

**EXTRACTS FROM THE MINUTES OF THE  
REORGANIZATION AND REGULAR MEETING OF THE HOUSING  
AUTHORITY OF THE CITY OF SOUTH AMBOY  
HELD ON TUESDAY March 12, 2024**

The reorganization 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
Kathleen Diblasi	X
Rachael Draudt	X

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

1. A motion was introduced by Lynn Ust to nominate Mark Noble as Chairman Pro Term. The Motion was seconded by Rachael Draudt . Approved 6-0.

2. A motion was introduced by Grace Hoffman-Spencer to nominate Edward O'Connor as Chairman. The Motion was seconded by Patricia Reagan. There were no further nominations. Approved 6-0.

3. A motion was introduced by Lynn Ust to nominate Grace Hoffman-Spencer as Vice Chairman. The Motion was seconded by Kathleen Diblasi. There were no further nominations. Approved 6-0.

4. Continuing with further business, a motion was made by Patricia Reagan to continue Amboy National Bank, and Provident Bank as the Authority's depositories.. The motion was seconded by Grace Hoffman-Spencer . Approved 6-0.

5. A motion was introduced by Patricia Reagan to name the Home News and Tribune and the Housing Authority's Website as official publications of the Authority. The motion was seconded by Grace Hoffman-Spencer . Approved 6-0.

6. A motion was introduced by Kathleen Diblasi seconded by Rachael Draudt to hold the meetings of the Authority at McCarthy Towers for the next year as follows:

JANUARY 9, 2024 REGULAR AND REORGANIZATION MEETING (Tuesday)  
FEBRUARY 14, 2024  
MARCH 12, 2024  
APRIL 08, 2024

MAY 13, 2024  
JUNE 10, 2024  
JULY 08, 2024  
AUGUST 12, 2024  
SEPTEMBER 09, 2024  
OCTOBER 15, 2024 (Tuesday)  
NOVEMBER 12, 2024  
DECEMBER 09, 2024  
JANUARY 14, 2025 (Tuesday) (Regular Meeting and Reorganization)

The Meeting shall commence at 5:00 PM, the business meeting shall be conducted first and regular meeting shall continue immediately thereafter. The motion was approved 6-0.

A motion to close the Reorganization Meeting and open the Regular Meeting was made by Lynn Ust and seconded by Kathleen Diblasi. The motion was approved 6-0.

7. The bills for January, February and March 2024 were discussed. A motion to pay the bills was made by Kathleen Diblasi and seconded by Grace Hoffman-Spencer. Vote 6-0.

8. The Minutes of November 21, 2022 were discussed. A motion was made by Patricia Reagan seconded by Grace Hoffman-Spencer. Vote 5-0. Edward O'Connor abstained.

9. The Minutes of December 11, 2022 were discussed. A motion was made by Lynn Ust seconded by Rachael Draudt. Vote 4-0. Patricia Reagan and Kathleen Diblasi abstained.

10. Resolution 1267 to Adopt a Budget for the Fiscal Year 7-1-2023 to 6-30-2024 was discussed. Mr. Katchen advised the Commissioners that this was the same budget that was introduced in the fall that DCA has approved. Resolution was introduced by Edward O'Connor, moved by Grace Hoffman-Spencer and seconded by Kathleen Diblasi. Vote 6-0.

**RESOLUTION 1267**  
**SOUTH AMBOY HOUSING AUTHORITY**  
**ADOPTION OF BUDGET FOR**  
**FISCAL YEAR: FROM: 7/1/2023 TO: 6/30/2024**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the South Amboy Housing Authority for the fiscal year beginning July 1, 2023 and ending June 30, 2024 has been presented for adoption before the governing body of the South Amboy Housing Authority at its open public meeting of March 12, 2024; and

**WHEREAS**, the Annual Budget and 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 all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented introduced reflects total revenues of \$ 3,176,843.00 total appropriations, including any accumulated deficit if any, of \$ 3,161,080.00, and Fund Balance utilized of \$ 0; and

**WHEREAS**, the Capital Budget as introduced reflects total capital appropriations of \$ 300,000.00 and Total Unrestricted Net Position to be utilized as funding thereof, of \$ 0.00; and

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of South Amboy Housing Authority, at an open public meeting held on March 12, 2024 and that the Annual Budget and Capital Budget/Program of the South Amboy Housing Authority for the fiscal year beginning, July 01, 2023 and, ending, June 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and 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 all amendments thereto, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
**EDWARD O’CONNOR**, Chairman

Attested to:

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

\_\_\_\_\_  
**MARK NOBLE**, Secretary  
Dated: March 12, 2024

\_\_\_\_\_  
**WILLIAM KATCHEN**, CPA.

Resolution was introduced by Edward O’Connor, moved by Grace Hoffman-Spencer and seconded Kathleen Deblasi. Vote 6-0.

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

11. Resolution 1268 Acknowledgment Receipt and Review of Audit Recommendations was discussed. Mr. Katchen and Mr Noble advised the Commissioners to review the Audit. They indicated that there were no negative findings made by the Auditor. Resolution was introduced by Edward O’Connor, moved by Kathleen Deblasi and seconded Grace Hoffman-Spencer . Vote 6-0.

