

**SPECIAL MEETING
AGENDA
MARCH 9, 2023**

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

The Special Meeting was a Zoom Call-in Meeting.

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

MINUTES: A motion to adopt the Minutes of Annual Reorganization Meeting of December 20, 2022 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none and Commissioner Rios abstained.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of December 20, 2022 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none and Commissioner Rios abstained.

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

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

NEW BUSINESS:

The Executive Director gave a brief overview for each Resolutions. He reported that the Audit resolution specifically requires the Board to review the pages of the Audit that reference the findings and recommendations starting on page 40 and stated that these pages all reflect no findings or recommendations. He mentioned that the easement money for Noe Street was received from the Borough. He stated that the Housing Authority is in the strongest financial position it has ever been. He thanked the Staff and Board for working together for a clean audit. He added that he is comfortable with moving on with the demolition and going forward with the improvements. He also commented about the continued efforts to obtain the FEMA money from Superstorm Sandy.

Commissioner Rios asked the Executive Director if the Housing Authority was obligated to do anything by HUD with the money that we get from the purchase of the property from the Borough. The Executive Director responded that it will go into the reserves and that it will be used capital improvements. There were additional discussions.

Resolution No.2094 Authorizing Procurement of Maintenance Vehicle – New Jersey State Contract

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2094
AUTHORIZING PROCUREMENT OF VEHICLES**

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

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

WHEREAS, the Authority desires to purchase (1) 2023 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$39,087.55 as specified in the attached State of New Jersey Contract (17-Fleet-00210) and applicable purchase orders;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes procurement of the (1) 2023 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$39,087.55 as specified in the attached State of New Jersey Contract (17-Fleet-00210) and applicable purchase order, and;

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

Resolution No.2095 Authorizing Award of Contract - HVAC Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2095
AWARD OF CONTRACT – HVAC SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is in need of replacing one of the existing HVAC systems in the Authority’s main offices, and;

WHEREAS, the Authority compiled a scope of work and solicited quotations for the work, and;

WHEREAS, three quotations were received as follows;

Company	Cost
Edison Heating and Cooling	\$28,980.00
LS Mechanical Corp	\$29,800.00
Ambient Conditioning, Inc.	\$49,628.51

WHEREAS, the lowest price received for these services was from Edison Heating and Cooling, in the amount of \$28,980.00;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority authorizes a contract with Edison Heating and Cooling for replacement of one of the HVAC systems in the main office building, in accordance with the submitted quotation in an amount not to exceed \$28,980.00.

Resolution No.2096 Authorizing Award of Contract -Demolition Services at Edward J. Dolan Homes

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2096
AWARD OF CONTRACT – DEMOLITION SERVICES AT EDWARD J. DOLAN HOMES**

WHEREAS, the Housing Authority solicited bids for demolition of the C, D and E buildings at Edward J. Dolan Homes, and;

WHEREAS, (6) bids were received (see attached spreadsheet and recommendation from LAN Associates) and each was reviewed, and;

WHEREAS, the lowest apparent responsive bidder is Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, with a Bid of \$231,160.93, and;

WHEREAS, the Architect recommends awarding a contract to Caravella Demolition, LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for demolition services at buildings C, D and E NJ47-1 (Edward J. Dolan Homes), to Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, with a Bid of \$231,160.93, and;

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to execute all documents pertaining to this award of contract.

Resolution No.2097 FY2021 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2097
FY2021 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, 2021 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, 2021, 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 March 9, 2023.

A motion to adopt a consent agenda for Resolutions No.2094, No.2095, No.2096 and No.2097 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

COMMITTEES: None

ATTORNEY REPORT: The Attorney reported that there is nothing than standard eviction process that are going strong. The Executive Director made a comment about the eviction time frame. He also made comment that Maintenance Repairer, Frank is out with a knee replacement.

COMMISSIONERS COMMENTS: Vice Chairman Joseph Gasparro congratulated the Executive Director and the Assistant Executive Director and the Staff for a great audit. He joked that we cannot complain as we got 25 years out of that air conditioner.

