

**REGULAR MEETING
AGENDA
FEBRUARY 18, 2020**

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.

Note: This Meeting was being video taped by a member of the audience.

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 Richard Hrycuna, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney Eric Lange.

Commissioner Ronald Rios requested to be excused due to a meeting conflict.

MINUTES: A motion to adopt the Minutes of the Annual Reorganization Meeting of November 26, 2019 was made by Commissioner Gallo, seconded by Commissioner Bohanek and all present voted aye, nays none.

MINUTES: A motion to adopt the Minutes of the Special Meeting of November 26, 2019 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 Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

NEW BUSINESS: The Executive Director gave an explanation of each Resolution.

Resolution No.1997 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1997
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 2020.

Resolution No.1998 Designating Official Bank for 2020

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1998
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 2020 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank
United Roosevelt

Resolution No.1999 Designating Official Newspapers for 2020

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1999
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 2020 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2000 Open Family Unification Program Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2000
OPENING OF HOUSING CHOICE VOUCHER FAMILY UNIFICATION PROGRAM WAITING LIST FOR
INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open for 1 day on April 7, 2020 starting at 9AM for the first 25 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.2001 FY2019 PHAS Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2001
FY2019 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 2019, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for Authority's FY2019 PHAS to the US Dept of HUD.

Resolution No.2002 FY2019 SEMAP Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2002
FY2019 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 2019;

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.2003 Opening of Regular Housing Choice Voucher Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2003
OPENING OF HOUSING CHOICE VOUCHER PROGRAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Program Waiting List for individuals qualifying for the resident preference be advertised to open for 1 day on June 2020 for the first 25 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.

A motion for a consent agenda for Resolutions No.1997, No.1998, No.1999, No.2000, No.2001, No.2002 and No.2003 was made by Commissioner Bohanek, seconded by Commissioner Hrycuna and upon roll call all present voted aye, nays none.

COMMITTEES:

PERSONNEL, FINANCE & ADMINISTRATION:
Commissioner Bohanek reported Progress.

BUILDING, GROUNDS & MAINTENANCE:
Commissioner Bohanek reported Progress.

The Executive Director reported that we are still waiting for FEMA funds from Super Storm Sandy so that the repairs can proceed, but that the approval to proceed is anticipated soon. He further mentioned that we will be looking to have meetings with the Buildings, Grounds and Maintenance and Finance Committees to figure out allocations of funds within the next couple months.

DRUG AWARENESS & EDUCATION:
SENIOR SERVICES AND SOCIAL PROGRAMS:
Chairwoman Colon reported Progress.

COMMUNITY SERVICE PROGRAMS:
The Executive Director reported that we had a Valentine's Day Program where an Adult Day Care provider came to the Authority and provided information regarding their services.

TENANT SELECTION:
Chairwoman Colon reported Progress.

LIAISON COMMITTEE TO BOROUGH OF CARTERET:
Chairwoman Colon reported Progress.

ATTORNEY REPORT: None

COMMISSIONERS COMMENTS: None

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

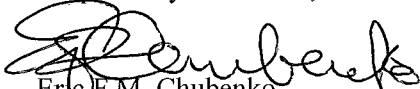
AUDIENCE COMMENTS:
Member of the Audience- (did not give his name) commented that certain people on Section 8 are being told to vote for Mayor Daniel Reiman and that they are being intimidated. He also commented that Mr. Rios said some disturbing things about President Trump on line and that Mr. Rios should resign because that is not how you should speak about the President.

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

The meeting was adjourned at 6:06pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
MARCH 17, 2020**

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, Commissioner Anthony Gallo, Commissioner Richard Hrycuna, Commissioner Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney Eric Lange.

Note: Commissioners Bohanek, Gallo, Hrycuna and Rios answered present by phone conference. Attorney Lange also answered present by phone conference.

The Executive Director stated that both Commissioner Dennis Cherepski and Vice Chairman Joseph Gasparro were currently attending the Board of Education Meeting.

Commissioner Cherepski and Vice Chairman Gasparro arrived at 6:07pm.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of February 18, 2020 was made by Commissioner Hrycuna, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

The Executive Director stated that the bills have not changed since they were emailed out last week and that they are the same.

