

**EXTRACTS FROM THE MINUTES OF THE
REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON MONDAY JUNE 11, 2018**

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
Edward O'Connor
Saverio Sagliocco
Lynn Ust

ABSENT

Also in attendance were Eric Chebenko Acting Executive Director Mark Noble, Assistant Director, William Katchen, CPA and Thomas E. Downs, IV Esq.. At the meeting, the following items were discussed.

1. The bills for June 2018 were discussed. A motion to pay the bills was made by Paul Gulick seconded by Edward O'Connor. Vote 7-0
2. The Minutes of March 12, 2018 were discussed. A motion was made by Edward O'Connor seconded by Sylvester Attardi. Vote 6-0. Lynn Ust Abstained.
3. Resolution 1174 for the emergency repairs to Unit B-19 at Dohaney Homes was discussed. Mr. Stratton advised the Commissioners that on December 29, 2017, a steam valve in the BG building bursted and caused damage to the apartment. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and Paul Gulick . Vote 7-0.

**RESOLUTION 1174
EMERGENCY REPAIRS TO B-19 DOHANEY HOMES**

WHEREAS, the South Amboy Housing Authority is in need of emergency repairs due to water damage to Unit B-19 at Dohaney Homes, and

WHEREAS, the water damage will effect the health and welfare of the tenants of Dohaney Homes; and

WHEREAS, it is in the best interest of the Authority to provide safe and sanitary living conditions to the Authority's tenants of Dohaney Homes, and

WHEREAS, due to the emergent nature of the water damage requests for proposal were solicited from plumbing contractors in accordance with the Authority's Procurement Policy, and

WHEREAS, only one responsible and responsive proposal were submitted and All Risk was the lowest responsible and responsive proposal in the amount of \$13,377.25, and

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for emergency sewer line repairs 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 All Risk to provide emergency repairs due to water damage to Unit B-19 at Dohaney Homes at an amount not to exceed \$13,377.25.

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to December 29, 2017


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 11, 2018

William Katchen, CPA.

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

4. Resolution 1175 to Approving the Late Filing of the Budget for Fiscal Year July 1, 2017 to June 30, 2018 Homes was discussed. Mr. Katchen advised the Commissioners that the preparation of the budget was late because of HUD funding amount was late and insurance costs needed to be finalized. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and Paul Gulick. Vote 7-0.

RESOLUTION NO. 1175
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 to estimates for HUD operating subsidy and 2018 insurance premiums estimates ,and;

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, 2019.



SYLVESTER ATTARDI- Chairman

Attested to:

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



LAWRERNC E STRATTON,
 Acting Secretary

WILLIAM KATCHEN, CPA.

Dated: June 11, 2018

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Joseph Connors. Vote 7-0 .

	<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			

5. Resolution 1176 to Introduce the Budget for Fiscal Year July 1,2017 to June 30, 2018 was discussed. Mr. Katchen advised the Commissioners that the HUD funded 93.1% of the Public Housing formula and 105% of the Section 8 Voucher Program. HUD also provided an increase in the Capital Funding for the fiscal year. Resolution was introduced by Sylvester Attardi,moved by Joseph Connors and Paul Gulick. Vote 7-0.

RESOLUTION NO: 1176

**SOUTH AMBOY HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2018 to JUNE 30, 2019**

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2018 and ending June 30, 2019 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of June 11, 2018; 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 \$ 2,712,214.00 total appropriations, including any accumulated deficit if any, of \$ 2,751,840.00, and Fund Balance utilized of \$ 39,626.00; 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 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 11, 2018 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, 2018 and ending June 30, 2019 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 10, 2018.



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 11, 2018

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman-Spencer and seconded by Paul Gulick. Vote 7-0.

	<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 1177 for Fiscal Audit Services was discussed. The Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded by Edward O'Connor. Vote 7-0

RESOLUTION NO:1177
FISCAL AUDIT SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2017 through June 30, 2018 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, 2018 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 \$9795.00; 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 11, 2018

William Katchen, CPA.

