

**MINUTES OF THE
REGULAR MEETING
JANUARY 18, 2011**

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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 Meeting.

MINUTES: Regular Meeting 12/21/10

A motion to adopt the Minutes of the Regular Meeting of December 21, 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 Novakowski, seconded by Commissioner Popek and all present voted aye, nays none.

DIRECTOR'S REPORT:

**Executive Director's Report/Agenda Description
Eric F. M. Chubenko
1-18-11**

Since our last Board Meeting on January 18th 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 also scheduling its mandatory annual Section 8 Quality Control review to be performed during the next couple weeks.

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. As of December 31st the Authority had approximately \$7,300 in total outstanding balances for all of the Authority's tenant accounts receivables for the entire year 2010. What makes this even more incredible is that the Authority attained year end outstanding accounts receivables for 2010 with only one open unit as of December 31, 2010. I would also like to commend the Maintenance Department on their ability to catch up with the open units throughout the year. This year the Authority had 48 units turned over which is one of the highest volumes ever. With nearly one unit being turned over each week the Authority still worked to stay on top of routine and emergency work orders as well as continuation of scheduled maintenance projects. On a final note I would like to emphasize that as of January 14, 2011, for the first time in over a decade, the Housing Authority has been able to achieve 100% occupancy with no vacant units. Thank you to the office staff and maintenance department for your continued efforts.

Resolution No.1632 FY2010 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 2011 and requires Board authorization for submission. The proposed resolution is attached.(Attachment 1)

Resolution No.1633 FY2010 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 2011. The proposed resolution is attached.(Attachment 2)

A motion to adopt the Director's Report was made by Vice Chairman Gasparro, 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.1632 FY2010 PHAS-Public Housing Assessment System Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1632
FY2010 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 2010, 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 FY2010 PHAS to the US Dept of HUD.

Resolution No.1633 FY2010 SEMAP-Section Eight Management Assessment Program Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1633
FY2010 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 2010;

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.

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There was a brief conversation regarding the year end financials of the Authority where the Executive Director stated that the Housing Authority did well in 2010 and is expected to be in the positive after the closeout is complete.

A motion for a consent agenda to adopt Resolutions No.1632 and No.1633 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: None

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: Vice Chairman Gasparro congratulated the Authority for their excellent rent collections and for achieving zero open apartments.

There was a brief discussion regarding the Budget and the impact from the recent winter storms.

Chairwoman Colon thanked the Director of Maintenance Service, the Maintenance Department and the hired help for doing a great job with the snow removal.

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

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 6:10pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
FEBRUARY 15, 2011**

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, Commissioner Chester Bohanek Jr., Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Novakowski and Ronald Rios, Executive Director, Eric F.M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Joseph Popek requested to be excused from the meeting.

MINUTES: Regular Meeting 1/18/11

A motion to adopt the Minutes of the Regular Meeting of January 18, 2011 was made Commissioner Bohanek, seconded by Commissioner Rios 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
2-15-11**

Since our last Board Meeting on January 18th 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 the upcoming submissions for PHAS and SEMAP which need to take place prior to the end of February. The Authority has also scheduling its mandatory annual Section 8 Quality Control review to be performed on February 15th by Mr. William Elias. The Authority has also planned a Valentine's Day program for our senior residents on February 14th that includes live music entertainment as well as Valentine's bingo and a spread of refreshments for all in attendance. Thank you to the staff and Commissioners involved with putting on the program for our senior residents.

I would also like to inform the Board that we will be overlapping the Authority's summer Community Get-together and Festival with the Borough's Health Fair. We will still be set up separately, but will be in very close proximity to each other in Chrome Park and we believe that this will increase participation from organizations that can very positively impact the lives of our residents. It will also bring down some of the costs associated with common use items such as entertainment and portable bathroom facilities.

Resolution No.1634 Authorizing Budget Authority for Upgrade of Computer System and Network

The Authority is in need of making upgrades to the computers and network for the office. Initial budget plans were to take on a portion of the upgrades in 2011 and then to make the remaining upgrades in 2012. After careful consideration of the current funding environment with Congress and also the very serious rumors circulating about recapturing Authority reserves around the Country, the Administration feels that it is prudent to move forward with these improvements now so that available funds will be spent down now. This should also reduce the need to make any major computer related expenditures over the next 5 years. The Authority's current computers and network server are between 5 and 6 years old and the replacement of computer equipment entails 11 computer stations and a dual server setup for the network. We will move forward with replacement of the 11 computer stations immediately as pricing is very favorable right now and upon completion of replacing the 11 computer stations we will move forward with replacing the server setup for the network. The Authority solicited 3 quotations for the 11 computer stations and the pricing was received as follows: Dell \$8,578.33;

Global Computer \$9,844.67; and HP \$13,001.89. The preliminary server pricing shows the dual server setup will cost approximately \$6,000-7,000. This resolution will authorize the immediate purchase of \$8,578.33 of Dell computer stations and will authorize budget authority for up to \$7,000.00 for the dual server setup for a total not to exceed computer equipment budget authorization of \$15,578.33. Copies of the quotations for the 11 computer stations are attached.(Attachment 1)

Resolution No.1635 Authorizing Payment – Capital Funds

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The Authority has received an invoice from LAN Associates for field investigation and preliminary design work pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$3,000.00. We are hopeful that a set of preliminary plans and specifications will be available for the meeting. A copy of the invoice is attached.(Attachment 2)

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.1634 Authorizing Budget Authority for Upgrade of Computer System and Network

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1634
AUTHORIZING BUDGET AUTHORITY
UPGRADE OF COMPUTER SYSTEM AND NETWORK**

WHEREAS, the Housing Authority is in need of making upgrades to the desktop computers and network for the office, and;

WHEREAS, there have been some funds budgeted for these upgrades in 2011, but based upon the current analysis of the systems and network it would be advantageous to move forward with upgrading the entire system and network at this time, and;

WHEREAS, by making these upgrades now, the Authority will likely reduce the need to make any major computer related expenditures over the next 4-5 years, and;

WHEREAS, the Authority solicited 3 quotations for the 11 desktop computer stations and the pricing was received as follows:

Dell	\$8,578.33
Global Computer	\$9,844.67
HP	\$13,001.89

WHEREAS, in addition to the 11 desktop computer stations, the preliminary server pricing shows the dual server setup will cost approximately \$6,000.00-7,000.00, and;

WHEREAS, this resolution will authorize the immediate purchase of 11 desktop computer stations from Dell at a total not to exceed cost of \$8,578.33 and will also authorize budget authority for up to \$7,000.00 for the dual server setup for a total not to exceed computer equipment budget authorization of \$15,578.33;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes procurement of 11 desktop computer stations from Dell at a total not to exceed cost of \$8,578.33, and

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authorizes budget authority for up to \$7,000.00 for the dual server setup for a total not to exceed computer equipment budget authorization of \$15,578.33.

Resolution No.1635 Authorizing Payment – Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1635
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received an invoice from LAN Associates for \$3,000.00 for field investigation and preliminary design work pertaining to the window replacement at Edward J. Dolan Homes;

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 window replacement at Edward J. Dolan Homes in the amount of \$3,000.00.

A motion for a consent agenda to adopt Resolutions No.1634 and No.1635 was made by Commissioner Rios, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES:

Senior Services and Social Programs: Commissioner Novakowski reported that the Valentine's Day program for the seniors went well. He added that the program was very well managed and attended.

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

Mayor Daniel Reiman made a comment about the flag pole.

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

The meeting adjourned at 6:04pm.

Respectfully Submitted,


Eric P.M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
MARCH 15, 2011**

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, Commissioner Chester Bohanek Jr., 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.

MINUTES: Regular Meeting 2/15/11

A motion to adopt the Minutes of the Regular Meeting of February 15, 2011 was made Commissioner Rios, 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
3-15-11**

Since our last Board Meeting on February 15th the Administration has continued working on numerous projects, with particular focus on the normally busy year end business volume for the Authority including the submissions for PHAS and SEMAP. The Authority also had its mandatory annual Section 8 Quality Control review performed by Mr. William Elias. The Authority has also planned a St. Patrick's Day program for our senior residents on March 17th that includes music entertainment as well as bingo and a spread of traditional Irish refreshments for all in attendance. Thank you to the staff and Commissioners involved with helping us put on the program for our senior residents.

The Authority has worked with LAN Associates to complete the plans and specifications for the window replacement project at Edward J. Dolan Homes. The advertisement has been placed and the bid packages are available to be picked up as of Monday, March 14th. The bids are due to be received on March 31st. The Authority has also advertised for the receipt of bids for lawn services bids also due to be received on March 31st.

Resolution No.1636 Authorizing Designation of Banking Institution

The Authority is in need of reviewing our current banking relationship in an effort to receive a maximum return on funds, the best prices on professional banking services and the most available services to the Authority. The Authority currently utilizes TD Bank for its banking and financial services, but this is only due to the fact that the Authority had been with Commerce Bank until its acquisition by TD Bank a year or so ago. Recently the Authority has incurred increased fees, decreased services and decreased returns on our deposits. The Administration met with representatives of TD Bank and Investors Savings and solicited proposals from both for there services with the Authority. The analysis of banks shows that Investors Savings' proposal is most favorable to the Authority for the combination of return on funds, best prices on professional banking and the most available services to the Authority. A copy of their proposal and the resolution are attached.(Attachment 1)

Resolution No.1637 Authorizing Payment – Capital Funds

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The

Authority has received an invoice from LAN Associates for completion of construction documents pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$4,500.00. The draft set of plans and specifications have been received and the final plans will be available for review at the meeting. The advertisement to receive bids has been placed and the due date for bids is March 31, 2011. A copy of the invoice and resolution are attached.(Attachment 2)

A motion to adopt the Director's Report was made by Commissioner Rios, 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.1636 Authorizing Designation of Banking Institution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1636
AUTHORIZING DESIGNATION OF BANKING INSTITUTION**

WHEREAS, it is desirable to have a maximum return on funds, the best prices on professional banking services and the most available services to the Authority, and;

WHEREAS, the Housing Authority currently utilizes TD Bank for its banking and financial services, and;

WHEREAS, the Authority had been with Commerce Bank until its acquisition by TD Bank and recently the Authority has incurred increased fees, decreased services along with decreased returns, and;

WHEREAS, the Authority met with representatives of TD Bank and Investors Savings and solicited proposals from both for these services with the Authority, and;

WHEREAS, the analysis of banks shows that Investors Savings' proposal is most favorable to the Authority for the combination of return on funds, best prices on professional banking and the most available services to the Authority;

NOW THEREFORE BE IT RESOLVED, that the Authority is authorized to execute the banks standard resolution and approves Investors Savings for its banking services.

Resolution No.1637 Authorizing Payment – Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1637
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received an invoice from LAN Associates for \$4,500.00 for completion of construction documents pertaining to the window replacement at Edward J. Dolan Homes;

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 window replacement at Edward J. Dolan Homes in the amount of \$4,500.00.

The Executive Director briefly explained why the Housing Authority solicited proposals and decided to recommend changing banks.

There was additional discussion regarding Investors Savings services and rates.

The Executive Director mentioned that the Authority hosted a wonderful senior St. Patrick's Day event with a traditional St. Patrick's Day meal, entertainment and games. He stated that Chairwoman Colon and members of the community are doing a fantastic job providing arts and crafts, Zumba dancing and serving meals for the senior residents each Monday, Wednesday and Friday night at the Noe Street Community Room. He added that the senior residents have been enjoying all of the activities provided to them.

The Executive Director stated that a new American flag and a State of New Jersey flag have been ordered for each side of the Community/Board Room as a comment was made by the public regarding the flags at the last board meeting.

A motion for a consent agenda to adopt Resolutions No.1636 and No.1637 was made by Commissioner Rios, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES:

SENIOR SERVICES AND SOCIAL PROGRAMS- mentioned previously by the Executive Director.

