

**EXTRACTS FROM THE MINUTES OF THE
REORGANIZATION MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON WEDNESDAY JANUARY 16, 2013**

The reorganization 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

ABSENT

Edward O'Connor

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

1. A motion was introduced by Joseph Connors to nominate Eric Chubenko as Chairman Pro Term. The Motion was seconded by Grace Hoffman-Spencer. Approved 5-0.
2. A motion was introduced by Grace Hoffman-Spencer to nominate Sylvester Attardi as Chairman. The Motion was seconded by Paul Gulick. There being no further nominations, a motion was made to close nominations by Joseph Connors and seconded by Paul Gulick. Approved 5-0.
3. A motion was introduced by Sylvester Attardi to nominate Grace Hoffman-Spencer as Vice Chairman. The Motion was seconded by Joseph Connors. There being no further nominations, a motion was made to close nominations by Joseph Connors and seconded by Sylvester Attardi. Approved 5-0.
4. Continuing with further business, a motion was made by Grace Hoffman-Spencer to continue Amboy National Bank, and Sovereign Bank as the Authority's depositories.. The motion was seconded by Sylvester Attardi. Approved 5-0.
5. A motion was introduced by Paul Gulick to name the Home News and Tribune and the Star- Ledger as official newspapers of the Authority. The motion was seconded by Grace Hoffman-Spencer. Approved 5-0.
6. A motion was introduced by Paul Gulick seconded by Sylvester Attardi to hold the meetings of the Authority at McCarthy Towers for the next year as follows:

JANUARY 16, 2013 (Wednesday)
FEBRUARY 11, 2013
MARCH 11, 2013
APRIL 8, 2013
MAY 13, 2013
JUNE 10, 2013
JULY 8, 2013
AUGUST 12, 2013
SEPTEMBER 9, 2013
OCTOBER 15, 2013 (3rd Tuesday)
NOVEMBER 12, 2013 (2nd Tuesday)
DECEMBER 9, 2013
JANUARY 14, 2013 (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 4-0.

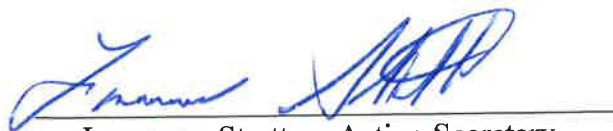
7. No one from the public was present.

8. 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 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 special meeting of the Board of Commissioners of the Authority duly called and held on January 16, 2013, 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 16th day of January, 2013



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 WEDNESDAY JANUARY 16, 2013**

The regular 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

ABSENT

Edward O'Connor

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

1. The Minutes of December 10, 2012 were discussed. A motion was made by Paul Gulick to approve the minutes and seconded by Joseph Connors. Vote 5-0. Saverio Sagliocco abstained.

2. The bills for January 2013 were discussed. Larry Stratton indicated there was an emergency over the Christmas holidays as the domestic hot water unit for Dohaney Homes broke. Emergency repairs were required and the bill is on the bill list as a capital fund expense. A motion to pay the bills was made by Paul Gulick and seconded by Sylvester Attardi. Vote 5-0.

3. Resolution 1063 for emergency domestic hot water heater replacement was discussed. Mr Stratton advised the commissioners that the hot water exchanger cracked over the christmas holidays and left the residents of Dohaney Homes without hot water. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman-Spencer and Joseph Connors. Vote 5-0.

**RESOLUTION 1063
EMERGENCY DOMESTIC HOT WATER REPAIRS**

WHEREAS, the South Amboy Housing Authority is in need of emergency repairs to the domestic hot water heat exchanger and burner at Dohaney Homes, and

WHEREAS, the domestic hot water heat exchange and burner malfunctioned, and

WHEREAS, the lack of hot water 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 hot water heat exchanger and burner 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 \$16,020.00, and

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for emergency heat exchanger 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 Miller Mechanical to provide emergency repairs to the domestic hot water heat exchanger and burner at an amount not to exceed \$16,020.00.

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to December 26, 2012.


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: January 16, 2013

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman-Spencer and Joseph Connors. Vote 5-0.