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

NEW BUSINESS: The Executive Director made reference that the Resolutions have changed and gave a thorough explanation of both Resolutions.

Note: The Executive Director read Resolution No.2005 in full for the record and noted that both Vice Chairman Gasparro and Commissioner Cherepski were present for the reading.

Resolution No.2004 Award of Contract for Lawn Care Service

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2004
AWARD CONTRACT FOR LAWN CARE SERVICES**

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

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

WHEREAS, the Authority also requested a quote for up to 2 leaf cleanups, with potentially one in April and one in mid-November, and;

WHEREAS, the Authority solicited pricing for a period of up to two years, and;
WHEREAS, the Authority solicited quotations and two were received as follows:

Company	Grass Cutting	Leaf Cleanup
Lawngevity, 118 Dorothy St, Carteret, NJ	\$14,900.00 2020	\$2,000.00 for Spring & Fall 2020
	\$14,900.00 2021	\$2,125.00 for Spring & Fall 2021
D'Onofrio and Son Inc., 433 Hillside Ave, Hillside, NJ	\$22,080.00 2020	\$5,500.00 for Spring & Fall 2020
	\$22,080.00 2021	\$5,500.00 for Spring & Fall 2021

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority authorizes a lawn services contract with Lawngevity, 118 Dorothy St, Carteret, NJ 07008, for lawn care services and leaf cleanups in the Spring and Fall for the 2020 and 2021 grass cutting seasons, in an amount not to exceed \$16,900.00 for 2020 and \$17,025.00 for 2021.

Resolution No.2005 Authorizing Payment of Future Bills and Other Emergency Actions

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2005**

**AUTHORIZING PAYMENT OF FUTURE BILLS AND OTHER EMERGENCY ACTIONS INCLUDING
AMENDMENTS TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUING OCCUPANCY POLICY
(ACOP) AND HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

WHEREAS, in response to the global Coronavirus outbreak, the Authority is making every effort to minimize risks to the residents, staff and community by implementing various measures in our efforts to prevent further exposure and spread of virus, and;

WHEREAS, the Authority is looking to minimize as much person to person contact and to streamline processes and procedures to maximize efficiencies for the Authority's staff, Board members, tenants, participants and the general public, and;

WHEREAS, the Authority will be eliminating the physical presence of public in the office effective immediately and will be minimize the necessity to have public meetings for the foreseeable future, and;

WHEREAS, as part of our emergency preparedness plan, and in light of recent Federal and State emergency declarations, it is the opinion of the Administration and professionals that authorization should be granted to pay all budgeted and emergency bills necessary to ensure continued and efficient operations of the Authority until such time as all bills incurred can be presented to the Board to be memorialized at the next meeting of the Board of Commissioners meeting, and;

WHEREAS, this resolution shall authorize the Executive Director, or his designee, to take any and all actions and to execute any and all documents to effectuate the operation of the Authority, and;

WHEREAS, this resolution shall authorize an amendment to the Authority's Administrative Plan and Admissions and Continuing Occupancy Policy to implement biennial HQS inspections and streamlined re-examinations for families with fixed sources of income, and;

WHEREAS, this resolution shall also suspend the traditional opening of the FUP and Regular Section 8 waiting list previously authorized for each program in April and June respectively, and will authorize the Authority to utilize a lottery system for both of the programs and to amend the Administrative Plan to reflect the same, 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 shall be amended to allow for biennial HQS inspections and streamlined re-examinations for families with fixed sources of income, and shall suspend the traditional opening of the FUP and Regular Section 8 waiting list previously authorized for each program in April and June respectively, and will authorize the Authority to utilize a lottery system for both of the programs and to amend the Administrative Plan to reflect the same, and;

BE IT FURTHER RESOLVED, that authorization should be granted to pay all budgeted and emergency bills necessary to ensure continued and efficient operations of the Authority until such time as all bills incurred can be presented to the Board to be memorialized at the next meeting of the Board of Commissioners meeting, and;

BE IT FURTHER RESOLVED, that the Executive Director, or his designee, is authorized to take any and all actions and to execute any and all documents to effectuate the operation of the Authority, and;

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

BE IT FURTHER RESOLVED, that the Authorizations in the resolution will remain in full force and effect until such time as the Board rescinds this resolution.

