

**REGULAR MEETING
AGENDA
MARCH 16, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:01pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to continue to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of March 16, 2021 was conducted through Zoom Technology-Via call-In.

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

Commissioner Ronald Rios requested to be excused.

Commissioner Richard Hrycuna was initially absent at the time of roll call, but joined the meeting at 6:02pm.

MINUTES: A motion to adopt the minutes of the Regular Meeting of September 15, 2020 was made by Vice Chairman Gasparro, seconded by Commissioner Gallo and all present voted aye, nays none.

COMMUNICATIONS: A motion to adopt Communications was made by Commissioner Gallo, seconded by Commissioner Hrycuna and all present voted aye, nays none.

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

NEW BUSINESS:

The Executive Director gave a brief explanation of the Resolutions.

Resolution No.2030 FY2020 PHAS Submission

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2030
FY2020 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 2020, and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is authorized to submit the required information for Authority's FY2020 PHAS to the US Dept of HUD.

Resolution No.2031 FY2021 Budget Adoption-See Attached

A motion for a consent agenda for Resolutions No.2030 and No.2031 was made by Vice Chairman Gasparro, seconded by Commissioner Hrycuna and upon roll call all present voted aye, nays none.

COMMITTEES: No Committee Reports

ATTORNEY REPORT: The Attorney stated that he had nothing to report and that all is status quo. He said that there is still a hold on evictions.

The Executive Director added that there are dueling moratoriums regarding said. He mentioned that the Authority has received various packages of aid under the CARES Act. He updated the board on the staff working with residents during the pandemic. He added that he hopes there will be a return to a sense of normalcy soon.

COMMISSIONERS COMMENTS:

Vice Chairman Gasparro commented that he hopes everyone is safe and healthy.

Chairwoman Colon asked if there were any audience in attendance that would like to speak and there was no response.
(No Public Present)

AUDIENCE COMMENTS:

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

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
JULY 20, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call in at 6:04pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of June 20, 2021 was conducted through Zoom Technology-Via Call-In.

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

Commissioner Richard Hrycuna was requested an excused absent due to medical reasons. Commissioner Anthony Gallo requested to be excused. Commissioner Ronald Rios requested to be excused. Assistant Executive Director, Karen D. Alexis Holloway was absent due to a conflict.

MINUTES: A motion to adopt the Minutes of the Annual Reorganization Meeting of 12/15/20 was made by Vice Chairman Gasparro, seconded by Commissioner Cherepski and all present voted aye, nays none.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of 12/15/20 was made by Vice Chairman Gasparro and seconded by Commissioner Bohanek and all present voted aye, nays none.

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

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

NEW BUSINESS:
The Executive Director gave a brief explanation of the Resolutions.

Resolution No.2032 Opening of Public Housing Family Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2032
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 turnover realized during the past several years for 1, 2, 3 & 4 bedroom units and the current turnover projections there is a need to add applicants to the 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 on August 10, 2021 at 9am and ending on August 12, 2021 at 3pm via the adopted lottery process for 75 applicants, and;

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

A motion to adopt Resolutions No.2032 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

COMMITTEES: No Committee Reports

The Executive Director said that he had an in person meeting with the Chairwoman to discuss Tenant Selection matters because of some of the difficulties with COVID. He said that the Housing Authority is on pace and is attempting to be leased up by the end of August. He reported that many turnovers for all the vacancies occurred through some deaths, general moveouts and from some already advanced scheduled court terminations.

ATTORNEY REPORT: The Attorney stated that he is waiting for the Courts to reopen and that he believes said comment will be around December 3st.

The Executive Director agreed with that date and indicated that some residents have not paid rent for 18+ months. He added the Authority had court scheduled for March but in turn, the Courts closed in March due to COVID.

COMMISSIONERS COMMENTS: Vice Chairman Gasparro wished All to be Safe and to Enjoy the Summer.

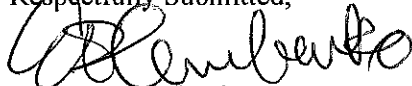
The Executive Director asked if there were any audience in attendance that would like to speak and there were none.
(No Public Present)

AUDIENCE COMMENTS:

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

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 21, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call in at 6:03pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of September 21, 2021 was conducted through Zoom Technology-Via Call-In.

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

Commissioner Richard Hrycuna was excused/absent due to medical reasons.
Commissioner Ronald Rios requested to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of March 16, 2021 was made by Vice Chairman Gasparro and seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: A motion to adopt Communications 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 Gallo, seconded by Commissioner Bohanek and upon roll call all present voted aye, nays none.

NEW BUSINESS:

The Executive Director sent a narrative and gave a brief explanation of the Resolutions.

The Executive Director stated that 23 years ago, Housing Authorities spoke about reducing overall insurance cost thus creating a State-wide Public Housing Authority Joint Insurance Fund (JIF), to allow them to self-insure. The outcome allowed for a 25% to 35% in overall savings. He stated that we have continued to renew with the JIF as the overall insurance costs are far less than other options. The Executive Director also stated that he is a Board Member of the same.

The Executive Director explained that the Risk Management Consultant reviews the insurances to ensure the adequacy of the coverages as well as to make sure of any types of issues/risk that may potentially be there. He indicated that there was a gap in insurance years ago with Hurricane Sandy due to inadequate oversight of coverages. He added that the compensation for said comes through the JIF.

Lastly, the Executive Director stated that the Family Unification Program, (FUP) is a program to assist families; adult-parents with minor children that are in imminent danger of being separated due to the lack of affordable housing. He added that the waiting list will use a lottery preference for the next 25 applicants.

**Resolution No.2033 New Jersey Public Housing Authority Joint Insurance Fund Membership Renewal-
See Attached**

Resolution No.2034 Authorizing Appointment of Risk Management Consultant

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2034
AUTHORIZING RISK MANAGEMENT CONSULTANT**

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Reliance Insurance Group, 1460 Rt. 9 North, Suite 210, Woodbridge, NJ 07095 to serve as its Risk Management Consultant for the period of 1/1/22 – 12/31/24.

Resolution N0.2035 Opening of HCV Family Unification Program Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2035
OPENING OF HOUSING CHOICE VOUCHER FAMILY UNIFICATION PROGRAM WAITING LIST FOR
INDIVIDUALS QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in October 2021 for 25 applicants.

A motion for a consent motion for Resolutions No.2033, No.2034 and No.2035 was made by Commissioner Gallo, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: The Executive Director reported that Chairwomen Colon has been in constant contact with the office and the Assistant Executive Director over the last few months regarding filling vacancies as there was a gap due to the pandemic.

ATTORNEY REPORT: The Attorney reported that a conference is scheduled next month for a prior matter. He reported that this case is for an unsanitary unit condition and not for a non-payment of rent as the courts are not hearing those cases as of yet. He requested that we send his office photographs of the condition of the unit.

The Executive Director reported that it takes months to get into court and that we have residents prior to March 2020 that have now been delinquent for nearly 2 years. He reported that the Governor executed an Executive Moratorium stating that any rent due from the period of March 2020 to August 2021 is not considered rent but is considered a civil debt matter and therefore we cannot evict based on these monies as long as the residents meet a certain income criterion. He stated that he interprets the law that most of them will. He added that the judges are not going to hear these cases as said cases will be referred to a mediation process. The Executive Director stated that we probably will not get into mediation until December, if not January and he indicated that there will most likely be a serious back log of cases.

The Attorney agreed and added that it will probably be late Winter or early Spring before we see any activity. He reported that he suspects that the courts will pull other judges from others matters to assist with this back log.

The Executive Director reported that the Authority has done a good job during the pandemic and that the Federal Government has come through with additional funding and thus allowed the Authority to maintain our position in the black. The Executive Director made mention about making rent agreements with tenants and he made some additional comments.

COMMISSIONERS COMMENTS: Vice Chairman Gasparro wished all to be safe and sound.

AUDIENCE COMMENTS:

Note: There was no audience present and no audience called to enter the meeting.

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

The meeting was adjourned at 6:14pm.

Respectfully Submitted,



Eric E.M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
DECEMBER 21, 2021**

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

Note: This Annual Meeting was conducted through the use of Zoom via call-in due to COVID-19.

The Annual Reorganization Meeting was called to order by the Executive Director, Eric Chubenko and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., Dennis Cherespski, Iris Colon, Anthony Gallo, Joseph Gasparro, Ronald Rios, Executive Director, Eric F. M. Chubenko, Assistant Executive Director, Karen D. Alexis Holloway, Attorney, Eric Lange.

Commissioner Richard Hrycuna was absent and asked to be excused due to medical reasons.

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

NOMINATIONS FOR CHAIRPERSON

Commissioner Gasparro nominated Commissioner Colon for the Office of Chairperson, seconded by Commissioner Rios.

The Executive Director asked if there are any other nominations for the Office of Chairperson

There were no other nominations for the Office of Chairperson

A motion to close the nominations for the Office of Chairperson was made by Commissioner Rios, seconded by Commissioner Gasparro and all present voted aye, nays none.

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

Commissioner Colon was elected as the Chairwoman of the Carteret Housing Authority's Board of Commissioners.

