MINUTES OF THE
REGULAR MEETING
JANUARY 19, 2010

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

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

The Executive Director stated that Commissioner Ronald Rios requested to be excused from the meeting due to a conflict with the Board of Freeholders.

MINUTES: Regular Meeting 12/15/10
A motion to adopt the Minutes of the Regular Meeting of December 15, 2009 was made by Commissioner Novakowski, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
1-19-10

During the five weeks since our last Board Meeting on December 15th the Administration has continued working on numerous projects, with particular focus on the social programs for the residents and the normally busy year end business volume for the Authority. Part of this includes preparation for the subsidy submission in January and the PHAS and SEMAP compilations which will take place in February. The Authority is having its mandatory annual Section 8 Quality Control review being performed on January 20th by Mr. William Elias.

The Authority completed its year-end drive to bring down the amount of outstanding tenant accounts receivables and the staff is to be commended as we have again ensured that year-end rent collection activities have left the Authority at our goal of less than 1% total outstanding tenant accounts receivables. Since December 31st the Authority has collected even more of that outstanding balance and the Authority currently sits at around $8,000 total tenant accounts receivables for 2009.

The Authority's Maintenance Department is currently facing a backlog of units and a drastic reduction in workers for the next 1 ½ months. Due to unforeseen conditions including a workers compensation injury, a disability filing, a sick leave and a retirement, the Authority has been very short on available workers and the situation will become much worse over the next 45 days. The Authority will most likely need to bring in outside contractors to assist with certain aspects of unit turnover.

The Authority scheduled its annual inspections of Public Housing units during the month of December. This is a cumbersome effort that takes quite a bit of time, but allows for the Authority to enter each apartment at least once annually to try and ensure that any major problems are being identified before they become extreme hazards or major maintenance issues and/or have major financial implications for the Authority.

Resolution No.1544 Authorizing Payment – Capital Fund
The Housing Authority previously solicited quotes for demolition of the boilers and equipment within the furnace room at Hermann Gardens, NJ47-2, and a contract was awarded at the December 15, 2009 Board of Commissioners Meeting to H. D'Orsi Contractor Inc., 329 Carteret Avenue, Carteret, NJ 07008 with a total contract amount of

$6,000.00. Since the last meeting the contractor has completed the demolition of the boilers and equipment within the furnace room at Hermann Gardens and has submitted an invoice for payment. The invoice is for the entire contracted amount of $6,000.00.

Resolution No.1545 Authorizing Payment – ARRA Funds
The Authority previously received bids for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with a total contract amount of $96,325.00. Starlite Electric, LLC, has submitted a requisition for partial payment totaling $2,610.00. A copy of the requisition for partial payment is attached. **(Attachment 1)**

Resolution No.1546 Authorizing Payment – ARRA Funds
The Authority has previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized $53,120.00 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses is related to the renovation of kitchens at Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4, electrical service and apartment panel replacements at Hermann Gardens NJ47-2 and Victoria Copeland Homes NJ47-3, and the replacement of doors, windows and siding at Hermann Gardens NJ47-2 and Victoria Copeland Homes NJ47-3. Of the $45,000.00 award, $35,000.00 is for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was also awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has previously authorized payments to LAN Associates for services under the ARRA Capital Fund stimulus monies totaling $37,390.50. LAN Associates has submitted additional invoices totaling $4,921.84 with the breakdown being $3,612.34 in reimbursable items related to reproduction of the 4 different construction bids/quotes and $1,309.50 for services related to construction administration. The invoices are attached.**(Attachment 2)**

Resolution No.1547 Change Order No.1 Kitchen Cabinet and Countertop Materials Contract
The Authority has previously awarded a contract to Evans Cabinet Corp. for kitchen cabinet and countertop materials for kitchen renovations at NJ47-3 (Victoria Copeland Homes) and NJ47-4 (Jeanette Smith Village), in the amount of $70,430.00, as part of the ARRA Capital Fund stimulus monies. Due to field modifications based on the installation contractor's review of the cabinets, one (1) additional cabinet was added to the project. A revised quotation was submitted by Evans Cabinet Corp. for the additional cabinet with a total change to the contract of $3,864.00. Additionally, there was a "no cost" change made as part of the revised quotation with changing the 24" base cabinet to a 21" base cabinet with filler and a 15" base cabinet to a 12" base cabinet with filler. An opinion documenting the items contained within the change order is attached and details that based upon the fact that Evans Cabinet Corp.'s revised quotation is reasonable and is still well below the second low quotation, LAN Associates recommends that the Housing Authority authorize the change order and award the additional amount. It is further noted that the change in cabinets will not change the installation cost awarded under separate installation contracts. The recommendation for the change order is attached.**(Attachment 3)**

A motion to adopt the Director's Report was made by Commissioner Cairns, seconded by Commissioner Bohanek and all present voted aye, nays none.

BILLS:

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

NEW BUSINESS:

Resolution No.1544 Authorizing Payment - Capital Fund

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1544
AUTHORIZING PAYMENT – CAPITAL FUND
H. D'ORSI CONTRACTOR INC.

WHEREAS, the Housing Authority of the Borough of Carteret has previously solicited quotations and awarded a contract to H. D'Orsi Contractor Inc., 329 Carteret Avenue, Carteret, NJ 07008 with a total contract amount of $6,000.00 for demolition of the boilers and equipment within the furnace room at NJ47-2, and;

WHEREAS, H. D'Orsi Contractor Inc. has submitted a requisition for final payment totaling $6,000.00, and;

WHEREAS, the Authority agrees that the requisition for final payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for final payment received from H. D'Orsi Contractor Inc., 329 Carteret Avenue, Carteret, NJ 07008 with a total contract amount of $6,000.00 for demolition of the boilers and equipment within the furnace room at NJ47-2.

Resolution No.1545 Authorizing Payment – ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1545
AUTHORIZING PAYMENT – ARRA FUNDS
STARLITE ELECTRIC LLC
ELECTRICAL SERVICE & APARTMENT PANELS NJ 47-2 & NJ 47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with total award amount of $96,325.00 for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Starlite Electric, LLC, has submitted a requisition for partial payment totaling $2,610.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, for electrical service and apartment panel upgrades at NJ47-2 and NJ47-3, awarded under the ARRA Capital Fund stimulus monies, in the amount of $2,610.00.

Resolution No.1546 Authorizing Payment – ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1546
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has be authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has previously received invoices from LAN Associates for the entire $35,000.00 related to field and design work, completion of plans, specifications and bid documents and bidding/quoting for the authorized construction projects as well as $2,390.50 for construction administration, bringing the total amount of ARRA Capital Fund stimulus work invoiced and paid to $37,390.50, and;

WHEREAS, the Authority has received additional invoices from LAN Associates for construction administration in the amount of $1,309.50 and for reimbursable expenses in the amount of $3,612.34, bringing the total for current invoices to $4,921.84;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoices from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $4,921.84, and;

BE IT FURTHER RESOLVED, that the contract obligation amount for LAN Associates under the ARRA Capital Fund stimulus monies be increased to $56,732.34 to reflect the ARRA Capital Fund stimulus monies contracts awarded to LAN Associates plus approved reimbursable expenses submitted to date.

Resolution No.1547 Change Order No. 1 Kitchen Cabinet and Countertop Materials Contract

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1547
CHANGE ORDER – EVANS CABINET CORP.
KITCHEN CABINETS

WHEREAS, the Housing Authority has previously awarded a contract for kitchen cabinets and related materials for kitchen renovations at NJ47-3 (Victoria Copeland Homes) and NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, to Evans Cabinet Corp. 1321 North Franklin St., Dublin, GA 31021, in the amount of $70,430.00, and;

WHEREAS, the Authority and Architect have reviewed the kitchen renovation projects with the contractors to determine final materials for the projects, and;

WHEREAS, it has been determined that one additional cabinet should be added to the kitchen renovations at Jeanette Smith Village and changes in other cabinet sizes due to field modifications is recommended by the installation contractors for both Jeanette Smith Village and Victoria Copeland homes, and;

WHEREAS, the additional cabinet at Jeanette Smith Village entails adding 46 cabinets (W2430) at a cost of $3,864.00 and the changes in other cabinet sizes due to field modifications entails changing 38 units at Victoria Copeland Homes (from W2430 to W2130, from W2430 to W2424, from B24 to B21, and add UF3 at a net change of -$11.50/unit) for a total credit of $437.00 and changing 46 units at Jeanette Smith Village (from B15 to B12, add UF3 at no net change of cost), which brings the total net change order of $3,427.00, and;

WHEREAS, after review by LAN Associates and the Authority's Administration, it is believed to be a reasonable and necessary cost for these services and it is recommended that the change order be authorized;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes a change order to Evans Cabinet Corp. 1321 North Franklin St., Dublin, GA 31021, from ARRA Capital Fund stimulus monies in the amount of $3,427.00, for changing 38 units at Victoria Copeland Homes (from W2430 to W2130, from W2430 to W2424, from B24 to B21, and add UF3) and changing 46 units at Jeanette Smith Village (from B15 to B12, add UF3), and;

BE IT FURTHER RESOLVED, that the new total contract amount for Evans Cabinet Corp. is $73,857.00.

The Director gave a brief explanation regarding the resolutions and clarified some questions regarding cabinet size.

A motion to adopt a consent agenda for Resolutions No.1544, No.1545, No.1546, and Resolution No.1547 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present vote aye, nays none.

COMMITTEES:

BUILDING, GROUNDS & MAINTENANCE: The Executive Director made comments regarding the contractors and time frame. There was discussion regarding storage containers.

ATTORNEY'S REPORT: The Attorney reported Progress

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

There were no public comments.

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

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

The meeting adjourned at 6:09pm

Respectfully Submitted,

Eric R. M. Chrubenko
Executive Director

MINUTES OF THE
REGULAR MEETING
FEBRUARY 16, 2010

Chairwoman Iris Colon opened the Public Meeting at 6:04pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

The Regular Meeting was called to order by Chairwoman Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr. and James Cairns II, Chairwoman Iris Colon, Commissioners Joseph Novakowski, and Joseph Popek, Executive Director, Eric F.M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange

The Executive Director stated that Vice Chairman Joseph Gasparro requested to be excused due to a family medical matter. The Executive Director stated that Commissioner Ronald Rios requested to be excused due to a meeting conflict with the Board of Freeholders.

MINUTES: Regular Meeting 1/19/10

A motion to adopt the Minutes of the Regular Meeting of January 19, 2010 was made by Commissioner Bohanek, seconded by Commissioner Cairns and all present voted aye, nays none.

COMMUNICATIONS:

A motion to place Communications on file was made by Commissioner Novakowski, seconded by Commissioner Bohanek and all present voted aye, nays none.

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
2-16-10

During the four weeks since our last Board Meeting on January 19th the Administration has continued working on numerous projects, with particular focus on closing out the 2009 financial records as well as pulling together data for the upcoming SEMAP and PHAS submissions. The Authority also had its mandatory annual Section 8 Quality Control review performed on January 20th by Mr. William Elias. The Section 8 Quality Control review again went very well and I would like to thank the Section 8 staff for their continued hard work and efforts. The Authority was also notified of a surprise HUD on-site ARRA audit. The review was held on February 8th and specifically focused on the Federal stimulus monies that the Authority received last year. The HUD staff was extremely thorough in reviewing the back-up documentation for each of the respective contracts that received ARRA monies as well as ensuring the numerous policies and procedures that were mandated as part of receipt of the ARRA monies were in place and being followed. The HUD ARRA on-site review also went very well and we should be receiving a written analysis very soon. As part of the receipt of ARRA stimulus monies, the Authority is responsible to obligate 100% of the ARRA stimulus monies prior to March 17, 2010. The obligation of all funds should be completed as of this Board Meeting.

The Authority's Maintenance Department is facing a substantial backlog of units due to a larger than normal amount of units being subject to turnover due to evictions, move-outs, transfers and deaths along with a drastic reduction in Authority workers. Due to unforeseen conditions including a workers compensation injury, a disability filing, a sick leave and a retirement, the Authority has been very short on available workers and the situation will become much worse over the next 2 months. As detailed last month, the Authority went forward with bringing in an outside contractor who has worked with unit turnover prior and for a very nominal amount, $2,850.00, the contractor assisted the Authority with partial maintenance or complete unit turnover on 5 different units. This has helped the Authority to get to a more moderate number of units currently being turned over. The Authority will remain diligent to ensure that

the unit turnover process is being performed as quickly as possible and will be looking to quote additional unit turnover work for award at the March Board of Commissioners Meeting.

The Authority has had several measurable snow events so far this winter and the blizzard that we experienced on February 10th and 11th has again hit the Authority with having to focus all of our maintenance workers and a substantial amount of money on clearing the snow from all of the Authority's developments. We will continue to make sure that we are as responsive as possible to these weather events and I commend the Authority's Maintenance Department on their efforts in light of the minimal amount of available staff to handle the situation.

The Authority moved forward in December and early January with demolition of the boilers and abandoned heating and hot water equipment in the laundry/maintenance building at Joseph Hermann Gardens. The Authority also decided that it would be advantageous and cost effective at this point to elevate the floor of the old boiler room to grade for the purpose of eventually turning the room into a community room for the senior residents and it will more immediately be utilized for the storage of kitchen materials for the current ARRA construction contracts. We were able to get a very reasonable quote of $1,800.00 for labor to construct an elevated floor from the framer that has been awarded a contract for the kitchen renovations at Victoria Copeland Homes. The Authority purchased the materials for approximately $1,000.00 bringing the total cost of framing out and elevating the floor in the building to approximately $2,800.00.

Resolution No.1548 FY2009 PHAS Submission
The Authority is required to process the annual PHAS (Public Housing Assessment System) submission to HUD and this submission serves to provide data so that the HUD office can better assess the success of the Public Housing Program. This submission is in 2 parts, the FASS and MASS and is filed via the Internet and requires certification by the Authority. This submission must be processed by the end of February 2010 and requires Board authorization for submission. The proposed resolution is attached.(Attachment 1)

Resolution No.1549 FY2009 SEMAP Submission
The Authority is required to process the annual SEMAP (Section Eight Management Assessment Program) certification and submit this data to HUD. This submission serves to provide data so that the HUD office can better assess the success of the Housing Choice Voucher/Section 8 Program. This submission which is filed via the Internet requires the Executive Director/Chairperson to certify the submission. This submission must be processed by the end of February 2010. The proposed resolution is attached.(Attachment 2)

Resolution No.1550 Award of Contract for ARRA Funds-Door and Storm Door Materials at NJ47-1
The Housing Authority requested quotations for door and storm door materials for renovations at Edward J. Dolan Homes. The quotations were received up until Friday, February 12th and they are currently being reviewed by the Architect for recommendation of award to the Board of Commissioners. We will have the recommendation prior to the Board Meeting and it is expected that the award of these funds in conjunction with some reproduction costs for LAN Associates as part of resolution No.1553 will fully obligate the remaining ARRA stimulus funds.

Resolution No.1551 FY2010 Late Budget Submission
The Housing Authority has been contacted by a representative of the DCA Local Finance Board regarding the submission of the Authority's FY2010 initial budget. The Budget was approved November 16, 2009 and submitted to the Local Finance Board for approval. For years the Authority has approved and submitted our initial budget at our November Board of Commissioners meeting, partially due to the fact that we are awaiting the subsidy calculations. The State of NJ says that the initial budget should be submitted 60 prior to the start of the fiscal year or 11/1/09. The date has always been so close that we've never had a problem with submitting it that way in the past and as such have never been contacted by DCA prior. This year they requested the Authority adopt a late filing resolution to be sent to their office. There is no format for this resolution so a basic draft resolution for the filing is attached.**(Attachment 3)**

Resolution No.1552 Change Order No.1 Windows, Siding and Doors Contract NJ47-3 & NJ47-4
The Authority previously awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a base bid of $249,470.36 for new windows, siding and doors at NJ47-2 (Hermann Gardens) & NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. Upon the contractor reviewing the site for

ordering materials, a question came up as to the type of glass or treatment to the glass being used at the fire escape windows. After further discussion with the Architect and window manufacturer it was recommended that the Authority utilize tempered glass for these windows. The additional cost for tempered glass in the 20 fire escape windows is $115 each for a total of $2,300. It's recommended that the Authority authorize a change order for the tempered glass windows at the 20 fire escapes at a cost of $2,300 bringing the new contract amount to $251,770.36. The change order form is attached.**(Attachment 4)**

Resolution No.1553 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. An additional $3,612.34 has also been authorized for reimbursable items related to reproduction costs associated with 4 different construction bids/quotes. The Authority has previously authorized payments to LAN Associates for services under the ARRA Capital Fund stimulus monies totaling $42,312.34. LAN Associates has submitted additional invoices totaling $4,266.00 for services related to construction administration for the listed projects and design work for the NJ47-1 doors and storm doors. The Authority also anticipates receipt of an invoice prior to the Board Meeting for additional reimbursable costs related to reproduction of plans and specifications for the NJ47-1 doors and storm doors quotes that in combination with the award of contract for doors and storm door materials contained within resolution No.1550 should fully obligate the remaining ARRA stimulus funds. The copy of the invoices for payment are attached.**(Attachment 5)**

Resolution No.1554 Revise ARRA Budget Based on Actual Contract Awards
The Authority needs to revise the 2009 ARRA budget based on the actual contract awards made. The revised budget does not include any new items, but merely reflects the contracts awarded in accordance with the approved work items under the 2009 ARRA Capital Fund award. The proposed resolution is attached.**(Attachment 6)**

Resolution No.1555 Revising Capital Fund Program-5 Year Action Plan for 5 Year Plan and 2010 Annual Plan
The Authority noticed that the consulting assisting with the submission of the 5 Year Plan and 2010 Annual Plan submitted the incorrect Capital Fund Program 5 Year Action Plan. Adoption of this resolution will revise the Capital Fund Program 5 Year Action Plan for the 5 Year Plan and 2010 Annual Plan and authorize submission of the correct 5 Year Action Plan to the Newark Area HUD Office. The revised 5 Year Action Plan and Resolution are attached. **(Attachment 7)**

A motion to adopt the Director's Report was made by Commissioner Popek, seconded by Commissioner Bohanek and all present voted aye, nays none.

