

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
JANUARY 21, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., REV. JAMES CAIRNS,
DENNIS CHEREPSKI, IRIS COLON, JOSEPH GASPARRO, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Annual Reorganization Meeting 12/17/24

MOTION TO ADOPT:

SECOND:

VOTE:

MINUTES: Regular Meeting 12/17/24

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2164 Award of Contract-Bathroom Renovations at Senior Developments

Resolution No.2165 2025 Budget Adoption

Resolution No.2167 FY2024 PHAS Submission

Resolution No.2168 FY2024 SEMAP Submission

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., REV. JAMES CAIRNS, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

RONALD RIOS, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**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.

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 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.

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

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.

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

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2147
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 2025 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2148 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2148
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 2025 calendar year:

BCB Bank
Investors/Citizens Bank
Lakeland Bank
TD Bank

Resolution No.2149 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2149
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 Eric Chubenko, Executive Director to serve in the capacity of fund commissioner;

NOW THEREFORE BE IT RESOLVED, that Eric Chubenko, Executive Director be designated as the Fund Commissioner for the Carteret Housing Authority for 2025.

Resolution No.2150 FY2023 Write-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2150
FY2023 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 FY2023.

Dias, Daisy \$ 20,403.54

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

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Rev. James Cairns
Dennis Cherepski
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

January 2025

Carteret Housing Authority

\$ 35,000.00

Total:

\$ 35,000.00



Carteret Housing Authority

Bill List

January 2025

IA Operating Budget

NJ State Health Benefits	\$ 26,958.95
NJ State Health Ben.Chap.88	8,466.43
Vision Service Plan	345.96
Horizon Healthcare DentServ.	2,781.31
Judith Wojewudzki	185.00
Regina Zajkowski	185.00
Joanne Mazan	185.00
Elizabethtown Gas Co	17,153.24
P.S.E. & G. Co.	PENDING
Middlesex Water	26,261.94
Comcast	PENDING
David W. Ciarrocca	3,225.00
Nolan & Associates	3,236.00
E & G Exterminators	460.00
U.S. Postal Service	500.00
Greenlight	100.00
Amazon Web Services	40.00
Ready Refresh	PENDING
Ricoh	119.36
Sams Club	821.04
JIF	109,315.00
Shoprite	637.48
Gannett	198.21
Eric Chubenko	3,777.52
Richard Hrycuna	273.96
Amanda Riley	401.96
Eric Chubenko	6,163.97
NJAHRA	175.00
PHA Web	9,755.00
Shred - IT	18.09
Abbe Lumber	760.00
Amazon	1,885.22
Atlantic Tire	774.00
Sumgartners	144.56
idsall	6,622.22
Home Depot	21.96
Johnstone Supply	1,225.98
Office Concepts	4536.66
Peters Chemical Company	13,420.00
Spruce Industries	497.70
S Theo Painting	3,450.00

CHA Total \$ 255,078.72

Capital Fund Program

David W. Ciarrocca	\$ 675.00	MOD Coordinator
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Benefits
Benefits
Benefits
Benefits
Medicare Reimb
Medicare Reimb
Medicare Reimb
Utility
Utility/Distribution
Utility
Telephone
Accountant
Attorney
Contract Cost
Postage
Computer Service
Email
Water
Contract Cost
Office Supplies
Insurance
Holiday Luncheon
Publications
Reimbursement
Reimbursement
Reimbursement
Reimbursement
Membership
Support Fee
Shredding Services
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Office Supplies
Ice Melt
Maintenance Materials
Maintenance Materials



Capital Fund Total \$ 675.00

GRAND TOTAL \$ 255,753.72



Engineering,
Planning,
Architecture,
Surveying Inc.

January 16, 2025

Carteret Housing Authority
96 Roosevelt Avenue
Carteret, NJ 07008

Attention: Mr. Eric F.M. Chubenko,
Executive Director

T #732-541-6800

Email: eric@carterethousing.org

Subject: Carteret HA/Cont. #21 – Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, &
Victoria Copeland Homes – Negotiations
Bid Recommendation
LAN Job #2.2962.21

Dear Mr. Chubenko:

Negotiated bids were received and publicly opened on Wednesday, January 8, 2025, at 1:00 p.m. for the above referenced project. A total of three (3) bids were received.

The numerical low bidder for the Combined Base Bid was Abhzeen Design, Inc. in the amount of \$1,535,100. Including Add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens, the total negotiated bid for Abhzeen Design, Inc. is \$1,559,100.

We have reviewed the paperwork, and all appears to be in order for Abhzeen Design, Inc. As always, we recommend that your attorney review all bid documents before any contract is awarded. Should your attorney find the bid to be complete for Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, & Victoria Copeland Homes, we would recommend award of contract to Abhzeen Design, Inc.

Respectfully submitted,

LAN Associates, Engineering, Planning,
Architecture, Surveying, Inc.

A handwritten signature in black ink, appearing to read "Christopher Borduin".

Christopher Borduin, RA,
Senior Associate

CB:kah P:\200-AE\2900-2999\2962\2962.21\Admin\Letters\296221Lchubenko_NegotiatedBidRecommendation_01162025.doc 1/16/2025 3:36 PM

Attachment: #1 – Bid Recording Form Dated 1/8/25

cc: Mr. Joseph Agliata w/att. (Via Email: joe@carterethousing.org)
Ms. Kim Humphrey w/att. (Via Email: chagonzalesk@gmail.com)
File #2.2962.21 w/att.

BID RECORDING FORM
CARTERET HA/CONT. #21 – BATHROOM RENOVATIONS AT JEANETTE SMITH VILLAGE,
HERMANN GARDENS, AND VICTORIA COPELAND HOMES - NEGOTIATIONS

WEDNESDAY, JANUARY 8, 2025 AT 1:00 PM

CONTRACTOR: (NAME & ADDRESS)	Tri-Plex Industries, Inc. 933 Route 9N South Amboy, NJ 08879	Blackstone 360 570 Broad Street Newark, NJ 07102	Abhzeen Design, Inc. 34 School Road East Marlboro, NJ 07746
TELEPHONE NO.:	732-727-5500	973-624-6300	732-757-7230
Contact:	Mr. Theo Hadji-theodosiou	Mr. Jason Brostoff	Mr. Alpa Naik
Email:	theo@triplex@gmail.com	jason@b360.us	abhzeendesign@gmail.com
Cont. #21-1 - BB- Bathroom Renovation at Jeanette Smith Village	No bid	\$750,000.00	\$567,400.00
Cont. #21-2 - BB- Bathroom Renovation at Hermann Gardens	No bid	\$810,000.00	\$553,350.00
Cont. #21-3 - BB- Bathroom Renovation at Victoria Copeland Homes	\$659,000.00	\$630,000.00	\$476,000.00
Cont. #21-4 - Combined Base Bid *Does Not Have to Equal Above	No Bid	\$2,100,000.00	\$1,535,100.00
Cont. #21-5 - AA - Replace VCT Flooring with LV Plank at Hermann Gardens	No Bid	\$24,000.00	\$24,000.00
Cont. A - UP - Repair VCT Flooring (up to 3 SF)	\$25.00	\$12.00	\$26.40
Cont. B - UP - Replace 3/4" Plywood Subfloor	\$450.00	\$600.00	\$440.00
Cont. C - UP - Tub Surround Panels - Material Only	\$4,400.00	\$2,100.00	\$2,420.00
Cont. D - UP - Replace 1-1/2" sanitary piping (up to 3')	\$95.00	\$390.00	\$82.50
Cont. E - UP - Replace 2" sanitary piping (up to 3')	\$100.00	\$420.00	\$82.50
Cont. F - UP - Replace 1/2" copper water piping (up to 3')	\$125.00	\$300.00	\$82.50
Cont. G - UP - Replace 3/4" Gate Valve with New Ball Valve	\$150.00	\$180.00	\$110.00
Cont. H - UP - Replace 1" Gate Valve with New Ball Valve	\$175.00	\$210.00	\$137.50
Cont. J - UP - Replace 1/2" Water Supply Angle Stop	\$150.00	\$240.00	\$55.00
Cont. K - UP - Replace Toilet Flange	\$250.00	\$210.00	\$160.00
Acknowledgement of Bid Addenda			X
HUD-5369-A (Representations, Certifications and Other Statements of Bidders)			X
Bid Forms			X
Bid Guarantee			X (5% - Bander Ins. Co.)
Consent of Surety to Performance and			X
Listing of all Subcontractors			X
Qualifications Form			X
NJ Public Works Contractor Reg. Cert.			X (6/4/2026)
N.J. Business Registration Certificate			X
Certificates of Insurance			X (Sample)
Statement of Ownership			X
Non-Collusion Affidavit			X
Statement of Non-Debarment			X
Americans with Disabilities Act Certification			X
Affirmative Action Certification			X
Affirmative Action Compliance Notice			X
Section 3 Certification			X
Prevailing Wage Certification			X
Listing of Contracts Completed in Past 3 Years			X
Status of Contracts on Hand			X
HUD 92010			X (Freehold HA, Neptune)
HUD-2530			X
Certification Regarding Lobbying			X
Disclosure of Invest. Activities in Iran			X
Certification of Non-Involvement in Prohibited Activities in Russia or Belarus			X
MacBride Principles Certification			X

2025 HOUSING AUTHORITY BUDGET RESOLUTION

Carteret Housing Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

WHEREAS, the Annual Budget for Carteret Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented before the governing body of the Carteret Housing Authority at its open public meeting of December 17, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$12,239,870.00, Total Appropriations including any Accumulated Deficit, if any, of \$11,773,797.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$353,388.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$90,300.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Carteret Housing Authority, at an open public meeting held on December 17, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Carteret Housing Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Carteret Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on January 21, 2025.

chaeric@aol.com

(Secretary's Signature)

12/17/2024

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Iris Colon				
Joseph Gasparro				
Chester Bohanek Jr.				
Dennis Cherepski				
Father James Cairns				
Richard Hrycuna				
Ronald Rios				

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2167
FY2024 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 2024, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for Authority's FY2024 PHAS to the US Dept of HUD.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2168
FY2024 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 2024;

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.

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
MARCH 18, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Regular Meeting 1/21/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

**Resolution No.2169 Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction
Resolution No.2170 Authorizing Procurement of Vehicle**

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**REGULAR MEETING
AGENDA
JANUARY 21, 2025**

The Regular Meeting was called to order by Chairwoman, Iris Colon at 6:01pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

Upon roll call, the following answered present:

Iris Colon, Chairwoman	Joseph Gasparro, Vice Chairman
Chester Bohanek Jr., Commissioner	Rev. James Cairns, Commissioner
Dennis Cherepski, Commissioner	Richard Hrycuna, Commissioner
Eric F. M. Chubenko, Executive Director	Amanda Riley, Asst. Executive Director
Eric Lange, Attorney	

Absent/Excused: Ronald Rios, Commissioner

MINUTES: A motion to adopt the minutes of the Annual Reorganization Meeting of December 17, 2024 was made by Commissioner Bohanek, seconded by Commissioner Cherepski, and all present voted aye, nays none.

MINUTES: A motion to adopt the minutes of the Regular Meeting of December 17, 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 Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

NEW BUSINESS: The Executive Director gave an overview of each Resolution.
Resolution No.2165

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2165
AWARD OF CONTRACT – BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS**

WHEREAS, the Housing Authority solicited bids for bathroom renovations at the Senior Developments, and;

WHEREAS, (3) three bids were received (see attached spreadsheet and recommendation from LAN Associates) and each was reviewed, and;

WHEREAS, the lowest apparent responsive bidder is Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, the Architect recommends awarding a contract to Abheez Design Inc in the amount of \$1,559,100.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for bathroom renovations at the Senior Developments, to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

BE IT FURTHER RESOLVED, that the funding authority for this award is to come from the FEMA PW 2712 Superstorm Sandy grant funds, and;

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

Resolution No.2166 2025 Budget Adoption (attached)
Resolution No.2167 FY2024 PHAS Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2167
FY2024 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 2024, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for Authority's FY2024 PHAS to the US Dept of HUD.

Resolution No.2168 FY2024 SEMAP Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2168
FY2024 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 2024;

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

A motion to adopt a consent agenda for Resolutions No.2165, No.2166, No.2167, and No.2168, was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director shared that the Housing Authority has requested an extension from FEMA for the Superstorm Sandy funds. Snow removal efforts at the complexes have been effective following recent storms. Additionally, the Authority is working to complete renovations at the Jeanette Smith Village Community Center.

ATTORNEY REPORT: No Report.

COMMISSIONERS COMMENTS: No comments.

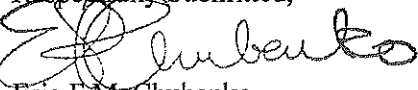
AUDIENCE COMMENTS:

The Executive Director confirmed 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 Commissioner Hrycuna and all present voted aye, nays none.

The meeting was adjourned at 6:12pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

March 2025

Carteret Housing Authority

\$ 70,000.00

Total:

\$ 70,000.00



Carteret Housing Authority

Bill List

March 2025

A Operating Budget

State Health Benefits	\$ 53,917.90
NJ State Health Ben.Chap.88	16,932.86
Vision Service Plan	691.92
Horizon Healthcare DentServ.	5,562.62
Judith Wojewudzki	370.00
Regina Zajkowski	370.00
Joanne Mazan	370.00
Elizabethtown Gas Co	54,070.69
P.S.E. & G. Co.	PENDING
Middlesex Water	42,550.00
Comcast	PENDING
David W. Ciarrocca	6,450.00
Nolan & Associates	2,282.00
E & G Exterminators	920.00
U.S. Postal Service	1,000.00
Greenlight	200.00
Amazon Web Services	112.00
Ready Refresh	212.40
Ricoh	59.68
Sams Club	871.14
Kuchies Alpine Florist	75.00
Execu-Tech	900.00
Joseph Billy	750.00
Happy Software	648.00
Eric Chubenko	5,558.15
Amanda Riley	592.36
Eric Chubenko	280.00
Amanda Riley	280.00
Chester Bohanek Jr.	280.00
NAHRO	PENDING
NTN	24.00
Shred - IT	378.08
Borough of Carteret	54,550.26
Philadelphia Insurance Companies	7,681.98
te of NJ	860.00
co	2,435.62
Amazon	4,770.82
Atlantic Tire	1,903.54
Baumgartners	246.69
Birdsall	1,213.08
Flooring Central	3,163.50
Grainger	458.34
HD Supply	1,353.49
Home Depot	PENDING
Jersey Uniforms	349.92
LJ Security	936.00
Maffey Lock	657.15
PC Richards	458.00
Summit Appliance	3,062.00

CHA Total \$ 280,809.19

Capital Fund Program

David W. Ciarrocca \$ 1,350.00 MOD Coordinator

Benefits
Benefits
Benefits
Benefits
Medicare Reimb
Medicare Reimb
Medicare Reimb
Utility
Utility/Distribution
Utility
Telephone
Accountant
Attorney
Contract Cost
Postage
Computer Service
Email
Water
Contract Cost
Office Supplies
Floral Arrangement
Contract Cost
Semap
Utility Allowance Worksheets
Reimbursement
Reimbursement
Per Diem
Per Diem
Per Diem
Membership
Tenant Screening
Shredding Services
Sewer
Insurance
Boiler Fees
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
New Floors
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Uniforms
Contract Cost
ReCombo/Keys
Appliances
Appliances

Capital Fund Total \$ 1,350.00

GRAND TOTAL \$ 282,159.19

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2169
AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE
ON AN ONLINE AUCTION WEBSITE**

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

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

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

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

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

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

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

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2170
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 best vehicle pricing appears to be available under the State of New Jersey Contract, and;

WHEREAS, the Authority desires to purchase (1) 2025 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$44,942.80 as specified in the attached State of New Jersey Contract (24-Fleet-77711) and applicable purchase orders;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes procurement of the (1) 2025 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$44,942.80 as specified in the attached State of New Jersey Contract (24-Fleet-77711) and applicable purchase order, and;

BE IT FURTHER RESOLVED, that the budget authority is authorized for the procurement of the vehicle from PW2717 Hurricane Sandy funding and/or general operations.

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
MAY 20, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT**
EXECUTIVE DIRECTOR: AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Regular Meeting 3/18/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2171 Authorizing Procurement of Parking Lot Improvements
Resolution No.2172 Authorizing Partial Payment 1-Bathroom Renovations
Resolution No.2173 Authorizing Participant's Resolution-LEAP Challenge Grant

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**REGULAR MEETING
AGENDA
MARCH 18, 2025**

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

Upon roll call, the following answered present:

Chester Bohanek Jr., Commissioner	Dennis Cherepski, Commissioner
Kyle Hansen, Commissioner	Richard Hrycuna, Commissioner
Eric F. M. Chubenko, Executive Director	Amanda Riley, Asst. Executive Director
Eric Lange, Attorney	

Absent/Excused: Iris Colon, Chairwoman
Joseph Gasparro, Vice Chairman
Ronald Rios, Commissioner

MINUTES: A motion to adopt the minutes of the Regular Meeting of January 21, 2025 was made by Commissioner Bohanek, seconded by Commissioner Cherepski, and all present voted aye, nays none, abstention Kyle Hansen.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director gave an overview of each Resolution.

Resolution No.2169 Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2169
AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN
ONLINE AUCTION WEBSITE**

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

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

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

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

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

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

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

Resolution No.2170 Authorizing Procurement of Vehicle

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2170
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 best vehicle pricing appears to be available under the State of New Jersey Contract, and;

WHEREAS, the Authority desires to purchase (1) 2025 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$44,942.80 as specified in the attached State of New Jersey Contract (24-Fleet-77711) and applicable purchase orders;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes procurement of the (1) 2025 Dodge RAM 1500 - 4 Wheel Drive Crew Cab vehicles at a price of \$44,942.80 as specified in the attached State of New Jersey Contract (24-Fleet-77711) and applicable purchase order, and;

BE IT FURTHER RESOLVED, that the budget authority is authorized for the procurement of the vehicle from PW2717 Hurricane Sandy funding and/or general operations.

A motion to adopt a consent agenda for Resolutions No.2169 and No. 2170 was made by Commissioner Bohanek, seconded by Commissioner Cherepski and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director announced that the Housing Authority will hold a pre-construction meeting on Monday, March 24, 2025, regarding the upcoming bathroom renovations at the senior complexes. The project is set to begin before summer and is expected to take between three to six months to complete.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

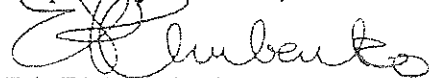
AUDIENCE COMMENTS:

The Executive Director confirmed 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 Hansen, seconded by Commissioner Cherepski and all present voted aye, nays none.

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

Carteret Housing Authority

Bill List
May 2025

C H A Operating Budget

State Health Benefits	\$ 53,917.90
State Health Ben.Chap.88	16,932.86
Vision Service Plan	749.58
Horizon Healthcare DentServ.	5,562.62
Judith Wojewudzki	370.00
Regina Zajkowski	370.00
Joanne Mazan	370.00
Elizabethtown Gas Co	31,684.39
P.S.E. & G. Co.	PENDING
Middlesex Water	37,689.12
Comcast	1,194.04
David W. Ciarrocca	6,450.00
Nolan & Associates	3,600.00
E & G Exterminators	5,090.00
U.S. Postal Service	1,000.00
Greenlight	200.00
Amazon Web Services	64.00
Ready Refresh	144.98
Ricoh	PENDING
Sams Club	PENDING
Eric Chubenko	3,390.58
Eric Chubenko	1,778.05
Melissa Collins	192.25
Michele Kitchen	201.69
Michelle McFadden	355.96
Eric Chubenko	280.00
Amanda Riley	280.00
Eric Chubenko	280.00
Amanda Riley	280.00
Chester Bohanek Jr.	280.00
Kyle Hansen	210.00
Melissa Collins	140.00
Michele Kitchen	140.00
Michelle McFadden	210.00
Eric Chubenko	280.00
Amanda Riley	280.00
	153.54
Sured - IT	378.08
Borough of Carteret	54,550.26
Philadelphia Insurance Companies	7,681.98
Lawngeivity	8,025.00
Adirondack Contracting	600.00
Amazon Web Services	1,931.66
Atlantic Tire	1,208.98
Baumgartners	280.62
Birdsall	5,994.23
Bright Cleaning	1,850.00
Flooring Central	161.00
Grainger	2,866.51
HD Supply	10,996.69
Home Depot	6,758.46
JD Wood Flooring	1,825.75
Jersey Uniforms	1,642.28
LOWES	65.80
Maffey Lock	2685.85
PDQ	324.88
Phoenix Specialties	1,376.00
Rapid Consulting	1,679.66
Ricciardi Brothers	319.38
Route 18 Chrysler Jeep Dodge	1,560.49
Royal Aluminum	1,716.00
S. Brothers	43,490.00
S. Theo	3,325.00
Spruce Industries	834.60
Summit Appliance	2,111.00
Wolverine Brass Inc.	1,839.32

CHA Total \$ 342,201.04

Capital Fund Program

David W. Ciarrocca	\$ 1,350.00	MOD Coordinator
Benefits		
Benefits		
Benefits		
Benefits		
Medicare Reimb		
Medicare Reimb		
Medicare Reimb		
Utility		
Utility/Distribution		
Utility		
Telephone		
Accountant		
Attorney		
Contract Cost		
Postage		
Computer Service		
Email		
Water		
Contract Cost		
Office Supplies		
Reimbursement		
Reimbursement		
Reimbursement		
Reimbursement		
Per Diem PHA Web		
Per Diem PHA Web		
Per Diem NJNAHRO		
Per Diem NJNAHRO		
Per Diem NJNAHRO		
Per Diem NJNAHRO		
Per Diem NJNAHRO		
Per Diem NJNAHRO		
Per Diem NJNAHRO		
Per Diem PHADA		
Per Diem PHADA		
Tenant Screening		
Shredding Services		
Sewer		
Insurance		
Contract Cost		
Contract Cost		
Maintenance Materials		
Truck Repair		
Maintenance Materials		
Maintenance Materials		
Unit Turnover		
Maintenance Materials		
Maintenance Materials		
Maintenance Materials		
Maintenance Materials		
Floors		
Maintenance Uniforms		
Maintenance Materials		
ReCombo/Keys		
Maintenance Materials		
Countertops		
Maintenance Radios		
Paint Supplies		
Truck Repair		
Windows		
Paving		
Unit Turnover		
Maintenance Materials		
Appliances		
Maintenance Materials		

Capital Fund Total \$ 1,350.00

GRAND TOTAL \$ 343,551.04

EC

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

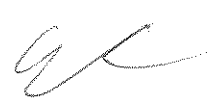
Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

May 2025



Carteret Housing Authority

\$ 70,000.00

Total:

\$ 70,000.00

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2171
AUTHORIZING PROCUREMENT OF PARKING LOT IMPROVEMENTS**

WHEREAS, the Housing Authority of the Borough of Carteret solicited quotations for parking lot improvements for the office parking lot and received 3 quotations for the milling, repaving and striping of the existing parking lot, and;

WHEREAS, the lowest apparent responsive quote was received from S Brothers Inc, PO Box 317, South River, NJ 08882, in the amount \$43,490.00, and;

WHEREAS, after review by the Executive Director, Assistant Executive Director, Director of Maintenance and QPA, it is recommended that the Authority authorize the parking lot improvements to S Brothers Inc in the amount of \$43,490.00, and;

WHEREAS, the Authority moved forward with the work as this was a budgeted item in the schedule of capital improvement;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes and memorializes the procurement actions taken by the Housing Authority in selecting S Brothers Inc, PO Box 317, South River, NJ 08882, in the amount of \$43,490.00 for milling, repaving and striping of the office parking lot, and;

BE IT FURTHER RESOLVED, that the Authority authorizes payment of the invoice for work completed in the amount of \$43,490.00 for the parking lot improvements, and;

BE IT FURTHER RESOLVED, that the funding authority for this award and the payment for this invoice is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

S BROTHERS INC.