The Executive Director again gave a detail explanation of Resolution No.2005 with emphasis on updated proper protocol.

A motion for a consent agenda for Resolutions No.2004 and No.2005, was made by Commissioner Rios, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

The Executive Director explained the implementations that were done as of earlier today. He mentioned that effective noon today, the office was closed to the public and that all communication will be done by phone, fax, email and drop off box only. He mentioned that all maintenance work orders will be taken and queued as the maintenance staff will only be responding to emergency work orders, performing vacant unit turnovers and scheduled projects where tenants are not present. He mentioned that the only inspections that will be performed are Move In inspections that are done only when the unit is vacant. He added, the Authority has acquired several masks for the maintenance employees to wear for when they do need to enter a unit as well as nitro gloves and eye protection when dealing with a tenant matter, mainly concerning a health and safety and or an emergency issue.

The Executive Director mentioned that monthly preventative exterminating has been suspended and will only be done when there is an infestation issue. He stated that if any staff member is ordered quarantine by a medical professional and has documentation, that employee will be granted time off of work for 14 days and it will not affect their sick or vacation time as per the State's order. He added that additional time may be granted by accessory.

The Executive Director stated that the Authority will consider potentially alternating work schedules of office staff and preform telecommuting (cloud base system) from home computers. He added that in the worst case, the office will be closed. He mentioned that he asked the office staff to work together and to provide a priority list, office coverage as well as to implement a program to contact the senior residents to see if they are okay and safe. He said that notifications were sent out to the tenants today for the work order protocol as he does not want to have any tenant at risk for a true emergency work order.

Lastly, he mentioned that the Authority has done well and has secured itself in a financial position whereby he is not concerned about funding.

He thanked the Board for their cooperation and for allowing him to take these actions and measures as necessary.

COMMITTEES: No Committee Reports

ATTORNEY REPORT: No Attorney Report

COMMISSIONERS COMMENTS:

Commissioner Rios complemented that staff and everyone involved. He reminded all to stay safe and healthy and to practice safe hygiene. He reported the current infection rate for Middlesex County.

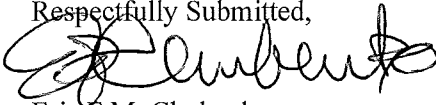
The Executive Director stated that there is no public present.

AUDIENCE COMMENTS: No Public

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

The meeting was adjourned at 6:17pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 15, 2020**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of September 15, 2020 was conducted through Zoom Technology-Via Call-In.

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, Dennis Cherepski Chairwoman Iris Colon, Commissioner Richard Hrycuna, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney Eric Lange.

Vice Chairman Joseph Gasparro entered the Meeting at 6:07pm.
Commissioners Anthony Gallo and Ronald Rios requested to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of March 17, 2020 was made by Commissioner Cherepski, seconded by Commissioner Hrycuna 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 (for the last six months) was made by Commissioner Bohanek, seconded by Commissioner Cherepski and upon roll call all present voted aye, nays none.

NEW BUSINESS:

The Executive Director gave a brief explanation of each Resolution.

**Resolution No.2006 Adopting the Increased Bid Threshold Pursuant to NJ Division of Purchasing and Property-
See Attached**

Resolution No.2007 Opening of Mainstream Housing Choice Voucher Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2007
OPENING OF HOUSING CHOICE VOUCHER MAINSTREAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

WHEREAS, the Mainstream Program requires that the head of household or spouse must be disabled, and;

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Mainstream Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in January 2021 for 25 applicants.

Resolution No.2008 FY2020 Budget Adoption-See Attached

Resolution No.2009 Amending Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2009
AMEND ADMINISTRATIVE PLAN
AMENDMENTS TO PAYMENT STANDARDS**

WHEREAS, the Carteret Housing Authority Section 8 Housing Choice Voucher Program has received new Fair Market Rents (FMR), and;

WHEREAS, the Middlesex County FMR for 0, 1, 2, 3 and 4 bedroom apartments have all changed, and;

WHEREAS, if the Authority does not modify its Payment Standards for 0, 1, 2, 3 and 4 bedroom apartments the Authority may be faced with inadequate funding to support the current voucher holders as well as create a hardship for voucher holders to find affordable units, and;