	<u>YES</u>	<u>ROLL CALL</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

4. Resolution 1064 to appoint a replacement auditor was discussed. Mr Chubenko and Mr Stratton advised the commissioners that the auditor who was awarded the contract for fiscal audit services passed away. Mr. Chubenko indicated that the audit was due to be filed by March 31, 2013. Mr. Katchen indicated that the runner up is a reputable firm and was awarded the fiscal audit contractor in the past. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Grace Hoffman-Spencer. Vote 5-0

**RESOLUTION NO:1064
REPLACEMENT OF FISCAL AUDITOR**

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2011 through June 30, 2012; and,

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said fiscal audit services and awarded the contract for fiscal audit services in accordance with the general schedule submitted in the amount of \$ 7,495.00 to William B. O'Neill, CPA as the auditor for the year July 1, 2011 through June 30, 2012 ; and,

WHEREAS, William B. O'Neill passed away before he could conduct the audit and

WHEREAS, other proposals were received on June 8, 2012 in accordance with the advertisement; and

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

WHEREAS, Hymanson, Parnes, and Giampaolo has agreed to honor the terms and conditions of William B. O'Neill, CPA proposal and 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 in the amount of \$ 7,495.00 ; and

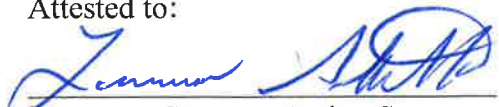
NOW, THEREFORE, BE IT RESOLVED, that Hymanson, Parnes, and Giampaolo awarded the contract for fiscal audit services in accordance with the general schedule submitted in the amount of \$ 7,495.00 ; and,

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: January 16, 2013

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Grace Hoffman-Spencer. 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			

5. Mr. Chubenko indicated that the web site for the Authority was up and running. He also advised the commissioners that an application was made to FEMA to be reimbursed for expenditures that were incurred because of Superstorm Sandy. Mr. Stratton indicated that the Authority was to meet FEMA on Thursday to review the application and to discuss the amount of reimbursements if any.

6. Mr. Katchen advised the commissioners that the Authority has a surplus in both the PHA and Section 8 programs.

7. No one from the public was present.

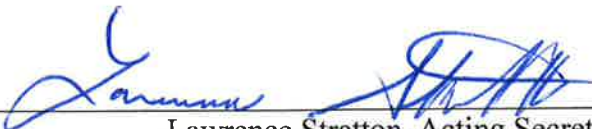
8. There being no further business on hand at this time, a motion to adjourn was made by Paul Gulick and seconded by Joseph Connors . Vote 5-0.

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 special meeting of the Board of Commissioners of the Authority duly called and held on January 16, 2013, 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 16th day of January, 2013.



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

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WHEREAS, the domestic hot water heat exchange and burner malfunctioned, and

WHEREAS, the lack of hot water 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 hot water heat exchanger and burner 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 \$16,020.00, and

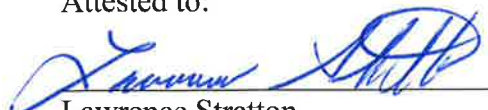
WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for the domestic hot water heat exchanger and burner in accordance with the general schedule submitted, and

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

BE IT FURTHER RESOLVED, that the contract is hereby awarded to Miller Mechanical to provide emergency repairs to the domestic hot water heat exchanger and burner at an amount not to exceed \$16,020.00.

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to December 26, 2012.

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: January 16, 2013

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman-Spencer and Joseph Connors. Vote 5-0.


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			

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 January 16, 2013, 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 16th day of January, 2013.



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

RESOLUTION NO:1064
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WHEREAS, William B. O'Neill passed away before he could conduct the audit and

WHEREAS, other proposals were received on June 8, 2012 in accordance with the advertisement; and

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WHEREAS, Hymanson, Parnes, and Giampaolo has agreed to honor the terms and conditions of William B. O'Neill, CPA proposal and 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 in the amount of \$ 7,495.00 ; and

NOW, THEREFORE, BE IT RESOLVED, that Hymanson, Parnes, and Giampaolo awarded the contract for fiscal audit services in accordance with the general schedule submitted in the amount of \$ 7,495.00 ; 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: January 16, 2013

William Katchen, CPA.

Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Grace Hoffman-Spencer. 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			

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 January 16, 2013, 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.

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