PO Box 317
South River NJ 08882

Estimate

Date	Estimate #
4/4/25	3147

Name / Address
Housing Authority of Carteret 96 Roosevelt Avenue Carteret NJ 07008

			Project
Description	Qty	Cost	Total
Project: paving of parking lot located at 96 Roosevelt Avenue Housing Authority Main Office			
Sq. ft. of 2" milling	11,200	0.80	8,960.00
Sq. ft. of sweep and pave top course 9.5M64 with 2" thick and striping of parking spaces	11,200	2.90	32,480.00
Gallons of tack oil	200	6.00	1,200.00
Each inlet type B repair	1	850.00	850.00
p.s. police if needed is not included and must be supplies by owner			
IF YOU AGREE WITH THIS PROPOSAL, PLEASE SIGN AND FAX BACK "PRICES GOOD FOR 30 DAYS"			Total \$43,490.00

Customer Signature _____

3090 ENGLISHTOWN RD.
JAMESBURG NJ 08831

Date	Estimate #
4/4/2025	1011

Name / Address
Housing Authority of Carteret 96 Roosevelt Avenue Carteret, NJ 07008

[illegible]

CARTERET HOUSING AUTHORITY

RESOLUTION NO.2172

AUTHORIZING PARTIAL PAYMENT #1-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc 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 \$93,964.50 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$93,964.50, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.



Engineering,
Planning,
Architecture,
Surveying Inc.

PROJECT: Carteret HA/Bathroom Renovations at
Jeanette Smith Village, Hermann Gardens,
& Victoria Copeland Homes

PROJECT NO: 2.2962.21

DATE: May 1, 2025

TO: Carteret Housing Authority
96 Roosevelt Avenue
Carteret, NJ 07008

If enclosures are not as noted, please
inform us immediately.

ATTN: Mr. Eric F.M. Chubenko,
Executive Director

If checked below, please:

- ☐ Acknowledge receipt of enclosures.
☐ Return enclosures to us.

WE TRANSMIT:

- ☒ Herewith ☐ In accordance with your request
☒ Via: UPS Ground on 05/01/2025 & Sent Via Email: chaeric@aol.com

FOR YOUR:

- ☒ Approval ☐ Distribution to Parties ☐ Information
☐ Review & Comment ☐ Record
☐ Use ☒ Signature

THE FOLLOWING:

- ☐ Drawing(s) ☐ Shop Drawing Prints ☐ Samples
☐ Specifications ☐ Shop Drawing Reproducibles ☐ Product Literature
☐ Change Order ☒ Documents

COPIES	DATE	REV #	DESCRIPTION	ACTION
1	04/22/2025		Schedule of Amounts for Contract Payments (Smith)	E
1	04/22/2025		Schedule of Amounts for Contract Payments (Hermann)	E
1	04/22/2025		Schedule of Amounts for Contract Payments(Victoria Copeland)	E
3	04/03/2025		Periodic Estimate for Partial Payment (Smith) #1	E
3	04/03/2025		Periodic Estimate for Partial Payment (Hermann) #1	E
3	04/03/2025		Periodic Estimate for Partial Payment (Victoria Copeland) #1	E

- ACTION:** A. Action indicated on item transmitted D. For signature and forwarding as
B. No action required noted below under REMARKS
C. For signature and return to this office E. See REMARKS below

REMARKS: For your review, approval, and processing accordingly. Please sign and return a copy of the Schedule of Amounts for Contract Payments to LAN and Abhzeen Construction.

COPIES TO:

Mr. Bhavesh Naik, w/att.(abhzeendesign@gmail.com)
Mr. Joseph Agliata, w/att. (joe@carterethousing.org)
File #2.2962.21 w/att. (Digital)

By: Christopher S. Borduin, RA

CSB:kah P:\2000-AB\2900-2999\2962\2962.21\Admin\Transmittals\296221\Tchubenko_SOV_App1_05012025.docx 10/4/2024 3:03 PM

Schedule of Amounts for Contract Payments

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 1/31/2027)

No progress payments shall be made to the contractor unless a schedule of amounts for contract payments in accordance with the construction contract is received.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Construction practices and HUD administrative requirements establish the need that HAs maintain certain records or submit certain documents in conjunction with the oversight of the award of construction contracts for the construction of new low-income housing developments or modernization of existing developments. These forms are used by HAs to provide information on the construction progress schedule and schedule of amounts for contract payments. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Project Name and Location Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, Victoria Copeland	Project Number
--	----------------

Name, Address, and Zip Code of Contractor

**Abhzeen Design Inc.
34 School Road E, Marlboro, NJ 07746**

Nature of Contract Bathroom Renovations (Jeanette Smith Village NJ 47-4)	Contract Number 21
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Approved for Contractor by Bhavesh Naik	Title Vice President	Date (mm/dd/yyyy) 04/22/2025
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Approved for Architect by <i>Christy Bond</i>	Title Senior Associate, Architect	Date (mm/dd/yyyy) 04/30/2025
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Approved for Owner by	Title	Date (mm/dd/yyyy)
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Item No. (1)	Description of Item (2)	Quantity (3)	Unit of Measure (4)	Unit Price in Place (5)	Amount of Sub-Item (6)	Amount of Principal Item (7)
1	Bond and Insurances	1	UN	\$24,131.00		\$24,131.00
2	Mobilization	1	UN	\$9,925.00		\$9,925.00
3	General Conditions	1	UN	\$25,541.00		\$25,541.00
4	Demolition	50	EA	\$882.00		\$44,100.00
5	Construction Labor	50	EA	\$1,560.00		\$78,000.00
6	Plumbing Labor	50	EA	\$2,300.00		\$115,000.00
7	Electric Labor	50	EA	\$563.00		\$28,150.00
8	Painting	50	EA	\$428.00		\$21,400.00
9	Construction Materials					
	Tub Surround	50	EA	\$2,140.00		\$107,000.00
	Windows		EA			
	Flooring	50	EA	\$133.00		\$6,650.00
	Paint	50	EA	\$268.00		\$13,400.00
	Toilet Accessories	50	EA	\$295.00		\$14,750.00

Total Amount of Contract or Carried Forward

\$

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative <i>Bhavesh Naik</i>	Digitally signed by Bhavesh Naik DN: cn=Bhavesh Naik, o=Abhzeen Design, ou, email=bhavesh@abhzeen.com, c=US Date: 2025.04.22 12:38:30 -0400	Date signed (mm/dd/yyyy) 04/22/2025
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Schedule of Amounts for Contract Payments

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 1/31/2027)

No progress payments shall be made to the contractor unless a schedule of amounts for contract payments in accordance with the construction contract is received.

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Project Name and Location Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, Victoria Copeland Homes - Carteret, NJ	Project Number
--	----------------

Name, Address, and Zip Code of Contractor Abhveen Design Inc. 34 School Road E, Marlboro, NJ 07746
--

Nature of Contract Bathroom Renovations (Jeanette Smith Village NJ 47-4)	Contract Number 21
---	-----------------------

Approved for Contractor by Bhavesh Naik	Title Vice President	Date (mm/dd/yyyy) 04/22/2025
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Approved for Architect by <i>Christy Borch</i>	Title Senior Associate, Architect	Date (mm/dd/yyyy) 04/30/2025
---	--------------------------------------	---------------------------------

Approved for Owner by	Title	Date (mm/dd/yyyy)
-----------------------	-------	-------------------

Item No. (1)	Description of Item (2)	Quantity (3)	Unit of Measure (4)	Unit Price in Place (5)	Amount of Sub-Item (6)	Amount of Principal Item (7)
10	Vanity	50	EA	\$214.00		\$10,700.00
	Plumbing Materials					
	Toilets	50	EA	\$214.00		\$10,700.00
	Faucets	50	EA	\$107.00		\$5,350.00
	Diverter	50	EA	\$240.00		\$12,000.00
11	Electric Materials					
	Lighting	50	EA	\$81.00		\$4,050.00
	BB Heaters	0	EA	\$187.00		
12	Dumpsters	5	EA	\$562.00		\$2,810.00
13	Storage	3	EA	\$160.00		\$480.00

Total Amount of Contract or Carried Forward	\$ 534,137.00
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To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative <i>Bhavesh Naik</i>	Digitally signed by Bhavesh Naik DN: cn=Bhavesh Naik, o=Abhveen Design, ou, email=bhavesh@hdmall.com, c=US Date: 2025.04.22 12:38:43 -0400	Date signed (mm/dd/yyyy) 04/22/2025
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Instructions for Preparation of form HUD-51000

1. A separate breakdown is required for each project and prime contract instructions for preparation are given below.

a. **Heading.** Enter all identifying information required for both forms.

b. **Columns 1 and 2.** In column 1, enter the item numbers starting with No. 1, and in column 2 enter each principal division of work incorporated in the contract work.

(1) **Master List.** The Master list contains the basic items into which any construction contract may be subdivided for the purpose of preparing the Construction Progress Schedule and the Periodical Estimates for Partial Payments. Only those items shall be selected which apply to the particular contract. To ensure uniformity, no change shall be made in the item numbers. Generally, about 25 to 40 major items appear in a contract.

(2) **Items Subdivided.** In the Contractor's breakdown, against which all periodical estimates will be checked prior to payment, each major item must be subdivided into sub-items pertinent to the project involved and in agreement with the Contractor's intended basis for requesting monthly payments.

c. **Column 3.** Enter the total quantity for each sub-item of each principal division of work listed in the breakdown.

d. **Column 4.** Enter the appropriate unit of measure for each sub-item of work opposite the quantities described in column 3, such as "sq. ft.," "cu. yd.," "tons," "lb.," "lumber per M/BM," "brickwork per M," etc., applicable to the particular sub-item. Items shown on "lump sum" or equivalent basis will be paid for only on completion of the whole item and not on a percentage of completion basis.

e. **Column 5.** Enter the unit price, in place, of each sub-item of work.

f. **Column 6.** Enter the amount of each sub-item obtained by multiplying the quantities in column 3 by the corresponding unit prices in column 5.

g. **Column 7.** Enter the amount of principal item only, obtained by adding the amounts of all sub-items of each principal division of work listed in column 6. Continue with the breakdown on form HUD-51000.

h. The "Schedule of Amounts for Contract Payments" shall be signed and dated in the space provided at the bottom of each sheet of the form by the individual who prepared the breakdown for the Contractor.

2. The minimum number of copies required for each submission for approval is an original and two copies. When approved, one fully approved copy will be returned to the Contractor.

Master List of Items

Item No.	Division of Work	Item No.	Division of Work	Item No.	Division of Work
1	Bond	20	Rough Carpentry	44	Site Improvements
2	General Conditions	21	Metal Bucks	45	Retaining Walls
3	Demolition & Clearing	22	Caulking	46	Storm Sewers
		23	Weatherstripping	47	Sanitary Sewers
		24	Lath & Plastering-Drywall	48	Water Distribution System
4	Structures	25	Stucco	49	Gas Distribution System
5	General Excavation	26	Finish Carpentry	50	Electrical Distribution System
6	Footing Excavation	27	Finish Hardware	51	Street & Yard Lighting
7	Backfill	28	Glass & Glazing	52	Fire & Police Alarm System
8	Foundation Piles & Caissons	29	Metal Doors	53	Fire Protection System
9	Concrete Foundations	30	Metal Base & Trim	54	Street Work
10	Concrete Superstructures	31	Toilet Partitions	55	Yard Work
11	Reinforcing Steel	32	Floors	56	(Other)
12	Waterproofing & Dampproofing	33	Painting & Decorating		(Other)
13	Spandrel Waterproofing	34	Screens		
14	Structural Steel	35	Plumbing		Equipment
15	Masonry	36	Heating	57	Shades & Drapery Rods
16	Stonework	37	Ventilating System	58	Ranges
17	Miscellaneous & Ornamental Metal	38	Electrical	59	Refrigerators
18	Metal Windows	39	Elevators	60	Kitchen Cabinets & Work Tables
19	Roofing	40	Elevator Enclosures—Metal	61	Laundry Equipment
	Sheet Metal	41	Incinerators—Masonry & Parts	62	(Other)
		42	(Other)		
		43	(Other)	63	Punch List V2
				64	Lawns & Planting

1 General Conditions should be 3% to 5% of contract amount.

2 Punch List should be approximately 1/2 of 1% or \$30 per dwelling unit, whichever is greater.

Schedule of Amounts for Contract Payments

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 1/31/2027)

No progress payments shall be made to the contractor unless a schedule of amounts for contract payments in accordance with the construction contract is received.

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Project Name and Location Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, Victoria Copeland Homes - Carteret, NJ	Project Number
--	----------------

Name, Address, and Zip Code of Contractor Abhzeen Design Inc. 34 School Road E, Marlboro, NJ 07746
--

Nature of Contract Bathroom Renovations (Hermann Gardens NJ 47-4)	Contract Number 21
--	-----------------------

Approved for Contractor by Bhavesh Naik	Title Vice President	Date (mm/dd/yyyy) 04/22/2025
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Approved for Architect by <i>Christy Bader</i>	Title Senior Associate, Architect	Date (mm/dd/yyyy) 04/30/2025
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Approved for Owner by	Title	Date (mm/dd/yyyy)
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Item No. (1)	Description of Item (2)	Quantity (3)	Unit of Measure (4)	Unit Price In Place (5)	Amount of Sub-Item (6)	Amount of Principal Item (7)
1	Bond and Insurances	1	UN	\$25,037.00		\$25,037.00
2	Mobilization	1	UN	\$9,975.00		\$9,975.00
3	General Conditions	1	UN	\$26,842.00		\$26,842.00
4	Demolition	50	EA	\$963.00		\$48,150.00
5	Construction Labor	50	EA	\$1,862.00		\$93,100.00
6	Plumbing Labor	50	EA	\$2,312.00		\$115,600.00
7	Electric Labor	50	EA	\$350.00		\$17,500.00
8	Painting	50	EA	\$435.00		\$21,750.00
9	Construction Materials					
	Tub Surround	50	EA	\$2,140.00		\$107,000.00
	Windows	38	EA	\$321.00		\$12,198.00
	Flooring	50	EA	\$133.00		\$6,650.00
	Paint	50	EA	\$267.00		\$13,350.00
	Toilet Accessories	50	EA	\$295.00		\$14,750.00
Total Amount of Contract or Carried Forward						\$

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative <i>Bhavesh Naik</i>	Date signed (mm/dd/yyyy) 04/22/2025
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Schedule of Amounts for Contract Payments

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 1/31/2027)

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Project Name and Location Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, Victoria Copeland Homes - Carteret, NJ	Project Number
--	----------------

Name, Address, and Zip Code of Contractor Abhzeen Design Inc. 34 School Road E, Marlboro, NJ 07746	Contract Number 21
--	-----------------------

Nature of Contract Bathroom Renovations (Hermann Gardens NJ 47-4)	Date (mm/dd/yyyy) 04/22/2025
--	---------------------------------

Approved for Contractor by Bhavesh Naik	Title Vice President	Date (mm/dd/yyyy) 04/22/2025
--	-------------------------	---------------------------------

Approved for Architect by <i>Christy Bond</i>	Title Senior Associate, Architect	Date (mm/dd/yyyy) 04/30/2025
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Approved for Owner by	Title	Date (mm/dd/yyyy)
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Item No. (1)	Description of Item (2)	Quantity (3)	Unit of Measure (4)	Unit Price in Place (5)	Amount of Sub-Item (6)	Amount of Principal Item (7)
10	Vanity	50	EA	\$268.00		\$13,400.00
	Plumbing Materials					
	Toilets	50	EA	\$214.00		\$10,700.00
	Faucets	50	EA	\$110.00		\$5,500.00
	Diverter	50	EA	\$240.00		\$12,000.00
11	Electric Materials					
	Lighting	50	EA	\$80.00		\$4,000.00
	Exhaust Fan	12	EA	\$133.00		\$1,596.00
12	Dumpsters	5	EA	\$561.00		\$2,805.00
13	Storage	3	EA	\$160.00		\$480.00

Total Amount of Contract or Carried Forward \$ 562,383.00

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative <i>Bhavesh Naik</i>	Date signed (mm/dd/yyyy) 04/22/2025
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Digitally signed by Bhavesh Naik
DN: cn=Bhavesh Naik, o=Abhzeen Design,
ou, email=bhavesh@ahmll.com, c=US
Date: 2025.04.22 12:56:31 -0400

Instructions for Preparation of form HUD-51000

1. A separate breakdown is required for each project and prime contract instructions for preparation are given below.

a. **Heading.** Enter all identifying information required for both forms.

b. **Columns 1 and 2.** In column 1, enter the item numbers starting with No. 1, and in column 2 enter each principal division of work incorporated in the contract work.

(1) **Master List.** The Master list contains the basic items into which any construction contract may be subdivided for the purpose of preparing the Construction Progress Schedule and the Periodical Estimates for Partial Payments. Only those items shall be selected which apply to the particular contract. To ensure uniformity, no change shall be made in the item numbers. Generally, about 25 to 40 major items appear in a contract.

(2) **Items Subdivided.** In the Contractor's breakdown, against which all periodical estimates will be checked prior to payment, each major item must be subdivided into sub-items pertinent to the project involved and in agreement with the Contractor's Intended basis for requesting monthly payments.

c. **Column 3.** Enter the total quantity for each sub-item of each principal division of work listed in the breakdown.

d. **Column 4.** Enter the appropriate unit of measure for each sub-item of work opposite the quantities described in column 3, such as "sq. ft.," "cu. yd.," "tons," "lb.," "lumber per M/BM," "brickwork per M," etc., applicable to the particular sub-item. Items shown on "lump sum" or equivalent basis will be paid for only on completion of the whole item and not on a percentage of completion basis.

e. **Column 5.** Enter the unit price, in place, of each sub-item of work.

f. **Column 6.** Enter the amount of each sub-item obtained by multiplying the quantities in column 3 by the corresponding unit prices in column 5.

g. **Column 7.** Enter the amount of principal item only, obtained by adding the amounts of all sub-items of each principal division of work listed in column 6. Continue with the breakdown on form HUD-51000.

h. The "Schedule of Amounts for Contract Payments" shall be signed and dated in the space provided at the bottom of each sheet of the form by the individual who prepared the breakdown for the Contractor.

2. The minimum number of copies required for each submission for approval is an original and two copies. When approved, one fully approved copy will be returned to the Contractor.

Master List of Items

Item No.	Division of Work	Item No.	Division of Work	Item No.	Division of Work
1	Bond	20	Rough Carpentry		Site Improvements
2	General Conditions	21	Metal Bucks	44	Retaining Walls
3	Demolition & Clearing	22	Caulking	45	Storm Sewers
	Structures	23	Weatherstripping	46	Sanitary Sewers
4	General Excavation	24	Lath & Plastering-Drywall	47	Water Distribution System
5	Footing Excavation	25	Stucco	48	Gas Distribution System
6	Backfill	26	Finish Carpentry	49	Electrical Distribution System
7	Foundation Piles & Caissons	27	Finish Hardware	50	Street & Yard Lighting
8	Concrete Foundations	28	Glass & Glazing	51	Fire & Police Alarm System
9	Concrete Superstructures	29	Metal Doors	52	Fire Protection System
10	Reinforcing Steel	30	Metal Base & Trim	53	Street Work
11	Waterproofing & Dampproofing	31	Toilet Partitions	54	Yard Work
12	Spandrel Waterproofing	32	Floors	55	(Other)
13	Structural Steel	33	Painting & Decorating	56	(Other)
14	Masonry	34	Screens		Equipment
15	Stonework	35	Plumbing	57	Shades & Drapery Rods
16	Miscellaneous & Ornamental Metal	36	Heating	58	Ranges
17	Metal Windows	37	Ventilating System	59	Refrigerators
18	Roofing	38	Electrical	60	Kitchen Cabinets & Work Tables
19	Sheet Metal	39	Elevators	61	Laundry Equipment
		40	Elevator Enclosures—Metal	62	(Other)
		41	Incinerators—Masonry & Parts		
		42	(Other)	63	Punch List
		43	(Other)	64	Lawns & Planting

1 General Conditions should be 3% to 5% of contract amount.

2 Punch List should be approximately 1/2 of 1% or \$30 per dwelling unit, whichever is greater.

Previous editions are obsolete

form HUD-51000 (4/20)
ref Capital Fund Guidebook

Schedule of Amounts for Contract Payments

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 1/31/2027)

No progress payments shall be made to the contractor unless a schedule of amounts for contract payments in accordance with the construction contract is received.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Construction practices and HUD administrative requirements establish the need that HAs maintain certain records or submit certain documents in conjunction with the oversight of the award of construction contracts for the construction of new low-income housing developments or modernization of existing developments. These forms are used by HAs to provide information on the construction progress schedule and schedule of amounts for contract payments. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Project Name and Location Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, Victoria Copeland Homes - Carteret, NJ	Project Number
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Name, Address, and Zip Code of Contractor Abhzeen Design Inc. 34 School Road E, Marlboro, NJ 07746	Contract Number 21
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Nature of Contract Bathroom Renovations (Victoria Copeland Homes NJ 47-4)	Date (mm/dd/yyyy) 04/22/2025
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Approved for Contractor by Bhavesh Naik	Title Vice President	Date (mm/dd/yyyy) 04/22/2025
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Approved for Architect by <i>Christoph Barch</i>	Title Senior Associate, Architect	Date (mm/dd/yyyy) 04/30/2025
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Approved for Owner by	Title	Date (mm/dd/yyyy)
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Item No. (1)	Description of Item (2)	Quantity (3)	Unit of Measure (4)	Unit Price in Place (5)	Amount of Sub-Item (6)	Amount of Principal Item (7)
1	Bond and Insurances	1	UN	\$20,816.00		\$20,816.00
2	Mobilization	1	UN	\$10,000.00		\$10,000.00
3	General Conditions	1	UN	\$18,314.00		\$18,314.00
4	Demolition	40	EA	\$963.00		\$38,520.00
5	Construction Labor	40	EA	\$1,862.00		\$74,480.00
6	Plumbing Labor	40	EA	\$2,311.00		\$92,440.00
7	Electric Labor	40	EA	\$615.00		\$24,600.00
8	Painting	40	EA	\$535.00		\$21,400.00
9	Construction Materials					
	Tub Surround	40	EA	\$2,140.00		\$85,600.00
	Windows		EA			\$12,198.00
	Flooring	40	EA	\$134.00		\$5,360.00
	Paint	40	EA	\$268.00		\$10,720.00
	Toilet Accessories	40	EA	\$295.00		\$11,800.00
Total Amount of Contract or Carried Forward						\$

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative <i>Bhavesh Naik</i>	Date signed (mm/dd/yyyy) 04/22/2025
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Schedule of Amounts for Contract Payments

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 1/31/2027)

No progress payments shall be made to the contractor unless a schedule of amounts for contract payments in accordance with the construction contract is received.

