

**REGULAR MEETING
AGENDA
March 15, 2022**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:02pm. 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 March 15, 2022 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, Rev. James Cairns, Dennis Cherepski, Chairwoman, Iris Colon, 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 Reorganization Meeting of December 21, 2021 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

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 welcomed the newly appointed Commissioner Rev. James Cairns back to the Board of Commissioners. He stated that Commissioner Cairns is returning to the Board after a ten-year hiatus. The Executive Director stated that Commissioner Cairns was appointed by the Governor approximately 3 weeks ago. The Executive Director thanked Commissioner Cairns for serving and again welcomed him back to the Board of Commissioners. The Executive Director gave a brief explanation of each Resolution.

Resolution No.2053 Opening of HCV Mainstream Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2053
OPENING OF HOUSING CHOICE VOUCHER MAINSTREAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Mainstream Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in April 2022 for 25 applicants.

Resolution No.2054 Opening of HVC Regular Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2054
OPENING OF HOUSING CHOICE VOUCHER PROGRAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Regular Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in May 2022 for 25 applicants.

Resolution No.2055 Authorizing Continued Management Agreement with CARA/CHADCO/CBP/Boro of Carteret

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2055
AUTHORIZING EXECUTION OF CONTINUED MANAGEMENT AGREEMENT WITH
CARTERET HOUSING AND DEVELOPMENT CORPORATION (CHADCO)
CARTERET REDEVELOPMENT AGENCY (CARA)
CARTERET BUSINESS PARTNERSHIP (CBP)
BOROUGH OF CARTERET**

WHEREAS, the Housing Authority of the Borough of Carteret has previously authorized agreements regarding the management of properties with the Carteret Housing and Development Corporation (CHADCO) and Carteret Redevelopment Agency (CARA) via resolutions No.1613 and No.1898 regarding the Authority managing its units in the Borough of Carteret, and;

WHEREAS, as part of the management, the Authority is responsible for handling all aspects pertaining to the rental, maintenance and administration of those units, and;

WHEREAS, all direct costs and maintenance employee and material costs associated with managing the units is reimbursed to the Authority on an actual cost basis, and;

WHEREAS, in addition to the actual costs incurred during the management of the units, the Authority shall also receive a management fee equal to 8% of the gross rents collected for the units, and;

WHEREAS, the Authority is desirous of continuing to maintain the relationship whereby these properties are maintained for CHADCO, CARA, CBO and the Borough of Carteret based on the same terms;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute an agreement on behalf of the Authority for the continued management of the CHADCO, CARA, CBP and the Borough of Carteret units pursuant to the terms of this resolution.

Resolution No.2056 Award Contract of Lawn Services

**CARTERET HOUSING AUTHORITY
 RESOLUTION NO.2056
 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 and 2 trimming of all shrubs with one of each occurring in April and one in November of each year, and;

WHEREAS, the Authority solicited pricing for a period of up to two years, and;

WHEREAS, the Authority solicited quotations and two were received and reviewed by the administrative staff and the QPA as follows:

Company	Grass Cutting	Leaf Cleanup	Shrub Trimming
Lawngevity, 118 Dorothy St, Carteret, NJ	\$19,030.00 2022	\$3,000.00 2022	\$3,400.00 2022
	\$19,030.00 2023	\$3,165.00 2023	\$3,650.00 2023
D'Onofrio and Son Inc., 433 Hillside Ave, Hillside, NJ	\$28,080.00 2022	\$6,300.00 2022	None submitted
	\$28,080.00 2023	\$6,300.00 2023	None submitted

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority authorizes a lawn services contract with Lawngevity, 118 Dorothy St, Carteret, NJ 07008, for lawn care services and leaf cleanups and shrub trimming in the Spring and Fall for the 2022 and 2023 grass cutting seasons, in an amount not to exceed \$25,430.00 for 2022 and \$25,845.00 for 2023.

A motion to adopt a consent agenda for Resolutions No.2053, No.2054, No.2055, and No.2056 was made by Commissioner Rios, seconded by Commissioner Cherepski and upon roll call all present voted aye, nays none.

COMMITTEES: None

The Executive Director stated that the vacation of Commission Gallo's position on the Buildings, Grounds and Maintenance Committee will be replaced by Commissioner Cairns.