The Executive Director requested to make it be known if there is 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 6:18pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
MAY 16, 2023**

Chairwoman Iris Colon opened the Public Meeting at 6:03pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr, Rev. James Cairns, Chairwoman, Iris Colon, Vice Chairman, Joseph Gasparro and Commissioner Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway

Commissioner Dennis Cherepski was absent
Commissioner Richard Hrycuna was absent
Attorney, Eric Lange was available by cell phone.

MINUTES: A motion to adopt the Minutes of the Special Meeting of March 9, 2023 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none

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

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

NEW BUSINESS:

The Executive Director gave a brief overview for each Resolution. He discussed in detail the demolition on Bergen Street, landscaping projects, the HVAC installation at the main office as well as the FEMA funding.

Resolution No.2098 FY2023 Budget Adoption-See Attached

Resolution No.2099 Amending 2023 Capital Fund Annual Contributions Contract (ACC)

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2099
AMENDING 2023 CAPITAL FUND ANNUAL CONTRIBUTIONS CONTRACT (ACC)**

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the amendment to the Annual Contributions Contract (ACC) for the 2023 Capital Fund Program between the Carteret Housing Authority (CHA) and the US Department of Housing and Urban Development (HUD), be, and hereby is authorized, and;

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

Resolution No.2100 Authorizing Opening of Housing Choice Voucher Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2100
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 August 2023 for 25 applicants

A motion to adopt a consent agenda for Resolutions No.2098, No.2099 and No.2100 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: Commissioner Rios reported that there is much progress going on with the Carteret Housing Authority.

ATTORNEY REPORT: The Attorney reported Progress and that the evictions are moving along for non-payment of rent.

COMMISSIONERS COMMENTS: There was discussion regarding a previous legal matter. The Executive Director mentioned that the Authority had its first Senior In-Service Housing Authority Program since COVID and that it went very well, was well attended and was enjoyed by all who were there.

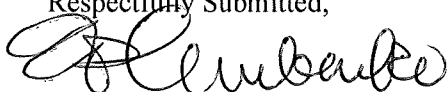
AUDIENCE COMMENTS:

The Executive Director mentioned that 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 Rev Cairns, seconded by Commissioner Rios, and all present voted aye, nays none.

The meeting was adjourned at 6:12pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
JULY 18, 2023**

Chairwoman Iris Colon opened the Public Meeting at 6:01pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

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

Commissioner Ronald Rios and Assistant Executive Director, Karen D. Alexis Holloway were absent and asked to be excused..

MINUTES: A motion to adopt the Minutes of the Regular Meeting of May 16, 2023 was made by Commissioner Bohanek, seconded by Vice Chairman Bohanek and all present voted aye, nays none

COMMUNICATIONS: A motion to file Communications was made by Commissioner Bohanek, seconded by Commissioner Cairns 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:

A motion to go into Executive Session to discuss a personnel matter was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

The Executive Session lasted approximately 5 minutes.

A motion to return from Executive Session was made by Commissioner Bohanek, seconded by Chairwoman Colon and all present voted aye, nays none.

The Executive Director gave a brief overview for each Resolution.

Resolution No.2101 Authorizing Partial Payment-Demolition Services at Edward J. Dolan Homes

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2101
AUTHORIZING PARTIAL PAYMENT CARAVELLA DEMOLITION LLC**

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2096 for demolition of the C, D and E buildings at NJ47-1 Edward J. Dolan Homes to Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, with a total contract amount of \$231,160.93, and;

WHEREAS, Caravella Demolition LLC has completed the mobilization and permitting component of the contract work and has submitted a requisition for partial payment of the contract amount, and;

WHEREAS, the Authority Administration and Engineer find that the work has been completed satisfactorily and in accordance with the submitted requisition for partial payment, and;

WHEREAS, it is recommended that the requisition for partial payment in the amount of \$20,700.00 be approved for release to the contractor, Caravella Demolition LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the requisition for partial payment from Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, for demolition services at NJ47-1 Edward J. Dolan Homes, in the amount of \$20,700.00.