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Project Name and Location Bathroom Renovations at Jeanette Smith Village, Hermann Gardens, Victoria Copeland Homes - Carteret, NJ	Project Number
--	----------------

Name, Address, and Zip Code of Contractor Abhzeen Design Inc. 34 School Road E, Marlboro, NJ 07746	Contract Number 21
--	-----------------------

Nature of Contract Bathroom Renovations (Victoria Copeland Homes NJ 47-4)	Date (mm/dd/yyyy) 04/22/2025
--	---------------------------------

Approved for Contractor by Bhavesh Naik	Title Vice President	Date (mm/dd/yyyy) 04/22/2025
--	-------------------------	---------------------------------

Approved for Architect by <i>Christy Br...</i>	Title Senior Associate, Architect	Date (mm/dd/yyyy) 04/30/2025
---	--------------------------------------	---------------------------------

Approved for Owner by	Title	Date (mm/dd/yyyy)
-----------------------	-------	-------------------

Item No. (1)	Description of Item (2)	Quantity (3)	Unit of Measure (4)	Unit Price in Place (5)	Amount of Sub-Item (6)	Amount of Principal Item (7)
10	Vanity	40	EA	\$267.00		\$10,680.00
	Plumbing Materials					
	Toilets	40	EA	\$214.00		\$8,560.00
	Faucets	40	EA	\$107.00		\$4,280.00
	Diverter	40	EA	\$240.00		\$9,600.00
11	Electric Materials					
	Lighting	40	EA	\$80.00		\$3,200.00
	BB Heaters	40	EA	\$241.00		\$9,640.00
12	Dumpsters	4	EA	\$562.00		\$2,248.00
13	Storage	2	EA	\$161.00		\$322.00

Total Amount of Contract or Carried Forward \$ 462,580.00

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative <i>Bhavesh Naik</i>	Digitally signed by Bhavesh Naik DN: cn=Bhavesh Naik, o=Abhzeen Design, ou, email=bhavesh@holmail.com, c=US Date: 2025.04.22 12:35:53 -0400	Date signed (mm/dd/yyyy) 04/22/2025
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Instructions for Preparation of form HUD-51000

1. A separate breakdown is required for each project and prime contract instructions for preparation are given below.

a. **Heading.** Enter all identifying information required for both forms.

b. **Columns 1 and 2.** In column 1, enter the item numbers starting with No. 1, and in column 2 enter each principal division of work incorporated in the contract work.

(1) **Master List.** The Master list contains the basic items into which any construction contract may be subdivided for the purpose of preparing the Construction Progress Schedule and the Periodical Estimates for Partial Payments. Only those items shall be selected which apply to the particular contract. To ensure uniformity, no change shall be made in the item numbers. Generally, about 25 to 40 major items appear in a contract.

(2) **Items Subdivided.** In the Contractor's breakdown, against which all periodical estimates will be checked prior to payment, each major item must be subdivided into sub-items pertinent to the project involved and in agreement with the Contractor's intended basis for requesting monthly payments.

c. **Column 3.** Enter the total quantity for each sub-item of each principal division of work listed in the breakdown.

d. **Column 4.** Enter the appropriate unit of measure for each sub-item of work opposite the quantities described in column 3, such as "sq. ft.," "cu. yd.," "tons," "lb.," "lumber per M/BM," "brickwork per M," etc., applicable to the particular sub-item. Items shown on "lump sum" or equivalent basis will be paid for only on completion of the whole item and not on a percentage of completion basis.

e. **Column 5.** Enter the unit price, in place, of each sub-item of work.

f. **Column 6.** Enter the amount of each sub-item obtained by multiplying the quantities in column 3 by the corresponding unit prices in column 5.

g. **Column 7.** Enter the amount of principal item only, obtained by adding the amounts of all sub-items of each principal division of work listed in column 6. Continue with the breakdown on form HUD-51000.

h. The "Schedule of Amounts for Contract Payments" shall be signed and dated in the space provided at the bottom of each sheet of the form by the individual who prepared the breakdown for the Contractor.

2. The minimum number of copies required for each submission for approval is an original and two copies. When approved, one fully approved copy will be returned to the Contractor.

Master List of Items

Item No.	Division of Work	Item No.	Division of Work	Item No.	Division of Work
1	Bond	20	Rough Carpentry	44	Site Improvements
2	General Conditions	21	Metal Bucks	45	Retaining Walls
3	Demolition & Clearing	22	Caulking	46	Storm Sewers
		23	Weatherstripping	47	Sanitary Sewers
		24	Lath & Plastering-Drywall	48	Water Distribution System
4	Structures	25	Stucco	49	Gas Distribution System
5	General Excavation	26	Finish Carpentry	50	Electrical Distribution System
6	Footing Excavation	27	Finish Hardware	51	Street & Yard Lighting
7	Backfill	28	Glass & Glazing	52	Fire & Police Alarm System
8	Foundation Piles & Caissons	29	Metal Doors	53	Fire Protection System
9	Concrete Foundations	30	Metal Base & Trim	54	Street Work
10	Concrete Superstructures	31	Toilet Partitions	55	Yard Work
11	Reinforcing Steel	32	Floors	56	(Other)
12	Waterproofing & Dampproofing	33	Painting & Decorating		(Other)
13	Spandrel Waterproofing	34	Screens		
14	Structural Steel	35	Plumbing		Equipment
15	Masonry	36	Heating	57	Shades & Drapery Rods
16	Stonework	37	Ventilating System	58	Ranges
17	Miscellaneous & Ornamental Metal	38	Electrical	59	Refrigerators
18	Metal Windows	39	Elevators	60	Kitchen Cabinets & Work Tables
19	Roofing	40	Elevator Enclosures—Metal	61	Laundry Equipment
	Sheet Metal	41	Inclinerators—Masonry & Parts	62	(Other)
		42	(Other)		
		43	(Other)	63	Punch List 1/2
				64	Lawns & Planting

1 General Conditions should be 3% to 5% of contract amount.

2 Punch List should be approximately 1/2 of 1% or \$30 per dwelling unit, whichever is greater.

Periodic Estimate for Partial Payment

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Submit original and one copy to the Public Housing Agency.
Complete instructions are on the back of this form.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is collected under the authority of Section 6(c) of the U.S Housing Act of 1937 and HUD regulations. HAS are responsible for contract administration to ensure that the work for project development is done in accordance with State laws and HUD requirements. The contractor/subcontractor reports provide details and summaries on payments, change orders, and schedule of materials stored for the project. The information will be used to ensure that the total development costs, identified in the ACC, are kept as low as possible and consistent with HUD construction requirements. Responses to the collection are necessary to obtain a benefit. The information requested does not lend itself to confidentiality.

Name of Public Housing Agency	Periodic Estimate Number	Period From (mm/dd/yyyy) To (mm/dd/yyyy)
The Borough of Carteret Housing Authority	1	03/06/2025 03/31/2025
Location of Project 96 Roosevelt Avenue, Carteret, NJ 07008 Smith		Project Number 21
Name of Contractor Abhzeen Design Inc.		Contract Number

Item Number (1)	Description of Item (2)	Completed to Date (3)
1	BOND AND INSURANCES	\$ 24,131.00
2	MOBILIZATION	9,925.00
3	GENERAL CONDITIONS	1,627.00
4	DEMOLITION	
5	CONSTRUCTION LABOR	
6	PLUMBING LABOR	
7	ELECTRIC LABOR	
8	PAINTING	
9	CONSTRUCTION MATERIALS	
10	PLUMBING MATERIALS	
11	ELECTRIC MATERIALS	
12	DUMPSTERS	
13	STORAGE	

Value of Contract Work Completed to Date (Transfer this total to line 5 on back of this sheet)	\$ 35,683.00
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Periodic Estimate for Partial Payment

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(exp. 3/31/2010)

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Name of Public Housing Agency	Periodic Estimate Number	Period
The Borough of Carteret Housing Authority	1	From (mm/dd/yyyy) To (mm/dd/yyyy) 03/06/2025 03/31/2025
Location of Project 96 Roosevelt Avenue, Carteret, NJ 07008 Hermann		Project Number 21
Name of Contractor Abhzeen Design Inc.		Contract Number

Item Number (1)	Description of Item (2)	Completed to Date (3)
1	BOND AND INSURANCES	\$ 25,037.00
2	MOBILIZATION	9,975.00
3	GENERAL CONDITIONS	1,672.00
4	DEMOLITION	
5	CONSTRUCTION LABOR	
6	PLUMBING LABOR	
7	ELECTRIC LABOR	
8	PAINTING	
9	CONSTRUCTION MATERIALS	
10	PLUMBING MATERIALS	
11	ELECTRIC MATERIALS	
12	DUMPSTERS	
13	STORAGE	
Value of Contract Work Completed to Date (Transfer this total to line 5 on back of this sheet)		\$ 36,684.00

Periodic Estimate for Partial Payment

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(exp. 3/31/2010)

Submit original and one copy to the Public Housing Agency.
Complete instructions are on the back of this form.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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Name of Public Housing Agency	Periodic Estimate Number	Period From (mm/dd/yyyy) To (mm/dd/yyyy)
The Borough of Carteret Housing Authority	1	03/06/2025 03/31/2025

Location of Project 96 Roosevelt Avenue, Carteret, NJ 07008 CapeLand	Project Number 21
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Name of Contractor Abhzeen Design Inc.	Contract Number
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Item Number (1)	Description of Item (2)	Completed to Date (3)
1	BOND AND INSURANCES	\$ 20,816.00
2	MOBILIZATION	10,000.00
3	GENERAL CONDITIONS	1,222.00
4	DEMOLITION	
5	CONSTRUCTION LABOR	
6	PLUMBING LABOR	
7	ELECTRIC LABOR	
8	PAINTING	
9	CONSTRUCTION MATERIALS	
10	PLUMBING MATERIALS	
11	ELECTRIC MATERIALS	
12	DUMPSTERS	
13	STORAGE	

Value of Contract Work Completed to Date (Transfer this total to line 5 on back of this sheet)	\$ 32,038.00
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Instructions

Headings. Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

Columns 1 and 2. The "Item Number" and "Description of Item" must correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

Certifications. The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16.

The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

Certification of the Contractor or Duly Authorized Representative

According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner)

The Borough of Carteret Housing Authority

and (contractor) Abhzeen Design Inc.

dated (mm/dd/yyyy) 03/06/2025

, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

1. Original Contract Amount

\$ 1,559,100.00

Approved Change Orders:

2. Additions (Total from Col. 3, form HUD-51002)

\$ 0

3. Deductions (Total from Col. 5, form HUD-51002)

\$ 0

(net) \$ 0

4. Current Adjusted Contract Amount (line 1 plus or minus net)

\$ 1,559,100.00

Computation of Balance Due this Payment

5. Value of Original Contract work completed to date (from other side of this form)

\$ 104,405.00

Completed Under Approved Change Orders

6. Additions (from Col. 4, form HUD-51002)

\$ 0

7. Deductions (from Col. 5, form HUD-51002)

\$ 0

(net) \$ 0

8. Total Value of Work in Place (line 5 plus or minus net line 7)

\$ 104,405.00

9. Less: Retainage, 10 %

\$ 10,440.50

10. Net amount earned to date (line 8 less line 9)

\$ 93,964.50

11. Less: Previously earned (line 10, last Periodic Estimate)

\$ 0

12. Net amount due, work in place (line 10 less line 11)

\$ 93,964.50

Value of Materials Properly Stored

13. At close of this period (from form HUD-51004)

\$ 0

14. Less: Allowed last period

\$ 0

15. Increase (decrease) from amount allowed last period

\$ 0

16. Balance Due This Payment

\$ 93,964.50

I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

Name of Contractor

Abhzeen Design Inc.

Signature of Authorized Representative

Abhzeen

Digitally signed by Abhzeen
DN: cn=Abhzeen, o=Abhzeen
Design, Inc.
email=abhzeen@abhzeendesign.com, c=US
Date: 2025.03.06 16:27:15 -0500

Title

Vice President

Date (mm/dd/yyyy)

04/03/2025

Certificate of Authorized Project Representative and of Contracting Officer

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 1; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, all applicable accessibility requirements (including Section 504 and Title II of the Americans with Disabilities Act; and the Fair Housing Act and Title III of the Americans with Disabilities Act, if applicable), the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved.

We, therefore, approve as the "Balance Due this Payment" the amount of \$ 93,964.50

Authorized Project Representative

Date (mm/dd/yyyy)

Contracting Officer

Date (mm/dd/yyyy)

Christy Bud...

04/30/2025

Verify the information on this form and in any accompanying documentation is true and accurate. I acknowledge making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and confinement for up to 5 years, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 372)

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2173
PARTICIPANT'S RESOLUTION – LEAP CHALLENGE GRANT**

WHEREAS, the State of New Jersey has allocated \$150,000 within each county in Local Efficiency Achievement Program (LEAP) funds to promote innovation among peer local units across New Jersey, and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) administers the LEAP grant program; and

WHEREAS, the LEAP Challenge Grant exists to challenge municipalities and counties to collaborate on more extensive partnership and collaborations to produce efficiencies through shared services; and

WHEREAS, Borough of Carteret, the Carteret Housing Authority, and the Carteret Public School District, have determined to apply for a LEAP Challenge Grant through the State of New Jersey Local Efficiency Achievement Program in an amount that is not to exceed \$150,000.00; and

WHEREAS, the Borough of Carteret has agreed to be the lead agency in this program; and

WHEREAS, the State of New Jersey has made LEAP Grants available to assist local units to study, develop and implement new shared services initiatives; and

WHEREAS, the purpose of the project submitted in this grant application is intended to provide benefits to the participant local units' residents through the sharing of maintenance services between three local government agencies that serve the people of Carteret.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Carteret Housing Authority that the Carteret Housing Authority does hereby join with the Borough of Carteret in applying for a LEAP challenge grant to support undertaking this endeavor.

VOTE:

Member	Yes	No	Abstain	Absent
Chester Bohanek Jr.				
Dennis Cherepski				
Iris Colon				
Joseph Gasparro				
Kyle Hansen				
Richard Hrycuna				
Ronald Rios				

ATTESTATION:

This Resolution was acted upon at the Regular Meeting of the Authority held on May 20, 2025.

Attested to this 20th day of May, 2025

By: _____
Eric F. M. Chubenko
Secretary of the Authority

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
JUNE 17, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Regular Meeting 5/20/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PASS:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2174 Authorizing Partial Payment 2-Bathroom Renovations

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**REGULAR MEETING
AGENDA
MAY 20, 2025**

The Regular Meeting was called to order by Chairwoman Iris Colon at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

Upon roll call, the following answered present:

Chester Bohanek Jr., Commissioner	Dennis Cherepski, Commissioner
Iris Colon, Chairwoman	Kyle Hansen, Commissioner
Richard Hrycuna, Commissioner	Eric F.M. Chubenko, Executive Director
Amanda Riley, Asst. Executive Director	Eric Lange, Attorney

Absent/Excused: Joseph Gasparro, Vice Chairman
Ronald Rios, Commissioner

MINUTES: A motion to adopt the minutes of the Regular Meeting of March 18, 2025 was made by Commissioner Bohanek, seconded by Commissioner Hansen and all present voted aye, nays none.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director gave an overview of each Resolution.

Resolution No.2171 Authorizing Procurement of Parking Lot Improvements

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2171
AUTHORIZING PROCUREMENT OF PARKING LOT IMPROVEMENTS**

WHEREAS, the Housing Authority of the Borough of Carteret solicited quotations for parking lot improvements for the office parking lot and received 3 quotations for the milling, repaving and striping of the existing parking lot, and;

WHEREAS, the lowest apparent responsive quote was received from S Brothers Inc, PO Box 317, South River, NJ 08882, in the amount \$43,490.00, and;

WHEREAS, after review by the Executive Director, Assistant Executive Director, Director of Maintenance and QPA, it is recommended that the Authority authorize the parking lot improvements to S Brothers Inc in the amount of \$43,490.00, and;

WHEREAS, the Authority moved forward with the work as this was a budgeted item in the schedule of capital improvement;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes and memorializes the procurement actions taken by the Housing Authority in selecting S Brothers Inc, PO Box 317, South River, NJ 08882, in the amount of \$43,490.00 for milling, repaving and striping of the office parking lot, and;

BE IT FURTHER RESOLVED, that the Authority authorizes payment of the invoice for work completed in the amount of \$43,490.00 for the parking lot improvements, and;

BE IT FURTHER RESOLVED, that the funding authority for this award and the payment for this invoice is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2172 Authorizing Partial Payment #1-Bathroom Renovations

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2172**

AUTHORIZING PARTIAL PAYMENT #1-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc 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 \$93,964.50 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$93,964.50, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2173 Authorizing Participant's Resolution-LEAP Grant

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2173**

PARTICIPANT'S RESOLUTION – LEAP CHALLENGE GRANT

WHEREAS, the State of New Jersey has allocated \$150,000 within each county in Local Efficiency Achievement Program (LEAP) funds to promote innovation among peer local units across New Jersey, and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) administers the LEAP grant program; and

WHEREAS, the LEAP Challenge Grant exists to challenge municipalities and counties to collaborate on more extensive partnership and collaborations to produce efficiencies through shared services; and

WHEREAS, Borough of Carteret, the Carteret Housing Authority, and the Carteret Public School_District, have determined to apply for a LEAP Challenge Grant through the State of New Jersey Local Efficiency Achievement Program in an amount that is not to exceed \$150,000.00; and

WHEREAS, the Borough of Carteret has agreed to be the lead agency in this program; and

WHEREAS, the State of New Jersey has made LEAP Grants available to assist local units to study, develop and implement new shared services initiatives; and

WHEREAS, the purpose of the project submitted in this grant application is intended to provide benefits to the participant local units' residents through the sharing of maintenance services between three local government agencies that serve the people of Carteret.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Carteret Housing Authority that the Carteret Housing Authority does hereby join with the Borough of Carteret in applying for a LEAP challenge grant to support undertaking this endeavor.

A motion to adopt a consent agenda for Resolutions No.2171, No. 2172 and No. 2173 was made by Commissioner Bohanek, seconded by Commissioner Hrycuna and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director gave an update on the previously awarded bathroom renovations at the senior complexes. The project is set to begin before summer and is expected to be completed by the fall.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

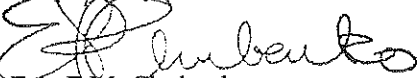
AUDIENCE COMMENTS:

The Executive Director confirmed 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 Commissioner Cherepski and all present voted aye, nays none.

The meeting was adjourned at 6:06pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

June 2025

Carteret Housing Authority

\$ 35,000.00

Total:

\$ 35,000.00



Carteret Housing Authority
Bill List
June 2025

<u>Operating Budget</u>	
NJ State Health Benefits	\$ 26,958.95
NJ State Health Ben.Chap.88	8,466.43
Vision Service Plan	422.84
Horizon Healthcare DentServ.	2,781.31
Judith Wojewudzki	185.00
Regina Zajkowski	185.00
Joanne Mazan	185.00
Elizabethtown Gas Co	6,399.16
P.S.E. & G. Co.	24,846.53
Middlesex Water	19,596.42
Comcast	1,201.38
David W. Ciarrocca	3,225.00
Nolan & Associates	3,534.00
E & G Exterminators	460.00
U.S. Postal Service	500.00
Greenlight	100.00
Quadient	329.94
FedEx	63.20
Amazon Web Services	32.00
Ready Refresh	133.19
Ricoh	119.76
Eric Chubenko	5,362.37
Eric Chubenko	181.44
Amanda Riley	152.38
Kyle Hansen	346.39
NJPHAJIF	109,315.00
Shred - IT	379.72
NTN	51.18
Lawngevity	3,250.00
Abbe Lumber	344.60
Amazon	445.63
Birdsall	812.29
HD Supply	589.50
Home Depot	3,226.70
Taffey Lock	506.00
Office Concepts	1,990.98
Ricciardi Brothers	1,820.88
CHA Total	<u>\$ 228,500.17</u>

Benefits
Benefits
Benefits
Benefits
Medicare Reimb
Medicare Reimb
Medicare Reimb
Utility
Utility/Distribution
Utility
Telephone
Accountant
Attorney
Contract Cost
Postage
Computer Service
Postage
Postage
Email
Water
Contract Cost
Reimbursement
Reimbursement
Reimbursement
Reimbursement
Insurance
Contract Cost
Tenant Screening
Contract Cost
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
ReCombo/Keys
Office Supplies
Paint Supplies

<u>Capital Fund Program</u>		
David W. Ciarrocca	\$ 675.00	MOD Coordinator

Capital Fund Total	<u>\$ 675.00</u>
GRAND TOTAL	<u>\$ 229,175.17</u>

EC

CARTERET HOUSING AUTHORITY

RESOLUTION NO.2174

AUTHORIZING PARTIAL PAYMENT #2-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection components of the contract work and has commenced with the first model unit 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 \$35,623.80 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$35,623.80, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.



Engineering,
Planning,
Architecture,
Surveying Inc.

PROJECT: Carteret HA/Bathroom Renovations at
Jeanette Smith Village, Hermann Gardens,
& Victoria Copeland Homes

PROJECT NO: 2.2962.21

DATE: June 12, 2025

TO: Carteret Housing Authority
96 Roosevelt Avenue
Carteret, NJ 07008

If enclosures are not as noted, please
inform us immediately.

ATTN: Mr. Eric F.M. Chubenko,
Executive Director

If checked below, please:

- ☐ Acknowledge receipt of enclosures.
☐ Return enclosures to us.

WE TRANSMIT:

- ☒ Herewith ☐ In accordance with your request
☒ Via: UPS Ground on 06/12/2025 & Sent Via Email: chaeric@aol.com

FOR YOUR:

- ☒ Approval ☐ Distribution to Parties ☐ Information
☐ Review & Comment ☐ Record
☐ Use ☒ Signature

THE FOLLOWING:

- ☐ Drawing(s) ☐ Shop Drawing Prints ☐ Samples
☐ Specifications ☐ Shop Drawing Reproducibles ☐ Product Literature
☐ Change Order ☒ Documents

COPIES	DATE	REV #	DESCRIPTION	ACTION
3	06/10/2025		Periodic Estimate for Partial Payment #2 (\$35,623.80)	E

ACTION: A. Action indicated on item transmitted D. For signature and forwarding as
B. No action required noted below under REMARKS
C. For signature and return to this office E. See REMARKS below

REMARKS: For your review, approval, and processing accordingly.

