

**EXTRACTS FROM THE MINUTES OF THE
REORGANIZATION AND REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON TUESDAY JANUARY 11, 2011**

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

PRESENT

Sylvester Attardi
Grace Hoffman
Mark Noble
Edward O'Connor

ABSENT

Robert Carew
Carolyn Nappe

Also in attendance were Thomas J. O'Leary Executive Director, William Katchen, CPA. and Thomas E. Downs, IV, Esq. Mr. O'Connor was present by telephone. At the reorganization meeting, the following items were discussed.

1. A motion was introduced by Sylvester Attardi to nominate Thomas J. O'Leary as Chairman Pro Term. The Motion was seconded by Grace Hoffman. Approved 4-0.
2. A motion was introduced by Grace Hoffman to nominate Sylvester Attardi as Chairman. The Motion was seconded by Mark Noble. Approved 4-0.
3. A motion was introduced by Sylvester Attardi to nominate Grace Hoffman as Vice Chairman. The Motion was seconded by Edward O'Connor. Approved 4-0.
4. Continuing with further business, a motion was introduced by Sylvester Attardi to continue Amboy National Bank, Wachovia now known as Wells Fargo and Provident as the Authority's depositories. The motion was seconded by Mark Noble. Approved 4-0.
5. A motion was introduced by Sylvester Attardi name the Home News and Tribune as official newspaper of the Authority. The motion was seconded by Grace Hoffman. Approved 4-0.
6. A motion was introduced by Sylvester Attardi seconded by Grace Hoffman to hold the meetings of the Authority at McCarthy Towers for the next year as follows:

JANUARY 11, 2011 (Tuesday)
FEBRUARY 14, 2011
MARCH 14, 2011
APRIL 11, 2011
MAY 19, 2011
JUNE 13, 2011
JULY 12, 2011
AUGUST 8, 2011
SEPTEMBER 12, 2011
OCTOBER 11, 2011 (Tuesday)
NOVEMBER 14, 2011
DECEMBER 12, 2011
JANUARY 10, 2012 (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. The bills for November and December 2010 and January 2011 were discussed. The Bill List was tabled as it was not complete.

8. The Minutes of October 12, 2010 Regular and Business Meeting were tabled.

9. Resolution 1022 for Fiscal Audit Services was discussed. Resolution was introduced by Grace Hoffman, moved by Sylvester Attardi and seconded Mark Noble. Vote 4-0.

RESOLUTION NO:1022
FISCAL AUDIT SERVICES

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2009 through June 30, 2010; 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 October 15, 2010 in accordance with the advertisement; and

WHEREAS, the lowest responsible and responsive proposal submitted was by Polcari & Company, 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 in the amount of \$10,460.00 ; and

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

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to November 8, 2010.



SYLVESTER ATTARDI, Chairman

Attested to:



THOMAS O'LEARY
Secretary

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



William Katchen, CPA.

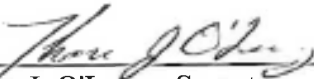
Meeting date: January 11, 2011

10. No one from the public was present.
11. There being no further business on hand at this time, a motion to adjourn was made by Sylvester Attardi and seconded by Grace Hoffman. Vote 4-0.

CERTIFICATION

I, Thomas J. O'Leary, 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 Reorganization Meeting of the Board of Commissioners of the Authority duly called and held on January 11, 2011, 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 matters 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 14th day of February, 2011.



Thomas J. O'Leary, Secretary
of the Housing Authority of the
City of South Amboy

**EXTRACTS FROM THE MINUTES OF THE
REORGANIZATION AND REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON MONDAY MARCH 14, 2011**

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

PRESENT

Sylvester Attardi
Carolyn Nappe
Mark Noble
Edward O'Connor

ABSENT

Robert Carew
Grace Hoffman

1. The Minutes of October 12, 2010 and January 11, 2011 were tabled for lack of a quorum of the Commissioners present.
2. The bills for February and March, 2011 were discussed. A motion to pay the bills was made by Edward O'Connor and seconded by Sylvester Attardi. Vote 4-0
3. Resolution 1023 to Open Section 8 Tenant based Waiting List and Public Housing Family Development Waiting List was discussed. Resolution was introduced by Sylvester Attardi, moved by Carolyn Nappe and seconded Edward O'Connor. Vote 4-0.

**RESOLUTION NO:1023
OPEN WAITING LISTS FOR SECTION 8 TENANT-BASED WAITING LIST
And
PUBLIC HOUSING FAMILY DEVELOPMENT**

WHEREAS, the South Amboy Housing Authority has completed its annual update/purge of the current Section 8 Housing Choice Voucher Tenant-Based Waiting List and Public Housing Family Development Waiting Listing; and

WHEREAS, it has been determined that there is a need to reopen the waiting list to preference-eligible applicants in order to ensure an adequate pool of applicants for use of available program funding; and

WHEREAS, the Administration has determined that Pre-Applications shall be distributed until such time that fifty (50) income eligible, preference-eligible applications have been received for the Section 8 Tenant-Based Waiting List and the Public Housing Family Development Waiting List; and

WHEREAS, the Housing Authority shall suspend application taking once the maximum eligible applications have been received.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the

South Amboy Housing Authority that the waiting lists shall be opened and a Public Notice shall be published as required notifying interested parties of the date, time, location and other criteria of when applications shall be distributed and returned.


