

**MINUTES OF THE
REGULAR MEETING
JANUARY 16, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:01pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr. and Dennis Cherepski, Chairwoman Iris Colon, Commissioners Joseph Popek, Ronald Rios and Commissioner Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Kevin Urban arrived at 6:02pm
Vice Chairman Joseph Gasparro requested to be excused due to a medical reason.

MINUTES: A motion to adopt the Regular Minutes of October 20, 2015 was made by Commissioner Bohanek, seconded by Commissioner Cherepski and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Bohanek, seconded by Commissioner Cherepski and all present voted aye, nays none.

BILLS: A motion to pay the Bills was made by Commissioner Rios seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

The Executive Director discussed and explained in detail the RAB conversion, subsidy and topics from the recent FEMA meeting at the Housing Authority. There was additional board discussion.

Resolution No.1832 Change Order #3 Electrical Upgrades at Edward Dolan Homes and Jeanette Smith Village

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1832
CHANGE ORDER #3- – ELECTRICAL UPGRADES AT
EDWARD J. DOLAN HOMES & JEANETTE SMITH VILLAGE**

WHEREAS, the Housing Authority has previously awarded a contract for electrical upgrades at NJ47-1 Edward J. Dolan Homes and NJ47-4 Jeanette Smith Village to ACI Electrical Contractor Inc., 604 Pine Ave, Saddle Brook, NJ 07663 with a total contract award for base bids and alternates in the amount of \$78,942.00, and;

WHEREAS, the Authority previously authorized Change Order #1 with no cost adjustment to the total contract amount and Change Order #2 with an increase in the total contract amount of \$1,145.95, for a revised total contract amount of \$80,087.95, and;

WHEREAS, the Authority and Engineer have reviewed the electrical upgrades project with the contractor as it neared completion and it was determined that a credit change order be applied for an existing circuit breaker that was able to be used versus being replaced;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes approval of Change Order #3 to ACI Electrical Contractor Inc., 604 Pine Ave, Saddle Brook, NJ 07663, resulting in a change order as specified in the attached Change Order #3, reflecting a credit in the amount of \$300.00, for a revised contract total of \$79,787.95.

Resolution No.1835 Authorizing Final Payment and Closeout of Contract-ACI Electrical Contract CARTERET

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1835
AUTHORIZING FINAL PAYMENT AND CLOSEOUT OF CONTRACT
ACI ELECTRICAL CONTRACTOR**

WHEREAS, the Housing Authority has previously awarded a contract for electrical upgrades at NJ47-1 Edward J. Dolan Homes and NJ47-4 Jeanette Smith Village to ACI Electrical Contractor Inc., 604 Pine Ave, Saddle Brook, NJ 07663 with a total contract award for base bids and alternates in the amount of \$78,942.00, and;

WHEREAS, the Authority authorized Change Order #1 with no cost adjustment to the total contract amount; Change Order #2 with an increase in the total contract amount of \$1,145.95; and Change Order #3 with a decrease in the total contract amount of \$300.00, resulting in a new total contract amount of \$79,787.95, and;

WHEREAS, ACI Electrical Contractor Inc., has previously submitted and approved a requisition for partial payments in the amounts of \$56,467.80 and \$8,100.00, and;

WHEREAS, ACI Electrical Contractor Inc., has completed all the contract work and has submitted a requisition for final payment in the amount of \$15,220.15, and;

WHEREAS, ACI Electrical Contractor Inc, is also seeking to close out the contract, and has submitted all appropriate closeout documentation as directed by the Authority and Engineer, and;

WHEREAS, it is recommended that the requisition for final payment is accepted and should be approved for payment in the amount of \$15,220.15 to ACI Electrical Contractor Inc.;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the requisition for final payment in the amount of \$15,220.15 and closeout of contract for ACI Electrical Contractor Inc., 604 Pine Ave, Saddle Brook, NJ 07663, for electrical upgrades at NJ47-1 Edward J. Dolan Homes and NJ47-4 Jeanette Smith Village.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary closeout documents.

Resolution No. 1836 FY2015 PHAS-Public Housing Assessment System Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1836
FY2015 PHAS SUBMISSION
PUBLIC HOUSING ASSESSMENT SYSTEM**

WHEREAS, the U.S. Department of Housing and Urban Development requires that a Public Housing Assessment System submission be filed electronically on an annual basis, and;

WHEREAS, this system is utilized to assess the management of the Public Housing Program for the Authority's past fiscal year 2015, and;

WHEREAS, the submission of the Management and Financial Components must be completed on-line and submitted via the Internet by the prescribed deadline;

NOW THEREFORE BE IT RESOLVED, that Board of Commissioners authorizes the submission of the Authority's FY2015 PHAS to the US Dept of HUD.

Resolution No. 1837 FY2015 SEMAP-Section Eight

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1837
FY2015 SEMAP CERTIFICATION
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM**

WHEREAS, The U.S. Department of Housing and Urban Development requires that a Section 8 Management Assessment Program Certification be submitted annually, and;

WHEREAS, this system is utilized to assess the management of the Section 8 Program for the Authority's past fiscal year 2015;

NOW THEREFORE BE IT RESOLVED, that the certification be approved and submitted to the HUD area office and that the Executive Director be authorized to certify the data upon its submission.

A motion to adopt a consent agenda for Resolution No.1832, Resolution No.1835, Resolution No.1836, Resolution and Resolution No.1837 was made by Commissioner Bohanek, seconded by Commissioner Popek and upon roll call all present voted aye, nays none.

The Executive Director thanked the staff for their rent collection efforts which showed less than \$6000 in uncollected rents and for 0 vacancies as of 12/31/2015. Additional FEMA matters were discussed as well.

ATTORNEY'S REPORT: None

COMMISSIONERS COMMENTS:

Commissioner Urban commented that the weather was cold and that he wanted to make sure that the maintenance department was equipped for the cold weather.

The Executive Director commented that the Authority is prepared for the storm and Chairwoman Colon agreed.

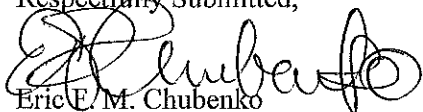
A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Cherepski and all present voted aye, nays none. No public was present.

A motion to close the meeting to the public was made by Commissioner Popek, seconded by Commissioner Cherepski and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Bohanek, seconded by Commissioner Cherepski and all present voted aye, nays none.

The meeting was adjourned at 6:08 pm.

Respectfully Submitted,


Eric E. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
FEBRUARY 16, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Dennis Cherepski, Chairwoman Iris Colon, Commissioners Joseph Popek, Ronald Rios and Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Vice Chairman Joseph Gasparro requested to be excused due to a medical reason.

MINUTES: A motion to adopt the Annual Minutes of December 15, 2015 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

MINUTES: A motion to adopt the Regular Minutes of December 12, 2015 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

BILLS: A motion to pay the Bills was made by Commissioner Rios seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

The Executive Director gave a lengthy and detailed update in matters regarding where the Authority stands with both FEMA and the RAD conversion. There were questions and answers to follow.

ATTORNEY'S REPORT: None

COMMISSIONERS COMMENTS:

Commissioner Urban asked the Director if there was any feedback regarding the 21 Washington Avenue concerning Redevelopment. The Executive Director indicated that he was not aware of any active project at the vacant warehouse.

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none. No public was present.

A motion to close the meeting to the public was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Popek, seconded by Commissioner Bohanek and all present voted aye, nays none.

The meeting was adjourned at 6:23 pm.

Respectfully Submitted,


Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
MARCH 15, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:02pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioner Chester Bohanek Jr., Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioner Ronald Rios and Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Joseph Popek requested to be excused due to a medical reason
Commissioner Dennis Cherespki arrived at 6:09pm.

