

AGENDA

NOTICE OF PUBLIC MEETING AND PROSPECTIVE AGENDA
HOUSING AUTHORITY OF THE CITY OF RED BANK
BOARD OF COMMISSIONERS MEETING
APRIL 19, 2017

Time : 6:00 P.M.
Place : Evergreen Terrace, Red Bank, NJ 07701

The Red Bank Housing Authority will hold its Regular Monthly Meeting on Wednesday, April 19, 2017 at the Administration Building, Evergreen Terrace, Red Bank, N.J. Notice of the meeting is given in accordance with the requirements of the Open Public Meetings Act of New Jersey (Sunshine Law). The meeting will begin promptly at 6:00 P.M.; following is the agenda. It is anticipated that formal action will be taken on some or all of the items:

NOTE: The Agenda and Summary of Explanations of Board Resolutions will be available for review by the Public between the hours of 10:00 A.M. and 3:00 P.M. on the day of the Scheduled Board Meeting.

The Public will be allowed to address the Board on individual Agenda items as they are considered by the Board, prior to formal action, on each resolution.

POTENTIAL AGENDA ITEMS:

NEW BUSINESS:

1. Authorization to accept the Minutes of the Regular Meeting of March 15, 2017.
2. Resolution 04-01-2017 -Resolution Approving Expenditures for the month of March, 2017 including Section 8 Expenditures.

- 3 Added Starters, If Applicable.
- 4 Motions, If Applicable.
- 5 Commissioners Comments and Concerns.
- 6 Public Participation - Non-Agenda Items.
- 7 Executive Session for Matters of Potential Litigation or Personnel Issues, if needed.

MATTERS OF INFORMATION

1. Chairperson
2. Monthly Management Re-Cap for Period of March 2017 for the following:

Evergreen Terrace
Montgomery Terrace

3. HCV Report
4. Maintenance Report
5. Legal

OLD BUSINESS:

MATTERS OF DISCUSSION:

ADJOURNMENT:

**MINUTES OF THE RED BANK HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING HELD March 15, 2017**

The session convened at 6:12 PM with Allison Toy opening the meeting and taking roll call. The following persons present:

- Reginald Banks, Chairperson *via call phone*
- Letha Hamrick, Vice-Chairperson - *Absent*
- Gloria Bradley- *Absent*
- Mike Clancy
- Elmer Jackson
- Caridad Santiago- *Absent*
- Kim Senkeleski

- Also Present:
- Tyrone Garrett, Executive Director
 - Anthony Rockhill, Maintenance Supervisor
 - Geoffrey Greenberg, Attorney
 - Allison Toy, Quality Control Liason
 - Thomas Sahlin, Assistant Comptroller

Allison Toy first read a statement acknowledging the Open Public Records Act, "Sunshine Law" and then took roll call.

	Present	Absent					
Reginald Banks	√						
Leatha Hamrick		√					
Mike Clancy	√						
Gloria Bradley		√					
Elmer Jackson	√						
Caridad Santiago		√					
Kim Senkeleski	√						

AUTHORIZATION TO ACCEPT THE MINUTES OF THE REGULAR MEETING HELD February 15, 2017.

Ms. Toy presented the minutes. Commissioner Clancy made a motion to accept, which was seconded by Commissioner Jackson. All members voted in favor of approval.

	Motion	Second	Ayes	Nays	Absent	Abstention	
Reginald Banks			√				
Leatha Hamrick					√		
Mike Clancy	√		√				
Gloria Bradley			√		√		
Elmer Jackson		√	√				
Caridad Santiago			√		√		
Kim Senkeleski							

RESOLUTION 3-01-2017 APPROVING EXPENDITURES FOR THR MONTH OF FEBRUARY 2017 INCLUDING SECTION 8 EXPENDITURES. Commissioner Senkeleski inquired a charge on the bills and she also inquired about a Cedar Crossing charge. Ms. Toy stated that it was a reimbursement. Mr. Garrett expounded on the Cedar Crossing charge item. Commissioner Clancy asked about the charge for the cigarette outpost and Mr. Sahlin stated that they were purchased because residents now have to smoke a certain distance away from their homes. There was also a lengthy conversation regarding the descriptions on the list of bills. It was agreed that the list of bills will be itemized different with a better breakdown. Commissioner Clancy made a motion to accept which was second by Commissioner Senkeleski. All members voted in favor of approval.