SYLVESTER ATTARDI, Chairman

Attested to:


Thomas J. O'Leary, Secretary

Meeting date: March 14, 2011

Resolution was introduced by Sylvester Attardi, moved by Carolyn Nappe and seconded Edward O'Connor. Vote 4-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman				X
Carolyn Nappe	X			
Mark Noble	X			
Edward O'Connor	X			

4. The Director reported that the new software will be installed in the next month to update the HUD programs.

5. Director reminded the Commissioners that conferences were coming up and the new Commissioners need to attend to complete their training..


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 Sylvester Attardi and seconded by Mark Noble. Vote 4-0.

CERTIFICATION

I, Thomas J. O'Leary, 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 Regular and Business Meeting of the Board of Commissioners of the Authority duly called and held on March 14, 2011, 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 matters 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 14th day of March, 2011.



Thomas J. O'Leary, Secretary
of the Housing Authority of the
City of South Amboy

**EXTRACTS FROM THE MINUTES
OF THE
SPECIAL MEETING OF
THE HOUSING AUTHORITY
OF
THE CITY OF SOUTH AMBOY
HELD ON TUESDAY, MAY 24, 2011**

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

PRESENT

Sylvester Attardi
Grace Hoffman
Mark Noble
Edward O'Connor

ABSENT

Robert Carew
Carolyn Nappe

Also in attendance were Lawrence Stratton, Director of Operations, and Thomas E, Downs, Esq.. At the meeting, the following items were discussed:

1. The meeting was called to order by the Chairman. A motion was made by Sylvester Attardi and seconded by Edward O'Connor to go into executive session to discuss personnel matters. Vote 4-0.
2. The Meeting reconvened and a motion was made by Mark Noble and seconded by Edward O'Connor to continue the public portion. Vote 4-0.
3. Resolution 1024 to appoint an Acting Executive Director was discussed. Resolution was introduced by Edward O'Connor, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

RESOLUTION NO.1024

APPOINTING AN ACTING EXECUTIVE DIRECTOR

WHEREAS, it appears that the Executive Director of the South Amboy Housing Authority is about to request a leave of absence pursuant to the Authority's Personnel Policy, and

WHEREAS, the South Amboy Housing Authority is in need of an Acting Director to serve in place of the Executive Director,

NOW, THEREFORE, BE IT RESOLVED, that if Thomas J. O'Leary requests a leave of absence, it will be approved,

BE IT FURTHER RESOLVED, that **SYLVESTER ATTARDI** be and hereby is designated Acting Executive Director and Secretary of this Authority to serve without compensation:

BE IT FURTHER RESOLVED, that this Resolution shall take effect effective upon the receipt of a letter requesting a leave of absence by the Executive Director.



SYLVESTER ATTARDI, Chairman

Attested to:



LAWRENCE STRATTON, Acting Secretary

Meeting date: May 24, 2011

Resolution was introduced by Edward O'Connor, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman	X			
Carolyn Nappé				X
Mark Noble	X			
Edward O'Connor	X			

4. A motion was made by Grace Hoffman and seconded by Edward O'Connor to authorize the following as signatories on the bank accounts of the Authority, Lawrence Stratton, Sylvester Attardi and Grace Hoffman. Vote 4-0.

5. No one was present from the public.

6. There being no further business on hand at this time, a motion to adjourn was made by Edward O'Connor, and seconded by Mark Noble. Vote 4-0.

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 May 24, 2011, 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 24th day of May, 2011



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 TUESDAY, JUNE 21, 2011**

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

PRESENT

Sylvester Attardi
Grace Hoffman appeared by phone
Carolyn Nappe
Mark Noble
Edward O'Connor

ABSENT

Robert Carew

Also in attendance were Lawrence Stratton, Director of Operations, Richard Keefe Housing and Technical Consultant William Katchen CPA and Thomas E, Downs, Esq.. At the meeting, the following items were discussed:

1. The Minutes of May 24, 2011 Special Meeting, was discussed.. A motion was made by Sylvester Attardi to approve the minutes and seconded by Edward O'Connor to adopt the minutes as amended. Vote 4-0. Carolyn Nappe abstained.

2. The bills for June, 2011 were discussed. A motion to pay the bills was made by Edward O'Connor and seconded by Mark Noble. Vote 5-0

3. Resolution 1026 for Fiscal Audit Services was discussed. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded by Mark Noble. Vote 5-0.

**RESOLUTION NO:1026
FISCAL AUDIT SERVICES**

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2010 through June 30, 2011; 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 June 1, 2011 in accordance with the advertisement; and

WHEREAS, the lowest responsible and responsive proposal submitted was by Hymanson, Parnes & 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 in the amount of \$ 9,100.00 ; and


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

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



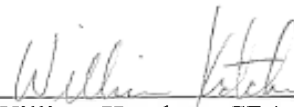
SYLVESTER ATTARDI, Chairman

Attested to:



Lawrence Stratton
Acting Secretary

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



William Katchen, CPA.

