

**EXTRACTS FROM THE MINUTES OF THE
REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON MONDAY MAY 8, 2017**

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

PRESENT

Sylvester Attardi
Joseph Connors
Paul Gulick
Grace Hoffman-Spencer Arrived 5:05 PM
Edward O'Connor

ABSENT

Saverio Sagliocco
Lynn Ust

Also in attendance were Eric Chubenko Acting Executive Director, Karen Holoway, Carteret Deputy Director, Mark Noble, Assistant Director, Lawrence Stratton Director of Operations, RaeAnne Kukulski and Thomas E. Downs, IV Esq.. At the meeting, the following items were discussed.

1. The bills for May, 2017 were discussed. A motion to pay the bills was made by Edward O'Connor seconded by Paul Gulick . Vote 4-0

2. The Minutes of April 10, 2017 were discussed. A motion was made Paul Gulick to approve the minutes and seconded by Edward O'Connor. Vote 5-0.

3. Resolution 1159 Adopt Budget for Fiscal Year: July 1, 2016 to June 30, 2017 was discussed. Mr. Chubenko advised the Commissioners that the Budget was finally approved by DCA and is now required to be adopted by the Authority. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Paul Gulick. Vote 5-0.

**RESOLUTION NO: 1159
SOUTH AMBOY HOUSING AUTHORITY
2016 ADOPT BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2016 to JUNE 30, 2017**

WHEREAS, the Annual Budget and Capital Budget/Program for the South Amboy Housing Authority for the fiscal year beginning July 1, 2015 and ending June 30, 2016 has been presented for adoption before the Members of the South Amboy Housing Authority at its open public meeting of May 8, 2017; and

WHEREAS, the Annual Budget and the Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including amendments thereto, if any, which have been approved by the Director of the Division of Local Governmental Services.

WHEREAS, the Annual Budget as presented introduced reflects total revenues of \$2,660,400.00 total appropriations, including any accumulated deficit if any, of \$2,691,890.00, and Total Unrestricted Net Position utilized of \$31,490.00; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$ 125,000.00 and total fund balance planned to be utilized as funding thereof, of \$ 0.00; and

NOW, THEREFORE BE IT RESOLVED, by the Members of the South Amboy Housing Authority, at an open meeting held on May 8, 2017 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, 2016 and ending June 30, 2017 is hereby adopted; and

BE IT FURTHER RESOLVED, that the Annual Budget and the Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including amendments thereto, if any, which have been approved by the Director of the Division of Local Governmental Services.



SYLVESTER ATTARDI, Chairman

Attested to:

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



LAWRENCE STRATTON

Acting Secretary
Dated: May 8, 2017

WILLIAM KATCHEN, CPA.

Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Paul Gulick. Vote 5-0.

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

4. Mr. Chubenko informed the Commissioners that the Authority is in the process of

updating the Authority's 5 year plan. He advised the Commissioners that the Mother's Day program at McCarthy Towers would be May 10th.

5. Mr. Stratton informed the Commissioners that the requests for proposals for the professionals will be presented to the Commissioners at the June Meeting.

6. No one from the public was present.

7. There being no further business on hand at this time, a motion to adjourn was made by Paul Gulick and seconded by Edward O'Connor. Vote 5-0.

CERTIFICATION

I, Lawrence Stratton, Acting 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 a May 8, 2017, 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 8th day of May, 2017.



Lawrence Stratton, Acting Secretary
of the Housing Authority of the City of South Amboy

RESOLUTION NO. 1160

LEGAL SERVICES

WHEREAS, the South Amboy Housing Authority is in need of legal services from July 1, 2017 through June 30, 2018, 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 May 31, 2017, 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

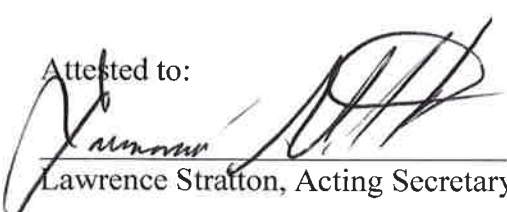
WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for general legal services in accordance with the general schedule submitted, and

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.