COPIES TO:

Mr. Bhavesh Naik, w/att. (abhzeendesign@gmail.com)
Mr. Joseph Agliata, w/att. (joe@carterethousing.org)
File #2.2962.21 w/att. (Digital)

By: Christopher S. Borduin, RA

CSB:kah P:\200-AE\2900-2999\2962.21\Admin\Transmittals\2962.21\Tchubenko_App2_06122025.docx 6/12/2025 2:48 PM

Periodic Estimate for Partial Payment

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-015
7 (exp. 1/31/2027)

Submit original and one copy to the Public Housing Agency.
Complete instructions are on the back of this form.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 461 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. This information is collected under the authority of Section 6(c) of the U.S. Housing Act of 1937 and HUD regulations. HAS are responsible for contract administration to ensure that the work for project development is done in accordance with State laws and HUD requirements. The contractor/subcontractor reports provide details and summaries on payments, change orders, and schedule of materials stored for the project. The information will be used to ensure that the total development costs, identified in the ACC, are kept as low as possible and consistent with HUD construction requirements. Responses to the collection are necessary to obtain a benefit. The information requested does not lend itself to confidentiality.

Name of Public Housing Agency		Periodic Estimate Number		Period	
The Borough of Carteret Housing Authority		2		From (mm/dd/yyyy) To (mm/dd/yyyy) 04/01/25 05/31/25	
Location of Project					Project Number
96 Roosevelt Avenue, Carteret, NJ 07008 (Jeanette Smith Village)					21
Name of Contractor					Contract Number
Abhzeen Design Inc.					
Item Number (1)	Description of Item (2)				Completed to Date (3)
1	Bond and Insurances	1	\$24,131.00	\$24,131.00	\$ 24,131.00
2	Mobilization	1	\$9,925.00	\$9,925.00	\$9,925.00
3	General Conditions	13.74%	\$25,541.00	\$1,627.00	\$3,509.00
4	Demolition	4	\$882.00		\$3,528.00
5	Construction Labor	4	\$1,560.00		\$6,240.00
6	Plumbing Labor	4	\$2,300.00		\$9,200.00
7	Electric Labor	4	\$563.00		\$2,252.00
8	Painting	4	\$428.00		\$1,712.00
9	Construction Materials				
	Tub Surround	4	\$2,140.00		\$8,560.00
	Windows				
	Flooring	4	\$133.00		\$532.00
	Paint	4	\$268.00		\$1,072.00
	Toilet Accessories	4	\$295.00		\$1,180.00
	Vanity	4	\$214.00		\$856.00
10	Plumbing Materials				
	Toilets	4	\$214.00		\$856.00
	Faucets	4	\$107.00		\$428.00
	Diverter	4	\$240.00		\$960.00
11	Electric Materials				
	Lighting	4	\$81.00		\$324.00
	BB Heaters				
12	Dumpsters				
13	Storage				
Value of Contract Work Completed to Date (Transfer this total to line 5 on back of this sheet)					\$ 75,265.00

Periodic Estimate for Partial Payment

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-015
7 (exp. 1/31/2027)

Submit original and one copy to the Public Housing Agency.
Complete instructions are on the back of this form.

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Name of Public Housing Agency	Periodic Estimate Number	Period
The Borough of Carteret Housing Authority	2	From (mm/dd/yyyy) To (mm/dd/yyyy) 04/01/25 05/31/25

Location of Project	Project Number
96 Roosevelt Avenue, Carteret, NJ 07008 (Victoria Copeland Homes)	21

Name of Contractor	Contract Number
Abhzeen Design Inc.	

Item Number (1)	Description of Item (2)	Completed to Date (3)
1	Bond and Insurances 1 \$20,816.00	\$ 20,816.00
2	Mobilization 1 \$10,000.00	\$10,000.00
3	General Conditions 1 \$1,222.00	\$1,222.00
4	Demolition	
5	Construction Labor	
6	Plumbing Labor	
7	Electric Labor	
8	Painting	
9	Construction Materials	
	Tub Surround	
	Windows	
	Flooring	
	Paint	
	Toilet Accessories	
	Vanity	
10	Plumbing Materials	
	Toilets	
	Faucets	
	Diverter	
11	Electric Materials	
	Lighting	
	BB Heaters	
12	Dumpsters	
13	Storage	
	NO CHANGE	

Value of Contract Work Completed to Date (Transfer this total to line 5 on back of this sheet)	\$ 32,038.00
--	--------------

Periodic Estimate for Partial Payment

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-015
7 (exp. 1/31/2027)

Submit original and one copy to the Public Housing Agency.
Complete instructions are on the back of this form.

The reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. This information is collected under the authority of Section 6(c) of the U.S. Housing Act of 1937 and HUD regulations. HAs are responsible for contract administration to ensure that the work for project development is done in accordance with State laws and HUD requirements. The contractor/subcontractor reports provide details and summaries on payments, change orders, and schedule of materials stored for the project. The information will be used to ensure that the total development costs, identified in the ACC, are kept as low as possible and consistent with HUD construction requirements. Responses to the collection are necessary to obtain a benefit. The information requested does not lend itself to confidentiality.

Name of Public Housing Agency	Periodic Estimate Number	Period
The Borough of Carteret Housing Authority	2	From (mm/dd/yyyy) To (mm/dd/yyyy) 04/01/25 05/31/25

Location of Project	Project Number
96 Roosevelt Avenue, Carteret, NJ 07008 (Hermann Gardens)	21

Name of Contractor	Contract Number
Abhzeen Design Inc.	

Item Number (1)	Description of Item (2)	Completed to Date (3)
1	Bond and Insurances 1 \$25,037.00	\$ 25,037.00
2	Mobilization 1 \$9,975.00	\$9,975.00
3	General Conditions 1 \$1,672.00	\$1,672.00
4	Demolition	
5	Construction Labor	
6	Plumbing Labor	
7	Electric Labor	
8	Painting	
9	Construction Materials	
	Tub Surround	
	Windows	
	Flooring	
	Paint	
	Toilet Accessories	
	Vanity	
10	Plumbing Materials	
	Toilets	
	Faucets	
	Diverter	
11	Electric Materials	
	Lighting	
	BB Heaters	
12	Dumpsters	
13	Storage	
NO CHANGE		

Value of Contract Work Completed to Date (Transfer this total to line 5 on back of this sheet)	\$ 36,684.00
--	--------------

Instructions

Headings. Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

Columns 1 and 2. The "Item Number" and "Description of Item" must correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

Certifications. The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16.

The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

Certification of the Contractor or Duty Authorized Representative

According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner)

The Borough of Carteret Housing Authority

and (contractor) Abhveen Design Inc.

dated (mm/dd/yyyy) 06/11/2025

, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

1. Original Contract Amount

\$ 1,159,100.00

Approved Change Orders:

2. Additions (Total from Col. 3, form HUD-51002)

\$ _____

3. Deductions (Total from Col. 5, form HUD-51002)

\$ _____

(net) \$ _____

4. Current Adjusted Contract Amount (line 1 plus or minus net)

\$ 1,159,100.00

Computation of Balance Due this Payment

5. Value of Original Contract work completed to date (from other side of this form)

\$ 143,987.00

Completed Under Approved Change Orders

6. Additions (from Col. 4, form HUD-51002)

\$ _____

7. Deductions (from Col. 5, form HUD-51002)

\$ _____

(net) \$ _____

8. Total Value of Work in Place (line 5 plus or minus net line 7)

\$ 143,987.00

9. Less: Retainage, 10 %

\$ 14,398.70

10. Net amount earned to date (line 8 less line 9)

\$ 129,588.30

11. Less: Previously earned (line 10, last Periodic Estimate)

\$ 93,964.50

12. Net amount due, work in place (line 10 less line 11)

\$ 35,623.80

Value of Materials Properly Stored

13. At close of this period (from form HUD-51004)

\$ _____

14. Less: Allowed last period

\$ _____

15. Increase (decrease) from amount allowed last period

\$ _____

16. Balance Due This Payment

\$ 35,623.80

I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

Name of Contractor

Abhveen Design Inc.

Signature of Authorized Representative

Abhveen Design Inc.

Digitally signed by Abhveen Design Inc.
DN: cn=Abhveen Design Inc., o=Abhveen Design Inc., ou=Abhveen Design Inc., c=US
Date: 2025.06.11 20:00:28 -0400

Title

Vice President

Date (mm/dd/yyyy)

06/10/2025

Certificate of Authorized Project Representative and of Contracting Officer

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 2; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, all applicable accessibility requirements (including Section 504 and Title II of the Americans with Disabilities Act; and the Fair Housing Act and Title III of the Americans with Disabilities Act, if applicable), the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved.

We, therefore, approve as the "Balance Due this Payment" the amount of \$ 35,623.80

Authorized Project Representative

Date (mm/dd/yyyy)

Contracting Officer

Date (mm/dd/yyyy)

Christy A. Bond

06/12/2025

I certify the information on this form and in any accompanying documentation is true and accurate. I acknowledge making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and confinement for up to 5 years, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 372)

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
JULY 15, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Regular Meeting 6/17/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2175 Authorizing Partial Payment 3-Bathroom Renovations

Resolution No.2176 Authorizing Award of Contract-Furnaces and Water Heaters at Sam Sica Homes

Resolution No.2177 Authorizing Increase of the Bid and Quote Thresholds Pursuant to NJSA 40A:11-3

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

July 2025

Carteret Housing Authority

\$ 70,000.00

Total:

\$ 70,000.00



Carteret Housing Authority

Bill List

July 2025

CHA Operating Budget

State Health Benefits	\$ 26,958.95
NJ State Health Ben.Chap.88	8,466.43
Vision Service Plan	365.18
Horizon Healthcare DentServ.	2,781.31
Judith Wojewudzki	185.00
Regina Zajkowski	185.00
Joanne Mazan	185.00
Elizabethtown Gas Co	5,724.63
P.S.E. & G. Co.	PENDING
Middlesex Water	PENDING
Comcast	3,197.31
David W. Ciarrocca	3,225.00
Nolan & Associates	1,842.00
E & G Exterminators	460.00
U.S. Postal Service	500.00
Greenlight	100.00
FedEx	5.06
Amazon Web Services	32.00
Ready Refresh	49.76
Ricoh	PENDING
Gannett	95.84
Eric Chubenko	210.00
Amanda Riley	210.00
Eric Chubenko	976.57
Amanda Riley	36.91
Eric Chubenko	2,685.60
Eric Chubenko	175.00
Amanda Riley	175.00
Court Officer Jensen	200.00
Sams Club	697.97
Lawngeivity	3,450.00
Floodsmart	6,388.08
Abbe Lumber Corp	408.18
Aerco Heating & Cooling LLC	185.00
Amazon	413.35
Lumgartners	148.75
Birdsall	382.74
Ferguson	2,022.00
Grainger	1,142.24
Home Depot	1,819.80
LJ Security	475.00
Maffey Lock	984.00
PDQ	69.68
Phoenix Specialties LLC	1,574.90

CHA Total \$ 79,189.24

Capital Fund Program

David W. Ciarrocca \$ 675.00 MOD Coordinator

Benefits
Benefits
Benefits
Benefits
Medicare Reimb
Medicare Reimb
Medicare Reimb
Utility
Utility/Distribution
Utility
Telephone
Accountant
Attorney
Contract Cost
Postage
Computer Service
Postage
Email
Water
Contract Cost
Publications
Per Diem
Per Diem
Reimbursement
Reimbursement
Reimbursement
Per Diem
Per Diem
Eviction
Maintenance Materials
Contract Cost
Flood Insurance
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Contract Cost
Maintenance Materials
Maintenance Materials

Capital Fund Total \$ 675.00

GRAND TOTAL \$ 79,864.24

EL

**REGULAR MEETING
AGENDA
JUNE 17, 2025**

The Regular Meeting was called to order by Chairwoman Iris Colon at 6:02pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

Upon roll call, the following answered present:

Chester Bohanek Jr., Commissioner
Iris Colon, Chairwoman
Kyle Hansen, Commissioner
Ronald Rios, Commissioner
Amanda Riley, Asst. Executive Director

Dennis Cherepski, Commissioner
Joseph Gasparro, Vice Chairman
Richard Hrycuna, Commissioner
Eric F.M. Chubenko, Executive Director
Eric Lange, Attorney

Absent/Excused: None

MINUTES: A motion to adopt the minutes of the Regular Meeting of May 20, 2025 was made by Commissioner Bohanek, seconded by Commissioner Cherepski and all present voted aye, nays none, abstention Commissioner Rios.

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 brief summary of the Resolution.

Resolution No.2171 Authorizing Partial Payment 2-Bathroom Renovations

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2174**

AUTHORIZING PARTIAL PAYMENT #2-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection components of the contract work and has commences with the first model unit 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 \$35,623.80 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$35,623.80, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

A motion to adopt Resolution No.2174 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director reported that model units for the bathroom renovations at the senior complexes is under way. He also noted that the Housing Authority will be issuing a bid for the replacement of boilers and water heaters at Sam Sica Homes.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

The Executive Director indicated 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 Hrycuna seconded by Commissioner Hansen and all present voted aye, nays none.

The meeting was adjourned at 6:09pm.

Respectfully Submitted,


Eric P.M. Chubenko
Executive Director

CARTERET HOUSING AUTHORITY

RESOLUTION NO.2175

AUTHORIZING PARTIAL PAYMENT #3-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection, the model units and has purchased and stored most of the materials for the job, with the Hermann Gardens renovations scheduled to commence on July 16th 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 \$302,732.89 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$302,732.89, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Instructions

Headings. Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

Columns 1 and 2. The "Item Number" and "Description of Item" must correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

Certifications. The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16.

The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

Certification of the Contractor or Duly Authorized Representative

According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner)

The Borough of Carteret Housing Authority and (contractor) Abhzeen Design Inc.

dated (mm/dd/yyyy) 07/03/2025, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

1. Original Contract Amount

\$ 1,159,100.00

Approved Change Orders:

2. Additions (Total from Col. 3, form HUD-51002)

\$ _____

3. Deductions (Total from Col. 5, form HUD-51002)

\$ _____

(net) \$ _____

4. Current Adjusted Contract Amount (line 1 plus or minus net)

\$ 1,159,100.00

Computation of Balance Due this Payment

5. Value of Original Contract work completed to date (from other side of this form)

\$ 480,356.88

Completed Under Approved Change Orders

6. Additions (from Col. 4, form HUD-51002)

\$ _____

7. Deductions (from Col. 5, form HUD-51002)

\$ _____

(net) \$ _____

8. Total Value of Work in Place (line 5 plus or minus net line 7)

\$ 480,356.88

9. Less: Retainage, 10 %

\$ 48,035.69

10. Net amount earned to date (line 8 less line 9)

\$ 432,321.19

11. Less: Previously earned (line 10, last Periodic Estimate)

\$ 129,588.30

12. Net amount due, work in place (line 10 less line 11)

\$ 302,732.89

Value of Materials Properly Stored

13. At close of this period (from form HUD-51004)

\$ _____

14. Less: Allowed last period

\$ _____

15. Increase (decrease) from amount allowed last period

\$ _____

16. Balance Due This Payment

\$ 302,732.89

I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

Name of Contractor

Abhzeen Design Inc.

Signature of Authorized Representative



Title

Vice President

Date (mm/dd/yyyy)

07/03/2025

Certificate of Authorized Project Representative and of Contracting Officer

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 3; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, all applicable accessibility requirements (including Section 504 and Title II of the Americans with Disabilities Act; and the Fair Housing Act and Title III of the Americans with Disabilities Act, if applicable), the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been approved.

We, therefore, approve as the "Balance Due this Payment" the amount of \$ 302,732.89

Authorized Project Representative

Date (mm/dd/yyyy)

Contracting Officer

Date (mm/dd/yyyy)



07/10/2025

I certify the information on this form and in any accompanying documentation is true and accurate. I acknowledge making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and confinement for up to 5 years, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 372)

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2176
AWARD OF CONTRACT – FURNACES AND WATER HEATERS AT SAM SICA HOMES**

WHEREAS, the Housing Authority solicited bids for new furnaces and water heaters at Sam Sica Homes, and;

WHEREAS, (4) four bids were received (see attached spreadsheet and recommendation from LAN Associates) and each was reviewed, and;

WHEREAS, the lowest apparent responsive bidder is Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, the Architect and Attorney reviewed and recommends awarding a contract to Abheez Design Inc in the amount of \$378,880.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for furnaces and water heaters at Sam Sica Homes, to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

BE IT FURTHER RESOLVED, that the funding authority for this award is to come from the FEMA PW 2712 Superstorm Sandy grant funds, and;

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

VOTE:

Member	Yes	No	Abstain	Absent
Chester Bohanek Jr.				
Fr James Cairns				
Dennis Cherepski				
Iris Colon				
Joseph Gasparro				
Richard Hrycuna				
Ronald Rios				

ATTESTATION:

This Resolution was acted upon at the Regular Meeting of the Authority held on July 15, 2025.

Attested to this 15th day of July, 2025

By: _____
Eric F. M. Chubenko
Secretary of the Authority



July 11, 2025

Carteret Housing Authority
96 Roosevelt Avenue
Carteret, NJ 07008

Attention: Mr. Eric F.M. Chubenko,
Executive Director

T #732-541-6800
Email: eric@carterethousing.org

Subject: Carteret HA/Cont. #26 – Water Heater Replacement at Sam Sica Homes –
Bid Recommendation
LAN Job #2.2962.26

Dear Mr. Chubenko:

Bids were received and publicly opened on Thursday, July 10, 2025, at 1:00 p.m. for the above-mentioned project. A total of four (4) bids were received. The bid recording form is made Attachment #1.

The numerically low bidder for the Base Bid was Palmer Heating, LLC in the amount of \$322,000. We have reviewed the paperwork, and they are missing the Public Works Contractor Registration Certificate.

The next numerical low bidder for the Base Bid was Affirmative Mechanical Inc. in the amount of \$378,500. We have reviewed the paperwork, and they are missing the bid bond and Consent of Surety.

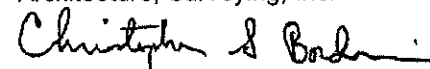
Based upon the above missing documents, these bids are considered non-responsive.

The apparent responsive low bidder for the Base Bid is Abhzeen Design in the amount of \$378,880.

We have reviewed the paperwork, and it all appears to be in order for Abhzeen Design. Their bid is within the estimated construction budget for the project. As always, we recommend that your attorney reviews all bid documents before any contract is awarded. Should your attorney find the bid to be complete, we would recommend award of contract to Abhzeen Design in the amount of \$378,880.

Respectfully submitted,

LAN Associates, Engineering, Planning,
Architecture, Surveying, Inc.


Christopher Borduin, RA,
Senior Associate

CB:kt P:\200-AE\2900-2999\2962\2962.26\Admin\Letters\296226Lchubenko_BldRecommendation_07112025.doc 7/11/2025 3:51 PM

Attachment: #1 – Bid Recording Form Dated 7/10/2025

cc: Mr. Joseph Agliata w/att. (Via Email: joe@carterethousing.org)
Ms. Kim Humphrey w/att. (Via Email: chagonzalessk@gmail.com)
File #2.2962.26 w/att.

BID RECORDING FORM
CARTERET HA/CONT. #26 – BOILER WATER HEATER REPLACEMENT AT SAM SICA HOMES
THURSDAY, JULY 10, 2025 AT 1:00 PM

CONTRACTOR: (NAME & ADDRESS)	Palmer Healing, LLC 265 Central Ave, Rear Clark, NJ 07066	Affirmative Mechanical Inc. 10 West Thomas Street Wharton, NJ 07885	Abnizeen Design 34 School Road East Marlboro, NJ 07746	K&D Contractors 351 Monroe Kenilworth, NJ 07033
TELEPHONE NO.:	732-388-1794	973-257-0900	732-995-3675	908-709-0174
Contact:	Mr. Scott Secor	Ms. Amanda Riley	Mr. Jason Kapp	Mr. Dennis Hoag
Email:	scottsecor@comcast.net	amanda@carterethousing.org	estimator@abnizeen.com	kndcontractors@aol.com
Cont. #26 - BB- Boiler & Water Heater Replacement at Sam Sica Homes	\$322,000.00	\$378,500.00	\$378,880.00	\$453,300.00
Cont. #26 - Duct Alternate #26-1 - Masonry Repairs at Chimneys	No Bid	\$75,000.00	\$40,000.00	\$87,500.00
Bid Checklist	X	X	X	X
Acknowledgement of Bid Addenda	X	X	X	X
HUD-5369-A (Representations, Certifications and Other Statements of Bidders)	X (Not Filled In)	X	X	X
Bid Proposal Form	X	X	X	X
Bid Guarantee	X	X	X	X
Consent of Surety to Performance and Payment	X	X	X	X
Listing of specialty trade Subcontractors	X (None)	X	X	X
Qualifications Form	X	X	X	X
Ownership Disclosure Statement	X	X	X	X
Non-Collusion Affidavit for Contractor and listed subcontractors	X	X	X	X
Americans with Disabilities Act Certification	X	X	X	X
Affirmative Action Certification	X	X	X	X
Affirmative Action Compliance Notice	X	X	X	X
Section 3 Certification	X	X	X	X
Listing of Contracts Completed in Past Three Years	X	X	X	X
Status of Contracts on Hand for Contractor and Subcontractors	X	X	X	X
HUD-2530 (Previous Participation Certification)	X (Not Filled In)		X	X
Certification Regarding Lobbying	X	X	X	X
N.J. Business Registration Certificate issued by N.J. Division of Revenue	X	X	X	X
N.J. Public Works Contractor Registration Certificate		X	X	X
Certification of Non-Debarment	X	X	X	X
Federal Non-Debarment Certification	X	X	X	X
Prevailing Wage Rate 10% Certification	X	X	X	X
HUD-9210	X	X	X	X
Plumber License		X		

CARTERET HA/CONT. #26 – BOILER & WATER HEATER REPLACEMENT AT SAM SICA HOMES
LAN Job #2.2962.26

Name of Bidder: Affirmative Mechanical Inc.

Sub-Contract	Electric
Name of Sub-Contractor	O'Malley Electric LLC
Qualifications Form	
N.J. Public Works Contractor Registration Cert.	X
Certificates of Insurance	
Statement of Ownership	
Non-Collusion Affidavit	
Statement of Non-Debarment	X
Status of Contracts on Hand	
Business Registration	X

Name of Bidder: Abhzeen Design

Sub-Contract	Plumbing
Name of Sub-Contractor	P&N Mechanical
Qualifications Form	X (Not Notarized)
N.J. Public Works Contractor Registration Cert.	X
Certificates of Insurance	
Statement of Ownership	
Non-Collusion Affidavit	X
Statement of Non-Debarment	X
Status of Contracts on Hand	
Business Registration	X

Name of Bidder: K&D Contractors

Sub-Contract	Electric
Name of Sub-Contractor	Rueger Electrical Contracting
Qualifications Form	X
N.J. Public Works Contractor Registration Cert.	X
Certificates of Insurance	
Statement of Ownership	
Non-Collusion Affidavit	X
Statement of Non-Debarment	X
Status of Contracts on Hand	X
Business Registration	X

Fwd: Bid Recommendation - Water Heater Replacement at Sam Sica Homes (LAN Job #2.2962.26)

From: Eric Chubenko (eric@carterethousing.org)

To: chaeric@aol.com

Date: Monday, July 14, 2025 at 03:52 PM EDT

Begin forwarded message:

From: Eric Lange <elange@jpnlaw.us>

Date: July 14, 2025 at 1:26:38 PM EDT

To: Eric Chubenko <eric@carterethousing.org>

Subject: RE: Bid Recommendation - Water Heater Replacement at Sam Sica Homes (LAN Job #2.2962.26)

Eric,

I have reviewed the documents submitted with the email below and agree that the bids of Palmer Heating LLC and Affirmative Mechanical must be rejected. Please proceed with the issuance of the bid to Abhzeen Design. Thank you.