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

NOMINATIONS FOR VICE CHAIRPERSON

Chairwoman Colon nominated Commissioner Gasparro for the Office of Vice Chairperson, seconded by Commissioner Rios.

The Executive Director asked if there are any other nominations for the Office of Vice Chairperson

There were no other nominations for the Office of Vice Chairperson.

A motion to close the nominations for the Office of Vice Chairperson was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

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

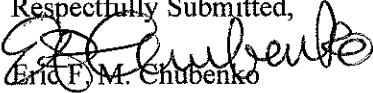
There was no public present, so no motion was made to open the meeting to the public.

Carteret Housing Authority
Minutes of the Annual Reorganization Meeting
December 21, 2021

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

The meeting was adjourned at 6:04pm.

Respectfully Submitted,



Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
DECEMBER 21, 2021**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call-in at 6:04pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of December 21, 2021 was conducted through Zoom via call-in.

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

Commissioner Richard Hrycuna was absent and asked to be excused due to medical reasons.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of July 20, 2021 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and all present voted aye, nays none, Commissioner Rios abstained.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of September 21, 2021 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none, Commissioner Rios abstained.

COMMUNICATIONS: The Executive Director stated that there are no Communications at this time.

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:

The Executive Director stated that there was an additional Resolution added as he was recently informed that there is a need to open up the Housing Choice Voucher Waiting List. He mentioned that he sent a revised agenda via email to all regarding said. He asked if there were any questions regarding the other listed Resolutions and there were none.

Resolution No.2036 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2036
DESIGNATING OFFICIAL BANKS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following banks are designated as the Authority's official depositories of funds for the 2022 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank

Resolution No.2037 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2037
DESIGNATING OFFICIAL NEWSPAPERS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following newspapers are designated as the Authority's official newspapers for the 2022 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2038 Executive Directors as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2038
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 2022.

Resolution No.2039 FY2020 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2039
FY2020 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 FY2020.

James Arrington	\$ 656.57
Gwendolyn Santana	\$ 475.92
TOTAL	\$ 1,234.49

Resolution N0.2040 Meeting Calendar 2022

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2040
2022 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 2021 calendar year and fall on the 3rd Tuesday of each month at 6:00PM with the exception of the November meeting.

MEETING DATES

January 18, 2022	May 17, 2022	September 20, 2022
February 15, 2022	June 21, 2022	October 18, 2022
March 15, 2022	July 19, 2022	November 22, 2022 (Regular & Reorg)
April 19, 2022	No August Meeting	December 20, 2022

Resolution No.2041 Conference Schedule 2022

**RESOLUTION NO.2041
CARTERET HOUSING AUTHORITY
FY2022 CONFERENCE SCHEDULE**

WHEREAS, the Housing Authority of the Borough of Carteret will save money with accommodations and when registering for conferences if registrations are submitted early in the year, and;

WHEREAS, it is advantageous to attend such conferences, and;

WHEREAS, due to the Coronavirus pandemic, it is unknown when in-person conferences will resume, so this will authorize the Executive Director to determine participation by staff and Commissioners at conferences in 2022 based on available budget authority if in-person conferences resume within the year;

NOW THEREFORE BE IT RESOLVED, the Executive Director is authorized to determine participation by staff and Commissioners at conferences in 2022 based on available budget authority if in-person conferences resume within the 2022 calendar year.

BE IT FURTHER RESOLVED, that the per diem and reimbursable costs, excluding costs associated with registration; transportation to and from training, meeting and conferences; and lodging for training, meetings and conferences, are in accordance with the per diem provisions of the current personnel policy.

Resolution No.2042 Approving Updates to the MEL/JIF Policies & Procedures for EPL/POL Deductible (attached)

Resolution No.2043 Authorizing RAD Post Closing Independent Entities and Interlocal Agreements

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2043
AUTHORIZING RAD POST CLOSING INDEPENDENT ENTITIES
AND INTERLOCAL AGREEMENTS**

WHEREAS, the Authority has been informed that we are required to authorize Independent Entities (IE) to perform certain annual functions for our post closing RAD units. This includes functions for independent rent reasonableness, housing quality standards (HQS) inspections and the annual RAD rent increases (OCAF). This resolution will authorize Perth Amboy Housing Authority to perform the annual RAD rent increases (OCAF), the Rahway Housing Authority to perform the HQS inspections and HQM Properties, Inc., to perform the rent reasonableness review.

WHEREAS, the Carteret Housing Authority has had discussions with the Rahway Housing Authority for the purpose of entering into a formal interlocal agreement whereby the Rahway Housing Authority will perform HQS inspections for the Carteret Housing Authority's converted RAD and Streamlined Voluntary Conversion project based voucher units, and likewise, the Carteret Housing Authority will agree to perform all HQS inspections for the Rahway Housing Authority for any units that they have or will be converted to RAD and Streamlined Voluntary Conversion project based vouchers units, and;

WHEREAS, the interlocal agreement shall have an initial term of one year and will automatically renew for one year terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the Rahway Housing Authority with 30 days written notice;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute an interlocal agreement between the Carteret Housing Authority and the Rahway Housing Authority to perform HQS inspections for the each other's Authority for any units that have or will be converted to RAD and Streamlined Voluntary Conversion project based vouchers units, and;

BE IT FURTHER RESOLVED, that the interlocal agreement shall have an initial term of one year and will automatically renew for one year terms thereafter until the agreement is terminated by either the Carteret Housing Authority or the Rahway Housing Authority with 30 days written notice.

Resolution No.2043 Approval of FY2021 HUD Budget (Attached)

Resolution No.2044 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2044
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2022, and;

WHEREAS, the Authority received 2 proposals from the firms of Joseph M Billy Jr, 1149 Bloomfield Avenue, Suite F, Clifton, NJ 07012 in the amount of \$150.00/hr and Gonzalez Advisory, 157 Church St, 19th Floor, New Haven, CT, 06510 in the amount of \$225.00/hr Principal Consultant, \$200.00/hr Consultant, \$175.00/hr Associate and \$75.00/hr Administrative, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that Joseph M Billy Jr, 1149 Bloomfield Avenue, Suite F, Clifton, NJ 07012 in the amount of \$150.00/hr and Gonzalez Advisory, 157 Church St, 19th Floor, New Haven, CT, 06510 in the amount of \$225.00/hr Principal Consultant, \$200.00/hr Consultant, \$175.00/hr Associate and \$75.00/hr Administrative, are qualified to provide Technical Consulting Services on an as needed basis in an amount not to exceed \$10,000.00.

Resolution No.2045 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2045
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2022, and;

WHEREAS, the Authority received 1 proposal from the firm of NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, and;

WHEREAS, NW Financial Group served in this capacity for the successful conversion of the Authority's first RAD project and currently works with the Authority on our second RAD/Streamlined Voluntary Conversion and demolition/disposition application, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, is qualified to provide Financial Advisor Services on an as needed basis in the amount of \$200.00 per hour, plus reimbursable expenses, in an amount not to exceed \$10,000.00.

Resolution No.2046 FY2022 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2046
LEGAL SERVICES FY2022**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2022 and;

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

WHEREAS, one proposal was received from the firm of Nolan and Associates, 61 Green St, Woodbridge, NJ in the amount of \$19,200/year and \$175 per landlord tenant matter and \$125/hr for non-routine litigation, and;

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

NOW THEREFORE BE IT RESOLVED, that James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095 is hereby appointed to the position of Legal Counsel for the Carteret Housing Authority for the fiscal year 2022, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$19,200.00 general counsel retainer (\$1,600.00 monthly), \$175.00 per each landlord tenant matter filed on behalf of the Authority and an hourly rate of \$125.00 per hour for non-routine litigation matters for FY2022 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2047 FY2022 Accounting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2047
ACCOUNTING SERVICES FY2022**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2022 and;

WHEREAS, the Carteret Housing Authority advertised for Accounting Services, and;

WHEREAS, one proposal was received from the firm of David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$36,000.00, and;

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

NOW THEREFORE BE IT RESOLVED, that David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be and is hereby appointed as the Accountant for the Carteret Housing Authority for FY2022, for the fee of \$36,000.00 for January 1, 2022 through December 31, 2022;

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 \$36,000.00, payable in monthly installments.

Resolution No.2048 FY2021 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2048
FY2021 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2021, and;

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

WHEREAS, one proposal was received from the firm of Novogradac Company LLP, 1433 Hopper Avenue, Suite 329, Toms River, NJ 08753, in the amount of \$13,250.00, and;

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

NOW THEREFORE BE IT RESOLVED, that Novogradac Company LLP, be and is hereby appointed as the Auditor for the Housing Authority for FY2021, for the fee of \$13,250.00, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be in accordance with the Request for Auditor and shall be further enumerated in a Professional Services contract to be executed between the parties in the amount of \$13,250.00.

Resolution No.2049 FY2022 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2049
AWARD OF CONTRACT-MODERNIZATION COORDINATOR**

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

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

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

WHEREAS, the Authority received 1 proposal from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$7,800.00/year, and;

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be awarded a 1 year contract for Modernization Coordinator at an annual fee of \$7,800.00, payable in monthly installments.

