

**REGULAR MEETING
AGENDA
JANUARY 15, 2019**

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, Commissioners Chester Bohanek Jr., and Denis Cherepski, Chairwoman Iris Colon, Commissioners Anthony Gallo, and Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Vice Chairman Joseph Gasparro requested to be excused because of an illness.
Commissioner Popek requested to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of November 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 Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

NEW BUSINESS: The Executive Director gave a quick overview of the two resolutions.

Resolution No.1964 FY2018 PHAS-Public Housing Assessment System Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1964
FY2018 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 2018, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for the Authority's FY2018 PHAS to the US Dept of HUD.

Resolution No.1965 FY2018 SEMAP-Section Eight Management Assessment Program Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1965
FY2018 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 2018;

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.1964 and No.1965 was made by Commissioner Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

ATTORNEY'S REPORT: None

COMMISSIONERS COMMENTS: Commissioner Gallo asked the Attorney if the disputed tenant legal matter from the previous meeting was ever settled. He then directed the question to the Chairwoman.

The Attorney stated that there was an issue where they did not want to settle until they had the final resolution of the security deposit. The Attorney advised that the issue was resolved and therefore indicated that there is no reason why this matter would not settle.

Commissioner Rios asked if the Authority is prepared for the cold weather.

The Executive Director responded that the plows and equipment are set for the potential snow storm.

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

No public was present.

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

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

The meeting was adjourned at 6:06 pm.

Respectfully Submitted,



Eric F. M. Chubenko

Executive Director

**REGULAR MEETING
AGENDA
FEBRUARY 19, 2019**

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

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., and 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.

Note: The Executive Director stated that the Attorney, Eric Lange, is in trial and that it ran late. The Executive Director stated the Attorney is available by phone if needed.

MINUTES: A motion to adopt the Minutes of the Annual Reorganization Meeting of December 18, 2018 was made by Commissioner Cherepski, seconded by Commissioner Bohanek and all present voted aye, nays none.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of December 18, 2018 was made by Commissioner Gallo, 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 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 brief explanation of Resolution No.1966. He stated that the Authority received quotations and the prices were very good. He added that the Authority will maintain the same lawn care service firm as last year and that they will maintain their same price. He discussed their pricing and said that the Authority recommends the contract as they did a great job last year.

Resolution No.1966 Award Contract for Lawn Care Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1966
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 quotations and three were received as follows:

Company	Grass Cutting	Leaf Cleanup
Lawngevity, 118 Dorothy St, Carteret, NJ	\$12,900.00	\$2,000.00 for Spring & Fall
D'Onofrio and Son Inc., 433 Hillside Ave, Hillside, NJ	\$22,080.00	\$6,250.00 for Spring & Fall

A motion to adopt Resolution No.1966 was made by Commissioner Bohanek, seconded by Commissioner Gallo and upon roll call all present voted aye, nays none.

The Executive Director stated that when we started managing the South Amboy Hosing Authority with the agreement to also manage Old Bridge Housing Authority, that it would eventually end as it was a temporary contract. He stated that we received notification from the South Amboy Housing Authority that they have named a permanent Executive Director and that after 7 years and 2 months, our contract is terminated. He added that our final payment will be for the period through February 28th. He added that we offered inter-local consulting services if they ever need them and that the Authority received \$430,000 over the last 7 years to compensate the Carteret Housing Authority for our services.

The Executive Director mentioned to the Board that we will probably have to cancel next month's meeting as he will be having surgery. He added that he is expected to be out recuperating for 1 to 2 weeks.

ATTORNEY'S REPORT: The Attorney was not present-No Report.

COMMISSIONERS COMMENTS: None

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

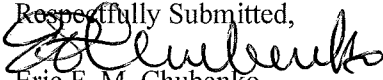
No public was present.

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

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

The meeting was adjourned at 6:16 pm.

Respectfully Submitted,


Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
MAY 21, 2019**

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

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., and 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, Attorney Eric Lange.

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

A moment of silence was held for our departed Commissioner Joseph Popek.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of January 15, 2019 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 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 a brief explanation of the Resolutions. He stated that there is some language in the Administration Plan that recently caused some issues regarding the addition of adult members to households. He further explained that the Authority needs to clean up the language as a household member could request to add an adult member to a household's lease which could cause the household to be over housed thus requiring a change/move to another unit size. He stated that the language now is something more uniformed to most Housing Authority's policies and federal regulations in which a household member can be added only by Birth, Legal Marriage, Civil Union or in an extreme situation. The Executive Director also stated that the Mainstream Waiting List is opening for the first 25 people that are Carteret residents and are considered a permanently disabled-head of household.