Eric L. Lange
Law Offices of Nolan & Lange
61 Green Street
Woodbridge, NJ 07095
Ph. (732) 636-3344
Fax (732) 636-1175

From: Eric Chubenko <eric@carterethousing.org>

Sent: Friday, July 11, 2025 4:54 PM

To: Eric Lange <elange@jpnlaw.us>

Subject: Fwd: Bid Recommendation - Water Heater Replacement at Sam Sica Homes (LAN Job #2.2962.26)

Hi Eric,

Please see the attached bid analysis. The engineer went through everything and I am looking to award on Tuesday at the Housing Board meeting. Have a good weekend and I'll catch up with you on Monday.

Thanks,
Eric

Begin forwarded message:

From: "Tamburro, Kimberly" <kimberly.tamburro@lanassociates.com>

Date: July 11, 2025 at 4:20:36 PM EDT

To: Eric Chubenko <eric@carterethousing.org>, Joseph Agliata
<joe@carterethousing.org>, chagonzalesk@gmail.com

Cc: "Borduin, Chris" <Christopher.Borduin@lanassociates.com>, LAN
Filing <AE-Mail@lanassociates.com>

Subject: Bid Recommendation - Water Heater Replacement at Sam
Sica Homes (LAN Job #2.2962.26)

Reply-To: kimberly.tamburro@lanassociates.com

Kimberly Tamburro
Administrative Assistant/A/E Department

LAN ASSOCIATES

Engineering Planning Architecture Surveying, Inc.

A. 445 Godwin Ave. Ste. 9, Midland Park, NJ 07432

P. 201.447.6400 / F. 201.447.1233

E. Kimberly.Tamburro@lanassociates.com

W. www.lanassociates.com

//[Facebook](#)//[LinkedIn](#)//

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2177**

AUTHORIZING INCREASE OF THE BID AND QUOTE THRESHOLD PURSUANT TO NJSA 40A:11-3

WHEREAS, effective July 1, 2025 the Governor has authorized an adjustment to the bid and quote thresholds for contracting units subject to the Local Public Contracts Law which allows local contracting units with an appointed Qualified Purchasing Agent to increase their bid threshold to a maximum of \$53,000.00 and their quote threshold to a maximum of \$7,950.00; and

WHEREAS, N.J.S.A. 40A:11-3 permits an increase in the bid and quote thresholds if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid and quote thresholds; and

WHEREAS, Kimberly Humphrey possesses the designation of Qualified Purchasing Agent issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et. Seq; and

WHEREAS, Kimberly Humphrey is the official QPA on file with the Director of the Division of Local Government Services for the Carteret Housing Authority and the Board of Commissioners desires to take advantage of the increased bid thresholds.

NOW, THEREFORE BE IT RESOLVED, that the Carteret Housing Authority hereby increases its bid threshold to \$53,000.00 and its quote threshold to \$7,950.00; and

BE IT FURTHER RESOLVED that in accordance with N.J.A.C. 5:34-5.4, the local unit is hereby authorized and directed to forward a certified copy of this resolution and a copy of Kimberly Humphrey's certification to the Director of the Division of Local Government Services.

**CARTERET HOUSING AUTHORITY
SPECIAL MEETING AGENDA
AUGUST 27, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Regular Meeting 7/15/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2178 Authorizing Partial Payment 4-Bathroom Renovations

Resolution No.2179 Authorizing Partial Payment 1-Furnaces and Water Heaters at Sam Sica Homes

Resolution No.2180 Closeout of the Public Housing Annual Contributions Contract per HUD Notice PIH 2019-13

Resolution No.2181 Open Housing Choice Voucher Waiting List

Resolution No.2182 Open Housing Choice Voucher Family Unification Waiting List

Resolution No.2183 Amending Housing Choice Voucher Payment Standards

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**CARTERET HOUSING AUTHORITY
SPECIAL MEETING**

Please be advised that the Housing Authority of the Borough of Carteret, 96 Roosevelt Avenue, Carteret, NJ, will be holding a Special Meeting at 6:00PM on Wednesday, August 27, 2025 for the purpose of conducting the monthly business of the Housing Authority. Some or all of the meeting may be held in executive session and official action may be taken. The agenda as currently known will include prior meeting minutes, communications, director's report, payment of bills, legal items, closeout of public housing resolution, update to the procurement policy, opening of the waiting list and attorney's report.

**REGULAR MEETING
AGENDA
JULY 15, 2025**

The Regular Meeting was called to order by Chairwoman Iris Colon at 6:04pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

Upon roll call, the following answered present:

Chester Bohanek Jr., Commissioner
Iris Colon, Chairwoman
Kyle Hansen, Commissioner
Eric F.M. Chubenko, Executive Director
Eric Lange, Attorney

Dennis Cherepski, Commissioner
Joseph Gasparro, Vice Chairman
Richard Hrycuna, Commissioner
Amanda Riley, Asst. Executive Director

Absent/Excused: Ronald Rios, Commissioner

MINUTES: A motion to adopt the minutes of the Regular Meeting of June 17, 2025 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 Commissioner Hansen seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

NEW BUSINESS: The Executive Director reported that bathroom renovations at the senior complexes will commence tomorrow, beginning at Joseph Hermann Gardens, followed by Victoria Copeland Homes, and concluding at Jeanette Smith Village, with completion anticipated in September. Mr. Chris Borduin, Senior Associate with LAN Associates, presented an analysis of the furnace and water heater bids for the Sam Sica Homes project and provided his recommendation.

Resolution No.2175 Authorizing Partial Payment 3-Bathroom Renovations

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2175**

AUTHORIZING PARTIAL PAYMENT #3-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection, the model units and has purchased and stored most of the materials for the job, with the Hermann Gardens renovations scheduled to commence on July 16th 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 \$302,732.89 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$302,732.89, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2176 Authorizing Award of Contracts-Furnances and Water Heaters at Sam Sica Homes

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2176
AWARD OF CONTRACT – FURNACES AND WATER HEATERS AT SAM SICA HOMES**

WHEREAS, the Housing Authority solicited bids for new furnaces and water heaters at Sam Sica Homes, and;

WHEREAS, (4) four bids were received (see attached spreadsheet and recommendation from LAN Associates) and each was reviewed, and;

WHEREAS, the lowest apparent responsive bidder is Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, the Architect and Attorney reviewed and recommends awarding a contract to Abheez Design Inc in the amount of \$378,880.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for furnaces and water heaters at Sam Sica Homes, to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

BE IT FURTHER RESOLVED, that the funding authority for this award is to come from the FEMA PW 2712 Superstorm Sandy grant funds, and;

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

Resolution No.2177 Authorizing Increase of the Bid and Quote Thresholds Pursuant to NJSA 40A:11-3

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2177
AUTHORIZING INCREASE OF THE BID AND QUOTE THRESHOLD PURSUANT TO NJSA 40A:11-3**

WHEREAS, effective July 1, 2025 the Governor has authorized an adjustment to the bid and quote thresholds for contracting units subject to the Local Public Contracts Law which allows local contracting units with an appointed Qualified Purchasing Agent to increase their bid threshold to a maximum of \$53,000.00 and their quote threshold to a maximum of \$7,950.00; and

WHEREAS, N.J.S.A. 40A:11-3 permits an increase in the bid and quote thresholds if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid and quote thresholds; and

WHEREAS, Kimberly Humphrey possesses the designation of Qualified Purchasing Agent issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et. Seq; and

WHEREAS, Kimberly Humphrey is the official QPA on file with the Director of the Division of Local Government Services for the Carteret Housing Authority and the Board of Commissioners desires to take advantage of the increased bid thresholds.

NOW, THEREFORE BE IT RESOLVED, that the Carteret Housing Authority hereby increases its bid threshold to \$53,000.00 and its quote threshold to \$7,950.00; and

BE IT FURTHER RESOLVED that in accordance with N.J.A.C. 5:34-5.4, the local unit is hereby authorized and directed to forward a certified copy of this resolution and a copy of Kimberly Humphrey's certification to the Director of the Division of Local Government Services.

A motion to adopt a consent agenda for Resolutions No.2175, No.2176. and No. 2177 was made by Vice Chairman Gasparro, seconded by Commissioner Cherepski and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director reported that the October meeting may need to be amended depending on the timing of the final contractor payment, in order to ensure submission to FEMA before the October 28th deadline.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

The Executive Director indicated 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 Commissioner Cherepski and all present voted aye, nays none.

The meeting was adjourned at 6:16pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

August 2025

Carteret Housing Authority	\$	35,000.00

Total:	\$	<u>35,000.00</u>
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Carteret Housing Authority

Bill List

August 2025

CHA Operating Budget

State Health Benefits	\$ 26,958.95
State Health Ben.Chap.88	8,466.43
Vision Service Plan	365.18
Horizon Healthcare DentServ.	2,781.31
Judith Wojewudzki	185.00
Regina Zajkowski	185.00
Joanne Mazan	185.00
Elizabethtown Gas Co	3,813.55
P.S.E. & G. Co.	PENDING
Middlesex Water	29,120.11
Comcast	PENDING
David W. Ciarrocca	3,225.00
Nolan & Associates	3,210.00
E & G Exterminators	460.00
U.S. Postal Service	500.00
Greenlight	100.00
Amazon Web Services	32.00
Ready Refresh	PENDING
Ricoh	59.68
Sams Club	697.97
Lawngevity	5,349.95
State of NJ	507.50
Floodsmart	53,985.60
Frank Slomko	52.40
Eric Chubenko	2,364.28
Quadient	316.02
Gannett	144.49
FedEx	47.32
NJAHRA	3,000.00
Amazon Web Services	650.57
Baumgartners	147.18
Bright Cleaning	2,850.00
JD Wood Flooring	714.35
Johnstone Supply	2,723.08
HD Supply	1,300.56
Home Depot	2,289.10
Security	245.00
Maffey Lock	2,215.00
Ricciardi Brothers	530.46
Spruce Industries	890.25
S. Theo Painting	3,225.00

CHA Total \$ 163,893.29

Capital Fund Program

David W. Ciarrocca \$ 675.00 MOD Coordinator

Benefits
Benefits
Benefits
Benefits
Medicare Reimb
Medicare Reimb
Medicare Reimb
Utility
Utility/Distribution
Utility
Telephone
Accountant
Attorney
Contract Cost
Postage
Computer Service
Email
Water
Contract Cost
Maintenance Materials
Contract Cost
Building Registration
Flood Insurance
Reimbursement
Reimbursements
Postage Leasing/Supply
Publication
Postage
Conference
Maintenance Materials
Maintenance Materials
Maintenance Materials
Unit Turnover
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Contract Cost
Maintenance Materials
Maintenance Materials
Unit Turnover

Capital Fund Total \$ 675.00

GRAND TOTAL \$ 164,568.29



**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2178**

AUTHORIZING PARTIAL PAYMENT #4-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection, the model units and has purchased and stored most of the materials for the job, with the Hermann Gardens renovations scheduled to commence on July 16th 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 \$625,914.55 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$625,914.55, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Instructions

Headings. Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

Columns 1 and 2. The "Item Number" and "Description of Item" must correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

Certifications. The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16.

The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

Certification of the Contractor or Duly Authorized Representative

According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner)

The Borough of Carteret Housing Authority and (contractor) Abhzeen Design Inc.

dated (mm/dd/yyyy) 07/03/2025, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

1. Original Contract Amount

\$ 1,559,100.00

Approved Change Orders:

2. Additions (Total from Col. 3, form HUD-51002)

\$ _____

3. Deductions (Total from Col. 5, form HUD-51002)

\$ _____

(net) \$ _____

4. Current Adjusted Contract Amount (line 1 plus or minus net)

\$ 1,559,100.00

Computation of Balance Due this Payment

5. Value of Original Contract work completed to date (from other side of this form)

\$ 1,175,817.49

Completed Under Approved Change Orders

6. Additions (from Col. 4, form HUD-51002)

\$ _____

7. Deductions (from Col. 5, form HUD-51002)

\$ _____

(net) \$ _____

8. Total Value of Work in Place (line 5 plus or minus net line 7)

\$ 1,175,817.49

9. Less: Retainage, 10 %

\$ 117,581.75

10. Net amount earned to date (line 8 less line 9)

\$ 1,058,235.74

11. Less: Previously earned (line 10, last Periodic Estimate)

\$ 432,321.19

12. Net amount due, work in place (line 10 less line 11)

\$ 625,914.55

Value of Materials Properly Stored

13. At close of this period (from form HUD-51004)

\$ _____

14. Less: Allowed last period

\$ _____

15. Increase (decrease) from amount allowed last period

\$ _____

16. Balance Due This Payment

\$ 625,914.55

I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

Name of Contractor

Abhzeen Design Inc.

Signature of Authorized Representative



Title

Vice President

Date (mm/dd/yyyy)

08/18/2025

Certificate of Authorized Project Representative and of Contracting Officer

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 4; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, all applicable accessibility requirements (including Section 504 and Title II of the Americans with Disabilities Act; and the Fair Housing Act and Title III of the Americans with Disabilities Act, if applicable), the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved.

We, therefore, approve as the "Balance Due this Payment" the amount of \$ 625,914.55

Authorized Project Representative

Date (mm/dd/yyyy)

Contracting Officer

Date (mm/dd/yyyy)



08/25/2025

I certify the information on this form and in any accompanying documentation is true and accurate. I acknowledge making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and confinement for up to 5 years, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 3729)

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2179**

AUTHORIZING PARTIAL PAYMENT #1-FURNACES AND WATER HEATERS SAM SICA HOMES

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2176 for new furnaces and water heaters at Sam Sica Homes to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization and permitting component of the contract work as well as a portion of the renovations 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 \$149,472.00 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for furnaces and water heaters at Sam Sica Homes, in the amount of \$149,472.00, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Instructions

Headings. Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

Columns 1 and 2. The "Item Number" and "Description of Item" must respond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

Certifications. The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16.

The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

Certification of the Contractor or Duly Authorized Representative

According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner) _____ and (contractor) _____

dated (mm/dd/yyyy) _____, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

1. Original Contract Amount \$ 378,880.00

Approved Change Orders:

2. Additions (Total from Col. 3, form HUD-51002) \$ 0
3. Deductions (Total from Col. 5, form HUD-51002) \$ 0 (net) \$ 0
4. Current Adjusted Contract Amount (line 1 plus or minus net) \$ 378,880.00

Computation of Balance Due this Payment

5. Value of Original Contract work completed to date (from other side of this form) \$ 166,080.00

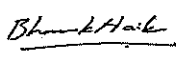
Completed Under Approved Change Orders

6. Additions (from Col. 4, form HUD-51002) \$ 0
7. Deductions (from Col. 5, form HUD-51002) \$ 0 (net) \$ 0
8. Total Value of Work in Place (line 5 plus or minus net line 7) \$ 166,080.00
9. Less: Retainage, 10 % \$ 16,608.00
10. Net amount earned to date (line 8 less line 9) \$ 149,472.00
11. Less: Previously earned (line 10, last Periodic Estimate) \$ 0
12. Net amount due, work in place (line 10 less line 11) \$ 149,472.00

Value of Materials Properly Stored

13. At close of this period (from form HUD-51004) \$ 0
14. Less: Allowed last period \$ 0
15. Increase (decrease) from amount allowed last period \$ 0
16. Balance Due This Payment \$ 149,472.00

I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

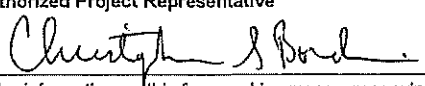
Name of Contractor	Signature of Authorized Representative	Title	Date (mm/dd/yyyy)
Abhzeen Design Inc. Bhavesh Naik		Vice President	8/18/2025

Digitally signed by Bhavesh Naik
DN: cn=Bhavesh Naik, o=Abhzeen Design
Inc, ou=Vice President,
email=abhzeendesign@gmail.com, c=US
Date: 2025.08.18 15:45:29 -0400

Certificate of Authorized Project Representative and of Contracting Officer

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 1; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, all applicable accessibility requirements (including Section 504 and Title II of the Americans with Disabilities Act; and the Fair Housing Act and Title III of the Americans with Disabilities Act, if applicable), the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved.

We, therefore, approve as the "Balance Due this Payment" the amount of \$ 149,472.00

Authorized Project Representative	Date (mm/dd/yyyy)	Contracting Officer	Date (mm/dd/yyyy)
	08/20/2025		

I certify the information on this form and in any accompanying documentation is true and accurate. I acknowledge making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and confinement for up to 5 years, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 37).

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2180
CLOSEOUT OF THE PUBLIC HOUSING ACC PER HUD NOTICE PIH 2019-13**

WHEREAS, the Housing Authority of the Borough of Carteret (the "Authority") is a public body corporate and politic of the State of New Jersey (the "state"), constituting an agency and instrumentality of, and created by, the Borough of Carteret (the "Borough") pursuant to the provisions of the Housing Authority Law, Chapter 67 of the Pamphlet Laws of 1950, codified as NJSA 55:14A-1 et seq, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented and codified at NJSA 40A:12A-1 et seq; and

WHEREAS, the Authority converted its existing public housing portfolio (252 units) through the Rental Assistance Demonstration Program ("RAD"), PL 112-55(2012), administered by the United States Department of Housing & Urban Development ("HUD"), in 2017 and 2025; and

WHEREAS, HUD Notice 2019-13 outlines the requirements for removing the public housing units from the public housing program and requirements related to the termination of the Annual Contributions Contract ("ACC") which follows the removal of all public housing units and other public housing property from the public housing inventory (hereinafter referred to as "ACC Closeout"); and

WHEREAS, in accordance with HUD Notice 2019-13, prior to ACC closeout, a PHA must certify that all required tasks as set forth in Section 6 ("Mandatory Closeout Activities") have been performed and completed, as necessary and where applicable; and

WHEREAS, once the PHA completes the closeout activities per Section 6 of HUD Notice 2019-13, the PHA must take formal action via resolution of its Board of Commissioners, directing the PHA to request closeout from HUD through ACC termination and confirming that the PHA has complied with all applicable closeout requirements in accordance with HUD Notice 2019-13, the ACC, the 1937 Act and 2 CFR part 200, to the best of the Board's knowledge and supported by legal counsel's opinion; and

WHEREAS, in accordance with HUD Notice 2019-13, the PHA Board resolution must certify the following:

- 1) the PHA retains no real or personal property
- 2) no outstanding litigation claims, audits, debt obligation, or civil rights matters exist.
- 3) there are adequate assurances in place to ensure compliance with prior HUD approvals, if applicable (e.g., long-term use restrictions or use of dispositions proceeds required by a HUD approval under Section 18 of the 1937 Act; and

WHEREAS, in connection with ACC closeout, the Authority hereby certifies that it has complied with all applicable closeout requirements pursuant to HUD Notice 2019-13 (e.g., Section 6, "Mandatory Closeout Activities"), the ACC, the 1937 Act, and 2 CFR part 200, to the best of its knowledge; and

WHEREAS, the Authority further certifies the following:

- 1) It retains no real or personal public housing property;
- 2) No outstanding litigation, claims, audits, debt obligation, or civil rights matters exist; and
- 3) There are adequate assurances in place to ensure compliance with prior HUD approvals, where applicable; and

WHEREAS, based upon the foregoing certifications and assurances, the Board of Commissioners of the Housing Authority of the Borough of Carteret (the "Board") hereby desires the Authority to request ACC closeout from HUD through ACC termination; NOW THEREFORE

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Borough of Carteret hereby desires and agrees to closeout the public housing program per the requirement of HUD Notice 2019-13; and

BE IT FURTHER RESOLVED that the Authority is hereby directed to request ACC closeout from HUD through ACC termination, based upon the certification and assurances set forth in this resolution; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute any and all documents in connection with ACC closeout; and

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

VOTE:

Member	Yes	No	Abstain	Absent
Chester Bohanek Jr.				
Dennis Cherepski				
Iris Colon				
Jospeh Gasparro				
Kyle Hansen				
Richard Hrycuna				
Ronald Rios				

ATTESTATION:

This Resolution was acted upon at the Special Meeting of the Authority held on August 27, 2025.

Attested to this 27th day of August, 2025

By: _____
Eric F. M. Chubenko
Secretary of the Authority

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2181
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 September for 30 applicants.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2182
OPENING OF HOUSING CHOICE VOUCHER FAMILY UNIFICATION PROGRAM
WAITING LIST FOR INDIVIDUALS QUALIFYING FOR THE RESIDENT
PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in October 2025 for 35 applicants.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2183
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, 2025, 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 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, and;

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

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
SEPTEMBER 16, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Special Meeting 8/27/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2184 Authorizing Partial Payment 5-Bathroom Renovations

Resolution No.2185 Authorizing Partial Payment 2-Furnaces and Water Heaters at Sam Sica Homes

Resolution No.2186 Submission of 5 Year and Agency Plan

Resolution No.2187 PHA Certification of Compliance with the PHA Plan

Resolution No.2188 FY2024 Audit Certification

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**SPECIAL MEETING
AGENDA
AUGUST 27, 2025**

The Regular Meeting was called to order by Chairwoman Iris Colon at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

Upon roll call, the following answered present:

Chester Bohanek Jr., Commissioner
Iris Colon, Chairwoman
Kyle Hansen, Commissioner
Eric F.M. Chubenko, Executive Director
Eric Lange, Attorney

Dennis Cherepski, Commissioner
Joseph Gasparro, Vice Chairman
Ronald Rios, Commissioner
Amanda Riley, Asst. Executive Director

Absent/Excused: Richard Hrycuna, Commissioner

MINUTES: A motion to adopt the minutes of the Regular Meeting of July 15, 2025 was made by Commissioner Hansen, seconded by Commissioner Bohanek and all present voted aye, nays none, abstention Commissioner Rios.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director gave a brief overview of each resolution.