BILLS:

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

NEW BUSINESS:
Resolution No.1548 FY2009 PHAS Submission

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1548
FY2009 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 2009, and;

WHEREAS, the submission of the Management and Financial Components must be completed on-line and submitted via the Internet by the prescribed deadline;

NOW THEREFORE BE IT RESOLVED, that Board of Commissioners authorizes the submission of the Authority's FY2009 PHAS to the US Dept of HUD.

Resolution No.1549 FY2009 SEMAP Submission

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1549
FY2009 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 2009;

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

Resolution No.1550 Award of Contract for ARRA Funds-Door and Storm Door Materials at NJ47-1

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1550
AWARD CONTRACT FOR ARRA FUNDS
DOOR AND STORM DOOR MATERIALS AT NJ47-1

WHEREAS, the Housing Authority solicited quotes for door and storm door materials for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes) as part of the ARRA Capital Fund stimulus monies, and;

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

WHEREAS, the lowest apparent responsive quotation is from Lowe's Home Center Inc. (Store 1658) with a quote of $21,042.40 for all of the doors and $87.00 per storm door (purchase 32 storm doors for a total storm door cost of $2,784.00) for a total contract amount of $23,826.40, and;

WHEREAS, the Housing Authority and Architect are both of the opinion that accepting the quotation of Lowe's Home Center Inc. (Store 1658) is in the best interest of the Housing Authority, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for door and storm door materials for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes) as part of the ARRA Capital Fund stimulus monies, to Lowe's Home Center Inc. (Store 1658) with a quote of $21,042.40 for all of the doors and $87.00 per storm door (purchase 32 storm doors for a total storm door cost of $2,784.00) for a total contract amount of $23,826.40, and;

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

Resolution No.1551 FY2010 Late Budget Submission

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1551
FY2010 LATE BUDGET SUBMISSION

WHEREAS, the Housing Authority of the Borough of Carteret previously authorized the initial submission of its FY2010 Agency Budget at the November 16, 2009 Board of Commissioners Meeting, and;

WHEREAS, the Authority was recently informed by the State of NJ that they wanted a late budget resolution adopted by the Authority due to the fact that the Authority has not adopted its Agency Budget by November 1, 2009, and;

WHEREAS, for years the Authority has been adopting the Agency Budget at the November Board Meeting as it often affords the Authority a better opportunity to gauge the subsidy amount that it will receive;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2010 late budget submission.

Resolution No. 1552 Chang Order No. 1 Windows, Siding and Doors Contract NJ47-3 & NJ47-4

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1552
CHANGE ORDER – EMSA CONSTRUCTION LLC
WINDOWS, SIDING AND DOORS AT NJ47-2 & NJ47-3

WHEREAS, the Housing Authority has previously awarded a contract for new windows, siding and doors at NJ47-2 (Hermann Gardens) & NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, in the amount of $249,470.36, and;

WHEREAS, the Authority and Architect have reviewed the construction project with the contractor prior to having him move forward with ordering his final materials for the project, and;

WHEREAS, it has been determined that it may be worth the additional cost of converting the windows located at the 20 fire escapes at NJ47-3 Victoria Copeland Homes to tempered glass from standard glass, and;

WHEREAS, the change to tempered glass is at an additional cost of $115.00 per window for the 20 windows at a total cost of $2,300.00, and;

WHEREAS, after review by LAN Associates and the Authority's Administration, it is believed to be a reasonable and necessary cost for these services and it is recommended that the change order be authorized;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes a change order to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, in the

amount of $2,300.00, for changing 20 windows located at the fire escapes at Victoria Copeland Homes from standard glass to tempered glass, and;

BE IT FURTHER RESOLVED, that the new total contract amount for Evans Cabinet Corp. is $251,770.36 of which $249,470.36 is authorized from the ARRA Capital Fund stimulus monies and the remaining $2,300.00 from the Authority's Capital fund program

Resolution No. 1553 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1553
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has previously received and provided for payment of invoices from LAN Associates totaling $42,312.34, and;

WHEREAS, the Authority has received additional invoices from LAN Associates in the amount of $4,266.00 for services related to construction administration for the ARRA listed projects and design work for the NJ47-1 doors and storm doors replacement and for reimbursable expenses in the amount of $765.60, of which $711.90 will be billed to the ARRA Budget, fully obligating the Authority's 2009 ARRA Capital Fund Stimulus monies and the remaining $53.70 to be paid from the Authority's 2008 Capital Fund, bringing the total for LAN Associates current ARRA Capital Fund invoices to $4,977.90 and for the 2008 Capital Fund Program to $53.70;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoices from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $4,977.90, and;

BE IT FURTHER RESOLVED, that the contract obligation amount for LAN Associates under the ARRA Capital Fund stimulus monies be increased to $57,444.24 to reflect the ARRA Capital Fund stimulus monies contracts awarded to LAN Associates plus approved reimbursable expenses submitted to date, fully obligating 100% of the Authority's 2009 ARRA Capital Fund stimulus monies, and;

BE IT FURTHER RESOLVED, that the remaining $53.70 from LAN Associates invoice for reimbursable items be paid from the Authority's 2008 Capital Fund Program.

Resolution No. 1554 Revise ARRA Budget Based on Actual Contract Awards

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1554
REVISED 2009 ARRA CAPITAL FUND BUDGET

WHEREAS, the Housing Authority of the Borough of Carteret has obligated all of the money allocated under the 2009 ARRA Capital Fund stimulus award, and;

WHEREAS, it is necessary for the Authority to adopt a revised budget based upon the actual contract awards;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret adopts the revised 2009 ARRA Capital Fund budget based upon the actual contract awards, and;

BE IT FURTHER RESOLVED, that the Executive Director shall submit a copy of the revised 2009 ARRA Capital Fund budget to the US Department of HUD Newark Area Office.

Resolution No. 1555 revising Capital Fund Program-5 Year Action Plan for 5 Year Plan and 2010 Agency Plan

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1555
REVISED CAPITAL FUND PROGRAM
FIVE YEAR ACTION PLAN FOR THE
FIVE YEAR AND 2010 ANNUAL PLAN

WHEREAS, the Housing Authority of the Borough of Carteret has previously submitted the Five Year and 2010 Annual Plan, and;

WHEREAS, the submission of the Five Year and 2010 Annual Plan included the submission of the Capital Fund Program Five Year Action Plan, and;

WHEREAS, after review of the approved plan the Authority realized that the incorrect Capital Fund Program Five Year Action Plan was submitted by the consultant assisting with the Plan submission, and;

WHEREAS, the Authority needs to submit the corrected Capital Fund Program Five Year Action Plan;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret adopts and authorizes submission of the revised Capital Fund Program Five Year Action Plan for the Five Year and 2010 Annual Plan.

A motion to adopt a consent agenda for Resolutions No.1548, No.1549, No.1550, No. 1551, No. 1552, No. 1553, No. 1554 and No.1555 was made by Commissioner Bohanek, seconded by Commissioner Cairns and upon roll call all present vote aye, nays none.

COMMITTEES: No Reports

ATTORNEY'S REPORT: The Attorney reported Progress

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

Chairwoman Colon introduced a friend to the Board.

There were no public comments.

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

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

The meeting adjourned at 6:10pm

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE
SPECIAL MEETING
MARCH 16, 2010

Chairwoman Iris Colon opened the Public Meeting at 5:35pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act.

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

The Executive Director stated that due to the meeting time change, Commissioner Cairns requested to be excused due to a family obligation.

MINUTES: Regular Meeting 2/16/10
A motion to adopt the Minutes of the Regular Meeting of February 16, 2010 was made by Commissioner Bohanek, seconded by Commissioner Novakowski and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
3-16-10

During the four weeks since our last Board Meeting on February 16th the Administration has continued working on numerous projects, with particular focus on closing out the 2009 financial records as well as completing the data collection so that the Authority could complete the SEMAP and PHAS (FASS & MASS) submissions. The Authority also worked to complete the SAGIS and VMS submissions which are time sensitive and affect the overall funding to the Authority. As previously reported, the Authority also recently had a surprise HUD on-site ARRA review in mid February and the Authority has received the written report that was very positive and confirmed that the Authority was in full compliance with the program requirements.**(Attachment 1)** In addition, a few days ago the Authority received confirmation from the HUD office of our 100% obligation of the ARRA funds.**(Attachment 2)**

On March 11th and 12th the Authority had an on-site review commissioned by the US Dept of HUD as part of the FY2009 Quality Control for Rental Assistance Subsidy Determinations Study. This entailed review of Section 8 program files and the feedback from the on-site personnel seemed very positive and the Authority should be receiving a written report in the near future.

On March 4th I applied for additional funds on behalf of the Authority for the Housing Choice Voucher Program under the $150 million US Dept of HUD Set-Aside funding for portability and additional leasing. I will inform the Board as to any update on the award of funds.

Chairwoman Colon, Commissioner Rios and I took part in a meeting with various Middlesex County Staff, Members of the Board of Chosen Freeholders and executive and field staff from Catholic Charities for the purpose of reviewing the after school recreation and computer lab program that Catholic Charities runs in conjunction with the Authority at the Dolan Homes Community Center. The review focused on the successes of the program along with the challenges of the small size of the site and the request from Catholic Charities for additional police presence on Bergen Street and around Chrome Park during the hours of the after school and summer youth programs. Catholic Charities and a representative of Middlesex County identified the presence of drug dealers in Chrome Park while trying to operate the

outdoor component of the youth programs. After discussions pertaining to the matter it was agreed that Chairwoman Colon, Commissioner Rios and I would address the matter with representatives of the Borough in an attempt to have more visibility from the police patrols in the area.

The Authority has posted the position of Maintenance Repairer and will soon post the position of Clerk/Typist which are both currently open. The Maintenance Repairer vacancy and Clerk/Typist vacancies are due to the resignation of both recently hired individuals into those positions. The Maintenance Repairer position requires a tradesperson with high levels of experience in carpentry, plumbing, electrical & multifamily maintenance to fill the job and the Clerk/Typist position requires mid-level clerical skills. The intention is to fill these positions as soon as possible to get the Authority back to its previous staffing levels.

Resolution No.1556 Award of Contract for Lawn Care Services
Resolution No.1557 Award of Contract for Mulching/Landscaping
The Authority requested quotations to be received for grass cutting, edging and weedwacking/trimming as well as pulling of all weeds from the landscaped beds for April through November in 24 scheduled cuts. In addition to the grass cutting price, the Authority also requested a one time leaf cleanup price (for two cleanups) and a price to mulch all of the landscaped beds with 2" of mulch either once (April) or two times (once in April and again in the fall). In the specification for lawn services it stated that the Authority may or may not award a contract with the leaf clean-up/removal and/or the mulching in the overall lawn service award. The Authority is awaiting receipt of the quotations and they are due by Monday, March 15th and if acceptable will be presented for award at the Board of Commissioners Meeting. A copy of the quotation specification is attached.**(Attachment 3)**

Resolution No.1558 Award of Contract Range Hoods – Kitchen Renovations NJ47-3 & NJ47-4
The Authority received quotations for range hoods as part of the kitchen renovations at NJ47-3 & NJ47-4. This is the last major materials contract for the kitchen renovations. The Authority is finalizing the receipt and analysis of range hood quotes and this will be presented for award at the Board of Commissioners Meeting.

Resolution No.1559 Award of Contract Apartment Renovations
The Authority's Maintenance Department has been facing a reasonable backlog of units due to a larger than normal amount of units being subject to turnover due to evictions, move-outs, transfers and deaths along with a drastic reduction in Authority workers. Due to unforeseen conditions including a workers compensation injury, a disability filing, a sick leave and a retirement, the Authority has been very short on available workers and the situation will become much worse over the next 2 months. As detailed last month, the Authority has proceeded with receiving quotations for an outside contractor to complete turnover work on several units. We are currently awaiting receipt of the quotations and expect to have receipt prior to the Board of Commissioners Meeting to award a contract for these services. A copy of the quotation specification is attached.**(Attachment 4)**

Resolution No.1560 Amend Personnel Policy
As part of the recent actions on behalf of the Governor's Executive Order No.15, an attempt has been made to reduce out of state travel by members of "State Authorities" while the state faces massive deficits due to the current economic conditions. While the Housing Authority does not fall under the classification of State Authorities, and additionally our funding sources are not derived from the State of NJ or municipal taxes, I believe it is in the Authority's best interest to be proactive and amend the already approved 2010 conference schedule to cap certain costs associated with expenses incurred while traveling on behalf of the Authority. It is recommended that per diem and reimbursable costs, excluding costs associated with transportation to and from and lodging for training and conferences, be capped at $250.00 in accordance with the per diem provisions of the current personnel policy. Any costs above $250.00 are to be borne by the employee or Commissioner. It is also recommended that the Authority ensure that there is not excessive travel by members of the Authority to out of state training and conferences.

Resolution No.1561 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received additional invoices from LAN Associates as follows: $685.00 for design work pertaining to the door and storm door replacement at Dolan Homes NJ47-1 and $2,000.00 for construction administration as part of the $45,000.00 award for various ARRA Capital Fund projects. Copies of the two invoices are attached.**(Attachment 5)**

Resolution No.1562 FY2010 Authority Budget Adoption
The Authority has previously authorized the initial submission of the FY2010 Authority Budget. The Authority is anticipating receipt of the budget back from the State of NJ, DCA, Local Finance Board any day. If received prior to the Board of Commissioners meeting we will be looking to authorize the adoption resolution for the same budget.

The Authority moved forward in December and early January with demolition of the boilers and abandoned heating and hot water equipment in the laundry/maintenance building at Joseph Hermann Gardens. The Authority also decided that it would be advantageous and cost effective to elevate the floor of the old boiler room to grade for the purpose of eventually turning the room into a community room for the senior residents and will more immediately be utilized for the storage of kitchen materials for the current ARRA construction contracts. The Authority authorized a framer to perform all framing labor for $1,800.00 and this work should be completed by the Board Meeting.

A motion to adopt the Director's Report was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

NEW BUSINESS:
Resolution No.1556 Award of Contract for lawn Care Services

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1556
AWARD CONTRACT FOR LAWN CARE SERVICES

WHEREAS, the Housing Authority of the Borough of Carteret desires the services of a lawn cutting vendor and solicited quotations for the upcoming grass cutting season, and;

WHEREAS, the Authority specified 24 cuts varying throughout the months of April through November and included grass cutting, edging and weedwacking/trimming as well as pulling of weeds from all landscaped beds for all of the properties including the office building, and;

WHEREAS, the Authority received quotations up until 1:00PM on Monday, March 15, 2010, and;

WHEREAS, four proposals were received as follows;

Company	Grass Cutting
D'Onofrio and Sons Inc.	$12,996.00
Scenic Land Design	$13,800.00
Pat Scanlan Landscaping	$15,375.00
Bartel Landscaping	Not Compliant

WHEREAS, the lowest price received for these services was from D'Onofrio and Sons Inc. Landscaping, 47 Van Ness Terrace, Maplewood, NJ 07040;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority execute a lawn services contract with D'Onofrio and Sons Inc. Landscaping, 47 Van Ness Terrace, Maplewood, NJ 07040, for lawn care services for the grass cutting season April through November 2010 in the amount of $12,996.00.

Resolution No.1557 Award of Contract for Mulching/Landscaping

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1557
AWARD CONTRACT FOR MULCHING/LANDSCAPING

WHEREAS, the Housing Authority of the Borough of Carteret desires property leaf cleanups and remulching of all of all landscape beds, and;

WHEREAS, the Authority specified 2 leaf cleanups, one in April and one in mid November, and;

WHEREAS, the Authority specified a one time remulching of all landscaped/mulched areas throughout the Authority's five listed properties at an additional depth of 2", and;

WHEREAS the Authority received quotations up until 1:00PM on Monday, March 15, 2010, and;

WHEREAS, four proposals were received as follows;

Company	Leaf Cleanup (each)	Remulch (each)
D'Onofrio and Sons Inc.	$1,560.00	$3,975.00
Pat Scanlan Landscaping	$3,600.00	$6,875.00
Scenic Land Design	$1,000(spring)/$2,000(fall)	$7,500.00
Bartel Landscaping	Not Compliant	

WHEREAS, the lowest pricing received for these services was from D'Onofrio and Sons Inc. Landscaping, 47 Van Ness Terrace, Maplewood, NJ 07040;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority execute a contract for 2 leaf cleanups and a one time remulching of all of the landscape/mulched areas throughout the Authority properties to the firm of D'Onofrio and Sons Inc. Landscaping, 47 Van Ness Terrace, Maplewood, NJ 07040, in an amount not to exceed $7,095.00, and;

BE IT FURTHER RESOLVED, that this project is paid for through the Capital Fund.

