

**REGULAR MEETING  
AGENDA  
JANUARY 17, 2017**

Chairwoman Iris Colon opened the Public Meeting at 6:06pm. 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, Commissioner Dennis Cherepski, Vice Chairman Joseph Gasparro, and Commissioner 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 Ronald Rios requested to be excused due to a medical reason.

**NOMINATION FOR VICE CHAIRMAN:** Chairwoman Colon asked if there are nominations for Vice Chairman.

Commissioner Chester Bohanek nominated Commissioner Joseph Gasparro for Vice Chairman, seconded by Chairwoman Colon.

The Executive Director asked if there were any other nominations for Vice Chairman.  
There were no other nominations.

Upon roll call for the Office of Vice Chairman, all present voted aye, nays none.

The Board congratulated Joseph Gasparro as Vice Chairman.

**MINUTES:** A motion to adopt the Regular Minutes of November 22, 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 Vice Chairman Gasparro, 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.1877 FY2016 PHAS-Public Housing Assessment System Submission**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1877  
FY2016 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 2016, 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 FY2016 PHAS to the US Dept of HUD.

**Resolution No.1878 FY2016 SEMAP-Section Eight Management Assessment Program Submission**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1878  
FY2016 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 2016;

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.

**Resolution No.1879 Amend ACOP and Administrative Plan to include New Violence Against Women Act Provisions**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1879  
AMEND PUBLIC HOUSING ADMISSIONS AND CONTINUING OCCUPANCY POLICY (ACOP) AND  
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN TO INCLUDE NEW  
VIOLENCE AGAINST WOMEN ACT (VAWA) PROVISIONS**

WHEREAS, the Authority has been notified by HUD of the final rule effective December 16, 2016 to enhance protections for survivors of domestic and dating violence, sexual assault and stalking under the Violence Against Women Act (VAWA), and;

WHEREAS, notification was posted for the proposed amendments to the ACOP and Administrative Plan;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Public Housing Admissions and Continuing Occupancy Policy and the Housing Choice Voucher Administrative Plan be amended to include the attached policy language for the enhanced protections for survivors of domestic and dating violence, sexual assault and stalking under the Violence Against Women Act (VAWA), and;

BE IT FURTHER RESOLVED, that these amendments shall take effect immediately.

A motion to adopt a consent agenda for Resolutions No.1877, No.1878 and No.1879 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 Holiday Meal Program was well attended and enjoyed by all. He mentioned that there was good food and entertainment. He added that for the Authority's gift program, several local landlords and organizations donated holiday gifts for our youth residents. He thanked all that provided said donations and thanked the staff for doing a great job with both programs.

**COMMISSIONERS COMMENTS:**

Chairwoman Colon also thanked everyone for their participation with both events and mentioned that the donations helped her with the opportunity to help several children for the Holidays.

**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.

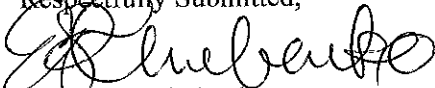
No public was present.

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.

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 6:20 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
MARCH 21, 2017**

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 Dennis Cherepski, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek and Kevin Urban, Executive Director, Eric F. M. Chubenko.

Commissioner Ronald Rios arrived at 6:03pm.

Commissioner Chester Bohanek Jr. requested to be excused due to medical reasons.  
Assistant Executive Director, Karen D. Alexis Holloway requested to be excused due to medical reasons.  
Attorney, Eric Lange was available by phone due to traffic.

**MINUTES:** A motion to adopt the Reorganization Meeting of December 20, 2016 was made by Vice Chairman Gasparro, seconded by Commissioner Popek and all present voted aye, nays none.

**MINUTES:** A motion to adopt the Regular Minutes of December 20, 2016 was made by Vice Chairman Gasparro, seconded by Commissioner Rios 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 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.1880 Adoption of ELOCCS Policy**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1880  
ADOPT ELOCCS SECURITY POLICY**

WHEREAS, the Housing Authority of the Borough of Carteret "CHA" must have access to the United States Department of Housing and Urban Development "HUD" Electronic Line of Credit Control System "ELOCCS" in order to draw monies for various programs administered by the CHA, and;

WHEREAS, HUD requires that all Housing Authorities using ELOCCS must have a security policy in place establishing the authorizing official and users of ELOCCS, and;

WHEREAS, the Board of Commissioners of the CHA have reviewed the attached policy and finds it to meet the requirements and compliance set forth in the ELOCCS user guide;

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

- 1) Approval of the attached ELOCCS security policy.
- 2) Authorization for the Executive Director to execute said policy on behalf of the CHA.
- 3) Authorization for the Executive Director to forward this resolution along with its attachments to HUD as required.

**Resolution No.1881 Amend Administrative Plan to Allow for Housing Choice Voucher Inspections Every 2 Years**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1881  
AMEND ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of the Borough of Carteret has an Administrative Plan for the Housing Choice Voucher Program, and;

WHEREAS, the US Dept of Housing and Urban Development has recently published a regulation that allows the Authority to amend its Administrative Plan to perform Housing Quality Standards "HQS" inspections every 2 years rather than statutorily having to perform them every year, and;

WHEREAS, the Authority does not have to have every inspection performed every 2 years, but instead can determine, at the Authority's discretion, to complete inspections every 1 to 2 years depending on the circumstances pertaining to the respective unit, and;

WHEREAS, the Authority desires to amend its Administrative Plan to give the Housing Choice Voucher Program discretion at performing HQS inspections every 2 years;

NOW THEREFORE BE IT RESOLVED, that the Administrative Plan for the Housing Choice Voucher Program is hereby amended to allow for the Carteret Housing Authority to perform Housing Quality Standards inspections every 2 years at the discretion of the Authority and the Housing Choice Voucher Program.

**Resolution No.1882 2016 Authority Budget Adoption-See Attached**

**Resolution No.1883 Award Contract for Lawn Care Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1883  
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 solicited quotations and two proposals were received as follows:

<b>Company</b>	<b>Grass Cutting</b>
DLJ Landscape & Design, Carteret, NJ	\$13,800.00
D'Onofrio and Sons Inc., Hillside, NJ	\$16,032.00

WHEREAS, the lowest price received for lawn services was from DLJ Landscape and Design, 51 Pinho Ave, Carteret, NJ 07008 in the amount of \$13,800.00, and;

WHEREAS, the Authority is attempting to confirm that DLJ Landscape and Design possesses the required Contractor Registration Act certificate, Business Registration and Insurance, and;

WHEREAS, if they do possess the required documents and insurance, then the Authority recommends execution of a contract for lawn care services with DLJ Landscape & Design, and if they do not possess the proper documents and insurance, then the Authority recommends rejecting the quotation from DLJ Landscape and Design and execution of a contract for lawn care services to the second lowest quotation received from D'Onofrio and Sons Inc.;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that, subject to the receipt of the required Contractor Registration Act certificate, Business Registration and Insurance, the Authority authorizes a lawn services contract with DLJ Landscape & Design, 51 Pinho Ave, Carteret, NJ 07008, for lawn care services for the grass cutting season April through November 2017, in an amount not to exceed \$13,800, and;

BE IT FURTHER RESOLVED, that if DLJ Landscape & Design does not possess the proper documents and insurance, then the Authority rejects their respective quotation and authorizes award of contract to the second lowest quotation received from D'Onofrio and Sons Inc., 433 Hillside Ave, Hillside, NJ 07025, for lawn care services for the grass cutting season April through November 2017, in an amount not to exceed \$16,032.

#### **Resolution No.1884 Authorizing NJ Direct Install Contract**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1884  
AUTHORIZING CONTRACT FOR  
NJ DIRECT INSTALL PROGRAM**

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 Authority has previously authorized inclusion in the NJ Clean Energy Program and a free energy audit to be performed through the program to analyze various energy efficient upgrades that can provide substantial energy and cost savings for the Authority, and;

WHEREAS, the energy audit has been completed, and it has been determined that various energy savings measures should be taken that would make necessary upgrades to several of the qualifying buildings that would result in substantial energy and cost savings going forward, and;

WHEREAS, the Authority will have this work performed via a negotiated contract for energy efficiency upgrades performed by a State of New Jersey Clean Energy Program qualified contractor, whereby the Authority pays only 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 Tri-State Light & Energy, Inc. to perform the various improvements per the attached proposals at Buildings A, B, F, G, H and the Community Center/Maintenance Facility on Bergen Street and the Main Office Administrative Building, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary documents and contracts on behalf of the Authority to effectuate inclusion in the NJ Clean Energy Program and for purposes of having the energy efficiency upgrades performed by Tri-State Light & Energy, Inc., and;

BE IT FURTHER RESOLVED, that the Capital Fund Program be utilized for the budget authorization.