WHEREAS, the Authority currently has Payment Standards equal to 100% of the area FMR for 0 bedroom apartments, 92% of the area FMR for 1 and 2 bedroom apartments, 90% of the area FMR for 3 bedroom apartments and 92% of the area FMR for 4 bedroom apartments, and;

WHEREAS, the Authority desires to modify these amounts to 100% of the area FMR for 0 bedroom apartments, 95% of the area FMR for 1, 2 and 3 bedroom apartments and 97% of the area FMR for 4 bedroom apartments;

NOW THEREFORE BE IT RESOLVED, that the Carteret Housing Authority adjusts its Payment Standards for the Section 8 Housing Choice Voucher Program from 100% of the area FMR for 0 bedroom apartments, 92% of the area FMR for 1 and 2 bedroom apartments, 90% of the area FMR for 3 bedroom apartments and 92% of the area FMR for 4 bedroom apartments to 100% of the area FMR for 0 bedroom apartments, 95% of the area FMR for 1, 2 and 3 bedroom apartments and 97% of the area FMR for 4 bedroom apartments.

Resolution No.2010 FY2019 Audit Certification (Tabled)

Resolution No.2011 Submission Agency Plan Adoption

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2011
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 2020, and;

WHEREAS, the public was invited to attend a hearing held on September 9, 2020 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 2020 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.2012 PHA Certification of Compliance with the PHA Plan-See Attached

A motion for a consent agenda for Resolutions No.2007, No.2008, No.2009, No.2011 and No.2012, and to table Resolution No.2010 was made by Commissioner Bohanek, seconded by Commissioner Hrycuna and upon roll call all present voted aye, nays none.

Note: Vice Chairman Gasparro entered the Zoom Meeting at 6:07pm.

COMMITTEES: No Committee Reports

ATTORNEY REPORT: The Attorney reported that nothing is pressing and that the Courts are currently closed. He also reported that the Courts are not proceeding with evictions at this time and that the Clerk's Office will set up mediation.

COMMISSIONERS COMMENTS: None

The Executive Director stated that HUD is encouraging safe practices during the COVID-19 Pandemic and that the Housing Authority participated and arranged careful pick up-distribution of Care Packages of mask, gloves and hand sanitizer to CHA households.

The Board was pleased to here about the kind gesture.

AUDIENCE COMMENTS: No Public was present on the call.

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 6:12pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
DECEMBER 15, 2020**

Executive Director, Eric Chubenko opened the Public Meeting at 6:02pm. The Executive Director stated that the meeting was advertised according to the Open Public Meetings Act.

Note: This Annual Meeting was conducted through the use of Zoom technology Via Call-In due to COVID-19.

The Annual Reorganization Meeting was called to order by the Executive Director, Eric Chubenkp and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Dennis Cherespski, Commissioner Anthony Gallo, Vice Chairman Joseph Gasparro, Commissioners Richard Hrycuna and Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway, Attorney, Eric Lange.

Commissioner Iris Colon was absent.

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 Hrycuna.

The Executive Director asked if there were any other nominations for the office of Chairperson.

There were no other nominations for the office of Chairperson

A motion to close the nominations for office of Chairperson was made by Commissioner Rios, seconded by Commissioner Gasparro 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 Executive Director stated that the meeting was open for nominations for the office of Vice Chairperson and he requested nominations.

NOMINATIONS FOR VICE CHAIRPERSON

Commissioner Bohanek nominated Commissioner Gasparro for the office of Vice Chairperson, seconded by Commissioner Rios.

The Executive Director asked if there were any other nominations for the office of Vice Chairperson.

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

Upon roll call for Commissioner Gasparro 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.

Carteret Housing Authority
Minutes of The Annual Reorganization Meeting
December 15, 2020

There was no public present, so no motion was made to open the meeting to the public.

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

The meeting was adjourned at 6:06pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
DECEMBER 15, 2020**

The Executive Director, Eric Chubenko opened the Public Meeting conducted via a Zoom conference call in at 6:06pm. The Executive Director stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of December 15, 2020 was conducted through Zoom Technology-Via Call-In.

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

Note: The Accountant Dave Ciarrocca was also in attendance.