Resolution No.1558 Award of Contract Range Hoods-Kitchen Renovations NJ47-3 & NJ47-4

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1558
AWARD CONTRACT FOR RANGE HOODS AT NJ47-4

WHEREAS, the Housing Authority solicited quotes for 50 range hoods for the kitchen renovations construction project at NJ47-4 (Jeanette Smith Village), and;

WHEREAS, (3) quotations were received as follows:

The Home Depot, $62.00 each @ 50 units = $3,100.00
Lowe's Commercial Services, $62.71 each @ 50 units = $3,135.50
PC Richard and Sons, $75.00 each @ 50 units = $3,750.00

WHEREAS, the lowest apparent responsive quotation is from The Home Depot with a quote of $3,100.00 for 50 range hoods, and;

WHEREAS, the Housing Authority is of the opinion that accepting the quotation from The Home Depot is in the best interest of the Housing Authority, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for 50 range hoods for the kitchen renovations at NJ47-4 Jeanette Smith Village, to The Home Depot with a quote of $62.00 each for 50 units for a total contract amount of $3,100.00, and;

BE IT FURTHER RESOLVED, that the funds are authorized from the Capital Fund Program, and;

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

Resolution No.1559 Award of Contract Apartment Renovations

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1559
AWARD CONTRACT FOR APARTMENT TURNOVER

WHEREAS, the Housing Authority solicited quotes for apartment turnover services for 9 units throughout the Authority's developments based on a specification for apartment turnover services, and;

WHEREAS, (2) quotations were received as follows:

AMCO Painting Inc., 92 Bell Street, P.O. Box 304, Orange, NJ 07050 – Total cost $7,865.00
Ideal Painting, 518-7 Old Post Road, suite 296, Edison, NJ 08817 – Total cost $17,080.00

WHEREAS, the lowest apparent responsive quotation is from AMCO Painting Inc. with a quote of $7,865.00 for performing all of the apartment turnover services that were specified for the 9 units, and;

WHEREAS, the Housing Authority is of the opinion that accepting the quotation from AMCO Painting Inc. is in the best interest of the Housing Authority, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for apartment turnover services as specified for 9 units to AMCO Painting Inc., 92 Bell Street, P.O. Box 304, Orange, NJ 07050 with a total contract amount of $7,865.00, and;
BE IT FURTHER RESOLVED, that the funds are authorized from the Capital Fund Program, and;

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

Resolution No. 1560 Amend Personnel Policy

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1560
AMEND PERSONNEL POLICY

WHEREAS, as part of the recent actions taken by New Jersey's Governor, Executive Order No.15 addresses out of state travel and training, and costs associated with travel and training by members of "State Authorities" while the State of NJ faces massive deficits due to the current economic conditions, and;

WHEREAS, although the Housing Authority does not fall under the definition of "State Authorities", and additionally the Authority's funding sources are not derived from the State of NJ or municipal taxes, the Authority Administration believes it is in the Authority's best interest to be proactive and amend the already approved 2010 conference schedule to cap certain costs associated with expenses incurred while traveling on behalf of the Authority and to ensure that there is not excessive travel by members of the Authority to out of state training and conferences, and;

WHEREAS, it is recommended that per diem and reimbursable costs, excluding costs associated with transportation to and from training, meetings and conferences and lodging for training, meetings and conferences, be capped at $250.00 in accordance with the per diem provisions of the current personnel policy;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Carteret, that per diem and reimbursable costs, excluding costs associated with transportation to and from training, meetings and conferences and lodging for training, meetings and conferences, be capped at $250.00 in accordance with the per diem provisions of the current personnel policy and to ensure that there is not excessive travel by members of the Authority to out of state conferences and training.

Resolution No.1561 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1561
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received additional invoices from LAN Associates in the amount of $685.00 for design work pertaining to the door and storm door replacement at Dolan Homes NJ47-1 and $2,000.00 for construction administration as part of the $45,000.00 award for various ARRA Capital Fund projects, bringing the total for LAN Associates current ARRA Capital Fund invoices to $2,685.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoices from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $2,685.00.

Resolution No. 1562 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1562
AUTHORIZING PAYMENT – ARRA Funds
STARLITE ELECTRIC LLC
ELECTRICAL SERVICE & APARTMENT PANELS NJ 47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with total award amount of $96,325.00 for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Starlite Electric, LLC, has submitted a requisition for partial payment totaling $35,460.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, for electrical service and apartment panel upgrades at NJ47-2 and NJ47-3, awarded under the ARRA Capital Fund stimulus monies, in the amount of $35,460.00.

Resolution No. 1563 AUTHORIZING PAYMENT-ARRA FUNDS

RESOLUTION NO.1563
AUTHORIZING PAYMENT – ARRA FUNDS
EMSA CONSTRUCTION LLC
WINDOWS, SIDING & DOORS NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $249,470.36 for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;
WHEREAS, EMSA Construction LLC, has submitted a requisition for partial payment totaling $16,200.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;
NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), awarded under the ARRA Capital Fund stimulus monies, in the amount of $16,200.00.

The Executive Director gave a brief overview of each resolution.

A motion to adopt a consent agenda for Resolutions No.1556, No.1557, No.1558, No. 1559, No. 1560, No. 1561, No. 1562 and No.1563 was made by Commissioner Bohanek, seconded with corrections by Vice Chairman Gasparro and upon roll call all present vote aye, nays none.

COMMITTEES:

PERSONNEL, FINANCE, & ADMINISTRATION: Commissioner Bohanek reported "Progress".

BUILDINGS, GROUNDS & MAINTENANCE: Commissioner Popek reported "Constant Progress".

DRUG AWARENESS & EDUCATION: Chairwoman Colon reported that there is less drug activity.

SENIOR SERVICES AND SOCIAL PROGRAMS: Commissioner Novakowski reported "Progress".

COMMUNITY SERVICE PROGRAMS: Commissioner Rios reported "Progress".

TENANT SELECTIONS: Chairwoman Colon reported "Progress".

ATTORNEY'S REPORT: The Attorney reported "Progress".

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

There were no public comments.

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

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

The meeting adjourned at 5:42pm

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE
REGULAR MEETING
APRIL 19, 2010

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

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

The Executive Director stated that Commissioner Joseph Novakowski requested to be excused due to an illness.
The Executive Director stated that Commissioner Joseph Popek requested to be excused.
The Executive Director stated that Commissioner Ronald Rios requested to be excused due to a conflict with the Board of Freeholders.

MINUTES: Special Meeting 3/16/10
A motion to adopt the Minutes of the Regular Meeting of March 16, 2010 was made by Commissioner Bohanek, seconded by Commissioner Fr Deacon Cairns and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
4-19-10

Since our last Board Meeting on March 16th the Administration has continued working on numerous projects, with particular focus on preparation for the 2009 Audit, implementation of the EIV requirements, maintaining compliance with the reporting requirements for the ARRA stimulus monies and overseeing the comprehensive construction program funded through ARRA. All components of the construction program funded through ARRA are underway and the final design work funded through ARRA, the door and storm door replacement at Edward J. Dolan Homes NJ47-1, is nearing completion and should be out to bid shortly after the April Board Meeting.

The Authority has recently received notification that the US Dept of Housing and Urban Development will be performing a Tier 1 review of the Authority which entails a comprehensive review of EIV, RIMM, PHAS, SEMAP and ARRA. This will take place some time during the next few months. I along with a couple staff members attended an EIV System and Refinement of Income and Rent Rule training sponsored by HUD in conjunction with NJNAHRO and NJAHRA on April 16th. There has been a great deal of emphasis placed on EIV in the past few months and portions of the Authority's policies are being updated as part of the requirements.

It is the requirement of all Commissioners and executive staff to file the State of NJ Financial Disclosure Forms on an annual basis. It is your responsibility to complete and submit these forms. Either bring them to the Borough Clerk's Office or the Housing Office and I will forward them to the Borough. These are due by April 30th so please do not delay in submitting them.

Resolution No.1564 FY2010 Authority Budget Adoption
The Authority has previously authorized the initial submission of the FY2010 Authority Budget. The Authority has finally received the approved budget back from the State of NJ, DCA, Local Finance Board. It is now necessary to

approve an adoption resolution and resubmit the budget to the State for final approval. The resolution is attached.**(Attachment 1)**

Resolution No.1565 Amend Administrative Plan – EIV System & Refinement of Income & Rent Rule
The Authority needs to implement the new EIV requirements into the Section 8/Housing Choice Voucher Administrative Plan. This is the required language that the US Dept of Housing and Urban Development has issued for the implementation of this program.

Resolution No.1566 Amend Admissions & Continuing Occupancy Policy – EIV System & Refinement of Income & Rent Rule
The Authority needs to implement the new EIV requirements into the Public Housing Admissions and Continuing Occupancy Policy. This is the required language that the US Dept of Housing and Urban Development has issued for the implementation of this program.

Resolution No.1567 Health Care Benefit Waiver of Coverage for Employees-Updated
The Authority has previously authorized to allow eligible employees to waive health insurance, prescription insurance, dental insurance and/or eye care coverage and receive an incentive. The Authority previously authorized an incentive equal to 50% of the amount saved by the Authority because of the waiver of benefits. Governor Christie and the State of New Jersey have recently adopted legislation that alters the cap for the incentive from 50% to 25% of the amount saved by the Authority or $5,000.00, whichever is less. This resolution modifies the existing policy in effect at the Authority so to comply with the new law. The resolution is attached.**(Attachment 2)**

Resolution No.1568 Authorizing Payment – ARRA Funds
The Authority previously received bids for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with a total contract amount of $96,325.00. Starlite Electric, LLC, has submitted a requisition for partial payment totaling $28,485.00. A copy of the requisition for partial payment is attached.**(Attachment 3)**

Resolution No.1569 Authorizing Payment – ARRA Funds
The Authority previously received bids for kitchen renovations at NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, with a total contract amount of $51,980.00. T & M Painting and Construction has submitted a requisition for partial payment totaling $2,340.00. A copy of the requisition for partial payment is attached.**(Attachment 4)**

Resolution No.1570 Authorizing Payment – ARRA Funds
The Authority previously received bids for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with a total contract amount of $48,300.00. Adirondack Contracting, Inc., has submitted a requisition for partial payment totaling $9,990.00. A copy of the requisition for partial payment is attached.**(Attachment 5)**

Resolution No.1571 Authorizing Payment – ARRA Funds
The Authority previously received bids for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total contract amount of $249,470.36. EMSA Construction LLC, has submitted a requisition for partial payment totaling $34,178.33. A copy of the requisition for partial payment is attached. **(Attachment 6)**

Resolution No.1572 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received additional invoices from LAN Associates as follows: $411.00 for design work pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1. A copy of the invoice is attached.**(Attachment 7)**

Resolution No.1573 Authorizing Payment – ARRA Funds
The Authority previously received quotations for kitchen cabinets and related materials for kitchen renovations at NJ47-3 (Victoria Copeland Homes) and NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting with a subsequent change order awarded at the January 19, 2010 Board of Commissioners Meeting to Evans Cabinet Corp. 1321 North Franklin St., Dublin, GA 31021, with a total contract amount of $73,857.00. A copy of the requisition for partial payment is attached.**(Attachment 8)**

A motion to adopt the Director's Report was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

NEW BUSINESS:
Resolution No.1564 FY2010 Authority Budget Adoption-See Attached

Resolution No.1565 Amend Administrative Plan-EIV System & Refinement of Income & Rent Rule

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1565
AMEND HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN
EIV SYSTEM & REFINEMENT OF INCOME & RENT RULE

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Housing Choice Voucher Administrative Plan be amended to include the required policy language for the EIV System and Refinement of Income and Rent Rule.

Resolution No.1566 Amend ACOP-EIV System & Refinement of Income Rent Rule

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1566
AMEND PUBLIC HOUSING ADMISSIONS AND CONTINUING OCCUPANCY POLICY
EIV SYSTEM & REFINEMENT OF INCOME & RENT RULE

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Public Housing Admissions and Continuing Occupancy Policy be amended to include the required policy language for the EIV System and Refinement of Income and Rent Rule.

Resolution No.1567 Health Care Benefit Waiver of Coverage for Employee-Updated

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1567
HEALTH CARE BENEFIT WAIVER OF COVERAGE FOR EMPLOYEES-UPDATED

WHEREAS, the Carteret Housing Authority has previously authorized a flexible benefit plan per Internal Revenue Code Section 125 which allows pre-tax income to fund certain un-reimbursed medical expenses and insurance premiums, and;

WHEREAS, the Carteret Housing Authority has previously authorized to allow eligible employees to waive health insurance, prescription insurance, dental insurance and/or eye care coverage and receive an incentive, and;

WHEREAS, the Authority previously authorized an incentive equal to 50% of the amount saved by the Authority because of the waiver of benefits, and;

WHEREAS, Governor Christie and the State of New Jersey has recently adopted legislation that caps the incentive at 25% of the amount saved by the Authority or $5,000.00, whichever is less;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority modify its waiver of benefits provision to comply with the new state law which caps the waiver of benefits incentive at 25% of the amount saved by the Authority or $5,000.00, whichever is less, when an eligible employee opts to waive health insurance, prescription insurance, dental insurance and/or eye care coverage, and;

BE IT FURTHER RESOLVED, that any incentive for the waiver of benefits shall be scheduled for payment to the respective employee during the first full payroll period in December of the respective year where benefits were waived, and;

BE IT FURTHER RESOLVED, by the Board of Commissioners that the Executive Director is hereby authorized and directed to execute all documents to implement this plan.

Resolution No.1568 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1568
AUTHORIZING PAYMENT – ARRA FUNDS
STARLITE ELECTRIC LLC
ELECTRICAL SERVICE & APARTMENT PANEL NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with total award amount of $96,325.00 for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Starlite Electric, LLC, has submitted a requisition for partial payment totaling $28,485.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, for electrical service and apartment panel upgrades at NJ47-2 and NJ47-3, awarded under the ARRA Capital Fund stimulus monies, in the amount of $28,485.00.

Resolution No.1569 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1569
AUTHORIZING PAYMENT – ARRA FUNDS
T&M PAINTING AND CONSTRUCRION
KITCHEN RENOVATIONS AT NJ47-4 JEANETTE SMITH VILLAGE

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, with total award amount of $51,980.00 for kitchen renovations at NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, T & M Painting and Construction, has submitted a requisition for partial payment totaling $2,340.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, for kitchen renovations at NJ47

Resolution No.1570 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1570
AUTHORIZING PAYMENT – ARRA FUNDS
ADIRONDACK CONTRACTING INC.
KITCHEN RENOVATIONS ATNJ47-3 VICTORIA COPELAND HOMES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with total award amount of $48,300.00 for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Adirondack Contracting, Inc., has submitted a requisition for partial payment totaling $9,990.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, in the amount of $9,990.00.

Resolution No.1571 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1571
AUTHORIZING PAYMENT – ARRA FUNDS
EMSA CONSTRUCTION LLC
WINDOWS, SIDING & DOORS NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $249,470.36 for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for partial payment totaling $34,178.33, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), awarded under the ARRA Capital Fund stimulus monies, in the amount of $34,178.33

Resolution No.1572 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1572
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received an additional invoice from LAN Associates in the amount of $411.00 for design work pertaining to the door and storm door replacement at Dolan Homes NJ47-1, bringing the total for LAN Associates current ARRA Capital Fund invoices to $411.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $411.00.

Resolution No.1573 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1573
AUTHORIZING PAYMENT – ARRA FUNDS
EVANS AND CABINET CORP.
KITCHEN CABINETS AND RELATED MATERIALS
FOR KITCHEN RENOVATIONS AT NJ 47-3 VICTORIA COPELAND HOMES & NJ47-4 JEANETTE SMITH VILLAGE AND CLOSE OUT OF CONTRACT

WHEREAS, the Housing Authority of the Borough of Carteret has previously received quotations and awarded a contract to Evans Cabinet Corp. 1321 North Franklin St., Dublin, GA 31021, with a total contract amount of $73,857.00 for kitchen cabinets and related materials for kitchen renovations at NJ47-3 (Victoria Copeland Homes) and NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Evans Cabinet Corp., has submitted a final requisition for payment totaling $73,857.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the final requisition for payment received from Evans Cabinet Corp. 1321 North Franklin St., Dublin, GA 31021 for kitchen cabinets and related materials for kitchen renovations at NJ47-3 (Victoria Copeland Homes) and NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, in the amount of $73,857.00, and;

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Executive Director to close out its materials contract for kitchen cabinets and related materials for kitchen renovations at NJ47-3 (Victoria Copeland Homes) and NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, with Evans Cabinet Corp. 1321 North Franklin St., Dublin, GA 31021.

The Executive Director made additional comments for some resolutions.

A motion to adopt a consent agenda for Resolutions No.1564, No.1565, No.1566, No. 1567, No. 1568, No. 1569, No. 1570 , No.1571, No. 1572 and No. 1573 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present vote aye, nays none.

COMMITTEES: None

ATTORNEY'S REPORT: The Attorney reported "None at this time".

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

There were no public comments.

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

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

The meeting adjourned at 6:05pm

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE
REGULAR MEETING
MAY 18, 2010

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

The Regular Meeting was called to order by Chairwoman Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., and Fr Deacon James Cairns II, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Novakowski and Joseph Popek, Executive Director, Eric F.M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

The Executive Director stated that Commissioner Ronald Rios was excused due to a medical situation.

MINUTES: Special Meeting 4/19/10
A motion to adopt the Minutes of the Special Meeting of April 19, 2010 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
5-18-10

Since our last Board Meeting on April 19th the Administration has continued working on numerous projects, with particular focus on preparation for the 2009 Audit, implementation of the EIV requirements, maintaining compliance with the reporting requirements for the ARRA stimulus monies and overseeing the comprehensive construction program funded through ARRA. All components of the construction program funded through ARRA are underway and the bids have been received for the door and storm door replacement at Edward J. Dolan Homes NJ47-1.