MINUTES: A motion to adopt the Regular Minutes of January 19, 2016 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Vice Chairman Gasparro, seconded by Commissioner Rios and all present voted aye, nays none.

BILLS: A motion to pay the Bills was made by Commissioner Rios seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

Resolution No.1838 Award Contract for Lawn Care Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1838
AWARD CONTRACT FOR LAWN CARE SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret desires the services of a lawn cutting contractor and solicited quotations for the upcoming grass cutting season, and;

WHEREAS, the Authority specified 24 cuts varying throughout the months of April through November, included grass cutting, edging and weedwacking/trimming as well as pulling of weeds from all landscaped beds for all of the properties including the office building, and;

WHEREAS, the Authority also specified up to 2 leaf cleanups, with potentially one in April and one in mid November, and;

WHEREAS, the Authority received quotations and three proposals were received as follows:

| Company | Grass Cutting | Leaf Cleanup |
|-------------------------------|----------------------|---------------------|
| D'Onofrio and Sons Inc. | \$14,832.00 | \$1,925.00 each |
| Lawngevity Landscape & Design | \$15,000.00 | \$1,731.00 each |
| Pat Scanlan Landscaping, Inc. | \$17,150.00 | \$4,250.00 each |

WHEREAS, the lowest price received for lawn services was received from D'Onofrio and Sons Inc., 433 Hillside Ave, Hillside, NJ 07025 in the amount of \$14,832.00, and the lowest price received for leaf cleanup was received from Lawngevity Landscape and Design, 118 Dorothy St, Carteret, NJ 07008 in the amount of \$1,731.00 each, and;

WHEREAS, the Authority contacted Lawngevity Landscape and Design to inform them that they were not the lowest quotation for grass cutting and to ask if they would still perform the leaf cleanup in the amount of \$1,731.00 if they were not awarded the grass cutting contract as well and they stated that they would not perform the leaf cleanup unless the grass cutting contract was awarded to their firm;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority execute a lawn services contract with D'Onofrio and Sons Inc., 433 Hillside Ave, Hillside, NJ 07025, for lawn care services for the grass cutting season April through November 2015, and one leaf cleanup in the fall for a total contract amount not to exceed \$16,757.00.

Resolution No.1839 Amending 2016 Capital Fund Annual Contributions Contract (ACC)

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1839
AMENDING 2016 CAPITAL FUND ANNUAL CONTRIBUTIONS CONTRACT (ACC)**

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the amendment to the Annual Contributions Contract (ACC) for the 2016 Capital Fund Program between the Carteret Housing Authority (CHA) and the US Department of Housing and Urban Development (HUD) in the amount of \$334,492.00, be, and hereby is authorized, and;

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to execute the amended ACC.

Resolution No.1840 Agency Plan Amendment

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1840
AGENCY PLAN AMENDMENT**

WHEREAS, the Carteret Housing Authority has previously adopted and submitted the 2016 Agency Plan to HUD for their review and approval, and;

WHEREAS, the Authority submitted an application for conversion of the Authority's Public Housing units under the Rental Assistance Demonstration "RAD" program, and;

WHEREAS, it is necessary to amend the Authority's Agency Plan to include the language for conversion of the Public Housing units to Project Based Vouchers under the RAD program;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioner authorizes adoption and submission of the attached Amendment to the 2016 Agency Plan to the US Dept of Housing and Urban Development, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute all documents that are required as part of the submission.

Resolution No.1841 Award of Contract-RAD Financial Advisor

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1841
AUTHORIZING AWARD OF CONTRACT
FINANCIAL ADVISOR**

WHEREAS, the Housing Authority of the Borough of Carteret has submitted an application to convert its public housing developments under the Rental Assistance Demonstration "RAD" program, and;

WHEREAS, as part of that process it requires a Financial Advisor to review and prepare all of the financial documentation for purposes of arranging for the financial components of the RAD transaction, and;

WHEREAS, the Authority advertised and invited proposals to be submitted for Financial Advisors, and;

WHEREAS, proposals were received until 1:00PM on February 24, 2016, and;

WHEREAS, the Authority received 1 proposal from the firm of NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, with a minimum fee of 1% of the total amount financed or \$40,000 (whichever is greater) for conventional financing with no tax credits, or a minimum fee of 1% of the total amount financed or \$60,000 (whichever is greater) for financing that involves tax credits, and;

WHEREAS, if the Authority does not complete the financing transaction then the fee owed to NW Financial Group, LLC will be at the rate of \$200.00/hr for the actual hours completed with no minimum fee, and;

WHEREAS, for conventional financing with no tax credits being utilized there will be a not to exceed fee amount of \$60,000, or for financing that involves the use of tax credits there will be a not to exceed fee amount of \$80,000, and;

WHEREAS, the proposal was reviewed by the Executive Director, the Assistant Executive Director and Bookkeeper and is now presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that an award of contract be made for Financial Advisor to the firm of NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, with a minimum fee of 1% of the total amount financed, or \$40,000 (whichever is greater) for conventional financing with no tax credits; or a minimum fee of 1% of the total amount financed, or \$60,000 (whichever is greater) for financing that involves the use of tax credits, and;

BE IT FURTHER RESOLVED, that if the Authority does not complete the financing transaction then the fee owed to NW Financial Group, LLC will be at the rate of \$200.00/hr for the actual hours completed with no minimum fee, and;

BE IT FURTHER RESOLVED, that for conventional financing with no tax credits being utilized there will be a not to exceed fee amount of \$60,000, or for financing that involves the use of tax credits there will be a not to exceed fee amount of \$80,000, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized, in consultation with the Financial Advisor, RAD Consultant and Legal Counsel, to utilize either conventional financing with no tax credits, or financing that involves tax credits.

The Executive Director gave a detailed explanation of Resolution No.1841.

A motion to adopt a consent agenda for Resolution No.1838, Resolution No.1839, Resolution No.1840 and Resolution No.1841 was made by Vice Chairman Gasparro, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

ATTORNEY'S REPORT: None

COMMISSIONERS COMMENTS: None

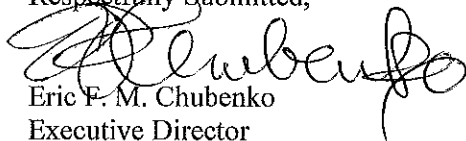
The Executive Director mentioned that a St. Patrick's Day Program for the senior residents will be on March 17, 2016. A motion to open the meeting to the public was made by Vice Chairman Gasparro, seconded by Commissioner Rios and all present voted aye, nays none. No public was present.

A motion to close the meeting to the public was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Rios seconded by Commissioner Bohanek and all present voted aye, nays none.

The meeting was adjourned at 6:08 pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
APRIL 19, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Dennis Cherepski, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek and Ronald Rios, Executive Director, Eric F. M. Chubenko, and Attorney, Eric Lange.

Commissioner Kevin Urban called in at 6:06pm.
Assistant Executive Director Karen D. Alexis Holloway was absent.

MINUTES: A motion to adopt the Regular Minutes of February 16, 2016 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

BILLS: A motion to pay the Bills was made by Commissioner Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

Resolution No.1842 Open Family Unification Program Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1842**

**OPENING OF HOUSING CHOICE VOUCHER FAMILY UNIFICATION PROGRAM WAITING LIST FOR
INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE**

WHEREAS, the Authority desires to open the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference, and;

WHEREAS, due to the current turnover and the projected turnover there is a need to add applicants to the Housing Choice Voucher Family Unification Program Waiting List, and;

WHEREAS, based on the current waiting list it would be advantageous to open the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference;

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open for 1 day on May 11, 2016 from 9AM to 1PM for the first 50 applicants, and;

BE IT FURTHER RESOLVED, that all applicants must be personally present to receive an application unless the applicant is disabled, then a designee for that individual may be sent, and;

BE IT FURTHER RESOLVED, that applications are on a first come, first serve basis and the application process may end well before the 1:00PM deadline.

