

**REGULAR MEETING
AGENDA
FEBRUARY 20, 2024**

Chairwoman Iris Colon opened the Public Meeting at 6:01 pm. 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, Dennis Cherepski, Chairwoman, Iris Colon, Vice Chairman, Joseph Gasparro, Commissioner Richard Hrycuna and Executive Director, Eric F. M. Chubenko. Assistant Executive Director, Amanda Riley. Attorney Eric Lange and Commissioner Rev. James Cairns were also present via phone.

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

MINUTES: A motion to adopt the Minutes of the Annual Reorganization Meeting of November 21, 2023 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

MINUTES: A motion to adopt the Minutes of the Regular Meeting November 21, 2023 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 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:

A motion to open the meeting to the public for purposes of the public hearing for the FY2024 Agency Budget was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

No public comments were made.

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

The Executive Director gave a brief overview for each Resolution.

Resolution No.2131 Adoption of FY2024 Agency Budget (attached)

Resolution No.2132 FY2023 SEMAP Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2132
FY2023 SEMAP CERTIFICATION
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM**

WHEREAS, The U.S. Department of Housing and Urban Development requires that a Section 8 Management Assessment Program Certification be submitted annually, and;

WHEREAS, this system is utilized to assess the management of the Section 8 Program for the Authority's past fiscal year 2023;

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

Resolution No.2133 FY2023 PHAS Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2133
FY2023 PHAS SUBMISSION
PUBLIC HOUSING ASSESSMENT SYSTEM**

WHEREAS, the U.S. Department of Housing and Urban Development requires that a Public Housing Assessment System submission be filed electronically on an annual basis, and;

WHEREAS, this system is utilized to assess the management of the Public Housing Program for the Authority's past fiscal year 2023, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for Authority's FY2023 PHAS to the US Dept of HUD.

Resolution No.2134 Opening of RAD Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2134
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 March 26, 2024 at 9am and ending on March 28, 2024 at 3pm via the adopted lottery process for 75 applicants, and;

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

A motion to adopt a consent agenda for Resolutions No.2131, No.2132, No.2133 and No.2134 was made by Commissioner Bohanek, seconded by Commissioner Hrycuna 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:

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


Charlie Kratovil, Editor of New Brunswick Today, inquired whether Commissioner Rios was present today. The Executive Director indicated that Commissioner Rios was absent. Mr. Kratovil further commented about the Housing Authority's website. He stated that he had reached out to the Authority earlier in the day and that they quickly facilitated sending him a copy of the current meeting agenda, but that he feels it's a best practice for the Authority to post the meeting agenda on the website in advance of the meeting. He also stated that he could only find the meeting minutes through the end of 2020 on the website. The Executive Director stated that he believed they were up to date, but that he would check and have them updated if there were any missing.

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

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

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
APRIL 16, 2024**

Executive Director Eric Chubenko opened the Public Meeting conducted via a Zoom conference call 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, Commissioner Rev. James Cairns, Chairwoman, Iris Colon, Commissioner Richard Hrycuna, Commissioner Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Amanda Riley and Attorney Eric Lange.

Commissioner Dennis Cherepski and Vice Chairman Joseph Gasparro were absent and requested to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of February 20, 2024 was made by Commissioner Rev. Cairns, seconded by Commissioner Bohanek and all present voted aye, nays none, with Commissioner Ronald Rios abstaining.

COMMUNICATIONS: None

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

NEW BUSINESS:

The Executive Director gave a brief overview of each Resolution.

Kevin Dunshee, CCO of Solar Landscape, was present on the call and gave a presentation regarding a Community Solar Project and the benefits that the Authority would obtain by authorizing the subscription to this program. It was further explained that the Authority has already procured its electric service through the State of NJ approved e-bidding platform and that by participating in this program the current electric provider would not change and it would simply give the Authority an additional substantial discount of 31% on the Authority's existing electric pricing.