Chairwoman Colon and the Executive Director stated that all other Committees meet as necessary.

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: Commissioner Rios commented that he will talk to the Executive Director about a program offered by the County whereby the Authority could potentially enter into a shared services agreement to utilize people from the adult correctional facility.

AUDIENCE COMMENTS:

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

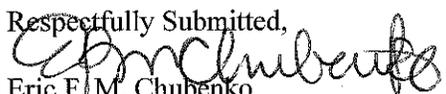
There were no public comments.

A motion to close the meeting to the public was made by Commissioner Rios, 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 6:13pm.

Respectfully Submitted,


Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
APRIL 18, 2011**

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, 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.

Vice Chairman Gasparro was absent and asked to be excused due to work.

MINUTES: Regular Meeting 3/15/11

A motion to adopt the Minutes of the Regular Meeting of March 15, 2011 was made Commissioner Bohanek, seconded by Commissioner Rios 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
4-18-11**

Resolution No.1638 Award Contract – Windows at Edward J. Dolan Homes NJ47-1

The Authority advertised and published notices that it was receiving bids for new windows at Edward J. Dolan Homes. The lowest apparent responsive bidder is Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of ad alternate #7.1 – “Remove and Reinstall Exterior Sills at Window 5” in the amount of \$1,320.00. This would bring the total award of contract to \$118,315.00. A list of responders and their respective bids are attached with an analysis of the bid packages as well as a recommendation of award from the Architect at LAN Associates. The analysis for award of contract is attached.(Attachment 1)

Resolution No.1639 Award of Contract for Lawn Care Services

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). In the specification for lawn services it stated that the Authority may or may not award a contract with the leaf clean-up/removal in the overall lawn service award. Two proposals were received prior to the proposal deadline as follows although only D'Onofrio and Sons Inc. was deemed responsive:

Company	Grass Cutting	Leaf Cleanup
D'Onofrio and Sons Inc.	\$12,996.00	\$1,560.00
Lawngevity	\$29,160.00	\$2,020.00 (No Contractor Registration Act Cert)

It is most advantageous to award the lawn care services contract and the leaf cleanups (2) to D'Onofrio and Sons Inc. Landscaping, 47 Van Ness Terrace, Maplewood, NJ 07040. The proposal from D'Onofrio and Sons Inc. is attached. (Attachment 2)

Resolution No.1640 Re-Appointment of Commissioners to Serve as Trustees on CHADCO

The Authority has previously appointed two Commissioners to serve as Trustees on the not for profit corporation Carteret Housing And Development Corporation (CHADCO). Both Commissioners are currently serving as holdover

appointments as their respective terms have expired and the Board needs re-appoint the two Commissioners as Trustees to continue serving in their capacity in unexpired terms. The resolution is attached.(Attachment 3)

Resolution No.1641 Authorizing Payment – Capital Funds

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The Authority has received an invoice from LAN Associates for bidding and award of contract and reproductions and renderings pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$2,215.00. The draft set of plans and specifications have been received and the final plans will be available for review at the meeting. The advertisement to receive bids has been placed and the due date for bids is March 31, 2011. A copy of the invoice and resolution are attached.(Attachment 4)

Resolution No.1642 Authorizing Closeout of Capital Leveraging Program Capital Fund Revenue Bonds, Series 2004A

The Authority was previously a participating public housing authority in the HMFA Capital Fund Revenue Bond, Series 2004A (the “Leveraging Program” or the “Bonds”) and the Authority has fully expensed all funds and completed all work prescribed under the HMFA Capital Fund Revenue Bond and it is necessary for the Authority to closeout the Leveraging Program. The attached resolution authorizes closeout of the Capital Leveraging Program. The resolution is attached.(Attachment 5)

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 prior to April 29th so please do not delay in submitting them.

A motion to adopt the Director’s Report was made by Commissioner Novakowski, seconded by Commissioner Rios 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.1638 Award of Contract-Windows at Edward J. Dolan Homes

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1638
AWARD OF CONTRACT – WINDOWS AT EDWARD J. DOLAN HOMES NJ47-1**

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

WHEREAS, (8) bids were received (see attached spreadsheet and recommendation from LAN Associates) and each was reviewed, and;

WHEREAS, the lowest apparent responsive bidder is Unlimited Builders Construction LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00, and (1) add alternate (Nos.7.1 at \$1,320.00) for removing and reinstalling exterior sills at Window 5 for a total contract amount of \$118,315.00, and;

WHEREAS, the Architect recommends awarding a contract to Unlimited Builders Construction LLC;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret awards a contract for new window installation at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund

Program, to Unlimited Builders Construction LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00, and (1) add alternate (Nos.7.1 at \$1,320.00) for removing and reinstalling exterior sills at Window 5 for a total contract amount of \$118,315.00, and;

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

Resolution No.1639 Award of Contract-Lawn Care Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1639
AWARD CONTRACT FOR LAWN CARE SERVICES**

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

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

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

WHEREAS, the Authority received quotations up until 12:30PM on Thursday, March 31, 2011, and;

WHEREAS, two proposals were received as follows;

Company	Grass Cutting	Leaf Cleanup
D'Onofrio and Sons Inc.	\$12,996.00	\$1,560.00
Lawngevity	\$29,160.00	\$2,020.00 (No Contractor Registration Act Cert)

WHEREAS, the proposal received from Lawngevity was deemed non-responsive because it did not include the required State of NJ Contractor Registration Act Certificate, and;

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 2011, including two leaf cleanups, with a contract amount not to exceed \$16,116.00.

Resolution No.1640 Re-Appointment of Commissioner to Serve as Trustees on CHADCO

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1640
RE-APPOINTMENT OF COMMISSIONERS TO SERVE AS TRUSTEES ON CHADCO**

WHEREAS, the Carteret Housing Authority has previously appointed two Commissioners to serve as Trustees on the Board of Trustees of the Carteret Housing And Development Corporation (CHADCO); and,

WHEREAS, the Board of Commissioners needs to re-appoint two Commissioners as Trustees as one term expired on 12/31/09 and the other expired on 12/31/10;

NOW THEREFORE, BE IT HEREBY RESOLVED THAT, by the Board of Commissioners that Chairwoman Iris Colon shall be re-appointed Trustee to CHADCO for a term which is set to expire on December 31, 2012 and Commissioner Ronald Rios shall be re-appointed Trustee to CHADCO for a term which is set to expire on December 31, 2013.

Resolution No.1641 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1641
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received an invoice from LAN Associates for \$2,215.00 for bidding and award of contract and reproductions and renderings pertaining to the window replacement at Edward J. Dolan Homes;

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 window replacement at Edward J. Dolan Homes in the amount of \$2,215.00.

Resolution No. 1642 Authorizing Closeout of Capital Leveraging Program

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1642
AUTHORIZING CLOSEOUT OF CAPITAL LEVERAGING PROGRAM
CAPITAL FUND REVENUE BONDS, SERIES 2004A**

WHEREAS, the Carteret Housing Authority (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law"); and,

WHEREAS, the Authority is a participating public housing authority in the HMFA Capital Fund Revenue Bond, Series 2004A (the "Leveraging Program" or the "Bonds"); and,

WHEREAS, the Authority has fully expensed all funds and completed all work prescribed under the HMFA Capital Fund Revenue Bond, Series 2004A (the "Leveraging Program" or the "Bonds"); and,

WHEREAS, it is necessary for the Authority to closeout the Leveraging Program;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the closeout of the HMFA Capital Fund Revenue Bond, Series 2004A (the "Leveraging Program" or the "Bonds") and authorizes the Executive Director to execute all such documents necessary to facilitate the closeout of the Leveraging Program.

The Executive Director gave a brief overview of the resolutions. There was brief discussion regarding the windows.

Carteret Housing Authority
Minutes of the Regular Meeting
April 18, 2011

A motion for a consent agenda to adopt Resolutions No.1638, No.1639, No.1640, No.1641 and No.1642 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

COMMITTEES:

Chairwoman Colon and the Executive Director stated that all other Committees meet as necessary.

SENIOR SERVICES AND SOCIAL PROGRAMS- The Executive Director reminded the board about the senior program on Mondays, Wednesdays and Fridays. He added that with the help of Chairwoman Colon the seniors are able to participate and enjoy the arts and crafts, Zumba dancing and meals offered to them throughout the week. He welcomed all seniors to attend this program held in the Noe Street Community Room from 6:00pm to 8:00 pm.

There was brief discussion regarding the program

The Executive Director mentioned that the staff had a Spring egg hunting event for the children of the Authority.

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: Commissioner Rios stated progress

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 Commissioner Bohanek, seconded by Commissioner Rios 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 6:12pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
MAY 10, 2011**

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, Commissioner Chester Bohanek Jr., Chairwoman Iris Colon, Vice Chairman, Joseph Gasparro, Commissioners Joseph Novakowski, and Ronald Rios, Executive Director, Eric F.M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

Commissioner Popek was absent and requested to be excused.

MINUTES: Regular Meeting 4/18/11

A motion to adopt the Minutes of the Regular Meeting of April 18, 2011 was made Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

COMMUNICATIONS:

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

DIRECTOR'S REPORT:

**Executive Director's Report/Agenda Description
Eric F. M. Chubenko
5-10-11**

Only three weeks have passed since our last Board Meeting on April 18th and during that time the Administration has continued working on numerous projects, with particular focus on preparation for the 2010 Audit and implementation of the recently awarded window replacement project at Edward J. Dolan Homes NJ47-1. The Audit is currently scheduled for June 13th & 14th and I will update the Board upon completion of the process.

The Board awarded a contract at the April meeting for new windows at Edward J. Dolan Homes to Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of ad alternate #7.1 – "Remove and Reinstall Exterior Sills at Window 5" in the amount of \$1,320.00, giving a total contract amount of \$118,315.00. The administration and Architect have been in communication with the contractor since the award and we also held a pre-construction meeting on April 29th to get everything in order for the project to commence. The materials were being ordered this past week and we hope to have a model apartment completed within the next 1 ½ weeks.

The Authority received its SEMAP scoring for 2010 and I am very happy to announce that the Authority is again classified as a High Performer receiving a score of 93 out of a possible 100. 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.

Resolution No.1643 Authorizing Payment – Capital Funds

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The Authority has received an invoice from LAN Associates for construction administration pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$637.00. A copy of the invoice and resolution are attached.(Attachment 1)

The Authority has also continued working with our programs for the senior residents. The activities at Noe Street, with the help of Chairwoman Colon, on Monday, Wednesday and Friday of each week have been a great success with arts and crafts, Zumba dancing and cooking. The Authority will also be having a movie day and program for the senior residents on May 19th at the main office community room.

The Authority will once again commence with summer hours starting the first week of June through the first week of 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. They were due by April 30th so if you have not already submitted them, please do so immediately.

The Executive Director made comments in regard to the window contract at Edward Dolan Homes, SEMAP, the Capital Fund, the recent senior day and ongoing senior programs. He further reported progress.

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

BILLS:

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

NEW BUSINESS:

Resolution No.1643 Authorizing Payment – Capital Fund

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1643
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received an invoice from LAN Associates for \$637.00 for construction administration pertaining to the window replacement at Edward J. Dolan Homes;

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 window replacement at Edward J. Dolan Homes in the amount of \$637.00.

A motion to adopt Resolution No.1643 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES:

Chairwoman Colon and the Executive Director stated that all other Committees will meet as necessary.

ATTORNEY'S REPORT: None

Carteret Housing Authority
Minutes of the Regular Meeting
May 10, 2011

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 Rios 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 6:10pm.

Respectfully Submitted,


Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
JUNE 21, 2011**

Please note that there was a mechanical malfunction of the taping device. The Regular Minutes of June 21, 2011 were hand recorded.

