

# AGENDA

**NOTICE OF PUBLIC MEETING AND PROSPECTIVE AGENDA  
HOUSING AUTHORITY OF THE CITY OF RED BANK  
BOARD OF COMMISSIONERS MEETING  
March 28, 2018**

**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, March 28, 2018 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 February 17, 2018.
2. Resolution 3-01-2018 - Approving Expenditures for the ~~per~~ month of February 2018 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 February 2018 for the following:

Evergreen Terrace  
Montgomery Terrace

3. HCV Report
4. Maintenance Report
5. Legal

**MATTERS OF DISCUSSION:**

**ADJOURNMENT:**

**MINUTES OF THE RED BANK HOUSING AUTHORITY BOARD OF COMMISSIONERS  
REGULAR MEETING HELD FEBRUARY 15, 2018**

The session convened at 6:05 PM with Vice Chairperson Hamrick opening the meeting and Anthony Greene taking roll call. The following persons present:

- Reginald Banks, Chairperson
- Letha Hamrick, Vice-Chairperson
- Gloria Bradley
- Mike Clancy
- Elmer Jackson- *Absent*
- Caridad Santiago- *Absent*
- Mark Gregory

Also Present: Allison Toy, Quality Control Liason  
Thomas Sahlin, Interim Executive Director

Anthony Greene 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		√					
Mark Gregory	√						

**AUTHORIZATION TO ACCEPT THE MINUTES OF THE REGULAR MEETING HELD January 17, 2018.**

Vice Chairperson Hamrick presented the minutes. Chairperson Banks made a motion to accept, which was seconded by Commissioner Bradley. 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					√		
Mark Gregory			√				

**RESOLUTION 2-01-2018 APPROVING EXPENDITURES FOR THR MONTH OF FEBRUARY 2017 INCLUDING SECTION 8 EXPENDITURES.** Commissioner Gregory inquired about a cell phone charge in the amount of \$45 and was informed that it was the charge for the emergency maintenance phone. He also inquired about a dental charge for \$69 and Mr. Sahlin stated that it was the employer contribution towards insurance. Commissioner Bradley made a motion to accept which was second by Commissioner Clancy. 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					√	
Mark Gregory			√			

**RESOLUTION 2-02-2018. APPROVING THE SUBMISSION OF THE SEMAP CERTIFICATION.** Mr. Greene stated that annually, HUD requires all Housing Authorities to submit their SEMAP and this resolution authorizes us to submit the certification for the fiscal year 2018. 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					√	
Mark Gregory			√			

**4. Added Starters – NONE**

**5. Motions –NONE**

**6. Commissioners Comments and Concerns-** Commissioner Clancy had some concerns regarding Commissioner Santiago absence and whether or not she would need to be replaced. Mr. Greene commented saying that they will begin to look for a new resident commissioner. Commissioner Gregory stated his interest in wanting to tour the property just to get an idea of what the units look like and what goes on. Mr. Greene said that he would schedule a tour over the coming weeks. Chairperson Banks inquired about whether or not we got a response back from the township regarding a meeting for Cedar Crossing. Mr. Greene that he was working with Ms. Morales to see who we would actually have to meet with but no one had gotten back to them. There was a lengthy discussion about some issues going on at Cedar Crossing such as subleasing and fees.

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

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

**MATTERS OF INFORMATION**

1. **Chairperson- NA**
2. **Monthly Management Re-Cap-  
Evergreen Terrace /Montgomery Terrace-** Mr. Greene mentioned that a resident took a fall on the property and code enforcement had been called. While they were there, they saw that some units have furniture was on some residents porches and advised us that the residents would need to be contacted to remove the items due to possible egress.
3. **HCV Report** – Anthony stated that they will be submitting the SEMAP. He along with Nichell and Gloria have been handling the responsibilities within the section 8 department.
4. **Maintenance Report**
5. **Legal-** There is a collection item that will be going to court on 2/22 and there is an eviction taking place as well.