Resolution No.2050 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2050
SPECIAL LEGAL COUNSEL**

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

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

WHEREAS, one proposal was received from the firm of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ in the amount of \$175/hr, and;

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firm of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ, per the attached pricing schedule, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firm as necessary in an aggregate amount not to exceed \$15,000.00, and;

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

Resolution No.2051 Qualifying Architectural and Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2051
QUALIFYING ARCHITECTURAL AND ENGINEERING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to be qualified to provide Architectural and Engineering services, and;

WHEREAS, the Authority received 1 proposal from the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432, and;

WHEREAS, the 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 firm of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432 is hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority, 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 \$15,000.00, and;

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

Resolution No.2052 Opening of HCV Family Unification Program Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2052**

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Family Unification Program Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in February 2022 for 25 applicants.

A motion to adopt a consent agenda for Resolutions No.2036, No.2037, No.2038, No.2039, No.2040, No.2041, No.2042, No.2043, No.2044, No.2045, No.2046, No.2047, No.2048, No.2049, No.2050, No.2051 and No.2052 was made by Vice Chairman Gasparro, seconded by Commissioner Gallo and upon roll call all present voted aye, nays none.

COMMITTEES: None

ATTORNEY REPORT: The Attorney reported that we are slowly moving back into landlord/tenant court and that there are some old matters that are being scheduled and that there are some scheduled for this January for non-payment of rent.

The Executive Director reported that the Governor's Office extended the moratorium regarding rental balances due and evictions. He made mention that some balances are now being referred to as a civil debt rather than balances subject to landlord tenant court. There was discussion regarding tenants being able to fill out certifications for court dismissal for those tenants who qualify. There was additional discussion and explanation regarding this matter.

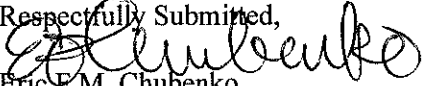
COMMISSIONERS COMMENTS: None

The Executive Director wished everyone a Merry Christmas, Happy Holidays and a Happy New Year. He commented that there are some board members that are ill as well as some staff members. He added that he hopes that everyone is safe and healthy. Commissioner Rios wished all a Healthy and Happy Holiday. Commissioner Gallo mentioned same.

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. Note: There was no audience present and no audience called to enter the meeting.

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

The meeting was adjourned at 6:14pm.

Respectfully Submitted,

Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
March 15, 2022**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:02pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of March 15, 2022 was conducted through Zoom via call-in.

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

Commissioner Richard Hrycuna was absent and asked to be excused due to medical reasons.

MINUTES: A motion to adopt the Minutes of the Reorganization Meeting of December 21, 2021 was made by Commissioner Rios, seconded by Commissioner Bohanek and all present voted aye, nays none.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of December 21, 2021 was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

COMMUNICATIONS: The Executive Director stated that there are no Communications at this time.

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:

The Executive Director welcomed the newly appointed Commissioner Rev. James Cairns back to the Board of Commissioners. He stated that Commissioner Cairns is returning to the Board after a ten-year hiatus. The Executive Director stated that Commissioner Cairns was appointed by the Governor approximately 3 weeks ago. The Executive Director thanked Commissioner Cairns for serving and again welcomed him back to the Board of Commissioners. The Executive Director gave a brief explanation of each Resolution.

Resolution No.2053 Opening of HCV Mainstream Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2053
OPENING OF HOUSING CHOICE VOUCHER MAINSTREAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Mainstream Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in April 2022 for 25 applicants.

Resolution No.2054 Opening of HVC Regular Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2054
OPENING OF HOUSING CHOICE VOUCHER PROGRAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Regular Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in May 2022 for 25 applicants.

Resolution No.2055 Authorizing Continued Management Agreement with CARA/CHADCO/CBP/Boro of Carteret

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2055
AUTHORIZING EXECUTION OF CONTINUED MANAGEMENT AGREEMENT WITH
CARTERET HOUSING AND DEVELOPMENT CORPORATION (CHADCO)
CARTERET REDEVELOPMENT AGENCY (CARA)
CARTERET BUSINESS PARTNERSHIP (CBP)
BOROUGH OF CARTERET**

WHEREAS, the Housing Authority of the Borough of Carteret has previously authorized agreements regarding the management of properties with the Carteret Housing and Development Corporation (CHADCO) and Carteret Redevelopment Agency (CARA) via resolutions No.1613 and No.1898 regarding the Authority managing its units in the Borough of Carteret, and;

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

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

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

WHEREAS, the Authority is desirous of continuing to maintain the relationship whereby these properties are maintained for CHADCO, CARA, CBO and the Borough of Carteret based on the same terms;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute an agreement on behalf of the Authority for the continued management of the CHADCO, CARA, CBP and the Borough of Carteret units pursuant to the terms of this resolution.

Resolution No.2056 Award Contract of Lawn Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2056
AWARD CONTRACT FOR LAWN CARE SERVICES**

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

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

WHEREAS, the Authority also requested a quote for up to 2 leaf cleanups and 2 trimming of all shrubs with one of each occurring in April and one in November of each year, and;

WHEREAS, the Authority solicited pricing for a period of up to two years, and;

WHEREAS, the Authority solicited quotations and two were received and reviewed by the administrative staff and the QPA as follows:

Company	Grass Cutting	Leaf Cleanup	Shrub Trimming
Lawngevity, 118 Dorothy St, Carteret, NJ	\$19,030.00 2022	\$3,000.00 2022	\$3,400.00 2022
	\$19,030.00 2023	\$3,165.00 2023	\$3,650.00 2023
D'Onofrio and Son Inc., 433 Hillside Ave, Hillside, NJ	\$28,080.00 2022	\$6,300.00 2022	None submitted
	\$28,080.00 2023	\$6,300.00 2023	None submitted

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the Authority authorizes a lawn services contract with Lawngevity, 118 Dorothy St, Carteret, NJ 07008, for lawn care services and leaf cleanups and shrub trimming in the Spring and Fall for the 2022 and 2023 grass cutting seasons, in an amount not to exceed \$25,430.00 for 2022 and \$25,845.00 for 2023.

A motion to adopt a consent agenda for Resolutions No.2053, No.2054, No.2055, and No.2056 was made by Commissioner Rios, seconded by Commissioner Cherepski and upon roll call all present voted aye, nays none.

COMMITTEES: None

The Executive Director stated that the vacation of Commission Gallo's position on the Buildings, Grounds and Maintenance Committee will be replaced by Commissioner Cairns.

The Executive Director reported that as the restrictions from COVID come to an end and or a new normal, the Housing Authority has plans to start renovations at the office of the Housing Authority in the next couple of months. He added that said renovations are to include a clean-up, new flooring, painting, painting ceiling, duct-work cleaning, power washing and resealing of the exterior brick, landscaping, resealing of the parking lot and HVAC upgrades. He reported that there are plans to renovate the community room at Noe Street as well. He mentioned that the community room has been gutted since 2012 due to Super Storm Sandy, with the exception of the laundry room being renovated several years ago. He added that the plan is to now get pricing and to start the renovations and to upgrade the bathroom, kitchen and community space there in the coming months with the timeline depending on the materials and any supply chain issues. Lastly, the Executive Director reported that he is laying out the capital improvement plans under the RAD conversion where there are scheduled projects that will be presented for the Housing Authority to beautify the properties as well as to make improvements to the buildings to better the lives of the residents.

A motion to adopt the Directors Report was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

ATTORNEY REPORT: The Attorney reported that we are waiting on court dates for evictions from the court and will proceed with the matters as dates become available.

The Executive Director added that the staff and Assistant Executive Director have been doing a good job continuing to maintain the efforts to collect rents and to work with the residents that are applying for DCA Rental Assistance. He added that the majority of residents are making efforts to pay but the Authority will continue to move forward with filing terminations for non-payment of rent.

COMMISSIONERS COMMENTS: None

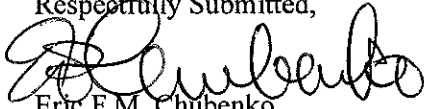
AUDIENCE COMMENTS: None

The Executive Director mentioned that determining when in person Board Meetings will start is dependent on the timing of the completion of the office renovations. He added that there will still be an option to call in.

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

The meeting was adjourned at 6:11pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
MAY 17, 2022**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:02pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of May 17, 2022 was conducted through Zoom via call-in.

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

Commissioner Richard Hrycuna was absent and asked to be excused due to medical reasons.
Commissioner Ronald Rios asked to be excused due to a conflict with a County Meeting.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of March 15, 2022 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

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

NEW BUSINESS:

The Executive Director gave an explanation of the Resolutions. He stated that everything has been delayed with Auditors/Accountants in the State of NJ. He indicated that we finally got the 2020 Audit and that the 2021 Audit should be starting imminently. He mentioned that the Authority has had a 25-year streak of a clean audit. He thanked the staff and board members for their cooperative relationship to continue to run the Authority the way it is run. He added that adopting the Audit is not approving said, but it indicates that it was reviewed; specifically the section pertaining to the summary of findings and recommendations. The Authority had no findings or recommendations.

The Executive Director stated that the 2021 Budget was introduced over a year ago and that the same budget went back to the State for approval for the adoption.

