

**EXTRACTS FROM THE MINUTES OF THE
REORGANIZATION AND REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON TUESDAY JANUARY 24, 2012**

The reorganization 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
Edward O'Connor

ABSENT

Mark Noble
Carolyn Nappe

Also in attendance were Eric Cherbenko Acting Director, Karen Holoway, Carteret Deputy Director Executive Director, Lawrence Stratton, Director of Operations, 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 Lawrence Stratton as Chairman Pro Term. The Motion was seconded by Edward O'Connor. Approved 4-0.
2. A motion was introduced by Edward O'Connor to nominate Sylvester Attardi as Chairman. The Motion was seconded by Paul Gulick. Approved 4-0.
3. A motion was introduced by Edward O'Connor to nominate Grace Hoffman as Vice Chairman. The Motion was seconded by Sylvester Attardi . Approved 4-0.
4. Continuing with further business, a motion was introduced by Edward O'Connor to continue Amboy National Bank, Wells Fargo and Provident as the Authority's depositories.. The motion was seconded by Paul Gulick. Approved 4-0.
5. A motion was introduced by Edward O'Connor name the Home News and Tribune as official newspaper of the Authority. The motion was seconded by Sylvester Attardi . Approved 4-0.
6. A motion was introduced by Edward O'Connor seconded by Sylvester Attardi to hold the meetings of the Authority at McCarthy Towers for the next year as follows:

JANUARY 24, 2012 (Tuesday)
FEBRUARY 13, 2012
MARCH 12, 2012
APRIL 9, 2012
MAY 14, 2012
JUNE 11, 2012
JULY 9, 2012
AUGUST 13, 2012
SEPTEMBER 10, 2012
OCTOBER 9, 2012 (Tuesday)
NOVEMBER 12, 2012
DECEMBER 10, 2012

JANUARY 15, 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. The bills for January 2012 were discussed. The Commissioners asked why Provident was named on the bill list. Larry Stratton indicated that a new Tenant Paid one check for security deposit and the first month's rent. A motion to pay the bills was made by Paul Gulick and seconded by Edward O'Connor. Vote 4-0

8. The Minutes of June 21, 2011 were tabled. The Minutes of December 12, 2011 Regular Meeting, was discussed.. A motion was made Paul Gulick to approve the minutes and seconded by Edward O'Connor to adopt the minutes as amended. Vote 4-0.

9. Resolution 1046 to appoint a fund commissioner was discussed. Resolution was introduced by Sylvester Attardi Grace Hoffman , moved by Grace Hoffman and seconded Edward O'Connor. Vote 4-0.

RESOLUTION NO. 1046
RESOLUTION TO APPOINT A FUND COMMISSIONER TO THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

WHEREAS, the South Amboy Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund ;and

WHEREAS, the bylaws of the Fund require each member to Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

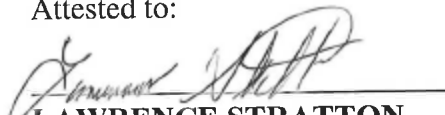
NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the South Amboy Housing Authority appoint Lawrence Stratton as its FUND COMMISSIONER for New Jersey Public Housing Authority Joint Insurance Fund or the Fund Year 2012

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




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: January 24, 2012

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

10. Resolution 1047 to adopt changes to the e deferred compensation plan was discussed. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded Grace Hoffman . Vote 4-0.

**RESOLUTION 1047
FOR ADOPTING CHANGES TO AN EXISTING DEFERRED
COMPENSATION PLAN PURSUANT TO THE FINAL INTERNAL
REVENUE CODE SECTION 415 REGULATIONS, PENSION PROTECTION
ACT OF 2006, THE HEROES EARNING ASSISTANCE AND RELIEF TAX ACT OF
2008 AND THE WORKERS, RETIREE AND EMPLOYER RECOVERY ACT OF 2008**

WHEREAS, the Housing Authority of the City of South Amboy (hereinafter referred to as the "Employer") by resolution adopted a Deferred Compensation Plan (hereinafter referred to as the "Plan") effective December 31, 2011, for the purpose of making available to eligible employees the accrual of tax benefits under a Section 457 Deferred Compensation Plan; and

WHEREAS, the Employer by resolution retained The Variable Annuity Life Insurance Company ("VALIC") as the contractor under the Deferred Compensation Plan and executed a Service Agreement with said contractor; and