Resolution No.1967 Amend Administrative Plan-Changes in Family and Household Composition

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1967
AMEND ADMINISTRATIVE PLAN
CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION**

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

WHEREAS, the Authority is having a difficult time with several tenants abusing a particular provision of the Plan adding new adult members to the household after lease-up, and;

WHEREAS, the Authority desires to strengthen the language in Chapter 11, Section 11.II.B. under Changes in Family and Household Composition, specifically listed within the section titled "Family and Household Members Requiring Approval", which will identify what adult members may be added to the household of a tenant after lease-up, and;

WHEREAS, the Authority has consulted with both the staff and a consultant who specializes in the HUD regulations to propose modified language to be adopted into the Administrative Plan;

NOW THEREFORE BE IT RESOLVED, that the Administrative Plan for the Housing Choice Voucher Program is hereby amended for the Carteret Housing Authority within Chapter 11, Section 11.II.B. under “Changes in Family and Household Composition”, specifically listed within the section titled “Family and Household Members Requiring Approval”, as follows:

“PHA Policy”

No new adults will be approved to join the family with the exception of an adult who joins the family as the result of a marriage. This includes joining the family as the result of the establishment of a civil union recognized by State law.”

Resolution No.1968 Open Housing Choice Voucher Mainstream Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1968
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 for 1 day on June 18, 2019 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 due to a disability, 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.1967 and No.1968 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 mentioned that the Authority had a Mother’s Day Program that was positive and well attended.

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.

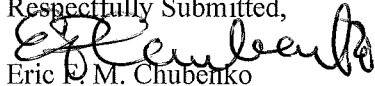
Carteret Housing Authority
Minutes of Regular Meeting
May 21, 2019

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 6:04 pm.

Respectfully Submitted,



Eric P. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
JULY 16, 2019**

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, Commissioners Chester Bohanek Jr., and Denis Cherepski, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Executive Director, Eric F. M. Chubenko, and Attorney Eric Lange.

Commissioner Anthony Gallo was absent and requested to be excused. Commissioner Ronald Rios was absent and requested to be excused. Assistant Executive Director Karen D. Alexis Holloway was absent.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of February 19, 2019 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 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 detailed explanation of the Resolutions. He added that the Authority should be closing-out the previously discussed potential litigation with US Metals.

Resolution No.1969 Authorizing Procurement of Vehicles

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1969
AUTHORIZING PROCUREMENT OF VEHICLES**

WHEREAS, the Housing Authority of the Borough of Carteret desires to procure two vehicles in an attempt to modernize the Authority's fleet in an effort to minimize the amount to be expended on general maintenance and physical repairs, and;

WHEREAS, the best vehicle pricing appears to be available under the State of New Jersey Contract, and;

WHEREAS, the Authority desires to purchase (1) 2019 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$27,027.45 as specified in the attached State of New Jersey Contract (17-Fleet-00210) and applicable purchase orders, and (1) 2020 Chevrolet Tahoe – 4 Wheel Drive at a price of \$35,306.40 as specified in the attached State of New Jersey Contract (#A88729) and applicable purchase order;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes procurement of the (1) 2019 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$27,027.45 as specified in the attached State of New Jersey Contract (17-Fleet-00210) and applicable purchase order, and (1) 2020 Chevrolet Tahoe – 4 Wheel Drive at a price of \$35,306.40 as specified in the attached State of New Jersey Contract (#A88729) and applicable purchase order, and;

BE IT FURTHER RESOLVED, that the budget authority is authorized for the procurement of the vehicles from operations.

Resolution No.1970 Authorizing Payment of Bills for August

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1970
AUTHORIZING PAYMENT OF BILLS FOR AUGUST 2019**

WHEREAS, the Housing Authority of the Borough of Carteret previously authorized its meeting calendar for 2019 at which time it did not schedule a meeting for the month of August 2019, and;

WHEREAS, the Authority is still required to make payment of bills during the month of August 2019, and;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes payment of regularly budgeted or authorized contract costs for the month of August 2019, and;

BE IT FURTHER RESOLVED, that all bills paid prior to the next Board meeting will be presented on the next meeting's bill list for memorialization.