Dated: June 21, 2011

Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded by Mark Noble. Vote 5-0.

	<u>YES</u>	<u>ROLL CALL</u> <u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman	X			
Carolyn Nappe	X			
Mark Noble	X			
Edward O'Connor	X			

4. Resolution 1027 to Approve the Budget for Fiscal Year July 1, 2010 to June 30, 2011 was discussed. Resolution was introduced by Sylvester Attardi, moved by Mark Noble and seconded by Carolyn Nappe. Vote 5-0.

RESOLUTION NO: 1027
SOUTH AMBOY HOUSING AUTHORITY
APPROVAL OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2010 to JUNE 30, 2011

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2010 and ending June 30, 2011 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of June 21, 2011; 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 \$2,613,441.00 total appropriations, including any accumulated deficit if any, of \$2,579,280.00, and Fund Balance utilized of \$0.00; and

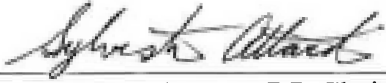
WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$120,000.00 and total fund balance planned to be utilized as funding thereof, of \$ 0.00; and

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 21, 2011 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, 2010 and ending June 30, 2011 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:



LAWRENCE STRATTON
Acting Secretary

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



WILLIAM KATCHEN, CPA.

Dated: June 21, 2011

Resolution was introduced by Sylvester Attardi, moved by Mark Noble and seconded by Carolyn Nappe. Vote 5-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman	X			
Carolyn Nappe	X			
Mark Noble	X			
Edward O'Connor	X			

5. Resolution 1028 to Approve the late filing of the Budget for Fiscal Year July 1, 2011 to June 30, 2012 was discussed. Resolution was introduced by Sylvester Attardi, moved by Mark Noble and seconded by Carolyn Nappe. Vote 5-0.

RESOLUTION NO. 1028
APPROVING THE LATE FILING OF THE BUDGET FOR FISCAL YEAR
JULY 1, 2011 TO JUNE 30, 2012

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 pending HUD funding estimates could be determined, and;

WHEREAS, the 2011 HUD operating subsidy and housing choice voucher program estimates have been estimated.

NOW THEREFORE be it resolved by the Commissioners of the Housing Authority of South Amboy approving the late filing of the July 1, 2011 fiscal year start budget.



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 21, 2011

Resolution was introduced by Sylvester Attardi, moved by Mark Noble and seconded by Carolyn Nappe. Vote 5-0 .

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman	X			
Carolyn Nappe	X			
Mark Noble	X			

Edward O'Connor

X

6. Resolution 1029 to introduce the Budget for Fiscal Year July 1, 2011 to June 30, 2012 was discussed. Resolution was introduced by Sylvester Attardi, moved by Mark Noble and seconded by Grace Hoffman. Vote 5-0

RESOLUTION NO: 1029
SOUTH AMBOY HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2010 TO JUNE 30, 2011

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2011 and ending with June 30, 2012 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of June 14, 2010; and

WHEREAS, the Annual Budget as presented introduced reflects total revenues of **\$2,613,441.00** total appropriations, including any accumulated deficit if any, of **\$2,579,280.00**, and Fund Balance utilized of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of **\$120,000.00** 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 used 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 21 2011 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, 2011 and ending with June 30, 2012 is hereby approved

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 August, 2010.



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 21, 2011

Resolution was introduced by Sylvester Attardi, moved by Mark Noble and seconded by Grace Hoffman. Vote 5-0 .

ROLL CALL

YES

NO

ABSTAIN

ABSENT

Sylvester Attardi	X	
Robert Carew		X
Grace Hoffman	X	
Carolyn Nappe	X	
Mark Noble	X	
Edward O'Connor	X	

7. Resolution 1030 to Approve the HUD Operating Budget for Fiscal Year July 1, 2011 to June 30, 2012 was discussed. Resolution was introduced by Sylvester Attardi, moved by Mark Noble and seconded by Grace Hoffman. Vote 5-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman	X			
Carolyn Nappe	X			
Mark Noble	X			
Edward O'Connor	X			

8. The Commissioners made a motion to go into closed session to discuss personnel. A Motion was made by Edward O'Connor, seconded by Mark Noble. Vote 5-0.

9. The Meeting was reconvened by a Motion was made by Edward O'Connor, seconded by Mark Noble. Vote 5-0.

10. Resolution 1031 to approve a temporary increase in salary for the Director of Operations. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded Mark Noble. Vote 5-0.