The Authority received its SEMAP scoring for 2009 and I am very happy to announce that the Authority received a score of 97 out of a possible 100 and has been again classified as a High Performer. This is absolutely due to the hard work and dedication of the Authority's staff. Many thanks to the Section 8 staff for continuing to give great attention and focus on running the Section 8 program in the best manner possible.**(Attachment 1)**

I am also happy to announce that pursuant to a request that I submitted for Calendar Year 2010 Housing Choice Voucher Program Set-Aside Funding, the Authority has been awarded an additional $27,087.00 for lease up of units. This will allow for us to place an additional 3-4 vouchers that we would have otherwise been unable to do. This will also result in the Authority realizing an additional 3-4 vouchers worth of administrative fees. A copy of the award paperwork is attached.**(Attachment 2)**

The Authority is well underway into the Public Housing re-examination process which entails the Authority's staff verifying all of the family and income data to ensure proper rental calculations and program compliance. The re-examination process is done agency wide at one time and this is expected to be completed by July 1st. The Authority in cooperation with the data available through the IRS, HUD and EIV, has become very aggressive to ensure that residents in each household and their respective incomes are being properly reported.

The Authority will be once again looking to start summer hours during the last week of May through September. The Authority will be following the same schedule that we have during the past several years.

As a reminder, it is a requirement of all Commissioners and executive staff to file the State of NJ Financial Disclosure Forms on an annual basis. It is your responsibility to complete and submit these forms. Either bring them to the Borough Clerk's Office or the Housing Office and I will forward them to the Borough. These are due by April 30th so please do not delay in submitting them.

I would like to welcome Ms. Amy Mendoza to the Housing Authority staff. Ms. Mendoza was recently hired as a Clerk/Typist and will be working predominantly with the Housing Choice Voucher Program.

Resolution No.1574 Authorizing Payment – ARRA Funds
The Authority previously received bids for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with a total contract amount of $96,325.00. Starlite Electric, LLC, has submitted a requisition for partial payment totaling $16,290.00. A copy of the requisition for partial payment is attached.**(Attachment 3)**

Resolution No.1575 Authorizing Payment – ARRA Funds
The Authority previously received bids for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with a total contract amount of $48,300.00. Adirondack Contracting, Inc., has submitted a requisition for partial payment totaling $24,840.00. A copy of the requisition for partial payment is attached.**(Attachment 4)**

Resolution No.1576 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received an additional invoice from LAN Associates as follows: $1,918.00 for design work pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1. A copy of the invoice is attached.**(Attachment 5)**

Resolution No.1577 Award of Contract for ARRA Funds-Doors and Storm Doors at NJ47-1
The Housing Authority received bids for door and storm door installation at Edward J. Dolan Homes. The bids were received up until Thursday, May 13th and they are currently being reviewed by the Architect for recommendation of award to the Board of Commissioners. We will have the recommendation prior to the Board Meeting.

Resolution No.1578 Authorize Procurement of Maintenance Trucks
The Committee was informed that the Authority needs to replace the 2 oldest maintenance trucks which are both 2000 Dodge Rams. The money for the two trucks has already been authorized in the 2008 and 2009 Capital Fund Programs. The two vehicles are available on State Contract and are as follows, a 2011 Ford F350 at a total price of $20,000.00 and a 2011 Chevrolet Colorado LT at a total price of $19,559.00. Copies of the State Contract paperwork and purchase orders are attached.**(Attachment 6)**

A motion to adopt the Director's Report was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

NEW BUSINESS:
Resolution No.1574 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1574
AUTHORIZING PAYMENT – ARRA FUNDS
STARLITE ELECTRIC LLC
ELECTRICAL SERVICE & APARTMENT NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with total award amount of $96,325.00 for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Starlite Electric, LLC, has submitted a requisition for partial payment totaling $16,290.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, for electrical service and apartment panel upgrades at NJ47-2 and NJ47-3, awarded under the ARRA Capital Fund stimulus monies, in the amount of $16,290.00.

Resolution No.1575 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1575
AUTHORIZING PAYMENT – ARRA FUNDS
ADIRONDACK CONTRACTING, INC.
KITCHEN RENOVATIONS AT NJ47-3 VICTORIA COPELAND HOMES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with total award amount of $48,300.00 for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Adirondack Contracting, Inc., has submitted a requisition for partial payment totaling $24,840.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, in the amount of $24,840.00.

Resolution No.1576 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1576
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received an additional invoice from LAN Associates in the amount of $1,918.00 for design work pertaining to the door and storm door replacement at Dolan Homes NJ47-1, bringing the total for LAN Associates current ARRA Capital Fund invoices to $411.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $1,918.00.

Resolution No.1577 Award of Contract for ARRA Funds-Doors and Storm Doors at NJ47-1

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1577
AWARD CONTRACT FOR DOOR AND STORM DOOR INSTALLATION AT NJ47-1

WHEREAS, the Housing Authority solicited bids for door and storm door installation at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund Program, and;

WHEREAS, (5) bids were received (see attached spreadsheet and recommendation from LAN Associates) and each was reviewed, and;

WHEREAS, the lowest apparent responsive bidder is EMSA Construction, LLC, 300 Raritan Avenue, Highland Park, NJ 08904, with a Base Bid of $65,450.00, and (2) add alternates (Nos. 6A at $650.00 & 6B at $650.00) for apartment signage at the front and back doors in the aggregate amount of $1,300.00 for a total contract amount of $66,750.00, and;

WHEREAS, the Housing Authority and Architect are both of the opinion that accepting the bid of EMSA Construction LLC, is in the best interest of the Housing Authority, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for door and storm door installation at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund Program, to EMSA Construction, LLC, 300 Raritan Avenue, Highland Park, NJ 08904, with a Base Bid of $65,450.00, and (2) add alternates (Nos. 6A at $650.00 & 6B at $650.00) for apartment signage at the front and back doors in the aggregate amount of $1,300.00 for a total contract amount of $66,750.00, and;

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

Resolution No.1578 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1578
AUTHORIZING PROCUREMENT OF A MAINTENANCE TRUCK

WHEREAS, the Housing Authority of the Borough of Carteret desires to procure two maintenance trucks to replace the oldest maintenance trucks in the fleet, and;

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

WHEREAS, the money for the two trucks has already been authorized in the 2008 and 2009 Capital Fund Programs, and;

WHEREAS, the Authority desires to purchase the 2011 Ford F350 at a total price of $20,000.00 and a 2011 Chevrolet Colorado LT at a total price of $19,559.00 as specified in the attached State of New Jersey Contract and applicable purchase orders;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes procurement of the 2011 Ford F350 at a total price of $20,000.00 and a 2011 Chevrolet Colorado LT at a total price of $19,559.00 as specified in the attached State of New Jersey Contract and applicable purchase orders.

There was additional discussion pertaining to the resolutions.

A motion to adopt a consent agenda for Resolutions No.1574, No.1575, No.1576, No.1577 and No.1578 was made by Vice Chairman Gasparro, seconded by Commissioner Popek and upon roll call all present vote aye, nays none.

COMMITTEES: None

ATTORNEY'S REPORT: The Attorney reported "Nothing this evening".

COMMISSIONER'S COMMENTS: None

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

There were no public comments.

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

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

The meeting adjourned at 6:12pm

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE
REGULAR MEETING
JUNE 15, 2010

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

The Regular Meeting was called to order by Chairwoman Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., and Fr Deacon James Cairns II, Chairwoman Iris Colon, Commissioner Joseph Novakowski, Executive Director, Eric F.M. Chubenko and Attorney, Eric Lange.

Absent under roll call were Vice Chairman Joseph Gasparro, Commissioners Ronald Rios and Joseph Popek, and Assistant Executive Director, Karen Alexis Holloway. The Executive Director stated that Vice Chairman Gasparro requested to be excused due to a work conflict. The Executive Director stated that Commissioner Ronald Rios requested to be excused due to a meeting conflict with the Board of Freeholders. The Executive Director stated that the Assistant Executive Director, Karen Alexis Holloway was in route returning from a medical matter.

MINUTES: Regular Meeting 5/18/10
A motion to adopt the Minutes of the Regular Meeting of May 18, 2010 was made by Commissioner Novakowski, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
6-15-10

Since our last Board Meeting on May 18th the Administration has continued working on numerous projects, with particular focus on preparation for the 2009 Audit, implementation of the EIV requirements, maintaining compliance with the reporting requirements for the ARRA stimulus monies and overseeing the comprehensive construction program funded through ARRA.

As a reminder, it is a requirement of all Commissioners and executive staff to file the State of NJ Financial Disclosure Forms on an annual basis. It is your responsibility to complete and submit these forms. Several individuals still have these forms outstanding and I have received a second notice from the Borough. Please fill them out and either bring them to the Borough Clerk's Office or the Housing Office and I will forward them to the Borough. They were due by April 30th so please do not delay in submitting them.

The Authority awarded a contract for the installation of doors and storm doors at Edward Dolan Homes at the May 18, 2010 Board Meeting. The preconstruction meeting was held on June 7th and the contractor is currently compiling the items required by the authority so that a contract can be executed and the work items started. It is expected that construction will be commencing in early to mid July.

Resolution No.1579 Authorize Execution of Required Contracts with PRAB for Receipt of Weatherization Funds
The Authority was recently approached by the Puerto Rican Action Board, Inc. (PRAB) regarding weatherization funding they had received as part of the ARRA stimulus monies. They are focusing on providing weatherization services to income eligible households (which Housing Authorities can be the recipients of as long as 66%+ of the residents in the buildings financially qualify). The Authority has requested upgrades to the heating systems at Sam Sica Homes, the heating systems at Victoria Copeland Homes and Jeanette Smith Village, windows at Dolan Homes and Hermann

Gardens, air seal/insulation upgrades at all eligible buildings and refrigerator upgrades for all eligible refrigerators in all eligible units. We have had two meetings thus far with the second including representatives from the Department of Community Affairs who oversees the program. We expect that we will receive at least some of these services through the grant and this resolution authorizes the Executive Director to execute the necessary contracts with the PRAB for the receipt of the services and products provided under the weatherization funding. A copy of the letter from the PRAB is attached.**(Attachment 1)**

Resolution No.1580 Authorizing Procurement of Digital Imaging System
The Authority currently has 1.4 million copies/prints on the central digital imaging system in the main office. The system is used for both copying and as a network printer for the office staff. The system has been owned by the Authority since 2002 and based on recent problems with the machine, it has been down more often then up and it has caused increased costs associated with the volume of printing and copying having to be sent to local printers and the back-up system. The Authority has looked into new systems and it appears the best fit, both in copy/print speed, functionality and cost is the Ricoh MP6001SP. It's covered under the State of NJ Purchasing Contract (#51465) and will rather substantially reduce our print cost at .005 per copy/print inclusive of all service and supplies (except paper). The system copies/prints at 60 pages per minute & the purchase price is $12,430.00. Ricoh is allowing a trade-in value of $500.00 for the old system giving a net purchase cost of $11,930.00. A copy of the proposal is attached.**(Attachment 2)**

Resolution No.1581 Authorizing Payment – ARRA Funds
The Authority previously received bids for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total contract amount of $249,470.36. EMSA Construction LLC, has submitted a requisition for partial payment totaling $20,755.70. A copy of the requisition for partial payment is attached. **(Attachment 3)**

Resolution No.1582 Authorizing Payment – ARRA Funds
The Authority previously received quotations for door and storm door materials at NJ47-1 (Edward J. Dolan Homes) as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the February 16, 2010 Board of Commissioners Meeting to Lowe's Home Center Inc. (Store 1658) with a quote of $21,042.40 for all (132) of the doors and $87.00 per storm door (purchase 32 storm doors for a total storm door cost of $2,784.00) for a total contract amount of $23,826.40. They have submitted a bill for partial payment that includes the full bill for the 132 doors totaling $21,042.40. A copy of the bill is attached.**(Attachment 4)**

Resolution No.1583 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received an additional invoice from LAN Associates as follows: $660.00 for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1. A copy of the invoice is attached.**(Attachment 5)**

A motion to adopt the Director's Report was made by Commissioner Bohanek, seconded by Commissioner Novakowski and all present voted aye, nays none.

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

NEW BUSINESS:
Resolution No.1579 Authorize Execution of Required Contracts with PRAB for Receipt of Weatherization Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1579
AUTHORIZING EXECUTION OF REQUIRED CONTRACTS WITH PRAB
FOR RECEIPT OF WEATHERIZATION FUNDS

WHEREAS, the Housing Authority of the Borough of Carteret has had discussions with the Puerto Rican Action Board, Inc. (PRAB), 90 Jersey Avenue, New Brunswick, NJ 08901, regarding the availability of weatherization grant monies that have been made available to upgrade income eligible housing, and;

WHEREAS, they have been designated by the State of New Jersey Department of Community Affairs as the conduit to provide weatherization services to income eligible household including Housing Authorities, and;

WHEREAS, the Authority has requested all of the possible upgrades that we may be eligible for with the hopes of receiving at least some of the available funding, and;

WHEREAS, the requested upgrades include heating systems at Sam Sica Homes, heating systems at Victoria Copeland Homes and Jeanette Smith Village, windows at Dolan Homes and Hermann Gardens, air seal/insulation upgrades at all eligible buildings and refrigerator upgrades for all eligible refrigerators in all eligible units, and;

WHEREAS, the Authority has held several meetings thus far with representatives of the PRAB and the State of New Jersey Department of Community Affairs who oversees the program, and;

WHEREAS, it is necessary to authorize the Executive Director to execute any documents that would be required to expedite the receipt of funding for the requested weatherization upgrades;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute on behalf of the Authority any documents and/or contracts necessary to facilitate the receipt of services and products provided as part of the weatherization funding made available to the Puerto Rican Action Board, Inc. (PRAB) from the State of New Jersey Department of Community Affairs.

Resolution No.1580 Authorizing Procurement of Digital Imaging System

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1580
AUTHORIZING PROCUREMENT OF DIGITAL IMAGING SYSTEM

WHEREAS, the Carteret Housing Authority is in need of procuring a new digital imaging system, and;
WHEREAS, based on the Authority's current budgetary situation and the prices available under State of New Jersey Cooperative Purchasing Contract it would be most advantageous to perform an outright purchase of a machine versus leasing, and;

WHEREAS, the Executive Director reviewed State of New Jersey Cooperative Purchasing Contract #51465 from RICOH, and;

WHEREAS, the following is the quotation received, and;

RICOH MP6001SP Digital Imaging System
Purchase Price $12,430.00 Per copy cost of $.005

WHEREAS, in addition RICOH is willing to give the Authority a $700.00 credit for our old RICOH Copier and also to upgrade the Authority's other digital imaging system with a Data Overwrite Security System (DOSS) at no additional charge;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Carteret Housing Authority authorizes the Executive Director to procure as part of the State of New Jersey Cooperative Purchasing Contract #51465 the RICOH MP6001SP Digital Imaging System for $12,430.00 (minus a $700.00 credit for the Authority's existing RICOH 1055 copier) with a per copy cost of $.005 for maintenance and supplies from the Capital Fund Budget.

Resolution No.1581 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1581
AUTHORIZING PAYMENT – ARRA FUNDS
EMSA CONSTRUCTION LLC
WINDOWS, SIDING & DOORS NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $249,470.36 for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for partial payment totaling $20,755.70, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), awarded under the ARRA Capital Fund stimulus monies, in the amount of $20,755.70.

Resolution No.1582 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1582
AUTHORIZING PAYMENT – ARRA FUNDS
LOWE'S HOME CENTER INC. (STORE 1658)
DOORS AND STORM DOORS AT NJ 47-1 EDWARD J. DOLAN HOMES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Lowe's Home Center Inc. (Store 1658) with a total award amount of $23,826.40 for door and storm door materials for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Lowe's Home Center Inc., has submitted a requisition for partial payment totaling $21,042.40, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Lowe's Home Center Inc. (Store 1658) for door and storm door materials for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), as part of the ARRA Capital Fund stimulus monies, in the amount of $21,042.40.

Resolution No.1583 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1583
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received an additional invoice from LAN Associates in the amount of $660.00 for construction administration pertaining to the door and storm door replacement at Dolan Homes NJ47-1, bringing the total for LAN Associates current ARRA Capital Fund invoices to $660.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $660.00.

A motion to adopt a consent agenda for Resolutions No.1579, No.1580, No.1581, No.1582 and No.1583 was made by Commissioner Bohanek, seconded by Commissioner Fr. Deacon Cairns and upon roll call all present vote aye, nays none.

COMMITTEES: None

ATTORNEY'S REPORT: The Attorney reported "progress"

The Executive Director mentioned that the Authority had a very successful Senior Movie Day.

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

A motion to open the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Fr. Deacon Cairns and all present voted aye, nays none.

There were no public comments.

A motion to close the meeting to the public was made by Commissioner Bohanek, seconded by Commissioner Fr. Deacon Cairns and all present voted aye, nays none.

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

The meeting adjourned at 6:08pm

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE
REGULAR MEETING
JULY 20, 2010

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

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

Commissioner Ronald Rios requested to be excused.
Commissioner Joseph Popek arrived at 6:06pm.

MINUTES: Regular Meeting 6/15/10
A motion to adopt the Minutes of the Regular Meeting of June 15, 2010 was made by Commissioner Fr. Deacon Cairns, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
7-20-10

Since our last Board Meeting on June 15th the Administration has continued working on numerous projects, with particular focus on preparation for the 2009 Audit, implementation of the EIV requirements, maintaining compliance with the reporting requirements for the ARRA stimulus monies and overseeing the comprehensive construction program funded through ARRA. The on-site portion of the 2009 Audit was completed on July 14th and 15th and while we have not received a written report as of yet, the Authority was verbally informed that we again performed exceptionally well. I would like to thank the staff for their hard work all year and particularly during the days of the audit.

The Authority will again be participating in the National Night Out Against Crime on August 3th. The Authority will be having light refreshments as we await the arrival of members from the Carteret Police Department. I encourage everyone to come out and participate.