The Executive Director reported that as the restrictions from COVID come to an end and or a new normal, the Housing Authority has plans to start renovations at the office of the Housing Authority in the next couple of months. He added that said renovations are to include a clean-up, new flooring, painting, painting ceiling, duct-work cleaning, power washing and resealing of the exterior brick, landscaping, resealing of the parking lot and HVAC upgrades. He reported that there are plans to renovate the community room at Noe Street as well. He mentioned that the community room has been gutted since 2012 due to Super Storm Sandy, with the exception of the laundry room being renovated several years ago. He added that the plan is to now get pricing and to start the renovations and to upgrade the bathroom, kitchen and community space there in the coming months with the timeline depending on the materials and any supply chain issues. Lastly, the Executive Director reported that he is laying out the capital improvement plans under the RAD conversion where there are scheduled projects that will be presented for the Housing Authority to beautify the properties as well as to make improvements to the buildings to better the lives of the residents.

A motion to adopt the Directors Report was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

ATTORNEY REPORT: The Attorney reported that we are waiting on court dates for evictions from the court and will proceed with the matters as dates become available.

The Executive Director added that the staff and Assistant Executive Director have been doing a good job continuing to maintain the efforts to collect rents and to work with the residents that are applying for DCA Rental Assistance. He added that the majority of residents are making efforts to pay but the Authority will continue to move forward with filing terminations for non-payment of rent.

COMMISSIONERS COMMENTS: None

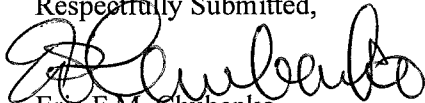
AUDIENCE COMMENTS: None

The Executive Director mentioned that determining when in person Board Meetings will start is dependent on the timing of the completion of the office renovations. He added that there will still be an option to call in.

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

The meeting was adjourned at 6:11pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
MAY 17, 2022**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:02pm. 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 May 17, 2022 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, Rev. James Cairns, Dennis Cherepski, Chairwoman, Iris Colon, 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 absent and asked to be excused due to medical reasons.
Commissioner Ronald Rios asked to be excused due to a conflict with a County Meeting.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of March 15, 2022 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to file Communications was made by Commissioner Cherepski, 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 Cherepski and upon roll call all present voted aye, nays none.

NEW BUSINESS:

The Executive Director gave an explanation of the Resolutions. He stated that everything has been delayed with Auditors/Accountants in the State of NJ. He indicated that we finally got the 2020 Audit and that the 2021 Audit should be starting imminently. He mentioned that the Authority has had a 25-year streak of a clean audit. He thanked the staff and board members for their cooperative relationship to continue to run the Authority the way it is run. He added that adopting the Audit is not approving said, but it indicates that it was reviewed; specifically the section pertaining to the summary of findings and recommendations. The Authority had no findings or recommendations.

The Executive Director stated that the 2021 Budget was introduced over a year ago and that the same budget went back to the State for approval for the adoption.

The Executive Director informed the Board that there was a fire at F-1 Essex Street (3-bedroom townhouse) and no one was injured. He mentioned it was believed that a toy battery malfunctioned while charging and while the Authority had not received a formal report regarding the matter, the staff had spoken with the fire investigator on-site and it appears that it was focused in the area where the toy was charging.

He informed the board that CHADCO and Carteret Business Partnership Inc. made a donation to the family affected by the fire. He added that the staff and Chairwoman Colon worked on a daily basis to find resources to assist the family. He mentioned that the members of the affected household are staying with family members and that his goal is to get the unit turned over asap. He commented that at this point he authorized the insurance company to use their contractors to gut and reconstruct and that the authority is responsible for the \$5000.00 deductible. He mentioned that the family was offered a Section 8 voucher but they indicated that they'd rather return to the unit when it is renovated. He said the work is being done as quickly as possible but there are some delays in regards to supply chain issues.

The Executive Director stated that the Authority is opting to amend the Administrative Plan for the payment standards as tenants are having a difficult time finding affordable units due to rapidly increasing rents. He explained further.