The Executive Director informed the Board that there was a fire at F-1 Essex Street (3-bedroom townhouse) and no one was injured. He mentioned it was believed that a toy battery malfunctioned while charging and while the Authority had not received a formal report regarding the matter, the staff had spoken with the fire investigator on-site and it appears that it was focused in the area where the toy was charging.

He informed the board that CHADCO and Carteret Business Partnership Inc. made a donation to the family affected by the fire. He added that the staff and Chairwoman Colon worked on a daily basis to find resources to assist the family. He mentioned that the members of the affected household are staying with family members and that his goal is to get the unit turned over asap. He commented that at this point he authorized the insurance company to use their contractors to gut and reconstruct and that the authority is responsible for the \$5000.00 deductible. He mentioned that the family was offered a Section 8 voucher but they indicated that they'd rather return to the unit when it is renovated. He said the work is being done as quickly as possible but there are some delays in regards to supply chain issues.

The Executive Director stated that the Authority is opting to amend the Administrative Plan for the payment standards as tenants are having a difficult time finding affordable units due to rapidly increasing rents. He explained further.

The Executive Director stated that for many years the Authority utilized the State of NJ approved electric utilities bidding platform for supply and delivery. He commented that we are in a terrible market right now and our 2-year contract with the utility service expires June 1, 2022. He added that the resolution will authorize him to move forward with the auctions and that he suspects that the Authority will be getting our actual electric service from PSE&G, which has relatively stable pricing.

Lastly, the Executive Director stated that there is a need to Open the Mainstream Waiting List because last time it was opened, there were only 5 people that qualified and that the Authority will need more applicants in the pool. He added that the waiting list will be open in July.

Resolution No.2057 FY2020 Audit Review Certification
CARTERET HOUSING AUTHORITY
RESOLUTION NO.2057
FY2020 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, 2020 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, 2020, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board;

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

It is hereby certified that this is a true copy of the resolution passed at the Meeting held on May 17, 2022.

Resolution No.2058 2021 Authority Budget Adoption-Attached

Resolution No.2059 2022 Late Budget Submission

CARTERET HOUSING AUTHORITY
RESOLUTION NO.2059
FY2022 LATE BUDGET SUBMISSION

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2022 Agency Budget at the May 17, 2022 Board of Commissioners Meeting, and;

WHEREAS, the Authority needs to adopt a late budget resolution due to the fact that the Authority did not introduce its State of NJ Agency Budget by November 1, 2021, and;

WHEREAS, it was deemed necessary to delay the budget based on the current delays due to the Coronavirus pandemic, the lack of completion of the 2020 Audit and the uncertainty as to the current Federal funding and subsidy calculation, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2022 late budget submission.

Resolution No.2060 2022 Authority Budget Introduction-Attahced

Resolution N0.2061 Memorializing Emergency Actions Associated with Fire at F-1 Essex Street

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2061
MEMORIALIZE EMERGENCY ACTIONS ASSOCIATED WITH FIRE AT F-1 ESSEX STREET**

WHEREAS, the Housing Authority of the Borough of Carteret experienced a fire at Apt F-1 Essex Street on March 22, 2022 that caused substantial damage to the 3-bedroom apartment, and;

WHEREAS, the Authority's maintenance staff worked on securing the building and the office staff worked with the family to help identify financial resources and temporary replacement housing, and;

WHEREAS, the Authority immediately contacted the New Jersey Public Housing Authority Joint Insurance Fund (the JIF) to work on the claim, and;

WHEREAS, the JIF sent out adjusters to the Authority to identify the valuation of the damage and to assist with efforts to rebuild the unit, and;

WHEREAS, the JIF has a list of qualified emergency contractors who specialize on demolition and remediation in scenarios such as the one realized at the Authority, and;

WHEREAS, the Authority has previously utilized All-Risk through the JIF in another emergency situation and the Authority was satisfied with the speed and quality of the remedial work, and;

WHEREAS, in consultation with the JIF and the Director of Maintenance, the Executive Director authorized All-Risk to move forward immediately with taking the actions necessary to remediate the unit, and;

WHEREAS, the JIF will be covering the expenses associated with the damages aside from the \$5,000 deductible, and;

WHEREAS, the remediation of the unit commenced immediately and is still ongoing with an expectation of completion in late June;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners memorializes the emergency procurement and all actions that were taken by the Authority arising from the fire at Apt F-1 Essex Street, and;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to take any and all other actions that are necessary to complete the remediation of the unit.

Resolution No.2062 Amending Administrative Plan Payment Standard

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2062
AMEND ADMINISTRATIVE PLAN
AMENDMENTS TO PAYMENT STANDARDS**

WHEREAS, the Carteret Housing Authority Section 8 Housing Choice Voucher Program has received new Fair Market Rents (FMR) effective October 1, 2021, and;

WHEREAS, the current rents for apartments in Carteret and Middlesex County have all increased dramatically which is creating hardships for many of the voucher holders attempting to secure an apartment, and;

WHEREAS, if the Authority does not modify its Payment Standards for 0, 1, 2, 3 and 4 bedroom apartments the voucher holders may be faced with the lack of an ability to find available units to reside in, and;

WHEREAS, the Authority currently has Payment Standards equal to 100% of the area FMR for 0 bedroom apartments, 95% of the area FMR for 1, 2 and 3 bedroom apartments and 97% of the area FMR for 4 bedroom apartments, and;

WHEREAS, the Authority desires to modify these amounts to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments;

NOW THEREFORE BE IT RESOLVED, that the Carteret Housing Authority adjusts its Payment Standards for the Section 8 Housing Choice Voucher Program from 100% of the area FMR for 0 bedroom apartments, 95% of the area FMR for 1, 2 and 3 bedroom apartments and 97% of the area FMR for 4 bedroom apartments to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments.

Resolution No.2063 Authorizing the Purchase of Electricity Supply Services Via Online Auction

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2063
AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN
ONLINE AUCTION WEBSITE**

WHEREAS, the Carteret Housing Authority is reaching the end of the 2 year term since it last procured electric services via the online auction format, and;

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

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

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

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

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

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

Resolution No.2064 Opening of Mainstream Section 8 Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2064
OPENING OF HOUSING CHOICE VOUCHER MAINSTREAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Mainstream Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in July 2022 for 25 applicants.

A motion to adopt a consent agenda for Resolutions No.2057, No.2058, No.2059, No.2060, No.2061, No.2062, No.2063 and No.2064 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: None

The Executive Director stated that the vacation of Commission Gallo's position on the Buildings, Grounds and Maintenance Committee will be replaced by Commissioner Cairns.

The Executive Director reported that as the restrictions from COVID come to an end and or a new normal, the Housing Authority has plans to start renovations at the office of the Housing Authority in the coming months. He added that said renovations are to include a clean-up, new flooring, painting of walls and ceilings, duct-work cleaning, power washing and resealing of the exterior brick, landscaping, resealing of the parking lot and HVAC upgrades. He reported that there are plans to renovate the community room at Noe Street as well. He mentioned that the community room has been gutted since 2012 due to Super Storm Sandy, with the exception of the laundry room being renovated several years ago. He added that the plan is to now get pricing and to start the renovations and to upgrade the bathroom, kitchen and community space there in the coming months with the timeline depending on the materials and any supply chain issues. Lastly, the Executive Director reported that he is laying out the capital improvement plans under the RAD conversion where there are scheduled projects that will be presented for the Housing Authority to beautify the properties as well as to make improvements to the buildings to better the lives of the residents.

A motion to adopt the Directors Report was made by Commissioner Rios, seconded by Vice Chairman Gasparro and all present voted aye, nays none.

ATTORNEY REPORT: No Report

COMMISSIONERS COMMENTS: Vice Chairman Gasparro congratulated the Housing Authority for another great audit.

The Executive Director reported that the Housing Authority is in the strongest financial position it has ever been in; even with the tragedy of Super Storm Sandy and COVID. He added that the Authority has its largest reserves in the history of the Housing Authority. He stated that it is a group effort with everyone working together. He thanked everyone involved.

The Executive Director asked if there was any public present on the call. There was no public present, so no motion was made to open the meeting to the public.

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

The meeting was adjourned at 6:14pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eric F.M. Chubenko", written over the printed name.

Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
OCTOBER 18, 2022**

Chairwoman Iris Colon opened the Public Meeting conducted via a Zoom conference call at 6:02pm. Chairwoman Colon stated that the meeting was advertised according to the Open Public Meetings Act. Notice of the meeting with call-in information was also posted at the Carteret Housing Authority offices front door.

Note: In order to practice Safe and Social Distancing during the COVID-19 Pandemic, the CHA Board Meeting of October 18, 2022 was conducted through Zoom via call-in.

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

Commissioner Dennis Cherepski was absent.
Commissioner Richard Hrycuna was absent
Commissioner Ronald Rios asked to be excused.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of May 17, 2022 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

COMMUNICATIONS: No Communications

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

NEW BUSINESS:

The Executive Director gave a brief overview of the following resolutions.