Resolution No.2178 Authorizing Partial Payment 4-Bathroom Renovations

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2178**

AUTHORIZING PARTIAL PAYMENT #4-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection, the model units and has purchased and stored most of the materials for the job, with the Hermann Gardens renovations scheduled to commence on July 16th 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 \$625,914.55 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$625,914.55, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2179 Authorizing Partial Payment 1-Furnaces and Water Heaters at Sam Sica Homes

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2179**

AUTHORIZING PARTIAL PAYMENT #1-FURNACES AND WATER HEATERS SAM SICA HOMES

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2176 for new furnaces and water heaters at Sam Sica Homes to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization and permitting component of the contract work as well as a portion of the renovations 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 \$149,472.00 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for furnaces and water heaters at Sam Sica Homes, in the amount of \$149,472.00, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2180 Closeout of the Public Housing Annual Contributions Contract per HUD Notice PIH 2019-13

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2180**

CLOSEOUT OF THE PUBLIC HOUSING ACC PER HUD NOTICE PIH 2019-13

WHEREAS, the Housing Authority of the Borough of Carteret (the "Authority") is a public body corporate and politic of the State of New Jersey (the "state"), constituting an agency and instrumentality of, and created by, the Borough of Carteret (the "Borough") pursuant to the provisions of the Housing Authority Law, Chapter 67 of the Pamphlet Laws of 1950, codified as NJSA 55:14A-1 et seq, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented and codified at NJSA 40A:12A-1 et seq; and

WHEREAS, the Authority converted its existing public housing portfolio (252 units) through the Rental Assistance Demonstration Program ("RAD"), PL 112-55(2012), administered by the United States Department of Housing & Urban Development ("HUD"), in 2017 and 2025; and

WHEREAS, HUD Notice 2019-13 outlines the requirements for removing the public housing units from the public housing program and requirements related to the termination of the Annual Contributions Contract ("ACC") which follows the removal of all public housing units and other public housing property from the public housing inventory (hereinafter referred to as "ACC Closeout"); and

WHEREAS, in accordance with HUD Notice 2019-13, prior to ACC closeout, a PHA must certify that all required tasks as set forth in Section 6 ("Mandatory Closeout Activities") have been performed and completed, as necessary and where applicable; and

WHEREAS, once the PHA completes the closeout activities per Section 6 of HUD Notice 2019-13, the PHA must take formal action via resolution of its Board of Commissioners, directing the PHA to request closeout from HUD through

ACC termination and confirming that the PHA has complied with all applicable closeout requirements in accordance with HUD Notice 2019-13, the ACC, the 1937 Act and 2 CFR part 200, to the best of the Board's knowledge and supported by legal counsel's opinion; and

WHEREAS, in accordance with HUD Notice 2019-13, the PHA Board resolution must certify the following:

- 1) the PHA retains no real or personal property
- 2) no outstanding litigation claims, audits, debt obligation, or civil rights matters exist.
- 3) there are adequate assurances in place to ensure compliance with prior HUD approvals, if applicable (e.g., long-term use restrictions or use of dispositions proceeds required by a HUD approval under Section 18 of the 1937 Act; and

WHEREAS, in connection with ACC closeout, the Authority hereby certifies that it has complied with all applicable closeout requirements pursuant to HUD Notice 2019-13 (e.g., Section 6, "Mandatory Closeout Activities"), the ACC, the 1937 Act, and 2 CFR part 200, to the best of its knowledge; and

WHEREAS, the Authority further certifies the following:

- 1) It retains no real or personal public housing property;
- 2) No outstanding litigation, claims, audits, debt obligation, or civil rights matters exist; and
- 3) There are adequate assurances in place to ensure compliance with prior HUD approvals, where applicable; and

WHEREAS, based upon the foregoing certifications and assurances, the Board of Commissioners of the Housing Authority of the Borough of Carteret (the "Board") hereby desires the Authority to request ACC closeout from HUD through ACC termination; NOW THEREFORE

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Borough of Carteret hereby desires and agrees to closeout the public housing program per the requirement of HUD Notice 2019-13; and

BE IT FURTHER RESOLVED that the Authority is hereby directed to request ACC closeout from HUD through ACC termination, based upon the certification and assurances set forth in this resolution; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute any and all documents in connection with ACC closeout; and

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

Resolution No.2181 Opening Housing Choice Voucher Waiting List

CARTERET HOUSING AUTHORITY RESOLUTION NO.2181 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 September for 30 applicants.

Resolution No.2182 Opening Housing Choice Voucher Family Unification Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2182**

**OPENING OF HOUSING CHOICE VOUCHER FAMILY UNIFICATION PROGRAM WAITING LIST FOR
INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in October 2025 for 35 applicants.

Resolution No.2183 Amending Housing Choice Voucher Payments Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2183
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, 2025, 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 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, and;

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

A motion to adopt a consent agenda for Resolutions No.2178, No.2179, No.2180, No.2181, No.2182 and No. 2183 was made by Commissioner Rios, seconded by Commissioner Hansen and upon roll call all present voted aye, nays none.

COMMITTEES: No committee reports.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

The Executive Director indicated 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 Hansen, seconded by Commissioner Rios and all present voted aye, nays none.

The meeting was adjourned at 6:17pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

September 2025

Carteret Housing Authority

\$ 35,000.00

Total:

\$ 35,000.00



Carteret Housing Authority

Bill List

September 2025

CHA Operating Budget

State Health Benefits	\$ 26,958.95
NJ State Health Ben.Chap.88	8,466.43
Vision Service Plan	365.18
Horizon Healthcare DentServ.	2,781.31
Judith Wojewudzki	185.00
Regina Zajkowski	185.00
Joanne Mazan	185.00
Elizabethtown Gas Co	3,643.71
P.S.E. & G. Co.	34,452.32
Middlesex Water	25,233.16
Comcast	PENDING
David W. Ciarrocca	3,225.00
Nolan & Associates	1,800.00
E & G Exterminators	460.00
Bug Out Pest Services	1,035.00
U.S. Postal Service	500.00
Greenlight	100.00
Amazon Web Services	32.00
Ready Refresh	144.98
Ricoh	59.68
Lawngeivity	2,974.95
Gannett	94.57
Shred It	1,204.83
Borough of Carteret	54,512.50
Eric Chubenko	1,477.01
Polcari & Co.	16,500.00
Amazon Web Services	179.00
Atlantic Tire	346.00
Birdsall	427.85
Ferguson	1,241.60
HD Supply	6,993.62
Home Depot	1,229.68
Johnstone	416.76
Phoenix Specialties	3,597.90
Quality Auto Glass	418.38

CHA Total \$ 201,427.37

Capital Fund Program

David W. Ciarrocca \$ 675.00 MOD Coordinator

Benefits
Benefits
Benefits
Benefits
Medicare Reimb
Medicare Reimb
Medicare Reimb
Utility
Utility/Distribution
Utility
Telephone
Accountant
Attorney
Pest Control
Pest Control
Postage
Computer Service
Email
Water
Contract Cost
Contract Cost
Publications
Shredding Services
Sewer
Reimbursements
Audit
Maintenance Materials
Truck Maintenance
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Maintenance Materials
Truck Window Repair

Capital Fund Total \$ 675.00

GRAND TOTAL \$ 202,102.37



**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2184**

AUTHORIZING PARTIAL PAYMENT #5-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection, the model units and has purchased and stored most of the materials for the job, with the Hermann Gardens renovations scheduled to commence on July 16th 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 \$137,143.37 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$137,143.37, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Instructions

Headings. Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

Columns 1 and 2. The "Item Number" and "Description of Item" must correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

Certifications. The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16.

The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

Certification of the Contractor or Duly Authorized Representative

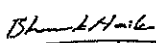
According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner)

The Borough of Carteret Housing Authority and (contractor) Abhzeen Design Inc.

dated (mm/dd/yyyy) 09/12/2025, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

1. Original Contract Amount			\$ 1,559,100.00
Approved Change Orders:			
2. Additions (Total from Col. 3, form HUD-51002)	\$		
3. Deductions (Total from Col. 5, form HUD-51002)	\$	(net) \$	
4. Current Adjusted Contract Amount (line 1 plus or minus net)			\$ 1,559,100.00
Computation of Balance Due this Payment			
5. Value of Original Contract work completed to date (from other side of this form)			\$ 1,328,199.02
Completed Under Approved Change Orders			
6. Additions (from Col. 4, form HUD-51002)	\$		
7. Deductions (from Col. 5, form HUD-51002)	\$	(net) \$	
8. Total Value of Work in Place (line 5 plus or minus net line 7)			\$ 1,314,710.91
9. Less: Retainage, 10 %	\$ 132,819.91		
10. Net amount earned to date (line 8 less line 9)		\$ 1,195,379.11	
11. Less: Previously earned (line 10, last Periodic Estimate)		\$ 1,058,235.74	
12. Net amount due, work in place (line 10 less line 11)			\$ 137,143.37
Value of Materials Properly Stored			
13. At close of this period (from form HUD-51004)	\$		
14. Less: Allowed last period	\$		
15. Increase (decrease) from amount allowed last period	\$		
16. Balance Due This Payment			\$ 137,143.37

I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

Name of Contractor	Signature of Authorized Representative	Title	Date (mm/dd/yyyy)
Abhzeen Design Inc.		Vice President	09/12/2025

Certificate of Authorized Project Representative and of Contracting Officer

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 5; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, all applicable accessibility requirements (including Section 504 and Title II of the Americans with Disabilities Act; and the Fair Housing Act and Title III of the Americans with Disabilities Act, if applicable), the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved.

We, therefore, approve as the "Balance Due this Payment" the amount of \$ 137,143.37

Authorized Project Representative	Date (mm/dd/yyyy)	Contracting Officer	Date (mm/dd/yyyy)
	09/12/2025		

I certify the information on this form and in any accompanying documentation is true and accurate. I acknowledge making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and confinement for up to 5 years, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 377)

CARTERET HOUSING AUTHORITY

RESOLUTION NO.2185

AUTHORIZING PARTIAL PAYMENT #2-FURNACES AND WATER HEATERS SAM SICA HOMES

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2176 for new furnaces and water heaters at Sam Sica Homes to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization and permitting component of the contract work as well as a portion of the renovations 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 \$78,833.70 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for furnaces and water heaters at Sam Sica Homes, in the amount of \$78,833.70, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Instructions

Headings. Enter all identifying data required. Periodic estimates must be numbered in sequence beginning with the number 1.

Columns 1 and 2. The "Item Number" and "Description of Item" must correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments", form HUD-51000.

Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the periodic estimate. Enter the total in the space provided.

Certifications. The certification of the contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph, enter the name of the Public Housing Agency, the contractor, and the date of the contract. Enter the calculations used in arriving at the "Balance Due This Payment" on lines 1 through 16.

Enter the contractor's name and signature in the certification following line 16.

The latter portion of this certification relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the contractor does not choose to certify on behalf of his/her subcontractors to wage payments made by them, he/she may modify the language to cover only himself /herself and attach a list of all subcontractors who employed labor on the site during the period covered by the Periodic Estimate, together with the individual certifications of each.

Certification of the Contractor or Duty Authorized Representative

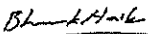
According to the best of my knowledge and belief, I certify that all items and amounts shown on the other side of this form are correct; that all work has been performed and material supplied in full accordance with the items and conditions of the contract between the (name of owner)

The Borough of Carteret Housing Authority and (contractor) Abhzeen Design Inc.

dated (mm/dd/yyyy) 09/14/2025 and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the Contract Account up to and including the last day of the period covered by this estimate, and that no part of the "Balance Due This Payment" has been received.

1. Original Contract Amount			\$ 378,880.00
Approved Change Orders:			
2. Additions (Total from Col. 3, form HUD-51002)	\$ 0		
3. Deductions (Total from Col. 5, form HUD-51002)	\$ 0	(net) \$ 0	\$ 378,880.00
4. Current Adjusted Contract Amount (line 1 plus or minus net)			\$ 253,673.00
Computation of Balance Due this Payment			
5. Value of Original Contract work completed to date (from other side of this form)			\$ 253,673.00
Completed Under Approved Change Orders			
6. Additions (from Col. 4, form HUD-51002)	\$ 0		
7. Deductions (from Col. 5, form HUD-51002)	\$ 0	(net) \$ 0	\$ 253,680.00
8. Total Value of Work in Place (line 5 plus or minus net line 7)			\$ 228,305.70
9. Less: Retainage, <u>10</u> %	\$ 25,367.30		\$ 149,472.00
10. Net amount earned to date (line 8 less line 9)			\$ 78,833.70
11. Less: Previously earned (line 10, last Periodic Estimate)			
12. Net amount due, work in place (line 10 less line 11)			\$ 78,833.70
Value of Materials Properly Stored			
13. At close of this period (from form HUD-51004)	\$ 0		
14. Less: Allowed last period	\$ 0		
15. Increase (decrease) from amount allowed last period	\$ 0		\$ 78,833.70
16. Balance Due This Payment			\$ 78,833.70

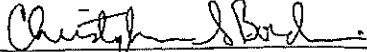
I further certify that all just and lawful bills against the undersigned and his/her subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of this contract, and that the undersigned and his/her subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of this contract.

Name of Contractor	Signature of Authorized Representative	Title	Date (mm/dd/yyyy)
Abhzeen Design Inc.		Vice President	09/14/2025

Certificate of Authorized Project Representative and of Contracting Officer

Each of us certifies that he/she has checked and verified this Periodic Estimate No. 2; that to the best of his/her knowledge and belief it is a true statement of the value of work performed and material supplied by the contractor; that all work and material included in this estimate has been inspected by him/her or by his/her authorized assistants; and that such work has been performed or supplied in full accordance with the drawings and specifications, all applicable accessibility requirements (including Section 504 and Title II of the Americans with Disabilities Act; and the Fair Housing Act and Title III of the Americans with Disabilities Act, if applicable), the terms and conditions of the contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved.

We, therefore, approve as the "Balance Due this Payment" the amount of \$ 78,833.70

Authorized Project Representative	Date (mm/dd/yyyy)	Contracting Officer	Date (mm/dd/yyyy)
	09/12/2025		

I certify the information on this form and in any accompanying documentation is true and accurate. I acknowledge making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and confinement for up to 5 years, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 372)

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2186
SUBMISSION OF 5 YEAR AND ANNUAL PHA PLAN**

WHEREAS, the 5 Year and Annual PHA Plan initial draft has been available for review at the Authority since opening up to public comments in July 2025, and;

WHEREAS, the public was invited to attend a hearing held on September 11, 2025 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 2025 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.

VOTE:

Member	Yes	No	Abstain	Absent
Chester Bohanek Jr.				
Dennis Cherepski				
Iris Colon				
Joesph Gasparro				
Kyle Hansen				
Richard Hrycuna				
Ronald Rios				

ATTESTATION:

This Resolution was acted upon at the Regular Meeting of the Authority held on September 15, 2025.

Attested to this 15th day of September, 2025

By: _____
Eric F. M. Chubenko
Secretary of the Authority

Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 09/30/2027
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**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 01/2026, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the Resident Advisory Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the way the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

- ☐ 903.7a Housing Needs
- ☐ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
- ☒ 903.7c Financial Resources
- ☐ 903.7d Rent Determination Policies
- ☐ 903.7h Demolition and Disposition
- ☐ 903.7k Homeownership Programs
- ☐ 903.7r Additional Information
 - ☐ A. Progress in meeting 5-year mission and goals
 - ☐ B. Criteria for substantial deviation and significant amendments
 - ☐ C. Other information requested by HUD
 - ☐ (1) Resident Advisory Board consultation process
 - ☐ (2) Membership of Resident Advisory Board
 - ☐ (3) Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- i. The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - ii. The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - iii. The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours. Where possible, PHA's should make documents available electronically, for public inspection upon request.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment. The PHA ensured all notices and meetings provided effective communication with persons with disabilities and further provided meaningful language access for persons with Limited English Proficiency (LEP).

6. The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs.
7. The PHA will affirmatively further fair housing, in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies should be designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies should include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module and/or its successor system: the Housing Information Portal (HIP) in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with the Fair Housing Act, the PHA will not base a determination of eligibility for housing on marital status and will not otherwise discriminate because of sex.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, 'Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped' for people with physical disabilities.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety

Standards Act.

17. The PHA will keep records in accordance with 24 CFR 200.302 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to always be available at all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA and, where possible, should be made available for public inspection in an electronic format.
22. The PHA certifies that it is following all applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Carteret Housing Authority

NJ047

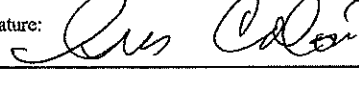
PHA Name

PHA Number/HA Code

☒ 5-Year PHA Plan for Fiscal Years 2026 - 2030

☒ Annual PHA Plan for Fiscal Year 2026

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802)

Name of Executive Director: <u>MR Eric F. Chubenko</u>	Name of Board Chairman: <u>IRIS COLON</u>
Signature:  Date: _____	Signature:  Date: _____

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Form identification: *NJ047-Carteret Housing Authority form HUD-50077-CRT-SM (Form ID -230) printed by Eric Chubenko in HUD Secure Systems/Public Housing Portal at 09/11/25, 10:55 AM EST*

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs. PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

A.	PHA Information.														
A.1	PHA Name: <u>Carteret Housing Authority</u> PHA Code: <u>NJ047</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2026</u> The Five-Year Period of the Plan (i.e. 2019-2023): <u>2026-2030</u> PHA Plan Submission Type: ☒ 5-Year Plan Submission ☐ Revised 5-Year Plan Submission Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. How the public can access this PHA Plan: The CHA will have the elements listed above available for public inspection at the Authority's Administrative Offices located at 96 Roosevelt Avenue, Carteret, NJ 07008. Additionally, it will provide the same to its Resident Advisory Board, and its Resident Councils, if any, as well as other policies referred to in the plans but not submitted. The same information will be posted on the Authority's website. ☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.) <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV						
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program							
		PH	HCV												
B.	Plan Elements. Required for all PHAs completing this form.														
B.1	Mission. State the PHA's mission for serving the needs of low-, very low-, and extremely low-income families in the PHA's jurisdiction for the next 5 years. The mission of the Carteret Housing Authority is to provide decent, safe and affordable housing, economic opportunities, and community programs to the residents it serves free from discrimination of any kind.														
B.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next 5 years. The CHA Goals: Improve vacant turnover/lease-up time and occupancy rate Improve resident rent collection percentage Improve the quality of life for residents by maintaining the condition of housing units at the highest level. Improve response time for emergency and routine work orders														

B.3	Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. The Authority has improved its unit turnover time and occupancy rate over the previous 5-year plan. Resident Rent Collection has improved. Due to its recent final conversion of PH units to Project-Based RAD effective 1/1/2025, additional financial resources became available used to upgrade its housing units and mechanical systems for the benefit of its residents. Work order response time has decreased since the previous 5-year cycle.
B.4	Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of survivors of domestic violence, dating violence, sexual assault, or stalking. The Authority has implemented the requirements of the VAWA Act of 2023 consistent with HUD regulations 24CFRS5.2025, and PIH Notices 2007-02, 2017-08 and subsequent notices.
B.5	Project-Based Activities. If a PHA intends to select one or more projects for project-based assistance without competition in accordance with 24 CFR 983.51(c), the PHA must include a statement of this intent.
C.	Other Document and/or Certification Requirements.
C.1	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. A significant amendment or modification is considered one that is a discretionary change expected to impact more than 20 % of current program participants and/or applicants.
C.2	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y N ☐ ☒ (b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
C.3	Certification by State or Local Officials. Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N ☐ ☒ (b) If yes, include Challenged Elements.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals, and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.23 hours per year per response or 6.15 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Form identification: *NJ047 - Carteret Housing Authority form HUD-50075-5Y (Form ID - 4034) printed by Eric Chubenko in HUD Secure Systems/Public Housing Portal at 09/11/2025 12:04PM EST*

Streamlined Annual PHA Plan <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-SM is to be completed annually by Small PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.														
A.1	PHA Name: <u>Carteret Housing Authority</u> PHA Code: <u>NJ047</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2026</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>50</u> Number of Housing Choice Vouchers (HCVs) <u>696</u> Total Combined <u>746</u> PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. How the public can access this PHA Plan: The PHA will have the following elements readily available for public inspection at the Administrative Offices of the Authority located at 96 Roosevelt Avenue, Carteret, NJ 07008: The CHA Proposed PHA Annual Plan, PHA Plan elements, and all information relevant to the public hearing and the Proposed Plan, including all related and supporting documentation that may or may not be submitted with the plan. The CHA will also furnish its Resident Advisory Board and Resident Councils, if any, with copies of the plan documents and will additionally post them on the Authority's website. In addition, the CHA will inform the public via public media publications that they may obtain additional information pertaining to the PHA Policies contained in the Streamlined Annual Plan, but excluded from Plan submission, by visiting the Authority's Administrative Offices. ☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV						
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program							
		PH	HCV												
B.	Plan Elements Submitted with 5-Year PHA Plans. Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).														

B.1	Revision of Existing PHA Plan Elements. (a) Have the following PHA Plan elements been revised by the PHA since its last <u>5-Year PHA Plan</u> submission? Y N ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs. ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☒ ☐ Financial Resources. ☐ ☒ Rent Determination. ☐ ☒ Homeownership Programs. ☐ ☒ Substantial Deviation. ☐ ☒ Significant Amendment/Modification. (b) If the PHA answered yes for any element, describe the revisions for each element(s): (c) The PHA must submit its Deconcentration Policy for Field Office Review.
B.2	New Activities. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year? Y N ☐ ☒ Choice Neighborhoods Grants. ☐ ☒ Modernization or Development. ☐ ☒ Demolition and/or Disposition. ☐ ☒ Conversion of Public Housing to Tenant Based Assistance. ☐ ☒ Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD. ☐ ☒ Homeownership Program under Section 32, 9 or 8(Y) ☐ ☒ Project Based Vouchers. ☐ ☒ Units with Approved Vacancies for Modernization. ☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.
B.3	Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. The CHA continues to make progress in achieving its goals in areas under its control. They have reduced vacancy turnover time and improved the timely completion of non-emergency work orders. The continuing need for affordable housing assistance is dependent on available Federal & State funding. The CHA has previously made use of available resources through the Capital Fund and the NJ PHA Capital Fund Leveraging Pool. We continue to seek out financial resources to assist additional eligible applicants and to implement programs for the benefit of the citizens of the Borough of Carteret and surrounding areas in need of housing assistance which includes residents of the CHA.
B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. The most recent 5 Year Plan was approved by HUD on 3/17/2021.

B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y ☐ N ☒ (b) If yes, please describe:
	Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.
B.1	New Activities (a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year? Y N ☐ ☐ Choice Neighborhoods Grants. ☐ ☐ Modernization or Development. ☐ ☐ Demolition and/or Disposition. ☐ ☐ Conversion of Public Housing to Tenant-Based Assistance. ☐ ☐ Conversion of Public Housing to Project-Based Assistance under RAD. ☐ ☐ Homeownership Program under Section 32, 9 or 8(Y) ☐ ☐ Project Based Vouchers. ☐ ☐ Units with Approved Vacancies for Modernization. ☐ ☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. (c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. (d) The PHA must submit its Deconcentration Policy for Field Office Review.
B.2	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
C	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y ☐ N ☒ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
C.2	Certification by State or Local Officials.

	Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y ☐ N ☒ (b) If yes, include Challenged Elements.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 2.67 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Form identification: NJ047-Carteret Housing Authority Form HUD-50075-SM (Form ID - 6214) printed by Eric Chubenko in HUD Secure Systems/Public Housing Portal at 09/11/2025 10:48AM EST

CARTERET HOUSING AUTHORITY NJ047

2026 ANTICIPATED FINANCIAL RESOURCES
ANNUAL PLAN LINE B.1 (b)

Sources of Funds	Amount\$	Planned Use
PH Operating Funds *	\$ - 0 -	Public Housing Operation
PH Capital Fund Program *	\$ - 0 -	Acct 1406 : PHA Wide Operations
Annual HAP Subsidy – Sec. 8	\$ 7,500,000.00	Sec. 8 Program Operations
Sec. 8 Admin Fee	\$ 775,000.00	Sec. 8 Program Operations
Dwelling Rents – Sec. 8	\$ 2,700,000.00	PHA Wide Operations
Other Income		
(Laundry, Cell Towers, Misc.)	\$ 15,000.00	PHA Wide Operations
Interest Income	\$ 135,000.00	PHA Wide Operations
TOTAL ANTICIPATED RESOURCES	\$11,125,000.00	

- **EFFECTIVE 1/1/2025 THE CHA PROPERTY INVENTORY WAS FULLY
CONVERED TO SECTION 8 PROJECT BASED VOUCHERS UNDER THE
RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)**

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2188
FY2024 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, 2024 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, 2024, 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 15, 2025.