The Executive Director stated that for many years the Authority utilized the State of NJ approved electric utilities bidding platform for supply and delivery. He commented that we are in a terrible market right now and our 2-year contract with the utility service expires June 1, 2022. He added that the resolution will authorize him to move forward with the auctions and that he suspects that the Authority will be getting our actual electric service from PSE&G, which has relatively stable pricing.

Lastly, the Executive Director stated that there is a need to Open the Mainstream Waiting List because last time it was opened, there were only 5 people that qualified and that the Authority will need more applicants in the pool. He added that the waiting list will be open in July.

Resolution No.2057 FY2020 Audit Review Certification
CARTERET HOUSING AUTHORITY
RESOLUTION NO.2057
FY2020 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, 2020 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, 2020, 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 May 17, 2022.

Resolution No.2058 2021 Authority Budget Adoption-Attached

Resolution No.2059 2022 Late Budget Submission

CARTERET HOUSING AUTHORITY
RESOLUTION NO.2059
FY2022 LATE BUDGET SUBMISSION

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2022 Agency Budget at the May 17, 2022 Board of Commissioners Meeting, and;

WHEREAS, the Authority needs to adopt a late budget resolution due to the fact that the Authority did not introduce its State of NJ Agency Budget by November 1, 2021, and;

WHEREAS, it was deemed necessary to delay the budget based on the current delays due to the Coronavirus pandemic, the lack of completion of the 2020 Audit and the uncertainty as to the current Federal funding and subsidy calculation, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2022 late budget submission.

Resolution No.2060 2022 Authority Budget Introduction-Attahced

Resolution N0.2061 Memorializing Emergency Actions Associated with Fire at F-1 Essex Street

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2061
MEMORIALIZE EMERGENCY ACTIONS ASSOCIATED WITH FIRE AT F-1 ESSEX STREET**

WHEREAS, the Housing Authority of the Borough of Carteret experienced a fire at Apt F-1 Essex Street on March 22, 2022 that caused substantial damage to the 3-bedroom apartment, and;

WHEREAS, the Authority's maintenance staff worked on securing the building and the office staff worked with the family to help identify financial resources and temporary replacement housing, and;

WHEREAS, the Authority immediately contacted the New Jersey Public Housing Authority Joint Insurance Fund (the JIF) to work on the claim, and;

WHEREAS, the JIF sent out adjusters to the Authority to identify the valuation of the damage and to assist with efforts to rebuild the unit, and;

WHEREAS, the JIF has a list of qualified emergency contractors who specialize on demolition and remediation in scenarios such as the one realized at the Authority, and;

WHEREAS, the Authority has previously utilized All-Risk through the JIF in another emergency situation and the Authority was satisfied with the speed and quality of the remedial work, and;

WHEREAS, in consultation with the JIF and the Director of Maintenance, the Executive Director authorized All-Risk to move forward immediately with taking the actions necessary to remediate the unit, and;

WHEREAS, the JIF will be covering the expenses associated with the damages aside from the \$5,000 deductible, and;

WHEREAS, the remediation of the unit commenced immediately and is still ongoing with an expectation of completion in late June;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners memorializes the emergency procurement and all actions that were taken by the Authority arising from the fire at Apt F-1 Essex Street, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to take any and all other actions that are necessary to complete the remediation of the unit.

Resolution No.2062 Amending Administrative Plan Payment Standard

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2062
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) effective October 1, 2021, and;

WHEREAS, the current rents for apartments in Carteret and Middlesex County have all increased dramatically which is creating hardships for many of the voucher holders attempting to secure an apartment, and;

WHEREAS, if the Authority does not modify its Payment Standards for 0, 1, 2, 3 and 4 bedroom apartments the voucher holders may be faced with the lack of an ability to find available units to reside in, and;

WHEREAS, the Authority currently has Payment Standards equal to 100% of the area FMR for 0 bedroom apartments, 95% of the area FMR for 1, 2 and 3 bedroom apartments and 97% of the area FMR for 4 bedroom apartments, and;

WHEREAS, the Authority desires to modify these amounts to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% 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, 95% of the area FMR for 1, 2 and 3 bedroom apartments and 97% of the area FMR for 4 bedroom apartments to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments.