Attested to:


Lawrence Stratton, Acting Secretary


SYLVESTER ATTARDI, Chairman

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

Meeting date: June 12, 2017

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors.

Vote 6 -0 .

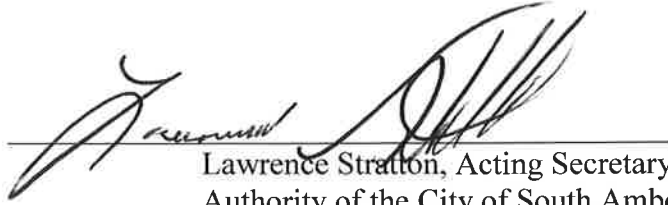
	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Joseph Connors	X			
Paul Gulick	X			
Grace Hoffman-Spencer	X			
Edward O'Connor				X
Saverio Sagliocco	X			
Lynn Ust	X			

CERTIFICATION

I, Lawrence Stratton, Acting 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017, 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary of the Housing Authority of the City of South Amboy

RESOLUTION NO. 1161

FEE ACCOUNTING SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fee accounting services from July 1, 2017 through June 30, 2018, 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 1, 2017 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

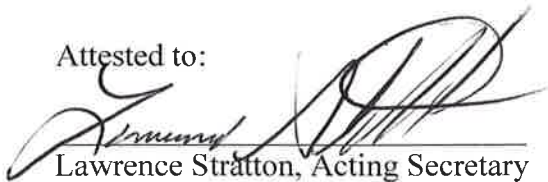
WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for fee accounting services in accordance with the general schedule submitted, and

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.

Attested to:


Lawrence Stratton, Acting Secretary


SYLVESTER ATTARDI, Chairman

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

Meeting date: June 12, 2017

William Katchen, CPA.

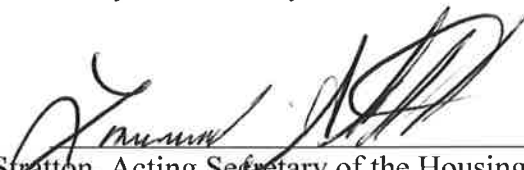
Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded by Lynn Ust. Vote 6-0.

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

CERTIFICATION

I, Lawrence Stratton, Acting 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017, 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary of the Housing
Authority of the City of South Amboy

RESOLUTION NO. 1162

HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE

WHEREAS, the South Amboy Housing Authority is in need of housing management and technical assistance services from July 1, 2017 through June 30, 2018, 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 1, 2017, in accordance with the advertisement and,

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

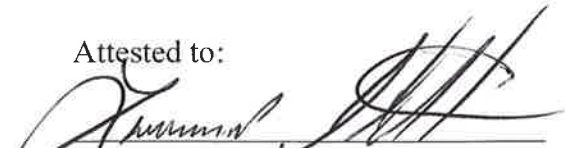
WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for housing management and technician assistance services in accordance with the general schedule submitted, and

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

BE IT FURTHER RESOLVED, that the contract is hereby awarded to Richard Keefe, 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:


Lawrence Stratton, Acting Secretary


SYLVESTER ATTARDI, Chairman

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

Meeting date: June 12, 2017

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors.

Vote 6-0.

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

CERTIFICATION

I, Lawrence Stratton, Acting 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017, 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary of the Housing Authority of the City of South Amboy

RESOLUTION NO:1163
FISCAL AUDIT SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2016 through June 30, 2017 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 May 31, 2017 in accordance with the advertisement; and

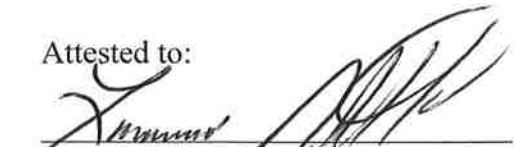
WHEREAS, the lowest responsible and responsive proposal submitted was by Hymanson, Parnes, and Giampaolo, C.P.A. in accordance with the advertised request for proposal; and,

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 \$9,270.00; and

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

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

Attested to:



Lawrence Stratton, Acting Secretary


SYLVESTER ATTARDI, Chairman

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

Meeting date: June 12, 2017

William Katchen, CPA.