Resolution No.1971 Authorizing Amendment of Administrative Plan for RAD Rents over the Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1971
AUTHORIZING AMENDMENT TO ADMINISTRATIVE PLAN
FOR RAD RENTS OVER THE PAYMENT STANDARDS**

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

WHEREAS, the Authority desire to amend the Administrative Plan for RAD rents over the Payment Standards, and;

WHEREAS, this would enact policy guidelines so that there is a prescribed timeline to implement the increased rents for those individuals being impacted by rents over that which would have previously been capped by the Payment Standards, and;

WHEREAS, it is prescribed to increase the rents over the Payment Standards by 20% each year for 5 years, bring the new rent above the Payment Standards to 100% of the actual rent owed in the 5th year;

NOW THEREFORE BE IT RESOLVED, that the Administrative Plan for the Housing Choice Voucher Program is hereby amended for the Carteret Housing Authority as follows:

"PHA Policy"

RAD rents over the Payment Standards will be increased by 20% each year for 5 years, bring the new rent above the Payment Standards to 100% of the actual rent owed in the 5th year.

Resolution No.1972 Authorizing Payment to NJDEP-Bureau of Tidelands Management

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1972
AUTHORIZING PAYMENT TO NJDEP
BUREAU OF TIDELANDS MANAGEMENT**

WHEREAS, the Housing Authority of the Borough of Carteret previously adopted resolution No.1915 that authorized the law firm of Decotiis, Fitzpatrick and Cole to negotiate with the State of NJ on behalf of the Authority in an effort to

purchase the riparian rights associated with a portion of the Jeanette Smith Village development that was constructed on dried river beds owned by the State of NJ, and;

WHEREAS, the firm has been negotiating since being authorized in late 2017, and;

WHEREAS, the Authority has been informed that a deal was reached that results and that on July 10, 2019 the Tidelands Resource Council (“TRC”) accepted the Bureau of Tidelands Management’s (“Tidelands Bureau”) recommendation and voted to approve a grant of the formerly-flowed State-owned tidelands traversing the Jeanette Smith Village property in return for consideration of \$54,622.06, and;

WHEREAS, this amount represents a 75% reduction in the fair market value of the tidelands based on the TRC’s application of a “good faith” discount, and;

WHEREAS, unless the Governor acts to veto the action taken by the TRC as is his right, the TRC will vote at its next regular meeting 8/7/19 to approve the minutes of the 7/10/19 meeting, and;

WHEREAS, the Authority will be required to make payment in the amount of \$54,622.06 to acquire the grant and to move forward with executing the grant documents;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes payment to the State of NJ Tidelands Resource Council in the amount of \$54,622.06 for a grant of the formerly-flowed State-owned tidelands traversing the Jeanette Smith Village property, and;

BE IT FURTHER RESOLVED, that the Executive Director and/or Chairperson are authorized to execute all necessary documents and contracts on behalf of the Authority to effectuate the grant of the formerly-flowed State-owned tidelands traversing the Jeanette Smith Village property.

Resolution No.1973 Disposition of Authority Vehicles

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1973
DISPOSITION OF AUTHORITY VEHICLES**

WHEREAS, the Authority desires to dispose of various vehicles in an attempt to update the majority of the fleet, and;

WHEREAS, the vehicles slated for disposition are:

- 1998 Ford Club Wagon (van)
- 2005 Chevrolet Silverado
- 2016 Ford Explorer

WHEREAS, the Ford Club Wagon and Chevrolet Silverado are both deemed to in poor condition and the Ford Explorer is in fair condition, and;

WHEREAS, the Authority’s Disposition Policy allows for disposition of items to other governmental bodies without requirement for a public sale, and;

WHEREAS, as per the Disposition Policy, the determination of fair value is made by the Board of Commissioners in cooperation with the Authority’s Administration, and;

WHEREAS, after review of the vehicles in their current condition, considering pertinent body damage, interior damage and necessary mechanical repairs, and after review of the current market value it is believed that the Ford Club Wagon and Chevrolet Silverado have very little to no value and would cost more to repair than they are presently worth, and the Ford Explorer has an average fair value of \$14,879.00, and;

WHEREAS, the Borough of Carteret is interested in acquiring the vehicle at the determined fair value of \$14,879.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes disposition of the Authority's 1998 Ford Club Wagon (van), 2005 Chevy Silverado 1500; 2016 Ford Explorer, to the Borough of Carteret in their current as is state for the determined fair value of \$14,879.00 in total.