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, 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.

Vice Chairman Gasparro requested to be excused.

MINUTES: Regular Meeting 5/10/11

A motion to adopt the Minutes of the Regular Meeting of May 10, 2011 was made Commissioner Bohanek, seconded by Commissioner Rios 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
6-21-11**

The Administration has continued working on numerous projects, with particular focus on preparation for the 2010 Audit and implementation of the recently awarded window replacement project at Edward J. Dolan Homes NJ47-1. The on site portion of the 2010 Annual Audit was performed by Fallon and Larson on June 13th and 14th. By all indications the Authority has again performed very well and I will update the Board on the Audit when we receive the completed report. I would like to thank the staff for their hard work all year and particularly during the days of the audit.

“The Oldies by Goodies” program is continuing at the Jeanette Smith Village community center on Mondays, Wednesdays and Fridays during the summer and during some weeks the program will be open on additional nights. The group held a big event on Friday, June 10th at 5pm where the participants showed off their arts and crafts projects that included seasonal crafts, paintings, flower arrangements and beadwork. They also cooked up a variety of foods that they have been working on during their cooking nights and the group finished by putting on a display of Zumba dancing from their weekly dance program. The Authority's Director, Assistant Director and Chairwoman were in attendance along with the Mayor and members of the City Council who came out to participate in the program. Many thanks to Chairwoman Colon and the community and resident volunteers who have worked to make this program a success. The Authority is moving forward with modernization activities at the community center and has recently completed the replacement of all fluorescent lighting fixtures. The next phase of improvements are being scheduled during the summer and include new flooring, wall covering, painting and a new heating and cooling system. In addition, the Authority will be holding another movie day for the senior residents on June 21st at the main office community room.

The windows contract at Edward J. Dolan Homes has continued to progress with the model apartment being completed two weeks ago. The window materials have since been ordered for the job and the project will commence as soon as the materials arrive. The timeline to complete the job is expected to be approximately 8 weeks.

The Borough's road and parking area repaving project at Edward Dolan Homes has commenced with milling and paving on June 16th. The roadway is expected to be paved within the next couple of weeks and striping will take place after the paving is completed. The Authority Board of Commissioners already authorized an interlocal agreement with the Borough of Carteret to provide payment to the Borough for the parking portion of the paving project.

The Authority recently received its PHAS scoring for 2009 and I am very happy to announce that the Authority is again classified as a High Performer receiving a score of 92 out of a possible 100. This is absolutely due to the hard work and dedication of the Authority's staff. Many thanks to the public housing office and maintenance staff for continuing to give great attention and focus on running the public housing program in the best manner possible.

The Housing Authority, in conjunction with the Borough of Carteret Board of Health, will again be utilized as one of the summer lunch distribution locations for the United States Department of Agriculture's Food and Nutrition Services Program. The participation is being coordinated by the Department of Health and we expect to serve the lunches from July 5th through August 12th between the hours of 12:00pm and 1:00pm. This program provides all children 18 years of age and under with the same free meal in accordance with a menu approved by the New Jersey State Department of Health who is overseeing the program. The Authority will be having a resident working for the lunch program at our facility on Bergen Street.

The Authority has been working with an energy consultant for the purpose of reviewing the electrical rates and usage throughout the properties. The switch to another utility will not affect the delivery of electric service which will continue to be handled by PSE&G, but will merely affect the kilowatt hour rate for the electricity. Preliminary review suggests that by bidding out these services, the current annual savings will be approximately \$25,000 of which the Agency can retain a portion of these savings over a three year rolling average. The Authority will attempt to advertise for these services with expected authorization to switch services at the July Board of Commissioners Meeting.

The Authority had our HUD-REAC Physical Inspections performed at all of the developments on June 6th and 7th. The preliminary scores have been received and the Authority performed well. The Board will be updated when the final scores are received.

Resolution No.1644 Authorization to Execute Comcast Agreement

The Authority has been contacted by Comcast to execute access agreements for each of the developments in an effort to formally monitor and govern how the service is installed in the buildings when being purchased by the respective tenants. By law, Comcast is allowed enter the Authority's properties to install the service when being ordered by a tenant, but Comcast has been making an effort to formally memorialize the terms for the purposes of governing the installation and maintenance of their systems at the properties they service. Additionally, as part of the Authority executing the agreement with Comcast, the Authority will receive complimentary Comcast service at the main office. This will be utilized in conjunction with the senior programs. A generic copy of the agreement is attached. **(Attachment 1)**

Resolution No.1645 Authorizing Payment – Capital Funds

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The Authority has received an invoice from LAN Associates for construction administration pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$643.00. A copy of the invoice and resolution are attached. **(Attachment 2)**

The Executive Director gave a brief overview of the Director's Report

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.1644 Authorization to Execute Comcast Agreement

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1644
AUTHORIZATION TO EXECUTE COMCAST AGREEMENT**

WHEREAS, the Housing Authority of the Borough of Carteret has had been contacted by Comcast to execute service agreements for each of the developments in an effort to formally monitor and govern how the service is installed in the buildings when being purchased by the respective tenants, and;

WHEREAS, by law, Comcast is allowed enter the Authority's properties to install the service when being ordered by a tenant, but Comcast has been making an effort to formally memorialize the terms for the purposes of governing the installation and maintenance of their systems at the properties they service, and;

WHEREAS, as part of the Authority executing the agreement with Comcast, the Authority will receive complimentary Comcast service at the main office that will be utilized in conjunction with the senior programs;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute the attached service agreement on behalf of the Authority with Comcast for each of the Authority's developments.

Resolution No. 1645 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1645
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received an invoice from LAN Associates for \$643.00 for construction administration pertaining to the window replacement at Edward J. Dolan Homes;

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 window replacement at Edward J. Dolan Homes in the amount of \$643.00.

A motion for a consent agenda to adopt Resolution No.1644 and Resolution No.1645 was made by Commissioner Rios, seconded by commissioner Novakowski and upon roll call all present voted aye, nays none.

ATTORNEY'S REPORT: None

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.

Carteret Housing Authority
Minutes of the Regular Meeting
June 21, 2011

There were no public comments.

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 Bohanek and all present voted aye, nays none.

The meeting adjourned at 6:13pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
JULY 19, 2011**

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, 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.

MINUTES: Regular Meeting 6/21/11

A motion to adopt the Minutes of the Regular Meeting of June 21, 2011 was made 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 Novakowski and all present voted aye, nays none.

DIRECTOR'S REPORT:

**Executive Director's Report/Agenda Description
Eric F. M. Chubenko
7-19-11**

The Authority will again be participating in the National Night Out Against Crime on August 2nd. 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 4th and will include fun and educational activities through the week of August 15th. There are weekly trips that are taking 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 11th Annual end of the summer Community Get-together and Festival will be held on Saturday, August 13th from 11am to 4pm. As usual the coordination and implementation will be hard work, but at the same time it is very rewarding and enjoyable.

The Authority met with the coordinator for the Youth One Stop Program through Middlesex County Dept of Workforce Development. The Authority has committed to be a partner with the program in Carteret and already has two individuals enrolled as part of our Economic Self Sufficiency efforts. The Authority will be allowing for space to be utilized when available to meet with young adults who qualify for enrollment in the program.

The Authority is again 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. The Authority solicited quotations and received three as follows: The Inspection Group, Inc. \$2,390.00; National Housing Services LLC \$2,626.00 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 authorizing a contract in the amount of \$2,390.00 after the Board of Commissioners Meeting.

The Authority held another senior resident movie day this past week and we had excellent attendance and a movie that was enjoyed by all. There were also refreshments served for everyone in attendance. The Authority will also be

sponsoring a bus trip for the senior residents to the Amish Country, PA on July 20th. Lunch will be provided for the seniors at the famous Shady Maple Smorgasbord.

Based upon the adoption of the 2011 Agency Budget, the Authority will be posting for internal promotion, the position of Bookkeeper. The required 10 day posting will be commencing during the week of July 18th and the position will be filled on a permanent basis thereafter. I will discuss the matter with the Board during executive session.

Resolution No.1646 Intergovernmental Agreement Between CHA and PAHA

The Authority has previously entered into an Intergovernmental Agreement for several years 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. 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.1647 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.1648 Authorization for Legal Services – Non-routine Litigation

The Authority is in receipt of a Summons and Notice pertaining to a lawsuit filed against the Agency in the United States Bankruptcy Court. This pertains to the Ameripay, LLC matter whereby funds held on behalf of the Authority as part of payroll tax withholdings were stolen. As this is a non-routine litigation matter, it is necessary to authorize a not to exceed amount for the expected legal costs incurred while defending the Authority. I will discuss the matter further with the Board of Commissioners in executive session. A copy of the Summons and Notice is attached.(Attachment 1)

Resolution No.1649 2010 Audit Review Certification

The Authority had its FY2010 Audit conducted in June 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.1650 FY2011 Budget Adoption

The Authority has previously authorized the initial submission of the FY2011 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 3)

Resolution No.1651 Annual Increment – Assistant Executive Director

The Assistant Executive Director position is up for an annual salary increment effective September 1, 2011. 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. I will be looking to meet with the Personnel, Finance and Administration Committee prior to the Board Meeting to discuss the proposed increase.

Resolution No.1652 Annual Increment – Director of Maintenance Services

The Director of Maintenance Services position is up for an annual salary increment effective September 1, 2011. 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. I will be looking to meet with the Personnel, Finance and Administration Committee prior to the Board Meeting to discuss the proposed increase.

Resolution No.1653 Award of Contract – Concrete Repairs

The Authority is in need of having some concrete removal and replacement on several portions of sidewalk at Dolan Homes, Sam Sica Homes and Jeanette Smith Village. A scope of work for removal and replacement (both by truck pour and by wheelbarrow) was compiled and quotations were solicited. Pricing was received from (3) three firms as follows: SAMCO Construction, 413-415 South Seventh St, Elizabeth - \$12,598.80; S. Brothers Inc., PO Box 317, South River - \$12,772.00; and Berto Construction, Inc., 625 Leesville Ave, Rahway - \$13,157.45. It is recommended that a contract for concrete removal and replacement be awarded to SAMCO Construction, 413-415 South Seventh St, Elizabeth in an amount not to exceed \$12,598.80. A copy of the quotation is attached.(Attachment 4)

Resolution No.1654 Award of Contract – Tree Trimming and Removal

The Authority is in need of having some extensive tree trimming and tree removal work performed throughout the developments. A scope of work was compiled with site plans showing exactly which trees were being trimmed and those that are to be removed. The trees scheduled for removal are either dead and causing a safety risk, or are currently causing, or in a position to cause damage to buildings or other areas of the respective developments. Quotations were solicited and pricing was received from (3) three firms as follows: Good Deal Tree Service, 90 Heald St., Carteret - \$6,800.00; A&A Tree Service, 209 Minna Ave, Avenel - \$7,200.00; and Coffman Tree Service, P.O. Box 495, Old Bridge - \$16,075.00. It is recommended that a contract for tree trimming and tree removal be awarded to Good Deal Tree Service in an amount not to exceed \$6,800.00. A copy of the quotation is attached.(Attachment 5)

Resolution No.1655 Authorizing Payment through Interlocal Agreement – Capital Fund

The Authority has previously authorized an interlocal agreement with the Borough of Carteret via Resolution No.1594 to provide for paving of the parking areas and maintenance garage driveway adjacent to Bergen Street in the Dolan Homes development. The paving project took place this past week and the roadway and parking areas/driveway look excellent. This resolution authorizes the respective payment for the work that has been completed.