Chairwoman Iris Colon was absent.

The Executive Director conducted the Meeting with Vice Chairman Gasparro's approval.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of March 17, 2020 was made by Vice Chairman Gasparro, seconded by Commissioner Gallo and all present voted aye, nays none.

COMMUNICATIONS: None.

The Executive Director mentioned that Communications is mentioned in his Executive Director's Report.

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 synopsis of each Resolution. The Executive Director stated that the Accountant Dave Ciarrocca was on the phone to review the budget. The Accountant stated that the Authority is in a very good financial position and explained the DCA process for budget and offered to answer any additional questions

Resolution No.2010 FY 2019 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2010
FY2019 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, 2019 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, 2018, 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.

It is hereby certified that this is a true copy of the resolution passed at the Meeting held on December 15, 2020.

Resolution No.2013 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2013
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 2021 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank
United Roosevelt

Resolution No.2014 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2014
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 2021 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2015 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2015
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 2021.

Resolution No.2016 FY2019 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2016
FY2019 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 FY2019.

<u>Epiphane Nouatin</u>	<u>\$ 586.75</u>
TOTAL	\$ 586.77

Resolution No.2017 Meeting Calendar 2021

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2017
2021 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 2021 calendar year and fall on the 3rd Tuesday of each month at 6:00PM with the exception of the November meeting.

MEETING DATES

January 19, 2021	May 18, 2021	September 21, 2021
February 16, 2021	June 15, 2021	October 19, 2021
March 16, 2021	July 20, 2021	November 23, 2021 (Regular & Reorg)
April 20, 2021	No August Meeting	December 21, 2021

Resolution No.2018 Conference Schedule 2021

**RESOLUTION NO.2018
CARTERET HOUSING AUTHORITY
FY2021 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, and;

WHEREAS, due to the Coronavirus pandemic, it is unknown when in-person conferences will resume, so this will authorize the Executive Director to determine participation by staff and Commissioners at conferences in 2021 based on available budget authority if in-person conferences resume within the year;

NOW THEREFORE BE IT RESOLVED, the Executive Director is authorized to determine participation by staff and Commissioners at conferences in 2021 based on available budget authority if in-person conferences resume within the 2021 calendar year.

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, are in accordance with the per diem provisions of the current personnel policy.

Resolution No. 2019 FY2021 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2019
FY2021 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2021 Agency Budget at the December 15, 2020 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, 2020, and;

WHEREAS, it was deemed necessary to delay the budget based on the current Coronavirus pandemic and the uncertainty as to the current Federal funding and subsidy calculation, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2021 late budget submission.

Resolution No. 2020 FY2021 Authority Budget Introduction (attached)
Resolution No. 2021 Approval of FY2021 HUD Budget (attached)

Resolution No.2022 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2022
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2021, and;

WHEREAS, the Authority received 1 proposal from the firm of Execu-Tech, Inc., 8 Marin Lane, Manahawkin, NJ, in the amount of \$150.00/hour for Technical Consulting services, and;

WHEREAS, Execu-Tech previously served in this capacity for the successful conversion of the Authority's first RAD project and currently works with the Authority on our second RAD conversion/Streamlined Voluntary Conversion, and currently provides RAD consulting services for at least 14 Housing Authorities throughout New Jersey as well as having provided Technical Consulting services to dozens of Authorities, non-profit corporations and entities, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that Execu-Tech, Inc., 8 Marin Lane, Manahawkin, NJ, is qualified to provide Technical Consulting Services on an as needed basis in the amount of \$150.00 per hour, plus reimbursable expenses, in an amount not to exceed \$10,000.00.

Resolution No.2023 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2023
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2021, and;

WHEREAS, the Authority received 1 proposal from the firm of NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, and;

WHEREAS, NW Financial Group served in this capacity for the successful conversion of the Authority's first RAD project and currently works with the Authority on our second RAD/Streamlined Voluntary Conversion and demolition/disposition application, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, is qualified to provide Financial Advisor Services on an as needed basis in the amount of \$200.00 per hour, plus reimbursable expenses, in an amount not to exceed \$10,000.00.