Resolution No.2135 Award Contract for Lawn Care Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2135
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 from multiple vendors and one proposal was received and reviewed by the administrative staff and the QPA as follows:

Company	Grass Cutting	Leaf Cleanup	Shrub Trimming
Lawngevity, 102 Dorothy St, Carteret, NJ	\$23,300.00 2024	\$4,000.00 2024	\$4,400.00 2024
	\$23,300.00 2025	\$4,250.00 2025	\$4,650.00 2025

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority authorizes a lawn services contract with Lawngevity, 102 Dorothy St, Carteret, NJ 07008, for lawn care services and leaf cleanups and shrub trimming in the Spring and Fall for the 2024 and 2025 grass cutting seasons, in an amount not to exceed \$31,700.00 for 2024 and \$32,200.00 for 2025.

Resolution No.2136 Authorizing Subscribing to a Solar Landscape Community Solar Project

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2136
AUTHORIZING SUBSCRIBING TO A SOLAR LANDSCAPE COMMUNITY SOLAR PROJECT**

WHEREAS, for more than a decade, the State of New Jersey has promoted energy policies that have created a vibrant solar energy market; and

WHEREAS, the State of New Jersey adopted the 2019 New Jersey Energy Master Plan, *Pathway to 2050*; and the legislature passed the Clean Energy Act of 2018

WHEREAS, Strategy 6 of the 2019 Energy Master Plan calls for the State to:
Support community energy planning and action with an emphasis on encouraging and supporting participation by low- and moderate-income and environmental justice communities; and

WHEREAS, Goal 6.2.1 of the 2019 Energy Master Plan calls for the support of community-led development of community solar projects; and

WHEREAS, the Carteret Housing Authority recognizes the benefits of the Board of Public Utility's community solar program for their residents including the following:

- Reduction of energy bills
- Local, clean power generation
- Support for active participation in the program by low- and moderate-income families
- Job training, certification support, and job placement in the solar industry

NOW THEREFORE BE IT RESOLVED, that the Carteret Housing Authority Board of Commissioners will subscribe to a Solar Landscape community solar project and have the following financial benefit:

31.02% discount on the electricity from the community solar project for the master meters paid by the Carteret Housing Authority

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute a Community Solar Subscription Agreement with developer Solar Landscape and utilize financial savings for capital improvements to tenant-occupied facilities; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute any and all documents to effectuate implementation of the community solar program.

A motion to adopt a consent agenda for Resolutions No.2135 and No.2136 was made by Commissioner Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director provided an update on the main office renovations. He indicated that the renovations were progressing smoothly and were approximately 65% complete. He anticipates that they will be finalized before the subsequent meeting.

ATTORNEY REPORT: No Attorney report.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

The Executive Director asked if there was any public present on the call. There were no members of the public present.

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

The meeting was adjourned at 6:15pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
JUNE 18, 2024**

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

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

Commissioner Dennis Cherepski was absent and requested to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of April 16, 2024 was made by Commissioner Bohanek seconded by Vice Chairman Gasparro and all present voted aye, nays none.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director gave a brief overview of the FEMA funding and main office renovations.

COMMITTEES: The Executive Director indicated that repairs to the Jeanette Smith Village Community Room were commencing, as well as capital projects agencywide between now and next spring.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Chairwoman Colon and all present voted aye, nays none. There were no public comments.

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

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

The meeting was adjourned at 6:03pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 17, 2024**

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

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

Asst. Executive Director, Amanda Riley and Commissioner Ronald Rios were absent and requested to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of June 18, 2024 was made by Commissioner Bohanek, seconded by Commissioner Cherepski and all present voted aye, nays none.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director gave a brief overview for each Resolution.

Resolution No.2137 PHA Certification of Compliance with PHA Plan-See Attached

Resolution No.2138 Adoption of 2025 Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2138
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 2024, and;

WHEREAS, the public was invited to attend a hearing held on September 11, 2024 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 2024 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 all other required documents.

Resolution No.2139 FY2023 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2139
FY2023 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, 2023 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, 2023, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board;

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by certified true copy of this resolution.

It is hereby certified that this is a true copy of the resolution passed at the Meeting held on September 17, 2024.