Eric F. M. Chubenko, Secretary

September 15, 2025

Date

SEPTEMBER 15, 2025

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM

PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Housing Authority of the Borough of Carteret being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Housing Authority of the Borough of Carteret.
2. We certify, pursuant to N.J.S.A. 40A: SA-17, that we have each reviewed the annual audit report for the fiscal year ended 12/31/24 and specifically the section of the audit report entitled "Notes to Financial Statements", "General Comments" and "Findings and Recommendations".

Name

Signature

Chairwoman Iris Colon

Vice Chairman Joseph Gasparro

Commissioner Chester Bohanek Jr.

Commissioner Dennis Cherepski

Commissioner Kyle Hansen

Commissioner Richard Hrycuna

Commissioner Ronald Rios

sworn to and subscribed before this
15th day of September 2025

Notary Public of New Jersey

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
OCTOBER 21, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Special Meeting 9/16/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2189 Approving Change Order 1 and Change Order 2-Bathroom Renovations
Resolution No.2190 Authorizing Final Payment 6-Bathroom Renovations
Resolution No.2191 Authorizing Final Payment 3-Furnaces and Water Heaters at Sam Sica Homes
Resolution No.2192 Memorializing Emergency Procurement

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**REGULAR MEETING
AGENDA
SEPTEMBER 16, 2025**

The Regular Meeting was called to order by Chairwoman Iris Colon at 6:00pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

Upon roll call, the following answered present:

Chester Bohanek Jr., Commissioner	Dennis Cherepski, Commissioner
Iris Colon, Chairwoman	Joseph Gasparro, Vice Chairman
Kyle Hansen, Commissioner	Richard Hrycuna, Commissioner
Eric F.M. Chubenko, Executive Director	Amanda Riley, Asst. Executive Director
Eric Lange, Attorney	

Absent/Excused: Ronald Rios, Commissioner

MINUTES: A motion to adopt the minutes of the Special Meeting of August 27, 2025 was made by Commissioner Hansen, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: None

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

NEW BUSINESS: The Executive Director reviewed each resolution and reported that the bathroom renovations at the senior complexes and the water heater replacements at Sam Sica Homes are proceeding on schedule. He expressed his appreciation to the staff for achieving a clean audit and read a letter from a senior resident conveying gratitude for the bathroom renovation in her unit.

Resolution No.2184 Authorizing Partial Payment 5-Bathroom Renovations

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2184**

AUTHORIZING PARTIAL PAYMENT #5-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization, permitting, material selection, the model units and has purchased and stored most of the materials for the job, with the Hermann Gardens renovations scheduled to commence on July 16th 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 \$137,143.37 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$137,143.37, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2185 Authorizing Partial Payment 2-Furnaces and Water Heaters at Sam Sica Homes

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2185**

AUTHORIZING PARTIAL PAYMENT #2–FURNACES AND WATER HEATERS SAM SICA HOMES

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2176 for new furnaces and water heaters at Sam Sica Homes to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, Abhzeen Design Inc has completed the mobilization and permitting component of the contract work as well as a portion of the renovations 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 \$78,833.70 be approved for release to the contractor, Abhzeen Design 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 Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for furnaces and water heaters at Sam Sica Homes, in the amount of \$78,833.70, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2186 Submission of 5 Year and Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2186
SUBMISSION OF 5 YEAR AND ANNUAL PHA PLAN**

WHEREAS, the 5 Year and Annual PHA Plan initial draft has been available for review at the Authority since opening up to public comments in July 2025, and;

WHEREAS, the public was invited to attend a hearing held on September 11, 2025 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 2025 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.2187 PHA Certification of Compliance with the PHA Plan (see attached)

Resolution No.2188 FY 2024 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2188
FY2024 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, 2024 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, 2024, 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.

A motion to adopt a consent agenda for Resolutions No.2184, No.2185, No.2186, No.2187, and No. 2188 was made by Commissioner Bohanek, seconded by Commissioner Hansen and upon roll call all present voted aye, nays none.

COMMITTEES: No committee reports.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

The Executive Director indicated 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 Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:14pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

October 2025

Carteret Housing Authority

\$ 35,000.00

Total:

\$ 35,000.00



Carteret Housing Authority
Bill List
October 2025

<u>A Operating Budget</u>	
State Health Benefits	\$ 26,958.95
NJ State Health Ben.Chap.88	8,466.43
Vision Service Plan	365.18
Horizon Healthcare DentServ.	2,781.31
Judith Wojewudzki	185.00
Regina Zajkowski	185.00
Joanne Mazan	185.00
Elizabethtown Gas Co	4,086.85
P.S.E.& G. Co.	PENDING
Middlesex Water	22,034.12
Comcast	PENDING
David W. Ciarrocca	3,225.00
Nolan & Associates	1,800.00
E & G Exterminators	460.00
U.S. Postal Service	500.00
Greenlight	2,400.00
Eric Chubenko	2,066.35
Joseph Gasparro	259.76
Amazon Web Services	32.00
Ready Refresh	121.20
Ricoh	59.68
Lawngeivity	2,974.95
NJNAHRO	2,800.00
Sams Club	1,066.33
Amazon Web Services	972.78
Aerco Heating & Cooling	925.00
Atlantic Tire	779.60
Baumgartners	258.04
B & W Construction	20,335.35
Ferguson	393.60
Birdsall	57,766.04
Cooper Electric	201.30
David W. Ciarrocca	2,306.00
Home Depot	6,908.81
Wood Flooring	2,387.50
Instone	91.54
Lowe's	84.60
Maffey Lock	681.00
PDQ	213.00
Phoenix Specialties	938.00
Ricciardi Brothers	1,602.24
Summit Appliance	5,494.00
Wolverine Brass	1,575.22
CHA Total	\$ 186,926.73

<u>Capital Fund Program</u>	
David W. Ciarrocca	\$ 675.00
Benefits	
Benefits	
Benefits	
Benefits	
Medicare Reimb	
Medicare Reimb	
Medicare Reimb	
Utility	
Utility/Distribution	
Utility	
Telephone	
Accountant	
Attorney	
Pest Control	
Postage	
Computer Service	
Reimbursement	
Reimbursement	
Email	
Water	
Contract Cost	
Contract Cost	
Conference Registration	
Office Supplies	
Maintenance Materials	
Contract Cost	
Truck Maintenance	
Maintenance Materials	
Maintenance Materials	
Maintenance Materials	
Maintenance Materials	
Maintenance Materials	
Maintenance Materials	
Maintenance Materials	
Unit Turnover	
Maintenance Materials	
Maintenance Materials	
Unit Turnover	
Maintenance Materials	
Maintenance Materials	
Maintenance Materials	
Appliances	
Maintenance Materials	

MOD Coordinator

Capital Fund Total **\$ 675.00**

GRAND TOTAL **\$ 187,601.73**



**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2189
AUTHORIZING CHANGE ORDERS #1 AND #2
BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS**

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, the Authority and Architect have discussed several additional items needed by the contractor as they are completing the contract, and two change orders have been submitted for approval prior to closing out the contract, and;

WHEREAS, the first change order is in the amount of \$19,077.50 for additional flooring, subflooring, tub surround panels, additional piping, and additional valves and flanges, based on unit pricing in the original contract, and the second change order is in the amount of \$19,900.00 for additional flooring, bathroom and kitchen repairs at the Jeanette Smith Village Community Center, and;

WHEREAS, after review by LAN Associates and the Authority's Administration, it is believed that both change orders are reasonable for these services and it is recommended that the change orders be authorized;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorized approval of Change Order #1 in the amount of \$19,077.50 and Change Order #2 in the amount of \$19,900.00 to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for the bathroom renovations at the senior developments, bringing the total contract amount to \$1,598,077.50, and;

BE IT FURTHER RESOLVED, that the budget authorization for Change Order #1 and Change Order #2 is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2190**

AUTHORIZING FINAL PAYMENT #6—BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00; add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00; Change Order #1 in the amount of \$19,077.50 and Change Order #2 in the amount of \$19,900.00, for a total contract award amount of \$1,598,077.50, and;

WHEREAS, Abhzeen Design Inc has completed the contract work and has submitted a requisition for final payment of the contract award amount, and;

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

WHEREAS, it is recommended that the requisition for final payment in the amount of \$402,698.39 be approved for release to the contractor, Abhzeen Design LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the requisition for final payment from Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$402,698.39, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

CARTERET HOUSING AUTHORITY
RESOLUTION NO.2191
AUTHORIZING FINAL PAYMENT #3--FURNACES AND WATER HEATERS SAM SICA HOMES

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2176 for new furnaces and water heaters at Sam Sica Homes to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, Abhzeen Design Inc has completed the renovations and has submitted a requisition 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 final payment, and;

WHEREAS, it is recommended that the requisition for final payment in the amount of \$150,574.30 be approved for release to the contractor, Abhzeen Design LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the final payment from Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for furnaces and water heaters at Sam Sica Homes, in the amount of \$150,574.30, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2192
MEMORIALIZE EMERGENCY PROCUREMENT-WATER LINES**

WHEREAS, the Housing Authority of the Borough of Carteret required emergency services in the form of repairs related to water lines that broke at both Edward J. Dolan Homes and Sam Sica Homes on October 16, 2025, and;

WHEREAS, the Authority contacted B & W Construction Co, 28 Frandsen Avenue, South River, NJ 08882, to perform the repairs, as they have provided these emergency services in the past for both the Authority and the Borough of Carteret;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners memorializes the emergency actions taken by the Housing Authority in authorizing B & W Construction Co, 28 Frandsen Avenue, South River, NJ 08882, to perform water line repairs at both Edward J. Dolan Homes and Sam Sica Homes, in the amount of \$11,202.04 for Edward J. Dolan Homes and \$9,133.31 for Sam Sica Homes, and;

BE IT FURTHER RESOLVED, that the payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

**AGENDA
ANNUAL REORGANIZATION MEETING
DECEMBER 16, 2025**

CALL TO ORDER

ROLL CALL

COMMISSIONERS:

CHESTER BOHANEK JR.
DENNIS CHEREPSKI
IRIS COLON
JOSEPH GASPARRO
KYLE HANSEN
RICHARD HRYCUNA
RONALD RIOS

EXECUTIVE DIRECTOR:

ERIC F. M. CHUBENKO

ASSISTANT EXECUTIVE DIRECTOR:

AMANDA RILEY

ATTORNEY: ERIC LANGE, ESQ.

NOMINATION FOR CHAIRPERSON:

NOMINATION FOR VICE CHAIRPERSON:

MOTION TO CLOSE MEETING:

**CARTERET HOUSING AUTHORITY
REGULAR MEETING AGENDA
DECEMBER 16, 2025**

THIS MEETING WAS ADVERTISED ACCORDING TO THE OPEN PUBLIC MEETINGS ACT.

CALL TO ORDER

ROLL CALL:

COMMISSIONERS: CHESTER BOHANEK JR., DENNIS CHEREPSKI,
IRIS COLON, JOSEPH GASPARRO, KYLE HANSEN, RICHARD HRYCUNA,
RONALD RIOS, **EXECUTIVE DIRECTOR:** ERIC F. M. CHUBENKO, **ASSISTANT
EXECUTIVE DIRECTOR:** AMANDA RILEY, **ATTORNEY:** ERIC LANGE

MINUTES: Regular Meeting 10/21/25

MOTION TO ADOPT:

SECOND:

VOTE:

COMMUNICATIONS:

MOTION TO ADOPT:

SECOND:

VOTE:

BILLS:

MOTION TO PAY:

SECOND:

VOTE:

NEW BUSINESS:

Resolution No.2193 Designating Official Newspapers
Resolution No.2194 Designating Official Banks
Resolution No.2195 Executive Director as Fund Commissioner
Resolution No.2196 FY2024 Write-offs
Resolution No.2197 Meeting Calendar 2026
Resolution No.2198 Conference Schedule 2026
Resolution No.2199 Approval of FY2026 HUD Budget
Resolution No.2200 FY2026 Late Budget Resolution
Resolution No.2201 FY2026 Budget Introduction
Resolution No.2202 Technical Consulting Services
Resolution No.2203 FY2026 Legal Services
Resolution No.2204 FY2026 Accounting Services
Resolution No.2205 FY2025 Auditing Services
Resolution No.2206 Special Legal Counsel
Resolution No.2207 Qualifying Architectural and Engineering Services
Resolution No.2208 Authorizing Contracts with Certain Approved State Contract Vendors for 2026
Resolution No.2209 Authorizing Closeout of Public Housing

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION:

CHESTER BOHANEK JR., IRIS COLON, RICHARD HRYCUNA

BUILDINGS, GROUNDS & MAINTENANCE:

CHESTER BOHANEK JR., KYLE HANSEN, JOSEPH GASPARRO

DRUG AWARENESS & EDUCATION:

IRIS COLON, JOSEPH GASPARRO, CHESTER BOHANEK JR.

SENIOR SERVICES AND SOCIAL PROGRAMS:

KYLE HANSEN, CHESTER BOHANEK JR., DENNIS CHEREPSKI

COMMUNITY SERVICE PROGRAM:

RONALD RIOS, IRIS COLON, DENNIS CHEREPSKI

TENANT SELECTION:

IRIS COLON, CHESTER BOHANEK JR., DENNIS CHEREPSKI

LIAISON COMMITTEE TO BOROUGH OF CARTERET:

IRIS COLON, JOSEPH GASPARRO, RONALD RIOS, ERIC CHUBENKO

ATTORNEY'S REPORT:

ERIC LANGE

COMMISSIONERS COMMENTS:

AUDIENCE COMMENTS:

**REGULAR MEETING
AGENDA
OCTOBER 21, 2025**

The Regular Meeting was called to order by Chairwoman Iris Colon at 6:05pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

Upon roll call, the following answered present:

Chester Bohanek Jr., Commissioner
Joseph Gasparro, Vice Chairman
Ronald Rios, Commissioner
Eric Lange, Attorney

Iris Colon, Chairwoman
Kyle Hansen, Commissioner
Eric F.M. Chubenko, Executive Director

Absent/Excused: Dennis Cherepski, Commissioner
Richard Hycuna, Commissioner
Amanda Riley, Asst. Executive Director

MINUTES: A motion to adopt the minutes of the Regular Meeting of September 16, 2025 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 Rios seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS: The Executive Director provided a brief overview of each resolution.

Resolution No.2189 Approving Change Order 1 and Change Order 2-Bathroom Renovations

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2189
AUTHORIZING CHANGE ORDERS #1 AND #2
BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS**

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00 and add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00 for a total bid amount of \$1,559,100.00, and;

WHEREAS, the Authority and Architect have discussed several additional items needed by the contractor as they are completing the contract, and two change orders have been submitted for approval prior to closing out the contract, and;

WHEREAS, the first change order is in the amount of \$19,077.50 for additional flooring, subflooring, tub surround panels, additional piping, and additional valves and flanges, based on unit pricing in the original contract, and the second change order is in the amount of \$19,900.00 for additional flooring, bathroom and kitchen repairs at the Jeanette Smith Village Community Center, and;

WHEREAS, after review by LAN Associates and the Authority's Administration, it is believed that both change orders are reasonable for these services and it is recommended that the change orders be authorized;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorized approval of Change Order #1 in the amount of \$19,077.50 and Change Order #2 in the amount of \$19,900.00 to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for the bathroom renovations at the senior developments, bringing the total contract amount to \$1,598,077.50, and;

BE IT FURTHER RESOLVED, that the budget authorization for Change Order #1 and Change Order #2 is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2190 Authorizing Final Payment 6-Bathroom Renovations

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2190**

AUTHORIZING FINAL PAYMENT #6-BATHROOM RENOVATIONS AT SENIOR DEVELOPMENTS

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2165 for bathroom renovations at the Senior Developments to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$1,535,100.00; add Alternate #21-5 for new LV plank flooring in the bathrooms at Hermann Gardens in the amount of \$24,000.00; Change Order #1 in the amount of \$19,077.50 and Change Order #2 in the amount of \$19,900.00, for a total contract award amount of \$1,598,077.50, and;

WHEREAS, Abhzeen Design Inc has completed the contract work and has submitted a requisition for final payment of the contract award amount, and;

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

WHEREAS, it is recommended that the requisition for final payment in the amount of \$402,698.39 be approved for release to the contractor, Abhzeen Design LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the requisition for final payment from Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for bathroom renovations at the senior developments, in the amount of \$402,698.39, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2191 Authorizing Final Payment 3-Furnaces and Water Heaters at Sam Sica Homes

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2191**

AUTHORIZING FINAL PAYMENT #3-FURNACES AND WATER HEATERS SAM SICA HOMES

WHEREAS, the Housing Authority has previously awarded a contract pursuant to Resolution No.2176 for new furnaces and water heaters at Sam Sica Homes to Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, with a combined base bid of \$378,880.00, and;

WHEREAS, Abhzeen Design Inc has completed the renovations and has submitted a requisition 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 final payment, and;

WHEREAS, it is recommended that the requisition for final payment in the amount of \$150,574.30 be approved for release to the contractor, Abhzeen Design LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret approves the final payment from Abhzeen Design Inc, 34 School Road East, Marlboro, NJ 07746, for furnaces and water heaters at Sam Sica Homes, in the amount of \$150,574.30, and;

BE IT FURTHER RESOLVED, that the partial payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

Resolution No.2192 Memorializing Emergency Procurement

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2192
MEMORIALIZE EMERGENCY PROCUREMENT-WATER LINES**

WHEREAS, the Housing Authority of the Borough of Carteret required emergency services in the form of repairs related to water lines that broke at both Edward J. Dolan Homes and Sam Sica Homes on October 16, 2025, and;

WHEREAS, the Authority contacted B & W Construction Co, 28 Frandsen Avenue, South River, NJ 08882, to perform the repairs, as they have provided these emergency services in the past for both the Authority and the Borough of Carteret;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners memorializes the emergency actions taken by the Housing Authority in authorizing B & W Construction Co, 28 Frandsen Avenue, South River, NJ 08882, to perform water line repairs at both Edward J. Dolan Homes and Sam Sica Homes, in the amount of \$11,202.04 for Edward J. Dolan Homes and \$9,133.31 for Sam Sica Homes, and;

BE IT FURTHER RESOLVED, that the payment is to come from the FEMA PW 2712 Superstorm Sandy grant funds.

A motion to adopt a consent agenda for Resolutions No.2189, No.2190, No.2191, and No.2192 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: No committee reports.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

The Executive Director indicated 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 Commissioner Rios and all present voted aye, nays none.

The meeting was adjourned at 6:14pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

HOUSING AUTHORITY OF THE BOROUGH OF CARTERET

96 ROOSEVELT AVENUE
CARTERET, NJ 07008
(732) 541 - 6800
FAX (732) 541 - 2867
TDD/TTY(800)545-1833 ext.845

Iris Colon
Chairwoman

Joseph Gasparro
Vice Chairman

Commissioners:
Chester Bohanek Jr.
Dennis Cherepski
Kyle Hansen
Richard Hrycuna
Ronald Rios

Eric F. M. Chubenko
Executive Director

Amanda Riley
Assistant Executive Director

Eric Lange, Esq.
Counsel

Section 8 Bills

November & December 2025

Carteret Housing Authority

\$ 250,000.00

Total:

\$ 250,000.00



Carteret Housing Authority

Bill List

November December 2025

CHA Operating Budget

State Health Benefits	\$ 53,917.90
State Health Ben.Chap.88	16,932.86
Vision Service Plan	730.36
Horizon Healthcare DentServ.	5,562.62
Judith Wojewudzki	370.00
Regina Zajkowski	370.00
Joanne Mazan	370.00
Elizabethtown Gas Co	18,636.55
P.S.E.& G. Co.	47,909.59
Middlesex Water	23,756.30
Comcast	1,733.71
David W. Ciarrocca	6,450.00
Nolan & Associates	3,600.00
E & G Exterminators	1,145.00
U.S. Postal Service	1,000.00
Greenlight	200.00
Eric Chubenko	280.00
Chester Bohanek Jr.	280.00
Amanda Riley	280.00
Melissa Collins	210.00
Michelle McFadden	210.00
Joseph Agliata	210.00
Kyle Hansen	210.00
Eric Chubenko	350.00
Chester Bohanek Jr.	350.00
Amanda Riley	350.00
Michelle McFadden	173.50
Amanda Riley	378.79
Eric Chubenko	6,162.67
Ronald Rios	276.63
Kyle Hansen	323.40
NJAHRA	810.00
NJAHRA	175.00
NAHRO	1,209.92
Felicia Miti	125.00
Amazon Web Services	64.00
Lady Refresh	127.20
Ricoh	119.36
NTN	153.54
Joseph Billy	1,000.00
Amazon Web Services	534.83
Aerco Heating & Cooling	997.45
A&K Equipment Co.	4,660.56
Atlantic Tire	482.66
Baumgartners	157.99
Birdsall	3,121.38
Bright Cleaning	1,750.00
Ferguson	642.93
Fords Lawnmower	2,758.37
Grainger	2,005.49
HD Supply	3,889.61
Home Depot	5,421.48
Intergrated Equipment Sales	3,195.00
JD Wood Flooring	871.45
Johnstone	996.73
K & J Company Electrical Contracto	3,604.28
Lowes	512.40
NJLM	90.00
Office Concepts Group	822.03
S. Theo Painting	3,950.00
Samco	850.00
The Garland Company	525.45

CHA Total \$ 238,353.99

Capital Fund Program

David W. Ciarrocca	\$ 1,350.00	MOD Coordinator
Benefits		
Benefits		
Benefits		
Benefits		
Medicare Reimb		
Medicare Reimb		
Medicare Reimb		
Utility		
Utility/Distribution		
Utility		
Telephone		
Accountant		
Attorney		
Pest Control		
Postage		
Computer Service		
Per Diem		
Per Diem		
Per Diem		
Per Diem		
Per Diem		
Per Diem		
Per Diem		
Per Diem		
Per Diem		
Reimbursement		
Reimbursement		
Reimbursement		
Reimbursement		
Reimbursement		
Holiday Luncheon		
Membership Dues		
Membership Dues		
Tenant Services/ DJ		
Email		
Water		
Contract Cost		
Tenant Screening		
Annual Plan/5 Year Plan		
Maintenance Materials		
Contract Cost		
Maintenance Materials		
Truck Maintenance		
Maintenance Materials		
Maintenance Materials		
Unit Turnover		
Maintenance Materials		
Maintenance Materials		
Maintenance Materials		
Maintenance Materials		
Maintenance Materials		
Storage Container		
Unit Turnover		
Maintenance Materials		
Electrical Repair		
Maintenance Materials		
League of Municipalities		
Office Supplies		
Unit Turnover		
Building Repair		
Roof Material		

Capital Fund Total \$ 1,350.00

GRAND TOTAL \$ 239,703.99

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2193
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 2026 calendar year:

Home News Tribune
The Star Ledger

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2194
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 2026 calendar year:

BCB Bank
Investors/Citizens Bank
Lakeland Bank
TD Bank

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2195
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 Eric Chubenko, Executive Director to serve in the capacity of fund commissioner;

NOW THEREFORE BE IT RESOLVED, that Eric Chubenko, Executive Director be designated as the Fund Commissioner for the Carteret Housing Authority for 2026.