	Motion	Second	Ayes	Nays	Absent	Abstention
Reginald Banks			√			
Leatha Hamrick					√	
Mike Clancy	√		√			
Gloria Bradley					√	
Elmer Jackson			√			
Caridad Santiago			√			
Kim Senkeleski		√	√		√	

RESOLUTION 3-02-2017. APPROVING THE ONE YEAR RENEWAL FOR POLCARI & COMPANY CPA TO PERFORM AUDITING SERVICES IN FY 2017. Commissioner Clancy made a motion to accept, which was second by Commissioner Jackson. All members voted in favor for approval.

	Motion	Second	Ayes	Nays	Absent	Abstention
Reginald Banks			√			
Leatha Hamrick					√	
Mike Clancy	√		√			
Gloria Bradley					√	
Elmer Jackson		√	√			
Caridad Santiago			√		√	
Kim Senkeleski			√			

5. Added Starters – NONE

6. Motions –NONE

7. Commissioners Comments and Concerns- Chairperson Banks asked Commissioner Senkeleski If she had received any information on whether or not her job would be able to assist RBHA with new telephone service. Ms. Toy stated that she and Commissioner Senkeleski had spoken and at the RBHA would continue using Renwood and would explore more options in the future.

8. Public Participation – There was no members from the public present

9. Executive Session for Matters of Potential Litigation or Personnel Issues, if needed.

MATTERS OF INFORMATION

1. **Chairperson-**
2. **Monthly Management Re-Cap-
Evergreen Terrace /Montgomery Terrace- NONE**
3. **HCV Report- NONE**
4. **Maintenance Report**
5. **Legal-** Mr. Greenberg stated that he filed eviction for two residents.

MATTERS OF DISCUSSION:

RBHA TOWN HALLS

The dates discussed for the upcoming town hall meetings which were held on March 22, 2017.

ADJOURNMENT

~~A~~ Vice Commissioner Clancy made a motion to adjourn, which was seconded by Commissioner Jackson and approved by all.

The meeting was adjourned at 6:34pm.



Tyrone Garrett, Secretary

Date

Resolution: 04-01-2017
Item #: 2
Date: April 19, 2017

**APPROVAL OF THE RED BANK HOUSING AUTHORITY
LIST OF BILLS**

WHEREAS, the Commissioners of the Housing Authority of the City of Red Bank convened in a Regular Meeting on April 19, 2017 and

WHEREAS, said Commissioners accept and approve payment of the bills for the month of March 2017 the amounts are as follows:

1.	Regular List of Bills	\$	66,818.68
2.	Payroll	\$	16,912.03
3.	Wire Transfers	\$	34,452.24
4.	HCV/Section 8	\$	220,328.76

TOTAL FOR THE MONTH OF March, 2017 \$ 338,511.71

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Red Bank that they accept and approve the amounts stated above for the month of March, 2017 List of Bills.

ADOPTED:



SECRETARY

DATE



REGINALD BANKS, CHAIRPERSON



LEATHA HAMRICK, VICE-CHAIRPERSON



GLORIA BRADLEY, COMMISSIONER



MICHAEL CLANCY, COMMISSIONER



ELMER JACKSON, COMMISSIONER



CARIDAD SANTIAGO, COMMISSIONER



KIM SENKELESKI, COMMISSIONER

Red Bank Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Public Housing

Bank: Santander, Bank Account: 123456, GL Account: 1111.1

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document/Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
34452	03/16/2017	Yes	CHK	Aflac	2117.17/DEFD. INS. mARCH 2017	No	\$196.94
34452	03/16/2017	No	VD	Aflac	misp rint check	No	(\$196.94)
34453	03/16/2017	No	CHK	Anthony Gallicchio	4430/electrician/circuit breaker Blg, 6 Evergreen	No	\$266.50
34454	03/16/2017	No	CHK	Aquarius Capital	4170/GASB#45 FOR FISCAL YEAR 2017	No	\$1,500.00
34455	03/16/2017	No	CHK	Asbury Park Press	4220/ad for annual audit2016	No	\$390.10
34456	03/16/2017	No	CHK	AT&T	4180/phone long distance for phone 732-741-1808	No	\$38.18
34457	03/16/2017	No	CHK	AT&T Mobility	4180/wireless cell phone 732-5337832	No	\$56.76
34458	03/16/2017	No	CHK	Atlantic Plumbing Supply Corporation	7520/replacement of hot water heater/parts elbow/v	No	\$785.32
34459	03/16/2017	No	CHK	B Safe Inc.	4470/monitoring service for March2017 @52 Evergree	No	\$796.67
34460	03/16/2017	No	CHK	Cit Technology Fin. Service Inc	4230/Kyocera Copier lease for Mar2017	No	\$265.92
34461	03/16/2017	No	CHK	Comcast	4180/phone/internet/cable for Admin. office	No	\$314.72
34462	03/16/2017	No	CHK	Core Logic Safe-Rent	4220/tenant background/credit report	No	\$133.81
34463	03/16/2017	No	CHK	Delisa Waste Services	4230/bulk/debris @ Montgomery Terr	No	\$337.95
34464	03/16/2017	No	CHK	Kepwel Spring Water Co., Inc.	4190/spring water cooler rental	No	\$14.00
34465	03/16/2017	No	CHK	Middletown Plumbing & Heating Corp	4420/plumbing parts clamp cooper lines	No	\$151.60
34466	03/16/2017	No	CHK	New Jersey Natural Gas Co.	4330/gas for Admin office	No	\$4,770.57
34467	03/16/2017	No	CHK	Newport Media Holdings, LLC	4220	No	\$57.04
34468	03/16/2017	No	CHK	P.C. RICHARDS	7520//replacement of range and one in stock	No	\$905.72
34469	03/16/2017	No	CHK	Red Bank Water/Sewer Dept.	4310/old reading on water/sewer meter/10/28/16	No	\$4,236.49
34470	03/16/2017	No	CHK	Reynwood Communications	4180/phone service	No	\$302.25
34471	03/16/2017	No	CHK	Sears Commercial One	4420/service call for gas stove at 116 Montgomery	No	\$248.41
34472	03/16/2017	No	CHK	Shrewsbury Auto Parts, Inc.	4420/auto supplies/battery/cable for white maint. t	No	\$109.16
34473	03/16/2017	No	CHK	TALX Corporation	4220/employment verification	No	\$72.65
34474	03/16/2017	No	CHK	UniFirst Corporation	4410/rental of maintenance uniforms	No	\$34.27
34475	03/16/2017	No	CHK	Verizon	4180.computer phone line	No	\$227.65
34476	03/28/2017	No	CHK	Aflac	2117.17/DEFD. INS. mARCH 2017	No	\$196.94
34477	03/28/2017	No	CHK	Anthony Gallicchio	4430/electrician hot water heater/wires	No	\$1,155.90
34478	03/28/2017	No	CHK	Geoffrey Greenberg	4130/March professional service for March 2017	No	\$1,833.33
34479	03/28/2017	No	CHK	Housing Authority City of Long Branch	4110/MARCH2017 TECHNICAL ASST./CEDAR CROSSING FEE/OFFICE SUPPLIES	No	\$9,671.60