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

	<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 1178 for Housing Management and Technical Services was discussed. Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Lynn Ust. Vote 7-0.

RESOLUTION NO. 1178
HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE

WHEREAS, the South Amboy Housing Authority is in need of housing management and technical assistance services from July 1, 2018 through June 30, 2019, 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 May 31, 2018, 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,

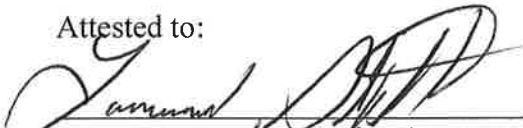
BE IT FURTHER RESOLVED, that the contract is hereby awarded to Richard Keefe, for providing housing management and technician assistance services in accordance with the fee schedule submitted.

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 11, 2018

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Lynn Ust
Vote 7-0.

	<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 1179 for Fee Accounting Services was discussed. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded by Paul Gulick . Vote 7-0. '

RESOLUTION NO. 1179
FEE ACCOUNTING SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fee accounting services from July 1, 2018 through June 30, 2019, 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

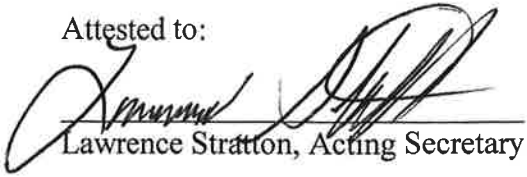
NOW THEREFORE, BE IT RESOLVED, that said proposal be accepted, and

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

Attested to:


Lawrence Stratton, Acting Secretary

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

Meeting date: June 11, 2018

William Katchen, CPA.

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

	<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				

9. Resolution 1180 for Legal Services was discussed. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded by Paul Gulick. Vote 7-0.

RESOLUTION NO. 1180
LEGAL SERVICES

WHEREAS, the South Amboy Housing Authority is in need of legal services from July 1, 2018 through June 30, 2019, 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, 2018, 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

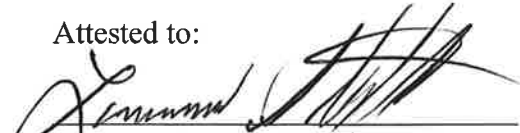
WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for general legal services in accordance with the general schedule submitted, and

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.


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 11, 2018


William Katchen, CPA.

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

	<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				

10. . Resolution 1181 to Write Off Collection Losses was discussed. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded by Joseph Connors. Vote 7-0

RESOLUTION NO. 1181
WRITING OFF COLLECTION LOSSES

WHEREAS, the SOUTH AMBOY HOUSING AUTHORITY has attempted to collect past due rent for tenants who have vacated the premises without success and;

WHEREAS, it is in the best interest of the Authority to write off said losses, and

NOW, THEREFORE, BE IT RESOLVED that the following accounts receivable of ----- vacated tenants be and are hereby written off effective this date:

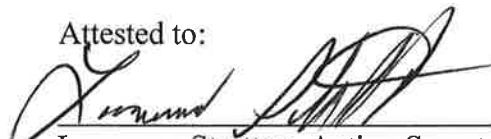
DEBITS

Reyes-Boyrjas	\$ 13,033.60
Parente	\$ 2,775.00
Wasilewski	\$ 1,618.00
Guzman	\$ <u>936.00</u>
TOTAL	\$ 18,363.60

BE IT FURTHER RESOLVED that said accounts receivable be removed from the rent rolls. 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

William Katchen, CPA

Meeting date: June 11, 2018

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

	<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.Resolution 1182 to Amend the Personnel Policy was discussed Resolution was introduced by Sylvester Attardi , moved by Edward O'Connor and seconded by Grace Hoffman-Spencer. Vote 7-0.

