

**EXTRACTS FROM THE MINUTES OF THE
REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON TUESDAY, JUNE 14, 2021**

The meeting was convened and called to order and upon roll call those present and absent were as follows:

PRESENT

Grace Hoffman-Spencer
Edward O'Connor
Saverio Sagliocco
Lynn Ust

ABSENT

Joseph Connors

Also in attendance were Mark Noble, Executive Director, Lawrence Stratton, Director of Operations, William Katchen, CPA, Thomas E. Downs, IV, Esq. And Kathleen Diblasi At the reorganization meeting, the following items were discussed.

1. The bills for June, 2021 were discussed. A motion to pay the bills was made by Lynn Ust seconded by Saverio Sagliocco. Vote 4-0.

2. The Minutes of May 12, 2021 were discussed. A motion was made by Grace Hoffman-Spencer seconded by Saverio Sagliocco. Vote 4-0.

3. Resolution 1220 Fee Accounting Services was discussed. Mr. Noble advised the Commissioners that William Katchen, CPA submitted the most responsive and responsible proposal. Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Lynn Ust Vote 4-0

RESOLUTION NO. 1220
FEE ACCOUNTING SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fee accounting services from July 1, 2021 through June 30, 2022, and

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said fee accounting services through a fair and open process pursuant to NJS 40A:11-1 et seq., and

WHEREAS, said request for proposals were received on June 2, 2021 in accordance with the advertisement, and

WHEREAS, the lowest responsible and responsive proposal submitted was by William Katchen, in accordance with the advertised request for proposal, and

WHEREAS, it is in the best interest of the Authority to accept such proposal and to

award the contract for fee accounting services in accordance with the general schedule submitted, and

NOW THEREFORE, BE IT RESOLVED, that said proposal be accepted, and

BE IT FURTHER RESOLVED that the contract is hereby awarded to William Katchen for providing fee accounting services in accordance with the fee schedule submitted.

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

EDWARD O'CONNOR, Chairman

Attested to:

Mark Noble Secretary

I hereby certify that there is appropriate funding in the budget for said expenditures.

Meeting date: June 14 2021

William Katchen, CPA.

Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Lynn Ust Vote 4-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Joseph Connors				X
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco	X			
Lynn Ust	X			

4. Resolution 1221 Fiscal Audit Services was discussed. Mr. Noble advised the Commissioners that Hymanson, Parnes and Giampaolo, CPA submitted the most responsive and responsible proposal. Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Grace Hoffman-Spencer. Vote 4-0.

RESOLUTION NO:1221
FISCAL AUDIT SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2020 through June 30, 2021 and,

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said fiscal audit services; and,

WHEREAS, said request for proposals were received on June 2, 2021 in accordance with the advertisement; and

WHEREAS, the lowest responsible and responsive proposal submitted was by Hymanson, Parnes, and Giampaolo, C.P.A. in accordance with the advertised request for proposal; and,

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for fiscal audit services in accordance with the general schedule submitted not to exceed the amount of \$ 10, 320.00; and

NOW, THEREFORE, BE IT RESOLVED, that said proposal be accepted; and,

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

EDWARD O'CONNOR, Chairman

Attested to:

Mark Noble, Secretary

I hereby certify that there is appropriate funding in the budget for said expenditures.

Meeting date: June 14, 2021

William Katchen, CPA.

Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Grace Hoffman-Spencer. Vote 4-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Joseph Connors				X
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco	X			
Lynn Ust	X			

5. Resolution 1222 Housing Management and Technical Assistance was discussed. Resolution was introduced by Edward O'Connor, moved by Lynn Ust and seconded Saverio Sagliocco. Vote 4-0

RESOLUTION NO. 1222
HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE

WHEREAS, the South Amboy Housing Authority is in need of housing management and technical assistance services from July 1, 2021 through June 30, 2022, and

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said housing management and technical assistance services through a fair and open process pursuant to NJS 40A:11-1 et seq. and,

WHEREAS, said request for proposals were received on June 2, 2021, in accordance with the advertisement and,

WHEREAS, the lowest responsible and responsive proposal submitted was by LMTD, LLC, in accordance with the advertised request for proposal and,

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for housing management and technician assistance services in accordance with the general schedule submitted, and

NOW, THEREFORE, BE IT RESOLVED, that said proposal be accepted and ,LMTD, LLC

BE IT FURTHER RESOLVED, that the contract is hereby awarded to LMTD, LLC, for providing housing management and technician assistance services in accordance with the fee schedule submitted.

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

Attested to:

Mark Noble, Secretary

EDWARD O'CONNOR, Chairman

I hereby certify that there is appropriate funding in the budget for said expenditures.