Resolution No.2140 Amending Housing Choice Voucher Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2140
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, 2024, and;

WHEREAS, the current rents for apartments in Carteret and Middlesex County have all decreased which may create hardships for many of the voucher holders attempting to secure an apartment, and;

WHEREAS, the Authority currently has Payment Standards equal 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, and;

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

Resolution No. 2141 New Jersey Public Housing Authority Joint Insurance Fund Membership Renewal-See Attached

Resolution No.2142 Authorizing Appointment of Risk Management Consultant

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2142
AUTHORIZING RISK MANAGEMENT CONSULTANT**

WHEREAS, the Carteret Housing Authority has been utilizing the services of Reliance Insurance Group, 1460 Rt. 9 North, Suite 210, Woodbridge, NJ 07095 as its Risk Management Consultant for the past 12 years, and;

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Reliance Insurance Group, 1460 Rt. 9 North, Suite 210, Woodbridge, NJ 07095 to serve as its Risk Management Consultant for the period of 1/1/25 – 12/31/27.

A motion to adopt a consent agenda for Resolutions No.2137, No.2138, No.2139, No.2140, No.2141, and No.2142 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director reported that the main office renovations are 95% complete, as the countertops were installed this week. Renovations at the Jeanette Smith Village Community Room are currently underway, with the HVAC system having been successfully installed. He also provided an update on the FEMA funding, as the Authority is in the process of bidding out a bathroom renovation project at the Senior developments.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

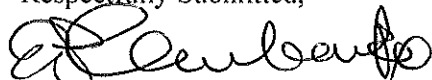
AUDIENCE COMMENTS:

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

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

The meeting was adjourned at 6:09pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
OCTOBER 24, 2024**

Chairwoman Iris Colon opened the Public Meeting at 1:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioner Chester Bohanek Jr, Chairwoman, Iris Colon, Commissioner Richard Hrycuna, Commissioner Ronald Rios, Executive Director, Eric F. M. Chubenko and Asst. Executive Director. Commissioner Rev. James Cairns and Attorney Eric Lange answered present via phone.

Vice Chairman Joseph Gasparro and Commissioner Dennis Cherepski were absent and requested to be excused.

MINUTES: A motion to adopt the minutes of the Regular Meeting of September 17, 2024, was made by Commissioner Bohanek, seconded by Commissioner Hrycuna and all present voted aye, nays none. Commissioner Rios abstained.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director provided a summary of each Resolution. Manuel Padilla from LAN Associates also provided a brief analysis of the bathroom renovation bids, noting they exceeded the Authority's budget.

Resolution No.2143 Executive Director Contract

**CARTERET HOUSING AUTHORITY RESOLUTION
NO.2143
RESOLUTION TO RETAIN ERIC CHUBENKO TO SERVE AS THE
EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY OF THE
BOROUGH OF CARTERET AND TO AUTHORIZE A FIVE-YEAR
EMPLOYMENT CONTRACT FOR THE OFFICE OF THE EXECUTIVE
DIRECTOR**

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

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

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

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

WHEREAS, this resolution shall authorize a five year employment contract from September 1, 2024 through August 31, 2029, with the same salary currently in place, which shall be augmented in all future years of the contract by an annual increase to the salary in accordance with the amount authorized through the budget approval process for each respective year, and;

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Carteret, that Eric Chubenko be and hereby is appointed to continue to serve as the Executive Director, effective as of September 1, 2024; and,

BE IT FURTHER RESOLVED, that the Executive Director shall receive the same salary currently in place; and all increases commencing on January 1, 2025 and through the completion of this contract shall be in accordance with the Board approved budget appropriations for that respective year, and;

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

Resolution No.2144 Opening of HCV Family Unification Program Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2144
OPENING OF HOUSING CHOICE VOUCHER FAMILY UNIFICATION PROGRAM WAITING LIST FOR
INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process from December 3-5, 2024 for 25 applicants.

Resolution No.2145 Rejection of Bids - Bathrooms

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2145
REJECTION OF BIDS-BATHROOMS AT SENIOR DEVELOPMENTS**

WHEREAS, the Housing Authority of the Borough of Carteret solicited bids for bathroom renovations at all of the Senior sites with a bid response date of October 22, 2024 at 1:30pm, and;

WHEREAS, after receipt of the bids, it was determined by the Architectural/Engineering firm LAN Associates, that the bids exceeded the project's allocated budget per the attached bid analysis, and;

WHEREAS, after the recommendation for rejection of the bids, the Authority will move forward with again publishing for a second bid for the respective work;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority will reject the bids received for the renovations of bathrooms at all of the senior site received on October 22, 2024, and;

BE IT FUTHER RESOLVED, that the Authority will move forward with again publishing for a second bid for the respective work.

