

**REGULAR MEETING  
AGENDA  
JANUARY 16, 2018**

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, Commissioner Chester Bohanek Jr, 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.

Commissioners Dennis Cherepski and Ronald Rios were absent.

**MINUTES:** A motion to adopt the minutes of the Annual Reorganization Meeting of November 21, 2017 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of November 21, 2018 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

**COMMUNICATIONS:** A motion to place Communication 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 Commissioner Gallo and upon roll call all present voted aye, nays none.

**NEW BUSINESS:** The Executive Director stated that the Housing Authority Closed on the RAD Conversion with an explanation regarding the units. He stated that the bond debt has been paid off and explained the financing aspect and the overall process in detail.

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

**Resolution No.1924 FY2017 PHAS-Public Housing Assessment System Submission**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1924  
FY2017 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 2017, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for Authority's FY2017 PHAS to the US Dept of HUD.

**Resolution No.1925 FY2017 SEMAP-Section Eight Management Assessment Program Submission**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1925  
FY2017 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 2017;

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

A motion for a consent agenda for Resolutions No.1924 and No.1925 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** None

The Executive Director reported that the Housing Authority had very good rental collections for 2017 with an estimate of 0.6 percent outstanding account receivable balance and a very good year regarding unit utilization with less than 2 percent unit vacancies.

**COMMISSIONERS COMMENTS:** Vice Chairman Gasparro wished everyone a Happy New Year.

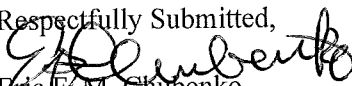
A motion to open the meeting to the public was made by Vice Chairman Gasparro, seconded by Commissioner Gallo and all present voted aye, nays none.

No public was present.

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

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

The meeting was adjourned at 6:07 pm.

Respectfully Submitted,  
  
Eric E. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
FEBRUARY 20, 2018**

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

Commissioners Dennis Cherepski requested to be excused.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of December 19, 2017 was made by Commissioner Gallo, seconded by Vice Commissioner Bohanek and all present voted aye, nays none.

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

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

**NEW BUSINESS:** The Executive Director also gave a detailed overview of the resolutions and answered all questions pertaining to the agenda items. He stated that the resolutions are related to the RAD conversion and the remaining 24 units at Jeanette Smith Village.

**Resolution No.1926 Authorizing Award of Technical Consulting Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1926  
AWARD CONTRACT FOR RAD & TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret desires Rental Assistance Demonstration (RAD) and Technical Consultant services for the purposes of completing the second RAD transaction related to the 50 units located at the Jeanette Smith Village Property as well as additional technical services that includes the submission of an application to HUD for the demolition and disposition of the 24 units on Bergen Street that were destroyed by Hurricane Sandy, and;

WHEREAS, the Authority advertised and invited proposals to be submitted for RAD and Technical Consulting Services, and;

WHEREAS, the Authority requested an hourly rate for the consulting services, and;

WHEREAS, proposals were received until 1:00PM on February 16, 2018, and;

WHEREAS, the Authority received 1 proposal from the firm of Execu-Tech, Inc., 25 Povershon Road, Nutley, NJ 07110, 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 has previously, and/or 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 a RAD and Technical Consultant services contract be awarded to Execu-Tech, Inc., Povershon Road, Nutley, NJ 07110, in the amount of \$150.00 per hour, plus reimbursable expenses, in an amount not to exceed \$10,000.00.

**Resolution No.1927 Authorizing Award of Financial Advisor Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1927  
AUTHORIZING AWARD OF CONTRACT  
FINANCIAL ADVISOR**

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

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

WHEREAS, the Authority prior to closing on the existing RAD transaction and 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, the Authority was forced to split the RAD transaction into two separate transactions so that the financial closing could take place for the majority of the units, and;

WHEREAS, the Authority removed the 50 units that comprise the Jeanette Smith Village complex and requested that HUD approve a second CHAP and likewise work towards a second RAD conversion for those units, and;

WHEREAS, as such, the Authority is required to go through a secondary approval process and closing with HUD while working through the riparian issues related to the site, and;

WHEREAS, the Authority is required to have a financial advisor who specialized in RAD conversions to complete the transaction with HUD, and;

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

WHEREAS, proposals were received until 12:00PM on February 16, 2018, and;

WHEREAS, the Authority received 1 proposal from the firm of NW Financial Group, LLC, 2 Hudson Place, 3<sup>rd</sup> Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, in an amount not to exceed \$7,500.00 to complete the RAD conversion for the Jeanette Smith Village development, and;