Resolution No.2102 Authorizing Procurement of Vehicle-New Jersey State Contract

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2102
AUTHORIZING PROCUREMENT OF VEHICLE**

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

WHEREAS, the Authority, pursuant to Resolution No.2092, has authorized the use of the State of NJ Cooperative Purchasing Program, and;

WHEREAS, the Authority desires to purchase (1) 2023 Chevy Tahoe - 4 Wheel Drive vehicle, at a price of \$53,670.00 under the State of New Jersey Contract (21-Fleet-01485) and the applicable purchase order;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes procurement of the (1) 2023 Chevy Tahoe - 4 Wheel Drive vehicle at a price of \$53,670.00 as specified in under the State of New Jersey Contract (21-Fleet-01485) and applicable purchase order, and;

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

Resolution No.2103 Authorizing Disposition of Authority Vehicles to Borough of Carteret

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2103
DISPOSITION OF AUTHORITY VEHICLE**

WHEREAS, the Authority desires to dispose of a vehicle in an attempt to update the fleet, and;

WHEREAS, the vehicle slated for disposition is:
2020 Chevy Tahoe

WHEREAS, the Chevy Tahoe is in fair condition with the need for some mechanical and physical work, and;

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

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

WHEREAS, after review of the vehicle in its current condition, considering pertinent body damage, interior damage and necessary mechanical repairs, and after review of the current market value, it is believed that the Chevy Tahoe has an average fair value of \$25,000.00, and;

WHEREAS, the Borough of Carteret is interested in acquiring the vehicle at the determined fair value of \$25,000.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes disposition of the Authority's 2020 Chevy Tahoe to the Borough of Carteret in its current as is state for the determined fair value of \$25,000.00.

Resolution No.2104 Appointing Assistant Executive Director

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2104
APPOINTING ASSISTANT EXECUTIVE DIRECTOR**

WHEREAS, the Carteret Housing Authority's Assistant Executive Director, Karen Alexis Holloway, is retiring on August 31, 2023 after 32 years of service to the Carteret Housing Authority, and;

WHEREAS, with the absence of the Assistant Executive Director, the Executive Director has recommended an internal promotion of Amanda Riley, Administrative Assistant Housing, to the position of Assistant Executive Director, and;

WHEREAS, Amanda Riley has 18 years of service at the Carteret Housing Authority, having served in the capacities of Housing Specialist, Senior Housing Specialist, Section 8 Coordinator and currently as Administrative Assistant Housing, and;

WHEREAS, Ms. Riley has also obtained all of the credentials to serve as Executive Director, having completed the NJ Department of Community Affairs Executive Director training program through Rutgers, obtained her PHM (Public Housing Manager Certification), has obtained a Bachelors Degree in Business from an accredited college, and is currently pursuing her Masters Degree, and;

WHEREAS, Ms. Riley has been an effective and responsible employee who has also been performing administrative responsibilities for multiple years, and;

WHEREAS, the Chairwoman and Executive Director have had extensive discussions pertaining to the internal promotion and the Personnel, Finance and Administration Committee has also met with the Executive Director to discuss the matter and to determine the internal promotion, and;

WHEREAS, it is recommended by the Executive Director, Chairwoman and the Personnel, Finance and Administration Committee, that Amanda Riley be promoted to the position of Assistant Executive Director, at a base salary of \$100,000.00 annually with a \$200/month vehicle allowance;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Carteret, that Amanda Riley be, and hereby is, appointed to the position of Assistant Executive Director at a base salary of \$100,000.00 annually with a \$200.00/month vehicle allowance, and;

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

A motion to adopt a consent agenda for Resolutions No.2101, No.2102, No.2103 and No.2104 was made by Vice Chairman Gasparro, seconded by Commissioner Cairns and upon roll call all present voted aye, nays none.