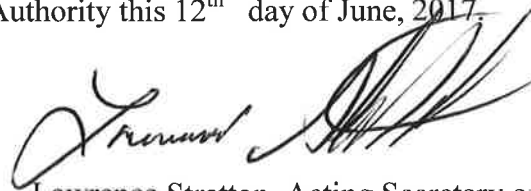
Resolution was introduced by seconded by Sylvester Attardi, moved by Joseph Connors and Seconded by Paul Gulick. Vote 6-0 .

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

CERTIFICATION

I, Lawrence Stratton, Acting 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017, 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary of the Housing Authority of the City of South Amboy

RESOLUTION NO. 1164
APPROVING THE LATE FILING OF THE BUDGET FOR FISCAL YEAR
JULY 1, 2017 TO JUNE 30, 2018

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 in the submission of the Budget due HUD funding estimates, to receiving insurance and health care premiums estimates ,and;

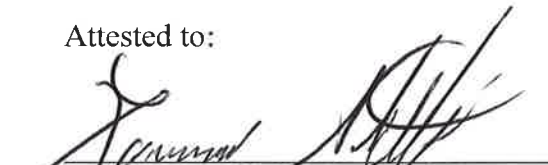
WHEREAS, the 2017 HUD operating subsidy has been anticipated as well as certain expenses.

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, 2018.



SYLVESTER ATTARDI- Chairman

Attested to:



LAWRENCE STRATTON,
Acting Secretary

I hereby certify that there is appropriate funding in the budget

WILLIAM KATCHEN, CPA.

Dated: June 12, 2017

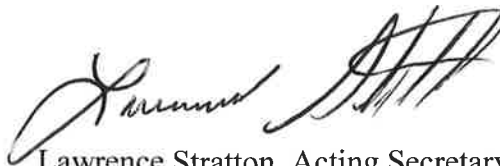
Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Lynn Ust. Vote 6-0 .

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

CERTIFICATION

I, Lawrence Stratton, Acting 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017, 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary of the Housing Authority of the City of South Amboy

RESOLUTION NO: 1165

**SOUTH AMBOY HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2017 to JUNE 30, 2018**

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2017 and ending June 30, 2018 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of June 12, 2017; and

WHEREAS, the Annual Budget and the Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including amendments thereto, if any, which have been approved by the Director of the Division of Local Governmental Services.

WHEREAS, the Annual Budget as presented introduced reflects total revenues of \$ 2,629,948.00 total appropriations, including any accumulated deficit if any, of \$ 2,681,110.00, and Fund Balance utilized of \$ 51,162.00; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$ 125,000.00 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 from 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 12, 2016 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, 2017 and ending June 30, 2018 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

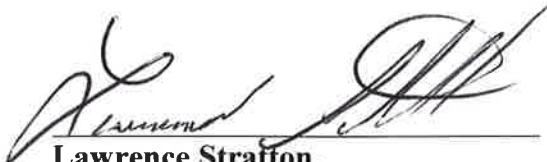
BE IT FURTHER RESOLVED, that the Members of the South Amboy Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption in June 12, 2017.



SYLVESTER ATTARDI, Chairman

Attested to:

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



Lawrence Stratton,
Acting Secretary

WILLIAM KATCHEN, CPA.

Dated: June 12, 2017

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0.