Resolution No.2063 Authorizing the Purchase of Electricity Supply Services Via Online Auction

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2063
AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN
ONLINE AUCTION WEBSITE**

WHEREAS, the Carteret Housing Authority is reaching the end of the 2 year term since it last procured electric services via the online auction format, and;

WHEREAS, the Authority has determined to move forward with the EMEX Reverse Auction again in order to procure electricity for the Authority, and;

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the "Act") authorizes the purchase of electricity supply service for public use through the use of an online auction service, and;

WHEREAS, Carteret Housing Authority will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation an approved vendor pursuant to the Act; and

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners, that the Executive Director of the Carteret Housing Authority is hereby authorized to execute on behalf of the Carteret Housing Authority any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

Resolution No.2064 Opening of Mainstream Section 8 Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2064
OPENING OF HOUSING CHOICE VOUCHER MAINSTREAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Mainstream Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in July 2022 for 25 applicants.

A motion to adopt a consent agenda for Resolutions No.2057, No.2058, No.2059, No.2060, No.2061, No.2062, No.2063 and No.2064 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: None

The Executive Director stated that the vacation of Commission Gallo's position on the Buildings, Grounds and Maintenance Committee will be replaced by Commissioner Cairns.

The Executive Director reported that as the restrictions from COVID come to an end and or a new normal, the Housing Authority has plans to start renovations at the office of the Housing Authority in the coming months. He added that said renovations are to include a clean-up, new flooring, painting of walls and ceilings, duct-work cleaning, power washing and resealing of the exterior brick, landscaping, resealing of the parking lot and HVAC upgrades. He reported that there are plans to renovate the community room at Noe Street as well. He mentioned that the community room has been gutted since 2012 due to Super Storm Sandy, with the exception of the laundry room being renovated several years ago. He added that the plan is to now get pricing and to start the renovations and to upgrade the bathroom, kitchen and community space there in the coming months with the timeline depending on the materials and any supply chain issues. Lastly, the Executive Director reported that he is laying out the capital improvement plans under the RAD conversion where there are scheduled projects that will be presented for the Housing Authority to beautify the properties as well as to make improvements to the buildings to better the lives of the residents.

A motion to adopt the Directors Report was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

ATTORNEY REPORT: No Report

COMMISSIONERS COMMENTS: Vice Chairman Gasparro congratulated the Housing Authority for another great audit.

Carteret Housing Authority
Minutes of the Regular Meeting
May 17, 2022

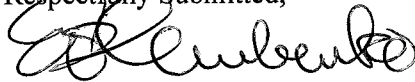
The Executive Director reported that the Housing Authority is in the strongest financial position it has ever been in; even with the tragedy of Super Storm Sandy and COVID. He added that the Authority has its largest reserves in the history of the Housing Authority. He stated that it is a group effort with everyone working together. He thanked everyone involved.

The Executive Director asked if there was any public present on the call. There was no public present, so no motion was made to open the meeting to the public.

A motion to adjourn the meeting was made by Commissioner Bohanek, 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

**REGULAR MEETING
AGENDA
OCTOBER 18, 2022**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:02pm. 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 October 18, 2022 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, Rev. James Cairns, Chairwoman, Iris Colon, Vice Chairman, Joseph Gasparro, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Dennis Cherepski was absent.
Commissioner Richard Hrycuna was absent
Commissioner Ronald Rios asked to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of May 17, 2022 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: No Communications

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

NEW BUSINESS:

The Executive Director gave a brief overview of the following resolutions.

Resolution No.2065 Opening of the RAD Housing 1, 2, 3 & 4 Bedroom Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2065**

OPEN RAD HOUSING FAMILY 1, 2, 3 & 4 BEDROOM WAITING LIST FOR INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE

WHEREAS, the Authority desires to open the RAD 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 RAD 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 RAD 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 RAD Housing Families Waiting List for 1, 2, 3 & 4 bedroom apartments for individuals qualifying for the resident preference be advertised to opened on November 29, 2022 at 9am and ending on December 1, 2022 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.

