

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

ABSENT

Lynn Ust

Also in attendance were Eric Chebenko Acting Executive Director Mark Noble, Assistant Director, Lawrence Stratton Director of Operations and Thomas E. Downs, IV Esq.. At the meeting, the following items were discussed.

1. The bills for February and March 2018 were discussed. A motion to pay the bills was made by Paul Gulick seconded by Edward O'Connor. Vote 6-0

2. The Minutes of January 10, 2017 were discussed. A motion was made by Paul Gulick seconded by Edward O'Connor. Vote 6-0

3. Resolution 1172 for the emergency repairs to the gas line in the G building at Dohaney Homes was discussed. Mr. Stratton advised the Commissioners that on January 30, 2018, a gas valve in the G building failed and that PSE&G was called who shut off the gas service until the valve was replaced. Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and Edward O'Connor. Vote 6-0.

**RESOLUTION 1172  
EMERGENCY REPAIRS GAS LINE**

**WHEREAS**, the South Amboy Housing Authority is in need of emergency repairs to the gas line in the G building at Dohaney Homes, and

**WHEREAS**, the lack of heat and hot water to all of the buildings at Dohaney Homes 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 repair to the gas line 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 Miller Mechanical was the lowest responsible and responsive proposal in the amount of \$2945.73, to

repair the gas line, and

**WHEREAS,** it is in the best interest of the Authority to accept such proposal and to award the contract for emergency gas line repairs in accordance with the general schedule submitted, and

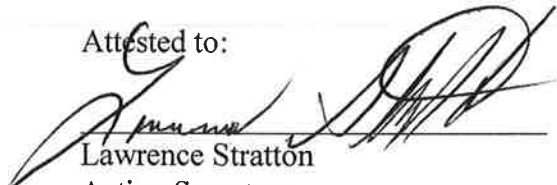
**NOW, THEREFORE, BE IT RESOLVED,** that said proposal be accepted and,

**BE IT FURTHER RESOLVED,** that a contract is hereby awarded to Miller Mechanical to provide emergency repairs to repair the gas line at an amount not to exceed \$2,945.73 and

**BE IT FURTHER RESOLVED,** that this Resolution shall take effect nunc pro tunc to January 30, 2018

  
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: March 12, 2018

  
William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and Edward O'Connor. 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

4. Resolution 1172 to Acknowledge Receipt and Review of Audit Recommendations Homes was discussed. Mr. Chubenko advised the Commissioners that the Audit came back clear with no recommendations Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and Paul Gulick. Vote 6-0.

**RESOLUTION NO. 1173  
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, 2017, 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, 2015, 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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SYLVESTER ATTARDI, Chairman

Attested to:

  
\_\_\_\_\_  
Lawrence Stratton,

Acting Secretary

Meeting Date: March 12, 2018

Resolution was introduced by Sylvester Attardi , moved by Joseph Connors and 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

5. Mr. Stratton advised the Commissioners that the heating condenser line broke underneath Unit B-12 at Dohaney Homes. He indicated that the lines are slated for replacement under the Capital Improvement Program but hasn't been finalized. This is an emergency repair.

6. Mr. Chubenko and Mr. Stratton discussed with the Commissioners the turnover of employees in the administrative office. They indicated that they have hired and trained a number of employees who have left a short period of time after training because they were able to receive better compensation at other Authorities. The training is specific to Housing Authorities and their software programs that most Authorities use. Training costs are significant. A discussion was held by the Commissioners that the Authority employees will need to be paid commiserate with their skills so that they remain with the Authority.

7. Mr. Chubenko and Mr. Stratton discussed with the Commissioners the present software programs that the Authority uses to administer the tenant programs. They indicated that the present provider is requiring the Authority to purchase updates to the software because the programs are 10 plus years old. They are proprietary, which means that there is a licensing fee every year. They met with a new company with the administrative staff for a demonstration. The Company is presently supplying about 30 to 40 NJ small to mid sized Authorities. The cost factor to replace and to upgrade the software is substantially less than the present company. In addition the Staff comments during the demonstration indicated that the programs are more user friendly than the present system.

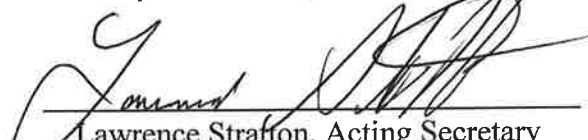
8. No one from the public was present.

9. 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 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 March 12, 2018, 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, 2018.

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