WHEREAS, the final Internal Revenue Code ("Code") Section 415 regulations, Pension Protection Act of 2006 ("PPA"), the Heroes Earnings Assistance and Relief Tax Act 2008 (the "HEART Act") and the Worker, Retiree and Employer Recovery Act of 2008 ("WRERA") amended Section 457 of the Code; and

WHEREAS, State and local government Section 457(b) plan sponsors must amend their plans to comply with the PPA legislative changes by the last day of the 2011 plan year;

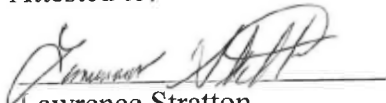
WHEREAS, the Employer desires its Plan to conform with the changes in the Code; and



WHEREAS, the Employer desires to adopt an amended and restated Plan that conforms with the changes in the Code; and

WHEREAS, such amended and restated Plan shall supersede the previously adopted Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Employer does hereby adopt the amended and restated Plan prepared by VALIC and assigned Plan Document identifier 81-PD-VALIC-103111 by the Director of the Division of Local Government Services.

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: January 24, 2012

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

11. A motion was made by Sylvester Attardi and seconded by Edward O'Connor to go into Executive Session to discuss personnel. Vote 4-0.

12. A motion was made by Paul Gulick and seconded by Sylvester Attardi to reconvene the meeting. Vote 4-0. Mr Attardi reported that the purpose of the Executive Session was to discuss the temporary salary of Lawrence Stratton.

13. Resolution 1048 to continue the temporary increase in salary for the Director of Operations was discussed . Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded Paul Gulick. Vote 4-0

RESOLUTION NO.1048

CONTINUING TEMPORARY INCREASE IN SALARY TO DIRECTOR OF OPERATIONS DURING MANAGEMENT SERVICES CONTRACT

WHEREAS, the Authority has entered into a Management Services Agreement with the Carteret Housing Authority to undertake the duties of the Executive Director while it undertakes a search for an Executive Director ; and

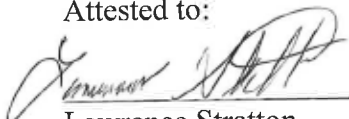
WHEREAS, the Director of Operations shall be required at times to continue to assume the duties of the Executive Director from time to time to conduct the ordinary business of the Authority in the absence of the Carteret Housing Authority Management staff: and

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 on an annualized compensation of \$ 30,000.00 which shall be prorated so long as the Carteret Housing Authority is under contract to perform Management Services on behalf of the South Amboy Housing Authority, and

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

Attested to:



Lawrence Stratton
Acting Secretary



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


William Katchen, CPA

Meeting date: January 24, 2012

Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor 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
Mark Noble
Edward O'Connor

X

X
X

14. Mr Cherbenko met with the Commissioners and outlined the services that Carteret will provide to the Authority. He introduced Karen Holloway the Deputy Director who will also provide services in his absence. He indicated that he expected that a search could begin in March for a new Executive Director.

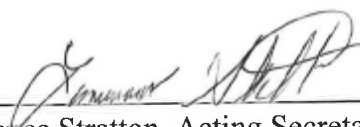
15. No one from the public was present.

16. 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 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

**EXTRACTS FROM THE MINUTES
OF THE
REGULAR MEETING OF
THE HOUSING AUTHORITY
OF
THE CITY OF SOUTH AMBOY
HELD ON MONDAY, MARCH 12, 2012**

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
Mark Noble
Edward O'Connor

ABSENT

Grace Hoffman
Carolyn Nappe

Also in attendance were Eric Cherbenko Acting Director, Karen Holoway, Carteret Deputy Director Executive Director, Lawrence Stratton, Director of Operations and Thomas E. Downs, IV, Esq. At the meeting, the following items were discussed:

1. The Minutes of January 24, 2012 were tabled.
2. The bills for February and March 2012 were discussed. Mr. Stratton indicated that payments to Chase were to be deleted as they were for the tenants security account. The bills for Sears, N.J. State Flooring and Day Chervolet were moved to capital Fund Expenditures from the Monthly administrative bill list. The Sprint Solutions bill was corrected to \$ 839.33 A motion to pay the bills was made by Paul Gulick and seconded by Edward O'Connor. Vote 4-0.
3. Resolution 1049 to Amend the Personnel Policies and Procedures Manual and Employee Handbook discussed Resolution was introduced by Sylvester Attardi , moved by Edward O'Connor and seconded Mark Noble . Vote 4-0

**RESOLUTION-1049
RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES
MANUAL AND EMPLOYEE HANDBOOK**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of South Amboy has determined that a need exists for amendment of the Authority's Personnel Policies and Procedures Manual and its Employee Handbook in order to reflect thereunder the following:

1. Changes in the Authority's policy pertaining to the Americans with Disabilities Act in order to address revisions in the law.
2. Changes in the Authority's policy pertaining to Access to Personnel Files in order to address revisions recommended by the NJPHA JIF, the Authority's insurance carrier.