COMMITTEES: Reported progress.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

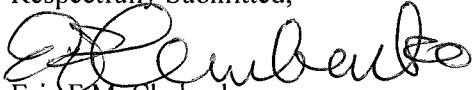
The Executive Director mentioned that there was no public present, so no motion was made to open the meeting to the public.

Carteret Housing Authority
Minutes of Regular Meeting
July 18, 2023

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 6:18pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 19, 2023**

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

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr, Rev. James Cairns, Chairwoman, Iris Colon, Vice Chairman, Joseph Gasparro, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Amanda Riley, and Attorney, Eric Lange was present via phone.

Commissioners Dennis Cherepski, Richard Hrycuna and Ronald Rios were absent and asked to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of July 18, 2023 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none

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

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

NEW BUSINESS:

The Executive Director gave a brief overview for each Resolution.

Resolution No.2105 Authorizing Partial Payment Caravella Demolition LLC

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2105
AUTHORIZING PARTIAL PAYMENT CARAVELLA DEMOLITION LLC**

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2096 for demolition of the C, D and E buildings at NJ47-1 Edward J. Dolan Homes to Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, with a total contract amount of \$231,160.93, and;

WHEREAS, Caravella Demolition LLC has completed the majority of the demolition and site work and has submitted a requisition for partial payment of the contract amount, and;

WHEREAS, the Authority Administration and Engineer find that the work has been completed satisfactorily and in accordance with the submitted requisition for partial payment, and;

WHEREAS, it is recommended that the requisition for partial payment in the amount of \$203,311.71 be approved for release to the contractor, Caravella Demolition LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the requisition for partial payment from Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, for demolition services at NJ47-1 Edward J. Dolan Homes, in the amount of \$203,311.71.

Resolution No.2106 Adoption of Certificate of Consistency with the Consolidated Plan (Attached)

Resolution No.2107 Adoption of 2024 Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2107
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 2023, and;

WHEREAS, the public was invited to attend a hearing held on September 7, 2023 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 2023 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.2108 Authorizing Interlocal with Borough of Carteret for Paving at Hermann Gardens (Attached)

Resolution No.2109 2022 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2109
FY2022 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, 2022 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, 2022, 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.

Resolution No.2110 Amending Housing Choice Voucher Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2110
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, 2023, 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, 98% 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 94% of the area FMR for 0 bedroom apartments, 93% of the area FMR for 1 bedroom apartments, 93% of the area FMR for 2 bedroom apartments, 93% of the area FMR for 3 bedroom apartments and 94% 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, 98% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments to 94% of the area FMR for 0 bedroom apartments, 93% of the area FMR for 1 bedroom apartments, 93% of the area FMR for 2 bedroom apartments, 93% of the area FMR for 3 bedroom apartments and 94% of the area FMR for 4 bedroom apartments.

A motion to adopt a consent agenda for Resolutions No.2105, No.2106, No.2107, No.2108. No.2109 and No.2110 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: Reported progress.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

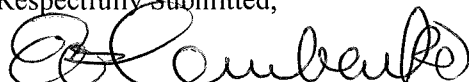
The Executive Director thanked everyone for their prayers and support in the recent loss of his mother.

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 6:11pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
NOVEMBER 21, 2023**

Executive Director, Eric Chubenko opened the Public Meeting at 6:03pm. The Executive Director stated that the meeting was advertised according to the Open Public Meetings Act.

Note: This Annual Reorganization 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., Rev. James Cairns, Dennis Cherespski, Iris Colon, Joseph Gasparro, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Amanda Riley. Commissioner Richard Hrycuna and Attorney, Eric Lange were present by phone. Accountant, David Ciarrocca was also in attendance.

Commissioner Ronald Rios was absent and asked to be excused.

The Meeting was turned over to the Executive Director.

The Executive Director stated that the floor 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 floor 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.