RESOLUTION NO. 1182
RESOLUTION TO AMEND THE PERSONAL POLICY

WHEREAS, the Housing Authority of South Amboy desires to amend its personnel policy as it pertains to longevity and Authority provided health and medical benefits after retirement, and;

WHEREAS, after consultation with the Authority's accounting firm, they believe the amendments to be prudent for the future operations of the Authority, and;

WHEREAS, it is desired to amend the personnel policy to read that all employees hired on, or after July 1, 2018, shall no longer be entitled to longevity, and;

WHEREAS, it is also desired to amend the personnel policy to read that all employees hired on, or after July 1, 2018, shall receive full health and medical benefits after retirement for those employees with at least 25 years of service to the South Amboy Housing Authority, and;

WHEREAS, all existing employees hired prior to July 1, 2018 shall be grandfathered with the existing provisions of the personnel policy;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the South Amboy Housing Authority, that the Authority's Personnel Policy be amended to read, "All employees hired on, or after July 1, 2018, shall no longer be entitled to longevity.", and,

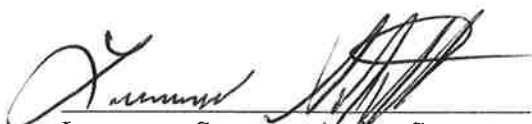
BE IT FURTHER RESOLVED, that the Authority's Personnel Policy be amended to read, "All employees hired on, or after July 1, 2018, shall receive full health and medical benefits after retirement for those employees with at least 25 years of service to the South Amboy Housing Authority", and;

BE IT FURTHER RESOLVED, that all existing employees hired prior to July 1, 2018 shall be grandfathered with the existing provisions of the personnel policy.



SYLVESTER ATTARDI, Chairman

Attested to:



Lawrence Stratton, Acting Secretary

Meeting date: June 11, 2018

Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded by Grace Hoffman-Spencer. 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			

12.

RESOLUTION 1183
AMENDING ANNUAL CONTRIBUTIONS CONTRACT (ACC)

BE IT RESOLVED, that amendment of Annual Contributions Contract (ACC) No.NY73, dated 1/1/51 between the Housing Authority of the City of South Amboy (HACSA) and the U.S. Department of Housing and Urban Development (HUD) to provide for the provision by HUD of FY 2019 capital funding assistance based upon the Capital Impact Allocation in the amount of \$ 255,778.00 to the HACSA under the American Recovery and Reinvestment Act (ARRA) for the purpose of assisting the HACSA in carrying out capital and management activities at its public housing developments in accordance with the requirements of the ARRA, including Title XVI general provisions of the ARRA and the terms and conditions set forth in the subject amended ACC, a copy of which is annexed hereto, be, and hereby is authorized; and,

BE IT FURTHER RESOLVED, that Eric Chubenko, Acting Executive Director of the Housing Authority of the City of South Amboy, be, and hereby is authorized to execute the subject Amended Annual Contributions Contract on behalf of the HACSA.



SYLVESTER ATTARDI, Chairman

Attested to:

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



Lawrence Stratton, Acting Secretary

William Katchen, CPA,

Meeting date: June 11, 2018

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

13. Mr Stratton advised the commissioners that the damage to B-19 Dohaney Homes also damaged the property of the Tenant residing there. The Commissioners inquired whether the Authority should reimburse the tenant for the damage caused by the ruptured pipe. A motion was made by Edward O'Connor and seconded by Lynn Ust to authorize the Director or his designee to negotiate with the tenant to provide a credit for the Tenants property damage. Vote 7-0.

14. Mr. Mr. Chubenko advised the Commissioners that a RAD Demonstration was Letter was sent out HUD Is changing the way that housing units are being made available for conversion. Mr. Noble indicated that sooner or later the Authority will be required to enter the program.

15. Mr. Chubenko and Mr. Stratton advised the Commissioners that the Authority is in the process of preparing an advertment for a permanent Executive Director.

16. No one from the public was present.

17. 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 7-0.