Resolution No.1656 Authorizing Payment – Capital Funds

The Authority previously received bids for window replacement at NJ47-1 (Dolan Homes) as part of the Capital Fund Program. A contract was awarded at the April 18, 2011 Board of Commissioners Meeting to Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of ad alternate #7.1 – “Remove and Reinstall Exterior Sills at Window 5” in the amount of \$1,320.00, bringing the total award of contract to \$118,315.00. The contract is progressing & Unlimited Builders Construction, LLC, has submitted a requisition for partial payment totaling \$77,994.90. A copy of the requisition for partial payment and resolution are attached. (Attachment 6)

Resolution No.1657 Authorizing Payment – Capital Funds

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The Authority has received an invoice from LAN Associates for construction administration pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$1,041.00. A copy of the invoice 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 Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

The Attorney stated that the Board will be going into Executive Session to discuss pending litigation & personnel matters.

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

The Board went into Executive Session at 6:03pm

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

The meeting returned from Executive Session at 6:19pm.

NEW BUSINESS:

Resolution No.1646 Intergovernmental Agreement Between CHA and PAHA

Resolution No.1647 Resident Advisory Board Appointments

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1647
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 FY2012 Annual and Five Year Plan submission.

Mr. John Hampton	M-7 Essex Street
Mr. Jose Torres	46 Washington Avenue, 1 st Floor
Ms. Kathleen Grant	589 Roosevelt Avenue, 2 nd Floor
Ms. Sandra Applewhite	26 Locust Street, 2 nd Floor
Mr. Conrad Meyer	E-1 Union Street
Ms. Maria Martinez	36 Pershing Avenue
Ms. Lizette Villalongo Baez	D-3 Bergen Street
Mr. Emilio Vera	M-3 Essex Street
Ms. Enemid Casiano	J-2 Mercer Street
Mr. Migdalia Vazquez	64 Union Street, 1 st Floor

Resolution No.1648 Authorization for Legal Services-Non-routine Litigation

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1648
AUTHORIZATION FOR LEGAL SERVICES
NON-ROUTINE LITIGATION**

WHEREAS, the Carteret Housing Authority has been served with a Summons and Notice pertaining to a lawsuit filed against the Agency in the United States Bankruptcy Court, and;

WHEREAS, this lawsuit is associated with the Ameripay, LLC matter, whereby funds held on behalf of the Authority as part of payroll tax withholdings were stolen, and;

WHEREAS, as this is non-routine litigation, it is necessary to authorize legal counsel to act on the Agency's behalf in defending this matter, and;

WHEREAS, after discussing this case with the Authority's general counsel, James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095, they have displayed that their firm has counsel with experience in bankruptcy court matters, and;

WHEREAS, the Authority has already authorized a contract for legal services for general counsel with James P. Nolan and Associates, with the stipulation of an hourly rate of \$110.00 per hour for non-routine litigation matters;

NOW THEREFORE BE IT RESOLVED, that James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095, is hereby authorized to defend the Agency in the litigation filed in the United States Bankruptcy Court at an hourly rate of \$110.00 and with a not to exceed amount of \$7,500.00.

Resolution No.1649 2010 Audit Review Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1649
FY 2010 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, 2010 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, 2010, 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.1650 FY2011 Budget Adoption Resolution (attached)

Resolution No.1651 Annual Increment-Assistant Executive Director

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1651
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, 2010, 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, 2011.

Resolution No.1652 Annual Increment-Director of Maintenance Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1652
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, 2010, 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, 2011.

Resolution No.1653 Award of Contract-Concrete Repairs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1653
AWARD OF CONTRACT – CONCRETE REPAIRS**

WHEREAS, the Housing Authority of the Borough of Carteret is in need of making various concrete repairs including removal and replacement on several portions of sidewalk at Dolan Homes, Sam Sica Homes and Jeanette Smith Village, and;

WHEREAS, the Authority compiled a scope of work for removal and replacement and solicited quotations for the specified concrete work as well as unit costs for the potential to include additional areas dependent on budget, and;

WHEREAS, three quotations with additional unit costs were received as follows;

Company	Cost	Sq Ft Truck	Sq Ft WB	SF Removal	SF Soil
SAMCO Construction	\$12,598.80	\$5.40	\$6.90	\$2.00	\$1.00
S. Brothers Inc	\$12,772.00	\$5.50	\$7.00	\$2.00	\$1.00
Berto Construction	\$13,157.45	\$7.05	\$7.90	\$2.30	\$1.75

WHEREAS, the lowest price received for these services was from SAMCO Construction, 413-415 South Seventh St, Elizabeth, NJ in the amount of \$12,598.80, as well as the lowest unit prices; \$5.40/sq ft for removal and truck poured concrete, \$6.90/sq ft for removal and wheel barrow poured concrete, \$2.00/sq ft for concrete removal only and \$1.00/sq ft for soil and seeding of areas where concrete has been removed;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority authorizes a contract with SAMCO Construction, 413-415 South Seventh St, Elizabeth, NJ, for concrete removal and replacement on several portions of sidewalk at Dolan Homes, Sam Sica Homes and Jeanette Smith Village, in accordance with the submitted quotation in the amount of \$12,598.80, with additional work to be included at the unit costs submitted in an amount not to exceed \$2,500.00.

Resolution No.1654 Award of Contract-Tree Trimming and Removal

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1654
AWARD OF CONTRACT – TREE TRIMMING AND REMOVAL**

WHEREAS, the Housing Authority of the Borough of Carteret is in need of tree trimming and tree removal services throughout the various developments, and;

WHEREAS, the Authority compiled a scope of work showing the location of each tree that needs to be trimmed or removed and solicited quotations for the work, and;

WHEREAS, three quotations were received as follows;

Company	Cost
Good Deal Tree Service	\$6,800.00
A&A Tree Service	\$7,200.00
Coffman Tree Service	\$16,075.00

WHEREAS, the lowest price received for these services was from Good Deal Tree Service, 90 Heald St, Carteret, NJ, in the amount of \$6,800.00;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority authorizes a contract with Good Deal Tree Service, 90 Heald St, Carteret, NJ, for tree trimming and tree removal services at various developments, in accordance with the submitted quotation in an amount not to exceed \$6,800.00.

Resolution No.1655 Authorizing Payment through Interlocal Agreement-Capital Fund

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1655
AUTHORIZING PAYMENT THROUGH INTERLOCAL AGREEMENT
CAPITAL FUND**

WHEREAS, the Housing Authority has previously authorized an interlocal agreement with the Borough of Carteret via Resolution No.1594 to provide for paving of the parking areas and maintenance garage driveway adjacent to Bergen Street in the Dolan Homes Development, and;

WHEREAS, the paving project has been completed;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment pursuant to the interlocal agreement between the Carteret Housing Authority and the Borough of Carteret, in the amount of \$11,740.62 for the paving of the parking areas and maintenance garage driveway adjacent to Bergen Street in the Dolan Homes Development.

Resolution No.1656 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1656
AUTHORIZING PAYMENT - CAPITAL FUND PROGRAM
UNLIMITED BUILDERS CONSTRUCTION, LLC
WINDOWS AT NJ47-1**

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of ad alternate #7.1 – “Remove and Reinstall Exterior Sills at Window 5” in the amount of \$1,320.00, bringing the total award of contract to \$118,315.00, for new windows at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund Program, and;

WHEREAS, Unlimited Builders Construction, LLC, has submitted a requisition for partial payment totaling \$77,994.90, 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 Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, for window replacement at NJ47-1 (Edward J. Dolan Homes), awarded under the Capital Fund Program, in the amount of \$77,994.90.

Resolution No. 1657 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1657
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received an invoice from LAN Associates for \$1,041.00 for construction administration pertaining to the window replacement at Edward J. Dolan Homes;

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 window replacement at Edward J. Dolan Homes in the amount of \$1,041.00.

A motion for a consent agenda to adopt Resolution No.1646, No.1647, No.1648, No.1649, No.1650, No.1651, No.1652, No.1653, No.1654, No.1655, No.1656 and No.1657 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES:

SENIOR SERVICES AND SOCIAL PROGRAMS- The Executive Director reported that the senior residents will be going on a bus trip to Amish Country Pennsylvania and the Authority will be providing lunch. He reported that 46 individuals are scheduled to go and several individuals are also going to assist those seniors in need. He also reported that

the senior residents are enjoying the Oldies but Goodies Program and that it gives them the opportunity to exercise and move around. He added that the Program is very well attended and is enjoyed by all that have been participating.

Commissioner Novakowski reminded the Board that the arts and crafts done by the senior residents are extremely nice.

DRUG AWARENESS & EDUCATION- The Executive Director reminded the board that the 12th Annual Community Get-Together & Festival will be held in Chrome Park on August 13, 2011 from 11:00am to 4:00pm. He reported that the Housing Authority is having the festival in conjunction with the Board of Health and that it will allow us to bring full services to the community. He added that this will be a big event with many resources available to the residents.

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

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

The meeting adjourned at 6:24pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
SEPTEMBER 20, 2011**

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, Commissioners Joseph Novakowski, Joseph Popek and Ronald Rios, Executive Director, Eric F.M. Chubenko and Attorney, Eric Lange.

Vice Chairman Joseph Gasparro requested to be excused due to a family emergency.

The Executive Director stated that the Assistant Executive Director, Karen D. Alexis Holloway was absent and has been out of the office for several weeks due to medical reasons.

MINUTES: Regular Meeting 7/19/11

A motion to adopt the Minutes of the Regular Meeting of July 19, 2011 was made Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

COMMUNICATIONS:

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

DIRECTOR'S REPORT:

**Executive Director's Report/Agenda Description
Eric F. M. Chubenko
9-20-11**

I would like to inform the Board that I have been appointed by the incoming President of NAHRO to serve another term on the national Member Services Committee for NAHRO from 2011-2013. I have accepted the appointment and I will start my third term effective October 2011.

The Authority participated in the National Night Out Against Crime on August 2nd at the Edward J. Dolan Homes Community Center. The Authority had refreshments and a nice size crowd. Thank you to the Residents, Commissioners, the fire department and staff who participated in making the evening a success.

The summer youth program has come to an end and the Authority held its 11th Annual Community Get-together and Festival on August 13th. 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.

The Authority just received its PHAS scoring for 2010 and I am very happy to announce that the Authority is again classified as a High Performer receiving a score of 91 out of a possible 100. This is absolutely due to the hard work and dedication of the Authority's staff. Many thanks to the public housing office and maintenance staff for continuing to give great attention and focus on running the public housing program in the best manner possible.

As previously detailed in the July Director's Report, the Authority posted for an internal promotion opportunity for the position of Bookkeeper. I would like to congratulate Michelle Vega, previously our Assistant Bookkeeper, who has been performing the Bookkeeper job function on an interim basis for nearly two years since the passing of Antoinette Lakatos. She has performed exceptionally well during that time and I expect for her to continue to excel in her capacity as Bookkeeper.