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

Carteret Housing Authority
Minutes of the Annual Reorganization Meeting
November 21, 2023

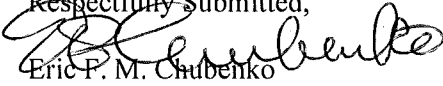
Commissioner Gasparro was elected as Vice Chairman of the Carteret Housing Authority Board of Commissioners.

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

The meeting was adjourned at 6:06pm.

Respectfully Submitted,



Eric P. M. Chubenko

Executive Director

**REGULAR MEETING
AGENDA
NOVEMBER 21, 2023**

Chairwoman Iris Colon opened the Public Meeting at 6:06pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Rev. James Cairns, Dennis Cherepski, Iris Colon, Joseph Gasparro, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Amanda Riley. Commissioner Richard Hrycuna and Attorney, Eric Lange were present by phone. Accountant, David Ciarrocca was also in attendance.

Commissioner Ronald Rios was absent and asked to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of September 19, 2023 was made by Commissioner Bohanek, seconded by Commissioner Cairns and all present voted aye, nays none

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

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

NEW BUSINESS: The Executive Director presented a comprehensive summary of the resolutions. David Ciarrocca reported on the present financial condition of the Authority, the introduction of the 2024 State of NJ and HUD budgets, and the newly implemented budget submission system.

Resolution No.2111 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2111
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 2024 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2112 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2112
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 2024 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank

Resolution No.2113 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2113
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 2024.

Resolution No.2114 FY2022 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2114
FY2022 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 FY2022.

Bailey, Daquan	\$	2,181.00
Cardena, Dayanara	\$	1,723.32
Henderson, Tiane	\$	30,041.80
Lakatos, Jessica	\$	6,799.67
Thomas, Russell	\$	3,782.92
<u>Villalongo, Jannery</u>	<u>\$</u>	<u>29,484.86</u>
TOTAL	\$	74,013.57

Resolution No.2115 Meeting Calendar 2024

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2115
2024 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 2024 calendar year and fall on the 3rd Tuesday of each month at 6:00PM.

MEETING DATES

January 16, 2024	May 21, 2024	September 17, 2024
February 20, 2024	June 18, 2024	October 15, 2024
March 19, 2024	July 16, 2024	November 19, 2024 (Regular & Reorg)
April 16, 2024	No August Meeting	December 17, 2024

Resolution No.2116 Conference Schedule 2024

**RESOLUTION NO.2116
CARTERET HOUSING AUTHORITY
FY2024 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, this will authorize the Executive Director to determine participation by staff and Commissioners at conferences in 2024 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 2024 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.2117 Approval of FY2024 HUD Budget – See Attached

Resolution No.2118 FY2024 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2118
FY2024 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2024 Agency Budget at the November 21, 2023 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, 2023, and;

WHEREAS, it was deemed necessary to delay the budget based on the lack of completion of the 2022 Audit until late September 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 FY2024 late budget submission.

Resolution No.2119 FY2024 Budget Introduction - See Attached

Resolution No.2120 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2120
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2024, and;

WHEREAS, the Authority received 1 proposal from the firm of 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 Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ 08050 in the amount of \$150.00/hr, is qualified to provide Technical Consulting Services on an as needed basis in an amount not to exceed \$25,000.00.

Resolution No.2121 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2121
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2024, 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 \$25,000.00.

Resolution No.2122 FY2024 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2122
LEGAL SERVICES FY2024**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2024 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, and 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 2024, 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 FY2024 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2123 FY2024 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2123
ACCOUNTING SERVICES FY2024**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2024 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 \$38,700.00, 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 FY2024, for the fee of \$38,700.00 for January 1, 2024 through December 31, 2024;

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 \$38,700.00, payable in monthly installments.

Resolution No.2124 FY2023 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2124
FY2023 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2023, 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 Hooper Avenue, Suite 329, Toms River, NJ 08753, in the amount of \$14,255.00, 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 FY2023, for the fee of \$14,255.00, 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 \$14,255.00.

Resolution No.2125 FY2024 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2125
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 \$8,100.00/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 \$8,100.00, payable in monthly installments.