WHEREAS, the Authority has also been requested by HUD to commence with the demolition disposition process for the remaining 24 Hurricane Sandy units on Bergen Street, and the Authority anticipates the potential need for these services at a rate of \$200.00/hr in an additional amount not to exceed \$3,000.00, plus reimbursable expenses;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that an award of contract for financial advisor services be made to the firm of NW Financial Group, LLC, 2 Hudson Place, 3<sup>rd</sup> Floor, Hoboken, NJ 07030, to handle the second RAD conversion at Jeanette Smith Village at a rate of \$200.00/hr, in an amount not to exceed \$7,500.00, and;

BE IT FURTHER RESOLVED, that the firm also be authorized to perform work pertaining to the demolition disposition process for the remaining 24 Hurricane Sandy units on Bergen Street, if needed, in an additional amount not to exceed \$3,000.00, plus reimbursable expenses.

**Resolution No.1928 Authorizing Special Legal Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1928  
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 prior to closing on the existing RAD transaction and 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, the Authority was forced to split the RAD transaction into two separate transactions so that the financial closing could take place for the majority of the units, and;

WHEREAS, the Authority removed the 50 units that comprise the Jeanette Smith Village complex and requested that HUD approve a second CHAP and likewise work towards a second RAD conversion for those units, and;

WHEREAS, as such, the Authority is required to go through a secondary approval process and closing with HUD while working through the riparian issues related to the site, and;

WHEREAS, the Authority is required to have special legal counsel who specializes in RAD conversions to complete the transaction with HUD, 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 special legal services, and;

WHEREAS, the firm of Decotiis, Fitzpatrick and Cole, has handled the previous RAD conversion and is presently working on resolving the riparian issues on the Jeanette Smith Village site, so the firm is fully aware of the work that is required to handle the second closing, and;

WHEREAS, the firm submitted a proposal to complete the second RAD conversion for the Jeanette Smith Village in an amount not to exceed \$10,000.00, plus reimbursable expenses, per the previously qualified rate sheet, and;

WHEREAS, the Authority has also been requested by HUD to commence with the demolition disposition process for the remaining 24 Hurricane Sandy units on Bergen Street in addition to the Authority working through some environmental matters as part of the USMR remediation of several of the Authority owned properties, and;

WHEREAS, the Authority anticipates the need for special legal services pertaining to these matters and is looking to authorize an additional amount not to exceed \$5,000.00, plus reimbursable expenses, per the previously qualified rate sheet;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an award of contract for special legal services to Decotiis, Fitzpatrick and Cole, Glenpointe Centre West, 500 Frank W. Burr Blvd, Suite 31, Teaneck, NJ 07666, to handle the second RAD conversion at Jeanette Smith Village in an amount not to exceed \$10,000.00, plus reimbursable expenses, per the previously qualified rate sheet, and;

BE IT FURTHER RESOLVED, that the firm also be authorized to perform work pertaining to the demolition disposition process for the remaining 24 Hurricane Sandy units on Bergen Street in addition to the Authority working through some environmental matters as part of the USMR remediation of several of the Authority owned properties, if needed, in an additional amount not to exceed \$5,000.00, plus reimbursable expenses, per the previously qualified rate sheet.

A motion for a consent agenda for Resolutions No.1926, No.1927 and No.1928 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays non.

**ATTORNEY'S REPORT:** None

**COMMISSIONERS COMMENTS:** None

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

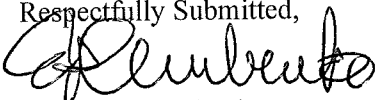
No public was present.

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

The meeting was adjourned at 6:05 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
MARCH 20, 2018**

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

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioner Chester Bohanek Jr, Commissioner Dennis Chepski Chairwoman Iris Colon, Commissioner Anthony Gallo, Commissioner Ronald Rios, 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.  
Commissioners Joseph Popek requested to be excused due to a conflict.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of January 16, 2018 was made by Commissioner Bohanek, seconded by Commissioner Gallo and all present voted aye, nays none.

**COMMUNICATIONS:** A motion to place Communication 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 also gave a detailed overview of the resolutions and answered all questions pertaining to the agenda items.

**Resolution No.1929 Adoption of Amendment to ACOP and Lease Addendum-Smoke Free Policy**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1929  
ADOPTION OF 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 previously drafted and posted with a minimum 60 day comment period allowed prior to final adoption on or after February 20, 2018, and;

WHEREAS, a final public hearing has been scheduled for Monday March 19, 2018;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the proposed language for the Smoke-Free Policy be adopted and the amendment including in the Public Housing Admissions and Continuing Occupancy Policy.