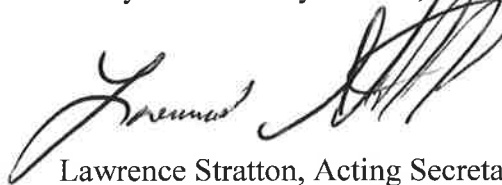
	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Joseph Connors	X			
Paul Gulick	X			
Grace Hoffman-Spencer	X			
Edward O'Connor				X
Saverio Sagliocco	X			
Lynn Ust	X			

CERTIFICATION

I, Lawrence Stratton, Acting 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017, 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary of the Housing Authority of the City of South Amboy

RESOLUTION 1166
APPROVING OPERATING BUDGET FISCAL YEAR 2017

WHEREAS, The Commissioners of the Housing Authority of the City of South Amboy have approved the operating budget Form HUD-52574 for the FY 2017 copies of which are attached and made a part hereof by reference;

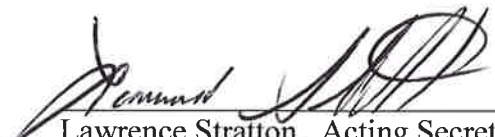
NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of South Amboy do hereby approve this resolution to be submitted to HUD.



SYLVESTER ATTARDI, Chairman

Attested to:

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



Lawrence Stratton, Acting Secretary

William Katchen, CPA,.

Meeting date: June 12, 2017

Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Paul Gulick.
Vote 6-0 .

ROLL CALL

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

CERTIFICATION

I, Lawrence Stratton, 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 a regular meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017, 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 12th day of June, 2017.

A handwritten signature in black ink, appearing to read 'Lawrence Stratton', written over a horizontal line.

LAWRENCE STRATTON, Acting Secretary
of the Housing Authority of the City of South Amboy

RESOLUTION NO. 1167
AUTHORIZING AMENDMENT TO
PUBLIC HOUSING ADMISSIONS AND CONTINUING OCCUPANCY POLICY
AND AMENDING ITS FORM OF DWELLING LEASE BY INCLUDING THEREIN A
SMOKE FREE/ NON-SMOKING POLICY LEASE ADDENDUM

WHEREAS, the Board of Commissioners of the South Amboy Housing Authority in the interest of the health and safety of its tenants are desirous of providing a smoke free environment for its tenants, and;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the South Amboy Housing Authority, that the Smoke-Free/Non-Smoking Policy and the Smoke-Free/Non-Smoking Policy Lease Addendum, copies of which are attached hereto, made a part hereof, and incorporated herein reference, be, and hereby are adopted effective this date; and

BE IT FURTHER RESOLVED, that the Authority's Public Housing Admissions and Continued Occupancy Policy (ACOP) and its form of Public Housing Dwelling Lease be, and hereby are amended, effective this date, by attaching thereto, making a part thereof, and incorporating therein by reference the Smoke-Free/Non-Smoking Policy adopted hereunder; and

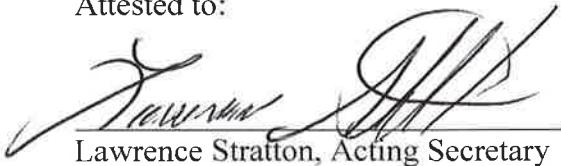
BE IT FURTHER RESOLVED, that the Authority's form of Public Housing Dwelling Lease be, and hereby is amended, effective this date, by including therein the Smoke-Free/Non-Smoking Lease Addendum adopted hereunder.

BE IT FURTHER RESOLVED, that a copy of this resolution and the amended ACOP approved hereunder be forwarded to the HUD Newark field office.



SYLVESTER ATTARDI, Chairman

Attested to:



Lawrence Stratton, Acting Secretary

Meeting date: June 12, 2017

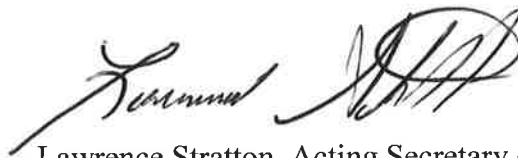
Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded Lynn Ust.
Vote 6-0.