Resolution No.2126 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2126
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, three proposals were received from the firms of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 07652; Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071; and Eric M. Bernstein & Associates, LLC, 34 Mountain Blvd, Building A, PO Box 4922, Warren, NJ 07059, 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; Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071; and Eric M. Bernstein & Associates, LLC, 34 Mountain Blvd, Building A, PO Box 4922, Warren, NJ 07059, per their attached pricing schedules, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firms as necessary in an aggregate amount not to exceed \$40,000.00, 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.2127 Qualifying Architectural and Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2127
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 \$40,000.00, 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.2128 Authorizing Contracts with Certain Approved State Contract Vendors for 2024

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2128 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

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, 2024 to December 31, 2024.

Resolution No.2129 Authorizing Extension to Bargaining Unit Agreement

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2129
EXTENSION OF BARGAINING UNIT AGREEMENT BETWEEN COMMUNICATIONS WORKERS OF
AMERICA, AFL-CIO
LOCAL 1032 AND CARTERET HOUSING AUTHORITY**

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

WHEREAS, the contract is set to expire in 2024, and;

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

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

WHEREAS, after ongoing discussions, the Administration and bargaining unit have verbally agreed to a 5 year extension of the contract with the inclusion of the following language;

- (1) The Authority shall provide the continuation of existing dental and vision benefits for any worker who retires at age 65 or older, provided that the employee has worked at least 10 years full time at the Housing Authority, and;
- (2) The Authority shall provide the following annual increments;
 - 3.5% increase effective January 1, 2024
 - 3% increase effective January 1, 2025
 - 3% increase effective January 1, 2026
 - 3% increase effective January 1, 2027
 - 3% increase effective January 1, 2028

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the current bargaining unit agreement between the Authority and the Communications Workers of America, AFL-CIO Local 1032 be extended for a five-year period from January 1, 2024 through December 31, 2028, and;

BE IT FURTHER RESOLVED, that the contract shall be amended to include the provisions listed above, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to take any and all actions to modify the existing bargaining unit contract to reflect these changes and to effectuate the execution of the new bargaining unit contract, and;

BE IT FURTHER RESOLVED, that the dental and vision benefit amendment will also be made within the respective benefits section of the Housing Authority's Personnel Policy.

Resolution No.2130 Authorizing Partial Payment #3 & Final Payment – Caravella Demolition LLC

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2130
AUTHORIZING PARTIAL PAYMENT #3 AND FINAL PAYMENT
CARAVELLA DEMOLITION LLC**

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2096 for demolition of the C, D and E buildings at NJ47-1 Edward J. Dolan Homes to Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, with a total contract amount of \$231,160.93, and;

WHEREAS, Caravella Demolition LLC has completed the demolition and site work and has submitted a requisition for partial payment #3 and for final payment of the contract amount, and;

WHEREAS, the Authority Administration and Engineer find that the work has been completed satisfactorily and in accordance with the submitted requisition for partial payment and final payment, and;

WHEREAS, it is recommended that the requisition for partial payment #3 in the amount of \$2,940.00 and the final payment in the amount of \$4,623.22 be approved for release to the contractor, Caravella Demolition LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the requisition for partial payment #3 and final payment from Caravella Demolition, LLC, 40 Deforest Avenue, East Hanover, NJ 07936, for demolition services at NJ47-1 Edward J. Dolan Homes, in the amounts of \$2,940.00 and \$4,623.22.

A motion to adopt a consent agenda for Resolutions No.2111, No.2112, No.2113, No.2114, No.2115, No.2116, No.2117, No.2118, No.2119, No.2120, No.2121, No.2122, No.2123, No.2124, No.2125, No.2126, No.2127, No.2128, No.2129 and No.2130 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: No reports.

ATTORNEY REPORT: No report.

COMMISSIONERS COMMENTS: A Happy & Healthy Thanksgiving was wished by all members of the Board.

AUDIENCE COMMENTS:

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

The meeting was adjourned at 6:22pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director