William Katchen, CPA

Meeting date: June 14, 2021

Resolution was introduced by Edward O'Connor, moved by Lynn Ust and seconded Saverio Sagliocco. Vote 4-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Joseph Connors				X
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco	X			
Lynn Ust	X			

6. Resolution 1223 Architectural/Engineering Services was discussed. Mr. Stratton advised the Commissioners that a number of proposals were submitted. He indicated that Centra State has been on board for a number of years and has already designed the roof replacement and the window replacement programs. Ms. Hoffman-Spencer asked if it was based on money or

qualifications. Mr. Stratton opined that continuing with them is cost efficient as they are familiar with the condition of the units and the ongoing renewal programs, Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Lynn Ust Vote 4-0.

RESOLUTION 1223
ARCHITECT ENGINEERING SERVICES
PHA WIDE IMPROVEMENTS

WHEREAS, the South Amboy Housing Authority is in need of Architect/Engineering services for PHA Wide, and

WHEREAS, the South Amboy Housing Authority advertised for request for qualifications for said Architect/Engineering services and,

WHEREAS, said request for qualifications were received on May 24, 2021 in accordance with the advertisement and,

WHEREAS, the lowest responsible and responsive proposal submitted was by Center State Engineering in accordance with the advertised request for proposal and,

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for Architect/Engineering services in accordance with the general schedule submitted, and

NOW, THEREFORE, BE IT RESOLVED, that said proposal be accepted and,

BE IT FURTHER RESOLVED, that the contract is hereby awarded to Center State Engineering for Architect/Engineering services for PHA Wide Improvements at an amount to be determined by the parties in accordance with HUD Guidelines..

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

Attested to:

EDWARD O'CONNOR, Chairman

I hereby certify that there is appropriate funding in the budget for said expenditures.

Mark Noble, Secretary

William Katchen, CPA

Meeting date: June 14, 2021

Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Lynn Ust Vote 4-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Joseph Connors				X
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco	X			
Lynn Ust	X			

7. Resolution 1224 Late filing of the budget was discussed. Mr. Katchen advised the Commissioners that the Authority didn't have the new estimates for insurances and HUD Subsidy.

Resolution was introduced by Edward O'Connor, moved by Lynn Ust and seconded Saverio Sagliocco. Vote 4-0.

RESOLUTION NO. 1224
APPROVING THE LATE FILING OF THE BUDGET FOR FISCAL YEAR
JULY 1, 2021 TO JUNE 30, 2022

WHEREAS, the Housing Authority of South Amboy is required to submit the approved Budget 60 days prior to the start of the fiscal year to the State of New Jersey, and;

WHEREAS, the Budget preparation was delayed until the Authority was able to reasonably determine amounts of insurance and health benefit expenses and potential HUD Funding could not be determined, and:

WHEREAS, the Authority has estimated the amounts of the insurance and health benefit expenses required to be included in the proposed budget.

NOW THEREFORE be it resolved by the Commissioners of the Housing Authority of South Amboy approving the late filing of the NJ Budget for the FYE June 30, 2022.

EDWARD O'CONNOR, Chairman

Attested to:

I hereby certify that there is appropriate funding in the budget for said expenditures.

MARK NOBLE, Secretary
Dated: June 14, 2021

WILLIAM KATCHEN, CPA.

Resolution was introduced by Edward O'Connor, moved by Lynn Ust and seconded Saverio Sagliocco. Vote 4-0.

YES NO ABSTAIN ABSENT

Joseph Connors		X
Grace Hoffman-Spencer	X	
Edward O'Connor	X	
Saverio Sagliocco	X	
Lynn Ust	X	

8. Resolution 1225 Introduction of Budget for Fiscal Year from July 1, 2021 to June 30, 2022 was discussed. Mr. Katchen advised the Commissioners that budget shows increases but is a solid budget with an adequate surplus.

RESOLUTION NO: 1225
SOUTH AMBOY HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2021 to JUNE 30, 2022

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 021 and ending June 30, 2022 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of June 14, 2021; and

WHEREAS, the Annual Budget as presented introduced reflects total revenues of \$ 2,969,784.00 total appropriations, including any accumulated deficit if any, of \$ 2,951,640.00, and Fund Balance utilized of \$ 0.00; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$ 122,500.00 and total fund balance planned to be utilized as funding thereof, of \$ 0.00; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the Members of the South Amboy

Housing Authority, at an open meeting held on June 14, 2021 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the South Amboy Housing

Authority for the fiscal year period beginning July 1, 2021 and ending June 30, 2022 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the Members of the South Amboy Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption in September 13, 2021.

EDWARD O'CONNOR, Chairman

Attested to:

I hereby certify that there is appropriate funding in the budget for said expenditures.

