mr. Cook called the roll.

Present: Commissioner Foster, Griggs, Holland, Holly
Absent: Commissioner Johnson, Vuono, 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 September 19, 2017, were offered for approval by Commissioner Foster and seconded by Commissioner Holly. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

Financial Report:

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

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

The Chairperson thereupon declared the motion carried.

Bills to Be Paid for the Month of September

<i>A CHEM</i>	<i>\$1,027.05</i>	<i>HOME DEPOT</i>	<i>\$4,147.99</i>
<i>ACTION PEST</i>	<i>\$2,215.00</i>	<i>MARLEE CONTRACTORS</i>	<i>\$1,293.39</i>
<i>BRADLEY CAR CARE</i>	<i>\$1,523.17</i>	<i>KEVIN P. WIGENTON</i>	<i>\$1,359.48</i>
<i>OCA ARCHITECTS CFP-2017</i>	<i>\$5,680.00</i>		

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

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

The Chairperson thereupon declared the motion carried.

Resident Arrears Report:

Mr. Wigenton stated there were 2 non-payment complaints filed for August. Court was set for Friday, October 6, 2017; one resident entered into a payment agreement and the other resident did not show. On September 14, 2017 a Notice to Cease was filed. A Notice to Quit was filed today, Tuesday, October 17, 2017. Commissioner Holly asked about A Resolution that was offered; a write-off for a resident who moved out in September which was rather large for one person. Mr. Wigenton explained the resident had ample opportunity to comply but had total disregard so a Warrant of Removal was issued. Even though we write off a tenants debt and they move out does not relinquish them of it. We will try and recover some if not all owed to the Authority. The chairperson asked if there were any questions regarding the Resident Arrears report for October 2017, being none Commissioner Foster moved to accept and Commissioner Griggs offered a second. The "Ayes" and "Nays" were as follows:

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

The Chairperson thereupon declared the motion carried.

Committee Reports:

Chairperson Holland gave the Board time to look over the Operations reports. The chairperson asked if there were any questions regarding the Operations Reports for October 2017, being none she asked that they be put into the record. Chairperson Holland went on to say the Building & Grounds Committee met Thursday, October 5, 2017 to discussed the 2017 Capital Fund Program which includes roof upgrades and sidewalk and parking lot repairs TNHA wide. They also discussed the HUD mandated Non-Smoking Policy that will be put into effect sometime in 2018. This will be a long tedious process changing policy and how the Neptune Housing Authority will effectively govern said policy.

Let the Record reflect Commissioner Wright arrived 6:04pm

The Policy Committee met Tuesday, October 10, 2017. On Policy & Procedures one recommendation was raising the Community Room Rental from \$100 to \$150 and extending the hours to 7:00pm. Repass rentals free to residents. Commissioner Foster feels \$150 is way too steep for low income residents to pay for a party. After some discussion Mr. Cook said they would review and compare the number of Community Room Rentals after a few months to see if there was a decline. The committee going forward will be reviewing the Personnel Policy in place looking for cost savings for the Authority in regards to accumulated sick time, longevity increases as well as sick and vacation time payout included in the retirement benefits.

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

The Additional Write-Off for the fiscal year was presented for the Boards consideration. The additional write-off totaling \$5,181.87 will be turned over to the attorney for action. A motion to write off the listed tenant was offered by Commissioner Wright and seconded by Commissioner Griggs, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holland, Holly, Wright

Nays: None

Said motion was Resolution #2008

A motion to go into Executive Session was offered by Commissioner Wright and seconded by Commissioner Griggs, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holland, Holly, Wright

Nays: None

Said motion was Resolution #2009

A motion to return from Executive Session was offered by Commissioner Holly and seconded by Commissioner Foster, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holland, Holly, Wright

Nays: None

Said motion was Resolution #2010

The annual salaries for staff members of the TNHA were up for review for the period of October 1, 2017 through September 30, 2018. Because of HUD cuts and budget shortfalls the board has agreed to leave the staff salaries at the same level as the prior year. The Board is also moving toward performance based salary increases and will review and revise the policy for overtime along with the policy for vacation/sick pay carryovers and payouts. A motion to leave the staff salaries at the same levels as the prior year was offered by Commissioner Griggs and seconded by Commissioner Holly, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holland, Holly, Wright

Nays: None

Said motion was Resolution #2011

The TNHA Board of Commissioners has offered to renew Bart J. Cook, Esq., PHM 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. A motion to renew the Executive Directors contract for three years with a 4% increase to his annual salary effective October 1, 2017 through September 30, 2018 was offered by Commissioner Holly and seconded by Commissioner Griggs, the "Ayes" and "Nays" were as follows:

Ayes: Commissioner Foster, Griggs, Holland, Holly, Wright

Nays: None

Said motion was Resolution #2012

Topic for Discussion:

Public Portion:

Pam Butera of 107 Taylor avenue Apt # 39 addressed the board. Ms. Butera stated that this was the first time attending a meeting and hopes to be able to attend future meetings. She began with issues she had pertaining to clutter on her back porch and the complaints from neighbors. She also mentioned the noise complaints along with the accusation that her son is living with her. Ms. Butera stated that she has been trying to get it all under control and has spoken with both Melissa Garaio and Joe Mauro about it, but there is another issue of someone leaving dirty diapers on her back porch. She has called and made a police report but it is still happening and feels now she is being targeted. Mr. Cook welcomed Ms. Butera, explained these types of issues are handled within the TNHA, not necessarily a board issue but was happy that she attended the meeting. Mr. Cook suggested a meeting with her to discuss the matter further and help get the situation under control. A meeting was scheduled for Wednesday, October 18, 2017

Linda Johnson of Neptune Township addressed the board on the Community Room Rental. She asked how long residents are able to rent the room and had concerns on the room rental increase. Ms. Johnson also questioned the Section 8 transfer of funds to the PHA general fund. Mr. Cook along with the attorney and Board explained there is a formula through HUD that TNHA has to follow. These transfers help defray the Administrative salaries, bills and debt the Section 8 program cost the Authority as it all goes through the Public Housing general fund account.

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.

Bart Cook
Executive Director