A motion for a consent agenda for Resolutions No.1969, No.1970, No.1971, No.1972 and No.1973 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek 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 Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

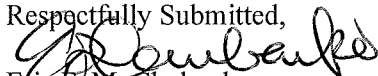
No public was present.

A motion to close the meeting to the public was made by Commissioner Bohanek, seconded 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 6:09 pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 17, 2019**

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

Commissioner Denise Cherepski 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 May 21, 2019 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

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

NEW BUSINESS: The Executive Director gave a detailed explanation of the Resolutions.

Resolution No.1974 FY2019 Budget Adoption (Attached)

Resolution No.1975 FY2018 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1975
FY2018 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, 2018 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 September 17, 2019.

Resolution No.1976 Memorializing Emergency Actions with All Risk for Apt. E-3

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1976
MEMORIALIZE EMERGENCY ACTIONS WITH
ALL RISK FOR APARTMENT E-3 HERMANN GARDENS**

WHEREAS, the Housing Authority of the Borough of Carteret required emergency services in the form of repairs related to damages incurred due to a motor vehicle accident at Apt E-3, Joseph Hermann Gardens on July 25, 2019, and;

WHEREAS, the Authority reached out to the NJ Public Housing Authority Joint Insurance Fund for approved emergency vendors to assess and repair the damages, and;

WHEREAS, the Authority chose All Risk to assess the damages and perform the repairs, and;

WHEREAS, the Authority, after receiving approval from the insurance adjuster, authorized All Risk to proceed with repairs to the building;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners memorializes the emergency actions taken by the Housing Authority in selecting All Risk to assess and repair the damages at Apt E-3 Joseph Hermann Gardens as a result of a motor vehicle accident that occurred on July 25, 2019, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all documents and to take any actions necessary to effectuate the repairs at Apt E-3 Joseph Hermann Gardens.

Resolution No.1977 Executive Director Contract

**CARTERET HOUSING AUTHORITY RESOLUTION NO.1977
RESOLUTION TO RETAIN ERIC CHUBENKO TO SERVE AS THE
EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY OF THE
BOROUGH OF CARTERET AND TO AUTHORIZE A FIVE-YEAR
EMPLOYMENT CONTRACT FOR THE OFFICE OF EXECUTIVE DIRECTOR**

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

WHEREAS, pursuant to the Redevelopment and Housing Law N.J.S.A. 40A:12A-1 et seq. (the "Act") the Authority is required to employ an Executive Director who shall also serve as Secretary, and;

WHEREAS, in accordance with the Act, the position of Executive Director requires specialized training and experience, continued education and certification and a considerable amount of time and effort to be qualified to hold such position, and;

WHEREAS, Eric Chubenko is an individual who has demonstrated that he meets the educational and experience qualifications of N.J.S.A. 40A:12A-18 (b) (1)g, and;

WHEREAS, this resolution shall authorize a five year employment contract from September 1, 2019 through August 31, 2024, with the same salary currently in place, which shall be augmented in all future years of the contract by an annual increase to the salary in accordance with the amount authorized through the budget approval process for each respective year, and;

WHEREAS, Eric Chubenko has accepted same and in accordance therewith shall execute an employment contract with these terms, and;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Carteret, that Eric Chubenko be and hereby is appointed to continue to serve as the Executive Director, effective as of September 1, 2019; and,

BE IT FURTHER RESOLVED, that the Executive Director shall receive the same salary currently in place; and all increases commencing on January 1, 2020 and through the completion of this contract shall be in accordance with the Board approved budget appropriations for that respective year, and;

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

Resolution No.1978 Authorizing Amendment to the Administrative Plan-Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1978
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 and 90% of the area FMR for 3 and 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, 90% of the area FMR for 3 bedroom apartments and 92% 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 and 90% of the area FMR for 3 and 4 bedroom apartments 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 effective November 1, 2019.