3. Changes in the Authority's policy pertaining to E-Mail, Voice Mail, and Internet Usage in order to address expanding issues raised as a result of evolving technology.
4. Deletion from the appendix of the subject manual of the Computer Privacy Policy, since the subject matter of such policy is adequately covered under item 3 above.
5. Inclusion under Section Six of the subject manual of a new topical heading entitled "Flexibility Spending Account Policy" in order to allow for entry thereunder of policies, if any, pertaining to flexibility spending accounts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioner of the Housing Authority of the City of South Amboy that the amended Personnel Policies and Procedures Manual and the amended Employee Handbook reflecting the above stated changes, copies of which changes are attached hereto, incorporated herein, and made a part hereof by reference, be, and hereby are adopted and approved, effective this date.

Resolution was introduced by Sylvester Attardi , moved by Edward O'Connor 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
Mark Noble	X			
Edward O'Connor	X			

4. Resolution 1050 Approving Annual Statement/Budget for the 2012 CFP Grant was discussed. Resolution was introduced by Sylvester Attardi, moved by Grace Hoffman and seconded Mark Noble. Vote 4-0.

RESOLUTION 1050
APPROVING ANNUAL STATEMENT/BUDGET FOR THE 2012 CFP GRANT

WHEREAS, The Commissioners of the Housing Authority of the City of South Amboy have approved the annual statement/budget (Form HUD-50075.1 for the CFP Grant: and

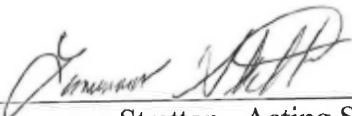
WHEREAS, it is certified that all the work items/BLIs included in the annual statement/budget are from and in compliance with the most recent HUD approved five year action plan.

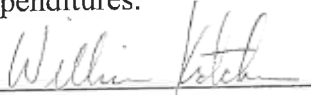
NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of South Amboy do hereby approve this resolution certifying that all of the work items/BLIs included in the annual statement/budget are from the most recent HUD approved five year action plan be submitted to HUD.


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.

Meeting date: March 12, 2012

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			

5. Acting Director Eric Cherbenko Advised the Commissioners on the installation of new software and the glitches that it had that caused the staff to operate both programs until it is worked out.. He indicated that the staff will be in training so that the new software will be up and running completely. He indicated that 22 units were turned over since January. All units should be leased up by April 1st. The accounts receivables are down to 3%.

6. Mr. Cherbenko indicated that he met with the Seniors at McCarthy Towers to introduce himself. He also indicated that the Authority is working on replacing the rear door to McCarthy Towers. He indicated that the thermostats be moved to mid wall from the floor. An employee grievance was resolved at no cost to the Authority.

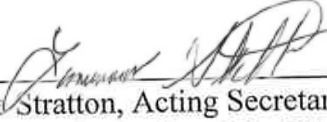
7. No one was present from the public.

8. There being no further business on hand at this time, a motion to adjourn was made by Paul Gulick, 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 March 12, 2012 , 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, 2012.



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, April 16, 2012**

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-Spencer
Carolyn Nappe
Edward O'Connor
Saverio Sagliocco

ABSENT

Joseph Connors

Also in attendance were Eric Cherbenko Acting Director, Lawrence Stratton, Director of Operations William Katchen, CPA and Thomas E. Downs, IV, Esq. At the meeting, the following items were discussed:

1. The Minutes of March 12, 2012 were discussed. A motion was made Sylvester Attardi to approve the minutes and seconded by Edward O'Connor. Vote 3-0. Grace Hofman-Spencer, Carolyn Nappe and Saverio Saglioccio abstained.
2. The bills for April 2012 were discussed. A motion to pay the bills was made by Paul Gulick and seconded by Edward O'Connor. Vote 6-0.
3. Resolution 1051 to Approve the budget previously submitted to DCA for Fiscal year July 1, 2011 to June 30, 2012 was discussed. Mr Katchen explained the budget and procedure to the Commissioners. Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Edward O'Connor. Vote 5-0 . Saverio Sagliocco abstained.