**RESOLUTION NO. 1268  
ACKNOWLEDGE RECEIPT AND REVIEW  
OF AUDIT RECOMMENDATIONS**

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

**WHEREAS**, the annual report for the fiscal year ended June 30, 2023, has been completed and filed with the South Amboy Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

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

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

**NOW THEREFORE, BE IT RESOLVED** that the governing body of the South Amboy Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2023, and, specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

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

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**EDWARD O’CONNOR**, Chairman

Attested to:

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**MARK NOBLE**, Secretary  
Dated: March 12, 2024

Resolution was introduced by Edward O'Connor, moved by Kathleen Deblasi and seconded Grace Hoffman-Spencer . Vote 6-0.

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

12. Resolution 1269 Appointment of the Executive Director was discussed. Mr Downs Advised the Commissioners that Mr Noble was appointed in January 2019 to a 5 year term as Executive Director. He must be reappointed to continue to serve in his position nunc pro tunc to January 1, 2024. Resolution was introduced by Edward O'Connor, moved by Grace Hoffman-Spencer and seconded by Lynn Ust. Vote 6-0

**SOUTH AMBOY HOUSING AUTHORITY  
RESOLUTION NO. 1269  
APPOINTMENT OF EXECUTIVE DIRECTOR AND TO  
AUTHORIZE AN EMPLOYMENT CONTRACT FOR THE  
EXECUTIVE DIRECTOR**

**WHEREAS, the South Amboy Housing Authority (hereinafter "the Authority") is an instrumentality and agency established pursuant to N.J.S.A. 40A:12A-17, and it is operated in conformance therewith; and,**

**WHEREAS, on or about January 8, 2019, the Board of Commissioners hired Mark Noble to serve as Executive Director of the Housing Authority; and,**

**WHEREAS, during the term of his employment, Mark Noble has performed satisfactorily as Executive Director; and,**

**WHEREAS, the Authority's Commissioners have been satisfied with Mark Noble's performance as the of Executive Director, and;**

**WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Housing Authority to continue Mark Noble to continue to serve as the Executive Director and offer Mark Noble a contract of employment to be awarded for an employment term of (5) five years commencing on January 1, 2024; and,**

**WHEREAS, the Board of Commissioners and the Executive Director have mutually agreed upon compensation commencing on January 1, 2024; and further, the Board of Commissioners has offered to continue the benefits package presently being received by all employees of the Housing Authority, with the exception of Hospitalization, Major Medical, Prescription and PERS Pension benefits; and,**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the South Amboy Housing Authority, that Mark Noble be and hereby is appointed to continue to serve as the Executive Director for a term of (5) five years effective as of January 1, 2024; and,

**BE IT FURTHER RESOLVED**, that the Executive Director shall receive the mutually agreed upon compensation; and further, the Board of Commissioners has offered to continue the benefits package presently being received by all employees of the Housing Authority with the exception of Hospitalization, Major Medical, Prescription and PERS Pension benefits; and,

**BE IT FURTHER RESOLVED**, that the Chairman is authorized to execute a contract according to the agreed upon terms

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect Nunc Pro Tunc to January 1, 2024.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect Nunc Pro Tunc to January 1, 2024.

\_\_\_\_\_  
**EDWARD O’CONNOR, Chairman**

Attested to:

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

\_\_\_\_\_  
**MARK NOBLE, Secretary**  
Dated: March 12, 2024

\_\_\_\_\_  
**WILLIAM KATCHEN, CPA.**

Resolution was introduced by Edward O’Connor, moved by Grace Hoffman-Spencer and seconded by Lynn Ust. Vote 6-0

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

13. No one from the public was present.

14. There being no further business on hand at this time, a motion to adjourn was made by Grace Hoffman-Spencer seconded by Rachael Draudt . Vote 6-0 .

**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 March 12, 2024 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 March, 2024.**

**\_\_\_\_\_  
Mark Noble, Secretary of the Housing  
Authority of the City of South Amboy**

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**RESOLUTION 1267**  
**SOUTH AMBOY HOUSING AUTHORITY**  
**ADOPTION OF BUDGET FOR**  
**FISCAL YEAR: FROM: 7/1/2023 TO: 6/30/2024**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the South Amboy Housing Authority for the fiscal year beginning July 1, 2023 and ending, June 30, 2024 has been presented for adoption before the governing body of the South Amboy Housing Authority at its open public meeting of March 12, 2024; and

**WHEREAS**, the Annual Budget and 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 all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented introduced reflects total revenues of \$ 3,176,843.00 total appropriations, including any accumulated deficit if any, of \$ 3,161,080.00, and Fund Balance utilized of \$ 0; and

**WHEREAS**, the Capital Budget as introduced reflects total capital appropriations of \$ 300,000.00 and Total Unrestricted Net Position to be utilized as funding thereof, of \$ 0.00; and

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of South Amboy Housing Authority, at an open public meeting held on March 12, 2024 and that the Annual Budget and Capital Budget/Program of the South Amboy Housing Authority for the fiscal year beginning, July 01, 2023 and, ending, June 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and 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 all amendments thereto, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
**EDWARD O'CONNOR**, Chairman

Attested to:

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

\_\_\_\_\_  
**MARK NOBLE**, Secretary  
Dated: March 12, 2024

\_\_\_\_\_  
**WILLIAM KATCHEN**, CPA.