Resolution No.1843 Authorizing Easement with Borough of Carteret

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1843
AUTHORIZATION EASEMENT WITH THE BOROUGH OF CARTERET**

WHEREAS, the Housing Authority of the Borough of Carteret has been in discussions with the Borough for purposes of negotiating a potential easement along Noe Street within the Borough of Carteret, and;

WHEREAS, such easement would be of benefit to the Borough, the surrounding residents and the Authority in the overall efforts to alleviate flooding in and around the Noe Street area, and;

WHEREAS, the Borough Attorney has drafted the conservation and drainage easement and is attached to this resolution along with the description and map associated with the respective easement;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached conservation and drainage easement with the Borough of Carteret, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized execute all documents and to take all actions necessary to finalize the easement

Resolution No.1844 Authorizing Award of Contract for Electrical Supplier

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1844
AUTHORIZING AWARD OF CONTRACT FOR ELECTRICAL SUPPLIER**

WHEREAS, the Housing Authority of the Borough of Carteret has previously utilized the State of NJ approved EMEX platform to solicit pricing for electrical supply and natural gas supply via a reverse auction, and;

WHEREAS, the Authority has determined to move forward with the EMEX Reverse Auction platform again in an effort to procure electric supply service for the Authority, and;

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the "Act") authorizes the purchase of electric supply service for public use through the use of an online auction service, and;

WHEREAS, Housing Authority Boro of Carteret will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com, and;

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to, and;

WHEREAS, the auction will be conducted pursuant to the Act, and;

WHEREAS, if the auction achieves a price of \$0.1037/kWh or less for a 12 month term, a price of \$0.1043/kWh or less for an 18 month term, or a price of \$0.1042/kWh or less for a 24 month term, the Authority may award a contract to the winning supplier for the selected term;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the use of the State of NJ approved EMEX platform to solicit pricing for electric supply service via reverse auction, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary documents on behalf of the Authority to award a contract for electric supply service if the auction achieves a price of \$0.1037/kWh or less for a 12 month term, a price of \$0.1043/kWh or less for an 18 month term, or a price of \$0.1042/kWh or less for a 24 month term.

Resolution No. 1845 Authorizing Award of Contract for Natural Gas Supplier

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1845
AUTHORIZING AWARD OF CONTRACT FOR NATURAL GAS SUPPLIER**

WHEREAS, the Housing Authority of the Borough of Carteret has previously utilized the State of NJ approved EMEX platform to solicit pricing for electrical supply and natural gas supply via a reverse auction, and;

WHEREAS, the Authority has determined to move forward with the EMEX Reverse Auction platform again in an effort to procure natural gas for the Authority, and;

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the "Act") authorizes the purchase of natural gas supply service for public use through the use of an online auction service, and;

WHEREAS, Housing Authority Boro of Carteret will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com, and;

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to, and;

WHEREAS, the auction will be conducted pursuant to the Act, and;

WHEREAS, if the auction achieves a price of \$.4738/therm or less for a 12 month term, a price of \$.4620/therm or less for an 18 month term, or a price of \$.4600/therm or less for a 24 month term, the Authority may award a contract to the winning supplier for the selected term;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the use of the State of NJ approved EMEX platform to solicit pricing for natural gas supply via reverse auction, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary documents on behalf of the Authority to award a contract for natural gas supply if the auction achieves a price of \$.4738/therm or less for a 12 month term, a price of \$.4620/therm or less for an 18 month term, or a price of \$.4600/therm or less for a 24 month term.

The Executive Director discussed the Resolutions in detail.

A motion to adopt a consent agenda for Resolutions No.1842, No.1843, No.1844 and No.1845 was made by Vice Chairman Gasparro, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

ATTORNEY'S REPORT: None

COMMISSIONERS COMMENTS: Commissioner Rios commented that the Traveling Vietnam Veterans Wall will come to Carteret Park and be displayed on April 28th to April 30th. He encouraged all to come out to see.

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

No public was present.

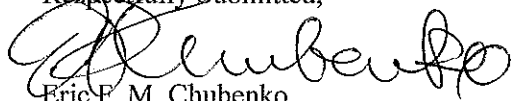
Carteret Housing Authority
Minutes of the Regular Meeting
April 19, 2016

A motion to close the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Rios seconded by Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:06 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eric F. M. Chubenko". The signature is written in a cursive, flowing style with a large initial "E".

Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
MAY 17, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:03pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Dennis Cherepski, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek, Ronald Rios and Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

MINUTES: A motion to adopt the Regular Minutes of March 15, 2016 was made by Commissioner Bohanek, seconded by Vice Chairman Joseph Gasparro and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

BILLS: A motion to pay the Bills was made by Commissioner Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

EMEX Electrical Supplier Contract Award

The Executive Director stated that at the last meeting, the Board approved a resolution to go out and bid for the Authority's natural gas and electric supplier. He stated that the natural gas did not come back conducive to award a contract. He further stated that the electric supply came in less for the next 24 months which will save the Housing Authority \$31,000 over a 2 year period.

HUD REAC Physical Inspections

The Executive Director informed the Board that HUD came in to perform a REAC physical inspection and that the Housing Authority received a score of 90. He mentioned that the Housing Authority will receive a 3 year exemption on HUD REAC inspection due to the high score. He also mentioned that this will be very good on our continued High Performance status with PHAS.

The Executive Director gave an overview of both Resolutions.

Resolution No.1846 Authorizing Award of Contract for A/E Services

**RESOLUTION NO.1846
AUTHORIZING AWARD OF CONTRACT
FOR ARCHITECTURAL & ENGINEERING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from professional Architectural/Engineering firms, and;

WHEREAS, the scope of work includes Architectural/ Engineering services for purposes of FEMA Project Worksheet Management and reviewing and amending Cost Estimate Format "CEF" for an existing FEMA claim as a result of Hurricane Sandy, and;

WHEREAS, proposals were solicited until 12:00pm on May 12, 2016, and;

WHEREAS, one proposal was received from LAN Associates, 445 Godwin Avenue, Midland Park, NJ 07432, and;

WHEREAS, LAN Associates has performed Architectural and Engineering services for the Authority for numerous years in a satisfactory manner and it is recommended that an award of contract be made for Architectural and Engineering services on an as needed basis based on the submitted rate schedule;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the execution of a contract with LAN Associates, 445 Godwin Avenue, Midland Park, NJ 07432, for Architectural Engineering services for purposes of reviewing and amending Cost Estimate Format "CEF", FEMA Project Worksheet Management and related design efforts for the potential reconstruction of units damaged and destroyed during Hurricane Sandy, in accordance with the submitted rate schedule in an amount not to exceed \$15,000.00.

Resolution No.1847 Authorizing Procurement of Office Equipment

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1847
AUTHORIZING PROCUREMENT OF DIGITAL IMAGING SYSTEM**

WHEREAS, the Carteret Housing Authority is in need of procuring a new digital imaging system, and;

WHEREAS, based on the Authority's current budgetary situation and the prices available under New Jersey State Contract it would be most advantageous to perform an outright purchase of a machine versus leasing, and;

WHEREAS, the Executive Director reviewed the New Jersey State Contract #A40467 from RICOH, and;

WHEREAS, the following is the New Jersey State Contract pricing;

RICOH MP6002SP Digital Imaging System Contract #A40467
Purchase Price \$11,021.73 Per copy cost of \$.0054

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Carteret Housing Authority authorizes the Executive Director to procure as part of the New Jersey State Contract #A40467 the RICOH MP6002SP Digital Imaging System for \$11,021.73 with a per copy cost of \$.0054 for maintenance and supplies, and;

BE IT FURTHER RESOLVED, that the budget authority is authorized from the operating budget.