VOTE:

Member	Yes	No	Abstain	Absent
Chester Bohanek Jr.				
Dennis Cherepski				
Iris Colon				
Joseph Gasparro				
Kyle Hansen				
Richard Hrycuna				
Ronald Rios				

ATTESTATION:

This Resolution was acted upon at the Regular Meeting of the Authority held on December 16, 2025.

Attested to this 16th day of December, 2025

By: _____
Eric F. M. Chubenko
Secretary of the Authority

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2196
FY2024 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 FY2024.

Brown, Donald	\$ 1,937.50
Madriz, Emerita	\$ 1,256.86
<u>Reyes, Altagracia</u>	<u>\$ 197.40</u>
TOTAL	\$ 3,391.76

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2197
2026 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 2026 calendar year that will take place each month at 6:00PM.

MEETING DATES

January 20, 2026
February 17, 2026
March 17, 2026
April 21, 2026

May 19, 2026
June 16, 2026
July 21, 2026
No August Meeting

September 15, 2026
October 20, 2026
November 17, 2026 (Regular & Reorg)
December 15, 2026

RESOLUTION NO.2198
CARTERET HOUSING AUTHORITY
FY2026 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 2026 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 2026 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.

Operating Budget

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for instructions and the Public reporting burden statement

a. Type of Submission [X] Original [] Revision No. :		b. Fiscal Year Ending December 31, 2028	c. No. of months [X] 12 mo.	d. Type of HUD assisted project(s)				
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CARTERET HOUSING AUTHORITY			01 ☒ PHA/IHA-Owned Rental Housing 02 ☐ IHA Owned Mutual Help Homeownership 03 ☐ PHA/IHA Leased Rental Housing 04 ☐ PHA/IHA Owned Turnkey III Homeownership 05 ☐ PHA/IHA Leased Homeownership					
f. Address (city, State, zip code)			i. HUD Field Office NEWARK, N.J.					
g. ACC Number NY-411		h. PAS/LOOS Project No. NJ04700128D						
j. No. of Dwelling Units 252		k. No. of Unit Months Available 3,024		m. No. of Projects				
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2023 PUM (2)	☒ Estimates ☐ or Actual Current Budget Yr. 2024 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expenses						
020	7712	Earned Home Payments Account						
030	7714	Nonroutine Maintenance Reserves						
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or Deficit) in Break-Even Amount						
060	7790	Homebuyers Monthly Payments (Contra)						
Operating Receipts								
070	3110	Dwelling Rentals				1,272,940		
080	3120	Excess Utilities			\$0.00	42,000		
090	3190	Non dwelling Rentals			\$0.00	-		
100	Total	Rental Income (sum of lines 070, 080, and 090)			\$0.00	1,314,940		
110	3610	Interest on General Fund Investments			\$0.00	105,000		
120	3690	Other Operating Receipts			\$0.00	66,400		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$0.00		\$0.00	1,486,340		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries			\$0.00	258,907		
150	4130	Legal Expense			\$0.00	20,000		
160	4140	Staff Training			\$0.00	23,000		
170	4150	Travel			\$0.00	1,950		
180	4170	Accounting Fees			\$0.00	33,800		
190	4171	Auditing Fees			\$0.00	10,000		
200	4190	Other Administrative Expenses			\$0.00	34,750		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$0.00		\$0.00	382,407		
Tenant Services:								
220	4210	Salaries			\$0.00	41,718		
230	4220	Recreation, Publications and Other Services			\$0.00	-		
240	4230	Contract Costs, Training and Other			\$0.00	3,000		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$0.00		\$0.00	44,718		
Utilities:								
260	4310	Water			\$0.00	250,000		
270	4320	Electricity			\$0.00	385,000		
280	4330	Gas			\$0.00	148,000		
290	4340	Fuel			\$0.00	-		
300	4350	Labor			\$0.00	166,342		
310	4390	Other utilities expense			\$0.00	102,000		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$0.00		\$0.00	1,051,342		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

Page 1 of 3

ref. Handbook 7475.1

Name of PHA / IHA CARTERET HOUSING AUTHORITY				Fiscal Year Ending December 31, 2026				
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2023 PUM (2)	☒ Estimates or Actual Current Budget Yr. 2024 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor			\$0.00	499,027		
340	4420	Materials			\$0.00	80,000		
350	4430	Contract Costs			\$0.00	110,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$0.00		\$0.00	689,027		
Protective Services:								
370	3110	Labor			\$0.00	-		
380	3120	Materials			\$0.00	-		
390	3190	Contract Costs			\$0.00	-		
400	Total	Protective Service Expense (sum of lines 370 to 390)	\$0.00		\$0.00	-		
General Expense:								
410	4510	Insurance			\$0.00	306,000		
420	4520	Payments in Lieu of Taxes			\$0.00	26,360		
430	4530	Terminal Leave Payments			\$0.00	-		
440	4540	Employee Benefit Contributions			\$0.00	706,000		
450	4570	Collection Losses			\$0.00	10,000		
460	4590	Debt Service			\$41.89	128,682		
470	Total	General Expense (sum of lines 410 to 460)	\$0.00		\$41.89	1,176,042		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	\$0.00		\$41.89	3,342,536		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total	Operating Expense (sum of lines 480 and 490)						
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance			\$0.00	-		
520	7520	Replacement of Nonexpendable Equipment			\$0.00	10,000		
530	7540	Property Betterments and Additions			\$0.00	90,300		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)			\$0.00	100,300		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$0.00		\$41.89	3,442,836		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00		\$0.00	-		
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	\$0.00		\$41.89	3,442,836		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	\$0.00		(\$41.89)	(1,958,499)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects/Current Yr						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	HAP Subsidy			\$0.00	1,682,877		
640		Administrative Fee Subsidy Subsidy			\$0.00	306,466		
650		Operating Subsidy (50 Units)	\$0.00			-		
660		Other (specify): 5% Reduction of Operating Subsidy	\$0.00			-		
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00		\$0.00			
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$0.00		\$0.00	1,989,343		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$0.00		\$0.00	1,989,343		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)	\$0.00					
		Enter here and on line 810.	\$0.00		(\$41.89)	32,848		

Name of PHA / IHA CARTERET HOUSING AUTHORITY		Fiscal Year Ending December 31, 2026	
		Operating Reserve	PHA/IHA Estimates
		HUD Modifications	
Part I - Maximum Operating Reserve - End of Current Budget Year			
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$1,671,268
Part II - Provision for and Estimated or Actual Operating Reserve at FY End			
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): December 31, 2024	(\$987,090)
790		Provision for Operating Reserve - Current Budget Year (check one) ☒ Estimated for FYE December 31, 2025 ☐ Actual for FYE December 31, 2025	\$208,354
800		Operating Reserve at End of Current Budget Year (check one) ☒ Estimated for FYE December 31, 2025 ☐ Actual for FYE December 31, 2025	(\$778,736)
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE December 31, 2026 Enter Amount from Line 700	\$32,848
820		Operating Reserve at End of Requested Budget Year Estimated for FYE December 31, 2026 (Sum of lines 800 and 810)	(\$745,888)
830		Cash Reserve Requirement: 20% % of line 480	\$668,507
Comments			
PHA / IHA Approval Name <u>ERIC CHUBENKO</u> Title <u>EXECUTIVE DIRECTOR</u> Signature _____ Date _____			
Field Office Approval Name _____ Title _____ Signature _____ Date _____			

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2200
FY2026 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2026 Agency Budget at the December 16, 2025 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, 2025, and;

WHEREAS, it was deemed necessary to delay the budget based on the lack of completion of the 2024 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 FY2026 late budget submission.

VOTE:

Member	Yes	No	Abstain	Absent
Chester Bohanek Jr.				
Dennis Cherepski				
Iris Colon				
Joseph Gasparro				
Kyle Hansen				
Richard Hrycuna				
Ronald Rios				

ATTESTATION:

This Resolution was acted upon at the Regular Meeting of the Authority held on December 16, 2025.

Attested to this 16th day of December, 2025

By: _____
Eric F. M. Chubenko
Secretary of the Authority

Fiscal Year

Start Year

2026

End Year

2026

Housing Authority Budget of:
Carteret Housing Authority

State Filing Year

2026

For the Period:

January 1, 2026

to

December 31, 2026

www.ci.carteret.nj.us

Housing Authority Web Address



Division of Local Government Services

**2026 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION**

2026

Carteret Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2026 to December 31, 2026

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2026 PREPARER'S CERTIFICATION

Carteret Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2026 to December 31, 2026

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital annexed hereto, represents the members of the governing body's resolve with respect to statute in that; all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in form, and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	davidciarroccacpa@gmail.com
Name:	David W. Ciarrocca, C.P.A., LLC
Title:	C.P.A.
Address:	1930 Wood Road Scotch Plains, N.J. 07076-2634
Phone Number:	732-591-2300
Fax Number:	732-591-2525
E-mail Address:	davidciarroccacpa@gmail.com

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address:	www.ci.carteret.nj.us
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities.
- ☒ The budgets for the current fiscal year and immediately preceding two prior years.
- ☒ The most recent Annual Comprehensive Financial Report (Unaudited) or similar financial information
(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).
- ☒ The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying Compliance:

Eric Chubenko

Title of Officer Certifying Compliance:

Executive Director

Signature:

echaen@aol.com

2026 APPROVAL CERTIFICATION

Carteret Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: January 01, 2026 to December 31, 2026

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Carteret Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on December 16, 2025.

It is further certified that the recorded vote appearing in the resolution represents not less than a of the full membership of the governing body thereof.

Officer's Signature:	chaeric@aol.com
Name:	Eric Chubenko
Title:	Executive Director
Address:	98 Roosevelt Avenue Carteret, N.J. 07008
Phone Number:	732-541-6800
Fax Number:	732-541-2867
E-mail Address:	chaeric@aol.com

2026 HOUSING AUTHORITY BUDGET RESOLUTION

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

WHEREAS, the Annual Budget for Carteret Housing Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026 has been presented before the governing body of the Carteret Housing Authority at its open public meeting of December 16, 2025; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,029,560.00, Total Appropriations including any Accumulated Deficit, if any, of \$12,809,187.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$90,300.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$90,300.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Carteret Housing Authority, at an open public meeting held on December 16, 2025 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Carteret Housing Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Carteret Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on January 20, 2026.

chaerie@aol.com

(Secretary's Signature)

12/16/2025

(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Iris Colón				
Joseph Gasparro				
Chester Bohanek Jr.				
Dennis Cheropski				
Kyle Hansen				
Richard Hryciuk				
Ronald Rios				

2026 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

Answer all questions below using the space provided. Do not attach answers as a separate document.

1. Complete a brief statement on the Fiscal Year 2026 proposed Annual Budget and make comparison to the Fiscal Year 2025 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

Hud Operating Subsidy	19.80% Due to RAD conversion of 50 units
C.F.P. Operations	100.00% Conversion of remaining 50 units to RAD
Non-Profit Cash Transfer	39.20% Due to RAD conversion of 50 units
Interest Income	26.80% Increase in cash flow
P fringe Benefits	41.10% Anticipated increase in State health benefits
Maintenance Labor	22.80% Added a new full time employee
Utility Labor	22.80% Added a new full time employee
P fringe - Non-Admin	12.20% Increase in cost of State health plan & new full time employee
P.F.L.O.T.	20.90% Decrease in rental income portion of calculation
Replacement of Equipment	80.00% Decrease in purchases

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital/Program

N/A

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget (i.e. rate stabilization, debt service reduction, to balance the budget, etc.). If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

N/A

2026 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

Answer all questions below using the space provided. Do not attach answers as a separate document.

4. Identify any sources of funds transferred to the County/Municipality as PILOT payments, or a shared service and explain the reason for the transfer. Housing Authorities cannot transfer Unrestricted Net Position.

The authority pays a P.I.L.O.T. to the municipality consistent with a cooperation agreement.

5. The proposed budget must not reflect an anticipated deficit from 2026 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

The accumulated deficit is the result of GASB accruals. The authority, where possible, will implement cost saving measures in an effort to minimize the deficit.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report.

HOUSING AUTHORITY CONTACT INFORMATION

2026

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	Carteret Housing Authority		
Federal ID Number:	22-6016230		
Address:	96 Roosevelt Avenue		
City, State, Zip:	Carteret Housing Authority	NJ	07008
Phone: (ext.)	732-541-6800	Fax:	732-541-2867

Preparer's Name:	David W. Giarrocca C.P.A., LLC		
Preparer's Address:	1930 Wood Road		
City, State, Zip:	Scotch Plains	NJ	07076
Phone: (ext.)	732-591-2300	Fax:	732-591-2525
E-mail:	davidgiarrocca@comcast.net		

Chief Executive Officer*	Eric Chubenko		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	732-541-6800	Fax:	732-541-2867
E-mail:	chaene@aol.com		

Chief Financial Officer*	Eric Chubenko		
<i>*Or person who performs these functions under another title.</i>			
Phone: (ext.)	732-541-6800	Fax:	732-541-2867
E-mail:	chaene@aol.com		

Name of Auditor:	Ralph Polcari		
Name of Firm:	Polcari & Company		
Address:	1035 Hamburg Turnpike, Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	ralph@polcarico.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

13

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

\$ 1,142,907.00

3. Provide the number of regular voting members of the governing body:

7

(5 or 7 per State statute)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.

6. Was the Authority a party to a business transaction with one of the following parties:

a. A current or former commissioner, officer, key employee, or highest compensated employee?

No

b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee?

No

c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?

No

If the answer to any of the above is "yes", provide a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract*?

No

*A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor.

If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

8. Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

9. Did the Authority pay for meals or catering during the current fiscal year?

☐ No

If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4?

☐ Yes

If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

11. Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

- a. First class or charter travel
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No
No
No
No
No
No
No
No
No

If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.

12. Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement?

☐ No

If "no", attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements, indicate that in answer).

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination?

☐ No

If "yes", provide explanation, including amount paid.

14. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?

☐ No

If "yes", provide explanation including amount paid.

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?

☐ No

If "yes", provide explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)? ☐ No

If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

17. Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? ☐ No

If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

18. Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? ☐ No

If "yes", attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

Use the space below to provide clarification for any Questionnaire responses.

Compensation is based on a Union agreement. Non-union employees compensation is based on evaluations and budget limitations.

Travel included costs for the Executive director and 1 commissioner to the N.J. housing conference & League of Municipalities conference in Atlantic City & National NAHRO convention. Totals costs for conference registration, hotel and travel was \$9,275.

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Carteret Housing Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority.
- 3) List all of the Authority's former officers, key employees, and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for the purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial officer as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key Employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest Compensated Employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal, and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable Compensation (Use the most recent W-2 available): The aggregate compensation that is reported (or required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

Carteret Housing Authority

For the Period: January 01, 2026 to December 31, 2026

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
			Commissioner	Officer	Key Employee	Highest Compensated	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)		
1 Eric Rubenkov	Executive Director	35			X			\$ 137,076.00			\$ 55,000.00	\$ 242,076.00
2 Joseph Agliata	Mayor/ Director	35			X			\$ 168,286.00		\$ 12,000.00	\$ 50,000.00	\$ 200,286.00
3 Richard Hryciuk	Commissioner	2	X									
4 Iris Geron	Commissioner	2	X									
5 Joseph Gasparro	Commissioner	2	X									
6 Dennis Cherepski	Commissioner	2	X									
7 Chester Boharek Jr	Commissioner	2	X									
8 Kyle Hansen	Commissioner	2	X									
9 Ronald Rios	Commissioner	2	X									
10												
11												
12												
13												
14												
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Total:								\$ 335,362.00	\$ -	\$ 2,000.00	\$ 105,000.00	\$ 442,362.00

Schedule of Health Benefits - Detailed Cost Analysis

Carteret Housing Authority

For the Period: January 01, 2026 to December 31, 2026

If no health benefits, check this box: ☐

	# of Covered Members		Annual Cost		Total Cost		# of Covered Members		Annual Cost per Employee Current Year		Total Current Year Cost		\$ Increase (Decrease)		% Increase (Decrease)	
	Proposed Budget	(Medical & Rx) Estimate	Proposed Budget	Employee Estimate	Proposed Budget	Employee Estimate	Current Year	(Medical & Rx) Estimate	Employee Current Year	Year	Year Cost	Year Cost	(Decrease)	(Decrease)	(Decrease)	(Decrease)
Active Employees - Health Benefits - Annual Cost																
Single Coverage	2	19,043.00	38,086.00	18,135.00	2	18,135.00	2	18,135.00	18,135.00		36,272.00	1,814.00	5.0%			
Parent & Child	2	34,087.00	68,174.00	32,464.00	2	32,464.00	2	32,464.00	32,464.00		64,928.00	3,246.00	5.0%			
Employee & Spouse (or Partner)	2	38,086.00	76,172.00	36,272.00	2	36,272.00	2	36,272.00	36,272.00		72,544.00	3,628.00	5.0%			
Family	4	52,060.00	208,240.00	49,581.00	4	49,581.00	4	49,581.00	49,581.00		198,324.00	9,916.00	5.0%			
Employee Cost Sharing Contribution (enter as negative -)			147,250.00								(145,060.00)	(2,250.00)	5.0%			
Subtotal	10		343,422.00				10				327,068.00	16,354.00	5.0%			
Commissioners - Health Benefits - Annual Cost																
Single Coverage	3	11,550.00	34,590	10,981.00	3	10,981.00	3	10,981.00	10,981.00		32,943.00	1,647.00	5.0%			
Parent & Child		12,955.00	-	11,766.00		11,766.00					-	-	-			
Employee & Spouse (or Partner)			-								-	-	-			
Family	1	56,351.00	56,351	53,667.00	1	53,667.00	1	53,667.00	53,667.00		53,667.00	2,684.00	5.0%			
Employee Cost Sharing Contribution (enter as negative -)											-	-	-			
Subtotal	4		90,941				4				86,610.00	4,331.00	5.0%			
Retirees - Health Benefits - Annual Cost																
Single Coverage			-								-	-	-			
Parent & Child			-								-	-	-			
Employee & Spouse (or Partner)			-								-	-	-			
Family			-								-	-	-			
Employee Cost Sharing Contribution (enter as negative -)											-	-	-			
Subtotal	14		434,363.00				14				413,678.00	20,685.00	5.0%			
GRAND TOTAL																

Is medical coverage provided by the SHBP (Yes or No)?
Is prescription drug coverage provided by the SHBP (Yes or No)?

Yes
Yes

If no accumulated absences, check this box: ☐

N-6 Accumulated Absence Liability

[illegible]

Total Employees subject to accumulated absence restrictions of P.L. 2007, c. 92:	100%
Total Employees subject to accumulated absence restrictions of P.L. 2010, c. 3:	100%

Carteret Housing Authority

For the Period: January 01, 2026 to December 31, 2026

☒ If no shared services, check this box:

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

[illegible]

**2026 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION**

SUMMARY

Carteret Housing Authority
For the Period: January 01, 2026 to December 31, 2026

	FY 2026 Proposed Budget					FY 2025 Adopted Budget	Total All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations					
REVENUES										
Total Operating Revenues	\$ -	\$ 1,682,877	\$ 7,796,000	\$ 3,370,683	\$ 12,849,560	\$ 12,097,870	\$ 751,690	\$ 751,690	6.2%	6.2%
Total Non-Operating Revenues	-	-	75,000	105,000	180,000	142,000	38,000	38,000	26.8%	26.8%
Total Anticipated Revenues	-	1,682,877	7,871,000	3,475,683	13,029,560	12,239,870	789,690	789,690	6.5%	6.5%
APPROPRIATIONS										
Total Administration	-	-	558,356	770,707	1,329,063	1,151,746	177,317	177,317	15.4%	15.4%
Total Cost of Providing Services	-	1,682,877	7,125,118	2,455,147	11,263,142	10,405,069	858,073	858,073	8.2%	8.2%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	57,310	55,245	2,065	2,065	3.7%	3.7%
Total Operating Appropriations	-	1,682,877	7,683,474	3,225,854	12,649,515	11,612,060	1,037,455	1,037,455	8.9%	8.9%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	69,372	71,437	(2,065)	(2,065)	-2.9%	-2.9%
Total Other Non-Operating Appropriations	-	-	-	90,300	90,300	90,300	-	-	0.0%	0.0%
Total Non-Operating Appropriations	-	-	-	90,300	159,672	161,737	(2,065)	(2,065)	-1.3%	-1.3%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Total Appropriations and Accumulated Deficit	-	1,682,877	7,683,474	3,316,154	12,809,187	11,773,797	1,035,390	1,035,390	8.8%	8.8%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!	#DIV/0!
Net Total Appropriations	-	1,682,877	7,683,474	3,316,154	12,809,187	11,773,797	1,035,390	1,035,390	8.8%	8.8%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ 187,526	\$ 159,529	\$ 220,373	\$ 466,073	\$ (245,700)	\$ (245,700)	-52.7%	-52.7%

Carteret Housing Authority
For the Period: January 01, 2026 to December 31, 2026

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**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2202
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2026, and;

WHEREAS, the Authority received 2 proposals from the firms of Joseph Billy Jr, 1149 Bloomfield Ave, Suite F, Clifton, NJ 07012 in the amount of \$150.00/hr, and EFA Rental Resources, PO Box 351, Pompton Plains, NJ 07444 in the amount of \$150.00/hr, and;

WHEREAS, the proposals were 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, and EFA Rental Resources, PO Box 351, Pompton Plains, NJ 07444 in the amount of \$150.00/hr, are qualified to provide Technical Consulting Services on an as needed basis in an amount not to exceed \$10,000.00.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2203
LEGAL SERVICES FY2026**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2026 and;

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

WHEREAS, one proposal was received from the Law Offices of Nolan and Lange, 61 Green St, Woodbridge, NJ in the amount of \$22,800/year and \$250 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 the Law Offices of Nolan and Lange, 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 2026, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$22,800.00 general counsel retainer (\$1,900.00 monthly), \$250.00 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 FY2026 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2204
ACCOUNTING SERVICES FY2026**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2026 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 \$47,100.00, 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 FY2026, for the fee of \$47,100.00 for January 1, 2026 through December 31, 2026;

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 \$47,100.00, payable in monthly installments.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2205
FY2025 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2025, 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 \$17,250.00, and;

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

NOW THEREFORE BE IT RESOLVED, that Polcari and Company CPAs, be and is hereby appointed as the Auditor for the Housing Authority for FY2025, for the fee of \$17,250.00, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be in accordance with the Request for Auditor and shall be further enumerated in a Professional Services contract to be executed between the parties in the amount of \$17,250.00.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2206
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.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2207
QUALIFYING ARCHITECTURAL AND ENGINEERING SERVICES**

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

WHEREAS, the Authority received 1 proposal from the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432, and;

WHEREAS, the 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 firm of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432 is hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority per the attached pricing sheet, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firm as necessary in an aggregate amount not to exceed \$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.

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2208
AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS
FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a FOR 2026**

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, 2026 to December 31, 2026.