Resolution No.1979 Authorizing Submission of an Application for Streamlined Voluntary Conversion of NJ47-4

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1979
AUTHORIZING SUBMISSION OF AN APPLICATION FOR
STREAMLINED VOLUNTARY CONVERSION OF 50 UNITS OF PUBLIC HOUSING**

WHEREAS, the Carteret Housing Authority has 50 remaining units in the Jeanette Smith Village development that have been approved for a Rental Assistance Demonstration conversion, and;

WHEREAS, the US Dept of HUD has recently allowed for Housing Authorities to move forward with a Streamlined Voluntary Conversion of units rather than going through the current RAD process, and;

WHEREAS, the Housing Authority has presented this proposed process as part of our Agency plan and desires to move forward with an application for Streamlined Voluntary Conversion as it is a more efficient process and will result in greater financial benefit for the development and Authority, and;

WHEREAS, it will be necessary to move forward with additional hearings with the residents of Jeanette Smith Village regarding the Streamlined Voluntary Conversion, and;

WHEREAS, the Authority would like to move forward with this process immediately in an effort to effectuate a Streamlined Voluntary Conversion prior to December 31, 2019, which would allow the Authority to be fully converted from Public Housing by the end of the 2019 calendar year;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Carteret, that the Authority is authorized to move forward with submitting an application for Streamlined Voluntary Conversion of the remaining 50 units of Public Housing at the Jeanette Smith Village development, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute all documents and to take any actions necessary to submit an application for Streamlined Voluntary Conversion of the remaining 50 units of Public Housing at the Jeanette Smith Village development, and;

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Resolution No.1980 Submission of Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1980
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 2019, and;

WHEREAS, the public was invited to attend a hearing held on September 12, 2019 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 2019 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.1981 PHA Certification of Compliance with PHA Plan (Attached)

A motion for a consent agenda for Resolutions No.1974, No.1975, No.1976, No.1977, No.1978, No.1979, No.1980 and No.1981 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: Commissioner Gallo wanted to know where the notes were for the Financial Statement in the Audit. The Executive Director said that the Audit was emailed to everyone with their board package, but would give him another copy.

At this time the Commissioners welcomed Commissioner Richard Hrycuna to the Board.

The Executive Director commented that there was a Senior Program today that was well attended.

The Executive Director added that the Authority received a \$110,000 check from US Metal Refinery as part of a settlement agreement with the company.

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

No public was present.

A motion to close the meeting to the public was made by Commissioner Bohanek, seconded 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 6:08 pm.

Respectfully Submitted,


Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
NOVEMBER 26, 2019**

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

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

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 Bohanek 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.

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

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.

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

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

The meeting was adjourned at 6:04pm.

Respectfully Submitted,



Eric P. M. Chubenko

Executive Director

**SPECIAL MEETING
AGENDA
NOVEMBER 26, 2019**

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

The Special 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 Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney Eric Lange. Commissioner Richard Hrycuna was present by phone.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of June 16, 2019 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, Commissioner Rios abstained, nays none.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of September 17, 2019 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, Commissioner Rios abstained, nays none.

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

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

NEW BUSINESS: The Executive Director gave his recommendations and a thorough/detailed explanation of each Resolution as well as answered all questions pertaining to same.

Resolution No.1982 2020 Meeting Calendar

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1982
2020 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 2020 calendar year and fall on the 3rd Tuesday of each month at 6:00PM with the exception of the July and November meetings.

MEETING DATES

January 21, 2020	May 19, 2020	September 15, 2020
February 18, 2020	June 16, 2020	October 20, 2020
March 17, 2020	July 14, 2020	November 24, 2020 (Regular & Reorg)
April 21, 2020	No August Meeting	December 15, 2020

Resolution No.1983 Extension of Bargaining Unit Contract

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1983
EXTENSION OF BARGAINING UNIT AGREEMENT
BETWEEN COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO
LOCAL 1032 AND CARTERET HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the Borough of Carteret and the Communications Workers of America, AFL-CIO Local 1032 have had a bargaining unit contract in place since the 1980's, and;

WHEREAS, the contract is set to expire in 2020, and;

WHEREAS, representatives of the bargaining unit and the Administration met on several occasions during the past few months regarding negotiating terms to extend the contract, and;

WHEREAS, the bargaining unit had worked with the Authority during the previous term of the contract and understood the financial constraints that were realized due to reduced Federal funding and losses in funding due to the damages sustained during Superstorm Sandy, and;

WHEREAS, after ongoing discussions the Administration and bargaining unit have verbally agreed to a 5 year extension of the contract with the only negotiated item being the annual increment for all bargaining unit employees, and;

WHEREAS, the proposed annual increases for the five year term includes a 2.5% increase in base salary on January 1st of each year of the 5 year contract;

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the current bargaining unit agreement between the Authority and the Communications Workers of America, AFL-CIO Local 1032 be extended for a five year period from January 1, 2020 through December 31, 2024, and;

BE IT FURTHER RESOLVED, that the contract be amended to include annual increases of 2.5% per year effective January 1st of each year of the 5 year contract, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute the new bargaining unit contract.