**Resolution No.1930 Authorizing Award of Contract for Electrical Supplier**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1930  
AUTHORIZING AWARD OF CONTRACT FOR ELECTRICAL SUPPLIER**

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

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

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

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

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

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

WHEREAS, if the auction achieves a price that is advantageous, then the Authority will award a contract to the winning supplier for the selected term;

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

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary documents on behalf of the Authority to award a contract for electric supply service if the auction achieves advantageous pricing.

**Resolution No.1931 Authorizing Award of Contract for Natural Gas Supplier**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1931  
AUTHORIZING AWARD OF CONTRACT FOR NATURAL GAS SUPPLIER**

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

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

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

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

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



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

WHEREAS, if the auction achieves advantageous pricing, the Authority may award a contract to the winning supplier for the selected term;

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

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary documents on behalf of the Authority to award a contract for natural gas supply if the auction achieves advantageous pricing.

**Resolution No.1932 Authorizing Interlocal Agreement with the Borough of Carteret**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1932  
AUTHORIZING AN ITERLOCAL AGREEMENT  
WITH THE BOROUGH OF CARTERET**

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

WHEREAS, the interlocal agreement has had an initial term of two years effective July 1, 2016 through June 30, 2018, and;

WHEREAS, the Housing Authority and Borough are agreeable to continuing the interlocal agreement, and;

WHEREAS, the Carteret Housing Authority shall receive \$833.33/month (\$10,000.00/year) from the Borough of Carteret during the term of this agreement, and;

WHEREAS, during the term of this agreement the Director of Maintenance Services will receive a temporary salary increase of \$140.00 per week added to his respective base salary, and;

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

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

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

BE IT FURTHER RESOLVED, that the Borough of Carteret will pay the Carteret Housing Authority \$833.33/month (\$10,000.00/year) during the term of the agreement, and;

BE IT FURTHER RESOLVED, that during the term of this agreement the Director of Maintenance Services will receive a temporary salary increase of \$140.00 per week added to his respective base salary.

Commissioner Gallo asked a question in regards to Resolution No.1932. He asked if the fee that is paid to the Director of Maintenance Services is considered to be a permanent raise. The Executive Director explained that it was not a raise and that it is paid only for the period of time that the interlocal agreement is in place whereby the Director of Maintenance oversees the Building and Grounds at Borough Hall.

A motion for a consent agenda for Resolutions No.1929, No.1930, No.1931 and No.1932 was made by Commissioner Bohanek, seconded by Commissioner Gallo and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** The attorney commented that all is well.

**COMMISSIONERS COMMENTS:** Commissioner Rios asked if the Authority was prepared for snow removal and the Executive Director stated that the Authority is prepared.

Commissioner Gallo commented that he can help with the snow removal and offered to do so.

The Director added that he and the Director of Maintenance also come out to assist with the snow removal and that the typical protocol is to start at the senior units and then move to the family units.

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

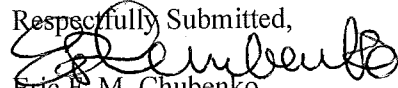
No public was present.

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

A motion to adjourn the meeting was made by Commissioner Rios, seconded by Commissioner Gallo 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  
APRIL 17, 2018**

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, Commissioner Dennis Chepski, 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.

Commissioner Ronald Rios was absent and requested to be excused.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of February 20, 2018 was made by Commissioner Bohanek, seconded by Commissioner Gallo 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 Gallo, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

**NEW BUSINESS:** The Executive Director gave a narrative of the resolutions and answered all questions pertaining to them.

**Resolution No.1933 Authorizing Survey Updates and Submission to DEP for Jeanette Smith Village**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1933**

**AUTHORIZING SURVEY UPDATES AND SUBMISSION TO DEP FOR JEANETTE SMITH VILLAGE**

WHEREAS, the Housing Authority of the Borough of Carteret has previously authorized surveys for each of the respective properties that the Authority owns, and;

WHEREAS, as the Authority works through the process of trying to procure the portion of property located at Jeanette Smith Village that was recently identified as being located in a riparian area, and;

WHEREAS, LAN Associates has previously compiled these surveys and they have also submitted proposals to the Authority and have been qualified as an architectural and engineering firm for the Authority for 2018, and;

WHEREAS, the Authority asked LAN to provide a quotation to update the survey at Jeanette Smith Village and to compile and submit the necessary application to the New Jersey Department of Environmental Protection, and;