A motion to adopt a consent agenda for Resolutions No.2143, No.2144, and No.2145 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

COMMITTEES:

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

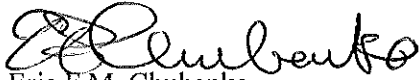
AUDIENCE COMMENTS:

The Executive Director noted the absence of the public, so no motion was made to open the meeting for public comment.

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

The meeting was adjourned at 1:20pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
DECEMBER 17, 2024**

Executive Director, Eric Chubenko opened the Public Meeting at 6:05pm. The Executive Director stated that the meeting was advertised according to the Open Public Meetings Act.

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

Chairwoman Iris Colon and Commissioner Ronald Rios were absent and asked to be excused.

The Executive Director stated that the floor was open for nominations for the Office of Chairperson.

NOMINATIONS FOR CHAIRPERSON

Commissioner Bohanek nominated Commissioner Colon for the office of Chairperson, seconded by Commissioner Hrycuna.

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 Cherepski 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 Commissioner Hrycuna.

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 Commissioner Cherepski and all present voted aye, nays none.

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

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

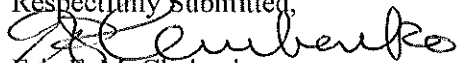
There was no public present, so no motion was made to open the meeting to the public.

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

Carteret Housing Authority
Minutes of the Annual Reorganization Meeting
December 17, 2024

The meeting was adjourned at 6:09pm.

Respectfully Submitted,



Eric F. M. Chubenko

Executive Director

**REGULAR MEETING
AGENDA
DECEMBER 17, 2024**

Executive Director, Eric Chubenko opened the Public Meeting at 6:09pm. The Executive Director stated that the meeting was advertised according to the Open Public Meetings Act.

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

Chairwoman Iris Colon and Commissioner Ronald Rios were absent and asked to be excused.

MINUTES: A motion to adopt the Minutes of the Special Meeting of October 24, 2024 was made by Commissioner Bohanek, seconded by Commissioner Cherepski and all present voted aye, nays none.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director gave an overview of each Resolution. The Accountant, David Ciarrocca, provided an update on the financial status of the Authority and introduced the 2025 budget. He indicated that the Authority was in a strong financial position, highlighting the organization's stability and overall financial health.

Resolution No.2146 Rejection of Bids-Bathroom

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2146
REJECTION OF BIDS-BATHROOMS AT SENIOR DEVELOPMENTS**

WHEREAS, the Housing Authority of the Borough of Carteret solicited bids for the second time for bathroom renovations at all of the Senior sites with a bid response date of November 15, 2024 at 1:00pm, and;

WHEREAS, after receipt of the bids, it was again determined by the Architectural/Engineering firm LAN Associates, that the bids exceeded the project's allocated budget per the attached bid analysis, and;

WHEREAS, after review of the second set of bids and in consultation with the Authority's QPA, it was recommended that the bids be again rejected and that the Authority move forward with negotiations and receipt of quotations for the respective work, and;

WHEREAS, after the recommendation for rejection of the second set of bids, the Authority will move forward with negotiations and receipt of quotations for the respective work;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority will again reject the bids received for the renovations of bathrooms at all of the senior site, and;

BE IT FUTHER RESOLVED, that the Authority will move forward with negotiations and receipt of quotations for the respective work.

Resolution No.2147 Designating Official Newspapers

Torres Gonzalez, Confesora	\$ 306.75
TOTAL	\$ 20,710.29

Resolution No.2151 Meeting Calendar 2025

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2151
2025 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 2025 calendar year that will take place each month at 6:00PM.