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

CERTIFICATION

I, Lawrence Stratton, Acting 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on June 12, 2017 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary of the Housing
Authority of the City of South Amboy

**EXTRACTS FROM THE MINUTES OF THE
REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON MONDAY JUNE 12, 2017**

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

PRESENT

Sylvester Attardi
Joseph Connors
Paul Gulick
Grace Hoffman-Spencer
Saverio Sagliocco
Lynn Ust

ABSENT

Edward O'Connor

Also in attendance were Eric Chebenko Acting Executive Director, Karen Holoway, Carteret Deputy Director, Mark Noble, Assistant Director, Lawrence Stratton Director of Operations, William Katchen CPA, RaeAnne Kukulski and Thomas E. Downs, IV Esq.. At the meeting, the following items were discussed.

1. The bills for June, 2017 were discussed. A motion to pay the bills was made by Paul Gulick seconded by Joseph Connors. Vote 6-0

2. The Minutes of May 8, 2017 were discussed. A motion was made Paul Gulick seconded by Joseph Connors. Vote 4-0 Saverio Sagliocco and Lynn Ust abstained

3. Resolution 1160 for Legal Services was discussed. Resolution was introduced by Sylvester Attardi moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0.

RESOLUTION NO. 1160
LEGAL SERVICES

WHEREAS, the South Amboy Housing Authority is in need of legal services from July 1, 2017 through June 30, 2018, 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 May 31, 2017, 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

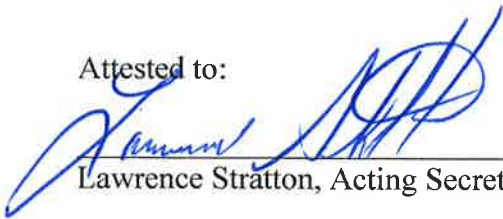
WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for general legal services in accordance with the general schedule submitted, and

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.

Attested to:


Lawrence Stratton, Acting Secretary

SYLVESTER ATTARDI, Chairman

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

Meeting date: June 12, 2017

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0.

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

4. Resolution 1161 for Fee Accounting Services was discussed. The Resolution was introduced by Sylvester Attardi, moved by Paul Joseph Connors and seconded by Lynn Ust. Vote 6-0.

RESOLUTION NO. 1161
FEE ACCOUNTING SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fee accounting services from July 1, 2016 through June 30, 2017, 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 1, 2017 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.

SYLVESTER ATTARDI, Chairman

Lawrence Stratton, Acting Secretary

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

Meeting date: June 12, 2017

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded by Lynn Ust. Vote 6-0.

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

5. Resolution 1162 for Housing Management and Technical Services was discussed. The

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0

RESOLUTION NO. 1162
HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE

WHEREAS, the South Amboy Housing Authority is in need of housing management and technical assistance services from July 1, 2017 through June 30, 2018, 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 1, 2017, in accordance with the advertisement and,

WHEREAS, the lowest responsible and responsive proposal submitted was by Richard Keefe, 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,

BE IT FURTHER RESOLVED, that the contract is hereby awarded to Richard Keefe, 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.

SYLVESTER ATTARDI, Chairman

Attested to:

Lawrence Stratton, Acting Secretary

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

Meeting date: June 12, 2017

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0.

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

6. Resolution 1163 for Fiscal Audit Services was discussed. The Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0

RESOLUTION NO:1163
FISCAL AUDIT SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2016 through June 30, 2017 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 May 31, 2017 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 \$9,270.00; and

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

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

SYLVESTER ATTARDI, Chairman

Attested to:

Lawrence Stratton, Acting Secretary

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

Meeting date: June 12, 2017

William Katchen, CPA.

The Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0

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

7. Resolution 1164 to Approve the Late Filing of the Budget for Fiscal Year July1, 2017 to June 30, 2018 was discussed. Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Lynn Ust. Vote 6-0

RESOLUTION NO. 1164
APPROVING THE LATE FILING OF THE BUDGET FOR FISCAL YEAR
JULY 1, 2017 TO JUNE 30, 2018

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 in the submission of the Budget due HUD funding estimates, to receiving insurance and health care premiums estimates ,and;

WHEREAS, the 2017 HUD operating subsidy has been anticipated as well as certain expenses.

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, 2018.

SYLVESTER ATTARDI- Chairman

Attested to:

I hereby certify that there is appropriate funding in the budget

LAWRERNC E STRATTON,
Acting Secretary

WILLIAM KATCHEN, CPA.

Dated: June 12, 2017

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Lynn Ust. Vote 6-0.

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

8. Resolution 1165 to Introduce the Budget for Fiscal Year July1, 2017 to June 30, 2018 was discussed. Resolution was introduced by Sylvester Attardi , moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0

RESOLUTION NO: 1165
SOUTH AMBOY HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2017 to JUNE 30, 2018

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2017 and ending June 30, 2018 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of June 12, 2017; and

WHEREAS, the Annual Budget and the Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including amendments thereto, if any, which have been approved by the Director of the Division of Local Governmental Services.

WHEREAS, the Annual Budget as presented introduced reflects total revenues of \$ 2,629,948.00 total appropriations, including any accumulated deficit if any, of \$ 2,681,110.00, and Fund Balance utilized of \$ 51,162.00; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$ 125,000.00 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 from 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 12, 2016 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, 2017 and ending June 30, 2018 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, 2017.

SYLVESTER ATTARDI, Chairman

Attested to:

I hereby certify that there is
appropriate funding in the budget

Lawrence Stratton,
Acting Secretary

WILLIAM KATCHEN, CPA.

Dated: June 12, 2017

Resolution was introduced by Sylvester Attardi , moved by Paul Gulick and seconded by Joseph Connors. Vote 6-0

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

9. Resolution 1166 to Introduce the Budget for Fiscal Year July1, 2017 to June 30, 2018 was discussed. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Paul Gulick. Vote 6-0.

RESOLUTION 1166
APPROVING OPERATING BUDGET FISCAL YEAR 2017

WHEREAS, The Commissioners of the Housing Authority of the City of South Amboy have approved the operating budget (Form HUD-52574 for the FY 2017 copies of which are attached and made a part hereof by reference;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of South Amboy do hereby approve this resolution to be submitted to HUD.

Attested to:

SYLVESTER ATTARDI, Chairman

I hereby certify that there is appropriate funding in the budget

Lawrence Stratton, Acting Secretary

William Katchen, CPA,.

Meeting date: June 12, 2017

Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Paul Gulick. Vote 6-0.

ROLL CALL

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

10. . Resolution 1167 to Amend the Authority's ACOP and-Smoke Free/Non Smoking Policy Lease addendum was discussed. Mr. Stratton indicated that the amendment conforms to the recent HUD policy for smoke free public housing buildings. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Paul Gulick. Vote 6-0

**RESOLUTION NO. 1167
AUTHORIZING AMENDMENT TO
PUBLIC HOUSING ADMISSIONS AND CONTINUING OCCUPANCY POLICY
AND AMENDING ITS FORM OF DWELLING LEASE BY INCLUDING THEREIN A
SMOKE FREE/ NON-SMOKING POLICY LEASE ADDENDUM**

WHEREAS, the Board of Commissioners of the South Amboy Housing Authority in the interest of the health and safety of its tenants are desirous of providing a smoke free environment for its tenants, and;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the South Amboy Housing Authority, that the Smoke-Free/Non-Smoking Policy and the Smoke-Free/Non-Smoking Policy Lease Addendum, copies of which are attached hereto, made a part hereof, and incorporated herein reference, be, and hereby are adopted effective this date; and

BE IT FURTHER RESOLVED, that the Authority's Public Housing Admissions and Continued Occupancy Policy (ACOP) and its form of Public Housing Dwelling Lease be, and hereby are amended, effective this date, by attaching thereto, making a part thereof, and incorporating therein by reference the Smoke-Free/Non-Smoking Policy adopted hereunder; and

BE IT FURTHER RESOLVED, that the Authority’s form of Public Housing Dwelling Lease be, and hereby is amended, effective this date, by including therein the Smoke-Free/Non-Smoking Lease Addendum adopted hereunder.