Resolution No.2065 Opening of the RAD Housing 1, 2, 3 & 4 Bedroom Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2065**

**OPEN RAD HOUSING FAMILY 1, 2, 3 & 4 BEDROOM WAITING LIST FOR INDIVIDUALS QUALIFYING
FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the RAD Housing Families Waiting List for 1, 2, 3 & 4 bedroom apartments for individuals qualifying for the resident preference be advertised to opened on November 29, 2022 at 9am and ending on December 1, 2022 at 3pm via the adopted lottery process for 75 applicants, and;

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

Resolution No.2066 Amending Administrative Plan Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2066
AMEND ADMINISTRATIVE PLAN
AMENDMENTS TO PAYMENT STANDARDS**

WHEREAS, the Carteret Housing Authority Section 8 Housing Choice Voucher Program has received new Fair Market Rents (FMR) effective October 1, 2022, and;

WHEREAS, the current rents for apartments in Carteret and Middlesex County have all increased dramatically which is creating hardships for many of the voucher holders attempting to secure an apartment, and;

WHEREAS, the Authority currently has Payment Standards equal to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments, and;

WHEREAS, the Authority desires to modify these amounts to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 98% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments;

NOW THEREFORE BE IT RESOLVED, that the Carteret Housing Authority adjusts its Payment Standards for the Section 8 Housing Choice Voucher Program from 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 97% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 98% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments

Resolution No.2067 Submission of 2022 Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2067
SUBMISSION OF AGENCY PLAN**

WHEREAS, the Agency Plan initial draft has been available for review at the Authority since opening up to public comments in July 2022, and;

WHEREAS, the public was invited to attend a hearing held on September 14, 2022 for final review of the Plan, and;

WHEREAS, the applicable documentation to accompany the Agency Plan has been compiled;

NOW THEREFORE BE IT RESOLVED, that these documents are to be submitted to the US Dept of Housing and Urban Development in accordance with the October 2022 deadline, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute all documents that are required as part of the submission;

BE IT FURTHER RESOLVED, that this shall include the Civil Rights Annual Certification and Board Resolution, and the inclusion of the FSS Action Plan.

Resolution No.2068 PHA Certification of Compliance with PHA Plan-See Attached

Resolution N0.2069 Opening of Housing Choice Voucher Mainstream Waiting List

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2069
OPENING OF HOUSING CHOICE VOUCHER MAINSTREAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Mainstream Waiting List for individuals qualifying for the resident preference be advertised to open on November 10, 2022 at 9:00am and shall remain open until the Authority receives 50 qualifying applicants for the program.

Resolution No.2070 Adoption of FSS Action Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2070
ADOPTION OF FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN**

WHEREAS, the Housing Authority of the Borough of Carteret is required by new HUD regulations to adopt an Family Self Sufficiency (FSS) Action Plan, and;

WHEREAS, the FSS Action Plan is in accordance with the required regulations and will promote the continued existence of the Authority's Family Self Sufficiency efforts for the Housing Choice Voucher program tenants;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes adoption of the FSS Action Plan effective immediately, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute and compile any and all documents as necessary to effectuate the implementation of such FSS Action Plan.

Resolution No.2071 Authorizing Intergovernmental Agreement with Perth Amboy Housing Authority

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2071
AUTHORIZING EXECUTION OF INTERLOCAL AGREEMENT
WITH PERTH AMBOY HOUSING AUTHORITY**

WHEREAS, the Carteret Housing Authority has previously authorized and executed agreements with Perth Amboy Housing Authority to assist with running the Family Self Sufficiency Program, the Home Ownership Program and Technical IT support, and;

WHEREAS, the interlocal agreement shall have a term from November 1, 2022 through December 31, 2023, and;

WHEREAS, any payments shall be made in accordance with the hourly rates schedule in an amount not to exceed \$15,000.00;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Executive Director to execute an interlocal agreement between the Carteret Housing Authority and Perth Amboy Housing Authority for assistance with the Family Self Sufficiency Program, the Home Ownership Programs and Technical IT support, and;

BE IT FURTHER RESOLVED, that the payments to Perth Amboy Housing Authority will be in accordance with the hourly rate schedule in an amount not to exceed \$15,000.00 for the period November 1, 2022 through December 31, 2023.

Resolution No.2072 Authorizing Membership in New Jersey Cooperative Purchasing Alliance-See Attached

Resolution No.2073 Adoption of Cyber Security Policy -See Attached

A motion to adopt a consent agenda for Resolutions No.2065, No.2066, No.2067, No.2068, No.2069, No.2070, No.2071, No.2072 and No. 2073 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: None

The Executive Director gave a brief update and stated that we are working through the renovations with some issues with supply chain, contractors and pricing, but at this time we have some landscaping; complimentary because of the environmental mediation. He stated that the duct service is done and the procurement of flooring and painting is completed for the main office and that its now just a matter of scheduling and getting the materials for the flooring in place so that we can start the work. He mentioned that we received pricing for a portion of the renovations for the Noe Street Community Center and that we have a meeting with FEMA tomorrow to see if we can finally get access to some FEMA dollars from 10 years ago from Super Storm Sandy which is allegedly about \$2 million dollars for improvements.

ATTORNEY REPORT: The Attorney reported that we are now getting into a rhythm and moving along with the landlord/tenant matters as the courts are catching up from a back log. The Executive Director added that we are finally getting on the court document from 9 months ago and that the Authority is not in the business of just evicting people but at the end of the day we have those on the waiting list that are desperate for housing. He added that we have dozens on the docket for non-payment of rent to include Carteret Business Partnership and CHADCO.

COMMISSIONERS COMMENTS: None

The Executive Director asked if there was any public present on the call. There was no public present, so no motion was made to open the meeting to the public.

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

The meeting was adjourned at 6:10pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**MINUTES OF THE
ANNUAL REORGANIZATION MEETING
DECEMBER 20, 2022**

Executive Director, Eric Chubenko opened the Public Meeting at 6:00pm. The Executive Director stated that the meeting was advertised according to the Open Public Meetings Act.

Note: This Annual Meeting was held in the Main Office Community Room of the Carteret Housing Authority.

The Annual Reorganization Meeting was called to order by the Commissioner Iris Colon and upon roll call by the Executive Director, Eric F. M. Chubenko, the following answered present, Commissioners Chester Bohanek Jr., FR James Cairns, Dennis Cherespski, Iris Colon, Joseph Gasparro and Richard Hrycuna, Executive Director, Eric F. M. Chubenko, Attorney, Eric Lange.

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

Assistant Executive Director, Karen D. Alexis Holloway was absent as she had a death in her family. Sitting in was Amanda Riley.

The Meeting was turned over to the Executive Director.

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

NOMINATIONS FOR CHAIRPERSON

Commissioner Bohanek nominated Commissioner Colon for the Office of Chairperson, seconded by Commissioner Gasparro.

The Executive Director asked if there were any other nominations for the Office of Chairperson

There were no other nominations for the Office of Chairperson

A motion to close nominations for the Office of Chairperson was made by Commissioner Bohanek, seconded by Commissioner Gasparro and all present voted aye, nays none.

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

Commissioner Colon was elected as the Chairwoman of the Carteret Housing Authority's Board of Commissioners.

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

NOMINATIONS FOR VICE CHAIRPERSON

Commissioner Bohanek nominated Commissioner Gasparro for the Office of Vice Chairperson, seconded by Chairwoman Colon.

The Executive Director asked if there were any other nominations for the Office of Vice Chairperson

There were no other nominations for the Office of Vice Chairperson.

A motion to close the nominations for the Office of Vice Chairperson was made by Commissioner Bohanek, seconded by Chairwoman Colon and all present voted aye, nays none.

Carteret Housing Authority
Minutes of the Annual Reorganization Meeting
December 20, 2022

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

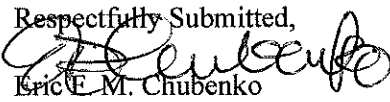
Commissioner Gasparro was elected as Vice Chairman of the Carteret Housing Authority Board of Commissioners.

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

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

The meeting was adjourned at 6:04pm.

Respectfully Submitted,



Eric E. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
DECEMBER 20, 2022**

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.

This Meeting was held in the Main Office Community Room of the Carteret Housing Authority.

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

Commissioner Ronald Rios requested to be excused due to a meeting conflict. Assistant Executive Director, Karen D. Alexis Holloway was absent due to a death in her family. Sitting in was Amanda Riley.

MINUTES: A motion to adopt the Minutes of the Regular Meeting of October 18, 2022 was made by Vice Chairman Gasparro, seconded by Commissioner Bohanek and all present voted aye, nays none.

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

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

NEW BUSINESS:

The Executive Director gave an overview and explanation of the following resolutions. He mentioned that the State has not returned the introduced 2022 budget so therefore Resolution No.2080 FY2022 Budget Adoption Resolution will be removed from this agenda. The Accountant, David Ciarrocca gave an update and some background regarding the current financial state of the Authority and the 2023 budget introduction along with updating the board regarding the new budget submission system. The Executive Director also mentioned that the Authority is in its strongest financial position ever with budget reserves in excess of \$5 million. He mentioned that some of it is from efficient operations and consolidation of staffing. He also mentioned that the Authority is planning to embark on multiple capital improvement projects based on a tentative approval from FEMA for \$2.1 million in alternate project funding from Superstorm Sandy 10 years ago. He added that perhaps this week or next week the Authority will also receive \$130,000 in FEMA reimbursements for the Noe Street damages from 10 years ago as well and mentioned that the Authority is expecting payment of \$190,000 for our Noe Street easement from the Borough of Carteret.