The Housing Authority is once again in the midst of the summer youth and recreation program. The Authority provides for this program through a partnership with Catholic Charities. The summer youth program started the week of July 5th and will include fun and educational activities through the week of August 16th. There will be weekly trips that will take place throughout the summer and on several of the days when the group is not on trips they will be enjoying arts and crafts, recreational activities, sports and substance abuse education. The 10th Annual end of the summer Community Get-together and Festival will be held on Saturday, August 21st from 1pm to 6pm. As usual the coordination and implementation will be hard work, but at the same time it is very rewarding and enjoyable.

As a reminder, it is a requirement of all Commissioners and executive staff to file the State of NJ Financial Disclosure Forms on an annual basis. It is your responsibility to complete and submit these forms. Several individuals still have these forms outstanding and I have received a second notice from the Borough. Please fill them out and either bring them to the Borough Clerk's Office or the Housing Office and I will forward them to the Borough. They were due by April 30th so please do not delay in submitting them.

Resolution No.1584 Update OPRA (Open Public Records Act) Request Policy
The Authority has previously adopted Resolution No.1160 which is a policy for access to public records and dictates the costs associated with duplicating records as a result of requests from the public. This month the State of New Jersey adopted a new rules dictating a public agency's ability to only charge "actual copy costs" which it set at $.05 per page for 8 1/2" x 11" and $.07 per page for 8 1/2 " x 14". Adoption of this resolution will formally authorize changing the Authority's rates to those dictated by the State of New Jersey.

Resolution No.1585 Intergovernmental Agreement Between the CHA and PAHA
The Authority has previously entered into an Intergovernmental Agreement in 2009 with the Perth Amboy Housing Authority for the primary purpose of handling the Family Self Sufficiency Program. The Perth Amboy Housing Authority provides similar consulting services to several other Authorities throughout the state and they have a successful Family Self Sufficiency Program. They will again provide an agreement to the Authority detailing the fee structure. This will allow for the Authority to continue having the Perth Amboy Housing Authority handle the Family Self Sufficiency Program and assisting with the Homeownership Program and computer technical support if necessary. This would be a one year agreement with a not to exceed amount of $15,000 which is the same as the last agreement and the total expenditures were kept well under that threshold. This resolution will authorize the Executive Director to execute an agreement with the Perth Amboy Housing Authority.

Resolution No.1586 Authorizing Payment – ARRA Funds
The Authority previously received bids for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total contract amount of $249,470.36. EMSA Construction LLC, has submitted a requisition for partial payment totaling $137,372.00. A copy of the requisition for partial payment is attached. (Attachment 1)

Resolution No.1587 Authorizing Payment – ARRA Funds
The Authority previously received bids for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with a total contract amount of $96,325.00. Starlite Electric, LLC, has submitted a requisition for partial payment totaling $3,847.50. A copy of the requisition for partial payment is attached.(Attachment 2)

Resolution No.1588 Authorizing Payment – ARRA Funds
The Authority previously received bids for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with a total contract amount of $48,300.00. Adirondack Contracting, Inc., has submitted a requisition for partial payment totaling $9,915.00. A copy of the requisition for partial payment is attached.(Attachment 3)

Resolution No.1589 Authorizing Payment – ARRA Funds
The Authority previously received bids for kitchen renovations at NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, with a total contract amount of $51,980.00. T & M Painting and Construction has submitted 2 requisitions for partial payment totaling $33,777.00. Copies of the requisitions for partial payments are attached.(Attachment 4)

Resolution No.1590 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining

$10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received an additional invoice from LAN Associates as follows: $460.00 for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1. A copy of the invoice is attached.(Attachment 5)

Resolution No.1591 Authorizing Final Payment & Closeout of Contract – ARRA Funds
The Authority previously received bids for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with a total contract amount of $96,325.00. Starlite Electric, LLC, has submitted a requisition for final payment totaling $9,632.50. It is recommended that the Authority move to approve the final payment and closeout of contract subject to the work being approved by the Authority and the Architect/Engineer overseeing the project. The final requisition for payment is attached.(Attachment 6)

Resolution No.1592 Resident Advisory Board Appointments
The Chairperson will be appointing the Resident Advisory Board to serve for the preparation of the Authority's Annual Plan.

Resolution No.1593 Opening of the Public Housing Family Waiting List for 3BR Households
The Authority is in need of opening the waiting list for public housing families for 3 bedroom households. It is recommended that the public housing family waiting list for 3 bedroom apartments be opened for the first 25 applicants claiming the resident preference and qualifying for a 3 bedroom apartment based on occupancy requirements. It is proposed that the waiting list be opened and remain open until the authority received 25 applicants. A date will be determined prior to the Board Meeting.

Resolution No.1594 Authorizing Interlocal Agreement with the Borough of Carteret for Paving on Bergen Street
The Authority has been notified by the Borough of Carteret that they will be paving Bergen Street as part of town wide road improvements. The Authority has three parking areas along Bergen Street that are contiguous with the street and also need to receive improvements. The Borough will be working out square footage costs with the contract being bid out to allow for the improvements to be made to the Authority's parking areas as part of an interlocal agreement with the Borough. This resolution authorizes the Executive Director to move forward with these improvements in conjunction with the Borough's bid for town wide road improvements.

Resolution No.1595 Adoption of Public Comment Policy for Board Meetings
The Authority desires to adopt a public comment policy for the public portions of Board Meetings. It is recommended that the Authority adopt a 3 minute per person limit whereby the member of the public must identify themselves, giving there name and address prior to speaking. Additionally, it is recommended that the Authority adopt a 30 minute limit for the public portion allowing the public to speak on a first come, first speak basis and that the members of the public are limited to agenda items only.

Resolution No.1596 Assistant Executive Director Annual Increment
The Assistant Executive Director position is up for an annual salary increment effective September 1, 2010. The Authority has continued to perform exceptionally well this past year with regard to maintaining its status as a high performer in both SEMAP and PHAS, as well as having an excellent audit review. The Personnel, Finance and Administration Committee will be meeting with the Executive Director prior to the Board Meeting to discuss the proposed increase.

Resolution No.1597 Director of Maintenance Annual Increment
The Director of Maintenance Services position is up for an annual salary increment effective September 1, 2010. The Authority has continued to perform exceptionally well this past year with regard to maintaining its status as a high performer in both SEMAP and PHAS, as well as having an excellent audit review. The Personnel, Finance and Administration Committee will be meeting with the Executive Director prior to the Board Meeting to discuss the proposed increase.

Resolution No.1598 Amend Bargaining Unit Contract
The Administration and the Authority's employees met on July 14th to discuss amending the bargaining unit contract. There are several items that were brought up and the Administration will be meeting with the Personnel, Finance and Administration Committee prior to the Board Meeting to discuss the proposed amendments to the bargaining unit contract.

A motion to adopt the Director's Report was made by Commissioner Fr. Deacon Cairns, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

NEW BUSINESS:
Resolution No.1584 Update OPRA Request Policy-See Attached

Resolution No.1585 Intergovernmental Agreement between the CHA and PAHA-See Attached

Resolution No.1586 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1586
AUTHORIZING PAYMENT – ARRA FUNDS
EMSA CONSTRUCTION LLC
WINDOWS, SIDING & DOORS NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $249,470.36 for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for partial payment totaling $137,372.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), awarded under the ARRA Capital Fund stimulus monies, in the amount of $137,372.00.

Resolution No.1587 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1587
AUTHORIZING PAYMENT – ARRA FUNDS
STARLITE ELECTRIC LLC
ELECTRICAL SERVICES & APARTMENT PANELS NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with total award amount of $96,325.00 for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Starlite Electric, LLC, has submitted a requisition for partial payment totaling $3,847.50, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, for electrical service and apartment panel upgrades at NJ47-2 and NJ47-3, awarded under the ARRA Capital Fund stimulus monies, in the amount of $3,847.50.

Resolution No.1588 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1588
AUTHORIZING PAYMENT – ARRA FUNDS
ADIRONDACK CONTRACTING. INC.
KITCHEN RENOVATION AT NJ47-3 VICTORIA COPELANDS HOMES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with total award amount of $48,300.00 for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Adirondack Contracting, Inc., has submitted a requisition for partial payment totaling $9,915.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, in the amount of $9,915.00.

Resolution No.1589 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1589
AUTHORIZING PAYMENT-ARRA FUNDS
T&M PAINTING and CONSTRUCTION
KITCHEN RENOVATIONS AT 47-4 JEANETTE SMITH VILLAGE

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, with total award amount of $51,980.00 for kitchen renovations at NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, T & M Painting and Construction, has submitted two requisitions for partial payment totaling $33,777.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisitions for partial payment are acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the two requisitions for partial payment received from T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, for kitchen renovations at NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, in the amount of $33,777.00.

Resolution No.1590 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1590
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received an additional invoice from LAN Associates in the amount of $460.00 for construction administration pertaining to the door and storm door replacement at Dolan Homes NJ47-1, bringing the total for LAN Associates current ARRA Capital Fund invoices to $460.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $460.00.

Resolution No.1591 Authorizing Final Payment and Closeout of Contract-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1591
AUTHORIZING FINAL PAYMENT AND CLOSEOUT OF CONTRACT – ARRA FUNDS
STARLITE ELECTRIC LLC – ELECTRICAL SERVICE & APT PANELS AT NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, with total award amount of $96,325.00 for electrical service and apartment panel replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Starlite Electric, LLC, has submitted a requisition for partial payment & final payment totaling $9,632.50, and;

WHEREAS, Starlite Electric, LLC, is also seeking to close out the contract, but prior to doing so must submit all appropriate documentation as directed by the Authority and Architect, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment subject to receipt of all closeout documents from Starlite Electric, LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial and final payment received from Starlite Electric, LLC, 260 Main Street, Suite 1, Keansburg, NJ 07734, for electrical service and apartment panel upgrades at NJ47-2 and NJ47-3, awarded under the ARRA Capital Fund stimulus monies, in the amount of $9,632.50, upon receipt of all of the necessary closeout documents requested by the Authority and Architect, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary close out documents.

Resolution No.1592 Resident Advisory Board Appointments

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1592
RESIDENT ADVISORY BOARD
APPOINTED BY THE CHAIRPERSON

WHEREAS, the Housing Authority of the Borough of Carteret is required to have a Resident Advisory Board (RAB) to take part in the compilation of the Annual and Five Year Plan that is to be submitted to the US Dept of HUD on an annual basis, and;

WHEREAS, the RAB should be representative of all of the housing programs that the Authority administers, and;

WHEREAS, the Public Housing residents and Housing Choice Voucher participants on the RAB will be met with to discuss the issues and ideas surrounding the compilation and submission of the Annual and Five Year Plan, and;

NOW THEREFORE BE IT RESOLVED, that the Chairwoman, Ms. Iris Colon appoint the attached list of residents and participants to serve on the Resident Advisory Board for the FY2011 Annual and Five Year Plan submission.

Mr. John Hampton	M-7 Essex Street
Mr. Jose Torres	46 Washington Avenue, 1st Floor
Ms. Kathleen Grant	589 Roosevelt Avenue, 2nd Floor
Ms. Raquel Vega	N-7 Essex Street
Ms. Sandra Applewhite	26 Locust Street, 2nd Floor

Mr. Conrad Meyer	E-1 Union Street
Ms. Maria Martinez	36 Pershing Avenue
Mr. Damien Johnson	K-1 Mercer Street
Ms. Aidabell Rohena	26 Pershing Avenue, 2nd Floor
Ms. Lizette Villalongo Baez	D-3 Bergen Street

Resolution No.1593 Open Public Housing family Waiting List for 3 Bedroom Units

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1593
OPEN PUBLIC HOUSING FAMILY 3 BEDROOM WAITING LIST FOR INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE

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

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Public Housing Families Waiting List for 3 bedroom apartments for individuals qualifying for the resident preference be advertised to opened commencing on October , 2010 and shall remain open until the Authority receives 25 applicants meeting the eligibility criteria for the resident preference and occupancy criteria for a 3 bedroom apartment.

Resolution No.1594 Authorizing Interlocal Agreement with the Borough of Carteret for Paving on Bergen Street- See Attached

Resolution No.1595 Adoption of Public Comment Policy for Board Meetings

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1595
ADOPTION OF PUBLIC COMMENT POLICY FOR BOARD MEETINGS

WHEREAS, the Authority desires to adopt a public comment policy for board meetings, and;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the following public comment policy be adopted:

1. Members of the public wishing to speak must state their name and address
2. Members of the public wishing to speak are limited to 3 minutes each
3. The total time for the public portion of the meeting is limited to 30 minutes and shall occur on a first come first speak basis
4. The items discussed during the public portion are limited to those items listed on the agenda

Resolution No.1596 Annual Increment-Assistant Executive Director

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1596
ASSISTANT EXECUTIVE DIRECTOR
ANNUAL SALARY INCREMENT

WHEREAS, Ms. Karen Alexis Holloway has been employed with the Carteret Housing Authority as the Assistant Executive Director since on or about September 1, 2000, and;

WHEREAS, Ms. Holloway's last salary increment was on September 1, 2009, and;

WHEREAS, it is necessary to compensate Ms. Holloway for her employment at the Authority;

NOW THEREFORE BE IT RESOLVED, that Ms. Karen Alexis Holloway receive a salary increment of 3.5% effective September 1, 2010.

Resolution No.1597 Annual Increment-Director of Maintenance Services

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1597
DIRECTOR OF MAINTENANCE SERVICES
ANNUAL SALARY INCREMENT

WHEREAS, Mr. Joseph Agliata has been employed with the Carteret Housing Authority as Director of Maintenance Services since August of 1998 and;

WHEREAS, Mr. Agliata's last salary increment was on September 1, 2009, and;

WHEREAS, it is necessary to compensate Mr. Agliata for his employment at the Authority;

NOW THEREFORE BE IT RESOLVED, that Mr. Joseph Agliata receive a salary increment of 3.5% effective September 1, 2010

Resolution No.1598 Amend Bargaining Unit Contract

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1598
AMENDMENT TO THE BARGAINING AGREEMENT BETWEEN
COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO
LOCAL 1032 AND CARTERET HOUSING AUTHORITY

WHEREAS, the Housing Authority of the Borough of Carteret desires to amend the bargaining unit contract between the Communications Workers of America, AFL-CIO Local 1032 and the Carteret Housing Authority;

NOW THEREFORE BE IT RESOLVED, that the following changes are made and approved by the Board of Commissioners of the Carteret Housing Authority as follows, extending the current Bargaining Unit Contract through December 31, 2015;

Amending Article X-Holidays and Article XII-Personal Days
Effective January 1, 2011, the Authority will recognize Washington's birthday as "President's Day" and eliminate Lincoln's birthday and the employee's birthday as holidays.

Effective January 1, 2011, all Authority employees will receive 5 personal days per calendar year.
Amending Article IX-Salaries and Schedule D and Addition of Schedules E, F & G

The Authority has amended Article IX-Salaries and Schedule D effective January 1st of each calendar year. The amendments to Article IX-Salaries and Schedule D pertaining to annual increases for each calendar year are as follows:

An Annual Increase of 3.5% for calendar year 2012

The Authority has authorized the addition of schedules E, F & G as follows:

An Annual Increase of 3.5% for calendar year 2013
An Annual Increase of 3% for calendar year 2014
An Annual Increase of 3% for calendar year 2015

The Executive Director explained Resolutions No. 1596, No.1597 and Resolution No.1598.

A motion to adopt a consent agenda for Resolutions No.1584, No.1585, No.1586, No.1587, No.1588, No.1589, No.1590, No. 1591, No. 1592, No. 1593, No. 1594, No. 1595, No. 1596, No. 1597, and No.1598 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present vote aye, nays none.

COMMITTEES:

PERSONNEL, FINANCE & ADMINISTRATION: The Executive Director reported that Personnel and Financial matters were discussed prior at the Committee Meeting.

SENIOR SERVICES AND SOCIAL PROGRAMS: The Assistant Executive Director reported that the Senior residents enjoyed a Senior Activities Day. She mentioned that there were guest speakers to discuss senior benefits and programs. The Executive Director reported that the 10th Annual Community Get Together & Festival is in the park on August 21, 2010 between 1:00pm to 6:00pm.

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: Both Commissioner Novakowski and Commissioner Fr. Deacon Cairns commented that the Health Fair was on August 14th.

Commissioner Joseph Popek arrived at 6:06pm

The Executive Director confirmed that the Health Fair will be held on August 14, 2010 in the park.

AUDIENCE COMMENTS:

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

There were no public comments.

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

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

The meeting adjourned at 6:08pm.

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE SPECIAL MEETING SEPTEMBER 21, 2010

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

The Regular Meeting was called to order by Chairwoman Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., and Fr Deacon James Cairns II, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Novakowski and Joseph Popek, Executive Director, Eric F.M. Chubenko, Assistant Executive Director Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Ronald Rios requested to be excused.

MINUTES: Regular Meeting 7/20/10
A motion to adopt the Minutes of the Regular Meeting of July 20, 2010 was made by Commissioner Bohanek, seconded by Commissioner Novakowski and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
9-21-10

The Authority participated in the National Night Out Against Crime on August 3rd at the Edward J. Dolan Homes Community Center. The Authority had refreshments and a nice size crowd. Thank you to the Residents, Commissioners, staff and members of the Carteret Police Department who participated in making the evening a great success.