Resolution was introduced by Edward O'Connor, moved by Grace Hoffman-Spencer and seconded Kathleen Deblasi. Vote 6-0.

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

### 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 a Regular Meeting of the Board of Commissioners of the Authority duly called and held on March 12, 2024, 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 March, 2024.

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

**RESOLUTION NO. 1268  
ACKNOWLEDGE RECEIPT AND REVIEW  
OF AUDIT RECOMMENDATIONS**

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

**WHEREAS**, the annual report for the fiscal year ended June 30, 2023, has been completed and filed with the South Amboy Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

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

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

**NOW THEREFORE, BE IT RESOLVED** that the governing body of the South Amboy Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2023, and, specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

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

---

**EDWARD O’CONNOR**, Chairman

Attested to:

---

**MARK NOBLE**, Secretary

Dated: March 12, 2024

Resolution was introduced by Edward O'Connor, moved by Kathleen Deblasi and seconded Grace Hoffman-Spencer . Vote 6-0.

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

#### 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 a regular meeting of the Board of Commissioners of the Authority duly called and held on March 12, 2024 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 12<sup>th</sup> day of March, 2024.

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

**LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM  
PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD  
AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the South Amboy Housing Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the South Amboy Housing Authority.
  
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended June 30, 2023, and, specifically, the sections of the audit report entitled "General Comments and Recommendations".

\_\_\_\_\_  
Edward O'Connor \_\_\_\_\_

\_\_\_\_\_  
Grace Hoffman-Spencer

\_\_\_\_\_  
Lynn Ust

\_\_\_\_\_  
Kathleen Diblasi

\_\_\_\_\_  
Patricia Reagan

\_\_\_\_\_  
Rachael Draudt

Sworn to and subscribed before me  
this 12th day of March, 2024.

\_\_\_\_\_  
Thomas E. Downs IV  
Attorney at Law of the  
State of New Jersey

**SOUTH AMBOY HOUSING AUTHORITY  
RESOLUTION NO. 1269  
APPOINTMENT OF EXECUTIVE DIRECTOR AND TO AUTHORIZE AN  
EMPLOYMENT CONTRACT FOR THE EXECUTIVE DIRECTOR**

**WHEREAS**, the South Amboy Housing Authority (hereinafter “the Authority”) is an instrumentality and agency established pursuant to N.J.S.A. 40A:12A-17, and it is operated in conformance therewith; and,

**WHEREAS**, on or about January 8, 2019, the Board of Commissioners hired Mark Noble to serve as Executive Director of the Housing Authority; and,

**WHEREAS**, during the term of his employment, Mark Noble has performed satisfactorily as Executive Director; and,

**WHEREAS**, the Authority’s Commissioners have been satisfied with Mark Noble’s performance as the of Executive Director, and;

**WHEREAS**, the Board of Commissioners has determined that it is in the best interests of the Housing Authority to continue Mark Noble to continue to serve as the Executive Director and offer Mark Noble a contract of employment to be awarded for an employment term of (5) five years commencing on January 1, 2024; and,

**WHEREAS**, the Board of Commissioners and the Executive Director have mutually agreed upon compensation commencing on January 1, 2024; and further, the Board of Commissioners has offered to continue the benefits package presently being received by all employees of the Housing Authority, with the exception of Hospitalization, Major Medical, Prescription and PERS Pension benefits; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the South Amboy Housing Authority, that Mark Noble be and hereby is appointed to continue to serve as the Executive Director for a term of (5) five years effective as of January 1, 2024; and,

**BE IT FURTHER RESOLVED**, that the Executive Director shall receive the mutually agreed upon compensation; and further, the Board of Commissioners has offered to continue the benefits package presently being received by all employees of the Housing Authority with the exception of Hospitalization, Major Medical, Prescription and PERS Pension benefits; and,

**BE IT FURTHER RESOLVED**, that the Chairman is authorized to execute a contract according to the agreed upon terms

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect Nunc Pro Tunc to January 1, 2024.

BE IT FURTHER RESOLVED, that this Resolution shall take effect Nunc Pro Tunc to January 1, 2024.

EDWARD O’CONNOR, Chairman

Attested to:

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

MARK NOBLE, Secretary  
Dated: March 12, 2024

WILLIAM KATCHEN, CPA.

Resolution was introduced by Edward O’Connor, moved by Grace Hoffman-Spencer and seconded by Lynn Ust. Vote 6-0

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

**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 a regular meeting of the Board of Commissioners of the Authority duly called and held on March 12, 2024 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 12<sup>th</sup> day of March,2024.

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