Resolution No.2074 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2074
DESIGNATING OFFICIAL NEWSPAPERS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following newspapers are designated as the Authority's official newspapers for the 2023 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2075 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2075
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 2023.

Resolution No.2076 FY2021 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2076
FY2021 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 FY2021.

Blaine, Martha	\$	139.97
Canitrot, Dania	\$	205.77
Parrott, Tyrece	\$	7,779.37
Waters, Thomas	\$	14.80
TOTAL	\$	8,139.91

Resolution No.2077 Meeting Calendar 2023

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2077
2023 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 2023 calendar year and fall on the 3rd Tuesday of each month at 6:00PM.

MEETING DATES

January 17, 2023	May 16, 2023	September 19, 2023
February 21, 2023	June 20, 2023	October 17, 2023
March 21, 2023	July 18, 2023	November 21, 2023 (Regular & Reorg)
April 18, 2023	No August Meeting	December 19, 2023

Resolution NO.2078 Conference Schedule 2023

**RESOLUTION NO.2078
CARTERET HOUSING AUTHORITY
FY2023 CONFERENCE SCHEDULE**

WHEREAS, the Housing Authority of the Borough of Carteret will save money with accommodations and when registering for conferences if registrations are submitted early in the year, and;

WHEREAS, it is advantageous to attend such conferences, and;

WHEREAS, due to the Coronavirus pandemic, it is unknown which in-person conferences will take place, so this will authorize the Executive Director to determine participation by staff and Commissioners at conferences in 2023 based on available budget authority;

NOW THEREFORE BE IT RESOLVED, the Executive Director is authorized to determine participation by staff and Commissioners at conferences in 2023 based on available budget authority, and;

BE IT FURTHER RESOLVED, that the per diem and reimbursable costs, excluding costs associated with registration; transportation to and from training, meeting and conferences; and lodging for training, meetings and conferences, are in accordance with the per diem provisions of the current personnel policy.

Resolution No.2079 Approval of FY2023HUD Budget -See Attached

Resolution No.2081 FY2023 Late Budget Resolution

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2081
FY2023 LATE BUDGET SUBMISSION**

WHEREAS, the Housing Authority of the Borough of Carteret is authorizing the initial submission of its FY2023 Agency Budget at the December 20, 2022 Board of Commissioners Meeting, and;

WHEREAS, the Authority needs to adopt a late budget resolution due to the fact that the Authority did not introduce its State of NJ Agency Budget by November 1, 2022, and;

WHEREAS, it was deemed necessary to delay the budget based on the lack of completion of the 2021 Audit and the uncertainty as to the current Federal funding and subsidy calculation, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2023 late budget submission.

Resolution No.2082 FY2023 Budget Introduction-See Attached

Resolution No.2083 Technical Consulting Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2083
TECHNICAL CONSULTING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Technical Consulting Services during 2023, and;

WHEREAS, the Authority received 2 proposals from the firms of Joseph M Billy Jr, 1149 Bloomfield Avenue, Suite F, Clifton, NJ 07012 in the amount of \$150.00/hr and Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ 08050 in the amount of \$150.00/hr, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that Joseph M Billy Jr, 1149 Bloomfield Avenue, Suite F, Clifton, NJ 07012 in the amount of \$150.00/hr and Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ 08050 in the amount of \$150.00/hr, are qualified to provide Technical Consulting Services on an as needed basis in an amount not to exceed \$15,000.00.

Resolution No.2084 Financial Advisor Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2084
FINANCIAL ADVISOR SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to provide Financial Advisor Services during 2023, and;

WHEREAS, the Authority received 1 proposal from the firm of NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, and;

WHEREAS, NW Financial Group served in this capacity for the successful conversion of the Authority's first RAD project and currently works with the Authority on our second RAD/Streamlined Voluntary Conversion and demolition/disposition application, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, is qualified to provide Financial Advisor Services on an as needed basis in the amount of \$200.00 per hour, plus reimbursable expenses, in an amount not to exceed \$15,000.00.

Resolution No.2085 FY2023 Legal Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2085
LEGAL SERVICES FY2023**

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2023 and;

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

WHEREAS, two proposals were received from the firms of Nolan and Associates, 61 Green St, Woodbridge, NJ in the amount of \$20,400/year and \$225 per landlord tenant matter and \$225/hr for non-routine litigation,

and Florio, Kenny Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071 in the amount of \$175/hr, but did not submit pricing for landlord tenant matters or an annual retainer, and;

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

NOW THEREFORE BE IT RESOLVED, that James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095 is hereby appointed to the position of Legal Counsel for the Carteret Housing Authority for the fiscal year 2023, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$20,400.00 general counsel retainer (\$1,700.00 monthly), \$225.00 per each landlord tenant matter filed on behalf of the Authority and an hourly rate of \$225.00 per hour for non-routine litigation matters for FY2023 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2086 FY2023 Accountant Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2086
ACCOUNTING SERVICES FY2023**

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2023 and;

WHEREAS, the Carteret Housing Authority advertised for Accounting Services, and;

WHEREAS, one proposal was received from the firm of David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$37,200.00, and;

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

NOW THEREFORE BE IT RESOLVED, that David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be and is hereby appointed as the Accountant for the Carteret Housing Authority for FY2023, for the fee of \$37,200.00 for January 1, 2023 through December 31, 2023;

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 \$37,200.00, payable in monthly installments.

Resolution No.2087 FY2022 Auditing Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2087
FY2022 AUDITING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2022, and;

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

WHEREAS, one proposal was received from the firm of Novogradac Company LLP, 1433 Hopper Avenue, Suite 329, Toms River, NJ 08753, in the amount of \$13,850.00, and;

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

NOW THEREFORE BE IT RESOLVED, that Novogradac Company LLP, be and is hereby appointed as the Auditor for the Housing Authority for FY2022, for the fee of \$13,850.00, 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 \$13,850.00.

Resolution No.2088 FY2023 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2088
AWARD OF CONTRACT-MODERNIZATION COORDINATOR**

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

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

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

WHEREAS, the Authority received 1 proposal from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$7,800.00/year, and;

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be awarded a 1 year contract for Modernization Coordinator at an annual fee of \$7,800.00, payable in monthly installments.

Resolution No.2089 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2089
SPECIAL LEGAL COUNSEL**

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

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

WHEREAS, two proposals were received from the firms of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 07652 in the amount of \$175/hr, and Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071 in the amount of \$175/hr, and;

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firms of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 077652 and Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071, per the attached pricing schedule, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firms as necessary in an aggregate amount not to exceed \$15,000.00, and;

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

Resolution No.2090 Qualifying Architectural and Engineering Services

CARTERET HOUSING AUTHORITY RESOLUTION NO.2090 QUALIFYING ARCHITECTURAL AND ENGINEERING SERVICES

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to be qualified to provide Architectural and Engineering services, and;

WHEREAS, the Authority received 2 proposals from the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432, and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701;

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

NOW THEREFORE BE IT RESOLVED, that the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432 and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701 are hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority, and;

BE IT FURTHER RESOLVED, that this resolution authorizes the Executive Director to utilize the qualified firms as necessary in an aggregate amount not to exceed \$20,000.00, and;

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

Resolution No.2091 Authorizing Contracts with Certain Approved State Contract Vendors for 2022

CARTERET HOUSING AUTHORITY RESOLUTION NO.2091 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a FOR 2022

Whereas, the Carteret Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing

Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Carteret Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Carteret Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

Now, Therefore, Be It Resolved, that the Carteret Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

Be It Further Resolved, that the governing body of the Carteret Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

Be It Further Resolved, that the duration of the contracts between the Carteret Housing Authority and the Referenced State Contract Vendors shall be from January 1, 2022 to December 31, 2022.

Resolution No.2092 Authorizing Contracts with Certain Approved State Contract Vendors for 2023

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2092 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT
VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a FOR 2023**

Whereas, the Carteret Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Carteret Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Carteret Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

Now, Therefore, Be It Resolved, that the Carteret Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

Be It Further Resolved, that the governing body of the Carteret Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

Be It Further Resolved, that the duration of the contracts between the (Insert the name of the Contracting Unit) and the Referenced State Contract Vendors shall be from January 1, 2023 to December 31, 2023.

Resolution N0.2093 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2093
DESIGNATING OFFICIAL BANKS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following banks are designated as the Authority's official depositories of funds for the 2023 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank

A motion to adopt a consent agenda for Resolutions No.2074, No.2075, No.2076, No.2078, No.2079, No.2081, No.2082, No.2083, No.2084, No.2085, No.2086, No.2087, No.2088, No.2089, No.2090, No.2091, No.2092 and No.2093 was made by Commissioner Bohanek, seconded by Vice Chairman Gasparro and upon roll call all present voted aye, nays none.