Resolution No.2066 Amending Administrative Plan Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2066
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) effective October 1, 2022, and;

WHEREAS, the current rents for apartments in Carteret and Middlesex County have all increased dramatically which is creating hardships for many of the voucher holders attempting to secure an apartment, and;

WHEREAS, the Authority currently has Payment Standards equal to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments, and;

WHEREAS, the Authority desires to modify these amounts to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 98% of the area FMR for 3 bedroom apartments and 98% 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, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 98% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments

Resolution No.2067 Submission of 2022 Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2067
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 2022, and;

WHEREAS, the public was invited to attend a hearing held on September 14, 2022 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 2022 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, and the inclusion of the FSS Action Plan.

Resolution No.2068 PHA Certification of Compliance with PHA Plan-See Attached

Resolution N0.2069 Opening of Housing Choice Voucher Mainstream Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2069
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 on November 10, 2022 at 9:00am and shall remain open until the Authority receives 50 qualifying applicants for the program.

Resolution No.2070 Adoption of FSS Action Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2070
ADOPTION OF FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN**

WHEREAS, the Housing Authority of the Borough of Carteret is required by new HUD regulations to adopt an Family Self Sufficiency (FSS) Action Plan, and;

WHEREAS, the FSS Action Plan is in accordance with the required regulations and will promote the continued existence of the Authority's Family Self Sufficiency efforts for the Housing Choice Voucher program tenants;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes adoption of the FSS Action Plan effective immediately, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute and compile any and all documents as necessary to effectuate the implementation of such FSS Action Plan.

Resolution No.2071 Authorizing Intergovernmental Agreement with Perth Amboy Housing Authority

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2071
AUTHORIZING EXECUTION OF INTERLOCAL AGREEMENT
WITH PERTH AMBOY HOUSING AUTHORITY**

WHEREAS, the Carteret Housing Authority has previously authorized and executed agreements with Perth Amboy Housing Authority to assist with running the Family Self Sufficiency Program, the Home Ownership Program and Technical IT support, and;

WHEREAS, the interlocal agreement shall have a term from November 1, 2022 through December 31, 2023, and;

WHEREAS, any payments shall be made in accordance with the hourly rates schedule in an amount not to exceed \$15,000.00;

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 Perth Amboy Housing Authority for assistance with the Family Self Sufficiency Program, the Home Ownership Programs and Technical IT support, and;

BE IT FURTHER RESOLVED, that the payments to Perth Amboy Housing Authority will be in accordance with the hourly rate schedule in an amount not to exceed \$15,000.00 for the period November 1, 2022 through December 31, 2023.

Resolution No.2072 Authorizing Membership in New Jersey Cooperative Purchasing Alliance-See Attached

Resolution No.2073 Adoption of Cyber Security Policy -See Attached

A motion to adopt a consent agenda for Resolutions No.2065, No.2066, No.2067, No.2068, No.2069, No.2070, No.2071, No.2072 and No. 2073 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: None

The Executive Director gave a brief update and stated that we are working through the renovations with some issues with supply chain, contractors and pricing, but at this time we have some landscaping; complimentary because of the environmental mediation. He stated that the duct service is done and the procurement of flooring and painting is completed for the main office and that its now just a matter of scheduling and getting the materials for the flooring in place so that we can start the work. He mentioned that we received pricing for a portion of the renovations for the Noe Street Community Center and that we have a meeting with FEMA tomorrow to see if we can finally get access to some FEMA dollars from 10 years ago from Super Storm Sandy which is allegedly about \$2 million dollars for improvements.

ATTORNEY REPORT: The Attorney reported that we are now getting into a rhythm and moving along with the landlord/tenant matters as the courts are catching up from a back log. The Executive Director added that we are finally getting on the court document from 9 months ago and that the Authority is not in the business of just evicting people but at the end of the day we have those on the waiting list that are desperate for housing. He added that we have dozens on the docket for non-payment of rent to include Carteret Business Partnership and CHADCO.

COMMISSIONERS COMMENTS: None

The Executive Director asked if there was any public present on the call. There was no public present, so no motion was made to open the meeting to the public.

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

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
DECEMBER 20, 2022**

Executive Director, Eric Chubenko opened the Public Meeting at 6:00pm. The Executive Director stated that the meeting was advertised according to the Open Public Meetings Act.

Note: This Annual Meeting was held in the Main Office Community Room of the Carteret Housing Authority.