Resolution No.1658 Opening of Family Unification Waiting List

The Authority is in need of opening the Family Unification Program waiting list in the near future. It is recommended that the waiting list be opened for the first 25 qualifying families claiming the resident preference. The proposed date is November 10th and this date will be finalized prior to the Board Meeting. The proposed resolution is attached.(Attachment 1)

Resolution No.1659 Opening of the Public Housing Family Waiting List for 1, 2, 3 & 4 Bedroom Applicants

The Authority is in need of opening the waiting list for public housing families for 1, 2, 3 & 4 bedroom households. It is recommended that the public housing family waiting list for 1, 2, 3 & 4 bedroom apartments be opened for the first 50 applicants claiming the resident preference and qualifying for a 1, 2, 3 & 4 bedroom apartment based on occupancy requirements. It is proposed that the waiting list be opened and remain open until the authority receives 50 applicants. The proposed date is October 12th and will be finalized prior to the Board Meeting. The proposed resolution is attached.(Attachment 2)

Resolution No.1660 Submission of Agency and 5 Year Plans

Resolution No.1661 PHA Certification of Compliance with the PHA Plans

The Agency Plan and 5 Year Plan for FY2012 is now complete and the Authority held its public hearing on September 13th. 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, 2011. The resolutions are attached.(Attachments 3 & 4)

Resolution No.1662 2012 Conference Schedule

It is advantageous to adopt the Authority's conference schedule for 2012 as early as possible to save with early registrations and accommodation costs. The following is a copy of the proposed conference schedule:

CONFERENCE SCHEDULE

PHADA Conference	January 8-11, 2012	Ft. Lauderdale, FL
NAHRO Legislative Conference	March 26-28, 2012	Washington, DC
NAHRO Summer Conference	July 29-31, 2012	San Francisco, CA
NAHRO Annual Conference	October 28-30, 2012	Nashville, TN
NJNAHRO/League of Municipalities	November 2012	Atlantic City, NJ

Resolution No.1663 Section 125 Flexible Spending Account

The Authority has been informed as part of the new health benefit legislation approved by the State of NJ, all public entities are required to adopt a Section 125 Flexible Spending Account. Action must be taken as quick as possible so that this can be in place by the start of 2012. The Authority has received an analysis of vendors who perform these services with relative pricing, service and experience with public entities, and based on this review they're recommendation is the selection of AmeriFlex with an annual cost of approximately \$1,080.00. I have attached the analysis with recommendations.(Attachment 5)

Resolution No.1664 Amending Fair Market Rent Percentages for Payment Standards

The Authority has received new Fair Market Rents (FMR) for the Section 8 Housing Choice Voucher Program. The Middlesex County FMR for 0, 1, 2, 3 and 4 bedroom apartments have substantially decreased and if the Authority does not increase its Payment Standards for 0, 1, 2, 3 and 4 bedroom apartments the Authority may be faced with inadequate

funding to support the current voucher holders as well as create a hardship for voucher holders to find affordable units. The Authority currently has Payment Standards equal to 95% of the area FMR for 0 and 1 bedroom apartments, 100% of the area FMR for 2 bedroom apartments and 105% of the area FMR for 3 and 4 bedroom apartments, and the Authority desires to increase this amount to 100% of the area FMR for 0 and 1 bedroom apartments, 105% of the area FMR for 2 bedroom apartments and 110% of the area FMR for 3 and 4 bedroom apartments. With these increases it would still cause an overall decrease for all bedroom sizes, but would make it easier to deal with the substantial drop in the overall FMRs. A copy of the resolution is attached.(Attachment 6)

Resolution No.1665 Memorializing Emergency Engineering Services

The Authority required emergency professional services in the form of engineering services related to damages caused by Hurricane Irene. The unforeseen condition arose when the Director of Maintenance was reviewing all of the properties after the storm and identified a sinkhole area on the Jeanette Smith Village property that was adjacent to the foundation of one of our buildings. There was substantial flooding in and around the area where the sinkhole was found, including the collapse of a foundation in a building adjacent to the Authority's property on Noe Street. The Authority immediately contacted LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for their services as they are currently working with the Authority on another construction program authorizing a not to exceed \$1,000.00 amount for emergency engineering services. LAN Associates immediately came to the property and reviewed the matter determining that the Authority's building foundation had not been compromised. This resolution is necessary to memorialize the emergency procurement action taken by the Authority arising from Hurricane Irene and an invoice has been submitted in the amount of \$450.00 for their services in reviewing the matter. The invoice, emergency authorization and resolution are attached.(Attachment 7)

Resolution No.1666 Authorizing Payment – Capital Funds

The Authority previously received bids for window replacement at NJ47-1 (Dolan Homes) as part of the Capital Fund Program. A contract was awarded at the April 18, 2011 Board of Commissioners Meeting to Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of ad alternate #7.1 – “Remove and Reinstall Exterior Sills at Window 5” in the amount of \$1,320.00, bringing the total award of contract to \$118,315.00. The contract is at completion & Unlimited Builders Construction, LLC, has submitted a requisition for partial payment totaling \$28,488.60. A copy of the requisition for partial payment and resolution are attached. (Attachment 8)

Resolution No.1667 Authorizing Payment – Capital Bills (LAN)

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The Authority has received invoices from LAN Associates for construction administration pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$492.85 and \$572.50. Copies of the invoices and resolution are attached.(Attachment 9)

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.

The Executive Director explained that there were emergency engineering services due to some flooding on Noe Street.

NEW BUSINESS:

Resolution No.1658 Opening of the Family Unification Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1658
OPENING OF HOUSING CHOICE VOUCHER FAMILY UNIFICATION PROGRAM WAITING LIST FOR
INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open for 1 day on November 10, 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.1659 Opening of the Public Housing Family Waiting List for 1, 2, 3 & 4 Bedroom Apartment

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1659
OPEN PUBLIC HOUSING FAMILY 1, 2, 3 & 4 BEDROOM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

WHEREAS, the Authority desires to open the Public Housing Families Waiting List for 1, 2, 3 & 4 bedroom apartments for individuals qualifying for the resident preference, and;

WHEREAS, due to the high turnover realized during the past several years specifically for 1, 2, 3 & 4 bedroom units and the current turnover projections there is a need to add applicants to the Public Housing Family Waiting List for 1, 2, 3 & 4 bedroom apartments, and;

WHEREAS, based on the current waiting list it would be advantageous to open the 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 1, 2, 3 & 4 bedroom apartments for individuals qualifying for the resident preference be advertised to opened for 1 day on October 12, 2011 from 9am to 1pm for the first 50 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.1660 Submission of Agency and 5 Year Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1660
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 13, 2011 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, 2011.

Resolution No.1661 PHA Certification of Compliance with the PHA Plans-See Attached

Resolution No.1662 2012 Conference Schedule

**RESOLUTION NO.1662
CARTERET HOUSING AUTHORITY
FY2012 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, Assistant Executive Director and Commissioners to be named to attend the following conferences throughout the year 2012;

PHADA Conference	January 8-11, 2012	Ft. Lauderdale, FL
NAHRO Legislative Conference	March 26-28, 2012	Washington, DC
NAHRO Summer Conference	July 29-31, 2012	San Francisco, CA
NAHRO Annual Conference	October 28-30, 2012	Nashville, TN
NJNAHRO/League of Municipalities	November 2012	Atlantic City, NJ

Resolution No.1663 Section 125 Flexible Spending Account-See Attached

Resolution No.1664 Amending Fair Market Percentages for Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1664
AMEND ADMINISTRATIVE PLAN
AMENDMENTS TO PAYMENT STANDARDS**

WHEREAS, the Carteret Housing Authority Section 8 Housing Choice Voucher Program has received new Fair Market Rents (FMR), and;

WHEREAS, the Middlesex County FMR for 0, 1, 2, 3 and 4 bedroom apartments have substantially decreased, and;

WHEREAS, if the Authority does not increase its Payment Standards for 0, 1, 2, 3 and 4 bedroom apartments the Authority may be faced with inadequate funding to support the current voucher holders as well as create a hardship for voucher holders to find affordable units, and;

WHEREAS, the Authority currently has Payment Standards equal to 95% of the area FMR for 0 and 1 bedroom apartments, 100% of the area FMR for 2 bedroom apartments and 105% of the area FMR for 3 and 4 bedroom apartments, and;

WHEREAS, the Authority desires to increase this amount to 100% of the area FMR for 0 and 1 bedroom apartments, 105% of the area FMR for 2 bedroom apartments and 110% of the area FMR for 3 and 4 bedroom apartments;

NOW THEREFORE BE IT RESOLVED, that the Carteret Housing Authority adjusts its Payment Standards for the Section 8 Housing Choice Voucher Program from 95% of the area FMR for 0 and 1 bedroom apartments, 100% of the area FMR for 2 bedroom apartments and 105% of the area FMR for 3 and 4 bedroom apartments to 100% of the area FMR for 0 and 1 bedroom apartments, 105% of the area FMR for 2 bedroom apartments and 110% of the area FMR for 3 and 4 bedroom apartments effective October 1, 2011.

Resolution No.1665 Memorializing Emergency Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1665
MEMORIALIZE EMERGENCY ENGINEERING SERVICES - LAN ASSOCIATES**

WHEREAS, the Housing Authority of the Borough of Carteret required emergency professional services in the form of engineering services related to Hurricane Irene, and;

WHEREAS, the unforeseen condition arose when the Director of Maintenance was reviewing all of the properties after the storm and identified a sinkhole area on the Jeanette Smith Village property that was adjacent to the foundation of one of our buildings, and;

WHEREAS, there was substantial flooding in and around the area where the sinkhole was found, including the collapse of a foundation in a building adjacent to the Authority's property on Noe Street, and;

WHEREAS, the Authority immediately contacted LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for their services as they are currently working with the Authority on another construction program, and;

WHEREAS, they immediately came to the property and reviewed the matter determining that the Authority's building foundation had not been compromised;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners memorializes the emergency procurement actions that were taken by the Authority arising from Hurricane Irene for engineering services to the firm of LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432 in the amount of \$450.00.

Resolution No.1666 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1666
AUTHORIZING PAYMENT - CAPITAL FUND PROGRAM
UNLIMITED BUILDERS CONSTRUCTION, LLC, WINDOWS AT NJ47-1**

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of

ad alternate #7.1 – “Remove and Reinstall Exterior Sills at Window 5” in the amount of \$1,320.00, bringing the total award of contract to \$118,315.00, for new windows at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund Program, and;

WHEREAS, Unlimited Builders Construction, LLC, has submitted a requisition for partial payment totaling \$28,488.60, 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 Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, for window replacement at NJ47-1 (Edward J. Dolan Homes), awarded under the Capital Fund Program, in the amount of \$28,488.60.

Resolution No.1667 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1667
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received two invoices from LAN Associates for \$492.85 and \$572.50 for construction administration pertaining to the window replacement at Edward J. Dolan Homes;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the invoices from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to window replacement at Edward J. Dolan Homes in the amount of \$1,065.35.

A motion for a consent agenda to adopt Resolution No.1658, No.1659, No.1660, No.1661, No.1662, No.1663, No.1664, No.1665, No.1666, and No.1667 was made by Commissioner Bohanek, seconded by Commissioner Rios and upon roll call all present voted aye, nays none.

COMMITTEES:

DRUG AWARENESS & EDUCATION, SENIOR SERVICES AND SOCIAL PROGRAMS & COMMUNITY SERVICE PROGRAM: The Executive Director reported that the Community Get-Together and Festival on August 13, 2011 was a wonderful program. He reported that there was an very nice gathering of 500 to 700 people that participated and enjoyed the day. He thanked all that came and helped with the event. He also reported that the Authority is again a High Performer in reference to the 2010 PHAS scoring.

In addition, Commissioner Rios reported that Freeholders from the Out Reach Program awarded the Borough of Carteret a \$5000.00 grant with reference to Quality of Life issues in Carteret. He reported that the Borough of Carteret was also awarded \$600,000.00 for the Waterfront Redevelopment. Commissioner Rios reported “Progress.”

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: Commissioner Rios congratulated the Executive Director for his reappointment to the NAHRO Member Service Committee. He commented that it sends a message out to other Housing Authority's that the Authority has an active Board, Executive Director and Administration. He said that this is a good thing.

Chairwoman Colon congratulated the residents that participated in the Community Get-Together & Festival. She commented that the residents made this event successful. She thanked all that attended and helped with the event.

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.

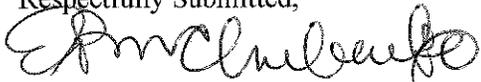
The Executive Director stated that the Authority experienced flooding during Hurricane Irene and in particular at the Noe Street senior development. He mentioned that many people helped out and he thanked those that were involved. He addressed two individuals that deserved special recognition. Mr. Luis Escabi for his efforts cleaning out resident's flooded cars and Ms. Antonia Lopez for cooking for all of the residents that didn't have power in their apartments. Chairwoman Colon also recognized them both and they were each awarded framed certificates for their assistance.

