

**REGULAR MEETING
AGENDA
MARCH 16, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:01pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to continue to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of March 16, 2021 was conducted through Zoom Technology-Via call-In.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr, Dennis 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 Ronald Rios requested to be excused.
Commissioner Richard Hrycuna was initially absent at the time of roll call, but joined the meeting at 6:02pm.

MINUTES: A motion to adopt the minutes of the Regular Meeting of September 15, 2020 was made by Vice Chairman Gasparro, seconded by Commissioner Gallo and all present voted aye, nays none.

COMMUNICATIONS: A motion to adopt Communications was made by Commissioner Gallo, seconded by Commissioner Hrycuna and all present voted aye, nays none.

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

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

Resolution No.2030 FY2020 PHAS Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2030
FY2020 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 2020, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for Authority's FY2020 PHAS to the US Dept of HUD.

Resolution No.2031 FY2021 Budget Adoption-See Attached

A motion for a consent agenda for Resolutions No.2030 and No.2031 was made by Vice Chairman Gasparro, seconded by Commissioner Hrycuna and upon roll call all present voted aye, nays none.

COMMITTEES: No Committee Reports

ATTORNEY REPORT: The Attorney stated that he had nothing to report and that all is status quo. He said that there is still a hold on evictions.

The Executive Director added that there are dueling moratoriums regarding said. He mentioned that the Authority has received various packages of aid under the CARES Act. He updated the board on the staff working with residents during the pandemic. He added that he hopes there will be a return to a sense of normalcy soon.

COMMISSIONERS COMMENTS:

Vice Chairman Gasparro commented that he hopes everyone is safe and healthy.

Chairwoman Colon asked if there were any audience in attendance that would like to speak and there was no response.
(No Public Present)

AUDIENCE COMMENTS:

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

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
JULY 20, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call in at 6:04pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of June 20, 2021 was conducted through Zoom Technology-Via Call-In.

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

Commissioner Richard Hrycuna was requested an excused absent due to medical reasons. Commissioner Anthony Gallo requested to be excused. Commissioner Ronald Rios requested to be excused. Assistant Executive Director, Karen D. Alexis Holloway was absent due to a conflict.

MINUTES: A motion to adopt the Minutes of the Annual Reorganization Meeting of 12/15/20 was made by Vice Chairman Gasparro, seconded by Commissioner Cherepski and all present voted aye, nays none.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of 12/15/20 was made by Vice Chairman Gasparro and seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to adopt Communications 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 Chairwoman Colon, 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.2032 Opening of Public Housing Family Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2032
OPEN PUBLIC HOUSING FAMILY 1, 2, 3 & 4 BEDROOM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Public Housing Families Waiting List for 1, 2, 3 & 4 bedroom apartments for individuals qualifying for the resident preference be advertised to opened on August 10, 2021 at 9am and ending on August 12, 2021 at 3pm via the adopted lottery process for 75 applicants, and;

BE IT FURTHER RESOLVED, that all applicants must apply via the electronic online format unless the applicant requests a paper application due to the lack of access to a computer, or due to a disability which would cause a hardship to complete the online application.

A motion to adopt Resolutions No.2032 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

COMMITTEES: No Committee Reports

The Executive Director said that he had an in person meeting with the Chairwoman to discuss Tenant Selection matters because of some of the difficulties with COVID. He said that the Housing Authority is on pace and is attempting to be leased up by the end of August. He reported that many turnovers for all the vacancies occurred through some deaths, general moveouts and from some already advanced scheduled court terminations.

ATTORNEY REPORT: The Attorney stated that he is waiting for the Courts to reopen and that he believes said comment will be around December 3st.

The Executive Director agreed with that date and indicated that some residents have not paid rent for 18+ months. He added the Authority had court scheduled for March but in turn, the Courts closed in March due to COVID.

COMMISSIONERS COMMENTS: Vice Chairman Gasparro wished All to be Safe and to Enjoy the Summer.

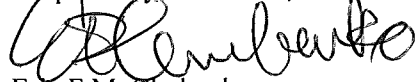
The Executive Director asked if there were any audience in attendance that would like to speak and there were none.
(No Public Present)

AUDIENCE COMMENTS:

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

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 21, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call in at 6:03pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of September 21, 2021 was conducted through Zoom Technology-Via Call-In.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr, Dennis 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 Richard Hrycuna was excused/absent due to medical reasons.
Commissioner Ronald Rios requested to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of March 16, 2021 was made by Vice Chairman Gasparro and seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to adopt Communications 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 Gallo, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

The Executive Director sent a narrative and gave a brief explanation of the Resolutions.