The summer youth program has come to an end and the Authority held its 10th Annual Community Get-together and Festival on August 21st. A tremendous amount of time and preparation went into the event with staff, commissioners and volunteers giving of themselves to ensure its success. As usual the coordination and implementation was hard work, but at the same time it was again very rewarding and enjoyable. It is estimated that the event attracted 500-700 people and included participation from various Agencies and Departments, Catholic Charities, area churches, area health organizations, donations from various businesses, residents and volunteers. The festival included a variety of games, entertainment, music, food and fun. With the participation of those involved we were successful in continuing to spread an anti-drug and anti-crime message with an emphasis on community. Thank you again for everyone involved in making the event a great success.

As a reminder, it is a requirement of all Commissioners and executive staff to file the State of NJ Financial Disclosure Forms on an annual basis. It is your responsibility to complete and submit these forms. Several individuals still have these forms outstanding and I have received a second notice from the Borough. Please fill them out and either bring them to the Borough Clerk's Office or the Housing Office and I will forward them to the Borough. They were due by April 30th so please do not delay in submitting them.

Resolution No.1599 Submission of Agency and 5 Year Plans
Resolution No.1600 PHA Certification of Compliance with the PHA Plans
The Agency Plan and 5 Year Plan for FY2011 is now complete and the Authority held its public hearing on September 14th. The Agency Plan is composed of predominantly boiler plate forms and more or less is established to prove that you

have implemented the necessary policy components that the US Department of Housing and Urban Development releases throughout the year, but it is still a time consuming process that requires the involvement of staff. The Plan has been available for public review for approximately 1 ½ months and has been updated throughout that period. HUD requires, in addition to the Resolution authorizing submission of the Plan, another Public Housing Authority Certification of Compliance with the PHA Plan. The completed Plan is required to be submitted on or before October 15, 2010. The resolution is attached.**(Attachment 1)**

Resolution No.1601 FY2009 Audit Certification
The Authority had its FY2009 Audit conducted in late July and the Authority has been informed that we have again performed exceptionally well. We have received the draft copy of the Audit which indicated that the Authority again has no findings. The formal copy of the audit will be received prior to the Board Meeting. It is necessary for the Board of Commissioners to approve the annual audit certification for the NJ State Department of Community Affairs, and the certification merely states that the Board has reviewed the Audit, and specifically the last page which details if there were any Financial Findings or Federal Award Findings. A copy of the Summary of Auditor's Results, the Audit review certificate and resolution are all attached.**(Attachment 2)**

Resolution No.1602 Opening of the Section 8/Housing Choice Voucher Waiting List
The Authority is in need of opening the waiting list for the Regular Section 8/Housing Choice Voucher Program. It is recommended that the Regular Section 8/Housing Choice Voucher Program waiting list be opened for the first 25 applicants claiming the resident preference. A date will be determined prior to the Board Meeting.

Resolution No.1603 Authorizing Procurement of Equipment
The Authority has purchased two new maintenance trucks and in turn will be disposing of the two oldest trucks which are both outfitted with snow plow equipment. The agency now needs to configure two trucks with snow plow equipment. The State of NJ State Contract has the plow equipment available at a cost of $4,200.00 per truck. In addition, the equipment was priced out again by receiving three quotations and the vendor covered under the NJ State Contract #A75725 was still the least expensive. This resolution authorizes the Authority to outfit two trucks with snow plow equipment in preparation for the winter snow season at a cost of $4,200.00 each. A copy of the quote with contract # is attached.**(Attachment 3)**

Resolution No.1604 Authorizing Disposition of Vehicles
The Authority will be disposing of two maintenance trucks as soon as the 2nd new maintenance truck arrives. The disposition of the vehicles requires authorization by resolution. The Authority has been contacted by the Borough of Carteret requesting that they may be interested in acquiring one of the trucks via an intergovernmental sale. Prior to the meeting we hope to have additional information pertaining to their interest in the truck and we will look to refine language in a resolution to both authorize sale of one truck to the Borough and to authorize sale of the other to the general public.

Resolution No.1605 Authorizing Payment – ARRA Funds
The Authority previously received bids for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total contract amount of $249,470.36. EMSA Construction LLC, has submitted a requisition for partial payment totaling $18,087.29. A copy of the requisition for partial payment is attached. **(Attachment 4)**

Resolution No.1606 Authorizing Payment – ARRA Funds
The Authority previously received quotations for door and storm door materials at NJ47-1 (Edward J. Dolan Homes) as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the February 16, 2010 Board of Commissioners Meeting to Lowe's Home Center Inc. (Store 1658) with a quote of $21,042.40 for all (132) of the doors and $87.00 per storm door (purchase 32 storm doors for a total storm door cost of $2,784.00) for a total contract amount of $23,826.40. They have submitted a bill for final payment and closeout that includes the bill for the remaining 32 storm doors totaling $2,784.00.

Resolution No.1607 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received additional invoices from LAN Associates as follows: (2 invoices) $184.00 and $368.00 for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1 and (1 invoice) $2,100.00 for construction administration of the earlier ARRA awards. Copies of the invoices are attached.**(Attachment 5)**

A motion to adopt the Director's Report was made by Commissioner Fr. Deacon Cairns, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

NEW BUSINESS:

Resolution No.1599 Submission of Agency and 5 Year Plan

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1599
SUBMISSION OF AGENCY PLAN & 5 YEAR PLAN

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

WHEREAS, the Chairwoman appointed a Resident Advisory Board, representing the public housing and section 8 population, to review said documents and make further comments, and;

WHEREAS, the Resident Advisory Board and public were invited to attend a Public Hearing on September 14, 2010 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 prior to the deadline of October 15, 2010

Resolution No.1600 PHA Certification of Compliance with the PHA Plans-See Attached

Resolution No.1601 2009 Audit Certification

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1601
FY 2009 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, 2009 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, 2009, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board;

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

Resolution No.1602 Opening of the Section 8/Housing Choice Voucher Waiting List

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1602
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 Program Waiting List for individuals qualifying for the resident preference be advertised to open for 1 day on October 26, 2010 from 9AM to 1PM for the first 25 applicants, and;

BE IT FURTHER RESOLVED, that all applicants must be personally present to receive an application unless the applicant is disabled, then a designee for that individual may be sent, and;

BE IT FURTHER RESOLVED, that applications are on a first come, first serve basis and the application process may end well before the 1:00PM deadline.

Resolution No.1603 Authorizing Procurement of Equipment

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1603
AUTHORIZING PROCUREMENT OF EQUIPMENT

WHEREAS, the Housing Authority has procured two new maintenance trucks, and;

WHEREAS, the Authority will in turn be disposing of the two oldest trucks which are both outfitted with snow plow equipment, and;

WHEREAS, the Authority now needs to configure the two newest trucks with snow plow equipment, and;

WHEREAS, the plows are available under NJ State Contract #A75725 in the amount of $4,200.00 each, and;

WHEREAS, the Authority also quoted out the equipment with two other vendors and both quotes were received with a cost in excess of the $4,200.00 price available under NJ State Contract;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes procurement of snow plow equipment for the two new pick-up trucks at a cost of $4,200.00 each as part of NJ State Contract #A75725 with a total contract cost of $8,400.00, and;

BE IT FURTHER RESOLVED, that this funding is authorized from the Housing Authority's Capital Fund Program.

Resolution No.1604 Authorizing Disposition of Vehicles

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1604
DISPOSITION OF AUTHORITY VEHICLE

WHEREAS, the Authority desires to dispose of its oldest 2 pickup trucks, and;

WHEREAS, the vehicles are:

2001 Dodge Ram pick-up	VIN: 3B7KF 26Z61 M5635 45
2001 Dodge Ram pick-up	VIN: 3B7KF 26Z91 M5643 03

WHEREAS, the vehicles are both determined to be in fair/poor condition, and;

WHEREAS, the Authority's Disposition Policy allows for disposition of items to other governmental bodies for an amount that is not less than fair value, and without requirement for a public sale, and;

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

WHEREAS, after review of the vehicle in its current condition, considering pertinent body damage, interior damage and necessary mechanical repairs, it is believed that a fair value would be $3,000.00 each, and;

WHEREAS, the Borough of Carteret is interested in acquiring the vehicle at the determined fair value of $3,000.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes disposition of the Authority's 2001 Dodge Ram pick-up, VIN: 3B7KF 26Z61 M5635 45 and the 2001 Dodge Ram pick-up, VIN: 3B7KF 26Z91 M5643 03, to the Borough of Carteret in its current as is state for the determined fair value of $3,000.00 each for a total price of $6,000.00.

Resolution No.1605 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1605
AUTHORIZING PAYMENT – ARRA FUNDS
EMSA CONSTRUCTION LLC
WINDOWS, SIDING & DOORS NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $249,470.36 for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has also authorized a change order in the amount of $2,300.00 for windows with safety glass for each of the bathroom windows at Victoria Copeland Homes, as part of the Authority's Capital Fund Program, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for partial payment totaling $18,087.29, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), awarded under the ARRA Capital Fund stimulus monies, in the amount of $18,087.29.

Resolution No.1606 Authorizing Payment -ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1606
AUTHORIZING PAYMENT –ARRA FUNDS
LOWE'S HOME CENTER INC. (STORE 1658)
DOORS AND STORM DOORS AT NJ47-1 EDWARD J. DOLAN HOMES
AND CLOSEOUT OF CONTRACT

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Lowe's Home Center Inc. (Store 1658) with a total award amount of $23,826.40 for door and storm door materials for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Lowe's Home Center Inc., has submitted a final requisition for payment totaling $2,784.00, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for final payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the final requisition for payment received from Lowe's Home Center Inc. (Store 1658) for door and storm door materials for door and storm

door replacements at NJ47-1 (Edward J. Dolan Homes), as part of the ARRA Capital Fund stimulus monies, in the amount of $2,784.00, and;

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Executive Director to close out its materials contract for door and storm door materials for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), as part of the ARRA Capital Fund stimulus monies, with Lowe's Home Center Inc. (Store 1658).

Resolution No.1607 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1607
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received 3 additional invoices from LAN Associates as follows: 2 invoices ($184.00 and $368.00) for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ 47-1 as part of the ARRA Capital Fund stimulus monies, and 1 invoice ($2,100.00) for construction administration of the earlier contract awards as part of the ARRA Capital Fund stimulus monies, bringing the total for LAN Associates current ARRA Capital Fund invoices to $2,652.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $2,652.00.

There was a brief discussion regarding the stage of completion of the projects funded by ARRA.
A motion to adopt a consent agenda for Resolutions No.1599, No.1600, No.1601, No.1602, No.1603, No.1604, No.1605, No. 1606, and No.1607 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present vote aye, nays none.

COMMITTEES:

SENIOR SERVICES AND SOCIAL PROGRAMS: The Executive Director reported that Annual Community Get Together and Festival went over very well. He mentioned that there were several vendors and a huge community attendance. He also mentioned that the Authority would be looking into presenting certificates to the many volunteer that assisted with the event.

ATTORNEY'S REPORT: The Attorney reported that there had been a lot of steps taken to track down residents that are involved in criminal activities. He reported that he is working with the police and county on a few cases.

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:
A motion to open the meeting to the public was made by Commissioner Fr. Deacon Cairns, seconded by Commissioner Bohanek and all present voted aye, nays none.

Cynthia Allen- stated that she was here tonight on behalf of her daughter. She mentioned that currently she is the primary care giver of her daughter's four children and that her daughter is in jail. She explained that her daughter is being evicted. She asked the Board to except her payment to avoid an eviction

The Executive Director stated that he will discuss this matter with her after the meeting.

A motion to close the meeting to the public was made by Commissioner Fr. Deacon Cairns, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

The meeting adjourned at 6:12pm.

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE REGULAR MEETING OCTOBER 19, 2010

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

The Regular Meeting was called to order by Chairwoman Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Novakowski, Joseph Popek and Ronald Rios, Executive Director, Eric F.M. Chubenko, Assistant Executive Director Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Chester Bohanek Jr. was absent and requested to be excused.

MINUTES: Regular Meeting 9/21/10
A motion to adopt the Minutes of the Regular Meeting of September 21, 2010 was made by Commissioner Novakowski, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

COMMUNICATIONS:
A motion to place Communications on file was made by Commissioner Rios, seconded by Commissioner Novakowski and all present voted aye, nays none.

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
10-19-10

Resolution No.1608 FY2011 Authority Budget Initial Submission
Resolution No.1609 Approval of FY2011 HUD Budget
The Authority needs to submit its annual budget for FY2011 and the Accounting staff met with the Administration to compile the necessary information for the initial budget submission. The Accountant will again be available during the day on Monday, October 18th to discuss any matters pertaining to the budget. The initial submission will need to be sent to the NJ State Local Finance Board for their approval and when approved by the state will be returned to the Authority for the necessary adoption resolution. In addition, the Authority is required to also approve the budget under the HUD format for the same period. The budget and dollar calculations are identical to the State of NJ Budget, but are merely on different forms. The proposed budget and resolutions are attached.**(Attachment 1)**

Resolution No.1610 2011 Conference Schedule
It is advantageous to adopt the Authority's conference schedule for 2011 as early as possible to save with early registrations and accommodation costs. The following is a copy of the proposed conference schedule:

CONFERENCE SCHEDULE

NLHA Membership Meeting, Jan. 25-28, 2011	Fort Myers, Fl
or PHADA Commissioners Conference, Jan. 9-12, 2011	Phoenix, AZ
NAHRO Legislative Conference March 28-30, 2011	Washington, DC
PHADA Annual Convention and Exhibition, May 15-18, 2011	New Orleans, LA
NAHRO Summer Conference, July 29-31, 2011	Louisville, KY
NJNAHRO Annual Conference November 2011	Atlantic City, NJ

Resolution No.1611 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work,

the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received an additional invoice from LAN Associates for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1 in the amount of $368.00. A copy of the invoice is attached.**(Attachment 2)**

Resolution No.1612 Authorizing Payment – Capital Funds
The Authority previously received bids for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), as part of the Capital Fund Program. A contract was awarded at the May 18, 2010 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total contract amount of $66,750.00. EMSA Construction LLC, has submitted a requisition for partial payment totaling $54,828.69. A copy of the requisition for partial payment is attached. **(Attachment 3)**

Resolution No.1613 Authorizing Execution of Agreement with CHADCO
The Borough of Carteret in conjunction with a local not for profit corporation, Carteret Housing and Development Corporation (CHADCO), have recently awarded a construction contract to renovate a four family building for the purpose of creating four affordable Veteran housing units. These units are expected to be available as rentals for January 2011. The Trustees of CHADCO have discussed with me having the Housing Authority manage these units whereby the Authority would be directly reimbursed for all expenses associated with management of and actual maintenance costs for handling the project. The Authority would also receive an 8% management fee for the gross rents collected at the site. This would work naturally with the Authority's operations and would likely require very little additional work by the Authority's staff and would provide for an additional revenue source. This resolution would authorize the Authority to execute a contract to manage the four affordable Veteran housing units.

The Authority is looking to authorize a contract for the UPCS public housing inspections to an outside firm. It is recommended that this be done for quality control purposes and especially prior to our expected HUD REAC inspections. The authority solicited two quotations from the most utilized firms by Housing Authorities and they were as follows: The Inspection Group, Inc. $2,390.00 and US Inspection Group, Inc. $2,822.40. The lowest quotation is from The Inspection Group, Inc. They have excellent referrals and I will be looking to authorize a contract in the amount of $2,390.00 after the Board of Commissioners Meeting.

A motion to adopt the Director's Report was made by Commissioner Novakowski, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

NEW BUSINESS:

Resolution No.1608 FY2011 Authority Budget Initial Submission-See Attached

Resolution No.1609 Approval of FY2011 HUD Budget-See Attached

Resolution No.1610 2011 Conference Schedule

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1610
2011 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;

NOW THEREFORE BE IT RESOLVED, that it is approved for the Executive Director and Assistant Executive Director and Commissioners to be named to attend the following conferences throughout the year 2011;

NLHA Membership Meeting, Jan. 25-28, 2011	Fort Myers, Fl
or PHADA Commissioners Conference, Jan. 9-12, 2011	Phoenix, AZ
NAHRO Legislative Conference March 28-30, 2011	Washington, DC
PHADA Annual Convention and Exhibition, May 15-18, 2011	New Orleans, LA
NAHRO Summer Conference, July 29-31, 2011	Louisville, KY
NJNAHRO Annual Conference November 2011	Atlantic City, NJ

Resolution No.1611 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1611
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received an additional invoice from LAN Associates for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ 47-1 as part of the ARRA Capital Fund stimulus monies in the amount of $368.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $368.00.

Resolution No.1612 Authorizing Payment-Capital Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1612
AUTHORIZING PAYMENT - CAPITAL FUND PROGRAM
EMSA CONSTRUCTION LLC
DOORS AND STORM DOORS AT NJ47-1

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $66,750.00 for door and storm door replacement at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund Program, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for partial payment totaling $54,828.69, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), awarded under the Capital Fund Program, in the amount of $54,828.69.

Resolution No.1613 Authorizing Execution of Agreement with CHADCO

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1613
AUTHORIZING EXECUTION OF AGREEMENT WITH
CARTERET HOUSING AND DEVELOPMENT CORPORATION (CHADCO)

WHEREAS, the Housing Authority of the Borough of Carteret has had discussions with the Carteret Housing and Development Corporation (CHADCO) regarding the Authority managing it's 4 units of affordable Veteran housing located at 22-24 Washington Avenue in the Borough of Carteret, and;

WHEREAS, as part of the management of the 4 units, the Authority would be responsible for handling all aspects pertaining to the rental, maintenance and administration of those units, and;

WHEREAS, all direct costs and maintenance employee and material costs associated with managing the 4 units would be reimbursed to the Authority on an actual cost basis, and;

WHEREAS, in addition to the actual costs incurred during the management of the 4 units, the Authority shall also receive a management fee equal to 8% of the gross rents collected for the units,

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute an agreement on behalf of the Authority for the management of the 4 affordable Veteran housing units located at 22-24 Washington Avenue in the Borough of Carteret.