**RESOLUTION NO: 1051
SOUTH AMBOY HOUSING AUTHORITY
APPROVAL OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2011 to JUNE 30, 2012**

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2011 and ending June 30, 2012 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of April 16, 2012; 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 \$2,622,284.00 total appropriations, including any accumulated deficit if any, of \$2,654,400.00, and Total Fund Balance utilized of \$32,116.00; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$150,310.00 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 April 16, 2012 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 June 30, 2012 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:

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


LAWRENCE STRATTON,
Acting Secretary
Dated: April 16, 2012


WILLIAM KATCHEN, CPA.

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Edward O'Connor. Vote 5-0 . Saverio Sagliocco abstained.

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			
Carolyn Nappe	X			
Edward O'Connor	X			
Saverio Sagliocco			X	

4. Resolution 1052 Introducing the Budget for fiscal year July 1, 2012 to June 30, 2013 was discussed. Mr Katchen explained the budget to the Commissioners. He indicated that he used the same the funding that was provided for fiscal year ending June 30, 2012 from HUD. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded Grace Hoffman-Spencer Vote 6-0.

RESOLUTION NO: 1052
SOUTH AMBOY HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JULY 1, 2012 TO JUNE 30, 2013

WHEREAS, the Annual Budget and Capital Budget for the South Amboy Housing Authority for the fiscal year beginning July 1, 2012 and ending with June 30, 2013 has been presented before the Members of the South Amboy Housing Authority at its open public meeting of April 16, 2012; and

WHEREAS, the Annual Budget as presented introduced reflects total revenues of **\$2,756,831.00** total appropriations, including any accumulated deficit if any, of **\$2,768,500.00**, and Total Fund Balance utilized of **\$11,669.00**; and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of **\$125,310.00** 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 form the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Members of the South Amboy Housing Authority, at an open meeting held on April 16, 2012 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, 2012 and ending with June 30, 2013 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 convents, 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 June 2012.


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: April 16, 2012

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

Carolyn Nappe	X
Edward O'Connor	X
Saverio Sagliocco	X

5. Resolution 1052 Approve the HUD Operating Budget for Fiscal Year July 1, 2012 to June 30, 2013 was discussed. Mr Katchen explained the budget to the Commissioners. He indicated that he used the same the funding that was provided for fiscal year ending June 30, 2012 from HUD. The Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Carolyn Nappe . Vote 5-0. Saverio Sagliocco abstained

The Resolution is a HUD form that is attached hereto and made a part hereof.

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Carolyn Nappe . Vote 5-0. Saverio Sagliocco abstained

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			
Carolyn Nappe	X			
Edward O'Connor	X			
Saverio Sagliocco			X	

6. Acting Director Eric Cherbenko advised the Commissioners that the Authority met its goal of leasing all vacant apartments by March 21, 2012. The accounts receivables are still down to 3%. He advised the Commissioners that the Senior Center had a movie and bingo night which the residents enjoyed. He also indicated that the he hopes to have specifications for the new rear door at McCarthy Towers prior to the next meeting. He indicated that the thermostats project will begin in May after the heating season.

7. Mr Attardi welcomed Mr Sagliocco as the newest Commissioner. A discussion ensued about an article placed in the newspaper announcing Mr. Sagliocco's appointment. The Air Conditioning policy of the Authority was discussed. The Commissioners were reminded that Central Air conditioning throughout the building was not permitted by HUD when the building was designed. Each apartment has 2 sleeves for air conditioning units, which the residents may purchase and control according to their needs. The Common Areas are cooled by a chiller that was installed after the building was constructed.

8. The meeting was then moved to the Community Room of McCarthy Towers because of a large number of residents who wanted to be heard regarding the newspaper article.