WHEREAS, a proposal has been submitted in the amount of \$7,500.00 that includes updating the existing survey to include items necessary for the riparian grant application, as well as to perform the topographical measurements for the coastal zone management general permit application, and finally to prepare the necessary documents, figures, maps, compliance statements, etc. to submit a complete Coastal SP-20 application to the NJ DEP, and;

WHEREAS, the Authority has reviewed the proposal and needs to move forward with the work as soon as possible to try and resolved the riparian issues with the State of New Jersey so that the Authority can try and complete the final component of the Rental Assistance Demonstration conversion of the Jeanette Smith Village development;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Carteret Housing Authority authorizes the procurement of surveying services from LAN Associates, 445 Godwin Ave, Ste. 9, Midland Park, NJ in an amount not to exceed \$7,500 (in addition to NJDEP application fees and reimbursable costs).

**Resolution No.1934 Award Contract for Lawn Care Service**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1934  
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 four proposals were received as follows:

<b>Company</b>	<b>Grass Cutting</b>
Lawngevity, 118 Dorothy St, Carteret, NJ	\$12,900.00
D'Onofrio and Son Inc., 433 Hillside Ave, Hillside, NJ	\$22,080.00
DLJ Landscaping Design, 51 Pinho Ave, Carteret, NJ	\$22,680.00
FTS Landscaping, 6 Gaston Ave, Raritan, NJ	\$24,720.00

WHEREAS, the lowest price received for lawn services was from Lawngevity, 118 Dorothy St, Carteret, NJ 07008 in the amount of \$12,900.00, and;

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 for the grass cutting season April through November 2018, in an amount not to exceed \$12,900.00.

Commissioner Gallo had a general question in regard to the pricing/quote for landscaping. The Executive Director mentioned that the lowest quote was a very good price.

A motion for a consent agenda for Resolutions No.1933 and No.1934 was made by Commissioner Bohanek, seconded by Commissioner Gallo and upon roll call all present voted aye, nays non.

**ATTORNEY'S REPORT:** The Attorney reported that he was in court regarding a CHADCO matter against the Housing Authority and the Judge determined that there wasn't a problem as there was no evidence to this case and therefore, the case was dismissed.

**COMMISSIONERS COMMENTS:** Commissioner Gallo had a question in regard to the Authority's website and the Executive Director commented that the website was part of the overall software procurement. He added that 2 staff members were sent to South Amboy Housing Authority for 2 days of additional complimentary training and that the last piece needed is the software implementation for the Section 8 HAP Checks for Direct Pay for May 1, 2018. Once everything on the software side is complete and operating smoothly then the website will be implemented. There was some additional discussion. Chairwoman Colon mentioned that the Authority is doing good things.

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.

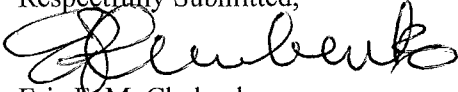
No public was present.

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 Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

The meeting was adjourned at 6:11 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "E. Chubenko", written over the printed name.

Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
JUNE 19, 2018**

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

Commissioners Dennis Cherepski and Ronald Rios were absent and requested to be excused.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of March 20, 2018 was made by Commissioner Bohanek, seconded by Commissioner Gallo and all present voted aye, nays none.

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

**NEW BUSINESS:** The Executive Director gave a brief explanation of the resolutions. He stated that FEMA has indicated that they will be awarding the Authority some money which we have not received yet, but not nearly enough that would allow for the Agency to reconstruct the units at the C, D & E Buildings on Bergen Street, which were destroyed during Super Storm Sandy. He stated that HUD and FEMA have been on site several times inspecting and reviewing the property. He explained that HUD and FEMA are in agreement that the buildings would require substantial elevation changes to remove them from the flood zone that is anticipated to cost millions of dollars in addition to the rehabilitation of the buildings. He added that the silver lining to this is that the Authority has petitioned FEMA for approval to utilize monies that we are anticipating to receive for alternative projects that would benefit all of the other developments.

The Executive Director stated that the Agency Plan stills needs to recognize the fact that the Authority is looking to dispose of the units located at C, D and E Buildings on Bergen Street and the resolution would amend said Plan. He added that there were also some minor changes done to the Housing Choice Voucher, Administrative Plan with the Consultant and Staff.

The Executive Director stated that the Capital Fund Program grant monies came in higher than anticipated and that the ACC needs to be amended to authorize execution of the contract.