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

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

The meeting adjourned at 6:13pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
OCTOBER 18, 2011**

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, Commissioner Chester Bohanek Jr., Chairwoman Iris Colon, Vice Chairman Joseph Gasparro, Commissioners Joseph Novakowski, and Ronald Rios, Executive Director, Eric F.M. Chubenko, Assistant Executive Director, Karen D Alexis Holloway and Attorney, Fred Rubinstein

Commissioner Joseph Popek requested to be excused due to a medical reason.

MINUTES: Regular Meeting 9/20/11

A motion to adopt the Minutes of the Regular Meeting of September 20, 2011 was made Commissioner Rios, 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 Vice Chairman Gasparro and all present voted aye, nays none.

**DIRECTOR'S REPORT: Executive Director's Report/Agenda Description
Eric F. M. Chubenko
10-18-11**

The Authority Administration has been working with our Accountant to prepare the subsidy submission for 2012. This is a cumbersome task and due to broadcasted cuts in Washington for all of the Housing Programs, we anticipate additional cuts across the board to all of our programs. We will work as always to maintain the Authority in its best possible financial position while offering the maximum amount of programs for the residents coupled with capital improvements that lend to the preservation of our housing stock while ensuring decent, safe and sanitary housing. The Administration and Accountant are also working on the 2012 budget, but need to finalize the subsidy calculations prior to submission of the budget, so we will be adopting a late budget resolution with the initial 2012 Agency budget at the November 14, 2011 Board Meeting.

The Authority opened the public housing family waiting list on October 12th for the first 50 applicants claiming the resident preference. The process was not easy, but with the hard work of the staff the Authority successfully moved through the process and completed applications are now being received and entered into the computer database for upcoming units. As a reminder, the Authority will also be opening the Housing Choice Voucher Family Unification Program (FUP) waiting list on November 10, 2011 at 9am for the first 25 applicants claiming the resident preference. We have seen applicants commence with lining up at least a day to a day and a half in advance of the list actually opening. I expect the same to occur during the opening of the Family Unification Program waiting list.

The Authority will be holding its annual Thanksgiving program on Monday, November 14th. All Commissioners will be notified of the times for the senior and family programs in advance of the 14th. Please come down if you have the time.

The Authority has again worked with Mr. Bill Lau to prepare and submit the Agency Plan for 2012. The paperwork has been finalized and authorized for submission at the September Board Meeting and Mr. Lau is transmitting the submission prior to the deadline of October 18th.

Resolution No.1668 Authorizing Final Payment & Closeout of Contract – Capital Funds

The Authority previously received bids for window replacement at NJ47-1 (Dolan Homes) as part of the Capital Fund Program. A contract was awarded at the April 18, 2011 Board of Commissioners Meeting to Unlimited Builders

Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of ad alternate #7.1 – “Remove and Reinstall Exterior Sills at Window 5” in the amount of \$1,320.00, bringing the total award of contract to \$118,315.00. The contract is at completion & Unlimited Builders Construction, LLC, has submitted a requisition for final payment and closeout of the contract. Additionally, the contractor has also requested the release of their certified funds bid guarantee. The requisition for final payment is in the amount of \$11,831.50 and the release of the certified funds bid guarantee is in the amount of \$2,345.00. The final payment, release of the certified funds bid guarantee and closeout of contract has been authorized by the Architect/Engineer overseeing the project. The final requisition for payment, the request to release the certified funds bid guarantee and the resolution are attached.(Attachment 1)

Resolution No.1669 Authorizing Payment – Capital Bills (LAN)

The Authority previously advertised and awarded a contract for Architectural and Engineering services to LAN Associates for new windows at Edward J. Dolan Homes. The award of contract was in the amount of \$12,485.00. The Authority has received an invoice from LAN Associates for construction administration pertaining to the window replacement at Edward J. Dolan Homes NJ47-1 in the amount of \$633.55. A copy of the invoice and resolution are attached.(Attachment 2)

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 Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

NEW BUSINESS:

Resolution No.1688 Authorizing Final Payment & Closeout of Contract-Capital Fund

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1668**

**AUTHORIZING FINAL PAYMENT AND CLOSEOUT OF CONTRACT - CAPITAL FUND PROGRAM
UNLIMITED BUILDERS CONSTRUCTION, LLC, WINDOWS AT NJ47-1**

WHEREAS, the Housing Authority of the Borough of Carteret has previously advertised and awarded a contract to Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, with a Base Bid of \$116,995.00 and award of ad alternate #7.1 – “Remove and Reinstall Exterior Sills at Window 5” in the amount of \$1,320.00, bringing the total award of contract to \$118,315.00, for new windows at NJ47-1 (Edward J. Dolan Homes) as part of the Capital Fund Program, and;

WHEREAS, Unlimited Builders Construction, LLC, has submitted a requisition for final payment totaling \$11,831.50, and;

WHEREAS, Unlimited Builders Construction, LLC, has also submitted a request to release the certified funds bid guarantee in the amount of \$2,345.00, and;

WHEREAS, Unlimited Builders Construction, LLC, is also seeking to close out the contract, and has submitted 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;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the requisition for final payment received from Unlimited Builders Construction, LLC, 165 Bunting Avenue, Hamilton, NJ, for window replacement at NJ47-1 (Edward J. Dolan Homes), awarded under the Capital Fund Program, in the amount of \$11,831.50, and;

BE IT FURTHER RESOLVED, that the release of the certified funds bid guarantee in the amount of \$2,345.00 is authorized, and;

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

Resolution No.1669 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1669
AUTHORIZING PAYMENT – CAPITAL 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 \$12,485.00 in billable hours (plus reimbursable expenses) for new windows at Edward J. Dolan Homes under the Capital Fund Program, and;

WHEREAS, the Authority has received an invoice from LAN Associates for \$633.55 for construction administration pertaining to the window replacement at Edward J. Dolan Homes;
NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes payment of the invoice from LAN Associates, 445 Godwin Ave, Midland Park, NJ 07432, for architectural and engineering services related to window replacement at Edward J. Dolan Homes in the amount of \$633.55.

A motion for a consent agenda to adopt Resolutions No.1668 and No.1669 was made by Commissioner Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

COMMITTEES: No Reports

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: None

AUDIENCE COMMENTS:

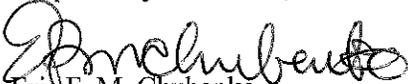
A motion to open the meeting to the public was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

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

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

The meeting adjourned at 6:04pm.

Respectfully Submitted,


Eric F. M. Chubenko
Executive Director

Carteret Housing Authority
Annual Reorganization Meeting
November 14, 2011

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
NOVEMBER 14, 2011**

Chairwoman Iris Colon opened the Public Meeting at 6:18pm. 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, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway and Attorney, Eric Lange.

The Executive Director stated that Commissioner Joseph Popek requested to be excused due to a medical reason
The Executive Director stated Commissioner Rios requested 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 Joseph Gasparro nominated Commissioner Iris Colon for the Office of Chairperson, seconded by Commissioner Chester Bohanek. 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

Chairwoman Iris Colon nominated Commissioner Joseph Gasparro for the Office of Vice Chairperson, seconded by Commissioner Joseph Novakowski. 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 Vice Chairman Gasparro and all present voted aye, nays none.

The meeting was adjourned at 6:20pm.

Respectfully Submitted,


Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
NOVEMBER 14, 2011**

Chairwoman Iris Colon opened the Public Meeting at 6:20pm. 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, Executive Director, Eric F.M. Chubenko, Assistant Executive Director, Karen D Alexis Holloway and Attorney, Eric Lange

Commissioner Joseph Popek requested to be excused due to a medical reason.
Commissioner Ronald Rios requested to be excused due to a Board of Freeholders meeting conflict.

MINUTES: Regular Meeting 10/18/11

A motion to adopt the Minutes of the Regular Meeting of October 18, 2011 was made 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 Vice Chairman Gasparro and all present voted aye, nays none.

DIRECTOR'S REPORT:

**Executive Director's Report/Agenda Description
Eric F. M. Chubenko
11-14-11**

The Authority opened the Housing Choice Voucher Family Unification Program waiting list on November 10th for the first 25 applicants claiming the Family Unification and resident preferences. The process was not easy, but with the hard work of the staff the Authority successfully moved through the process and completed applications are now being received and entered into the computer database.

The Authority will be holding its annual Thanksgiving Day Program on Monday, November 14th 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.

Resolution No.1670 2012 Meeting Calendar

The Authority needs to establish its annual Board of Commissioners Meeting Calendar for 2012. 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 and November meetings. The resolution is attached.(Attachment 1)

MEETING DATES

January 17, 2012	May 15, 2012	September 18, 2012
February 21, 2012	June 19, 2012	October 16, 2012
March 20, 2012	July 17, 2012	November 27, 2012 (Regular & Reorg)
April 16, 2012	No August Meeting	December 18, 2012

Resolution No.1671 FY2012 Legal Services

The Authority advertised for Legal services for the 2012 Fiscal Year and four proposals were received. The proposals were from the firms of Law Office of James P. Nolan and Associates, LLC, 61 Green Street, Woodbridge, NJ 07095; Eric M. Bernstein and Associates, LLC, 2 North Road, Warren, NJ 07059; Buttafuoco, Arce and Price LLC, Park Professional

Plaza, 2509 Park Ave, Suite 1C, South Plainfield, NJ 07080; and Riker, Danzigschere, Hyland and Perretti, Headquarters Plaza, One Speedwell Ave, P.O. Box 1981, Morristown, NJ 07962. The proposed price for legal services from Nolan and Associates is \$19,200.00 annually for general counsel retainer, \$125.00 per each landlord tenant matter and an hourly rate of \$110.00 per hour for non-routine litigation matters; the proposed price for legal services from Bernstein and Associates is \$16,800.00 annually for general counsel retainer, \$250 per landlord tenant litigation service and a per hour rate was not submitted for non-routine litigation services; the proposed price for legal services from Buttafuoco, Arce and Price is \$37,500.00 annually for general counsel retainer, \$300.00 per each landlord tenant matter and a per hour rate was not submitted for non-routine litigation services; and the proposed price for legal services from Riker, Danzigschere, Hyland and Perretti is \$60,000.00 annually for general counsel retainer, \$1,000.00 per each landlord tenant matter and a per hour rate was not submitted 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 proposals were rated by the Executive Director, Assistant Executive Director and Bookkeeper and the administration recommends authorization of a one year legal services contract for FY2012 to the firm of Nolan and Associates in the amount of \$19,200.00 annually for the general counsel services, \$125 per landlord tenant litigation service & \$110 per hour for non-routine litigation services. The proposals are available at the office for review. A copy of the resolution is attached.(Attachment 2)

Resolution No.1672 FY2012 Accounting Services

The Authority advertised for Accounting services for the 2012 Fiscal Year and two proposal were received from the firms of David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 and Emerge Accounting CPA, PC, 3473 Satellite Blvd, Suite 210 North, Duluth, GA 30096. The proposal from Emerge Accounting CPA was deemed to be non-responsive as they did not present a CPA License for the State of NJ and they also did not propose to be on site for the Authority, but rather to provide accounting services from Georgia. The proposal from David Ciarrocca was rated by the Executive Director, Assistant Executive Director and Bookkeeper and the proposed price is \$33,000.00. David Ciarrocca, 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 \$33,000.00. The proposal is available at the office for review. A copy of the resolution is attached.(Attachment 3)