A motion to adopt a consent agenda for Resolution No.1846 and Resolution No.1847 was made by Vice Chairman Gasparro, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

COMMISSIONERS COMMENTS: Commissioner Popek congratulated the Housing Authority on receiving a high rating on the REAC Inspection. The Executive Director commented that the Maintenance Department did a great job.

ATTORNEY'S REPORT: None

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

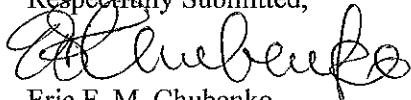
No public was present.

A motion to close the meeting to the public was made by Vice Chairman Gasparro, seconded by Commissioner Rios and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

The meeting was adjourned at 6:08 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eric F. M. Chubenko". The signature is written in a cursive, flowing style.

Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
JULY 19, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:04pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Dennis Cherepski, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek and Kevin Urban, Executive Director, Eric F. M. Chubenko, and Attorney, Eric Lange.

Commissioner Ronald Rios was absent.
Assistant Executive Director Karen D. Alexis Holloway was absent.

MINUTES: A motion to adopt the Regular Minutes of April 19, 2016 was made by Vice Chairman Gasparro, seconded by Commissioner Gasparro and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

BILLS: A motion to pay the Bills was made by Vice Chairman Gasparro, seconded by Commissioner Popek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

PHAS REPORT

SEMAP Report/HUD Review

The Executive Director stated that the Authority scored a High Performer status in both PHAS and SEMAP. He thanked the Staff and Administration for a job well done. He thanked the Board of Commissioners. Chairwoman Colon commended the Authority for the High Performer status and thanked all. There were additional comments from the Board.

The Executive Director gave a detail overview of the Resolutions.

Resolution No.1848 Authorizing Interlocal Agreement-Borough of Carteret

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1848
AUTHORIZING AN ITERLOCAL AGREEMENT
WITH THE BOROUGH OF CARTERET**

WHEREAS, the Carteret Housing Authority has had discussions with the Borough of Carteret for the purpose of entering into an interlocal agreement whereby the Carteret Housing Authority's Director of Maintenance Services shall manage the Borough of Carteret's buildings and grounds personnel and assist with overseeing projects associated with the maintenance of the Borough's buildings and grounds, and;

WHEREAS, the interlocal agreement shall have an initial term of three months with automatically renewing one month terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the Borough of Carteret with 30 days written notice, and;

WHEREAS, the Carteret Housing Authority shall receive \$625.00/month (\$7,500.00/year) from the Borough of Carteret during the term of this agreement, and;

WHEREAS, during the term of this agreement the Director of Maintenance Services will receive a temporary salary increase of \$90.00 per week added to his respective base salary, and;

WHEREAS, upon the termination of this agreement, the Director of Maintenance Services will return to his then current salaries, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an interlocal agreement between the Carteret Housing Authority and the Borough of Carteret whereby the Carteret Housing Authority's Director of Maintenance Services shall manage the Borough of Carteret's buildings and grounds personnel and assist with overseeing projects associated with the maintenance of the Borough's buildings and grounds, and:

BE IT FURTHER RESOLVED, that the interlocal agreement shall have an initial term of three months with automatically renewing one month terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the Borough of Carteret with 30 days written notice, and;

BE IT FURTHER RESOLVED, that the Borough of Carteret will pay the Carteret Housing Authority \$625.00/month (\$7,500.00/year) during the term of the agreement, and;

BE IT FURTHER RESOLVED, that during the term of this agreement the Director of Maintenance Services will receive a temporary salary increase of \$90.00 per week added to his respective base salary.

Resolution No.1849 Director of Maintenance Services Emergency Coverage

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1849
DIRECTOR OF MAINTENANCE SERVICES
EMERGENCY COVERAGE**

WHEREAS, the Housing Authority has recently realized the retirement of a maintenance repairer who was regularly included in the rotation for emergency maintenance call-in personnel, and;

WHEREAS, due to budget constraints realized through federal subsidy cuts and continued costs associated with retirement benefits for the recently retired personnel, the Authority is unable to fill the vacated position with another full time employee, and;

WHEREAS, the Authority is left with only two full time maintenance repairers and one full time maintenance worker for purposes of covering emergency maintenance call-ins, and;

WHEREAS, during the past few months where there were only two full time maintenance repairers covering the emergency maintenance call-ins, there have been and continue to be numerous instances where there are gaps in coverage due to personnel on leave, or emergency matters that require more than one on-call person, and;

WHEREAS, the Director of Maintenance Services has begun to regularly be needed for emergency maintenance call-ins where either there is a lack of on call personnel, or there is the need for multiple maintenance personnel to address an emergency maintenance matter, and;

WHEREAS, the personnel policy does not currently address overtime pay for the Director of Maintenance, but rather all maintenance personnel who are called in for emergency maintenance, and;

WHEREAS, so as not to create a budgetary constraint for the Authority due to unanticipated overtime for the Director of Maintenance Services, the Authority desires to address the matter with a fixed amount of compensation for purposes of backing up the maintenance personnel for emergency call-ins rather than on an overtime call-in basis, and;

WHEREAS, the Director of Maintenance Services and the Housing Authority have mutually agreed to adjust the base salary of the Director of Maintenance Services in the amount of \$3,000 annually to provide compensation for incorporating the additional responsibility of serving in a back-up capacity for purposes of maintenance emergency call-ins;

NOW THEREFORE BE IT RESOLVED, that Mr. Joseph Agliata, Director of Maintenance Services, receive an annual salary adjustment of \$3,000.00 to base pay to compensate him for the additional time required of him for incorporating the additional responsibilities of serving in a back-up capacity for purposes of maintenance emergency call-ins, and;

BE IT FURTHER RESOLVED, that this resolution shall take effect for the first pay period in August 2016.

Resolution No.1850 FY2015 Audit Review Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1850
FY2015 AUDIT REVIEW CERTIFICATE**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and;

WHEREAS, the annual audit report for the fiscal year ended December 31, 2015 has been completed and filed with the New Jersey Department of Community Affairs Local Finance Board pursuant to N.J.S.A. 40A:5A-15, and;

WHEREAS, N.J.S.A. 40A:5A-17, requires that the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and;

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Borough of Carteret hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board;

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by certified true copy of this resolution.

A motion to adopt a consent agenda for Resolutions No.1848, No.1849 and No.1850 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMISSIONERS COMMENTS:

ATTORNEY'S REPORT: None

AUDIENCE COMMENTS:

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

Carteret Housing Authority
Minutes of the Regular Meeting
July 19, 2016

No public was present.

A motion to close the meeting to the public was made by Commissioner Bohanek, seconded Vice Chairman Gasparro and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:15 pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 20, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Chester Bohanek Jr., Dennis Cherepski, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek, Ronald Rios and Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

MINUTES: A motion to adopt the Regular Minutes of May 17, 2016 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

BILLS: A motion to pay the bills was made by Commissioner Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS: The Executive Director gave a detailed overview of each resolution and answered all questions pertaining to agenda items.