**Resolution No.1935 Authorizing Submission of an Application for Demolition and Disposition**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1935  
AUTHORIZING SUBMISSION OF AN APPLICATION FOR  
DEMOLITION AND DISPOSITION OF 24 UNITS OF PUBLIC HOUSING**

WHEREAS, Due to Super Storm Sandy, NJ047000002, Edward Dolan Homes, Buildings C, D & E on Bergen Street became uninhabitable; and

WHEREAS, there is a need to submit a demolition and disposition application to remove these units from the Housing Authority's inventory; and

WHEREAS, an agreement has been reached with the Borough of Carteret to dispose of the property in exchange for \$500,000. This arrangement will benefit the Housing Authority and the Borough of Carteret by eliminating 24 units of uninhabitable housing that was destroyed by Super Storm Sandy and has become a blight on the neighborhood; and

WHEREAS, the residents have been notified of this application and a public hearing was held to comment on it.

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

1. That the application is hereby approved and should be submitted to HUD along with other documents in connection with the requirements.
2. That the Annual and Five-year Plan be amended to include the revised application.
3. That this Resolution shall take effect immediately.

**UNIT LOCATIONS**

<u>Address</u>	<u>Unit Size</u>
Building C, Bergen Street, Carteret, NJ 07008 Block 7804, Lot 1	3 bedroom
Building D, Bergen Street, Carteret, NJ 07008 Block 7804, Lot 1	3 bedroom
Building E, Bergen Street, Carteret, NJ 07008 Block 7804, Lot 1	3 bedroom

**Resolution No.1936 Authorizing Amendments to Agency Plan**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1936**

**ADOPTION OF CHANGES TO ADMINISTRATIVE PLAN AND AMENDMENTS TO AGENCY PLAN**

WHEREAS, the Carteret Housing Authority has previously adopted and submitted the 2018 Agency Plan to HUD for their review and approval, and;

WHEREAS, the Authority determined that the Housing Choice Voucher Administrative Plan needed various updates, and;

WHEREAS, the Authority also determined that it is in the best interest of the Authority to submit an application for demolition and disposition for the 24 units located at NJ047000002, Edward J. Dolan Homes, Buildings C, D & E, that were destroyed during Super Storm Sandy, and;

WHEREAS, it is necessary to amend the Authority's Agency Plan to reflect the updated Administrative Plan and also the authorization to submit of an application for the demolition and disposition of the 24 units located at NJ047000002, Edward J. Dolan Homes, Buildings C, D & E, that were destroyed during Super Storm Sandy;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioner authorizes adoption and submission of the Amendment to the 2018 Agency Plan to the US Dept of Housing and Urban Development, and;

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

**Resolution No.1937 Amending 2018 Capital Fund Program**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1937  
AMENDING 2018 CAPITAL FUND ANNUAL CONTRIBUTIONS CONTRACT (ACC)**

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the amendment to the Annual Contributions Contract (ACC) for the 2018 Capital Fund Program between the Carteret Housing Authority (CHA) and the US Department of Housing and Urban Development (HUD) in the amount of \$592,775.00, be, and hereby is authorized, and;

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

A motion for a consent agenda for Resolutions No.1935, No.1936 and No.1937 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

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 6:06 pm.

Respectfully Submitted,



Eric P. M. Chubenko  
Executive Director



**REGULAR MEETING  
AGENDA  
SEPTEMBER 18, 2018**

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., Commissioner Denis Cherepski, Chairwoman Iris Colon, Commissioner Anthony Gallo, Vice Chairman Joseph Gasparro, Commissioner Joseph Popek, Executive Director, Eric Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange. Note: Vice Chairman Gasparro was present via phone.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of April 17, 2018 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 Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

**NEW BUSINESS:** The Executive Director gave a brief explanation of the resolutions.

**Resolution No.1938 Submission of Agency Plan**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1938  
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 2018, and;

WHEREAS, the public was invited to attend a hearing held on September 12, 2018 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 2018 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.1939 PHA Certification of Compliance with the PHA Plan – Attached**

**Resolution No.1940 Open Family Unification Program Waiting List**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1940**

**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 October 30, 2018 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.1941 Amend Administrative Plan-Amendments to Payment Standards**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1941  
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 102% of the area FMR for 0 bedroom apartments, 94% of the area FMR for 1, 2 and 3 bedroom apartments, and 90% 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, 92% of the area FMR for 1 and 2 bedroom apartments and 90% of the area FMR for 3 and 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 102% of the area FMR for 0 bedroom apartments, 94% of the area FMR for 1, 2 and 3 bedroom apartments, and 90% of the area FMR for 4 bedroom apartments to 100% of the area FMR for 0 bedroom apartments, 92% of the area FMR for 1 and 2 bedroom apartments and 90% of the area FMR for 3 and 4 bedroom apartments effective November 1, 2018.