.Margaret McCarthy asked who the new Commissioner was and where did he reside, as she did not know him. Mr. Sagliocco indicated that he was a resident of the City since 2002. Ms. McCarthy took issue with the newspaper article in that it disrespected the office workers as they go out of their way to help the senior citizens at McCarthy Towers. Mr. Sagliocco indicated that he was interviewed by telephone and some of the quotes in the article were not correct.. It was not his intention to insult anyone. He indicated he is a fair person and is here to listen then act. Stella Maltese asked if the light in the garbage room can be replaced. Ms. McCarthy observed that there a lot of new residents of the Senior Building recently and a lot of them don't know what to do with work orders. Mr. Stratton indicated that all work orders must be in writing. She asked if a flyer could be sent to the apartments to clarify the policy. Ms Kane indicated that each new tenant gets a welcoming package that explains the policy. Anna Peters asked what to do if there was a fire, as there is a recording on the line that keeps replaying itself. She was advised that was the instructions to follow. She also asked about the emergency cords in the bedroom and bathroom. She indicated that when pulled, an alarm rings but doesn't indicate which unit needs aid. She was advised if it is after hours to call the emergency number as the maintenance department is on call and the workers are local. They will respond and then act according to the needs of the resident. Shirley McQue asked if there could be a fire drill for the building so the residents can know what to do. Mr. Stratton indicated that he will speak to the Fire Chief to see if a fire drill could be arranged.

9. There being no further business on hand at this time, a motion to adjourn was made by Edward O'Connor, and seconded by Grace Hoffman-Spencer. 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 special meeting of the Board of Commissioners of the Authority duly called and held on April 16, 2012 , 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 April, 2012.



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, MAY 14, 2012**

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

PRESENT

Joseph Connors
Paul Gulick
Grace Hoffman-Spencer
Carolyn Nappe
Edward O'Connor
Saverio Sagliocco

ABSENT

Sylvester Attardi

Also in attendance were Eric Chubenko Acting Director, Lawrence Stratton, Director of Operations Karen Holloway Duputy Director Carteret Housing and Thomas E. Downs, IV, Esq. At the meeting, the following items were discussed:

1. The Minutes of April 16, 2012 were discussed. A motion was made Paul Gulick to approve the minutes and seconded by Edward O'Connor. Vote 5-0. Joseph Connors abstained.

2. The bills for May 1 2012 were discussed. A motion to pay the bills was made by Paul Gulick and seconded by Grace Hoffman-Spencer. Vote 6-0.

3. Resolution 1054 to Replace the Rear Doors of McCarthy Towers was discussed. Mr Katchen explained the budget and procedure to the Commissioners. Resolution was introduced by Edward O'Connor, moved by Paul Gulick and seconded by Grace Hoffman-Spencer. Vote 5-0. Joseph Connors abstained.

**RESOLUTION NO. 1054
REPLACEMENT OF REAR DOORS AND
UPGRADES TO MCCARTHY TOWERS**

WHEREAS, the South Amboy Housing Authority is in need of Replacement of the rear doors and upgrades to be performed at McCarthy Towers, and

WHEREAS, the Authority advertised for quotes pursuant to the requirements New Jersey State Statutes,

WHEREAS, said quotes were received on May 11, 2012 in accordance with the advertisement and,

WHEREAS, the quote is within the budgetary guidelines of the Authority and;

WHEREAS, the quote has been reviewed by legal counsel and the architect / engineer, has been determined the lowest responsible quote and

WHEREAS, the lowest responsible and responsive quote submitted was by Besam/ASSA ABLOY in accordance with the advertised request for proposal and,

WHEREAS, it is in the best interest of the Authority to accept such quote and to award the contract for Replacement of the rear doors and upgrades at McCarthy Towers, in accordance with the quote submitted, and

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

BE IT FURTHER RESOLVED, that the contract is hereby awarded Besam/ASSA ABLOY for Replacement of the rear doors and upgrades at McCarthy Towers for a total of \$ 12,431.00.

BE IT FURTHER RESOLVED, the Chairman and Secretary are authorized to execute any and all documents to enter into said contract.

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

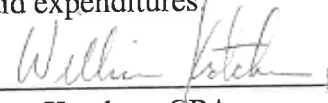
SYLVESTER ATTARDI, Chairman

Attested to:

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



Lawrence Stratton, Acting Secretary



William Katchen, CPA,.

Meeting date: May 14, 2012

Resolution was introduced by Edward O'Connor, moved by Paul Gulick and seconded by Grace Hoffman-Spencer. Vote 5-0. Joseph Connors abstained.

