

**EXTRACTS FROM THE MINUTES OF THE
REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON MONDAY, JUNE 13, 2022**

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

| | <u>PRESENT</u> | <u>ABSENT</u> |
|-----------------------|----------------|---------------|
| Grace Hoffman-Spencer | | X |
| Edward O'Connor | X | |
| Lynn Ust | X | |
| Patricia Reagan | X | |
| Saverio Sagliocco | X | |
| Kathleen Diblasi | X | |

Also in attendance were Mark Noble, Executive Director Lawrence Stratton, Director of Operations, William Katchen, CPA and Thomas E. Downs, IV, Esq.

1. The bills for May and June 2022 were discussed. A motion to pay the bills was made by Patricia Reagan seconded by Saverio Sagliocco. Vote 5-0.

2. The Minutes of April 11, 2022 were discussed. A motion was made by Lynn Ust seconded by Kathleen Diblasi. Vote 5-0.

3. Resolution 1234 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 Lynn Ust and seconded Saverio Sagliocco . Vote 5-0 . moved by Grace Hoffman-Spencer and seconded by Patricia Reagan . Vote 6-0.

**RESOLUTION NO. 1234
FEE ACCOUNTING SERVICES**

WHEREAS, the South Amboy Housing Authority is in need of fee accounting services from July 1, 2022 through June 30, 2023, 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 8, 2022 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 13 2022

William Katchen, CPA.

Resolution was introduced by Edward O’Connor, moved by Lynn Ust and seconded Saverio Sagliocco . Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | X | |
| Edward O’Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

4. Resolution 1235 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 Lynn Ust and seconded Saverio Sagliocco . Vote 5-0 .

RESOLUTION NO:1235
FISCAL AUDIT SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1,2021 through June 30, 2022 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 8, 2022 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 \$ 11,210.00; 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 13 2022

William Katchen, CPA.

Resolution was introduced by Edward O’Connor, moved by Lynn Ust and seconded Saverio Sagliocco . Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | | X |
| Edward O’Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

5. Resolution 1236 Housing Management and Technical Assistance was discussed.. Mr Stratton advised the Commissioners that LMTD, LLC submitted the most responsive and responsible proposal. Resolution was introduced by Edward O’Connor, moved by Kathleen Deblasi and seconded Patricia Reagan. Vote 5-0.

RESOLUTION NO. 1236
HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE

WHEREAS, the South Amboy Housing Authority is in need of housing management and technical assistance services from July 1, 2022 through June 30, 2023, 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 8, 2022, 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.

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 13 2022

William Katchen, CPA.

Resolution was introduced by Edward O'Connor, moved by Kathleen Deblasi and seconded Patricia Reagan. Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | | X |
| Edward O'Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

6. Resolution 1237 Legal Services was discussed.. Mr Stratton advised the Commissioners that Thomas E Downs, IV submitted the most responsive and responsible proposal. Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Patricia Reagan . Vote 5-0

RESOLUTION NO. 1237
LEGAL SERVICES

WHEREAS, the South Amboy Housing Authority is in need of legal services from July 1, 2022 through June 30, 2023, 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 8, 2022, 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.

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 13 2022

Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Patricia Reagan . Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | | X |
| Edward O'Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

7. Resolution 1238 To Execute Risk Management Insurance Contract was discussed.. Mr Stratton advised the Commissioners that this Contract is required by the JIF and is paid for by the JIF. It is the JIF's management agent. Resolution was introduced by Edward O'Connor, moved by Kathleen Deblasi and seconded Lynn Ust . Vote 5-0 .

RESOLUTION NO. 1238
EXECUTE INSURANCE RISK
MANAGEMENT CONTRACT

BE IT RESOLVED, that, the Chairman and Secretary are authorized to execute any and all documents to continue the Risk Management Contract with Reliance Insurance Group.

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 13 2022

William Katchen, CPA.

Resolution was introduced by Edward O'Connor, moved by Kathleen Deblasi and seconded Lynn Ust . Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | | X |
| Edward O'Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

8. Resolution 1239 Late filing of the budget was discussed. Mr. Katchen advised the Commissioners that the Authority didn't have the new estimates for insurances, staff raises and HUD Subsidy .Resolution was introduced by Edward O'Connor, moved by Patricia Reagan and seconded Lynn Ust. Vote 5-0 .

RESOLUTION NO. 1239
APPROVING THE LATE FILING OF THE BUDGET FOR FISCAL YEAR
JULY 1, 2022 TO JUNE 30, 2023

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, 2023.

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 13, 2022

WILLIAM KATCHEN, CPA.

Resolution was introduced by Edward O'Connor, moved by Patricia Reagan and seconded Lynn Ust . Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | | X |
| Edward O'Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

9 Resolution 1240 Introduction of Budget for Fiscal Year from July 1, 2022 to June 30, 2023 was discussed. Mr. Katchen advised the Commissioners that budget shows increases but is a solid budget with an adequate surplus. He also indicated that the Authority is going to dip into the surplus to fund some of the Capital improvements required to upgrade some of the housing units.

RESOLUTION NO: 1240
SOUTH AMBOY HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2022 to JUNE 30, 2023

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2022 and ending June 30, 2023 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of June 13, 2022; and

WHEREAS, the Annual Budget as presented introduced reflects total revenues of \$ 3,042,232.00 total appropriations, including any accumulated deficit if any, of \$ 3,063,390.00, and Fund Balance utilized of \$21,1580.00; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$720.000.00 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 13, 2022 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, 2022 and ending June 30, 2023 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 12, 2022

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 13 2022

Resolution was introduced by Edward O'Connor, moved by Saverio Sagliocco and seconded Lynn Ust . Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | | X |
| Edward O'Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

10. . Resolution 1241 Approving the HUD Operating Budget for Fiscal Year from July 1, 2022 to June 30, 2023 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. Resolution was introduced by Edward O'Connor, moved by Kathleen Deblasi and seconded Saverio Sagliocco . Vote 5-0 .

**Resolution 1241
Approving HUD Operating Budget for July 1, 2022 to June 30, 2022**

Resolution on PDF File

Dated: June 13, 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 13, 2022

WILLIAM KATCHEN, CPA.

Resolution was introduced by Edward O'Connor, moved by Kathleen Deblasi and seconded Saverio Sagliocco . Vote 5-0 .

| | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------------|------------|-----------|----------------|---------------|
| Grace Hoffman-Spencer | | | | X |
| Edward O'Connor | X | | | |
| Saverio Sagliocco | X | | | |
| Lynn Ust | X | | | |
| Kathleen Deblasi | X | | | |
| Patricia Reagan | X | | | |

11. Mr. Noble advised the Commissioners that the Authority was notified that the ACC for 2022 will be \$ 370,000.00 . He also indicated that there will be a recess for the summer. Mr. Stratton indicated that there are bid openings on July 8th for Site Improvements to Dohaney Homes and on July 15th for additional renovations to Dohaney Homes Apartments. He indicated that a Special Meeting may need to be held to award the contracts.

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 Patricia Reagan. Vote 5-0.

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 APRIL 11, 2022 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 11th day of April, 2022.



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