The Executive Director stated that 23 years ago, Housing Authorities spoke about reducing overall insurance cost thus creating a State-wide Public Housing Authority Joint Insurance Fund (JIF), to allow them to self-insure. The outcome allowed for a 25% to 35% in overall savings. He stated that we have continued to renew with the JIF as the overall insurance costs are far less than other options. The Executive Director also stated that he is a Board Member of the same.

The Executive Director explained that the Risk Management Consultant reviews the insurances to ensure the adequacy of the coverages as well as to make sure of any types of issues/risk that may potentially be there. He indicated that there was a gap in insurance years ago with Hurricane Sandy due to inadequate oversight of coverages. He added that the compensation for said comes through the JIF.

Lastly, the Executive Director stated that the Family Unification Program, (FUP) is a program to assist families; adult-parents with minor children that are in imminent danger of being separated due to the lack of affordable housing. He added that the waiting list will use a lottery preference for the next 25 applicants.

**Resolution No.2033 New Jersey Public Housing Authority Joint Insurance Fund Membership Renewal-
See Attached**

Resolution No.2034 Authorizing Appointment of Risk Management Consultant

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2034
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 9 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 1/1/22 – 12/31/24.

Resolution N0.2035 Opening of HCV Family Unification Program Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2035
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 via the adopted lottery process in October 2021 for 25 applicants.

A motion for a consent motion for Resolutions No.2033, No.2034 and No.2035 was made by Commissioner Gallo, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director reported that Chairwomen Colon has been in constant contact with the office and the Assistant Executive Director over the last few months regarding filling vacancies as there was a gap due to the pandemic.

ATTORNEY REPORT: The Attorney reported that a conference is scheduled next month for a prior matter. He reported that this case is for an unsanitary unit condition and not for a non-payment of rent as the courts are not hearing those cases as of yet. He requested that we send his office photographs of the condition of the unit.

The Executive Director reported that it takes months to get into court and that we have residents prior to March 2020 that have now been delinquent for nearly 2 years. He reported that the Governor executed an Executive Moratorium stating that any rent due from the period of March 2020 to August 2021 is not considered rent but is considered a civil debt matter and therefore we cannot evict based on these monies as long as the residents meet a certain income criterion. He stated that he interprets the law that most of them will. He added that the judges are not going to hear these cases as said cases will be referred to a mediation process. The Executive Director stated that we probably will not get into mediation until December, if not January and he indicated that there will most likely be a serious back log of cases.

The Attorney agreed and added that it will probably be late Winter or early Spring before we see any activity. He reported that he suspects that the courts will pull other judges from others matters to assist with this back log.

The Executive Director reported that the Authority has done a good job during the pandemic and that the Federal Government has come through with additional funding and thus allowed the Authority to maintain our position in the black. The Executive Director made mention about making rent agreements with tenants and he made some additional comments.

COMMISSIONERS COMMENTS: Vice Chairman Gasparro wished all to be safe and sound.

AUDIENCE COMMENTS:

Note: There was no audience present and no audience called to enter the meeting.

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 6:14pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
DECEMBER 21, 2021**

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

Note: This Annual Meeting was conducted through the use of Zoom via call-in due to COVID-19.

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

Commissioner Richard Hrycuna was absent and asked to be excused due to medical reasons.

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

NOMINATIONS FOR CHAIRPERSON

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

The Executive Director asked if there are 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 the Office of Chairperson was made by Commissioner Rios, seconded by Commissioner Gasparro and all present voted aye, nays none.

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

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

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

NOMINATIONS FOR VICE CHAIRPERSON

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

The Executive Director asked if there are 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.

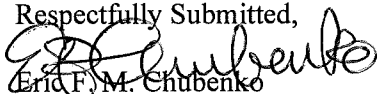
There was no public present, so no motion was made to open the meeting to the public.

Carteret Housing Authority
Minutes of the Annual Reorganization Meeting
December 21, 2021

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

The meeting was adjourned at 6:04pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
DECEMBER 21, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call-in at 6:04pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of December 21, 2021 was conducted through Zoom via call-in.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, 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 absent and asked to be excused due to medical reasons.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of July 20, 2021 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none, Commissioner Rios abstained.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of September 21, 2021 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none, Commissioner Rios abstained.