A motion to adopt Resolutions No.1608, No.1609, No.1610, No.1611, No.1612 and No.1613 was made by Commissioner Rios, seconded my Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: No Reports

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

There were no comments from the public.

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

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

The meeting adjourned at 6:04pm.

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE
ANNUAL REORGANIZATION MEETING
NOVEMBER 15, 2010

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

The Annual Reorganization Meeting was called to order by Chairwoman Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Chairwoman, Iris Colon, Vice Chairman, Joseph Gasparro, Commissioners Joseph Novakowski, and Joseph Popek, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

The Executive Director stated Commissioner Rios asked to be excused due to a conflict with the Freeholder Board.

Chairwoman Colon turned the meeting over to the Attorney, Eric Lange.

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

NOMINATIONS FOR CHAIRPERSON

Commissioner Chester Bohanek nominated Commissioner Iris Colon for the Office of Chairperson, seconded by Commissioner Joseph Gasparro. There were no other nominations for the Office of Chairperson.

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

Iris Colon was voted the Chairwoman of the Carteret Housing Authority's Board of Commissioners.

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

NOMINATIONS FOR VICE CHAIRPERSON

Commissioner Joseph Novakowski nominated Commissioner Joseph Gasparro for the Office of Vice Chairperson, seconded by Commissioner Chester Bohanek. There were no other nominations for the Office of Vice Chairperson.

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

Joseph Gasparro was voted the Vice Chairman of the Carteret Housing Authority's Board of Commissioners.

The Attorney announced that there was no public present and requested a motion to close the meeting.

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

The meeting was adjourned at 6:05pm.

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES
OF THE
REGULAR MEETING
NOVEMBER 15, 2010

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

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

Commissioner Ronald Rios requested to be excused due to a conflict with the Board of Freeholders.

MINUTES: Regular Meeting 10/19/10
A motion to adopt the Minutes of the Regular Meeting of October 19, 2010 was made by Commissioner Novakowski, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
11-15-10

Resolution No.1614 FY2009 Write-offs
The Authority is required to write off the uncollected accounts receivable balances from FY2009. This is done each year prior to the start of the new fiscal year. The resolution is attached.**(Attachment 1)**

Resolution No.1615 2011 Meeting Calendar
The Authority needs to establish its annual Board of Commissioners Meeting Calendar for 2011. The following dates indicate that the meetings will fall on the 3rd Tuesday of each month at 6:00PM with the exception of the April, May and November meetings of which April has an alternate date due to the Board of Education elections which utilizes the Authority's meeting room as a polling place, May conflicts with the PHADA Conference and November conflicts with the NJNAHRO Annual Conference and League of Municipalities. The resolution is attached.**(Attachment 2)**

MEETING DATES

January 18, 2011	May 10, 2011	September 20, 2011
February 15, 2011	June 21, 2011	October 18, 2011
March 15, 2011	July 19, 2011	November 14, 2011 (Regular & Reorg)
April 18, 2011	No August Meeting	December 20, 2011

Resolution No.1616 FY2011 Legal Services
The Authority advertised for Legal services for the 2011 Fiscal Year and two proposals were received. The proposals were from the firms of James P. Nolan and Associates, 61 Green Street, Woodbridge, NJ and Bernstein and Associates, 2 North Road, Warren, NJ. The proposal from Nolan and Associates was in the amount of $19,200.00 annually for general counsel services, $110 per landlord tenant litigation service and $110 per hour for non-routine litigation services. The proposal from Bernstein and Associates was in the amount of $24,000.00 annually for general counsel services, $150 per landlord tenant litigation service and $150 per hour for non-routine litigation services. James P. Nolan and Associates is the current law firm for the Housing Authority and the administration is satisfied with their services. The proposal was rated by the Executive Director, Assistant Executive Director and Bookkeeper and the administration

recommends authorization of a one year legal services contract for FY2011 to the firm of Nolan and Associates in the amount of $19,200.00 annually for the general counsel services, $110 per landlord tenant litigation service & $110 per hour for non-routine litigation services. The proposals are available at the office for review.

Resolution No.1617 FY2011 Accounting Services
The Authority advertised for Accounting services for the 2011 Fiscal Year and one proposal was received from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076. The proposal from David Ciarrocca, CPA was rated by the Executive Director, Assistant Executive Director and Bookkeeper and the proposed price is $32,000.00. David Ciarocca, CPA is a former partner of Furlong and Ciarrocca, CPA's, and has been the Authority's accountant for years and the Housing Authority and administration are satisfied with their services and recommends execution of a one year contract with the firm at the rate of $32,000.00. The proposal is available at the office for review.

Resolution No.1618 FY2011 Special Legal Counsel
The Authority advertised for Special Legal Counsel and five proposals were received. The proposals that were received were from the firms of Scarinci and Hollenbeck, LLC, 1100 Valleybrook Avenue, PO Box 790, Lyndhurst, NJ, Eric M. Bernstein and Associates, LLC, Two North Road, P.O. Box 4922, Warren, NJ, McElroy, Deutsch, Mulvanney and Carpenter, LLP, 1300 Mount Kemble Ave., Morristown, NJ, Roth D'Aquanni, 150 Morris Avenue, Suite 206, Springfield, NJ and Buttafucco, Arce and Price, 2509 Park Ave, Suite 1C, South Plainfield, NJ. The proposal from Scarinci and Hollenbeck, LLC, was in the amount of $145.00hr Partner. The proposal from Eric M. Bernstein and Associates, was in the amount of $110.00hr. The proposal from Roth D'Aquanni was in the amount of $150.00hr. The proposal from Buttafucco, Arce and Price was in the amount of $125.00hr Partner and $125.00hr Associate. The proposal from McElroy, Deutsch, Mulvanney and Carpenter, LLP was in the amount of $160.00hr Partner, $145.00hr Associate. Scarinci and Hollenbeck, LLC, has been the special legal counsel for the Authority for the past 5 years as needed and has served in a satisfactory manner. The proposals were rated by the Executive Director, Assistant Executive Director and Bookkeeper and the administration recommends qualifying the firms of Scarinci and Hollenbeck, LLC, Eric M. Berstein and Associates, and Buttafucco, Arce and Price as per the attached pricing schedules. This resolution authorizes the Executive Director to utilize the qualified firms as necessary in an aggregate amount not to exceed $7,500.00. The proposals are available at the office for review.

Resolution No.1619 FY2010 Auditing Services
The Authority advertised for Auditing services for the 2009 Fiscal Year and two proposals were received from the firms of Fallon and Larson, State Highway 36, Suite 102, Hazlet, NJ 07730 in the amount of $11,444.00, and Myler and Company LLC, One Arin Park, 1715 Highway 35, Middletown, NJ 07748 in the amount of $10,500.00. Fallon and LArson is the current auditor for the Housing Authority and the administration is satisfied with their services. The proposals were rated by the Executive Director, Assistant Executive Director and Bookkeeper. After review of the proposals the administration recommends execution of contract with Fallon and Larson for auditing services for FY2010 in the amount of $11,444.00. The proposals are available at the office for review.

Resolution No.1620 Modernization Coordinator
The Authority advertised for Modernization Coordinator and one proposal was received. The proposal was received from David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of $7,500.00/year. The proposal was rated by the Executive Director, Assistant Executive Director and Bookkeeper. David Ciarrocca, CPA is the current Modernization Coordinator and accounting firm for the Housing Authority and the administration has been satisfied with their services and recommends execution of a one year contract with the firm at the rate of $7,500.00. The proposal is available at the office for review.

Resolution No.1621 Award of Contract for Architectural/Engineering Services
The Housing Authority advertised for proposals to be submitted from Architectural/Engineering firms for new windows at Edward J. Dolan Homes. Seven proposals were received as follows:

ALSA Architecture LLC, 570 7th Ave., NY, NY	$8,805.40
LAN Associates, 445 Goodwin Ave, Midland Park, NJ	$12,485.00
The Musial Group, 191 Mill Lane, Mountainside, NJ	$12,550.00
Paul DeMassi AIA & Associates, 576 Valley Brook Ave, Lyndhurst, NJ	$15,000.00

SD Abramowitz Architects, PO Box 708, Orange, NJ	$15,500.00
APARRI Engineering LLC, 166 Main St, 2nd Fl, Suite 2, Hackensack, NJ	$26,811.36
Kwest Professional Services, 777 Passaic Ave, Clifton, NJ	$32,500.00

The proposals were rated by the Executive Director, Assistant Executive Director and Bookkeeper. LAN Associates graded highest. The Authority has worked with LAN Associates on numerous occasions during the past two years and their track record for timely completion of comprehensive bid specifications and plans with minimal to no change orders encountered, in addition to thorough follow-through on all documentation from contractors during the jobs and especially with closeout, is excellent. Their proposal pricing is also second lowest of the seven proposals. The lowest price proposal from Also Architecture LLC also indicated the wrong amount of window openings which makes the Authority believe that they may have not reviewed the job properly. It is recommended that the Authority authorize a contract for A/E services with the firm of LAN Associates, 445 Goodwin Ave, Midland Park, NJ in the amount of $12,485.00. The proposals are available at the office for review.

Resolution No.1622 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital Fund stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received an additional invoice from LAN Associates for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1 in the amount of $322.00. A copy of the invoice and resolution are attached.**(Attachment 3)**

The Authority held another senior resident movie day on Wednesday, November 10th. The attendees enjoyed the movie and the refreshments and I would like to thank everyone involved with making the day a success.

The Authority will be holding its annual Thanksgiving Day Program on Monday, November 15th and we will start serving meals for the senior residents at 12:00 noon and at 1:30pm for the families. The Authority urges any Commissioners that have some time available on the scheduled date to come down and assist with serving food and to spend some time with our residents.

A motion to adopt the Director's Report was made by Commissioner Popek, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

NEW BUSINESS:
Resolution No.1614 FY2009 Write-offs

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1614
FY2009 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 FY2009.

Amanda Roche	$ 2,345.43
Susie Duke	$ 1,106.30
Nicole Zulauf	$ 1,985.00
TOTAL	$ 5,436.73

Resolution No.1615 2011 Meeting Calendar

CARTERET HOUSING AUTHORITY
RESOLUTION NO. 1615
2011 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 2011 calendar year and fall on the 3rd Tuesday of each month at 6:00PM with the exception of the April, May and November meetings of which April has an alternate date due to the Board of Education elections which utilizes the Authority's meeting room as a polling place, May conflicts with the PHADA Conference and November conflicts with the NJNAHRO Annual Conference and League of Municipalities.

MEETING DATES

January 18, 2011	May 10, 2011	September 20, 2011
February 15, 2011	June 21, 2011	October 18, 2011
March 15, 2011	July 19, 2011	November 14, 2011 (Regular & Reorg)
April 18, 2011	No August Meeting	December 20, 2011

Resolution No.1616 FY 2011 Legal Services

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1616
LEGAL SERVICES FY2011

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2011 and;

WHEREAS, The Carteret Housing Authority advertised for Legal Services pursuant to its Procurement Policy and;

WHEREAS, two proposals were received from James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095, and Bernstein and Associates, 2 North Road, Warren, NJ, and;

WHEREAS, the proposed price for legal services from Nolan and Associates is $19,200.00 general counsel retainer ($1,600.00 monthly), $110.00 per each landlord tenant matter and an hourly rate of $110.00 per hour for non-routine litigation matters, and the proposed price for legal services from Bernstein and Associates is $24,000.00 annually for general counsel services, $150 per landlord tenant litigation service and $150 per hour for non-routine litigation services, and;

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

NOW THEREFORE BE IT RESOLVED, that James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095 is hereby appointed to the position of Legal Counsel for the Carteret Housing Authority for the fiscal year 2011, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a $19,200.00 general counsel retainer ($1,600.00 monthly), $110.00 per each landlord tenant matter filed on behalf of the Authority and an hourly rate of $110.00 per hour for non-routine litigation matters for FY2011 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.1617 FY2011 Accounting Service

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1617
ACCOUNTING SERVICES FY2011

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2011 and;

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

WHEREAS, one proposal was received from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of $32,000.00, and;

WHEREAS, the proposal for Accounting Services was reviewed by the Executive Director, the Assistant 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 Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be and are hereby appointed as the Accountant for the Carteret Housing Authority for FY2011, for the fee of $32,000.00 for January 1, 2011 through December 31, 2011;

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 $32,000.00, payable in monthly installments.

Resolution No.1618 FY2011 Special Legal Services

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1618
SPECIAL LEGAL COUNSEL

WHEREAS, The Carteret Housing Authority requires the service of Special Legal Counsel for the fiscal year 2011, and;

WHEREAS, The Carteret Housing Authority advertised for Legal Services pursuant to its Procurement Policy, and;

WHEREAS, 5 proposals were received from the firms of Scarinci and Hollenbeck, LLC, 1100 Valleybrook Avenue, PO Box 790, Lyndhurst, NJ, Eric M. Bernstein and Associates, LLC, Two North Road, P.O. Box 4922, Warren, NJ, McElroy, Deutsch, Mulvanney and Carpenter, LLP, 1300 Mount Kemble Ave., Morristown, NJ, Roth D'Aquanni, 150 Morris Avenue, Suite 206, Springfield, NJ and Buttafucco, Arce and Price, 2509 Park Ave, Suite 1C, South Plainfield, NJ, and;

WHEREAS, the pricing for legal counsel was as follows; Scarinci and Hollenbeck, LLC, was in the amount of $145.00hr Partner, the proposal from Eric M. Bernstein and Associates, was in the amount of $110.00hr, the proposal from Roth D'Aquanni was in the amount of $150.00hr, the proposal from Buttafucco, Arce and Price was in the amount

of $125.00hr Partner and $125.00hr Associate, the proposal from McElroy, Deutsch, Mulvanney and Carpenter, LLP was in the amount of $160.00hr Partner, $145.00hr Associate, and;

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firms of Scarinci and Hollenbeck, LLC, Eric M. Berstein and Associates, and Buttafucco, Arce and Price as per the attached pricing schedules, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firms as necessary in an aggregate amount not to exceed $7,500.00, and;

BE IT FURTHER RESOLVED, that the terms of the contracts will be particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.1619 FY2011 Auditing Services

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1619
FY2010 AUDITING SERVICES

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2010, and;

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

WHEREAS, two proposals were received from the firms of Fallon and Larson, State Highway 36, Suite 102, Hazlet, NJ 07730 in the amount of $11,444.00 and Myler and Company LLC, One Arin Park, 1715 Highway 35, Middletown, NJ 07748 in the amount of $10,500.00, and;

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

NOW THEREFORE BE IT RESOLVED, that Fallon and Larson, be and is hereby appointed as the Auditor for the Housing Authority for FY2010, for the fee of $11,444.00;

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 $11,444.00.

Resolution No.1620 Modernization Coordinator

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1620
AWARD OF CONTRACT-MODERNIZATION COORDINATOR

WHEREAS, the Housing Authority of the Borough of Carteret desires the services of a Modernization Coordinator, and;

WHEREAS, the Authority advertised and invited proposals to be submitted for Modernization Coordinator, and;

WHEREAS, the Authority requested a fixed fee to attend to the office one day per month and an hourly rate for all other time spent attending to projects pertaining to the Authority, and;

WHEREAS, the Authority received 1 proposal from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of $7,500.00/year, and;

WHEREAS, David Ciarocca, CPA, is currently the modernization coordinator and accounting firm for the Authority, and;

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

NOW THEREFORE BE IT RESOLVED, that of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be awarded a 1 year contract for Modernization Coordinator at an annual fee of $7,500.00, payable in monthly installments.

Resolution No. 1621 Award of Contract for Architectural/Engineering Services

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1621
AWARD OF CONTRACT ARCHITECTURAL/ENGINEERING SERVICES

WHEREAS, the Housing Authority of the Borough of Carteret desires the services of an Architectural/Engineering firm to perform professional services for new windows at Edward J. Dolan Homes, and;

WHEREAS, the Authority advertised for proposals and 4 were received from the following firms:

ALSA Architecture LLC, 570 7th Ave., NY, NY	$8,805.40
LAN Associates, 445 Goodwin Ave, Midland Park, NJ	$12,485.00
The Musial Group, 191 Mill Lane, Mountainside, NJ	$12,550.00
Paul DeMassi AIA & Associates, 576 Valley Brook Ave, Lyndhurst, NJ	$15,000.00
SD Abramowitz Architects, PO Box 708, Orange, NJ	$15,500.00
APARRI Engineering LLC, 166 Main St, 2nd Fl, Suite 2, Hackensack, NJ	$26,811.36
Kwest Professional Services, 777 Passaic Ave, Clifton, NJ	$32,500.00

WHEREAS, the proposals were evaluated by the Executive Director, Assistant Executive Director and Bookkeeper and based upon various evaluation factors it is recommended that the Authority award a contract for Architectural/Engineering services to the firm of LAN Associates, 445 Goodwin Ave, Midland Park, NJ, in the amount of $12,485.00;

NOW THEREFORE BE IT RESOLVED, that the Authority execute a professional services contract for architectural/engineering services for new windows at Edward J. Dolan Homes with the firm of LAN Associates, 445 Goodwin Ave, Midland Park, NJ, in the amount of $12,485.00, plus reimbursable expenses.

Resolution No. 1622 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1622
AUTHORIZING PAYMENT – ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Authority has received an additional invoice from LAN Associates for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ 47-1 as part of the ARRA Capital Fund stimulus monies in the amount of $322.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $322.00.

A motion for a consent agenda to adopt Resolutions No.1614, No.1615, No.1616, No.1617, No.1618, No.1619, No.1620, No.1621 and No.1622 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: No Reports

ATTORNEY'S REPORT: The Attorney thanked the Board for retaining his services for the 2011 year.