The Annual Reorganization Meeting was called to order by the Commissioner Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., FR James Cairns, Dennis Cherespski, Iris Colon, Joseph Gasparro and Richard Hrycuna, Executive Director, Eric F. M. Chubenko, Attorney, Eric Lange.

Commissioner Ronald Rios was absent and asked to be excused due to a meeting conflict.

Assistant Executive Director, Karen D. Alexis Holloway was absent as she had a death in her family. Sitting in was Amanda Riley.

The Meeting was turned 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 nominations for the Office of Chairperson was made by Commissioner Bohanek, seconded by Commissioner Gasparro and all present voted aye, nays none.

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

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

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

NOMINATIONS FOR VICE CHAIRPERSON

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

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

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

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

Carteret Housing Authority
Minutes of the Annual Reorganization Meeting
December 20, 2022

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.

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

The meeting was adjourned at 6:04pm.

Respectfully Submitted,



Eric E. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
DECEMBER 20, 2022**

Chairwoman Iris Colon opened the Public Meeting at 6:05pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

This Meeting was held in the Main Office Community Room of the Carteret Housing Authority.

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, Rev. James Cairns and Dennis Cherepski, Chairwoman, Iris Colon, Vice Chairman, Joseph Gasparro and Commissioner Richard Hrycuna, Executive Director, Eric F. M. Chubenko and Attorney, Eric Lange. Accountant, David Ciarrocca was also in attendance.

Commissioner Ronald Rios requested to be excused due to a meeting conflict. Assistant Executive Director, Karen D. Alexis Holloway was absent due to a death in her family. Sitting in was Amanda Riley.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of October 18, 2022 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

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

NEW BUSINESS:

The Executive Director gave an overview and explanation of the following resolutions. He mentioned that the State has not returned the introduced 2022 budget so therefore Resolution No.2080 FY2022 Budget Adoption Resolution will be removed from this agenda. The Accountant, David Ciarrocca gave an update and some background regarding the current financial state of the Authority and the 2023 budget introduction along with updating the board regarding the new budget submission system. The Executive Director also mentioned that the Authority is in its strongest financial position ever with budget reserves in excess of \$5 million. He mentioned that some of it is from efficient operations and consolidation of staffing. He also mentioned that the Authority is planning to embark on multiple capital improvement projects based on a tentative approval from FEMA for \$2.1 million in alternate project funding from Superstorm Sandy 10 years ago. He added that perhaps this week or next week the Authority will also receive \$130,000 in FEMA reimbursements for the Noe Street damages from 10 years ago as well and mentioned that the Authority is expecting payment of \$190,000 for our Noe Street easement from the Borough of Carteret.

Resolution No.2074 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2074
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 2023 calendar year:

- Home News Tribune
- The Star Ledger

Resolution No.2075 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2075
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 2023.

Resolution No.2076 FY2021 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2076
FY2021 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 FY2021.

Blaine, Martha	\$	139.97
Canitrot, Dania	\$	205.77
Parrott, Tyrece	\$	7,779.37
<u>Waters, Thomas</u>	<u>\$</u>	<u>14.80</u>
TOTAL	\$	8,139.91

Resolution No.2077 Meeting Calendar 2023

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2077
2023 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 2023 calendar year and fall on the 3rd Tuesday of each month at 6:00PM.

MEETING DATES

January 17, 2023	May 16, 2023	September 19, 2023
February 21, 2023	June 20, 2023	October 17, 2023
March 21, 2023	July 18, 2023	November 21, 2023 (Regular & Reorg)
April 18, 2023	No August Meeting	December 19, 2023

Resolution NO.2078 Conference Schedule 2023

**RESOLUTION NO.2078
CARTERET HOUSING AUTHORITY
FY2023 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 which in-person conferences will take place, so this will authorize the Executive Director to determine participation by staff and Commissioners at conferences in 2023 based on available budget authority;

NOW THEREFORE BE IT RESOLVED, the Executive Director is authorized to determine participation by staff and Commissioners at conferences in 2023 based on available budget authority, and;

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.2079 Approval of FY2023HUD Budget -See Attached

Resolution No.2081 FY2023 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2081
FY2023 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2023 Agency Budget at the December 20, 2022 Board of Commissioners Meeting, and;

WHEREAS, the Authority needs to adopt a late budget resolution due to the fact that the Authority did not introduce its State of NJ Agency Budget by November 1, 2022, and;

WHEREAS, it was deemed necessary to delay the budget based on the lack of completion of the 2021 Audit and the uncertainty as to the current Federal funding and subsidy calculation, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2023 late budget submission.