RESOLUTION NO.1031

APPROVING TEMPORARY INCREASE IN SALARY TO DIRECTOR OF OPERATIONS DURING EXECUTIVE DIRECTOR'S LEAVE

WHEREAS, the Director of Operations is required to assume the duties of the Executive Director when he is out on sick leave pursuant to the Authority's Personnel Policy, and

WHEREAS, the South Amboy Housing Authority Personnel Policy permits an employee to receive a temporary increase in salary to compensate for the assumption of additional duties,

NOW, THEREFORE, BE IT RESOLVED, that the Director of Operations, Lawrence Stratton shall be compensated on a temporary basis during the absence the Executive Director in an amount equal to the Executive Director's present salary less the current salary of the Director of Operations for a period not exceed 90 days, and

BE IT FURTHER RESOLVED, that if in the event that the services are not required during that time period, he shall be compensated at his regular rate:

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to June 1, 2011



SYLVESTER ATTARDI, Chairman

Attested to:



LAWRENCE STRATTON, Acting Secretary

Meeting date: June 21, 2011

Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded Mark Noble. Vote 5-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman	X			
Carolyn Nappe	X			
Mark Noble	X			
Edward O'Connor	X			

11. Resolution 1031 to appoint the Fee Accountant to act as keeper of sick and vacation leave. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Edward O'Connor. Vote 5-0

RESOLUTION NO.1032

**APPOINTING FEE ACCOUNTANT TO ACT AS KEEPER OF
SICK AND VACATION LEAVE**

WHEREAS, the South Amboy Housing Authority is in need of an individual to maintain the records of its employees sick and vacation time, and

NOW, THEREFORE, BE IT RESOLVED, that the Fee Accountant be designated as the keeper of employees sick and vacation time;: and

BE IT FURTHER RESOLVED, that the Executive director or his designee turn over all the sick and vacation records to the Fee Accountant: and

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



SYLVESTER ATTARDI, Chairman

Attested to:



LAWRENCE STRATTON, Acting Secretary

Meeting date: June 21, 2011

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Edward O'Connor. Vote 5-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Robert Carew				X
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor	X			

12. Discussion was held by the Commissioners to change the signatories on the Authority's financial accounts. A motion was made by Sylvester Attardi and seconded by Mark Noble to remove Lawrence Stratton as signatory and replace him with Edward O' Connor. The remainder of the signatories will remain the same. Vote 5-0.

13. Carolyn Nappe reported that the tenants at McCarthy Towers were requesting to get an automatic door at the rear entrance of the building. The Director of Operations advised her that he has already researching the feasibility of installing an automatic door there. She further asked if the laundry room machines coin boxes could be opened more frequently as the machines are subject to a high volume and the coin boxes are filling up making the machines inoperable. The Director of Operations indicated that he will have the boxes tended to more often.

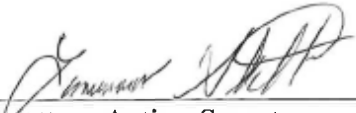
14. No one was present from the public.

15. There being no further business on hand at this time, a motion to adjourn was made by Sylvester Attardi, and seconded by Mark Noble. 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 June 21, 2011, 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 21st day of June, 2011



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, SEPTEMBER 12, 2011**

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

PRESENT

Paul Gulick
Grace Hoffman
Mark Noble
Edward O'Connor

ABSENT

Sylvester Attardi
Carolyn Nappe

Also in attendance were Lawrence Stratton, Director of Operations, and Thomas E, Downs, Esq.. At the meeting, the following items were discussed:

1. Commissioner Paul Gulick was sworn in. The Commissioners welcomed him as a new member of the Authority.

2. The Minutes of June 21, 2011 were tabled.

3. The bills for July, August and September, 2011 were discussed. Edward O'Connor inquired about a bill to the State for \$ 1995. Mr. Stratton indicated that it was for the EPA permits for the boilers and generators at the Authority. A motion to pay the bills was made by Edward O'Connor and seconded by Grace Hoffman. Vote 5-0

4. Resolution 1033 to Acknowledge Receipt and Review of Audit Recommendations was discussed. Resolution was introduced by Edward O'Connor, moved by Grace Hoffman and seconded by Mark Noble. Vote 4-0.

**RESOLUTION NO. 1033
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, 2010, 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

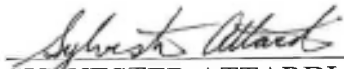
Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board: and

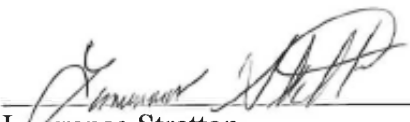
WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “General Comments and Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

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, 2010, 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.

Attested to:


SYLVESTER ATTARDI, Chairman
I hereby certify that there is appropriate funding in the budget for said expenditures.


Lawrence Stratton,
Acting Secretary


William Katchen, CPA,.

Meeting Date: September 12, 2010

Resolution was introduced by Edward O’Connor, moved by Grace Hoffman and seconded by Mark Noble. Vote 4-0. Paul Gulick Abstained

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi				
Paul Gulick			X	
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O’Connor	X			


**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

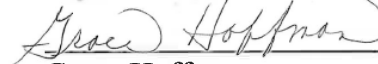
**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE**


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:

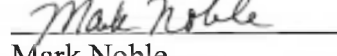
1. We are duly appointed members of the South Amboy Housing Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended June 30, 2010, and, specifically, the sections of the audit report entitled "General Comments and Recommendations".


Sylvester Attardi


Robert Carew


Grace Hoffman


Carolyn Nappe


Mark Noble


Edward O'Connor

Sworn to and subscribed before me this 12th day of September, 2011.

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

4. Resolution 1034 to Write off Collection Losses was discussed. Resolution was introduced by Edward O'Connor, moved by Mark Noble and seconded Grace Hoffman. Vote 4-0. Paul Gulick abstained.