Resolution No.1673 FY2012 Special Legal Services

The Authority advertised for Special Legal Counsel and six proposals were received. The proposals that were received were from the firms of Eric M. Bernstein and Associates, LLC, Two North Road, P.O. Box 4922, Warren, NJ 07059; Buttafuoco, Arce and Price, LLC, 2509 Park Ave, Suite 1C, South Plainfield, NJ 07080; Gaetano M. DeSapio, Esq., 1110 Harrison St, Suite H, Frenchtown, NJ 08825; Florio, Perrucci, Stein, Hardt & Fader, LLC, 218 Rt. 17 North, Suite 300, Rochelle Park, NJ 07662; Weiner Lesniak, LLP, 629 Parsippany Rd, Parsippany, NJ 07054; Riker, Danzig, Scherer, Hyland & Perretti, Headquarter Plaza, One Speedwell Ave, P.O. Box 1981, Morristown, NJ 07962. The proposal from Eric M. Bernstein and Associates, was in the amount of \$110.00/hr; Buttafuoco, Arce and Price, LLC, was in the amount of \$150.00/hr; Gaetano M. DeSapio, Esq., was in the amount of \$175.00/hr; Florio, Perrucci, Stein, Hardt & Fader, LLC, was in the amount of \$150.00/hr; Weiner Lesniak, LLP, was in the amount of \$150.00/hr; and Riker, Danzig, Scherer, Hyland & Perretti, was in the amount of \$225.00/hr. The proposals were rated by the Executive Director, Assistant Executive Director and Bookkeeper and the administration recommends qualifying the firms of Eric M. Bernstein and Associates; Buttafuoco, Arce and Price, LLC, Florio, Perrucci, Stein, Hardt & Fader, LLC; and Weiner Lesniak, LLP, as per the submitted 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. The resolution is attached.(Attachment 4)

Resolution No.1674 FY2011 Auditing Services

The Authority advertised for Auditing services for the 2011 Fiscal Year and three proposals were received from the firms of Fallon and Larson, 1390 Route 36, Suite 102, Hazlet, NJ 07730 in the amount of \$11,840.00; Polcari and Co. CPA's, 2035 Hamburg Tpke, Suite H, Wayne, NJ 07470 in the amount of \$11,500.00; and Yeager & Boyd, 5501 Highway 280, Suite 201, Birmingham, Al 35242 in the amount of \$17,000.00. 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 FY2011 in the amount of \$11,840.00. The proposals are available at the office for review. The resolution is attached.(Attachment 5)

Resolution No.1675 Modernization Coordinator

The Authority advertised for Modernization Coordinator and two proposals were received. The proposals were received from David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$7,500.00/year and from LS Engineering Associates Corporation, 150 River Rd, Building E, Suite E2, Montville, NJ 07045 who was deemed nonresponsive as they did not submit an annual fee. The proposal was rated by the Executive Director, Assistant Executive Director and Bookkeeper. David Ciarocca, 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. The resolution is attached.(Attachment 6)

Resolution No.1676 FY2010 Write-offs

The Authority is required to write off the uncollected accounts receivable balances from FY2010. This is done each year prior to the start of the new fiscal year. The resolution is attached.(Attachment 7)

Resolution No.1677 Approval of FY2012 HUD Budget

Resolution No.1678 FY2011 Authority Budget Initial Submission

The Authority needs to submit its annual budget for FY2012 and the Accounting staff met with the Administration to compile the necessary information for the initial budget submission. 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 8)

Resolution No.1679 Late Budget Resolution

The Housing Authority is set to approve the FY2012 initial budget on November 14th. The State of NJ says that the initial budget should be submitted 60 prior to the start of the fiscal year or 11/1/11. The Authority has held up on the authorization for the initial budget until the November Board of Commissioners meeting due to the fact that we were awaiting the current year's subsidy calculations. At this time the Authority has still not received the subsidy calculations and we feel that it is in our best interest to move ahead with utilizing the subsidy estimates and to authorize the 2012 initial budget submission. The resolution for the filing is attached.(Attachment 9)

Resolution No.1680 Proposed Settlement

The Authority's Board was previously notified of a Summons and Notice pertaining to a lawsuit filed against the Agency in the United States Bankruptcy Court. This pertains to the Ameripay, LLC matter whereby funds held on behalf of the Authority as part of payroll tax withholdings were stolen. The Authority's Board has already authorized a legal contract for the non-routine litigation matter, and the Authority in conjunction with legal counsel has moved forward to defend the Authority in this case. There is a potential settlement offer that I would like the Board to discuss in an effort to limit the costs and liabilities that the Authority may incur if we continue to move forward with defending this Summons. This will need to be briefly discussed in executive session.

Resolution No.1681 Modification of Job Titles

The Administration has been asked by the employees of the Authority to modify the job title for two positions. The proposed changes apply to the Clerk Typist title which would change to Housing Specialist and for the Sr. Clerk Typist/Assistant Bookkeeper title which would change to Sr. Housing Specialist/Assistant Bookkeeper. The Administration doesn't have any problem with the change and the job responsibilities will remain the same. This title is much more common in similar positions utilized at Housing Authorities across the country. The resolution is attached.(Attachment 10)

Resolution No.1682 Authorizing Payment – Capital Bills (LAN)

The Authority previously advertised and awarded contracts for Architectural and Engineering services to LAN Associates. Two older invoices have been identified as unpaid. One was previously authorized in 2010 and the other was never received. Approval of these invoices will result in the final payments for the previous contracts with LAN Associates so that the Authority can close out these projects. The invoices are in the amount of \$400 and \$322. Copies of the two invoices and the resolution are attached.(Attachment 11)

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 Novakowski, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

NEW BUSINESS:

Resolution No.1670 2012 Meeting Calendar

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1670
2012 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 2012 calendar year and fall on the 3rd Tuesday of each month at 6:00PM with the exception of the April and November meetings.

MEETING DATES

January 17, 2012	May 15, 2012	September 18, 2012
February 21, 2012	June 19, 2012	October 16, 2012
March 20, 2012	July 17, 2012	November 27, 2012 (Regular & Reorg)
April 16, 2012	No August Meeting	December 18, 2012

Resolution No.1671 FY2012 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1671
LEGAL SERVICES FY2012**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2012 and;

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

WHEREAS, four proposals were received from Law Office of James P. Nolan and Associates, LLC, 61 Green Street, Woodbridge, NJ 07095; Eric M. Bernstein and Associates, LLC, 2 North Road, Warren, NJ 07059; Buttafuoco, Arce and Price LLC, Park Professional Plaza, 2509 Park Ave, Suite 1C, South Plainfield, NJ 07080; and Riker, Danzigschere, Hyland and Perretti, Headquarters Plaza, One Speedwell Ave, P.O. Box 1981, Morristown, NJ 07962, and;

WHEREAS, the proposed price for legal services from Nolan and Associates is \$19,200.00 annually for general counsel retainer, \$125.00 per each landlord tenant matter and an hourly rate of \$110.00 per hour for non-routine litigation matters; the proposed price for legal services from Bernstein and Associates is \$16,800.00 annually for general counsel retainer, \$250 per landlord tenant litigation service and a per hour rate was not submitted for non-routine litigation services; the proposed price for legal services from Buttafuoco, Arce and Price is \$37,500.00 annually for general counsel retainer, \$300.00 per each landlord tenant matter and a per hour rate was not submitted for non-routine litigation services; and the proposed price for legal services from Riker, Danzigschere, Hyland and Perretti is \$60,000.00 annually for general

counsel retainer, \$1,000.00 per each landlord tenant matter and a per hour rate was not submitted 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 2012, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$19,200.00 general counsel retainer (\$1,600.00 monthly), \$125.00 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 FY2012 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.1672 FY2012 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1672
ACCOUNTING SERVICES FY2012**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2012 and;

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

WHEREAS, two proposals were received from the firm of David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$33,000.00, and Emerge Accounting CPA, PC, 3473 Satellite Blvd, Suite 210 North, Duluth, GA 30096 who's proposal was deemed to be non-responsive as they did not present a CPA License for the State of NJ and they also did not propose to be on site for the Authority, and;

WHEREAS, the proposal from the firm of David Ciarrocca, CPA, 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 Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be and is hereby appointed as the Accountant for the Carteret Housing Authority for FY2012, for the fee of \$33,000.00 for January 1, 2012 through December 31, 2012;

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 \$33,000.00, payable in monthly installments.

Resolution No.1673 FY2012 Special Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1673
SPECIAL LEGAL COUNSEL**

WHEREAS, The Carteret Housing Authority requires the service of Special Legal Counsel for the fiscal year 2012, and;

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

WHEREAS, 6 proposals were received from the firms of Eric M. Bernstein and Associates, LLC, Two North Road, P.O. Box 4922, Warren, NJ, 07059; Buttafuccho, Arce and Price, LLC, 2509 Park Ave, Suite 1C, South Plainfield, NJ 07080; Gaetano M. DeSapio, Esq., 1110 Harrison St, Suite H, Frenchtown, NJ 08825; Florio, Perrucc, Stein, Hardt & Fader, LLC, 218 Rt. 17 North, Suite 300, Rochelle Park, NJ 07662; Weiner Lesniak, LLP, 629 Parsippany Rd, Parsippany, NJ 07054; Riker, Danzig, Scherer, Hyland & Perretti, Headquarter Plaza, One Speedwell Ave, P.O. Box 1981, Morristown, NJ 07962, and;

WHEREAS, the pricing for legal counsel was as follows; Eric M. Bernstein and Associates, was in the amount of \$110.00/hr; Buttafuccho, Arce and Price, LLC, was in the amount of \$150.00/hr; Gaetano M. DeSapio, Esq., was in the amount of \$175.00/hr; Florio, Perrucc, Stein, Hardt & Fader, LLC, was in the amount of \$150.00/hr; Weiner Lesniak, LLP, was in the amount of \$150.00/hr; and Riker, Danzig, Scherer, Hyland & Perretti, was in the amount of \$225.00/hr, 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 Eric M. Bernstein and Associates; Buttafuccho, Arce and Price, LLC, Florio, Perrucc, Stein, Hardt & Fader, LLC; and Weiner Lesniak, LLP, 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.1674 FY2011 Auditing Services

CARTERET HOUSING AUTHORITY RESOLUTION NO.1674 FY2011 AUDITING SERVICES

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2011, and;

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

WHEREAS, three proposals were received from the firms of Fallon and Larson, 1390 Route 36, Suite 102, Hazlet, NJ 07730 in the amount of \$11,840.00; Polcari and Co. CPA's, 2035 Hamburg Tpke, Suite H, Wayne, NJ 07470 in the amount of \$11,500.00; and Yeager & Boyd, 5501 Highway 280, Suite 201, Birmingham, Al 35242 in the amount of \$17,000.00, 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 FY2011, for the fee of \$11,840.00, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be in accordance with the Request for Auditor and shall be further enumerated in a Professional Services contract to be executed between the parties in the amount of \$11,840.00.

Resolution No.1675 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1675
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 2 proposals from the firms of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$7,500.00/year, and from LS Engineering Associates Corporation, 150 River Rd, Building E, Suite E2, Montville, NJ 07045 who was deemed nonresponsive as they did not submit an annual fee, 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.1676 FY2010 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1676
FY2010 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 FY2010.

<u>Name</u>	<u>Balance</u>
Nia Evans	\$ 362.87
George Forman	\$ 31.44
Maribel Hernandez	\$ 17.00
Kathleen James	\$ 688.28
Pablo Rodriguez	\$ 294.87
TOTAL	\$ 1,394.46

Resolution No.1677 Approval of FY2012 HUD Budget-See Attached

Resolution No.1678 FY2011 Authority Budget Initial Submission-See Attached

Resolution No.1679 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1679
FY2012 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret has authorized the initial submission of its FY2012 Agency Budget at the November 14, 2011 Board of Commissioners Meeting, and;

WHEREAS, the Authority needs to adopt a late budget resolution due to the fact that the Authority has not adopted its Agency Budget by November 1, 2011, and;

WHEREAS, the Authority had not adopted until the November 14, 2011 Board of Commissioners meeting as the Authority has not yet received the subsidy calculations for 2012 and the Authority determined that it would be in the best interest to hold on the introduction of the budget in the event that the subsidy calculations for 2012 were forthcoming, and;

WHEREAS, the Authority has still not received the final subsidy calculations for 2012, but now believes that it is better to introduce the budget based on the subsidy estimate, rather than waiting until the formal subsidy calculations are received;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2012 late budget submission.