**Resolution No.1942 New Jersey Public Housing Authority Joint Insurance Fund Membership Renewal - Attached**

**Resolution No.1943 Authorizing Appointment of Risk Management Consultant**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1943  
AUTHORIZING RISK MANAGEMENT CONSULTANT**

WHEREAS, the Carteret Housing Authority has been utilizing the services of Reliance Insurance Group, 1460 Rt. 9 North, Suite 210, Woodbridge, NJ 07095 as its Risk Management Consultant for the past 6 years, and;

WHEREAS, Reliance Insurance Group has performed satisfactorily in their capacity, and;

WHEREAS, the Authority requires these essential services to ensure that the Agency is adequately covered in the event of a loss event, and;

WHEREAS, any fees received by the Risk Management Consultant are paid via the Public Housing Authority Joint Insurance Fund or through the respective insurance purchased by the Authority;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Reliance Insurance Group, 1460 Rt. 9 North, Suite 210, Woodbridge, NJ 07095 to serve as its Risk Management Consultant for the period of 1/1/19 – 12/31/21.

A motion for a consent agenda for Resolutions No.1938, No.1939, No.1940, No.1941, No.1942 and No.1943 was made by Commissioner Bohanek, seconded by Commissioner Gallo and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** None

**COMMISSIONERS COMMENTS:** Commissioner Gallo directed a question to the Executive Director in regard to the Website that was voted for previously. Commissioner Gallo commended that he was looking for said but could not find it.

There was a discussion regarding the Chairwoman's protocol on how to address questions as they are normally addressed to the Chairperson's attention first. The Executive Director later indicated that there is an active website for the Authority through Carteret.net while the new website is being designed.

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 Cherepski 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 6:08 pm.

Respectfully Submitted,



Eric F. M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
NOVEMBER 20, 2018**

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., Commissioner Denis Cherepski, Chairwoman Iris Colon, Commissioner Anthony Gallo, Vice Chairman Joseph Gasparro, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Joseph Popek was absent and requested to be excused.  
Commissioner Ronald Rios was absent and requested to be excused.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of June 19, 2018 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 Gallo, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

**NEW BUSINESS:** The Executive Director stated that it will be required to go into Executive Session to discuss potential litigation pertaining to Resolution No.1948. He also gave a brief explanation of the resolutions. He stated that there is a required Commissioner questionnaire that is part of the Budget and requested that it be filled out and returned to him. He said that there was a Thanksgiving Meal Program for the residents that was very well attended. He thanked all for their participation in and for putting the program together. He mentioned that the Laundry Room on Noe Street is operational and that one of our residents is supervising said. He added that the Audit Certification was sent to everyone and added that it was a clear audit. He thanked the staff for another good financial year. He said that the Budget adoption is the same budget that the Board introduced back in December 2017 and that the State signed off on the Budget. He added that the Meeting Calendar and Conference Calendar were also part of the agenda and that any conflicts of dates can be resolved in the future.

**Resolution No.1944 FY2107 Audit Certification**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1944  
FY2017 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, 2017 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.

**NOVEMBER 20, 2018**

**LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD**

**AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the Housing Authority of the Borough of Carteret being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Housing Authority of the Borough of Carteret.
2. We certify, pursuant to N.J.S.A. 40A: SA-17, that we have each reviewed the annual audit report for the fiscal year ended 12/31/17 and specifically the section of the audit report entitled "Notes to Financial Statements", "General Comments" and "Findings and Recommendations".

**Resolution No.1945 FY2018 Budget Adoption-See Attached**

**Resolution No.1946 2019 Meeting Calendar**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1946  
2019 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 2019 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 15, 2019	May 21, 2019	September 17, 2019
February 19, 2019	June 18, 2019	October 15, 2019
March 19, 2019	July 16, 2019	November 20, 2019 (Regular & Reorg)
April 16, 2019	No August Meeting	December 18, 2019

**Resolution No.1947 2019 Conference Schedule**

**RESOLUTION NO.1947  
CARTERET HOUSING AUTHORITY  
FY2019 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 2019, subject to budget authority;

PHADA Conference	January 7-9, 2019	Miami, FL
NAHRO Legislative Conference	April 7-9, 2019	Washington, DC
NJNAHRO Conference	May 6-9, 2019	Atlantic City, NJ
NAHRO Summer Conference	July 11-13, 2019	Boston, MA
NAHRO National Conference	October 10-12, 2019	San Antonio, TX
League of Municipalities	November 2019	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.