**MATTERS OF DISCUSSION:**

**RAD-** Bob from Nassau Capitol Advisors came in to speak on the RAD project that will soon take place. He started off with how much the project would cost and how much per unit. The project would not consist of new construction, it would be strictly rehabilitation. The objective is to make the renovations for the units to add a longer life to the existing units. The money will be coming from two places. One being LITC which is money guaranteed in a grant form that you don't have to pay back. Second would come from an organization called Fannie Mae. He gave an idea of where they are currently by saying that they have commitments from Red Capitol loan and that there is a tax credit commitment in place. He also stated that there is an application in place with NJHMFA and once that is approved sometime in May, within 60 days they will be ready to close on a loan. Relocation will not be an option and if so, they do not anticipate on it being long term. He stated that rental income may be higher now with the ACC units. Commissioner Gregory asked how much is the loan from Fannie Mae loan and Bob replied by saying the gross was 45 million and the tax credit loan was 1 625,000. Commissioner Gregory also asked how much the reserve amount is. Bob broke down all reserves stating that the operating reserve is 350,000 and the replacement reserve is 90,000 which totals 440,000.

**ADJOURNMENT**

PS ~~Commissioner~~ Commissioner Clancy made a motion to adjourn, which was seconded by Commissioner Bradley and approved by all.

The meeting was adjourned at 7:21pm.

~~Thomas Sallin~~, Secretary

Thomas Sallin

Date

3/28/18

**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 March 21, 2018 and

**WHEREAS**, said Commissioners accept and approve payment of the bills for the month of February 2018 the amounts are as follows:

1.	Regular List of Bills	\$	\$46,536.50
2.	Payroll	\$	7,726.80
3.	Wire Transfers	\$	9,683.67
4.	HCV/Section 8	\$	199,559.0

**TOTAL FOR THE MONTH OF February, 2018 \$ 263,505.97**

**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 February, 2018 List of Bills.

**ADOPTED:**

  
SECRETARY

3/28/18  
DATE

 REGINALD BANKS, CHAIRPERSON

 LEATHA HAMRICK, VICE-CHAIRPERSON

 GLORIA BRADLEY, COMMISSIONER

 MICHAEL CLANCY, COMMISSIONER

 MARK GREGORY, COMMISSIONER

 ELMER JACKSON, COMMISSIONER

 CARIDAD SANTIAGO, COMMISSIONER

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

Filter Criteria Includes: 1) Project: All, 2) Payment Date: 2/1/2018 to 2/28/2018, 3) Financial Period: February 2018, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