Resolution No.1851 Appointing QPA for the Carteret Housing Authority

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1851
APPOINTING QUALIFIED PURCHASING AGENT**

WHEREAS, the recent changes to the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$40,000.00, and;

WHEREAS, N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold, and;

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent, and;

WHEREAS, Kimberly Gonzales possesses the designation of Qualified Purchasing Agent as issued by the Director of the division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq., and;

WHEREAS, the Carteret Housing Authority, County of Middlesex, desires to take advantage of the increased bid threshold for purchases of \$40,000.00 or more, and the quotation thresholds of \$2,000.00 and \$6,000.00 as detailed in the Authority's procurement policy;

NOW THEREFORE BE IT RESOLVED, that the Carteret Housing Authority Board of Commissioners appoints Kimberly Gonzales as the Qualified Purchasing Agent to exercise the duties of a purchasing agent to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit, and;

BE IT FURTHER RESOLVED, that this appointment shall be effective immediately, and;

BE IT FURTHER RESOLVED, that the Carteret Housing Authority, County of Middlesex, desires to take advantage of the increased bid threshold for purchases of \$40,000.00 or more, and the quotation thresholds of \$2,000.00 and \$6,000.00 as detailed and amended in the Authority's procurement policy;

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Authority is hereby authorized and directed to forward a certified copy of this resolution and a copy of Kimberly Gonzales's certification to the Director of the Division of Local Government Services.

Resolution No.1852 Amend Procurement Policy

CARTERET HOUSING AUTHORITY RESOLUTION NO.1852 AMEND PROCUREMENT POLICY

WHEREAS, the Carteret Housing Authority desires to amend its procurement policy to acknowledge the appointment of a QPA as well as amending the respective procurement thresholds associated with the appointment of a QPA;

THEREFORE BE IT RESOLVED, that the Carteret Housing Authority hereby authorizes the amendments to the attached procurement policy as follows:

Section III Procurement Methods

Subsection B Small Purchase Procedures, 1. General

"Any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which together with any other sums expended or to be expended for the performance of any work or services in connection with the same immediate program, undertaking, or activity or project or the furnishing of similar materials or supplies during the same fiscal year paid with or out of public funds, does not exceed in the fiscal year the total sum of \$17,500 (previously \$21,000) or \$40,000 (previously \$29,000) if the CHA purchasing agent is qualified in accordance with N.J.S.A. 40A:11-9 (or such other threshold amount as may be established in accordance with N.J.S.A. 40A:11-3) may be made in accordance with the small purchase procedures authorized in this section."

Subsection B Small Purchase Procedures, 4. Petty Cash Purchases

"Small purchases under \$2,000 (previously \$1,000) which can be satisfied by local sources may be processed through the use of a petty cash account. The CHA shall ensure that the account is established in an amount sufficient to cover small purchases made during a reasonable period; security is maintained and only authorized individuals have access to the account; the account is periodically reconciled and replenished by submission of a voucher to the finance officer; and the account is periodically audited by the finance officer or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers. The total petty cash maximum account limit is \$300 (previously \$250)."

Subsection B Small Purchase Procedures, 5. Telephone or Oral Quotations

"Small Purchases costing between \$2,000.00 (previously \$1,000), (the Petty Cash amount from Section 2) and \$6,000 (previously \$3,150)."

Subsection B Small Purchase Procedures, 6. Written Quotations

*"Small Purchases costing between \$6,000 (previously \$3,151) and \$40,000 (previously \$21,000).
This section applies to procurement costing between \$6,000 (previously \$3,151) and \$40,000 (previously \$21,000). It also applies to procurement costing between the bid threshold and \$100,000 which are exempt from the New Jersey statutory bid requirements pursuant to N.J.S.A. 40A11-5."
*Note that all of the amounts in sections 4, 5 and 6 are discretionary except the \$17,500/\$40,000**

(previously \$21,000/\$29,000) and \$100,000 maximums provided for in section 6.

Subsection B Small Purchase Procedures, 7. Fair and Open Process

"When the anticipated value of the procurement is expected to exceed \$17,500 (previously \$21,000), or \$40,000 with a QPA, a fair and open process or a non-fair and open process may be used. See section III.C.3.i. (below).

Contracts for goods and services whose anticipated aggregate annual value is expected to exceed \$17,500 (previously \$21,000), or \$40,000 with a QPA, must be publicly advertised and must be publicly opened and announced when awarded as described in section C."

Subsection C. Publicly Advertised Sealed Bids, 1. Conditions For Use

"The method of sealed bids shall be used for all matters which exceed the threshold sum of \$17,500 (previously \$21,000) (or \$40,000 with a QPA, as per N.J.S.A. 40A:11-9 or the amount

Resolution No.1853 Submission of Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1853
SUBMISSION OF AGENCY PLAN**

WHEREAS, the Agency Plan initial draft has been available for review at the Authority since opening up to public comments in July 2016, and;

WHEREAS, the public was invited to attend a hearing held on September 14, 2016 for final review of the Plan, and;

WHEREAS, the applicable documentation to accompany the Agency Plan has been compiled;

NOW THEREFORE BE IT RESOLVED, that these documents are to be submitted to the US Dept of Housing and Urban Development in accordance with the October 2016 deadline, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute all documents that are required as part of the submission;

BE IT FURTHER RESOLVED, that this shall include the Civil Rights Annual Certification and Board Resolution.

Resolution No.1854 PHA Certification of Compliance with the PHA Plan-See Attached

Resolution No.1855 Authorizing CPD Parking and Trespassing Enforcement

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1855
AUTHORIZING CARTERET POLICE DEPARTMENT
PARKING AND TRESPASSING ENFORCEMENT**

WHEREAS, the Carteret Housing Authority has had discussions with the Borough of Carteret for the purpose of increased enforcement of the Authority's parking permits and trespassing policy, and;

WHEREAS, the Authority wants to memorialize the request that the Borough of Carteret and the Carteret Police Department works with the Authority in the enforcement of permit parking and the adopted trespassing policy;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the memorialization of the request that the Borough of Carteret and the Carteret Police Department works with the Authority in the enforcement of permit parking and the adopted trespassing policy.

Resolution No.1856 Authorizing Inclusion in the NJ Clean Energy Program and Authorizing An Energy Audit

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1856
AUTHORIZING INCLUSION IN THE NJ CLEAN ENERGY PROGRAM
AND AUTHORIZING AN ENERGY AUDIT**

WHEREAS, the Housing Authority of the Borough of Carteret is interested in participating in the NJ Clean Energy Program for purposes of realizing energy efficient upgrades at reduced costs, and;

WHEREAS, the NJ Clean Energy Program provides for a free energy audit to analyze various energy efficient upgrades that can provide substantial energy savings for the Authority, and;

WHEREAS, after the energy audit is completed, the Authority can authorize work via negotiated contracts for energy efficiency upgrades at approximately 30% of the contract cost, providing substantial installation and equipment savings;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes inclusion in the NJ Clean Energy Program, and;

BE IT FURTHER RESOLVED, that the Housing Authority authorizes an energy audit to be performed, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary documents on behalf of the Authority to effectuate inclusion in the NJ Clean Energy Program and for purposes of having an energy audit performed.

A motion to adopt a consent agenda for Resolutions No.1851, No.1852, No.1853, No.1854, No.1855 and No.1856 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

COMMISSIONERS COMMENTS: None

ATTORNEY'S REPORT: Attorney reported that there is a scheduled eviction and lockout for a drug related household.

AUDIENCE COMMENTS:

A motion to open the meeting to the public was made by Commissioner Cherepski, seconded by Commissioner Bohanek and all present voted aye, nays none. No public was present.

A motion to close the meeting to the public was made by Commissioner Bohanek, seconded Commissioner Rios and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

The meeting was adjourned at 6:15 pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
NOVEMBER 22, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Chester Bohanek Jr. (by telephone), Dennis Cherepski, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioner Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioners Joseph Popek and Ronald Rios were absent.