Resolution No.2082 FY2023 Budget Introduction-See Attached

Resolution No.2083 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2083
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2023, 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 Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ 08050 in the amount of \$150.00/hr, 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 Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ 08050 in the amount of \$150.00/hr, are qualified to provide Technical Consulting Services on an as needed basis in an amount not to exceed \$15,000.00.

Resolution No.2084 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2084
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2023, 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 \$15,000.00.

Resolution No.2085 FY2023 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2085
LEGAL SERVICES FY2023**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2023 and;

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

WHEREAS, two proposals were received from the firms of Nolan and Associates, 61 Green St, Woodbridge, NJ in the amount of \$20,400/year and \$225 per landlord tenant matter and \$225/hr for non-routine litigation,

nd Florio, Kenny Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071 in the amount of \$175/hr, but did not submit pricing for landlord tenant matters or an annual retainer, 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 2023, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$20,400.00 general counsel retainer (\$1,700.00 monthly), \$225.00 per each landlord tenant matter filed on behalf of the Authority and an hourly rate of \$225.00 per hour for non-routine litigation matters for FY2023 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2086 FY2023 Accountant Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2086
ACCOUNTING SERVICES FY2023**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2023 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 \$37,200.00, 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 FY2023, for the fee of \$37,200.00 for January 1, 2023 through December 31, 2023;

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 \$37,200.00, payable in monthly installments.

Resolution No.2087 FY2022 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2087
FY2022 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2022, 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 \$13,850.00, 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 FY2022, for the fee of \$13,850.00, 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 \$13,850.00.

Resolution No.2088 FY2023 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2088
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.2089 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2089
SPECIAL LEGAL COUNSEL**

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

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

WHEREAS, two proposals were received from the firms of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 07652 in the amount of \$175/hr, and Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071 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 firms of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 077652 and Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071, 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 \$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.2090 Qualifying Architectural and Engineering Services

CARTERET HOUSING AUTHORITY RESOLUTION NO.2090 QUALIFYING ARCHITECTURAL AND ENGINEERING SERVICES

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

WHEREAS, the Authority received 2 proposals from the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432, and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701;

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

NOW THEREFORE BE IT RESOLVED, that the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432 and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701 are hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority, 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 \$20,000.00, 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.2091 Authorizing Contracts with Certain Approved State Contract Vendors for 2022

CARTERET HOUSING AUTHORITY RESOLUTION NO.2091 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a FOR 2022

Whereas, the Carteret Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing

program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Carteret Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Carteret Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

Now, Therefore, Be It Resolved, that the Carteret Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

Be It Further Resolved, that the governing body of the Carteret Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

Be It Further Resolved, that the duration of the contracts between the Carteret Housing Authority and the Referenced State Contract Vendors shall be from January 1, 2022 to December 31, 2022.

Resolution No.2092 Authorizing Contracts with Certain Approved State Contract Vendors for 2023

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2092 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT
VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a FOR 2023**

Whereas, the Carteret Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Carteret Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Carteret Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

Now, Therefore, Be It Resolved, that the Carteret Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

Be It Further Resolved, that the governing body of the Carteret Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

It Further Resolved, that the duration of the contracts between the (Insert the name of the Contracting Unit) and the Referenced State Contract Vendors shall be from January 1, 2023 to December 31, 2023.

Resolution N0.2093 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2093
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 2023 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank

A motion to adopt a consent agenda for Resolutions No.2074, No.2075, No.2076, No.2078, No.2079, No.2081, No.2082, No.2083, No.2084, No.2085, No.2086, No.2087, No.2088, No.2089, No.2090, No.2091, No.2092 and No.2093 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: None

ATTORNEY REPORT: None


COMMISSIONERS COMMENTS: None

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

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

The meeting was adjourned at 6:17pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director