**RESOLUTION NO. 1034
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:

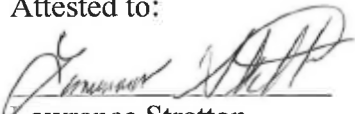
	<u>DEBITS</u>	<u>TOTAL</u>
Graf	\$ 564.00	
Purcell	\$ 400.00	
Shilling	\$ 4.00	
Thompson	\$ 819.00	
Wisenfelder-Gonzalez	<u>\$ 489.00</u>	
		\$ 2,276.00
	<u>CREDITS</u>	
Dingman	\$ 4.00	
Dragotta	\$ 9.50	
Gorman	\$ 7.00	
Tominus	<u>\$ 27.43</u>	
		<u>\$ 47.97</u>
TOTAL		\$ 2,228.03

BE IT FURTHER RESOLVED that said accounts receivable be removed from the rent rolls. This resolution shall take effect nunc pro tunc to June 30, 2011.

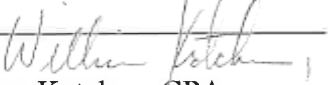


SYLVESTER ATTARDI, Chairman

Attested to:



Lawrence Stratton
Acting Secretary
Meeting Date September 12, 2011

I hereby certify that there
is appropriate funding in the budget


William Katchen, CPA

Resolution was introduced by Edward O'Connor, moved by Mark Noble and seconded Grace Hoffman. Vote 4-0. Paul Gulick Abstained.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi				
Paul Gulick			X	
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor	X			
Vote 5-0 .				

5. The Commissioners made a motion to go into closed session to discuss personnel. A Motion was made by Edward O'Connor, seconded by Paul Gulick. Vote 5-0.

6. The Meeting was reconvened by a Motion was made by Edward O'Connor, seconded by Paul Gulick. Vote 5-0.

7. Resolution 1035 to continue the temporary increase in salary for the Director of Operations was discussed. Resolution was introduced by Grace Hoffman, moved by Edward O'Connor and seconded Mark Noble. Vote 4-0. Paul Gulick abstained.

RESOLUTION NO.1035

CONTINUING TEMPORARY INCREASE IN SALARY TO DIRECTOR OF OPERATIONS DURING EXECUTIVE DIRECTOR'S LEAVE

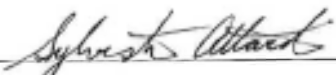
WHEREAS, the Director of Operations is required to assume the duties of the Executive Director when he is out on sick leave pursuant to the Authority's Personnel Policy, and

WHEREAS, the South Amboy Housing Authority Personnel Policy permits an employee to receive a temporary increase in salary to compensate for the assumption of additional duties,

NOW, THEREFORE, BE IT RESOLVED, that the Director of Operations, Lawrence Stratton shall be compensated on a temporary basis during the absence the Executive Director in an amount equal to the Executive Director's present salary less the current salary of the Director of Operations for a period not exceed 90 days, and

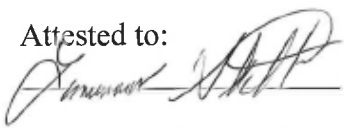
BE IT FURTHER RESOLVED, that if in the event that the services are not required during that time period, he shall be compensated at his regular rate:

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to August 30, 2011.

_____ 

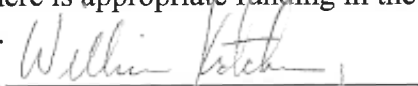
SYLVESTER ATTARDI, Chairman

Attested to:



Lawrence Stratton, Acting Secretary

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


William Katchen, CPA

Meeting date: September 12, 2011

Resolution was introduced by Grace Hoffman, moved by Edward O'Connor and seconded Mark Noble. Vote 4-0. Paul Gulick Abstained.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi				
Paul Gulick			X	
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor	X			

8. Mark Noble asked if the buildings had any storm damage. Mr. Stratton indicated that it was not too bad. There was a loss of shingles on a roof that was in the process of being repaired. A piece of the rain gutter was ripped off a building. He also indicated that the electricity went off but the emergency generators kicked on and provided electric for emergency services and kept the infrastructure running.

9. No one was present from the public.

10. There being no further business on hand at this time, a motion to adjourn was made by Edward O'Connor, and seconded by Paul Gulick. 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 June 21, 2011, 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 September, 2011



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, DECEMBER 12, 2011**

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

PRESENT

Sylvester Attardi
Paul Gulick
Grace Hoffman
Mark Noble

ABSENT

Carolyn Nappe
Edward O'Connor

Also in attendance were Eric Chubenko, Lawrence Stratton, Director of Operations, and Thomas E. Downs, Esq.. At the meeting, the following items were discussed:

1. The Minutes of June 21, 2011 and November 14, 2011 were tabled.

2. The bills for December, 2011 were discussed. Grace Hoffman inquired about the bill of NJ Public Housing Authorities for \$ 59,547.99. Mr. Stratton indicated that it was for the insurance payment to the JIF. It covered all the insurances that the Authority. There will be another invoice in the next billing cycle.. A motion to pay the bills was made by Grace Hoffman and seconded by Paul Gulick. Vote 5-0.