MINUTES: A motion to adopt the Regular Minutes of July 19, 2016 was made by Vice Chairman Gasparro, seconded by Commissioner Cherepski and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

BILLS: A motion to pay the bills was made by Commissioner Urban, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS: The Executive Director gave a detailed overview of each resolution and answered all questions pertaining to agenda items.

Resolution No.1857 Authorizing Interlocal Agreement with Borough of Carteret for Sanitary Sewer Improvements

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1857
AUTHORIZING INTERLOCAL AGREEMENT WITH
THE BOROUGH OF CARTERET
FOR SANITARY SEWER IMPROVEMENTS**

WHEREAS, the Carteret Housing Authority has previously authorized a conservation easement with the Borough of Carteret for a portion of property on Noe Street, adjacent to the Jeanette Smith Village housing development, for purposes of flood control measures, and;

WHEREAS, these flood control measures include installation of a large retainage pond on a portion of the conservation easement, as well as massive sewer line upgrades, of which several of these sewer lines run through the property where the Jeanette Smith Village housing development is located, and;

WHEREAS, as these improvements were being made the engineering firm commissioned by the Borough of Carteret to oversee the project has identified two sanitary sewer line issues relating to the Jeanette Smith Village development, and;

WHEREAS, as part of these improvements it was identified that several of the buildings sanitary sewer lateral lines were not properly connected to the sanitary sewer main line and these connections need to be addressed immediately so as to eliminate additional sanitary sewage entering into storm water sewer lines, and;

WHEREAS, the Borough of Carteret already has engineering staff in place to assist with the design work to install two new sanitary sewer lateral lines, and;

WHEREAS, the Borough of Carteret has also already mobilized the contractor in the immediate area of the sanitary sewer lateral lines that need to be installed, and;

WHEREAS, the engineering firm has negotiated a price with the contractor already in place on site for the two sanitary sewer lateral lines, and;

WHEREAS, due to the contractor already being mobilized on site and with the assistance of the engineering firm designing the lateral lines, a very fair price was received to perform the installation of the two sanitary sewer lateral lines in the amount of \$29,750.00, and;

WHEREAS, after review of the pricing proposal by the engineering firm and the Housing Authority and due to the emergent matter of the sanitary sewer lines connections, it has been determined that the pricing proposal is very fair and that we should move forward with the corrective actions immediately;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an interlocal agreement with the Borough of Carteret for sanitary sewer improvements at the Jeanette Smith Village development in the amount of \$29,750.00, and;

BE IT FURTHER RESOLVED, that this resolution memorializes all actions taken to effectuate the commencement of sanitary sewer improvements prior to the adoption of this resolution.

Resolution No.1858 Authorizing Award of Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1858
AUTHORIZING AWARD OF CONTRACT
LEGAL SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret has submitted an application to convert its public housing developments under the Rental Assistance Demonstration "RAD" program, and;

WHEREAS, as part of that process it requires Legal Counsel to review and prepare all documentation for the various components of the RAD transaction, and;

WHEREAS, the Authority advertised and invited proposals to be submitted for Legal Services, and;

WHEREAS, proposals were received until 1:30PM on February 24, 2016, and;

WHEREAS, the Authority received 4 proposals from the firms Decotiis, Fitzpatrick & Cole, 500 Frank W Burr Blvd, Suite 31, Teaneck, NJ at a rate of \$195/hr partner, \$175/hr associate, \$125/hr law clerk and \$95/hr paralegal, not to exceed \$50,000; Eric Bernstein and Associates, 34 Mountain Blvd, Building A, Warren, NJ at a rate of \$125/hr, not to exceed \$18,000; McManimon, Scotland and Baumann, 75 Livingston Avenue, Roseland, NJ at a rate of \$215/hr attorney, \$135/hr paralegal, not to exceed \$110,000; and Fitzpatrick and Merritt, 90 W40th St, Bayonne, NJ at a rate of \$140/hr, not to exceed \$50,000, and;

WHEREAS, the proposals were reviewed by the Executive Director, the Assistant Executive Director and Bookkeeper and is now presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that an award of contract be made for Legal Services for the RAD transaction to Decotiis, Fitzpatrick & Cole, 500 Frank W Burr Blvd, Suite 31, Teaneck, NJ at a rate of \$195/hr partner, \$175/hr associate, \$125/hr law clerk and \$95/hr paralegal, in a total amount not to exceed \$50,000.

Resolution No.1859 2017 Meeting Calendar

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1859
2017 BOARD MEETING CALENDAR**

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the following are the Board of Commissioners Meeting dates for the 2017 calendar year and fall on the 3rd Tuesday of each month at 6:00PM with the exception of the November meeting.

MEETING DATES

| | | |
|-------------------|-------------------|-------------------------------------|
| January 17, 2017 | May 16, 2017 | September 19, 2017 |
| February 21, 2017 | June 20, 2017 | October 17, 2017 |
| March 21, 2017 | July 18, 2017 | November 21, 2017 (Regular & Reorg) |
| April 18, 2017 | No August Meeting | December 19, 2017 |

Resolution No.1860 Conference Calendar

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1860
FY2017 CONFERENCE SCHEDULE**

WHEREAS, the Housing Authority of the Borough of Carteret will save money with accommodations and when registering for conferences if registrations are submitted early in the year, and;

WHEREAS, it is advantageous to attend such conferences;

NOW THEREFORE BE IT RESOLVED, that it is approved for the Executive Director, Assistant Executive Director and Commissioners to be named to attend the following conferences throughout the year 2017, subject to budget authority;

| | | |
|------------------------------|---------------------|-------------------|
| PHADA Conference | January 9-11, 2017 | Orlando, FL |
| NAHRO Legislative Conference | March 26-28, 2017 | Washington, DC |
| NJNAHRO/MARCNAHRO Conference | April/May 2017 | |
| NAHRO National Conference | October 27-29, 2017 | Pittsburgh, PA |
| League of Municipalities | November 2017 | Atlantic City, NJ |

BE IT FURTHER RESOLVED, that the per diem and reimbursable costs, excluding costs associated with registration; transportation to and from training, meeting and conferences; and lodging for training, meetings and conferences, be capped at \$210.00 (representative of 3 days per diem at a rate of \$70 per day) for each such training, meeting and conference, in accordance with the per diem provisions of the current personnel policy.

A motion to adopt a consent agenda for Resolutions No.1857, No.1858, No.1859 and No.1860 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

COMMISSIONERS COMMENTS: Vice Chairman Gasparro wished everyone a Happy Thanksgiving. Chairwoman Colon expressed same.

ATTORNEY'S REPORT: None.

AUDIENCE COMMENTS:

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Urban and all present voted aye, nays none.

Tara Bowers – Commented that she needed to speak with the Executive Director to resolve an issue.

Carteret Housing Authority
Minutes of the Regular Meeting
November 22, 2016

A motion to close the meeting to the public was made by Commissioner Urban, seconded by Commissioner Cherepski and all present voted aye, nays none.

A motion to adjourn the meeting was made by Commissioner Urban, seconded by Commissioner Cherepski and all present voted aye, nays none.

The meeting was adjourned at 6:07 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eric F. M. Chubenko". The signature is written in a cursive, flowing style with a large initial "E".

Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
DECEMBER 20, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:00pm. Chairwoman Iris Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Annual Reorganization Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioner Chester Bohanek Jr., Chairwoman, Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek and Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Dennis Cherepski was absent and request to be excused.

Commissioner Ronald Rios was absent and requested to be excused.