Mark Noble, Secretary

William Katchen, CPA

Meeting date: June 14, 2021

Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Lynn Ust Vote 4-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Joseph Connors				X
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco	X			
Lynn Ust	X			

9. Resolution 1226 Approving the HUD Operating Budget for Fiscal Year from July 1, 2021 to June 30, 2022 was discussed. Mr. Katchen advised the Commissioners that HUD budget is a formality. Under new HUD Regulations the Authority doesn't have to submit but the Commissioners are still required to consider the HUD Budget. The HUD budget shows a conservative surplus of \$ 1,914.00 based on 91% funding HUD contributions to the budget are

expected to be 94 to 95 % . By considering less, the Authority will show a larger surplus later in the year. Resolution was introduced by Edward O'Connor, moved by Lynn Ust and seconded Grace Hoffman-Spencer Vote 4-0.

Resolution 1226
Approving HUD Operating Budget for July 1, 2021 to June 30, 2022

Resolution on PDF File

Dated: June 14, 2021

EDWARD O'CONNOR, Chairman

Attested to:

I hereby certify that there is appropriate funding in the budget for said expenditures.

MARK NOBLE, Secretary
Dated: June 14, 2021

WILLIAM KATCHEN, CPA.

Resolution was introduced by Edward O'Connor, moved by Lynn Ust and seconded Grace Hoffman-Spencer Vote 4-0.

	<u>YES</u>	NO	<u>ABSTAIN</u>	<u>ABSENT</u>
Joseph Connors				X
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco	X			
Lynn Ust	X			

10. Resolution 1227 Legal Services was discussed. Mr. Noble advised the Commissioners that Thomas E. Downs, IV submitted the most responsive and responsible proposal.

RESOLUTION NO. 1227
LEGAL SERVICES

WHEREAS, the South Amboy Housing Authority is in need of legal services from July 1, 2021 through June 30, 2022, and

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said legal services through a fair and open process pursuant to NJS 40A:11-1 et seq.,

and;

WHEREAS, said request for proposals were received on June 2, 2021, in accordance with the advertisement, and

WHEREAS, the lowest responsible and responsive proposal submitted was by Thomas E. Downs, IV, Esq., in accordance with the advertised request for proposal, and

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for general legal services in accordance with the general schedule submitted, and

NOW, THEREFORE, BE IT RESOLVED, that said proposal be accepted, and

BE IT FURTHER RESOLVED, that the contract is hereby awarded to Thomas E. Downs, IV, Esq., for providing general legal services in accordance with the fee schedule submitted.

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

Dated: June 14, 2021

EDWARD O'CONNOR, Chairman

Attested to:

I hereby certify that there is appropriate funding in the budget for said expenditures.

MARK NOBLE, Secretary
Dated: June 14, 2021

WILLIAM KATCHEN, CPA.

Resolution was introduced by Edward O'Connor, moved by Grace Hoffman-Spencer and seconded Saverio Sagliocco. Vote 4-0.

YES NO ABSTAIN ABSENT

Joseph Connors				X
Grace Hoffman-Spencer	X			
Edward O'Connor	X			

Saverio Sagliocco	X
Lynn Ust	X

11. Mr. Stratton informed the Commissioners that the Authority is in the process of applying for the HUD Streamline Housing Voucher conversion. It will allow the Authority to become financially sounder. It would take the Authority from PHA Subsidy rent program to a voucher based program that will be project based and not tenant based. It would eliminate PHA income levels. Revenue will dramatically increase and the Authority would be able to be able to fund itself and it's modernization programs wit or without lending. If a tenant is removed from the Authority's unit. They may be able to convert the voucher to tenant based program depending on the circumstances of their leaving the program. This is similar to the RAD program that was discussed prior to the pandemic. Mr. Katchen advised the Commissioners that because the Authority is under 500 units, the streamline conversion is appropriate for the Authority.

Messrs. Stratton and Noble indicated that the tenants would be notified and public meetings will be held on June 29, 2021 for the tenants to voice their opinion. HUD will also be invited to the meetings. One will be held for the Seniors at McCarthy Towers and the other for Dohaney Homes at the South Amboy Middle School Auditorium adjacent to Dohaney Homes.

If the tenant's reject the proposal, It would cause the Authority to become a tenant based voucher program.

Mr. Katchen indicated because of the size of the Authority, It would not have to partner with a large builder who needs tax credits.

Mr Stratton And Mr. Noble advised the Commissioners that the apartment renovation bids will be rejected again as the re are still some issues with the bidders proposals and one bid being way over budget. The bi packages will be reviewed by Engineer and Legal for opinions.

12 No one from the public was present.

13. There being no further business on hand at this time, a motion to adjourn was made by Saverio Sagliocco and seconded by Grace Hoffman-Spencer. Vote 4-0.

CERTIFICATION

I, Mark Noble, Secretary of the Housing Authority of the City of South Amboy, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing annexed extract from the Minutes of the Reorganization and Regular meeting of the Board of Commissioners of the Authority duly called and held on June 14, 2021 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of such governing body and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matter referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand on behalf of the Authority and affixed the corporate seal of said Authority this 14th day of June, 2021.

Mark Noble, Secretary of the Housing
Authority of the City of South Amboy