A motion to adopt a consent agenda for Resolutions No.1880, No.1881, No.1882, No.1883 and No.1884 was made by Commissioner Rios seconded Vice Chairman Gasparro, and upon roll call all present voted aye, nays none.

The Executive Director gave a report in regard to the recent snow storm. He discussed snow equipment and plows that are used by the Housing Authority.

**COMMISSIONERS COMMENTS:**

Commissioner Urban asked a question in regard to snow equipment which was addressed by the Executive Director.

**ATTORNEY'S REPORT:** None.

**AUDIENCE COMMENTS:**

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

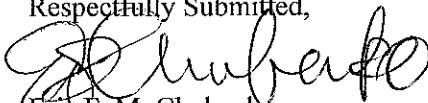
No public was present.

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 Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:12 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**SPECIAL MEETING  
AGENDA  
APRIL 27, 2017**

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, Vice Chairman, Joseph Gasparro, Commissioner Joseph Popek , Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange

Commissioner Ronald Rios requested to be excused.  
Commissioner Kevin Urban requested to be excused.

**MINUTES:** A motion to adopt the Regular Minutes of January 17, 2017 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 Bohanek, seconded by Vice Chairman Gasparro 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.1885 FY2016 Authority Budget Adoption-See Attached**

**Resolution No.1886 RAD Consulting Service Contract**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1886  
CONTRACT FOR RAD & TECHNICAL CONSULTING SERVICES  
INCREASE NOT TO EXCEED**

WHEREAS, the Housing Authority of the Borough of Carteret has previously authorized a contract with Execu-Tech, Inc for Rental Assistance Demonstration (RAD) and Technical Consultant services for the purposes of reviewing long term planning options for the Authority's developments as part of a Authority wide conversion to RAD, and;

WHEREAS, the Authority's award of contract was in an initial amount not to exceed \$15,000.00, exclusive of the 1.25% of the total financed development costs if the RAD project proceeds to closing, and;

WHEREAS, the Authority has reached the not to exceed amount of \$15,000.00 and the Authority is working to finalize the RAD conversion which is expected to close prior to the end of 2017, and;

WHEREAS, the Authority requires the continued services of Execu-Tech, Inc in its collective efforts to finalize the RAD conversion;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that a RAD and Technical Consultant services contract has already been awarded to Execu-Tech, Inc., 345 Prospect Avenue, Unit 6M, Hackensack, NJ 07601, at a rate of \$150.00 per hour, in an amount not to exceed \$15,000.00, plus 1.25% of the total financed development costs if the RAD project proceeds to closing, and;



BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes additional RAD and Technical Consultant services to Execu-Tech, Inc., at a rate of \$150.00 per hour, in an amount not to exceed \$15,000.00, for a total not to exceed amount of \$30,000.00, plus 1.25% of the total financed development costs if the RAD project proceeds to closing.

**Resolution No.1887 Authorizing Award of Contract for RAD Lending Services and Submission of RAD Financing Plan**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1887  
AUTHORIZING AWARD OF CONTRACT FOR RAD LENDING SERVICES  
AND AUTHORIZING SUBMISSION OF THE RAD FINANCIAL PLAN**

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

WHEREAS, as part of that process it requires the submission of a Financial Plan to address the required capital improvements over a specified period of time, and;

WHEREAS, this includes the need to identify an amount of money that needs to be borrowed in conjunction with existing reserves and anticipated operating capital over the specified period of time, and;

WHEREAS, the Authority advertised for lenders to submit proposals for Lending Services per the RFP, and;

WHEREAS, four proposals were received and reviewed by NW Financial as part of their respective responsibilities as Financial Advisor for the Authority during the process of the RAD conversion, and;

WHEREAS, it is recommended that Lakeland Bank, 155 Morristown Road, Bernardsville, NJ 07924 be awarded the contract for RAD Lending Services per their submitted proposal;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that an award of contract for RAD Lending Services be made to Lakeland Bank, 155 Morristown Road, Bernardsville, NJ 07924, per their submitted proposal, and;

BE IT FURTHER RESOLVED, that the Executive Director and Financial Advisor are authorized to take all such actions necessary to effectuate completion of the financing to support the RAD Conversion, and;

BE IT FUTHER RESOLVED, that the Executive Director, RAD Technical Services Consultant, RAD Special Legal Counsel and Financial Advisor are authorized to execute all necessary documents and take all necessary actions to submit the RAD Financial Plan to HUD.

The Executive Director gave a detail explanation in regard to the RAD transaction and conversion. He introduced Mr. Dan Mariniello, who gave an extensive overall summary of the Financial Proposals. A prepared presentation booklet of said was given to the board members and all questions were answered.

Commissioner Bohanek had a question in regard to interest rates which was addressed by the Executive Director.

A motion for a consent agenda for Resolutions No.1885, No.1886 and No.1887 with a contingency regarding the ability to maintain certain accounts at a local bank for Resolution No.1887, was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek, and upon roll call all present voted aye, nays none.

**COMMISSIONERS COMMENTS:** None

**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.

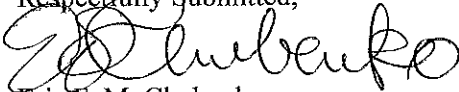
No public was present.

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.

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 6:37 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
JUNE 20, 2017**

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, Commissioner Chester Bohanek Jr., Chairwoman Iris Colon, 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 requested to be excused due to a work conflict.  
Vice Chairman Joseph Gasparro requested to be excused due to a work conflict.  
Commissioner Ronald Rios requested to be excused due to a meeting conflict.

**MINUTES:** A motion to adopt the Regular Minutes of March 21, 2017 was made by Commissioner Bohanek, seconded by Commissioner Popek and all present voted aye, nays none.

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

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

Commissioner Urban questioned the Grainger invoice. The Executive Director said that it was for motor parts-blowers.

**NEW BUSINESS:** The Executive Director gave a detailed overview of each resolution and answered all questions pertaining to the agenda items. **Note:** (The original Resolution No.1889 was struck from the agenda and the rest of the resolutions numbers changed consecutively in order).

**Resolution No.1888 Authorizing Application to HUD and State of NJ for RAD**

**RESOLUTION NO.1888 OF THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET, IN THE COUNTY OF MIDDLESEX, NEW JERSEY, AUTHORIZING THE SUBMISSION TO HUD AND THE LOCAL FINANCE BOARD OF ALL REQUIRED DOCUMENTS INCLUDING BUT NOT LIMITED TO AN APPLICATION, EXECUTION OF COMMITMENT AND EXTENSION**

**WHEREAS**, the Housing Authority of the Borough of Carteret (the "Authority") is a public body corporate and politic, constituting an instrumentality of the State of New Jersey (the "State"), created by the Borough of Carteret (the "Borough") pursuant to the provisions of the Housing Authorities Law, Chapter 67 of the Pamphlet Laws of 1950, codified at N.J.S.A. 55:14A-1 *et seq.*, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented, and codified at N.J.S.A. 40A:12A-1 *et seq.* (the "Act");

**WHEREAS**, the Authority owns and operates a residential rental public housing project, for which it received approval from the United States Department of Housing and Urban Development ("HUD") to convert to Authority owned and operated multifamily housing under the Rental Assistance Demonstration program, P.L. 112-55 (2012) ("RAD"), administered by HUD;

**WHEREAS**, the Authority will submit an application for HUD approval of its physical needs assessment (“PNA”) and the Authority’s financing plan in order to receive approval of the financing plan and obtain a RAD Conversion Commitment (“RCC”) from HUD;

**WHEREAS**, the Act authorizes the Authority to issue bonds, notes or other obligations pursuant to (N.J.S.A. 40A:12A-16(5) and -29);

**WHEREAS**, in furtherance of the purposes of the Act, the Executive Director and Chairperson are hereby authorized to execute any and all documents to effectuate this transition.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Carteret, in the County of Middlesex, New Jersey, as follows:

1. That this Resolution shall take effect immediately.
2. The application to the Local Finance Board is hereby approved, and the Agency's Bond Counsel and financial advisor, along with other representatives of the Agency, are hereby authorized to prepare such application and to represent the Agency in matters pertaining thereto.
3. The Executive Director and Chairperson are hereby authorized to execute any and all documents to effectuate the transition to RAD.
4. The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

**Resolution No.1889 Authorizing Payment of Direct Install Obligation for Energy Efficiency Upgrades**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1889  
AUTHORIZING PAYMENT OF NJ DIRECT INSTALL OBLIGATION  
FOR ENERGY EFFICIENCY UPGRADES**

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

WHEREAS, the firm that was approved by the NJ Direct Install Program to perform these services at a discounted rate is Tri-State Light & Energy, Inc., and;

WHEREAS, the Authority is required to pay for 30% of the costs of the energy upgrades to commence with the installation, and;

WHEREAS, the following is the breakdown of the Authority’s obligation:

<b>Property</b>	<b>30% Cost to Authority</b>
Building A Bergen Street	\$2,973.44
Building B Bergen Street	\$3,028.53
Building F Bergen Street	\$2,509.67
Building G Bergen Street	\$2,475.74
Building H Bergen Street	\$3,173.01
Community Center/Maintenance Building Bergen Street	\$3,792.36
<u>Main Office Administrative Building</u>	<u>\$3,718.35</u>
<b>Total</b>	<b>\$21,671.10</b>

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes payment to Tri-State Light & Energy, Inc. in the amount of \$21,671.10 to perform the various improvements per the attached proposals at Buildings A, B, F, G, H and the Community Center/Maintenance Facility on Bergen Street and the Main Office Administrative Building, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary documents and contracts on behalf of the Authority to effectuate commencement of installation, and;

BE IT FURTHER RESOLVED, that the budget is derived from the Capital Fund Program.

**Resolution No.1890 Amend Administrative Plan-Modify Income Limits 80% of Median**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1890  
AMEND ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of the Borough of Carteret has an Administrative Plan for the Housing Choice Voucher Program, and;

WHEREAS, the Housing Authority believes that it would be advantageous to amend the Administrative Plan's income limit to 80% of the median income;

NOW THEREFORE BE IT RESOLVED, that the Administrative Plan for the Housing Choice Voucher Program is hereby amended to utilize 80% of the median income as the income limit for the Carteret Housing Authority.

A motion for a consent agenda for Resolutions No.1888, No.1889 and No.1890 was made by Commissioner Bohanek, seconded by Commissioner Popek, and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** None.

**COMMISSIONERS COMMENTS:** Commissioner commented that a good job was done in regard to the soil on Noe Street.

**AUDIENCE COMMENTS:** None

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

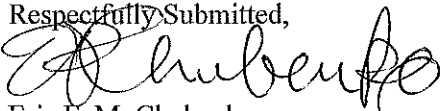
No public was present.

A motion to close the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Popek 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 6:17 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
JULY 18, 2017**

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. and Dennis Cherepski, Chairwoman Iris Colon, Commissioners Joseph Popek and Kevin Urban, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney Fred Rubinstein (filling in for Eric Lange).

Vice Chairman Joseph Gasparro and Commissioner Ronald Rios were absent and requested to be excused.

**MINUTES:** A motion to adopt the Regular Minutes of April 27, 2017 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 Popek, 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 the agenda items.

**Resolution No.1891 Chairperson to Appoint Resident Advisory Board**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1891  
RESIDENT ADVISORY BOARD  
APPOINTED BY THE CHAIRPERSON**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have a Resident Advisory Board (RAB) to take part in the compilation of the Annual and Five Year Plan that is to be submitted to the US Dept of HUD on an annual basis, and;

WHEREAS, the RAB should be representative of all of the housing programs that the Authority administers, and;

WHEREAS, the Public Housing residents and Housing Choice Voucher participants on the RAB will be met with to discuss the issues and ideas surrounding the compilation and submission of the Annual and Five Year Plan, and;

NOW THEREFORE BE IT RESOLVED, that Chairwoman Iris Colon appoint a group of residents and participants to serve on the Resident Advisory Board for the FY2017 Annual Plan submission.

**Resolution No.1892 Authorizing Opening of the Public Housing Family Waiting List**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1892  
OPEN PUBLIC HOUSING FAMILY 1, 2, 3 & 4 BEDROOM WAITING LIST FOR INDIVIDUALS  
QUALIFYING FOR THE RESIDENT PREFERENCE**

WHEREAS, the Authority desires to open the Public Housing Families Waiting List for 1, 2, 3 & 4 bedroom apartments for individuals qualifying for the resident preference, and;

WHEREAS, due to the turnover realized during the past several years for 1, 2, 3 & 4 bedroom units and the current turnover projections there is a need to add applicants to the Public Housing Family Waiting List for 1, 2, 3 & 4 bedroom apartments, and;

WHEREAS, based on the current waiting list it would be advantageous to open the Public Housing Waiting List for 1, 2, 3 and 4 bedroom apartments for individuals qualifying for the resident preference;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Public Housing Families Waiting List for 1, 2, 3 & 4 bedroom apartments for individuals qualifying for the resident preference be advertised to opened on October 24, 2017 starting at 9am 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.

**Resolution No.1893 Authorizing Renewal of Executive Director Contract**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1893  
RESOLUTION TO RETAIN ERIC CHUBENKO TO SERVE AS THE  
EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY OF THE  
BOROUGH OF CARTERET AND TO AUTHORIZE A FIVE-YEAR  
EMPLOYMENT CONTRACT FOR THE OFFICE OF THE EXECUTIVE  
DIRECTOR**

WHEREAS, the Housing Authority of the Borough of Carteret (hereinafter "the Authority") is an instrumentality and agency established pursuant to N.J.S.A. 40A:12A-17, and it is operated in conformance therewith; and,

WHEREAS, on or about September 16, 2014, the Board of Commissioners authorized the award of a (5) five year contract of employment to Eric F. M. Chubenko to serve as Executive Director of the Housing Authority from September 1, 2014 through August 31, 2019; and,

WHEREAS, during the term of the aforementioned contract of employment, Eric Chubenko has performed satisfactorily as Executive Director; and,

WHEREAS, the contract for employment is only three years into its existing term, but for purposes of aligning the contract term more closely with future planning, the Board of Commissioners has determined that it is in the best interests of the Housing Authority for a subsequent contract of employment to be awarded for an employment term of (5) five years commencing on September 1, 2017; and,

WHEREAS, on the basis of Eric F. M. Chubenko's experience, the Housing Authority will offer the same salary currently in place; and,

**WHEREAS**, all increases commencing on January 1, 2018 and through the completion of this contract shall be in accordance with the Board approved budget appropriations for that respective year; and in addition thereto has continued to offer the amount of (\$2,400) two-thousand four hundred dollars for an annual motor vehicle allowance, or an Authority provided vehicle that is agreed upon by both the Employee and the Employer; and further, the Board of Commissioners has offered to continue the benefits package presently being received by all employees of the Housing Authority; and,

**WHEREAS**, after careful consideration of these terms including the offer of a (5) five year contract of employment, Eric F. M. Chubenko has accepted same and in accordance therewith shall execute an employment contract containing these terms;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Carteret, that Eric Chubenko be and hereby is appointed to continue to serve as the Executive Director, effective as of September 1, 2017; and,

**BE IT FURTHER RESOLVED**, that the Executive Director shall receive the same salary currently in place; and all increases commencing on January 1, 2018 and through the completion of this contract shall be in accordance with the Board approved budget appropriations for that respective year; and in addition thereto has continued to offer the amount of (\$2,400) two-thousand four hundred dollars as and for an annual motor vehicle allowance, or an Authority provided vehicle that is agreed upon by both the Employee and the Employer; and further, the Board of Commissioners has offered to continue the benefits package presently being received; and,

**FURTHER RESOLVED**, that the Chairperson of the Board of Commissioners be and hereby is authorized to execute an employment contract memorializing the aforementioned terms and shall contain all of the statutory protections provided to an executive director pursuant to N.J.S.A. 40A:12A-17 et seq. and said contract of employment shall not exceed a term of 5 years.

A motion for a consent agenda for Resolutions No.1891, No.1892 and No.1893 was made by Commissioner Bohanek, seconded by Commissioner Popek and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** None.

**COMMISSIONERS COMMENTS:** None.

**AUDIENCE COMMENTS:** None

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.