Commissioner Iris Colon turned the meeting over to the Attorney.

The Attorney stated that the meeting was open for nominations for the Office of Chairperson and he requested nominations.

NOMINATIONS FOR CHAIRPERSON

Commissioner Gasparro nominated Commissioner Colon for the Office of Chairperson, seconded by Commissioner Bohanek. There were no other nominations for the Office of Chairperson.

Upon roll call for Commissioner Colon for the Office of Chairperson, all present voted aye, nays none.

Commissioner Colon was elected as the Chairwoman of the Carteret Housing Authority's Board of Commissioners.

The Attorney stated that the meeting was open for nominations for the Office of Vice Chairperson and he requested nominations.

NOMINATIONS FOR VICE CHAIRPERSON

Chairwoman Colon nominated Commissioner Gasparro for the Office of Vice Chairperson, seconded by Commissioner Bohanek.

Commissioner Urban nominated himself for the Office of Vice Chairperson, seconded by Commissioner Popek.

There were no other nominations for the Office of Vice Chairperson.

Upon roll call for the Office of Vice Chairperson, the Board voted as follows;

Commissioner Popek voted for Commissioner Urban,
Commissioner Bohanek voted for Commissioner Gasparro,
Commissioner Urban voted for himself,
Commissioner Gasparro voted for himself,
Chairwoman Colon voted for Commissioner Gasparro.

Commissioner Urban asked if it would cause an issue to retake the votes again tonight.

The Attorney stated "only if one withdrawals."

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The Executive Director stated that the vote was 3 to 2 and that 4 affirmative votes are needed, so therefore there was not four affirmative votes for either candidate, so the existing Vice Chairperson will remain the same until the next meeting when the nominations for the office of Vice Chairperson will be taken again.

The Attorney announced that there was no public present and requested a motion to close the meeting.

A motion to close the meeting was made by Commissioner Urban, seconded by Commissioner Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:09pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
DECEMBER 20, 2016**

Chairwoman Iris Colon opened the Public Meeting at 6:10pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioner Chester Bohanek Jr. Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek and Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Dennis Cherespski was absent and requested to be excused.
Commissioner Ronald Rios was absent and requested to be excused.

MINUTES: A motion to adopt the Regular Minutes of September 19, 2016 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

COMMUNICATIONS: A motion to place Communications on file was made by Commissioner Popek, seconded by Commissioner Bohanek and all present voted aye, nays none.

BILLS: A motion to pay the bills was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

NEW BUSINESS: The Executive Director gave a detailed overview of each resolution and answered all questions pertaining to the agenda items.

Resolution No.1861 Authorization to Purchase Equipment

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1861
AUTHORIZING THE PURCHASE OF LAUNDRY EQUIPMENT**

WHEREAS, the Housing Authority of the Borough of Carteret desires to procure laundry equipment for the Jeanette Smith Village and Hermann Gardens developments, and;

WHEREAS, the Authority solicited pricing for the desired laundry equipment (attached) with the lowest price received from AJ Madison Inc., Brooklyn, NY, in the amount of \$12,583.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Carteret Housing Authority authorizes the purchase of laundry equipment for Jeanette Smith Village and Hermann Gardens development from AJ Madison Inc., Brooklyn, NY, in the amount of \$12,583.00.

Resolution No.1862 Authorization to Purchase Security Surveillance System

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1862
AUTHORIZING THE PURCHASE OF
SECURITY SURVEYLANCE SYSTEMS**

WHEREAS, the Housing Authority of the Borough of Carteret desires to procure security surveillance equipment for the Edward Dolan Homes development, and;

WHEREAS, the Authority solicited pricing for the desired equipment and installation (attached) with the lowest price received from OBS Inc, for a 16 camera system including installation, in the amount of \$9,602.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Carteret Housing Authority authorizes the purchase of security surveillance equipment for Edward Dolan Homes from OBS Inc, in the amount of \$9,602.00.

Resolution No.1863 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1863
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
REAPPOINT EXECUTIVE DIRECTOR AS FUND COMMISSIONER**

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund requires the Housing Authority to have a designated fund commissioner for purposes of representing the Housing Authority within the JIF, and;

WHEREAS, the Housing Authority has been represented by the Executive Director to serve in the capacity of fund commissioner;

NOW THEREFORE BE IT RESOLVED, that the Executive Director be designated as the Fund Commissioner for the Carteret Housing Authority for 2017.

Resolution No.1864 2015 Write Off's

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1864
FY2015 ACCOUNTS RECEIVABLE WRITE-OFFS**

WHEREAS, the following list of persons have been either evicted or moved out and their accounts receivable balance has not been collected;

NOW THEREFORE BE IT RESOLVED, that the following list of residents be written off the accounts receivable ledger for the Carteret Housing Authority for FY2015.

Rents and Other Charges

| Name | Balance |
|--------------|----------------|
| Dalip Singh | \$ 198.81 |
| Charles Kulp | \$ 398.93 |
| Total | \$ 597.74 |

Resolution No.1865 FY2017 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1865
FY2017 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2017 Agency Budget at the December 20, 2016 Board of Commissioners Meeting, and;

WHEREAS, the Authority needs to adopt a late budget resolution due to the fact that the Authority did not adopt its Agency Budget by November 1, 2016, and;

WHEREAS, the Authority determined that it was in its best interest to see if HUD released full year funding projections prior to the introduction of the budget, and;

WEREAS, the 2017 funding has not yet to be finalized, but the Authority would like to move forward with introducing its budget;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2017 late budget submission.

Resolution No.1866 FY2017 Authority Budget Introduction-See Attached

Resolution No.1867 FY2017 HUD Budget-See Attached

Resolution No.1868 Authorizing Litigation Settlement

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1868
AUTHORIZING SETTLEMENT OF CIVIL SUIT**

WHEREAS, Mark Davis submitted an OPRA request to the Carteret Housing Authority seeking, among other things, all legal bills for landlord tenant eviction actions filed by the Housing Authority from 2014 to the present, and;

WHEREAS, to protect the confidentiality of its tenants, the Housing Authority's response to the OPRA request included redacted billing information, and;

WHEREAS, the Carteret Housing Authority was served with an Order to Show Cause, Summons and Complaint in the action of Mark Davis v. Carteret Housing Authority, et al., Docket No. MID-L-6268-16, and;

WHEREAS, the law provides that Plaintiff recover all attorney's fees if he prevails in the action, and;

WHEREAS, after reviewing this matter with legal counsel, it appears that Plaintiff will prevail were this matter to go to trial, and;

WHEREAS, to avoid the costs of litigation associated with defending this action, as well as the possible payment of the cost of Plaintiff's legal fees, the Housing Authority has determined that it would be in the best interests of the Housing Authority to settle this claim;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Carteret Housing Authority, as follows:

1. The Housing Authority will pay the amount of \$2,500 to Plaintiff to resolve this matter. Said amount shall cover all of Plaintiff's costs, legal fees and damages and will be paid in exchange for a general release of all claims.
2. Unredacted copies of the requested bills will be provided to Plaintiff.