Resolution No.1984 FY2018 Write-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1984
FY2018 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 FY2018.

Linnette Rondon	\$ 1,867.70
TOTAL	\$ 1,867.70

Resolution No.1985 2020 Conference Calendar

**RESOLUTION NO.1985
CARTERET HOUSING AUTHORITY
FY2020 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 2020, subject to budget authority;

NAHRO Legislative Conference	March 29-31, 2020	Washington, DC
NJNAHRO Conference	May 3-6, 2020	Atlantic City, NJ
NAHRO Summer Conference	July 23-25, 2020	New York, NY
NAHRO National Conference	October 1-3, 2020	Orlando, FL
League of Municipalities	November 2020	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, are in accordance with the per diem provisions of the current personnel policy.

Resolution No.1986 FY2020 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1986
FY2020 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2020 Agency Budget at the November 26, 2019 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, 2019, and;

WHEREAS, it was deemed necessary to determine if Authority was submitting under the Streamlined Voluntary Conversion as well as awaiting the current year's subsidy calculation, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2020 late budget submission.

Resolution No.1987 FY2020 Budget Introduction (Attached)

Resolution No.1988 FY2020 HUD Budget (Attached)

Resolution No.1989 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1989
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2020, 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/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., 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. 1990 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO. 1990
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2020, and;

WHEREAS, the Authority received 2 proposals from the firm of NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, and Nassau Capital Advisors, LLC, 12 Vandeventer Avenue, PO Box 1475, Princeton, NJ 08542 at a rate ranging from \$220.00/hr to \$275.00/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, 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 No. 1991 FY2020 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO. 1991
LEGAL SERVICES FY2020**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2020 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 2020, 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 FY2020 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.1992 FY2020 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1992
ACCOUNTING SERVICES FY2020**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2020 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 \$34,500.00, 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 FY2020, for the fee of \$34,500.00 for January 1, 2020 through December 31, 2020;

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 \$34,500.00, payable in monthly installments.

Resolution No.1993 FY2019 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1993
FY2019 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2019, and;

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

WHEREAS, two proposal were received from the firm of Novogradac Company LLP, 1433 Hopper Avenue, Suite 329, Toms River, NJ 08753, in the amount of \$12,485.00, and Polcari and Co CPA's, 2035 Hamburg Tpke, Suite H, Wayne, NJ 07470 in the amount of \$10,520.00;

WHEREAS, the proposals 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 FY2019, for the fee of \$12,485.00, 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 \$12,485.00.

Resolution No.1994 FY2020 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1994
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 1year contract for Modernization Coordinator at an annual fee of \$7,500.00, payable in monthly installments.

Resolution No.1995 Qualifying Special Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1995
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 McManimon, Scotland and Baumann, 75 Livingston Avenue, Roseland, NJ 07068, 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 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.1996 Qualifying Architectural and Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1996
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, Midland Park, NJ 07432; CME Associates, 1460 Route 9 South, Howell, NJ 07731; and Lothrop Associates LLP Architects, 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, Midland Park, NJ 07432; CME Associates, 1460 Route 9 South, Howell, NJ 07731; 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, 2020 through December 31, 2020, 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.1982, No.1983, No.1984, No.1985, No.1986, No.1987, No.1988, No.1989, No. 1990, No.1991, No.1992, No.1993, No.1994, No.1995 and No.1996 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

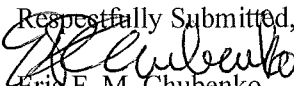
ATTORNEY'S REPORT: None.

COMMISSIONERS COMMENTS: Commissioner Bohanek wished Everyone a Happy Thanksgiving. Commissioner Rios thanked the Executive Director for such a thorough report. He also thanked the Executive Director and Assistant Executive Director and the staff for their expertise in running the Authority so well.

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

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

A motion to adjourn the meeting was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none. The meeting was adjourned at 6:17 pm.

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director