Resolution No.1680 Proposed Settlement-See Attached

Resolution No.1681 Modification of Job Titles

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1681
MODIFICATION OF JOB TITLES**

WHEREAS, the Administration has been asked by the employees of the Carteret Housing Authority to modify the job title for two office positions, and;

WHEREAS, the proposed changes would apply to the Clerk Typist title which would change to Housing Specialist and for the Sr. Clerk Typist/Assistant Bookkeeper title which would change to Sr. Housing Specialist/Assistant Bookkeeper, and;

WHEREAS, the Administration and employees both feel that these titles are much more common for similar positions utilized at Housing Authorities across the United States, and;

WHEREAS, the job responsibilities and job descriptions will remain the same;

NOW THEREFORE BE IT RESOLVED, that Board of Commissioners authorizes the modification of job titles from Clerk Typist to Housing Specialist and from Sr. Clerk Typist/Assistant Bookkeeper to Sr. Housing Specialist/Assistant Bookkeeper, with the job responsibilities and job description remaining the same.

Resolution No.1682 Authorizing Payment-Capital Funds

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1682
AUTHORIZING PAYMENT – CAPITAL 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 2 additional invoices from LAN Associates as follows: 1 invoice 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, and 1 invoice in the amount of \$400.00 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 \$722.00;

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 in the amount of \$722.00.

A motion for a consent agenda excluding Resolution No.1680 and adopting Resolutions No.1670, No.1671, No.1672, No.1673, No.1674, No.1675, No.1677, No.1678, No.1679, No.1681 and No.1682 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

A motion to go into Executive Session to discuss Resolution No.1680 was made by Commissioner Bohanek at 6:22pm, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

A motion to reopen the meeting was made by Vice Chairman Gasparro at 6:27pm, seconded by Commissioner Bohanek and all present voted aye, nays none.

A motion to adopt Resolution No.1680 for the amount discussed in Executive Session was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

COMMITTEES:

Senior Services and Social Programs: The Executive Director reported that the Authority had its' Annual Thanksgiving program for the residents today. He reported that it was a beautiful event and well attended. He reported that the Oldies but Goodies Program will also have a Thanksgiving Dinner for the senior residents and the community at the Jeanette Smith Village Community Center on November 23, 2011.

ATTORNEY'S REPORT: The Attorney thanked the Board for his reappointment.

COMMISSIONER'S COMMENTS: Commissioner Bohanek reported "Progress".

Carteret Housing Authority
Minutes of the Regular Meeting
November 14, 2011

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.

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

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 6:31pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**MINUTES OF THE
REGULAR MEETING
DECEMBER 20, 2011**

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, 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

Vice Chairman Joseph Gasparro requested to be excused due to a medical reason.

MINUTES: Annual Reorganization 11/14/11

A motion to adopt the Minutes of the Annual Reorganization was of November 14, 2011 was made by Commissioner Bohanek, seconded by Commissioner Rios and all present voted aye, nays none.

MINUTES: Regular Meeting 11/14/11

A motion to adopt the Minutes of the Regular Meeting of November 14, 2011 was made 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 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
12-20-11**

I would like to commend the maintenance department and the Public Housing staff for getting the Authority to 0 open units being turned over as of the date of this report. There have only been a couple of times in my 15 years at the Authority where we have been able to achieve 0 open units, and this is due to the coordinated efforts of the agency's maintenance and office staff. Thank you to everyone for their hard work and we will continue to be steadfast in our goal of turning over all vacant units as quickly as possible.

The Authority held its annual Winter Holiday program for the residents on December 13th. 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 the Carteret Serenaders. 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 a success.

The Housing Authority again worked very hard to collect holiday gifts for the resident children and on December 20th, 21st and 22nd 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 this program continues to be a success. Thank you to Ms. Holloway for her continued hard work as well as to Toys for Tots who worked to ensure that we received gifts for the Authority's children. Thank you to all of the employees who helped wrap the many presents for the children.

Resolution No.1683 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 1)

Resolution No.1684 Authorizing Execution of Contract with Comcast

The Authority has solicited pricing to compare our current telecommunications services. The Authority currently spends approximately \$750 per month on telecommunications services, but needs to add internet at the Jeanette Smith Village development. This brings our current provider cost for telephone and internet at the Authority to approximately \$800 per month. The Authority has also not been satisfied with the customer service and resolution of problems by our current provider. Comcast has provided pricing for the Authority based on the same telephone service and improved internet speeds plus the additional location. Also, as part of there quotation they will also add basic cable to the community rooms at Jeanette Smith Village and the main office. There quotation is \$659.90 plus tax which represents savings of approximately \$1,500 per year. This resolution will authorize execution of a contract with Comcast for these services.

Resolution No.1685 Authorizing Interlocal Agreement with SAHA and Implementation of the Agreement

I met with the Authority's Finance Committee members during the week to discuss potentially entering into an interlocal agreement with the South Amboy Housing Authority for the purpose of temporarily assisting with the administration of the Authority and to perform an Executive Director search. The South Amboy Housing Authority recently had their Executive Director retire and they are in need of bringing in someone to temporarily assist with these services. Their Board of Commissioners has met with me to discuss this matter and they are very satisfied with the Carteret Housing Authority and our administration and desire to enter into an agreement with our agency. The term of this agreement would be for 3 months with 1 month extensions thereafter as needed. I will discuss the details of the proposed arrangement with the Board of Commissioners in executive session.

The Authority has continued to work with an energy consultant for the purpose of reviewing the electrical rates and usage throughout the properties. The switch to another utility will not affect the delivery of electric service which will continue to be handled by PSE&G, but will merely affect the kilowatt hour rate for the electricity. Preliminary review suggests that by bidding out these services, the current annual savings will be approximately \$25,000 of which the Agency can retain a portion of these savings over a three year rolling average. The Authority has received paperwork from EMEX the company who will be performing these services whereby the State of NJ has authorized their company to perform bidding of these services through an online reverse auction process. The Authority will move forward with EMEX bidding these services after the Board Meeting with the expectation of awarding a one year contract at the January Board of Commissioners Meeting.

The Authority held its annual in-service holiday program for the staff and retirees on December 16th 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 20th.

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 want to 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 Novakowski and upon roll call all present voted aye, nays none.

NEW BUSINESS:

Resolution No.1683 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1683
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 2012.

Resolution No.1684 Authorizing Execution of Contract with Comcast

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1684
AUTHORIZING EXECUTION OF CONTRACT WITH COMCAST**

WHEREAS, the Authority solicited quotations for telecommunication and internet services for the main office, maintenance office, Jeanette Smith Village Community Center and all alarms throughout the complexes, and;

WHEREAS, the Authority is currently utilizing Interglobe for these services and they charge the Authority \$654.94 per month plus all usage charges which average approximately \$60-70 per month and then applicable taxes with the average monthly bill totaling approximately \$750.00, and;

WHEREAS, the Authority received an additional quotation from Comcast in the amount of \$659.90 per month with all usage charges included with estimated taxes the monthly bill will total approximately \$680.00 and will include an additional internet connection for the Jeanette Smith Village Community room for the senior computer lab and basic television service also included at the site, and;

WHEREAS, the savings appear to be in the range of \$850.00 per year plus the Authority will receive additional internet and television services;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority of the Borough of Carteret authorizes execution of a contract with Comcast for telecommunication and internet services per the quotation received detailing the services throughout the Authority's complexes.

Resolution No.1685 Authorizing Interlocal Agreement with SAHA and Implementation of Agreement

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1685
AUTHORIZING EXECUTION OF ITERLOCAL AGREEMENT
WITH THE SOUTH AMBOY HOUSING AUTHORITY**

WHEREAS, the Carteret Housing Authority has had discussions with the South Amboy Housing Authority for the purpose of entering into a short term interlocal agreement whereby the Carteret Housing Authority would temporarily assist with administrative services and aid in performing an Executive Director search at the South Amboy Housing Authority, and;

WHEREAS, the interlocal agreement shall have an initial term of three months with automatically renewing one month terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the South Amboy Housing Authority with 30 days written notice, and;

WHEREAS, the Carteret Housing Authority shall receive a monthly payment of \$5,000.00 from the South Amboy Housing Authority during the term of this agreement, and;

WHEREAS, during the term of this agreement the following employees will receive a temporary salary increase added to their respective base salaries: Executive Director \$300 per week, Assistance Executive Director \$200 per week, Director of Maintenance Services \$100 per week, and;

WHEREAS, upon the termination of this agreement, these employees will return to their then current salaries, and;

WHEREAS, a more comprehensive agreement executed by the Carteret Housing Authority and South Amboy Housing Authority will further enumerate the terms of this interlocal agreement;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Chairperson and Executive Director to execute an interlocal agreement between the Carteret Housing Authority and the South Amboy Housing Authority for the temporary assistance with administrative services and to aid in the performance of an Executive Director search, and;

BE IT FURTHER RESOLVED, that the interlocal agreement shall have an initial term of three months with automatically renewing one month terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the South Amboy Housing Authority with 30 days written notice, and;

BE IT FURTHER RESOLVED, that the South Amboy Housing Authority will pay the Carteret Housing Authority \$5,000.00 per month during the term of the agreement, and;

BE IT FURTHER RESOLVED, that during the term of this agreement the following individuals will receive temporary salary increases added to their respective base salaries: Executive Director \$300 per week, Assistance Executive Director \$200 per week, Director of Maintenance Services \$100 per week.

Resolution No.1686 Award of Contract-Exterminating Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.1686
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 three quotations as follows;

E & G Exterminators Inc., South Amboy	\$400.00/month	\$4,800.00/year
Alliance Commercial Pest Control, Farmingdale	\$403.20/month	\$4,838.40/year
Corbett Exterminating	\$1,560.00/month	\$18,720.00/year

WHEREAS, the lowest quotation is from E & G Exterminators Inc., 122 North Broadway, South Amboy, NJ 08879 in the amount of \$400.00/month - \$4,800.00/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 \$400.00/month (\$4,800.00/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 \$400.00/month (\$4,800.00/year) effective January 1, 2012.

A motion for a consent agenda to adopt Resolutions No.1683, No.1684, No.1685 and No.1686 was made by Commissioner Rios, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

COMMITTEES: None

ATTORNEY'S REPORT: None

COMMISSIONER'S COMMENTS: Commissioner Rios wished all a Merry and Healthy Holidays

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.

Birdie Richards- Ms. Richards commented that she had 3 issues that she wanted to address. She commented on the Pigeon droppings that needed to be cleaned from her windows. She mentioned that the residents are throwing their garbage throughout her complex and that it can cause a rodent problem. Lastly, she mentioned that she did not approve of how she was treated on a senior bus trip.

The Assistant Executive Director asked if she would like to come in tomorrow to further address her issues.

The Executive Director addressed the miscommunication regarding the senior bus trip.

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 Commissioner Rios and all present voted aye, nays none.

The meeting was temporarily adjourned at 6:22pm.

The meeting reconvened at 7:00pm for the purpose of Committee appointments and the Reorganization Reception. The following attended, Chairwoman Iris Colon, Commissioners Chester Bohanek, Joseph Popek, Ronald Rios and Joseph Novakowski, 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 Commissioner Rios and all present voted aye, nays none.

The meeting adjourned at 7:15pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director