Resolution No.1869 Resolution Supporting S-2663 and A-4234

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1869
SUPPORTING S-2663 AND A-4234**

WHERAS, almost all local units of government and Boards of Education in New Jersey including the Carteret Housing Authority secure insurance through governmental entities known as joint insurance funds (hereinafter JIFs), and;

WHEREAS, existing law limits JIFs to investments otherwise authorized for local governmental entities and Boards of Education, and;

WHEREAS, insurance mechanisms such as JIFs have different cash flow needs than local government and Boards of Education, and;

WHEREAS, existing law greatly limits the potential investment earnings, currently less than 1% on investments of approximately \$1 billion, and;

WHEREAS, S-2663 and A-4234 would permit JIFs to invest in debt obligations of any governmental entity established under the laws of the State of New Jersey and federal agencies or governmental corporations, and;

WHEREAS, while the range of investments permitted by S-2663 and A-4234 is still very conservative, it would save the taxpayers at least \$10 million per year, and;

WHEREAS, S-2663 and A-4234 would also reduce interest expense for local units of government and Boards of Education by creating an additional purchaser of their bonds, and;

WHEREAS, S-2663 and A-4234 would also permit JIFs to join together and create a joint investment and cash management program further increasing investment income;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Carteret Housing Authority that:

1. Legislature is urged to adopt S-2663 and A-4234, and;
2. A copy of this resolution shall be sent to all area legislators as well as the Governor, Commissioner of the Department of Banking and Insurance and the Commissioner of the Department of Community Affairs.

Resolution No.1870 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1870
DESIGNATING OFFICIAL BANKS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following banks are designated as the Authority's official depositories of funds for the 2017 calendar year:

BCB Bank
Investors Bank
TD Bank
United Roosevelt
Wells Fargo

Resolution No.1871 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1871
DESIGNATING OFFICIAL NEWSPAPERS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following newspapers are designated as the Authority's official newspapers for the 2017 calendar year:

Home News Tribune
The Star Ledger

Resolution No.1872 FY2017 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1872
LEGAL SERVICES FY2017**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2017 and;

WHEREAS, The Carteret Housing Authority advertised for Legal Services pursuant to its Procurement Policy and;

WHEREAS, one proposal was received from the Law Office of James P. Nolan and Associates, LLC, 61 Green Street, Woodbridge, NJ 07095, and;

WHEREAS, the proposed price for legal services from Nolan and Associates is \$19,200.00 annually for general counsel retainer, \$150.00 per each landlord tenant matter and an hourly rate of \$125.00 per hour for non-routine litigation matters, and;

WHEREAS, the proposals were reviewed by the Executive Director, the Assistant Executive Director and Bookkeeper and were presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, that James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095 is hereby appointed to the position of Legal Counsel for the Carteret Housing Authority for the fiscal year 2017, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$19,200.00 general counsel retainer (\$1,600.00 monthly), \$150.00 per each landlord tenant matter filed on behalf of the Authority and an hourly rate of \$125.00 per hour for non-routine litigation matters for FY2017 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.1873 FY2017 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1873
ACCOUNTING SERVICES FY2017**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2017 and;

WHEREAS, the Carteret Housing Authority advertised for Accounting Services pursuant to its procurement policy and;

WHEREAS, one proposal was received from the firm of David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$33,600.00, and;

WHEREAS, the proposal from the firm of David Ciarrocca, CPA, for Accounting Services was reviewed by the Executive Director and Bookkeeper and has been presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, that David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be and is hereby appointed as the Accountant for the Carteret Housing Authority for FY2017, for the fee of \$33,600.00 for January 1, 2017 through December 31, 2017;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be in accordance with the request for Proposals for Accountant and shall be further enumerated in a Professional Services contract to be executed between the parties in the amount of \$33,600.00, payable in monthly installments.

Resolution No.1874 FY2016 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1874
FY2016 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2016, and;

WHEREAS, the Housing Authority advertised for Auditing Services pursuant to its procurement policy, and;

WHEREAS, one proposal was received from the firm of Novogradac Company LLP, 252 Washington St., Suite B, Toms River, NJ 08753, in the amount of \$11,360.00, and;

WHEREAS, the proposals for Auditing Services were reviewed by the Executive Director, Assistant Executive Director and Bookkeeper and have been presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, that Novogradac Company LLP, be and is hereby appointed as the Auditor for the Housing Authority for FY2016, for the fee of \$11,360.00, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be in accordance with the Request for Auditor and shall be further enumerated in a Professional Services contract to be executed between the parties in the amount of \$11,360.00.

Resolution No.1875 FY2017 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1875
AWARD OF CONTRACT-MODERNIZATION COORDINATOR**

WHEREAS, the Housing Authority of the Borough of Carteret desires the services of a Modernization Coordinator, and;

WHEREAS, the Authority advertised and invited proposals to be submitted for Modernization Coordinator, and;

WHEREAS, the Authority requested a fixed fee to attend to the office one day per month and an hourly rate for all other time spent attending to projects pertaining to the Authority, and;

WHEREAS, the Authority received 1 proposal from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$7,500.00/year, and;

WHEREAS, David Ciarocca, CPA, is currently the modernization coordinator and accounting firm for the Authority, and;

WHEREAS, the proposal was reviewed by the Executive Director, Assistant Executive Director and Bookkeeper and presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be awarded a 1 year contract for Modernization Coordinator at an annual fee of \$7,500.00, payable in monthly installments.

Resolution No.1876 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1876
SPECIAL LEGAL COUNSEL**

WHEREAS, The Carteret Housing Authority occasionally requires the service of Special Legal Counsel, and;

WHEREAS, The Carteret Housing Authority advertised for Special Legal Services pursuant to its Procurement Policy, and;

WHEREAS, four proposal were received from the firms of Joseph M. Wenzel, 1000 Clifton Avenue, Suite 101, Clifton, NJ, in the amount of \$120.00/hr; McManimon, Scotland and Baumann, 75 Livingston Ave, Fl 2, Roseland, NJ 07068, in the amount of \$195.00/hr attorney and \$115.00/hr paralegal respectively for Counsel Services, and \$225.00/hr attorney and \$125.00/hr paralegal respectively for litigation services; Decotiis, Fitzpatrick and Cole, Glenpointe Centre West, 500 Frank W. Burr Blvd, Suite 31, Teaneck, NJ 07666, in the amount of \$175.00/hr for attorneys, \$125.00/hr for paralegals \$95.00/hr for legal assistants; and Eric M. Bernstein and Associates, LLC, Two North Road, P.O. Box 4922, Warren, NJ, 07059 in the amount of \$125.00/hr for attorneys, \$60.00 for paralegals; and;

WHEREAS, the proposals were reviewed by the Executive Director, the Assistant Executive Director and Bookkeeper and presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firms of Joseph M. Wenzel; McManimon, Scotland and Baumann; Decotiis, Fitzpatrick and Cole; and Eric M. Bernstein and Associates, as per the attached pricing schedules, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firm(s) as necessary in an aggregate amount not to exceed \$7,500.00, and;

BE IT FURTHER RESOLVED, that the terms of the contracts will be particularly enumerated in a professional services contract to be executed between the parties.

A motion to adopt a consent agenda for Resolutions No.1861, No.1862, No.1863, No.1864, No.1865, No.1866, No.1867, No.1868, No.1869, No.1870, No.1871, No.1872, No.1873, No.1874, No,1875 and No.1876 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

The Executive Director reported that the Authority had a program for the seniors that was followed by the families. He added that the Toys for Tots donations and follow through from the staff to make sure our youth residents got toys went very well. He thanked those who donated this year and the staff for a great job.

COMMISSIONERS COMMENTS: Vice Chairman Gasparro wished everyone Happy Holidays. Chairwoman Colon expressed same and thanked everyone that helped with the Holiday Gift Program.

ATTORNEY'S REPORT: None.

AUDIENCE COMMENTS:

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

No public was present.

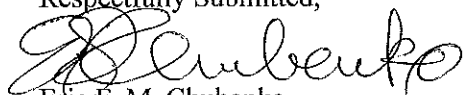
A motion to close the meeting to the public was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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A motion to adjourn the meeting was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:33 pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "E. Chubenko".

Erie F. M. Chubenko
Executive Director