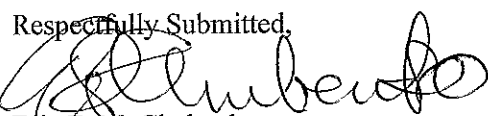
No public was present.

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

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

The meeting was adjourned at 6:10 pm.

Respectfully Submitted,

  
Eric F. M. Chubenko  
Executive Director



**REGULAR MEETING  
AGENDA  
SEPTEMBER 19, 2017**

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, 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.

Commissioner Ronald Rios requested to be excused.  
Attorney Eric Lange was available by phone.

Commissioner Dennis Cherepski arrived at 6:05pm.

**MINUTES:** A motion to adopt the Special Minutes of June 20, 2017 was made by Commissioner Bohanek, seconded by Commissioner Popek and all present voted aye, nays none.

**COMMUNICATIONS:** A motion to place Communications on file was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek 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:** The Executive Director gave a detailed overview of each resolution and answered all questions pertaining to the agenda items.

**Resolution No.1894 Adoption of Agency Plan**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1894  
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 2017, and;

WHEREAS, the public was invited to attend a hearing held on September 13, 2017 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 2017 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.1895 PHA Certification of Compliance with the PHA Plan (Attached)**

**Resolution No.1896 FY2016 Audit Certification and Affidavit**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1896  
FY2016 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, 2016 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, 2016, 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.

**Resolution No.1897 FY2017 Budget Adoption (Attached)**

**Resolution No.1898 Approving Property Leasing and Management Agreement (Attached)**

**Resolution N0.1899 Authorizing Procurement of Surveys**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1899  
AUTHORIZING THE PROCUREMENT OF SURVEYING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is in need of procuring surveying services as part of the RAD transaction, and;

WHEREAS, requests for quotations for ALTA survey work were sent out to three surveying firms on 8/14/17, and;

WHEREAS, two proposals were received back as follows:

<u>LAN Associates</u>	
Dolan Homes	\$3,900
Sam Sica Homes	\$3,350
Jeanette Smith Village	\$3,250
<u>Update Victoria/Hermann</u>	<u>\$1,950</u>
Total	\$12,450 (plus \$90 per corner marker as needed)

James P. Deady Surveyor

Dolan Homes	\$10,100
Sam Sica Homes	\$9,400
<u>Jeanette Smith Village</u>	<u>\$5,500</u>
Total	\$25,000 (not including update for Victoria Copeland/Hermann or corner markers)

WHEREAS, the lowest quotation was received from LAN Associates in the amount of \$12,450 plus \$90 per corner marker as needed;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Carteret Housing Authority authorizes the procurement of ALTA surveying services from LAN Associates in an amount not to exceed \$12,450 (plus \$90 per corner marker as needed).

A motion for a consent agenda for Resolutions No.1894, No.1895, Resolution No.1896, Resolution No.1897, Resolution No.1898 and Resolution No.1899 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** None.

**COMMISSIONERS COMMENTS:** None.

The Executive Director stated that the Authority received RCC approval for the RAD deal and he discussed the details involved. There were additional questions and further discussion regarding this matter.

**AUDIENCE COMMENTS:** None

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

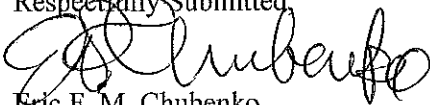
No public was present.

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

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

The meeting was adjourned at 6:08pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
OCTOBER 17, 2017**

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, 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 Gasparro requested to be excused due to a work conflict.  
Commissioner Dennis Cherepski was absent.

**MINUTES:** A motion to adopt the Regular Minutes of July 18, 2017 was made by Commissioner Bohanek, seconded by Commissioner Rios 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 the resolutions and answered all questions pertaining to the agenda items. He added that the resolutions are all related to the Rental Assistance Demonstration "RAD" conversion that modifies the Public Housing to Project Based Vouchers. He explained the situation concerning the State of New Jersey and its Riparian Rights at Jeanette Smith Village in detail. He stated that there is constant communication with hope for potential approval of the RAD conversion. He added that he will keep the Board updated.

**Resolution No.1900 Adoption of Lease, Lease Addendum and Policies as part of RAD Conversion**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1900  
ADOPTION OF LEASE, LEASE ADDENDUMS AND POLICIES**

WHEREAS, the Housing Authority of the Borough of Carteret needs to update and adopt various policies, a new lease and lease addendums as part of the Rental Assistance Demonstration "RAD" conversion, and;

WHEREAS, the Authority's Administration working in cooperation with the RAD consultant have compiled the attached Lease, Tenant Handbook, Pet Policy, Grievance Procedure, House Rules Addendum, Tenancy Addendum Section 8 Project-based Voucher Program, Addendum to PBV Lease Resident Procedural Rights and Parking Policy, for adoption;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes adoption of the attached Lease, Tenant Handbook, Pet Policy, Grievance Procedure, House Rules Addendum, Tenancy Addendum Section 8 Project-based Voucher Program, Addendum to PBV Lease Resident Procedural Rights and Parking Policy.

**Resolution No.1901 Review of the Findings of the Local Finance Board**

**RESOLUTION NO.1901 OF THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET CONCERNING REVIEW OF THE FINDINGS OF THE LOCAL FINANCE BOARD MADE AT A MEETING OF SAID BOARD ON AUGUST 9, 2017 IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:5A-7 WITH RESPECT TO A PROPOSED FINANCING TO PROVIDE FOR THE ISSUANCE OF OBLIGATIONS OF THE AUTHORITY (THE “RESOLUTION”)**

**WHEREAS**, the Local Finance Board, in the Division of Local Government Services, State of New Jersey Department of Community Affairs (the “Local Finance Board”) at a meeting held on August 9, 2017, issued favorable findings, a copy of which Findings are attached hereto as Exhibit A (the “Findings”), with respect to financing to be undertaken by the Housing Authority of the Borough of Carteret (the “Authority”) in an amount not to exceed \$2,300,000;

**WHEREAS**, the Findings have been filed with the Secretary of the Authority and a copy of such Findings has been received by each member of the governing body of the Authority;

**WHEREAS**, N.J.S.A. 40A:5A-7 requires that the governing body of the Authority, within 45 days of receipt of the Findings, shall certify by resolution to the Local Finance Board that each member thereof has personally reviewed such findings and recommendations;

**WHEREAS**, each member of the Authority has personally reviewed the Findings, as evidenced by a Group Affidavit which has been signed by a majority of the full membership of the Authority in the form prescribed by the Local Finance Board (the “Group Affidavit”);

**WHEREAS**, failure to comply with this requirement may subject the members of the Authority to the penalty provisions of N.J.S.A. 52:27BB-52; and

**WHEREAS**, the Commissioners of the Authority desire to adopt this Resolution acknowledging the Findings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET, as follows:**

**Section 1.** Each Commissioner of the Authority, having personally reviewed the Findings, is hereby authorized to execute the Group Affidavit to such effect set forth in Exhibit B attached hereto.

**Section 2.** After execution of the Group Affidavit, the Authority will have complied with the requirements of N.J.S.A. 40A:5A-7 with respect to the Findings; accordingly, the Authority does hereby severally authorize and direct the Secretary of the Authority or DeCotiis, FitzPatrick, Cole & Giblin, LLP, counsel to the Authority, to submit to the Local Finance Board a certified copy of this Resolution and such fully authorized and executed Group Affidavit evidencing the Authority's compliance therewith.