3. Eric Chubenko was present. Mr. Chubenko is the Executive Director of the Carteret Housing Authority. Mr. Attardi explained that as a result of the retirement of Thomas O'Leary, it was now necessary to have an administrator available with Executive Director experience. Mr. Attardi indicated to the Board that he invited Mr. Chubenko to the meeting so that the Commissioners could meet with him and explain the type of services that he could provide the Authority. Mr. Chubenko indicated that he would provide necessary administrative services and would have his Deputy Director available in his absence to assume the day to day operations if required. The Commissioners indicated that at present all seemed to be in order. Mr. Stratton indicated that in the past few weeks, there ere a number of maintenance issues that have occurred as a result of the City's public water system repairs. There were 3 major leaks in the Authority's water system and heating system that were deemed emergencies because it affected the health and safety of the tenants of Dohaney homes. There incidents required all of his time to supervise. He then indicated after the three emergencies were put to bed, another leak occurred. It appears that the leaks are a result of increased water pressure in the area because of the new supply lines installed by Middlesex Water. Mr. Chubenko indicated that Carteret Housing Authority would if asked; accept an interlocal agreement to provide shared services as needed. Mr. Attardi indicated that the search for an Executive Director would take approximately 3 to 4 months. Mr. Chubenko would be able to assist the Authority in preparing for the search. Mr. Chubenko left the meeting and the commissioners resumed the business of the Board.

4. Resolution 1039 to continue the a temporary increase in salary for the Director of Operations was discussed Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

RESOLUTION NO.1039
CONTINUING TEMPORARY INCREASE IN SALARY TO DIRECTOR OF OPERATIONS DURING EXECUTIVE DIRECTOR'S LEAVE

WHEREAS, the Director of Operations is required to assume the duties of the Executive Director when he is out on sick leave pursuant to the Authority's Personnel Policy, and

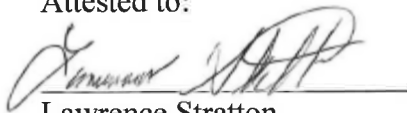
WHEREAS, the South Amboy Housing Authority Personnel Policy permits an employee to receive a temporary increase in salary to compensate for the assumption of additional duties,

NOW, THEREFORE, BE IT RESOLVED, that the Director of Operations, Lawrence Stratton shall be compensated on a temporary basis during the absence the Executive Director in an amount equal to the Executive Director's present salary less the current salary of the Director of Operations for a period not exceed 90 days, and

BE IT FURTHER RESOLVED, that if in the event that the services are not required during that time period, he shall be compensated at his regular rate:

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to November 30, 2011.

Attested to:



Lawrence Stratton
Acting Secretary


SYLVESTER ATTARDI, Chairman

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


William Katchen, CPA

Meeting date: December 12, 2011

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

	<u>ROLL CALL</u>			
	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor				X

4. Resolution 1040 to Acknowledge Receipt and Review of Audit Recommendations was discussed. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

**RESOLUTION NO. 1040
ACKNOWLEDGE RECEIPT AND REVIEW
OF AUDIT RECOMMENDATIONS**

WHEREAS, N.J.S.A. 404A: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, 2011, 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, 2010, 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.



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

Meeting Date: December 12, 2011

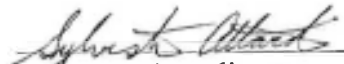

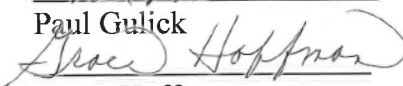
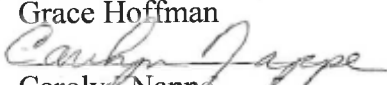
Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

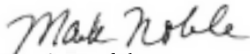
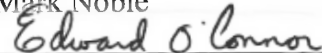
	<u>ROLL CALL</u>			
	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor				X

**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, 2010, and, specifically, the sections of the audit report entitled "General Comments and Recommendations".


Sylvester Attardi

Paul Gulick

Grace Hoffman

Carolyn Nappe


Mark Noble

Edward O'Connor

Sworn to and subscribed before me
this 12th day of December, 2011.

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

5. Resolution 1041 for emergency water line repairs was discussed. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Paul Gulick. Vote 4-0.

**RESOLUTION 1041
EMERGENCY WATER LINE REPAIRS**

WHEREAS, South Amboy Housing Authority is in need of emergency repairs to a broken 2" water line at Dohaney Homes due to various leaks that have occurred as a result of the City of South Amboy replacing water lines in the area of Dohaney Homes, and

WHEREAS, repair and replacement of the water service is for the benefit of the health and safety of the Authority's tenants, and

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said emergency roof repair, and

WHEREAS, one request for proposal were solicited from one plumbing company in accordance with request for proposal due to the emergency nature of the repair, and

WHEREAS, only one responsible and responsive proposal were submitted and B&W Construction Co. of N.J. Inc. was the lowest responsible and responsive proposal in the amount of \$7,800.00, and

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for emergency roof 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 B&W Construction Co. of N.J. Inc for providing emergency repairs to a 2" water service at an amount not to exceed \$7,800.00

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to November 5, 2011.