COMMITTEES: None

ATTORNEY REPORT: None

COMMISSIONERS COMMENTS: None

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

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

The meeting was adjourned at 6:17pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director

**SPECIAL MEETING
AGENDA
MARCH 9, 2023**

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

The Special Meeting was a Zoom Call-in Meeting.

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

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

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

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

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

NEW BUSINESS:

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

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

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

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

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

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

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

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

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

Resolution No.2095 Authorizing Award of Contract - HVAC Services

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

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

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

WHEREAS, three quotations were received as follows;

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

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

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

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

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

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

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

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

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

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

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

Resolution No.2097 FY2021 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2097
FY2021 AUDIT REVIEW CERTIFICATE**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and;

WHEREAS, the annual audit report for the fiscal year ended December 31, 2021 has been completed and filed with the New Jersey Department of Community Affairs Local Finance Board pursuant to N.J.S.A. 40A:5A-15, and;

WHEREAS, N.J.S.A. 40A:5A-17, requires that the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and;

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Borough of Carteret hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2021, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board;

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

It is hereby certified that this is a true copy of the resolution passed at the Meeting held on March 9, 2023.

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

COMMITTEES: None

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

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

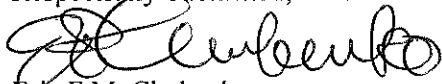
The Executive Director requested to make it be known if there is any public present on the call.

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

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

The meeting was adjourned at 6:18pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "E. Chubenko", written over the printed name.

Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
MAY 16, 2023**

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

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

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

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

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

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

NEW BUSINESS:

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

Resolution No.2098 FY2023 Budget Adoption-See Attached

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

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

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

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

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

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2100
OPENING OF HOUSING CHOICE VOUCHER PROGRAM WAITING LIST FOR INDIVIDUALS
QUALIFYING FOR THE RESIDENT PREFERENCE**

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Housing Choice Voucher Regular Waiting List for individuals qualifying for the resident preference be advertised to open via the adopted lottery process in August 2023 for 25 applicants

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

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

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

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

AUDIENCE COMMENTS:

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

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

The meeting was adjourned at 6:12pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
JULY 18, 2023**

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

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

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

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

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

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

NEW BUSINESS:

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

The Executive Session lasted approximately 5 minutes.

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

The Executive Director gave a brief overview for each Resolution.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution No.2104 Appointing Assistant Executive Director

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

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

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

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

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

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

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

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

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

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

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

COMMITTEES: Reported progress.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

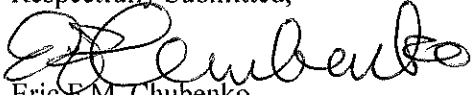
The Executive Director mentioned that there was no public present, so no motion was made to open the meeting to the public.

Carteret Housing Authority
Minutes of Regular Meeting
July 18, 2023

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

The meeting was adjourned at 6:18pm.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "E. Chubenko", written in dark ink.

Eric F.M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
SEPTEMBER 19, 2023**

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

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

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

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

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

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

NEW BUSINESS:

The Executive Director gave a brief overview for each Resolution.

Resolution No.2105 Authorizing Partial Payment Caravella Demolition LLC

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

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

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

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

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

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

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

Resolution No.2107 Adoption of 2024 Agency Plan

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2107
SUBMISSION OF AGENCY PLAN**

WHEREAS, the Agency Plan initial draft has been available for review at the Authority since opening up to public comments in July 2023, and;

WHEREAS, the public was invited to attend a hearing held on September 7, 2023 for final review of the Plan, and;

WHEREAS, the applicable documentation to accompany the Agency Plan has been compiled;

NOW THEREFORE BE IT RESOLVED, that these documents are to be submitted to the US Dept of Housing and Urban Development in accordance with the October 2023 deadline, and;

BE IT FURTHER RESOLVED, that the Executive Director and Chairwoman are authorized to execute all documents that are required as part of the submission;

BE IT FURTHER RESOLVED, that this shall include the Civil Rights Annual Certification and Board Resolution, and the inclusion of the FSS Action Plan.

Resolution No.2108 Authorizing Interlocal with Borough of Carteret for Paving at Hermann Gardens (Attached)

Resolution No.2109 2022 Audit Certification

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2109
FY2022 AUDIT REVIEW CERTIFICATE**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and;

WHEREAS, the annual audit report for the fiscal year ended December 31, 2022 has been completed and filed with the New Jersey Department of Community Affairs Local Finance Board pursuant to N.J.S.A. 40A:5A-15, and;

WHEREAS, N.J.S.A. 40A:5A-17, requires that the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and;

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Borough of Carteret hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2022, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board;

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

Resolution No.2110 Amending Housing Choice Voucher Payment Standards

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2110
AMEND ADMINISTRATIVE PLAN
AMENDMENTS TO PAYMENT STANDARDS**

WHEREAS, the Carteret Housing Authority Section 8 Housing Choice Voucher Program has received new Fair Market Rents (FMR) effective October 1, 2023, and;

WHEREAS, the current rents for apartments in Carteret and Middlesex County have all increased dramatically which is creating hardships for many of the voucher holders attempting to secure an apartment, and;

WHEREAS, the Authority currently has Payment Standards equal to 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 98% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments, and;

WHEREAS, the Authority desires to modify these amounts to 94% of the area FMR for 0 bedroom apartments, 93% of the area FMR for 1 bedroom apartments, 93% of the area FMR for 2 bedroom apartments, 93% of the area FMR for 3 bedroom apartments and 94% of the area FMR for 4 bedroom apartments;

NOW THEREFORE BE IT RESOLVED, that the Carteret Housing Authority adjusts its Payment Standards for the Section 8 Housing Choice Voucher Program from 100% of the area FMR for 0 bedroom apartments, 97% of the area FMR for 1 bedroom apartments, 96% of the area FMR for 2 bedroom apartments, 98% of the area FMR for 3 bedroom apartments and 98% of the area FMR for 4 bedroom apartments to 94% of the area FMR for 0 bedroom apartments, 93% of the area FMR for 1 bedroom apartments, 93% of the area FMR for 2 bedroom apartments, 93% of the area FMR for 3 bedroom apartments and 94% of the area FMR for 4 bedroom apartments.

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

COMMITTEES: Reported progress.

ATTORNEY REPORT: The Attorney reported progress.

COMMISSIONERS COMMENTS: No comments.

AUDIENCE COMMENTS:

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

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

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

The meeting was adjourned at 6:11pm.

Respectfully Submitted,



Eric F.M. Chubenko
Executive Director

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

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

Note: This Annual Reorganization Meeting was held in the Main Office Community Room of the Carteret Housing Authority.

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

Commissioner Ronald Rios was absent and asked to be excused.

The Meeting was turned over to the Executive Director.

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

NOMINATIONS FOR CHAIRPERSON

Commissioner Bohanek nominated Commissioner Colon for the Office of Chairperson, seconded by Commissioner Gasparro.

The Executive Director asked if there were any other nominations for the Office of Chairperson.

There were no other nominations for the Office of Chairperson.

A motion to close nominations for the Office of Chairperson was made by Commissioner Bohanek, seconded by Commissioner Gasparro and all present voted aye, nays none.

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

Commissioner Colon was elected as the Chairwoman of the Carteret Housing Authority's Board of Commissioners.

The Executive Director stated that the floor was open for nominations for the Office of Vice Chairperson and he requested nominations.

NOMINATIONS FOR VICE CHAIRPERSON

Commissioner Bohanek nominated Commissioner Gasparro for the Office of Vice Chairperson, seconded by Chairwoman Colon.

The Executive Director asked if there were any other nominations for the Office of Vice Chairperson.

There were no other nominations for the Office of Vice Chairperson.

A motion to close the nominations for the Office of Vice Chairperson was made by Commissioner Bohanek, seconded by Chairwoman Colon and all present voted aye, nays none.

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

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

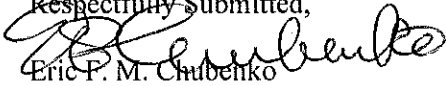
Commissioner Gasparro was elected as Vice Chairman of the Carteret Housing Authority Board of Commissioners.

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

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

The meeting was adjourned at 6:06pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eric F. M. Chubenko", written over the printed name.

Eric F. M. Chubenko
Executive Director

**REGULAR MEETING
AGENDA
NOVEMBER 21, 2023**

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

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

Commissioner Ronald Rios was absent and asked to be excused.

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

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

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

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

Resolution No.2111 Designating Official Newspaper

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2111
DESIGNATING OFFICIAL NEWSPAPERS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following newspapers are designated as the Authority's official newspapers for the 2024 calendar year:

Home News Tribune
The Star Ledger

Resolution No.2112 Designating Official Banks

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2112
DESIGNATING OFFICIAL BANKS**

NOW THEREFORE BE IT RESOLVED, by the Carteret Housing Authority Board of Commissioners that the following banks are designated as the Authority's official depositories of funds for the 2024 calendar year:

BCB Bank
Investors Bank
Lakeland Bank
TD Bank

Resolution No.2113 Executive Director as Fund Commissioner

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2113
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
REAPPOINT EXECUTIVE DIRECTOR AS FUND COMMISSIONER**

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund requires the Housing Authority to have a designated fund commissioner for purposes of representing the Housing Authority within the JIF, and;

WHEREAS, the Housing Authority has been represented by the Executive Director to serve in the capacity of fund commissioner;

NOW THEREFORE BE IT RESOLVED, that the Executive Director be designated as the Fund Commissioner for the Carteret Housing Authority for 2024.