**Section 3.** This Resolution shall take effect immediately upon adoption.

**Resolution No.1902 Authorizing the Sale and Issuance of Housing Revenue Bonds**

**RESOLUTION NO.1902 AUTHORIZING THE SALE AND ISSUANCE BY THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET OF A HOUSING REVENUE BOND (RENTAL ASSISTANCE DEMONSTRATION PROJECT), SERIES 2017 (OR SUCH OTHER YEAR DESIGNATION AS MAY BE APPROPRIATE), IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$2,300,000, AND AUTHORIZING AND APPROVING THE EXECUTION AND DELIVERY OF AGREEMENTS AND RELATED INSTRUMENTS AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH - ADOPTED: 10-17-17**

**WHEREAS**, the Housing Authority of the Borough of Carteret (the "Authority" or "Housing Authority") is a public body corporate and politic, constituting an agency and instrumentality of the State of New Jersey (the "State"), created by the Borough of Carteret (the "Borough"), in the County of Middlesex within the State, pursuant to the provisions of the Housing Authorities Law, Chapter 67 of the Pamphlet Laws of 1950, codified at N.J.S.A. 55:14A-1 *et seq.*, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented, and codified at N.J.S.A. 40A:12A-1 *et seq.* (the "Act");

**WHEREAS**, the Authority owns and operates 228 units of residential rental public housing (the "Housing Units") for which it has received approval on September 15, 2017 from the United States Department of Housing and Urban Development ("HUD") for the conversion of such housing units to the Rental Assistance Demonstration program, P.L. 112-55 (2012) ("RAD"), administered by HUD;**WHEREAS**, the Act authorizes the Authority to issue Bonds, notes or other obligations (N.J.S.A. 40A:12A-16(5) and -29);

**WHEREAS**, in furtherance of the purposes of the Act, and in order to comply with the RAD program and the terms and conditions of the RAD Conversion Commitment ("RCC") issued by HUD, the Authority proposes to issue a Housing Revenue Bond (Rental Assistance Demonstration Project), Series 2017 (or such other year designation as may be appropriate when the Bond is issued and delivered) in an aggregate principal amount not to exceed \$2,300,000 (the "Bond") and to apply the proceeds of the Bond, together with other available moneys of the Authority, to (i) finance capital improvements to and fund a capital replacement reserve for future capital improvements to 5 properties which are the sites of the Housing Units (each a "Property" and collectively, the "Properties"), consisting of 228 senior and family units located in the Borough, which Properties are the subject of the conversion to the RAD program, (ii) to defease outstanding NJHMFA capital leveraging debt of the Authority on the Properties ("Outstanding Debt"), and (iii) pay costs of issuance in connection therewith (collectively, the "Project"); and

**WHEREAS**, the Bond, when issued, will be special and limited obligations of the Authority, and neither the Borough, nor any political subdivision thereof (other than the Authority, but solely to the extent of the Trust Estate (as defined in Section 2 hereof)), will be obligated to pay the principal or redemption price of, or interest on, the Bond, and neither the faith and credit nor the taxing power of the Borough or any political subdivision thereof will be pledged to the payment of the principal or redemption price of (as applicable) or interest on, the Bond.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET, (not less than a majority of the members thereof affirmatively concurring as follows):**

Section 1. The terms and conditions of the RCC are hereby approved and the Authorized Officers (as hereinafter defined) are hereby authorized and directed to execute and deliver to HUD, nunc pro tunc, the executed RCC and to effectuate its terms to facilitate the RAD conversion and the Closing (as hereinafter defined).

Section 2. The terms and conditions for the issuance of the Bond as provided in the Commitment dated September 15, 2017 (the "Commitment") from Lakeland Bank (the "Bank") are hereby approved and the Authorized Officers of the Authority (as hereinafter defined) are hereby authorized and directed, nunc pro tunc, to approve, execute and deliver the Commitment to the Bank and to facilitate and implement the terms and conditions contained of the Commitment.

Section 3. In order to finance the cost of the Project, a Bond of the Authority is hereby authorized to be issued in an aggregate principal amount not to exceed \$2,300,000, which is the maximum amount of the loan from the Bank. The Bond shall be dated, shall bear interest at such rate of interest, and shall be payable as to principal, interest and premium, if any, all as such provisions are specified in the Commitment from the Bank to the Authority and finally determined prior to the date of the RAD closing (the "Closing"). The initial interest rate (the "Initial Interest Rate") on the Bond shall be fixed for the first ten (10) years of the Bond term at a rate of 3.50% as of the date of the Commitment. On the tenth anniversary of the Closing of the Bond (the "Change Date"), the per annum interest rate will reset to the Bank's tax exempt equivalent of 2.50% in excess of the then prevailing Federal Home Loan Bank of New York 10/20

Year Amortizing Advance Rate (the "Change Date Index"), rounded up to the next highest one-eighth of one percent (0.125%). At no time during the term of the Bond shall the interest rate be less than the Initial Interest Rate as of the Closing which is 3.50%. The interest rate adjustment shall be limited to an increase of up to 3.50% over the Initial Interest Rate determined at Closing. If the Change Date Index is no longer available for reference, the Bank shall choose a comparable index as a replacement and the Authority shall be notified of the same. If, at any time during the term of the Bond, the Housing Authority is no longer eligible as a governmental entity for tax-exempt status for Federal and/or NJ State taxes, then the Interest Rate will be adjusted accordingly. Interest shall be calculated on the basis of the actual number of days elapsed over a 360 day year.

The fixed rate for the initial term of the Bond shall be fixed for 60 days at the time of the issuance of the Commitment. If the Closing on the transaction does not occur within 60 days of the date of the Commitment, the rate shall be readjusted based upon the then current rates in effect at the time of the Closing.

The term of the Bond shall be 20 years based upon a 30 year amortization schedule. Payments will be made in 240 equal monthly installments of principal and interest. The monthly payment shall adjust with the change in the Initial Interest Rate payable on the Bond.

Upon maturity, the entire unpaid principal balance of the Bond, together with all interest thereon remaining unpaid and any and all other sums owed to the Bank shall be due and payable, in full in immediately available funds.

The Authority may, from time to time, prepay, in whole or in part from time to time, the outstanding principal amount due on the Bond, upon thirty (30) days prior written notice to the Bank, with a fee (the "Prepayment Fee") plus accrued interest thereon determined as follows:

Years 1 & 11 of the Bond Term:	3.0% of the principal amount prepaid
Years 2 & 12 of the Bond Term:	3.0% of the principal amount prepaid
Years 3 & 13 of the Bond Term:	2.0% of the principal amount prepaid
Years 4 & 14 of the Bond Term:	2.0% of the principal amount prepaid
Years 5 & 15 of the Bond Term:	1.0% of the principal amount prepaid
Years 6 - 10 of the Bond Term:	No prepayment fee
Years 16 - 20 of the Bond Term:	No prepayment fee

Notwithstanding the above, the Authority will be permitted to prepay up to 10% of the original principal balance of the Bond each year without penalty. The Prepayment fee will not be assessed on the application of insurance or condemnation proceeds.

During each year that the Bond remains outstanding, the Authority agrees to provide the Bank with the financial information and to comply with the terms, conditions and covenants described in the Commitment, which terms, conditions and covenants are incorporated by reference herein as if more fully set forth at length herein and in the Loan Documents (as hereinafter defined). The Bond shall be in the form, shall mature, shall have such other details and provisions as are prescribed by the Commitment and contained in the Bond and in the Loan Documents.

Section 4. The Bond shall be a special, limited obligation of the Authority, payable solely out of the moneys and revenues of the Authority described pursuant to the Mortgage and Security Agreement and all such moneys are hereby pledged to the payment of the Bond (the "Trust Estate"). The payment of the principal of and interest on the Bond shall be further secured by a pledge and assignment of revenues and certain rights of the Authority as described in the Commitment and in the Loan Documents (as hereinafter defined). Neither the members of the Authority nor any person executing the Bond issued pursuant to this Bond Resolution and the Act shall be liable personally on the Bond by reason of the issuance thereof. The Bond shall not be in any way a debt or liability of the State, the County of Middlesex, the Borough of Carteret, or any political subdivision of any of them, other than the Authority, whether legal, moral or otherwise.

Section 5. The form of the Mortgage and Absolute Assignment of Rents and Leases (together with such other documents executed and delivered in connection therewith by the Authority including the Bond, collectively, the "Loan Documents"), are hereby authorized to be approved, executed and delivered by the Chairman, Vice Chairman, Executive Director, Secretary, Assistant Secretary or any other authorized officer of the Authority designated as such by the Authority (the "Authorized Officers" or each an "Authorized Officer") and such Authorized Officers are each hereby authorized and directed to execute, acknowledge and deliver the Loan Documents and all instruments attached thereto or contemplated thereby, and other documents reasonably required thereby, the Commitment and hereby, with any changes, insertions and omissions as may be approved by the Chairman, Vice-Chairman, Executive Director or any other Authorized Officer of the Authority, in consultation with and upon the advice of special RAD and bond counsel to the Authority ("Bond Counsel") and each such person is hereby authorized and directed to affix the seal of the Authority on the Loan Documents, the Bond and all instruments attached as exhibits thereto or contemplated thereby and attest the same. The execution and delivery of the Loan Documents shall be conclusive evidence of any approval required by this Section and no other authorization or approval by the Board shall be required.