**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>
34889	02/15/2018	No	CHK	Aflac	2117.17/def. ins. for Jan 2018	No	\$165.60
34890	02/15/2018	No	CHK	All-Phase Heating & Cooling, Inc.	4230/heating/needed new thermosta	No	\$235.00
34891	02/15/2018	No	CHK	ANCHOR PEST CONTROL	4230/feb. monthly pest control/2/18	No	\$180.00
34892	02/15/2018	No	CHK	AT&T Mobility	4180/monthly cell phone 732-533-78	No	\$59.11
34893	02/15/2018	No	CHK	B Safe Inc.	4470/MONITORING SERVICES FO	No	\$206.00
34894	02/15/2018	No	CHK	Cit Technology Fin. Service Inc	4430/COPIER LEASE	No	\$264.92
34895	02/15/2018	No	CHK	Comcast	4180/PHONE/INTERNET/CABLE A	No	\$374.61
34896	02/15/2018	No	CHK	Deluxe For Business	4500/MAILING EVELOPES/ORDER	No	\$589.95
34897	02/15/2018	No	CHK	Imperial Copy Products Inc.	4430/MAINTANCE OF COPIER M	No	\$156.95
34898	02/15/2018	No	CHK	Jamm Printing	4500/RECEIPTS FOR EERGREEN/	No	\$280.00
34899	02/15/2018	No	CHK	Kepwel Spring Water Co., Inc.	4190/SPRING WATER COOLER R	No	\$71.97
34900	02/15/2018	No	CHK	Middletown Plumbing & Heating C	4430/PLUMBING/SHARK BITE CAP	No	\$126.24
34901	02/15/2018	No	CHK	New Jersey Natural Gas Co.	4330/gas usage @ Montgomery Ter	No	\$5,954.36
34902	02/15/2018	No	CHK	ONE CALL CONCEPTS, INC.	4180/regular relocates/fax mCHINE	No	\$5.00
34903	02/15/2018	No	CHK	Pca Engineering, Inc	4430/master gas meter completed 1	No	\$1,225.00
34904	02/15/2018	No	CHK	Purchase Power	4190/POSTAGE	No	\$82.32
34905	02/15/2018	No	CHK	Shrewsbury Auto Parts, Inc.	4420/van wiper blades and power flu	No	\$85.56
34906	02/15/2018	No	CHK	Sun Life Assurance Company of	2117.6/denbtal for Feb. 2018	No	\$69.50
34907	02/15/2018	No	CHK	The Sherwin-Williams Co.	4610.1/5GAL OK SG EXTRA WHIT	No	\$436.46
34908	02/15/2018	No	CHK	Verizon	4180/PHONE SERVICE 732-741-18	No	\$244.26
34909	02/27/2018	No	CHK	Aflac	2117.17/feb def ins Feb 2018	No	\$165.60
34910	02/27/2018	No	CHK	All Day Appliances	7520/replae motor in refrigerato	No	\$255.96
34911	02/27/2018	No	CHK	Core Logic Safe-Rent	4194/tenant background	No	\$44.60
34912	02/27/2018	No	CHK	Delisa Waste Services	4230/const. debris/bulk	No	\$298.79
34913	02/27/2018	No	CHK	Geoffrey Greenberg	4130/feb monthly 2018 professional	No	\$1,868.33
34914	02/27/2018	No	CHK	Housing Authority City of Long Br	4190.1//feb monthly tech.section 8 f	No	\$13,026.12
34915	02/27/2018	No	CHK	Imperial Copy Products Inc.	4230/monthly maintance for copier1	No	\$75.00
34916	02/27/2018	No	CHK	Jersey Central Power & Light	4320/electric for W.Bergen	No	\$16,842.89
34917	02/27/2018	No	CHK	Monmouth Building Center	4420/SUPPLIE FOR DOORS/HING	No	\$79.35
34918	02/27/2018	No	CHK	R N DEMAIO	4230/MAINTANCE CLEANING SU	No	\$111.50
34919	02/27/2018	No	CHK	Reynwood Communications	4180/PHONE SERVICE 2-1-2-21-20	No	\$272.22
34920	02/27/2018	No	CHK	Staples	4500/NEW PRINTER FOR sECTIO	No	\$334.68
34921	02/27/2018	No	CHK	Texaco/Shell	4340/FUEL VAN/TRUCK	No	\$129.92
34922	02/27/2018	No	CHK	UniFirst Corporation	4430/MAINTANCE UNIFORMS /	No	\$118.73
34923	02/27/2018	No	CHK	William Katchen, CPA	4170/AUDITING FEE FOR fEN 2018	No	\$2,100.00
Cleared: 0							\$0.00
Uncleared: 35							\$46,536.50
Total Payments: 35							\$46,536.50

**Project Summary**  
**Bank: Santander, Bank Account: 123456, GL Account: 1111.1**

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Public Housing - 001 - Montgomery Terrace	\$46,536.50	\$0.00
<b>Total:</b>	<b>\$46,536.50</b>	<b>\$0.00</b>

*End of Report*



Red Bank Housing Authority  
List of Bills - Wire Payments  
02/01/2018 - 02/28/2018

Wire Payment

<u>Vendor Name</u>		<u>Invoice Amt.</u>
NJ State Health Benefits	\$	3,562.99
NJ State Health Benefits	\$	5,115.84
NJ State Division of Pensions	\$	1,004.84
<b>Total</b>	<b>\$</b>	<b>9,683.67</b>

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

RECEIVED	23
COMPLETED	23
OUTSTANDING	0
SCHEDULED	0

**WORK ORDER REPORT**

**EMERGENCY [DAILY & ON CALL]**

RECEIVED	3
COMPLETED	3
OUTSTANDING	0
SCHEDULED	0

**QUALITY CONTROL WORK ORDERS**

<b>WORK ORDER NUMBERS</b>	<b>PROBLEM</b>
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**RESIDENT/ SITE MANAGER/ SECTION 8/ SUPERVISOR/  
PREVENTIVE/ INSPECTION**

RECEIVED	11
COMPLETED	11
OUTSTANDING	0
SCHEDULED	0

**WORK ORDER REPORT**

**EMERGENCY [DAILY & ON CALL]**

RECEIVED	3
COMPLETED	3
OUTSTANDING	0
SCHEDULED	0

**QUALITY CONTROL WORK ORDERS**