COMMUNICATIONS: The Executive Director stated that there are no Communications at this time.

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

NEW BUSINESS:

The Executive Director stated that there was an additional Resolution added as he was recently informed that there is a need to open up the Housing Choice Voucher Waiting List. He mentioned that he sent a revised agenda via email to all regarding said. He asked if there were any questions regarding the other listed Resolutions and there were none.

Resolution No.2036 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2036
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 2022 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank

Resolution No.2037 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2037
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 2022 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2038 Executive Directors as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2038
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 2022.

Resolution No.2039 FY2020 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2039
FY2020 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 FY2020.

James Arrington	\$ 656.57
Gwendolyn Santana	\$ 475.92
<hr/>	
TOTAL	\$ 1,234.49

Resolution N0.2040 Meeting Calendar 2022

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2040
2022 BOARD MEETING CALENDAR**

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the following are the Board of Commissioners Meeting dates for the 2021 calendar year and fall on the 3rd Tuesday of each month at 6:00PM with the exception of the November meeting.

MEETING DATES

January 18, 2022	May 17, 2022	September 20, 2022
February 15, 2022	June 21, 2022	October 18, 2022
March 15, 2022	July 19, 2022	November 22, 2022 (Regular & Reorg)
April 19, 2022	No August Meeting	December 20, 2022

Resolution No.2041 Conference Schedule 2022

**RESOLUTION NO.2041
CARTERET HOUSING AUTHORITY
FY2022 CONFERENCE SCHEDULE**

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

WHEREAS, it is advantageous to attend such conferences, and;

WHEREAS, due to the Coronavirus pandemic, it is unknown when in-person conferences will resume, so this will authorize the Executive Director to determine participation by staff and Commissioners at conferences in 2022 based on available budget authority if in-person conferences resume within the year;

NOW THEREFORE BE IT RESOLVED, the Executive Director is authorized to determine participation by staff and Commissioners at conferences in 2022 based on available budget authority if in-person conferences resume within the 2022 calendar year.

BE IT FURTHER RESOLVED, that the per diem and reimbursable costs, excluding costs associated with registration; transportation to and from training, meeting and conferences; and lodging for training, meetings and conferences, are in accordance with the per diem provisions of the current personnel policy.

Resolution No.2042 Approving Updates to the MEL/JIF Policies & Procedures for EPL/POL Deductible (attached)

Resolution No.2043 Authorizing RAD Post Closing Independent Entities and Interlocal Agreements

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2043
AUTHORIZING RAD POST CLOSING INDEPENDENT ENTITIES
AND INTERLOCAL AGREEMENTS**

WHEREAS, the Authority has been informed that we are required to authorize Independent Entities (IE) to perform certain annual functions for our post closing RAD units. This includes functions for independent rent reasonableness, housing quality standards (HQS) inspections and the annual RAD rent increases (OCAF). This resolution will authorize Perth Amboy Housing Authority to perform the annual RAD rent increases (OCAF), the Rahway Housing Authority to perform the HQS inspections and HQM Properties, Inc., to perform the rent reasonableness review.

WHEREAS, the Carteret Housing Authority has had discussions with the Rahway Housing Authority for the purpose of entering into a formal interlocal agreement whereby the Rahway Housing Authority will perform HQS inspections for the Carteret Housing Authority's converted RAD and Streamlined Voluntary Conversion project based voucher units, and likewise, the Carteret Housing Authority will agree to perform all HQS inspections for the Rahway Housing Authority for any units that they have or will be converted to RAD and Streamlined Voluntary Conversion project based vouchers units, and;

WHEREAS, the interlocal agreement shall have an initial term of one year and will automatically renew for one year terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the Rahway Housing Authority with 30 days written notice;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute an interlocal agreement between the Carteret Housing Authority and the Rahway Housing Authority to perform HQS inspections for the each other's Authority for any units that have or will be converted to RAD and Streamlined Voluntary Conversion project based vouchers units, and;

BE IT FURTHER RESOLVED, that the interlocal agreement shall have an initial term of one year and will automatically renew for one year terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the Rahway Housing Authority with 30 days written notice.