Section 6. Any one of the Authorized Officers is hereby authorized and directed to select and appoint a Verification Agent and Escrow Agent to act in connection with the defeasance of the Outstanding Debt of the Authority. The approval, execution and delivery of an Escrow Deposit Agreement by any of the Authorized Officers are hereby authorized in connection with the defeasance of the Outstanding Debt. The execution and delivery of such Escrow Deposit Agreement on behalf of the Authority shall be conclusive evidence of the approval of the Escrow Deposit Agreement by the Authority and the appointment of the Verification Agent and Escrow Agent, as applicable, as provided in this Section and no further authorization or approval for the appointment of the Verification Agent and the Escrow Agent or the execution and delivery of the Escrow Deposit Agreement by the Board shall be required.

Section 7. The Bond is hereby authorized to be sold and issued to the Bank in accordance with the terms of the Loan Documents and the Commitment. The proceeds of the Bond, together with available money of the Authority, shall be applied at Closing in accordance with the terms of the RCC and the Commitment.

Section 8. The Bond, generally in the form and substance required by the Loan Documents with any changes, insertions or omissions that may be approved by any Authorized Officer and all of the terms set forth therein are hereby approved and are incorporated as part of this Bond Resolution with the same effect as if the entire text thereof were set forth herein in full. Any Authorized Officer is hereby authorized and directed to execute (by manual or facsimile signature), acknowledge and deliver the Bond, in one or more series, with any changes, insertions and omissions as may be approved by such Authorized Officer upon the advice of and in consultation with Bond Counsel to the Authority. The Secretary or Assistant Secretary or any other officer of the Authority who shall have power to do so under the By-Laws of the Authority and any resolution adopted thereunder is hereby authorized and directed to affix the seal of the Authority on the Bond and attest the same. The execution of the Bond as hereinabove provided shall be conclusive evidence of any approval required by this Section and no further approval by the Board shall be required. The Authorized Officers are each hereby designated to be the authorized representatives of the Authority, charged by this Bond Resolution with the responsibility for issuing the Bond and each of them is hereby authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do and cause to be done any and all acts and things necessary or proper for carrying out this Bond Resolution, the Loan Documents, the Commitment and the issuance of the Bond.

Section 9. In the event any one or more of the provisions of this Bond Resolution, the Loan Documents or the Bond issued hereunder shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Bond Resolution or the Loan Documents and the Bond shall be construed and enforced as if such illegal or invalid provision had not been contained therein

Section 10. Notwithstanding any other provision of this Bond Resolution to the contrary, a certificate of an Authorized Officer of the Authority (the "Certificate"), is hereby authorized for execution and delivery by an Authorized Officer of the Authority, which Certificate, upon its execution and delivery to the Bank, shall determine such matters with respect to the Bond as may be necessary, desirable or convenient for the issuance of the Bond or the implementation of



the Project, subject only to this Bond Resolution, the Act and other applicable law, and which Certificate shall only be executed and delivered after consultation with Bond Counsel and any other applicable professional advisors of the Authority. The Authorized Officer executing any such Certificate shall keep a copy of this Bond Resolution on file with the Secretary of the Authority for review by any member of the governing body of the Authority or governing body or administration of the Borough of Carteret, and for review by others in accordance with applicable law.

Section 11. The Authorized Officers of the Authority are hereby authorized and directed to execute and deliver such certificates, instruments, agreements and documents, and to take such other action as may be necessary or appropriate in order: (i) to maintain the tax-exempt status of the interest on the Bond; and (ii) to otherwise consummate the transactions contemplated hereby.

Section 12. The Secretary or Assistant Secretary of the Authority is hereby authorized and directed to file a certified copy of this Bond Resolution after adoption with the Clerk of the Borough of Carteret.

Section 13. This Bond Resolution shall take effect immediately upon adoption.

**Resolution No.1903 FY2017 Budget Adoption-See Attached**

A motion for a consent agenda for Resolutions No.1900, No.1901, No.1902 and No.1903 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** None.

**COMMISSIONERS COMMENTS:** Commissioner Urban commented that he recalls the area as a child and questioned if said was considered a dry river bed (Noe Street). There was additional discussion.

**AUDIENCE COMMENTS:** 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.

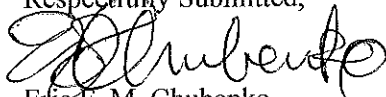
No public was present.

A motion to close the meeting to the public was made by Commissioner Bohanek, 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 6:10 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**MINUTES OF THE  
ANNUAL REORGANIZATION MEETING  
NOVEMBER 21, 2017**

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, Commissioners Chester Bohanek Jr., Dennis Cherespski, Chairwoman Iris Colon, Commissioner Anthony Gallo, Vice Chairman Joseph Gasparro, Commissioner Joseph Popek, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Note: The Executive Director stated that Accountant Dave Ciarrocca was present as well.

Note: Commissioner Chester Bohanek was present by phone. Commissioner Ronald Rios requested to be excused.

Commissioner Iris Colon turned the meeting over to the Executive Director. The Executive Director 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.

A motion to close the nominations for Office of Chairperson was made by Commissioner Gasparro, seconded by Commissioner Galo and all present voted aye, nays none.

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

A motion to close the nominations for the Office of Vice Chairperson was made by Commissioner Cherespski, seconded by Commissioner Popek and all present voted aye, nays none.

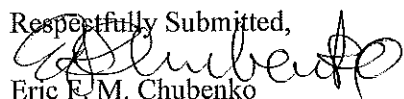
Upon roll call for the Office of Vice Chairperson, all present voted aye, nays none.

Commissioner Gasparro was elected as Vice Chairman of the Carteret Housing Authority Board of Commissioners.

There was no public present. A motion to close the meeting was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:07pm.

Respectfully Submitted,

  
Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
NOVEMBER 21, 2017**

Chairwoman Iris Colon opened the Public Meeting at 6:09pm. 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, Commissioner Anthony Gallo, Vice Chairman Joseph Gasparro, Commissioner Joseph Popek, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange

Note: Commissioner Chester Bohanek was present by phone.

Note: The Accountant Dave Ciarrocca was present. Commissioner Ronald Rios requested to be excused.

**MINUTES:** A motion to adopt the Regular Minutes of September 19, 2017 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek 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 Vice Chairman Gasparro, seconded by Commissioner Gallo and upon roll call all present voted aye, nays none.

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

**Resolution No.1904 Executive Director as Fund Commissioner**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1904  
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 2018.

**Resolution No.1905 FY2016 Write-Offs**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1905  
FY2016 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 FY2016.

Kimberly Alston	\$ 6,155.00
Denise Rice	\$ 1,142.95
Talitha Robinson	\$ 259.99
Roberto Rodriguez	\$ 960.00
Susan Van Nest	\$ 2,971.71
Lupe Lopez	\$ 624.93
Anastasia Black	\$ 2,354.62
<u>Thomasina Brown</u>	<u>\$ 5,114.98</u>
<b>TOTAL</b>	<b>\$ 19,584.18</b>

**Resolution No.1906 2018 Meeting Calendar**

**CARTERET HOUSING AUTHORITY  
 RESOLUTION NO.1906  
 2018 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 2018 calendar year and fall on the 3<sup>rd</sup> Tuesday of each month at 6:00PM with the exception of the November meeting.

**MEETING DATES**

January 16, 2018	May 15, 2018	September 18, 2018
February 20, 2018	June 19, 2018	October 16, 2018
March 20, 2018	July 17, 2018	November 20, 2018 (Regular & Reorg)
April 17, 2018	No August Meeting	December 18, 2018

**Resolution No.1907 2018 Conference Calendar**

**RESOLUTION NO.1907  
 CARTERET HOUSING AUTHORITY  
 FY2018 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 2018, subject to budget authority;

NAHRO Legislative Conference	April 22-25, 2018	Washington, DC
PHADA Annual Conference	May 6-9, 2018	New Orleans, LA
NJNAHRO Conference	May 20-23, 2018	Atlantic City, NJ
NAHRO National Conference	October 25-27, 2018	Atlanta, GA
League of Municipalities	November 2018	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.

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1908  
LEGAL SERVICES FY2018**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2018 and;

WHEREAS, The Carteret Housing Authority advertised for Legal Services, 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 2018, 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 FY2018 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

**Resolution No.1909 FY2018 Accounting Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1909  
ACCOUNTING SERVICES FY2018**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2018 and;

WHEREAS, the Carteret Housing Authority advertised for Accounting Services, 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 FY2018, for the fee of \$33,600.00 for January 1, 2018 through December 31, 2018;

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.