MEETING DATES

January 21, 2025	May 20, 2025	September 16, 2025
February 18, 2025	June 17, 2025	October 21, 2025
March 18, 2025	July 15, 2025	November 18, 2025 (Regular & Reorg)
April 22, 2025	No August Meeting	December 16, 2025

Resolution No.2152 Conference Schedule 2025

**RESOLUTION NO.2152
CARTERET HOUSING AUTHORITY
FY2025 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 2025 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 2025 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.2153 Approval of FY2025 HUD Budget-See attached

Resolution No.2.154 FY2025 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2154
FY2025 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2025 Agency Budget at the December 17, 2024 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, 2024, and;

WHEREAS, it was deemed necessary to delay the budget based on the lack of completion of the 2023 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 FY2025 late budget submission.

Resolution No.2155 FY2025 Budget Introduction -See attached

Resolution No.2156 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2156
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2025, and;

WHEREAS, the Authority received 1 proposal from the firm of Joseph Billy Jr, 1149 Bloomfield Ave, Suite F, Clifton, NJ 07012 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 Billy Jr, 1149 Bloomfield Ave, Suite F, Clifton, NJ 07012 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 \$10,000.00.

Resolution No.2157 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2157
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2025, 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.2158 FY2025 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2158
LEGAL SERVICES FY2025**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2025 and;

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

WHEREAS, one proposal was received from the firm of Nolan and Associates, 61 Green St, Woodbridge, NJ in the amount of \$21,600/year and \$225 per landlord tenant matter and \$225/hr for non-routine litigation, and;

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

NOW THEREFORE BE IT RESOLVED, that James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095 is hereby appointed to the position of Legal Counsel for the Carteret Housing Authority for the fiscal year 2025, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$21,600.00 general counsel retainer (\$1,800.00 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 FY2025 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2159 FY2025 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2159
ACCOUNTING SERVICES FY2025**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2025 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 \$39,900.00, and;

WHEREAS, the proposal from the firm of David Ciarrocca, CPA, for Accounting Services was reviewed by the Executive Director and Bookkeeper and has been presented to the Board of Commissioners of the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, that David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be and is hereby appointed as the Accountant for the Carteret Housing Authority for FY2025, for the fee of \$39,900.00 for January 1, 2025 through December 31, 2025;

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 \$39,900.00, payable in monthly installments.

Resolution No.2160 FY2024 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2160
FY2024 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2024, and;

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

WHEREAS, one proposal was received from the firm of Polcari and Company CPAs, 2035 Hamburg Turnpike, Suite H, Wayne, NJ in the amount of \$16,500.00, 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 Polcari and Company CPAs, be and is hereby appointed as the Auditor for the Housing Authority for FY2024, for the fee of \$16,500.00, 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 \$16,500.00.

Resolution No.2161 FY2025 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2161
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 \$8,400.00/year, and;

WHEREAS, David Ciarocca, CPA, is currently the modernization coordinator and accounting firm for the Authority, and has performed in a satisfactory manner, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be awarded a 1 year contract for Modernization Coordinator at an annual fee of \$8,400.00, payable in monthly installments.

Resolution No.2162 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2162
SPECIAL LEGAL COUNSEL**

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

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

WHEREAS, one proposal was received from the firm of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 07652, and;

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firm of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 077652, per their 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 \$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.2163 Qualifying Architectural and Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2163
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.2164 Authorizing Contracts with Certain Approved State Contract Vendors for 2025

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2164
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, 2025 to December 31, 2025

A motion to adopt a consent agenda for Resolutions No.2146, No.2147, No.2148, No.2149, No.2150, No.2151, No.2152, No.2153, No.2154, No.2155, No.2156, No.2157, No.2158, No.2159, No.2160, No.2161, No.2162, No.2163, and No.2164 was made by Commissioner Bohanek, seconded by Commissioner Hrycuna and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director reported that the main office renovations have been completed and turned out well, noting that the improvements were successful and met expectations. He also stated that the Authority would again be moving forward with pricing out the bathroom renovations for the senior developments after the rejection of bids.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

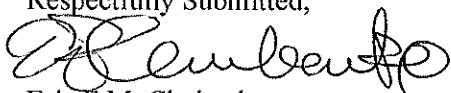
AUDIENCE COMMENTS:

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

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