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

There were no comments from the public.

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

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

The meeting adjourned at 6:10pm.

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director

MINUTES OF THE REGULAR MEETING DECEMBER 15, 2010

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

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

Commissioner Joseph Novakowski requested to be excused due to medical reason.

MINUTES: Annual Reorganization Meeting 11/15/10
A motion to adopt the Minutes of the Annual Reorganization Meeting of November 15, 2010 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

MINUTES: Regular Meeting 11/15/10
A motion to adopt the Minutes of the Regular Meeting of November 15, 2010 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

DIRECTOR'S REPORT:

Executive Director's Report/Agenda Description
Eric F. M. Chubenko
12-21-10

Resolution No.1623 Authorizing Payment – Capital Funds
The Authority previously received bids for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total contract amount of $249,470.36. Additionally, the Authority approved a change order for tempered glass windows in the bathrooms of each unit. This change order was in the amount of $2,300.00 and was authorized with the use of Capital Funds due to the 100% obligation of ARRA funds at the time of the change order. EMSA Construction LLC, has submitted a requisition for partial payment of which $2,300.00 is for the change order related to the tempered glass bathroom windows. A copy of the requisition is attached. **(Attachment 1)**

Resolution No.1624 Authorizing Final Payment & Closeout of Contract – Capital Funds
The Authority previously received bids for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), as part of the Capital Fund Program. A contract was awarded at the May 18, 2010 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total contract amount of $66,750.00. EMSA Construction LLC, has submitted a requisition for final payment totaling $11,921.31. It is recommended that the Authority move to approve the final payment and closeout of contract subject to the work being approved by the Authority and the Architect/Engineer overseeing the project. The final requisition for payment is attached.**(Attachment 2)**

Resolution No.1625 Authorizing Final Payment & Closeout of Contract – ARRA Funds
The Authority previously received bids for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ

08904, with a total contract amount of $249,470.36. EMSA Construction LLC, has submitted a requisition for final payment totaling $22,877.04 for ARRA work items. It is recommended that the Authority move to approve the final payment and closeout of contract subject to the work being approved by the Authority and the Architect/Engineer overseeing the project. The final requisition for payment is attached. **(Attachment 3)**

Resolution No.1626 Authorizing Final Payment & Closeout of Contract – ARRA Funds
The Authority previously received bids for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the November 16, 2009 Board of Commissioners Meeting to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with a total contract amount of $48,300.00. Adirondack Contracting, Inc., has submitted a requisition for final payment totaling $3,555.00. It is recommended that the Authority move to approve the final payment and closeout of contract subject to the work being approved by the Authority and the Architect/Engineer overseeing the project. The final requisition for payment is attached.**(Attachment 4)**

Resolution No.1627 Authorizing Final Payment & Closeout of Contract – ARRA Funds
The Authority previously received bids for kitchen renovations at NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies. A contract was awarded at the December 15, 2009 Board of Commissioners Meeting to T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, with a total contract amount of $51,980.00. T & M Painting and Construction has submitted a requisition for final payment totaling $15,863.00. It is recommended that the Authority move to approve the final payment and closeout of contract subject to the work being approved by the Authority and the Architect/Engineer overseeing the project. The final requisition for payment is attached.**(Attachment 5)**

Resolution No.1628 Authorizing Payment – ARRA Funds
The Authority previously awarded contracts for Architectural and Engineering services to LAN Associates. As part of those contracts the Authority has authorized a total of $56,732.34 to LAN Associates specifically for the ARRA Capital and stimulus monies. The initial $45,000.00 plus reimbursable expenses includes $35,000.00 for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out the windows, doors, siding, kitchens, electrical service and panel upgrades at Hermann Gardens NJ47-2, Victoria Copeland Homes NJ47-3 and Jeanette Smith Village NJ47-4 under the ARRA Capital Fund stimulus monies and the remaining $10,000.00 is to provide architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payments and completion/closeout for each of these projects under the ARRA Capital Fund stimulus monies. An additional contract in the amount of $8,120.00 was awarded for architectural and engineering services related to the design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies. The Authority has received an additional invoice from LAN Associates for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ47-1 in the amount of $278.00. A copy of the invoice and resolution are attached.**(Attachment 6)**

Resolution No.1629 Open Mainstream Waiting List
The Authority is in need of opening the Mainstream (for people with disabilities) waiting list in the near future. It is recommended that this list be opened for the first 25 qualifying applicants claiming the resident preference. The Authority will determine the date and time for the Board Meeting. The resolution is attached.**(Attachment 7)**

Resolution No.1630 Award of Contract for Exterminating Services
The Authority solicited quotations for exterminating services. Quotations were solicited from three firms and the Authority received two quotations as follows: E & G Exterminators, 122 North Broadway, South Amboy, NJ 08879 in the amount of $460.00/month ($5,520.00/year); Alliance Commercial Pest Control Inc., 1 Steven Avenue, Tinton Falls, NJ 07724 in the amount of $498.96/month ($5,987.52/year); Corbett Exterminating, Cranford – did not respond. The firm E & G Exterminators has been utilized by the Authority in the past and their services have been satisfactory. The Executive Director recommends that the Authority awards a contract for one year to the firm of E & G Exterminator for exterminating services in the amount of $460.00/month ($5,520.00/year). The resolution is attached.**(Attachment 8)**

Resolution No.1631 Executive Director as Fund Commissioner

The Housing Authority, since joining the NJPHA Joint Insurance Fund has been mandated to appoint a Fund Commissioner that may be required to take part in the monthly meetings of the JIF and or be present for proposed changes to the NJPHAJIF guidelines. The Authority's Executive Director serves in this capacity and the NJPHAJIF requires that the Authority re-designate this individual each year. The resolution is attached.**(Attachment 9)**

The Authority held its annual Winter Holiday program for the residents on December 14th. The senior residents had their program start at 12:00 noon and included great food and music by the Carteret High School Band which was then followed by singing along with karaoke. The family residents had their program commence at 2:00PM and included great food and holiday music. Thank you to the Carteret High School band for another wonderful performance. I want to thank all of the staff and Commissioners who helped serve food, spent time with the residents and ensured that the event was successful.

The Housing Authority again worked very hard to collect holiday gifts for the resident children and on December 21st the staff will be distributing presents to so many of the Authority's children. Ms. Karen Holloway has coordinated the program for several years now and due to her efforts the number of donated gifts has again been incredible. Thank you to Ms. Holloway for her continued hard work as well as to Toys for Tots who worked to ensure that we received enough gifts for the Authority's children. Thank you to all of the employees who helped wrap the many presents for the children.

The Authority held its annual holiday program for the staff and retirees on December 17th at Chateau Madrid. The Board will be holding its Reorganization Reception at Il Castello's in Woodbridge as part of a recess of the Board of Commissioners Meeting on December 21st.

The Authority continues to work on the annual tenant accounts receivables and the staff has been working extensively to ensure that year end rent collection activities leave the Authority at our goal of less than 1% by December 31st. The staff will work diligently throughout the remaining portion of the year to ensure maximum collections.

I would like to thank Mayor Daniel Reiman for forwarding $500 worth of food vouchers for the Carteret Farmers Market to Chairwoman Colon to distribute amongst needy seniors and families this holiday season.

I wish everyone a very Happy Holidays, a Merry Christmas & a Healthy, Prosperous & Joyous New Year.

A motion to adopt the Director's Report was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

BILLS:

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

NEW BUSINESS:

Resolution No.1623 Authorizing Payment-Capital Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1623
AUTHORIZING PAYMENT – ARRA FUNDS
EMSA CONSTRUCTION LLC
WINDOWS, SIDINGS & DOORS NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $249,470.36 for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, the Housing Authority approved a change order for tempered glass windows in the bathrooms of each unit, 4;

WHEREAS, the change order was in the amount of $2,300.00 and was authorized with the use of Capital Funds due to the 100% obligation of ARRA funds at the time of the change order, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for partial payment of which $2,300.00 is for the window change order, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for partial payment is acceptable and should be approved for payment;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for partial payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), awarded as a change order under the Capital Fund monies, in the amount of $2,300.00.

Resolution No.1624 Authorizing Final Payment and Closeout of Contract-Capital Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1624
AUTHORIZING FINAL PAYMENT AND CLOSEOUT OF CONTRACT - CAPITAL FUND PROGRAM
EMSA CONSTRUCTION LLC - DOORS AND STORM DOORS AT NJ47-1

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to MSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $66,750.00 for door and storm door replacement at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund Program, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for final payment totaling $11,921.31, and;

WHEREAS, EMSA Construction, LLC, is also seeking to close out the contract, but prior to doing so must submit all appropriate documentation as directed by the Authority and Architect, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for final payment is acceptable and should be approved for payment subject to receipt of all closeout documents from EMSA Construction, LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for final payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for door and storm door replacements at NJ47-1 (Edward J. Dolan Homes), awarded under the Capital Fund Program, in the amount of $11,921.31, upon receipt of all of the necessary closeout documents requested by the Authority and Architect, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary closeout documents.

Resolution No.1625 Authorizing Final Payment and Closeout of Contract-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1625
AUTHORIZING FINAL PAYMENT AND CLOSEOUT OF CONTRACT – ARRA FUNDS
EMSA CONSTRUCTION LLC–WINDOWS, SIDING & DOOR REPLACEMENT AT NJ47-2 & NJ47-3

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, with a total award amount of $249,470.36 for

windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), as part of ARRA Capital Fund stimulus monies, and;

WHEREAS, EMSA Construction LLC, has submitted a requisition for final payment totaling $22,877.04, and;

WHEREAS, EMSA Construction, LLC, is also seeking to close out the contract, but prior to doing so must submit all appropriate documentation as directed by the Authority and Architect, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for final payment is acceptable and should be approved for payment subject to receipt of all closeout documents from EMSA Construction, LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for final payment received from EMSA Construction LLC, 300 Raritan Ave, Highland Park, NJ 08904, for windows, siding and door replacements at NJ47-2 (Hermann Gardens) and NJ47-3 (Victoria Copeland Homes), awarded under the ARRA Capital Fund stimulus monies, in the amount of $22,878.04, upon receipt of all of the necessary closeout documents requested by the Authority and Architect, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary closeout documents.

Resolution No.1626 Authorizing Final Payment and Closeout of Contract-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1626
AUTHORIZING FINAL PAYMENT AND CLOSEOUT OF CONTRACT – ARRA FUNDS
ADIRONDACK CONTRACTING, INC.
KITCHEN RENOVATIONS AT NJ47-3 VICTORIA COPELAND HOMES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, with total award amount of $48,300.00 for kitchen renovations at NJ47-3 (Victoria Copeland Homes), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, Adirondack Contracting, Inc, has submitted a requisition for final payment totaling $3,555.00, and;

WHEREAS, Adirondack Contracting, Inc, is also seeking to close out the contract, but prior to doing so must submit all appropriate documentation as directed by the Authority and Architect, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for final payment is acceptable and should be approved for payment subject to receipt of all closeout documents from Adirondack Contracting, Inc.;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for final payment received from Adirondack Contracting, Inc., 1520 Meeting House Road, Seagirt, NJ 08750, for kitchen renovations at NJ47-3 (Victoria Copeland Homes), awarded under the ARRA Capital Fund stimulus monies, in the amount of $3,555.00, upon receipt of all of the necessary closeout documents requested by the Authority and Architect, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary closeout documents.

Resolution No.1627 Authorizing Final Payment and Closeout of Contract-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1627
AUTHORIZING FINAL PAYMENT AND CLOSEOUT OF CONTRACT – ARRA FUNDS
T&M PAINTING AND CONSTRUCTION

KITCHEN RENOVATIONS AT NJ47-4 JEANETTE SMITH VILLAGE

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, with total award amount of $51,980.00 for kitchen renovations at NJ47-4 (Jeanette Smith Village), as part of the ARRA Capital Fund stimulus monies, and;

WHEREAS, T & M Painting and Construction, has submitted a requisition for final payment totaling $15,863.00, and;

WHEREAS, T & M Painting and Construction, is also seeking to close out the contract, but prior to doing so must submit all appropriate documentation as directed by the Authority and Architect, and;

WHEREAS, the Authority and LAN Associates agree that the requisition for final payment is acceptable and should be approved for payment subject to receipt of all closeout documents from T & M Painting and Construction;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for final payment received from T & M Painting and Construction, 19 Worth Road, Neptune, NJ 07753, for kitchen renovations at NJ47-4 (Jeanette Smith Village), awarded under the ARRA Capital Fund stimulus monies, in the amount of $15,863.00, upon receipt of all of the necessary closeout documents requested by the Authority and Architect, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all necessary closeout documents.

Resolution No.1628 Authorizing Payment-ARRA Funds

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1628
AUTHORIZING PAYMENT -- ARRA FUNDS
LAN ASSOCIATES

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 to provide for architectural and engineering services, and;

WHEREAS, LAN Associates has been authorized for $53,120.00 in billable hours (plus reimbursable expenses) specifically for the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization includes $35,000.00 plus expenses for field and design work, the completion of plans, specifications and bid documents as well as the process of bidding/quoting out all of the construction projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $10,000.00 plus expenses for the architectural and engineering services related to overseeing the construction projects, receipt of contractor requisitions for partial payment and completion/closeout of each of the projects under the ARRA Capital Fund stimulus monies, and;

WHEREAS, the authorization also includes $8,120.00 plus expenses for architectural and engineering services for design work, including compilation of plans, specifications, bid documents as well as services related to construction administration, receipt of contractor requisitions for partial payments and completion/closeout of the project for installation of new doors and storm doors at Edward J. Dolan Homes NJ47-1 under the ARRA Capital Fund stimulus monies, and;

HEREAS, the Authority has received an additional invoice from LAN Associates for construction administration pertaining to the door and storm door replacement at Edward J. Dolan Homes NJ 47-1 as part of the ARRA Capital Fund stimulus monies in the amount of $278.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment for the invoice from LAN sociates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to previously detailed work under the ARRA Capital Fund stimulus monies in the amount of $278.00.

Resolution No.1629 Opening of Section 8 Mainstream Waiting List

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1629
OPENING OF HOUSING CHOICE VOUCHER MAINSTREAM WAITING LIST FOR INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Mainstream Waiting List for individuals qualifying for the resident preference be advertised to open for 1 day on April 2011 from 9AM to 1PM for the first 25 applicants, and;

BE IT FURTHER RESOLVED, that all applicants must be personally present to receive an application unless the applicant is disabled, then a designee for that individual may be sent, and;

BE IT FURTHER RESOLVED, that applications are on a first come, first serve basis and the application process may end well before the 1:00PM deadline.

Resolution No. 1630 Award of Contract-Exterminating Services

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1630
AWARD OF CONTRACT FOR EXTERMINATING SERVICES

WHEREAS, the Housing Authority of the Borough of Carteret needed to re-procure for pest control services, and;

WHEREAS, the Authority solicited quotations for pest control services from three firms, and;

WHEREAS, the Authority received two quotations as follows;

E & G Exterminators Inc., South Amboy	$460.00/month	$5,520.00/year
Alliance Commercial Pest Control, Farmingdale	$498.96/month	$5,987.52/year
Corbett Exterminating	Did not submit a quotation	

WHEREAS, the lowest quotation is from E & G Exterminators Inc., 122 North Broadway, South Amboy, NJ 08879 in the ount of $460.00/month - $5,520.00/year;

WHEREAS, the firm of E & G Exterminators has been utilized by the Authority in the past and their services have been satisfactory, and;

WHEREAS, the Executive Director recommends that the Authority awards a contract for one year to the firm of E & G Exterminator for exterminating services in the amount of $460.00/month ($5,520.00/year), and;

NOW THEREFORE BE IT RESOLVED, that E & G Exterminators Inc. is awarded a one year contract for pest control services at a rate of $460.00/month ($5,520.00/year) effective January 1, 2011.

Resolution No. 1631 Executive Director as Fund Commissioner

CARTERET HOUSING AUTHORITY
RESOLUTION NO.1631
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
REAPPOINT EXECUTIVE DIRECTOR AS FUND COMMISSIONER

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund requires the Housing Authority to have a designated fund commissioner for purposes of representing the Housing Authority within the JIF, and;

WHEREAS, the Housing Authority has been represented by the Executive Director to serve in the capacity of fund commissioner;

NOW THEREFORE BE IT RESOLVED, that the Executive Director be designated as the Fund Commissioner for the Carteret Housing Authority for 2011.

A motion for a consent agenda to adopt Resolutions No.1623, No.1624, No.1625, No.1626, No.1627, No.1628, No.1629, No.1630 and No.1631 was made by Commissioner Rios, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: Appointments to be made at Reorganization Reception

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: Commissioner Rios wished everyone a Happy New Year. He also commented that it is a pleasure to serve on the Board.

Vice Chairman Gasparro made comments regarding an employee pizza luncheon.

The Executive Director briefly commented on matters pertaining to the maintenance department and office performance throughout the last couple of months along with the PHAS and SEMAP scoring and confirmed that there will be a pizza luncheon the following week for the Authority employees.

AUDIENCE COMMENTS:

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

There were no public comments.

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

A motion to temporarily adjourn the meeting for a Reorganization Reception at Castillo's Restaurant in Woodbridge, NJ was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was temporarily adjourned at 6:07pm

The meeting reconvened at 7:00pm for the purpose of Committee appointments and the Reorganization Reception. The following attended, Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Chester Bohanek and Joseph Popek, Executive Director, Eric F. M. Chubenko and Assistant Executive Director, Karen D. Alexis Holloway.

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

The meeting adjourned at 7:10pm.

Respectfully Submitted,

Eric F. M. Chubenko
Executive Director