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1910  
FY2017 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2017, 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 \$11,706.00, 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 FY2017, for the fee of \$11,706.00, 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 \$11,706.00.

**Resolution N0.1911 FY2017 Modernization Coordinator**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1911  
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 1year contract for Modernization Coordinator at an annual fee of \$7,500.00, payable in monthly installments.

**Resolution No.1912 Qualifying Special Legal Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1912  
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, and;

WHEREAS, one proposal was received from the firm of 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;

WHEREAS, the proposal was 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 firm of Decotiis, Fitzpatrick and Cole per the attached pricing schedule.

**Resolution No.1913 Qualifying Architectural and Engineering Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1913  
ARCHITECTURAL ENGINEERING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to be qualified to provide Architectural and Engineering services, and;

WHEREAS, the Authority received 1 proposal from the firms of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, and;

WHEREAS, the proposal was 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 LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 is hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority for one year effective January 1, 2018 through December 31, 2018, as per the attached pricing schedules, and;

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

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

**Resolution No.1914 Award of Contract-Housing Authority Software**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1914  
AWARD OF CONTRACT HOUSING SOFTWARE**

WHEREAS, the Housing Authority of the Borough of Carteret desires to implement a new integrated software system that specializes in public housing, section 8 and RAD programs that allows for web based access, and;

WHEREAS, the Housing Authority advertised for proposals to be received, and;

WHEREAS, one proposal was received from PHA Web, Management Computer Services, 810 Monitor St, Lacrosse, WI 54603, in the amount of \$11,000.00 for implementation of the software, \$1,250.00 for design of a stand alone website, and then recurring licensing costs of \$4,900.00 per year for the software, \$135.00 per quarter for website monitoring and maintenance and \$490.00 per year for cloud based document imaging and storage, and;

WHEREAS, this includes a complete conversion of the existing software to PHA Web in addition to on-site training and implementation, and;

WHEREAS, the Authority had a representative from PHA Web on-site on November 17, 2017 to provide for a full demonstration of the software with all pertinent staff present, and;

WHEREAS, the Authority received further feedback from existing software customers, and;

WHEREAS, it is the recommendation of the Executive Director and staff to move forward with the procurement of the PHA Web software;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an award a contract for new housing software to PHA Web, Management Computer Services, 810 Monitor St, Lacrosse, WI 54603, in the amount of \$11,000.00 for implementation of the software, \$1,250.00 for design of a stand alone website, and then recurring licensing costs of \$4,900.00 per year for the software, \$135.00 per quarter for website monitoring and maintenance and \$490.00 per year for cloud based document imaging and storage.

**Resolution No.1915 Authorizing Special Legal Services-Riparian Issues at Jeanette Smith Village**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1915  
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 is preparing to close on the existing RAD transaction and has encountered a situation whereby there was an unknown riparian issue in which the State of NJ owns a portion of previously existing river bed that meanders through the Jeanette Smith Village complex, and;

WHEREAS, this has caused the Authority to divide the existing RAD transaction into two transactions, whereby the riparian issue must be resolved prior to completing the portion of the RAD closing for the Jeanette Smith Village complex, and;

WHEREAS, the Authority previously advertised and qualified firms to provide special legal services, and;

WHEREAS, the firm of Decotiis, Fitzpatrick and Cole, Glenpointe Centre West, 500 Frank W. Burr Blvd, Suite 31, Teaneck, NJ 07666, has been qualified to provide these services, and;

WHEREAS, the firm of Decotiis, Fitzpatrick and Cole, has also been handling the existing RAD conversion, so the firm is fully aware of the work that is required to resolve the riparian issue, and has handled similar work in the past, and;



WHEREAS, the Housing Authority requested a cost proposal from the firm and they submitted a proposal in an amount not to exceed \$15,000.00 in accordance with their previously submitted rate schedule;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners authorizes an award of contract for special legal services to resolve the State of NJ riparian issues at Jeanette Smith Village to the firm of Decotiis, Fitzpatrick & Cole, 500 Frank W Burr Blvd, Suite 31, Teaneck, NJ, at the hourly rates provided on their respective rate schedule, in an amount not to exceed \$15,000.

#### **Resolution N0.1916 Approving the Amended Loan Commitment**

**RESOLUTION NO.1916 APPROVING THE AMENDED LOAN COMMITMENT DATED NOVEMBER 21, 2017 AND THE INTEREST RATE CONTAINED THEREIN AND THE SALE AND ISSUANCE BY THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET OF A HOUSING REVENUE BOND (RENTAL ASSISTANCE DEMONSTRATION PROJECT), SERIES 2017 (OR SUCH OTHER YEAR DESIGNATION AS MAY BE APPROPRIATE), TO LAKELAND BANK IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$2,300,000, UPON THE TERMS AND CONDITIONS STATED IN THE ORIGINAL AND AMENDED COMMITMENT**

**ADOPTED: NOVEMBER 21, 2017**

WHEREAS, the Housing Authority of the Borough of Carteret (the "Authority" or "Housing Authority") is a public body corporate and politic, constituting an agency and instrumentality of the State of New Jersey (the "State"), created by the Borough of Carteret (the "Borough"), in the County of Middlesex within the State, pursuant to the provisions of the Housing Authorities Law, Chapter 67 of the Pamphlet Laws of 1950, codified at N.J.S.A. 55:14A-1 *et seq.*, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented, and codified at N.J.S.A. 40A:12A-1 *et seq.* (the "Act");

WHEREAS, the Authority owns and operates residential rental public housing units (the "Housing Units") for which it has received approval on September 15, 2017 from the United States Department of Housing and Urban Development ("HUD") for the conversion of such housing units to the Rental Assistance Demonstration program, P.L. 112-55 (2012) ("RAD"), administered by HUD;

WHEREAS, the Act authorizes the Authority to issue Bonds, notes or other obligations (N.J.S.A. 40A:12A-16(5) and -29);

WHEREAS, in furtherance of the purposes of the Act, and in order to comply with the RAD program and the terms and conditions of the RAD Conversion Commitment, as may be amended and supplemented from time to time ("RCC") issued by HUD, the Authority proposes to issue a Housing Revenue Bond (Rental Assistance Demonstration Project), Series 2017 (or such other year designation as may be appropriate when the Bond is issued and delivered) in an aggregate principal amount not to exceed \$2,300,000 (the "Bond") and to apply the proceeds of the Bond, together with other available moneys of the Authority, to (i) finance capital improvements to and fund a capital replacement reserve for future capital improvements to 4 properties which are the sites of the Housing Units (each a "Property" and collectively, the "Properties"), consisting of senior and family units located in the Borough, which Properties are the subject of the conversion to the RAD program, (ii) to defease outstanding NJHMFA capital leveraging debt of the Authority on the Properties ("Outstanding Debt"), and (iii) pay costs of issuance in connection therewith (collectively, the "Project"); and

WHEREAS, on October 17, 2017 Authority previously adopted a bond resolution entitled, "RESOLUTION AUTHORIZING THE SALE AND ISSUANCE BY THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET OF A HOUSING REVENUE BOND (RENTAL ASSISTANCE DEMONSTRATION PROJECT), SERIES 2017 (OR SUCH OTHER YEAR DESIGNATION AS MAY BE APPROPRIATE), IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$2,300,000, AND AUTHORIZING AND APPROVING THE EXECUTION AND DELIVERY OF AGREEMENTS AND RELATED INSTRUMENTS AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH" (the "Bond Resolution"), which Bond Resolution approved the terms and conditions of

the RCC and the terms and conditions for the issuance of the Bond to Lakeland Bank (the "Bank") as provided in the Commitment dated September 11, 2017 (the "Original Commitment"); and

**WHEREAS**, as a result of a change in the number of residential housing units and properties to be converted to the RAD program and the expiration of the Original Commitment with the Bank, it becomes necessary to approve the terms and conditions contained in a Revised Commitment with the Bank Dated November 21, 2017 (the "Amended Commitment" and to authorize the Executive Director of the Authority to execute and deliver such Amended Commitment to the Bank.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF CARTERET, (not less than a majority of the members thereof affirmatively concurring as follows:**

Section 1. The prior approvals of the Authority contained in the Bond Resolution are hereby ratified and confirmed as if made on the date hereof (the "Prior Approvals"), including the approval of the terms and conditions contained in the RCC and any extensions, amendments or supplements thereof and the terms and conditions for the issuance of the Bond as provided in the Original Commitment. The Authorized Officer (as hereinafter defined) are each hereby authorized and directed to under all actions to facilitate the transactions contemplated by the RCC and the Original Commitment.