Resolution No.2114 FY2022 Writes-offs

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2114
FY2022 ACCOUNTS RECEIVABLE WRITE-OFFS**

WHEREAS, the following list of persons have been either evicted or moved out and their accounts receivable balance has not been collected;

NOW THEREFORE BE IT RESOLVED, that the following list of residents be written off the accounts receivable ledger for the Carteret Housing Authority for FY2022.

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

Resolution No.2115 Meeting Calendar 2024

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2115
2024 BOARD MEETING CALENDAR**

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the following are the Board of Commissioners Meeting dates for the 2024 calendar year and fall on the 3rd Tuesday of each month at 6:00PM.

MEETING DATES

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

Resolution No.2116 Conference Schedule 2024

**RESOLUTION NO.2116
CARTERET HOUSING AUTHORITY
FY2024 CONFERENCE SCHEDULE**

WHEREAS, the Housing Authority of the Borough of Carteret will save money with accommodations and when registering for conferences if registrations are submitted early in the year, and;

WHEREAS, it is advantageous to attend such conferences, and;

WHEREAS, this will authorize the Executive Director to determine participation by staff and Commissioners at conferences in 2024 based on available budget authority;

NOW THEREFORE BE IT RESOLVED, the Executive Director is authorized to determine participation by staff and Commissioners at conferences in 2024 based on available budget authority, and;

BE IT FURTHER RESOLVED, that the per diem and reimbursable costs, excluding costs associated with registration; transportation to and from training, meeting and conferences; and lodging for training, meetings and conferences, are in accordance with the per diem provisions of the current personnel policy.

Resolution No.2117 Approval of FY2024 HUD Budget – See Attached

Resolution No.2118 FY2024 Late Budget Resolution

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

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

WHEREAS, the Authority needs to adopt a late budget resolution due to the fact that the Authority did not introduce its State of NJ Agency Budget by November 1, 2023, and;

WHEREAS, it was deemed necessary to delay the budget based on the lack of completion of the 2022 Audit until late September and the uncertainty as to the current Federal funding and subsidy calculation, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Borough of Carteret authorizes the FY2024 late budget submission.

Resolution No.2119 FY2024 Budget Introduction - See Attached

Resolution No.2120 Technical Consulting Services

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

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

WHEREAS, the Authority received 1 proposal from the firm of Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ 08050 in the amount of \$150.00/hr, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ 08050 in the amount of \$150.00/hr, is qualified to provide Technical Consulting Services on an as needed basis in an amount not to exceed \$25,000.00.

Resolution No.2121 Financial Advisor Services

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

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

WHEREAS, the Authority received 1 proposal from the firm of NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, at a rate of \$200.00/hr, and;

WHEREAS, NW Financial Group served in this capacity for the successful conversion of the Authority's first RAD project and currently works with the Authority on our second RAD/Streamlined Voluntary Conversion and demolition/disposition application, and;

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that NW Financial Group, LLC, 2 Hudson Place, 3rd Floor, Hoboken, NJ 07030, is qualified to provide Financial Advisor Services on an as needed basis in the amount of \$200.00 per hour, plus reimbursable expenses, in an amount not to exceed \$25,000.00.

Resolution No.2122 FY2024 Legal Services

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

WHEREAS, The Carteret Housing Authority requires the service of Legal Counsel for the fiscal year 2024 and;

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

WHEREAS, two proposals were received from the firms of Nolan and Associates, 61 Green St, Woodbridge, NJ in the amount of \$20,400/year and \$225 per landlord tenant matter and \$225/hr for non-routine litigation, and Florio, Kenny Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071 in the amount of \$175/hr, but did not submit pricing for landlord tenant matters or an annual retainer, and;

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

NOW THEREFORE BE IT RESOLVED, that James P. Nolan and Associates, 61 Green Street, Woodbridge, New Jersey 07095 is hereby appointed to the position of Legal Counsel for the Carteret Housing Authority for the fiscal year 2024, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be a \$20,400.00 general counsel retainer (\$1,700.00 monthly), \$225.00 per each landlord tenant matter filed on behalf of the Authority and an hourly rate of \$225.00 per hour for non-routine litigation matters for FY2024 and shall be more particularly enumerated in a professional services contract to be executed between the parties.

Resolution No.2123 FY2024 Accounting Services

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

WHEREAS, the Carteret Housing Authority requires the services of an Accountant for the fiscal year 2024 and;

WHEREAS, the Carteret Housing Authority advertised for Accounting Services, and;

WHEREAS, one proposal was received from the firm of David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$38,700.00, and;

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

NOW THEREFORE BE IT RESOLVED, that David Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be and is hereby appointed as the Accountant for the Carteret Housing Authority for FY2024, for the fee of \$38,700.00 for January 1, 2024 through December 31, 2024;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be in accordance with the request for Proposals for Accountant and shall be further enumerated in a Professional Services contract to be executed between the parties in the amount of \$38,700.00, payable in monthly installments.

Resolution No.2124 FY2023 Auditing Services

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

WHEREAS, the Housing Authority of the Borough of Carteret is required to have an Annual Audit completed for the fiscal year 2023, and;

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

WHEREAS, one proposal was received from the firm of Novogradac Company LLP, 1433 Hooper Avenue, Suite 329, Toms River, NJ 08753, in the amount of \$14,255.00, and;

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

NOW THEREFORE BE IT RESOLVED, that Novogradac Company LLP, be and is hereby appointed as the Auditor for the Housing Authority for FY2023, for the fee of \$14,255.00, and;

BE IT FURTHER RESOLVED, that the terms of said appointment shall be in accordance with the Request for Auditor and shall be further enumerated in a Professional Services contract to be executed between the parties in the amount of \$14,255.00.

Resolution No.2125 FY2024 Modernization Coordinator

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2125
AWARD OF CONTRACT-MODERNIZATION COORDINATOR**

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

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

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

WHEREAS, the Authority received 1 proposal from the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076 in the amount of \$8,100.00/year, and;

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

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

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners that the firm of David Ciarocca, CPA, 1930 Wood Road, Scotch Plains, NJ 07076, be awarded a 1-year contract for Modernization Coordinator at an annual fee of \$8,100.00, payable in monthly installments.

Resolution No.2126 Special Legal Counsel

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2126
SPECIAL LEGAL COUNSEL**

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

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

WHEREAS, three proposals were received from the firms of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 07652; Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071; and Eric M. Bernstein & Associates, LLC, 34 Mountain Blvd, Building A, PO Box 4922, Warren, NJ 07059, and;

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners recommends qualifying the firms of DeCotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 077652; Florio, Kenny, Raval, 125 Chubb Avenue, Suite 310-N, Lyndhurst, NJ 07071; and Eric M. Bernstein & Associates, LLC, 34 Mountain Blvd, Building A, PO Box 4922, Warren, NJ 07059, per their attached pricing schedules, and;

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

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

Resolution No.2127 Qualifying Architectural and Engineering Services

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2127
QUALIFYING ARCHITECTURAL AND ENGINEERING SERVICES**

WHEREAS, the Housing Authority of the Borough of Carteret solicited proposals from firms to be qualified to provide Architectural and Engineering services, and;

WHEREAS, the Authority received 2 proposals from the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432, and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701;

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

NOW THEREFORE BE IT RESOLVED, that the firms of LAN Associates, 445 Godwin Ave, Ste 9, Midland Park, NJ 07432 and Lothrop Associates LLP, 125 Half Mile Road, Suite 200, Red Bank, NJ 07701 are hereby qualified to provide Architectural and Engineering services for the Carteret Housing Authority, and;

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

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

Resolution No.2128 Authorizing Contracts with Certain Approved State Contract Vendors for 2024

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2128 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT
VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a FOR 2023**

Whereas, the Carteret Housing Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Carteret Housing Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Carteret Housing Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

Now, Therefore, Be It Resolved, that the Carteret Housing Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

Be It Further Resolved, that the governing body of the Carteret Housing Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

Be It Further Resolved, that the duration of the contracts between the Carteret Housing Authority and the Referenced State Contract Vendors shall be from January 1, 2024 to December 31, 2024.

Resolution No.2129 Authorizing Extension to Bargaining Unit Agreement

**CARTERET HOUSING AUTHORITY
RESOLUTION NO.2129**

**EXTENSION OF BARGAINING UNIT AGREEMENT BETWEEN COMMUNICATIONS WORKERS OF
AMERICA, AFL-CIO
LOCAL 1032 AND CARTERET HOUSING AUTHORITY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMITTEES: No reports.

ATTORNEY REPORT: No report.

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

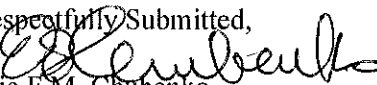
AUDIENCE COMMENTS:

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

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

The meeting was adjourned at 6:22pm.

Respectfully Submitted,


Eric F.M. Chubenko
Executive Director