	<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			
Carolyn Nappe	X			
Edward O'Connor	X			
Saverio Sagliocco	X			

4. Acting Director Eric Chubenko advised the Commissioners that a Mother's Day Party was held for the Seniors at McCarthy Towers on May 11th, approximately 40 residents attended. He advised the seniors that he anticipated that the new entry door will be awarded at the next Authority meeting and that the seniors were excited that the door was to be upgraded. He reported that there were no vacancies at the Authority at the present time.. He advised the Commissioners that the Senior Center had a movie and bingo night which the residents enjoyed.. He indicated the examination of thermostats showed that about one third needed to be replaced and the project is the next item to be addressed.


5. Ms. Nappe indicated that the Seniors had a great time at the Mother's Day party. They were happy to hear about the improvements to the doors. She indicated that the seniors were asking if the carpets in the hall could be shampooed especially the 5th floor. She also indicated that they were asking if the outside windows could be cleaned. Mr. Stratton indicated that he will look into shampooing the carpets. As to the windows, he indicated that because of the height of the building, the maintenance men cannot safely clean the outside windows on the higher floors. He and Mr. Chubenko will look to see if a contractor can come in to do the upper floors or if it is feasible to locate a lift so that the windows may be safely cleaned.

6. There being no further business on hand at this time, a motion to adjourn was made by Paul Gulick, and seconded by Carolyn Nappe. 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 special meeting of the Board of Commissioners of the Authority duly called and held on May 14, 2012, 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 14th day of May, 2012.



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 10, 2012**

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
Saverio Sagliocco

ABSENT

Grace Hoffman-Spencer
Carolyn Nappé
Edward O'Connor

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

1.. A motion to table the Minutes of June 25, 2012 due to a lack of Commissioners who attended the meeting was made by Sylvester Attardi and seconded by Paul Gulick . Vote 4-0.

2. The bills for July, August and September 2012 were discussed. A motion to pay the bills was made by Paul Gulick and seconded by Sylvester Attardi . Vote 4-0.

3. Mr. Chubenko and Mr. Stratton discussed the REACT review with the Commissioners. They indicated that an appeal was forwarded to the HUD Project Manager . They also indicated that indicated that contractors have been hired to do the necessary repairs . A new REACT inspection this month. They indicated that the inspectors will reinspect the entire Authority and will include everything including the tenants housekeeping, which the Authority has little control over. The lack of housekeeping by the tenants could affect the Authority's score.. They advised the Commissioners that the new heating oil tank was in process.

4. Mr. Chubenko indicated that 100 units of the Authority were treated for bedbugs. He also indicated that the occupancy rate of the Authority was at 100%. The Acting Director advised the Commissioners that the installation of the automatic doors at McCarthy Towers is complete. During the summer, the residents of McCarthy Towers were treated to a few movie days in the community room. Mr. Chubenko advised the Commissioners that the staff was preparing for the annual audit.

5. Mr Stratton advised the Commissioners that he is looking into replacing the back canopy at McCarthy Towers. He also indicated that the lighting has to be upgraded due to the obsolescence of the T-12 lights. The new lighting will be T-8's. The Authority will look for a rebate from the utility company and the State. The purchase of the lighting will be through the State contract. Mr. Stratton discussed the purchase of security cameras for better security for the buildings with the Commissioners. The cameras would be purchased through the State contract. When installed, someone from the office will be able to view the entire project . He indicated

that he inquired with the Police Department if they wanted access to the cameras through the web. He advised the Commissioners as to the proposed location of the cameras through out the sites. Commissioner Sagliocco asked about the memory capacity of the cameras. Mr. Stratton indicated he thought 30 days. Mr. Chubenko will contacted the company to determine the exact capacity. He hopes to have the information for the next meeting.

6. Mr. Stratton indicated that NAHRA convention is September 24 to 26 and the NAJRA convention is November 16 and 17. Mr. Chubenko indicated he is sending the Administrative Staff to The NAHRA Seminar on September 25 to learn the new EIV rules and regulations and to be trained how to implement the new data required by the changes.

7. Mr. Chubenko indicated that the thermostats are still being relocated. The project should be complete before the heating season.

8. Mr. Stratton indicated that a RFP will be going out for Architectural and Engineering services for new roofs at Dohaney Homes and to replace the domestic cold water lines.

9. No one from the public was present

10. There being no further business on hand at this time, a motion to adjourn was made by Paul Gulick, and seconded by Sylvester Attardi. 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 Regular Meeting of the Board of Commissioners of the Authority duly called and held on September 10, 2012, 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 10th day of September, 2012.