Section 2. The terms and conditions of the Amended Commitment attached hereto and incorporated by reference herein are hereby approved. The Authorized Officers of the Authority (as defined in the Bond Resolution) are hereby authorized and directed, nunc pro tunc, to execute and deliver the Amended Commitment to the Bank and to facilitate and implement the terms and conditions contained in the Amended Commitment and the issuance and delivery of the Bond to the Bank upon the terms and conditions contained in the Amended Commitment.

In order to finance the cost of the Project, a Bond of the Authority is hereby authorized to be issued to the Bank in an aggregate principal amount not to exceed \$2,300,000, which is the maximum amount of the loan (the "Loan") from the Bank. The Bond shall be dated, shall bear interest at such rate of interest, and shall be payable as to principal, interest and premium, if any; all as such provisions are specified in the Commitment and the Amended Commitment from the Bank to the Authority. The initial interest rate (the "Initial Interest Rate") on the Bond based upon market rates as of November 21, 2017 shall be fixed for the first ten (10) years of the term of the Bond at a rate of 3.625% as set forth in the Amended Commitment; the Initial Interest Rate will be held until December 31, 2017. If the Loan does not close by December 31, 2017 the Initial Interest Rate shall expire and shall be subject to change if a new extension is approved by the Bank. On the tenth anniversary of the closing date of the Bond (the "Change Date"), the per annum interest rate will reset to the Bank's tax exempt equivalent of 2.50% in excess of the then prevailing Federal Home Loan Bank of New York 10/20 Year Amortizing Advance Rate (the "Change Date Index"), rounded up to the next highest one-eighth of one percent (0.125%). At no time during the term of the Bond shall the interest rate be less than the Initial Interest Rate as of the Closing which is 3.625%. The interest rate adjustment shall be limited to a maximum increase of 3.625% over the Initial Interest Rate determined at the closing on the RAD transaction and the issuance of the Bond. If the Change Date Index is no longer available for reference, the Bank shall choose a comparable index as a replacement and the Authority shall be notified of the same. If, at any time during the term of the Bond, the Housing Authority is no longer eligible as a governmental entity for tax-exempt status for Federal and/or NJ State taxes, then the Interest Rate shall immediately become a non-exempt market rate in accordance with the calculation contained in the Amended Commitment.

All other terms and conditions contained in the Original Commitment (except to the extent revised by the Amended Commitment) shall remain in full force and effect.

Section 3. Except as expressly set forth herein, all other terms, conditions and provisions of the Bond Resolution adopted by the Authority on October 17, 2017 shall remain in full force and effect.

Section 4. The Secretary or Assistant Secretary of the Authority is hereby authorized and directed to file a certified copy of this Bond Resolution after adoption with the Clerk of the Borough of Carteret.

Section 5. This Resolution shall take effect immediately upon adoption.

A motion for a consent agenda for Resolutions No.1904, No.1905, No.1906, No.1907, No.1908, No.1909, No.1910, No.1911, No.1912, No.1913, No.1914, No.1915 and No.1916 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** The Attorney reported that a Section 8 Landlord Legal matter was successful in court and that the case was dismissed.

**COMMISSIONERS COMMENTS:** Chairwoman Colon welcomed Commissioner Anthony Gallo to the Board.

**AUDIENCE COMMENTS:** None

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

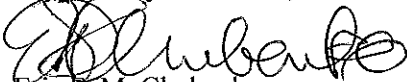
No public was present.

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

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

The meeting was adjourned at 6:27 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
DECEMBER 19, 2017**

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, Commissioner Anthony Gallo, Joseph Popek, Ronald Rios, 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 work conflict.

Accountant Dave Ciarrocca joined the meeting by phone at 6:05 to give a budget overview.

**MINUTES:** A motion to adopt the Regular Minutes of October 17, 2017 was made by Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

**COMMUNICATIONS:** A motion to place Communications on file was made by Commissioner Bohanek, 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:** The Accountant, Dave Ciarrocca gave a review of the Budget and the adoption process. He explained the late Budget in regard to the RAD Conversion for January 2019. Commissioner Gallo questioned if the Budget covered money for a website and the Executive Director and the Accountant addressed said. Commissioner Popek thanked the Accountant for his professionalism and wished all a Merry Christmas. The Accountant wished all the same.

The Executive Director also gave a detailed overview of the resolutions and answered all questions pertaining to the agenda items.

**Resolution No.1917 Designating Official Banks**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1917  
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 2018 calendar year:

BCB Bank  
Investors Bank  
Lakeland Bank  
TD Bank  
United Roosevelt

**Resolution No.1918 Designating Official Newspaper**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1918  
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 2018 calendar year:

Home News Tribune  
The Star Ledger

**Resolution No.1919 FY2018 Late Budget Resolution**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1919  
FY2018 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2018 Agency Budget at the December 19, 2017 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, 2017, and;

WHEREAS, it was deemed necessary to determine if HUD was authorizing the conversion of the Authority under RAD prior to introduction of the budget, and;

WHEREAS, HUD has now indicated that our closing for the RAD conversion will be taking place on December 28, 2017, which will now allow the Authority to introduce the 2018 budget in anticipation of the identified closing date;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2018 late budget submission.

**Resolution No.1920 FY2018 Budget Introduction-See Attached**

**Resolution No.1921 FY2018 HUD Budget-See Attached**

**Resolution No.1922 FY2018 Authorizing Access Agreement**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1922  
AUTHORIZING ACCESS AGREEMENT**

WHEREAS, the Carteret Housing Authority has previously been notified that some of the properties that it owns are located in an area determined to have been impacted by the operations of USMR (United States Metals Refining), and;

WHEREAS, the Borough of Carteret has previously reached a settlement that USMR will conduct investigations and respective cleanups at any properties whereby the USMR operations impacted the properties, at no cost to the respective property owners, and;

WHEREAS, the firms representing USMR and the respective cleanup will require authorization to access and review the properties prior to proceeding with any cleanup measures if needed;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute all agreements in connection with the accessing of and potential cleanup related to any of USMR's respective activities.

**Resolution N0.1923 Introducing Amendment to ACOP and Lease Addendum-Smoke Free Policy**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1923  
INTRODUCING AMENDMENT TO PUBLIC HOUSING ADMISSIONS AND CONTINUING OCCUPANCY  
POLICY (ACOP) AND LEASE ADDENDUM SMOKE-FREE POLICY**

WHEREAS, the Authority has been notified by HUD of the final rule published in February 2017 regarding the requirement to adopt a no smoking policy in all public housing developments, and;

WHEREAS, in accordance with the regulations, the Authority has developed a no smoking policy to be utilized for all public housing properties, and;

WHEREAS, it is required to amend the Admissions and Continuing Occupancy Policy (ACOP) and to include a lease addendum to be signed as part of the lease, and;

WHEREAS, the proposed language for the amendment to the ACOP and the lease addendum have been drafted for a 60 day comment period prior to final adoption on or after February 20, 2018;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the proposed language for the Smoke-Free Policy amendment to the Public Housing Admissions and Continuing Occupancy Policy be posted along with the lease addendum for a 60 day comment period prior to final adoption on, or after February 2018.

A motion for a consent agenda for Resolutions No.1917, No.1918, No.1920, No.1921, No.1922 and No.1923 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** The Attorney stated that he will keep himself updated to reinforce the Smoke Free Policy.

**COMMISSIONERS COMMENTS:** Commissioner Rios commented that this was a great year with minimum complaints and damages. He complimented the Board, Staff and Administration. He wished all Happy Holidays and Commissioner Popek and Chairwoman Colon commented the same.

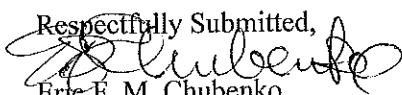
A motion to open the meeting to the public was made by Vice Chairman Gasparro, seconded by Commissioner Gallo and all present voted aye, nays none.

**AUDIENCE COMMENTS:** Dolores Sabu-C-4 Noe commented on a police matter. The Executive Director stated that he will inform the police.

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 Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

The meeting was adjourned at 6:26 pm.

Respectfully Submitted,  
  
Eric F. M. Chubenko  
Executive Director