SYLVESTER ATTARDI, Chairman

Attested to:


LAWRENCE STRATTON
Acting Secretary

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


WILLIAM KATCHEN

Meeting Date: December 12, 2011

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Paul Gulick. Vote 4-0.

	<u>ROLL CALL</u>			
	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor				X

6. Resolution 1042 for emergency condensation line repairs was discussed. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0

**RESOLUTION 1042
EMERGENCY CONDENSATION LINE REPAIRS**

WHEREAS, South Amboy Housing Authority is in need of emergency repairs to a broken 1 1/2 " condensation line at Dohaney Homes as a result of the City of South Amboy replacing water lines in the area of Dohaney Homes

WHEREAS, repair and replacement of the condensation line is for the benefit of the health and safety of the Authority's tenants in order to supply heat to them, and

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said emergency roof repair, and

WHEREAS, one request for proposal were solicited from one plumbing company in accordance with request for proposal due to the emergency nature of the repair, and

WHEREAS, only one responsible and responsive proposal were submitted and B&W Construction Co. of N.J. Inc. was the lowest responsible and responsive proposal in the amount of \$6,875.00, and

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

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

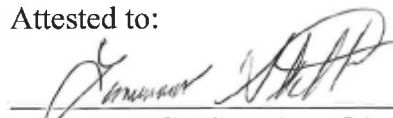
BE IT FURTHER RESOLVED, that the contract is hereby awarded to B&W Construction Co. of N.J. Inc for providing emergency repairs to a 1 1/2 " condensation line at an amount not to exceed \$6,875.00

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to November 17, 2011.



SYLVESTER ATTARDI, Chairman

Attested to:



LAWRENCE STRATTON
Acting Secretary

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



WILLIAM KATCHEN

Meeting Date: December 12, 2011

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

	<u>ROLL CALL</u>			
	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor				X

7. Resolution 1043 for emergency domestic hot water tank replacement was discussed. Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded Mark Noble. Vote 4-0

**RESOLUTION 1043
EMERGENCY DOMESTIC HOT WATER STORAGE TANK REPLACEMENT**

WHEREAS, the South Amboy Housing Authority is in need of emergency replacement of the hot water storage tank which developed a number of leaks at Dohaney Homes due to various leaks that have occurred as a result of the City of South Amboy replacing water lines in the area of Dohaney Homes, and

WHEREAS, repair and replacement of the hot water tank is for the benefit of the health and safety of the Authority's tenants, and

WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said emergency repair services and,

WHEREAS, due to the emergency nature of the repair one proposal was solicited from one HVAC company in accordance with request for proposal, and

WHEREAS, only one responsible and responsive proposal were submitted by Miller Mechanical was the lowest responsible and responsive proposal in the amount of \$18,500.00, and

WHEREAS, it is in the best interest of the Authority to accept such proposal and to award the contract for emergency replacement of the hot water storage tank at Dohaney Homes in accordance with the general schedule submitted, and

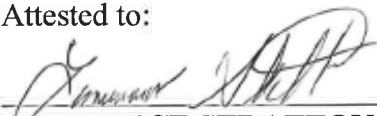
NOW, THEREFORE, BE IT RESOLVED, that said proposal be accepted and,

BE IT FURTHER RESOLVED, that the contract is hereby awarded to Miller Mechanical, for emergency replacement of the hot water storage tank at Dohaney Homes at an amount not to exceed \$18,500.00

BE IT FURTHER RESOLVED, that this Resolution shall take effect nunc pro tunc to December 8, 2011


SYLVESTER ATTARDI, Chairman

Attested to:


LAWRENCE STRATTON
Acting Secretary

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


WILLIAM KATCHEN

Meeting Date: December 12, 2011

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded Mark Noble. Vote 4-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor				X

8. Resolution 1044 to enter into a shared services agreement with Carteret Housing Authority was discussed. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Paul Gulick. Vote 4-0.

**RESOLUTION 1044
AUTHORIZING A SHARES SERVICES
MANAGEMENT AGREEMENT
With
CARTERET HOUSING AUTHORITY**

WHEREAS, the U.S. Department of Housing and Development allows PHA's to enter into management agreements with other PHA's; and

WHEREAS, the South Amboy Housing Authority Executive Director has retired from said position and the Authority is in need of administrative assistance to administer its Programs for a three month period; and

WHEREAS, the Carteret Housing Authority has the personnel with the expertise to oversee the management of the South Amboy Housing; and

WHEREAS, the South Amboy Housing Authority is desirous of entering into this management agreement, and

WHEREAS, the terms of the agreement consist of a three-month contract representing the months of January, February and March 2012 ; and

WHEREAS, the fee for performing the duties associated with the management is as follows:

January	\$ 5,000.00
February	\$ 5,000.00
March	<u>\$ 5,000.00</u>
Total Cost	\$15,000.00

WHEREAS, the Carteret Housing shall agree to provide the services of the Executive Director, Deputy Executive Director and Maintenance Supervisor to the South Amboy Housing Authority on an as-needed basis; and

WHEREAS, it is anticipated that staff will be needed three (3) days a week for the months of January thru March 2012

WHEREAS, it is in the best interest of the Authority to accept such proposal, and

NOW, THEREFORE, BE IT RESOLVED, that the Authority enter in to a Management Agreement with the Carteret Housing Authority for a three-month period effective January thru March 2012 for a fee of \$15,000.00 (Fifteen Thousand Dollars and 00/100); and

BE IT FURTHER RESOLVED, that this Agreement may be extended on a month to month basis if necessary upon the consent of the South Amboy and Carteret Housing Authorities as needed upon the same terms and conditions.