Resolution N0.2024 FY2021 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2024
LEGAL SERVICES FY2021**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2021 and;

WHEREAS, The Carteret Housing Authority advertised for Legal Services, and;

WHEREAS, three proposals were received from the firms of Nolan and Associates, 61 Green St, Woodbridge, NJ in the amount of \$19,200/year and \$175 per landlord tenant matter and \$125/hr for non-routine litigation; Jardim, Meisner & Susser, PC, 30B Vreeland Road Suite 10, Florham Park, NJ in the amount of \$175/hr; and Manfredi & Pellechio, 1062 Broadway, West Long Branch, NJ in the amount of \$150/hr, 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 2021, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$19,200.00 general counsel retainer (\$1,600.00 monthly), \$175.00 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 FY2021 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2025 FY2021 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2025
ACCOUNTING SERVICES FY2021**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2021 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 \$35,100.00, 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 FY2021, for the fee of \$35,100.00 for January 1, 2021 through December 31, 2021;

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 \$35,100.00, payable in monthly installments.

Resolution No.2026 FY2020 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2026
FY2020 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2020, 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, 1433 Hopper Avenue, Suite 329, Toms River, NJ 08753, in the amount of \$12,855.00, and;

WHEREAS, the proposal for Auditing Services were reviewed and graded 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 FY2020, for the fee of \$12,855.00, 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 \$12,855.00.

Resolution No.2027 FY2021 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2027
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 has performed in a satisfactory manner, and;

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

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

Resolution No.2028 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2028
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, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ in the amount of \$175/hr, 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, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ, per the attached pricing schedule, 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 \$10,000.00, 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.2029 Qualifying Architectural and Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2029
QUALIFYING ARCHITECTURAL AND 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 3 proposals from the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432; Herbst-Musciano LLC, 611 Main Street, Boonton, NJ; and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701, and;

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

NOW THEREFORE BE IT RESOLVED, that the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432; Herbst-Musciano LLC, 611 Main Street, Boonton, NJ; and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701 are hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority for one year effective January 1, 2021 through December 31, 2021, as per the attached pricing schedules, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firms as necessary in an aggregate amount not to exceed \$10,000.00, and;

A motion for a consent agenda for Resolutions No.2010, No.2013, No.2014, No.2015, No.2016, No.2017, No.2018, No.2019, No. 2020, N0.2021, No.2022, N0.2023, No.2024, No.2025, No.2026, No.2027, No.2028 and No.2029 was made by Commissioner Rios seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: No Committee Reports

ATTORNEY REPORT: The Attorney reported that the Courts are still closed and on hold for landlord/tenancy matters until the pandemic is over, plus 2 months. The Executive Director added that for none payment of rent matters, the Court is on hold until 60 days after the Governor of New Jersey declares the emergency over which come be in the very late Spring or Summer. The Executive Director added that the Authority is doing relatively well regardless of what is happening and that the Government has been generous, assuming that tenants are not paying their rents. He added that the Assistant Executive Director and Staff are doing everything possible to get rents paid. He also mentioned that the Authority is doing very well financially and is in a comfortable position.

Commissioner Gallo requested to excuse himself from the meeting at 6:19pm. The Board wished him/all a Merry Christmas.

COMMISSIONERS COMMENTS:

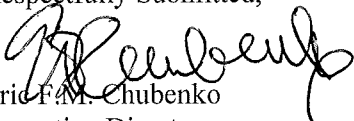
Commissioner Rios asked if the Authority was ready for all the expected snow. The Executive Director stated that the Authority is ready and that the Director of Maintenance procured large amounts of ice melt. He commented that there is a lack of staffing to handle the snow on a regular basis but for now we have all equipment ready and contractors on standby. He added that there is a snow plan in place and that he will be out there shoveling as well. He commented further.

Commissioner Rios commented that he enjoyed the Executive Director's thorough report and he wished all healthy Holidays and a Happy New Year. He said that he hopes everything is better for 2021.

AUDIENCE COMMENTS: The Executive Director asked if there was any audience that would like to speak and there was no response and appeared to be no public present, so no motion was made to open the meeting to the public.

A motion to adjourn the meeting was made by Commissioner Rios, seconded by Commissioner Hrycuna and all present voted aye, nays none. The meeting was adjourned at 6:23pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director