At 6:04 pm, a motion to go into Executive Session to discuss potential litigation pertaining to Resolution No.1948 Authorizing USMR Settlement Agreement, was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

At 6:11 pm, a motion to re-open the meeting from Executive Session from discussing potential litigation pertaining to Resolution No.1948 Authorizing USMR Settlement Agreement, was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

**Resolution N0.1948 Authorizing USMR Settlement Agreement**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1948  
AUTHORIZING USMR SETTLEMENT 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 with USMR stating that it 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 required authorization to access and review the properties prior to proceeding with any cleanup measures if needed, and;

WHEREAS, the Authority previously authorized the Executive Director to execute all agreements in connection with the accessing of and potential cleanup related to any of USMR's respective activities through Resolution No.1922 on December 19, 2017, and;

WHEREAS, after the initial tests determined the properties affected and the depth of any respective cleanup, the Authority entered into discussions with USMR and its representatives regarding these cleanups, and the depth at which these soils should be excavated to, and;

WHEREAS, in an effort to move forward with completing the excavation of soils throughout the Authority's sites, the Housing Authority and USMR have determined that it would be in the best interests of each party to authorize a settlement agreement identifying the excavation and remedial parameters, along with the financial terms of the agreement;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the execution of the settlement agreement between the Housing Authority and USMR, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all agreements in connection with the USMR settlement agreement and all related actions.

A motion for a consent agenda for Resolutions No.1944, No.1945, No.1946, No.1947 and No.1948 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:** Vice Chairman Gasparro commented about an upcoming conference. The Executive Director answered.

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.

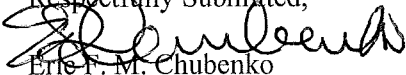
No public was present.

A motion to close the meeting to the public was made by 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 6:13 pm.

Respectfully Submitted,



Eric P. M. Chubenko  
Executive Director

**MINUTES OF THE  
ANNUAL REORGANIZATION MEETING  
DECEMBER 18, 2018**

Chairwoman Iris Colon opened the Public Meeting at 6:01pm. 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, Commissioners Joseph Popek and Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway.

Note: The Executive Director stated that the Attorney, Eric Lange was in route.

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 Rios nominated Commissioner Colon for the Office of Chairperson, seconded by Commissioner Gasparro.

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

Commissioner Gallo nominated Commissioner Rios. Commissioner Rios declined the nomination.

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

There were no other nominations.

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

Upon roll call for Commissioner Colon for the Office of Chairperson, all present voted aye, Commissioner Gallo voted nay.

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



Carteret Housing Authority  
Minutes of Annual Reorganization Meeting  
December 18, 2018

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.

There was no public present.

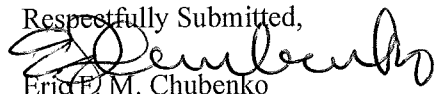
A motion to close the meeting was made by Commissioner Gallo, seconded by Commissioner Bohanek and all present voted aye, nays none.

The Attorney arrived at 6:05pm

A motion to adjourn the Annual Reorganization Meeting was made by Commissioner Bohanek, seconded by Commissioner Gallo and all present voted aye, nays none.

The meeting was adjourned at 6:05pm.

Respectfully Submitted,



Eric M. Chubenko  
Executive Director

**REGULAR MEETING  
AGENDA  
DECEMBER 18, 2018**

Chairwoman Iris Colon opened the Public Meeting at 6:05pm. 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 Denis Cherepski, Chairwoman Iris Colon, Commissioner Anthony Gallo, Vice Chairman Joseph Gasparro, Commissioners Joseph Popek and Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

**MINUTES:** A motion to adopt the minutes of the Regular Meeting of September 18, 2018 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 Rios, seconded by Commissioner Gallo and upon roll call all present voted aye, nays none.

**NEW BUSINESS:** The Executive Director gave a brief explanation of the Resolutions while stating that a lot are form resolutions that go from year to year. He made mention of funding in the event of a government shut-down.

**Resolution No.1949 Designating Official Banks**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1949  
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 2019 calendar year:

BCB Bank  
Investors Bank  
Lakeland Bank  
TD Bank  
United Roosevelt

**Resolution No.1950 Designating Official Newspaper**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1950  
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 2019 calendar year:

Home News Tribune  
The Star Ledger

**Resolution No.1951 FY2019 Late Budget Resolution**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1951  
FY2019 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2019 Agency Budget at the December 18, 2018 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, 2018, 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 next year, which will now allow the Authority to introduce the 2019 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 FY2019 late budget submission.