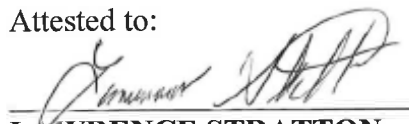
BE IT FURTHER RESOLVED, that the Chairman is hereby authorized to enter into said agreement; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect January 1, 2012.



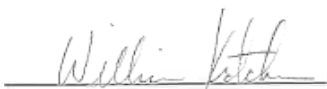
SYLVESTER ATTARDI, Chairman

Attested to:



LAWRENCE STRATTON
Acting Secretary

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



William Katchen, CPA

Meeting date: December 12, 2011

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Paul Gulick. Vote 4-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Carolyn Nappe				X
Mark Noble	X			
Edward O'Connor				X

9. Resolution 1045 to renew membership in the NJPHA JIF was discussed. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Paul Gulick. Vote 4-0

RESOLUTION NO. 1045
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, 2012 until December 31, 2014, 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.



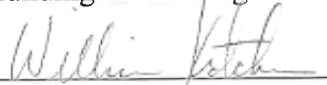
SYLVESTER ATTARDI, Chairman

Attested to:



LAWRENCE STRATTON
Acting Secretary

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



William Katchen, CPA

Meeting date: December 12, 2011

Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Paul Gulick. Vote 4-0.

	<u>YES</u>	<u>ROLL CALL</u> <u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Carolyn Nappe				X

Mark Noble
Edward O'Connor

X

X

**INDEMNITY AND TRUST AGREEMENT
FOR THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND**

THIS AGREEMENT, made this 12th day of December, 2011, in the County of Middlesex, State of New Jersey, By and Between, New Jersey Public Housing Authority Joint Insurance Fund referred to as: "FUND," and the governing body of the Housing Authority of the City of South Amboy, duly constituted public housing authority hereinafter referred to as "**Authority.**"

WITNESSETH:

WHEREAS, several **Authorities** have collectively formed a Joint Insurance Fund as authorized pursuant to NJSA 40A:10-36 et seq., and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the **Authority** has agreed to continue to be a member of the FUND in accordance with the Bylaws of the FUND and in consideration of such obligations shall share in the benefits derived by the membership of the FUND;

NOW THEREFORE, it is agreed as follows:

1. The **Authority** accepts the FUND's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the same Bylaws and the pertinent statutes and Administrative Regulations pertaining to same.
2. The **Authority** agrees to participate in the FUND with respect to the types of insurance listed in their Resolution authorizing their application to the Fund.
3. The **Authority** agrees to remain a member of the FUND for a period, the commencement of which shall begin in January 1, 2012, and expire on December 31, 2014.
4. The **Authority** certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.

5. In consideration of membership in the FUND, the **Authority** agrees that it shall jointly and severally assume and discharge the liability of each and every member of the FUND, all of whom as a condition of membership in the FUND shall execute a verbatim counterpart of this agreement and by execution hereof the full faith and credit of the **Authority** is pledged to the punctual payments of any sums which shall become due to the FUND in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the **Authority** for claims and expenses that are not covered by the FUND, or for that portion of any claim or liability within the individual **Authority** retained limit or in an amount which exceeds the Fund's limit of liability.
6. If the FUND in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Authority** agrees to reimburse the FUND for all such reasonable expenses, fees, and costs on demand.
7. The **Authority** and the FUND agree that the FUND shall hold all monies in excess of the individual **Authority** retained loss fund paid by the **Authority** to the FUND as fiduciaries for the benefit of FUND claimants all in accordance with NJAC 11:15-2.1 et seq.
8. The FUND shall establish separate Trust Accounts for each of the following categories of risk and liability:
 1. Workers' 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

The FUND shall maintain Trust Accounts aforementioned in accordance with NJSA 40A:10-36 et seq., NJSA 40:5-1 and such other statutes as may be applicable. More specifically, each of the aforementioned separate Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and excess insurance of reinsurance premiums for each such risk or liability or as "surplus" as such term is defined by NJAC 11:15-2.2.

9. Each **Authority** being a member of the Fund shall be obligated to execute this Agreement.

By: 
LAWRENCE STRATTON

Date: December 12, 2011

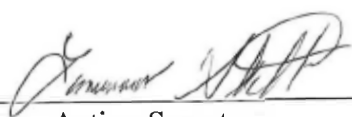
10. No one was present from the public.

11. There being no further business on hand at this time, a motion to adjourn was made by Sylvester Attardi, and seconded by Grace Hoffman. Vote 4-0.

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 December 12, 2011, 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 December, 2011


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