Red Bank Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Public Housing

No	CHK	Imperial Copy Products Inc.	4430/lease/maintenance of copier 2-16-3-16-2017	No	\$213.72
34480	03/28/2017	Imperial Copy Products Inc.	4430/lease/maintenance of copier 2-16-3-16-2017	No	\$213.72
34481	03/28/2017	Jersey Central Power & Light	4320/electric usage in admin. office	No	\$11,181.35
34482	03/28/2017	Mary Harrison	2177.2a/medicare reimbursement 1st atr.	No	\$629.40
34483	03/28/2017	Monmouth Building Center	4420/plumbing/full port ball/restocked	No	\$180.98
34484	03/28/2017	Newport Media Holdings, LLC	4220/ad for audit for 2016	No	\$28.21
34485	03/28/2017	ONE CALL CONCEPTS, INC.	4190/regular relocate	No	\$8.75
34486	03/28/2017	Purchase Power	4190/postage Feb 2017	No	\$263.85
34487	03/28/2017	R N DEMAIO	4500?OFFICE SUPPLIES/PLATES/PAPER TOWELS/GARBAGE	No	\$1,134.20
34488	03/28/2017	Red Bank Tax Department	4520/PILOT/ 1ST QUARTER 2017	No	\$3,476.04
34489	03/28/2017	Red Bank Water/Sewer Dept.	4310/WATER/SEWE FOR EVERGREEN TERR/1ST QUARTER2017	No	\$17,958.65
34490	03/28/2017	Staples	4500/office supplies/toner printer/copy paper	No	\$517.19
34491	03/28/2017	Sun Life Assurance Company of Canada	2117.6/MARCH 2017 DENTAL	No	\$69.50
34492	03/28/2017	Texaco/Shell	4340/fuel for van and trucks	No	\$183.33
34493	03/28/2017	William Katchen, CPA	4170/ACCOUNTIN FEE FOR mARCH 2017	No	\$2,100.00
				Cleared: 0	\$0.00
				Uncleared: 43	\$66,818.68
				Total Payments: 43	\$66,818.68

Project Summary

Program - Project	Payments	Deposits
Public Housing - 001 - Montgomery Terrace	\$66,818.68	\$0.00
Total:	\$66,818.68	\$0.00

End of Report

Red Bank Housing Authority
List of Bills - Wire Payments
3/1/2017 - 3/31/2017

Wire Payment

<u>Vendor Name</u>		<u>Invoice Amt.</u>
NJ State Health Benefits	\$	5,435.66
NJ State Health Benefits	\$	2,452.21
NJ State Division of Pensions	\$	1,426.37
NJ Division of Pensions & Benefits	\$	<u>25,138.00</u>
Total	\$	34,452.24

Red Bank Housing Authority
List of Bills - Wire Payments
3/1/2017 - 3/31/2017

FUNDING USES

	<u>Amount</u>
General Fund	\$ 66,818.68
Wire Payments	\$ 34,452.24
Total	\$ 101,270.92

FUNDING SOURCES

	<u>Amount</u>
Operating Subsidy	\$ 22,245.00
Rental Income	\$ 77,203.11
Payroll Withholding	\$ 1,822.81
Total	\$ 101,270.92

**RED BANK HOUSING AUTHORITY
MAINTENANCE DEPARTMENT
MONTHLY PHMAP RECAP**

Site: MONTGOMERY TERRACE

Beginning: April 1, 2017 **Ending** April 30, 2017

WORK ORDER REPORT

**RESIDENT/ SITE MANAGER/ SECTION 8/ SUPERVISOR/
PREVENTIVE/ INSPECTION**

RECEIVED	14
COMPLETED	14
OUTSTANDING	0
SCHEDULED	0

WORK ORDER REPORT

EMERGENCY [DAILY & ON CALL]

RECEIVED	7
COMPLETED	7
OUTSTANDING	0
SCHEDULED	0

QUALITY CONTROL WORK ORDERS

20170138	Remove Snow From Sidewalks & Walkways.
20170110	Tub Draining Slowly.
20170108	Replace Fridge.

**RED BANK HOUSING AUTHORITY
MAINTENANCE DEPARTMENT
MONTHLY PHMAP RECAP**

Site: EVERGREEN TERRACE

Beginning: April 1, 2017 Ending: April 30, 2017

WORK ORDER REPORT

**RESIDENT/ SITE MANAGER/ SECTION 8/ SUPERVISOR/
PREVENTIVE/ INSPECTION**

RECEIVED	16
COMPLETED	16
OUTSTANDING	0
SCHEDULED	0

WORK ORDER REPORT

EMERGENCY [DAILY & ON CALL]

RECEIVED	4
COMPLETED	4
OUTSTANDING	0
SCHEDULED	0

QUALITY CONTROL WORK ORDERS

WORK ORDER NUMBERS		PROBLEM
1.	20170131	Tub Stopped Up.
2.	20170164	As Per Town Meeting, Hole In Kitchen Floor.
3	20170165	Bathroom Sink Needs Stopper.