**Resolution No.1952 FY2019 Budget Introduction-See Attached**

**Resolution N0.1953 FY2019 HUD Budget-See Attached**

**Resolution No. 1954 Executive Director as Fund Commissioner**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1954  
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 2019.

**Resolution No.1955 FY2017 Write-offs**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1955  
FY2017 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 FY2017.

Amelia Colon	\$ 1,034.83
Elena Cruz	\$ 7.99
Brian Newson	\$ 3,758.83
Andres Perez	\$ 504.68
<u>Merita Sharp</u>	<u>\$ 620.88</u>
TOTAL	\$ 5,927.21

**Resolution No.1956 Technical Consulting Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1956  
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2019, and;

WHEREAS, the Authority received 1 proposal from the firm of Execu-Tech, Inc., 25 Povershon Road, Nutley, NJ 07110, 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 and demolition/disposition application and has previously, and/or 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., Povershon Road, Nutley, NJ 07110, 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.1957 Financial Advisor Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1957  
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2019, and;

WHEREAS, the Authority received 1 proposal from the firm of NW Financial Group, LLC, 2 Hudson Place, 3<sup>rd</sup> 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 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, 3<sup>rd</sup> 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 No.1958 FY2019 Legal Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1958  
LEGAL SERVICES FY2019**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2019 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 2019, 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 FY2019 and shall be more particularly enumerated in a professional services contract to be executed between the parties

**Resolution No.1959 FY2019 Accounting Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1959  
ACCOUNTING SERVICES FY2019**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2019 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 \$33,900.00, 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 FY2019, for the fee of \$33,900.00 for January 1, 2019 through December 31, 2019;

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 \$33,900.00, payable in monthly installments.

**Resolution No.1960 FY2018 Auditing Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1960  
FY2018 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2018, 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 \$12,075.00, and;

WHEREAS, the proposal 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 FY2018, for the fee of \$12,075.00, 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 \$12,075.00.

**Resolution No.1961 FY2019 Modernization Coordinator**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1961  
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 2 proposals from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$7,500.00/year, and ACB Consulting Service, 292 Lafayette Street, Newark, NJ 07105 in the amount of \$62,400.00/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.1962 Qualifying Special Legal Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1962  
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, two proposal were received from the firms 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 McManimon, Scotland and Baumann, 75 Livingston Avenue, Roseland, NJ 07068, in the amount of \$220.00/hr for attorneys, \$135.00/hr for paralegals, and;

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firms of Decotiis, Fitzpatrick and Cole and McManimon Scotland and Baumann, per the attached pricing schedule, 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;

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.1963 Qualifying Architectural and Engineering Services**

**CARTERET HOUSING AUTHORITY  
RESOLUTION NO.1963  
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 2 proposals from the firms of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, and Lothrop Associates LLP Architects, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701, and;

WHEREAS, the proposals 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 firms of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 and Lothrop Associates LLP Architects, 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, 2019 through December 31, 2019, 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;

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.

A motion for a consent agenda for Resolutions No.1949, No.1950, No.1951, No.1952, No. 1953, No.1954, No.1955, No.1956, No.1957, No.1958, No.1959, No.1960, No.1961, No.1962 and No.1963 was made by Commissioner Rios, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

**ATTORNEY'S REPORT:** The Attorney reported that a former tenant submitted a claim to the Authority regarding some property damage which was negotiated. He advised that the Authority settle and accept the claim to be paid in the amount of \$625.00. (not filed as a motion in court)

The Executive Director agreed and gave a brief explanation regarding said claim.

**COMMISSIONERS COMMENTS:** Chairwoman Colon commented that the Authority had a Holiday Program for the residents. She said that it was a wonderful event and well attended. She congratulated the staff for a job well done.

Commissioner Rios thanked the Administration and Staff for all that they do and provide for the residents in the form of Community Service Programs. He commented that the programs are good and appreciates everything done.

The Commissioners wished all Happy Holidays.

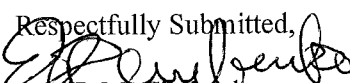
A motion to open the meeting to the public was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

No public was present.

A motion to close the meeting to the public was made by Vice Chairman Gasparro, seconded by Commissioner Gallo 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 6:16 pm.

Respectfully Submitted,  
  
Eric F. M. Chubenko  
Executive Director