Resolution No.2043 Approval of FY2021 HUD Budget (Attached)

Resolution No.2044 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2044
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2022, and;

WHEREAS, the Authority received 2 proposals from the firms of Joseph M Billy Jr, 1149 Bloomfield Avenue, Suite F, Clifton, NJ 07012 in the amount of \$150.00/hr and Gonzalez Advisory, 157 Church St, 19th Floor, New Haven, CT, 06510 in the amount of \$225.00/hr Principal Consultant, \$200.00/hr Consultant, \$175.00/hr Associate and \$75.00/hr Administrative, 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 Joseph M Billy Jr, 1149 Bloomfield Avenue, Suite F, Clifton, NJ 07012 in the amount of \$150.00/hr and Gonzalez Advisory, 157 Church St, 19th Floor, New Haven, CT, 06510 in the amount of \$225.00/hr Principal Consultant, \$200.00/hr Consultant, \$175.00/hr Associate and \$75.00/hr Administrative, are qualified to provide Technical Consulting Services on an as needed basis in an amount not to exceed \$10,000.00.

Resolution No.2045 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2045
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2022, and;

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

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

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

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

Resolution No.2046 FY2022 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2046
LEGAL SERVICES FY2022**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2022 and;

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

WHEREAS, one proposal was received from the firm of Nolan and Associates, 61 Green St, Woodbridge, NJ in the amount of \$19,200/year and \$175 per landlord tenant matter and \$125/hr for non-routine litigation, and;

WHEREAS, the proposal was 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 2022, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$19,200.00 general counsel retainer (\$1,600.00 monthly), \$175.00 per each landlord tenant matter filed on behalf of the Authority and an hourly rate of \$125.00 per hour for non-routine litigation matters for FY2022 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2047 FY2022 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2047
ACCOUNTING SERVICES FY2022**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2022 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 \$36,000.00, 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 FY2022, for the fee of \$36,000.00 for January 1, 2022 through December 31, 2022;

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 \$36,000.00, payable in monthly installments.

Resolution No.2048 FY2021 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2048
FY2021 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2021, 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 \$13,250.00, and;

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

NOW THEREFORE BE IT RESOLVED, that Novogradac Company LLP, be and is hereby appointed as the Auditor for the Housing Authority for FY2021, for the fee of \$13,250.00, 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 \$13,250.00.

Resolution No.2049 FY2022 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2049
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 \$7,800.00/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 \$7,800.00, payable in monthly installments.

Resolution No.2050 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2050
SPECIAL LEGAL COUNSEL**

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

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

WHEREAS, one proposal was received from the firm of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ in the amount of \$175/hr, and;

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firm of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ, per the attached pricing schedule, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firm as necessary in an aggregate amount not to exceed \$15,000.00, 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.2051 Qualifying Architectural and Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2051
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 1 proposal from the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432, 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 firm of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432 is hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority, 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 \$15,000.00, 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.2052 Opening of HCV Family Unification Program Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2052**

**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 via the adopted lottery process in February 2022 for 25 applicants.

A motion to adopt a consent agenda for Resolutions No.2036, No.2037, No.2038, No.2039, No.2040, No.2041, No.2042, No.2043, No.2044, No.2045, No.2046, No.2047, No.2048, No.2049, No.2050, No.2051 and No.2052 was made by Vice Chairman Gasparro, seconded by Commissioner Gallo and upon roll call all present voted aye, nays none.

COMMITTEES: None

ATTORNEY REPORT: The Attorney reported that we are slowly moving back into landlord/tenant court and that there are some old matters that are being scheduled and that there are some scheduled for this January for non-payment of rent.

The Executive Director reported that the Governor's Office extended the moratorium regarding rental balances due and evictions. He made mention that some balances are now being referred to as a civil debt rather than balances subject to landlord tenant court. There was discussion regarding tenants being able to fill out certifications for court dismissal for those tenants who qualify. There was additional discussion and explanation regarding this matter.

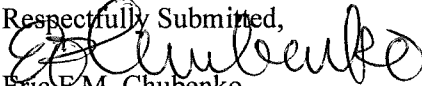
COMMISSIONERS COMMENTS: None

The Executive Director wished everyone a Merry Christmas, Happy Holidays and a Happy New Year. He commented that there are some board members that are ill as well as some staff members. He added that he hopes that everyone is safe and healthy. Commissioner Rios wished all a Healthy and Happy Holiday. Commissioner Gallo mentioned same.

AUDIENCE COMMENTS: 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. Note: There was no audience present and no audience called to enter the meeting.

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 6:14pm.

Respectfully Submitted,

Eric F.M. Chubenko
Executive Director