BE IT FURTHER RESOLVED, that a copy of this resolution and the amended ACOP approved hereunder be forwarded to the HUD Newark field office.

SYLVESTER ATTARDI, Chairman

Attested to:

Lawrence Stratton, Acting Secretary

Meeting date: June 12, 2017

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded Lynn Ust. Vote 6-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Joseph Connors	X			
Paul Gulick	X			
Grace Hoffman-Spencer	X			
Edward O’Connor				X
Saverio Sagliocco	X			
Lynn Ust	X			

11. Mr Chubenko Advised the Commissioners that the annual Father’s Day program would be held June 14th at Mc Carthy Towers for the Senior Citizens.

12. No one from the public was present.

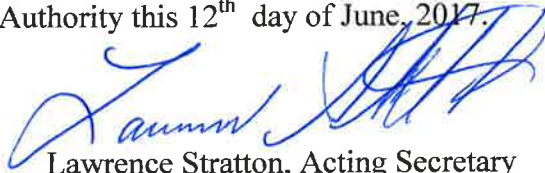
13. There being no further business on hand at this time, a motion to adjourn was made by Paul Gulick and seconded by Joseph Connors . Vote 6-0.

CERTIFICATION

I, Lawrence Stratton, Acting 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 a June 12, 2017, 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 12th day of June, 2017.



Lawrence Stratton, Acting Secretary
of the Housing Authority of the City of South Amboy

RESOLUTION NO. 1168

**RESOLUTION TO JOIN
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND**

WHEREAS, Public Housing Authorities in the State of New Jersey authorized to join together to form a Joint Insurance Fund as permitted by NJSA 40A:10-36 et seq.; and 42 U.S.C. 14-37 et.seq.;and

WHEREAS, the statutes regulating the creation and establishment of a Joint Insurance Fund contain substantial restrictions and safeguards insuring the safe and efficient administration of the public interest entrusted to such a fund; and

WHEREAS, the governing body of the **SOUTH AMBOY HOUSING AUTHORITY** has determined that membership in the Joint Insurance Fund is in the best interest of the **Authority**.

NOW THEREFORE, BE IT RESOLVED, that the governing body of the **Authority** does hereby resolve and agree to renew its membership in the NJPHA Joint Insurance Fund, effective January 1, 2018 until December 31, 2020 for the purpose of establishing the following types of coverage:

1. Worker's Compensation and Employer's Liability;
2. Liability, other than motor vehicle;
3. Property Damage, other than motor vehicle;
4. Motor Vehicle.
5. Public Officials Liability

BE IT FURTHER RESOLVED that Lawrence Stratton is authorized to execute the application for membership and the accompanying certification on behalf of the **Authority** and

BE IT FURTHER RESOLVED that the governing body is authorized to execute the Indemnity and Trust Agreement and such other documents signifying their membership in the FUND as are required by the FUND'S Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said document shall become effective only upon the applicant's admission to the FUND following approval by the FUND, passage by the Authority of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs.

Attested to:



LAWRENCE STRATTON
Acting Secretary



SYLVESTER ATTARDI, Chairman

Meeting date: September 11, 2017

Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Edward O'Connor. Vote 7-0

ROLL CALL

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

CERTIFICATION

I, Lawrence Stratton, 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 a regular meeting of the Board of Commissioners of the Authority duly called and held on September 11, 2017, 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 September, 2017.



LAWRENCE STRATTON, Acting Secretary
of the Housing Authority of the City of South Amboy