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, NOVEMBER 12, 2012**

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
Edward O'Connor
Saverio Sagliocco

ABSENT

Grace Hoffman-Spencer
Carolyn Nappe

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

1.. The Minutes of June 25, 2012 were discussed. A motion was made by Paul Gulick to approve the minutes and seconded by Joseph Connors. Vote 4-0. Saverio Sagliocco abstained.

2. The Minutes of May 14, 2012 were discussed. A motion was made by Paul Gulick to approve the minutes and seconded by Sylvester Attardi. Vote 5-0.

3. The bills for October and November 2012 were discussed. A motion to pay the bills was made by Sylvester Attardi and seconded by Edward O'Connor. Vote 5-0.

4. Mr. Chubenko complemented the Administrative and Maintenance staff on a job well done during Superstorm Sandy. The Chairman asked that a letter be sent to the HUD Area Office requesting funding for an emergency generator that would be able to keep the heating system running in the Senior building. M The Director indicated that the staff is researching the feasibility and procedure necessary to obtain a stand by contract to reserve a tractor trailer type generator in case of such an emergency.

5. Mr. Stratton advised the Commissioners that the damage to the Authority's properties were minimal compared to the rest of the City. There was some roof damage as well as flashing and siding from the wind.

6. Mr Stratton advised the Commissioners of an incident in McCarthy Towers where during the electric outage, A tenant was using a Coleman type of stove to cook inside the building. He indicated that action was taken to remove it. HE also indicated that a person who was not a resident objected to the removal and was escorted off the premises

7. Mr. Sagliocco asked what the impact of the emergency spending would have on the Authority's budgft. MR. Stratton indicated that our reserve should cover the expense at the

present time. Mr. O'Connor thought that the surplus was more than sufficient to cover the cost. Mr. Chubenko advised the Commissioners that it was early in the budget year and there are line items that were positively impacted by the electrical outage such as electric, gas and fuel oil that will make up some of the cost. HE also advised the Commissioners that the Authority is making application to FEMA and the JIF to be reimbursed for the damages sustained and the out of pocket costs associated with the storm. He expects these entitles will make the Authority nearly whole.

8. The Director discussed opening the Public Housing List in view of the damages sustained by the residents of South Amboy as a result of the Storm. The Commissioners discussed the widespread damage to the homes below the railroad tracks. The Commissioners thought it was advisable to open the list. A motion to open the list for Public Housing to South Amboy residents only was made by Paul Gulick, and seconded by Edward O'Connor. Vote 5-0.

8. Mr. Stratton indicated that a RFQ will be going out for a Risk Management Consultant. He and Mr. Chubenko indicated that it is a consultant that is recommended by the JIF and is also paid for by the JIF. The consultant would review the Authority's Policies and inspect the properties to determine what improvements may be made to decrease the Authority's insurance risks .He would also review the insurance policies of the Authority to make sure the Authority has the proper coverages.

9. Mr. Stratton advised the Commissioners that the Architectural and Engineering Services RFQ for new roofs at Dohaney Homes and to replace the domestic cold water lines was put on hold because of the storm. He hopes to meet with Mr. Keefe in the next week or two to set up the specifications.

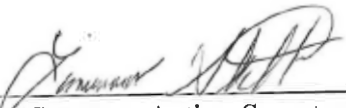
10. The Meeting was opened to the public. Margret Mc Carthy of Mc Carthy Towers expressed her thanks to the Administrative and Maintenance staff for an outstanding job they did to help the residents of Mc Carthy Towers and Dohaney Homes by providing comfort and food and hot drinks to the residents. It was noted that Mr. Stratton and the maintenance staff stayed overnight at the facilities to act as watchman and custodians of the buildings. She indicated it made the residents feel safer. She also indicated that by procuring propane grills and enough propane for the residents to cook outside the building so they could have hot meals and hot coffee and tea was a great idea. Anna Peters asked if there could be more lights outside the entrance to Mc Carthy Towers. Mr. Stratton indicated that the electrician is looking into the problem. He also indicated that the Authority is reviewing the lighting conditions on the McCarthy Towers Campus to see what upgrades are required. Mrs. Peters also observed that the halls and the windows need to be cleaned better. Mr. Stratton indicated that this will be addressed in the near future. He is more concerned with getting all the Authority's properties back to normal after the storm. Once the repairs are completed on the buildings, he will have the maintenance men available for that duty.

11. 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 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 Regular Meeting of the Board of Commissioners of the Authority duly called and held on September 10, 2012, 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 10th day of September, 2012.



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