

**EXTRACTS FROM THE MINUTES OF THE
REGULAR MEETING OF THE HOUSING
AUTHORITY OF THE CITY OF SOUTH AMBOY
HELD ON TUESDAY OCTOBER 11, 2016**

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

PRESENT

Sylvester Attardi
Joseph Connors
Paul Gulick
Grace Hoffman-Spencer
Edward O'Connor

ABSENT

Saverio Sagliocco

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

1. The bills for October, 2016 were discussed. A motion to pay the bills was made by Paul Gulick seconded by Edward O'Connor. Vote 6-0
2. The Minutes of September 12, 2016 were discussed. A motion was made Paul Gulick to approve the minutes and seconded by Joseph Connors. Vote 6-0.
3. Resolution 1144 for Fiscal Audit Services was discussed. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Lynn Ust. Vote 6-0.

**RESOLUTION NO:1144
FISCAL AUDIT SERVICES**

WHEREAS, the South Amboy Housing Authority is in need of fiscal audit services from July 1, 2015 through June 30, 2016 and,

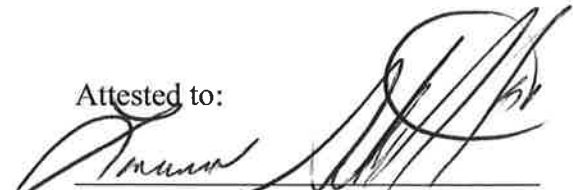
WHEREAS, the South Amboy Housing Authority advertised for request for proposal for said fiscal audit services; and,

WHEREAS, said request for proposals were received on September 26, 2016 in accordance with the advertisement; and

WHEREAS, the lowest responsible and responsive proposal submitted was by Hymanson, Parnes, and 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 not to exceed the amount of \$9,270.00 ; and

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

Meeting date: October 11, 2016

William Katchen, CPA.

Resolution was introduced by seconded by, moved by Joseph Connors and seconded Lynn Ust. Vote 6-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Joseph Connors	X			
Paul Gulick	X			
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco				X
Lynn Ust	X			

4. Resolution 1145 to amend the Public Housing and Continued Occupancy Policy was discussed. Mr Chubenko and Mr. Stratton advised the Commissioners that the changes were required because of the new regulations adopted by HUD on March 8, 2016. Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded Joseph Connors. Vote 6-0.

**RESOLUTION NO. 1145
 AUTHORIZING AMENDMENT TO
 PUBLIC HOUSING ADMISSIONS AND CONTINUING OCCUPANCY POLICY**

WHEREAS, the text of the Admissions & Continued Occupancy Policy (ACOP) for the Public Housing Program of the City of South Amboy has been amended in order to incorporate

therein recent changed in housing law and HUD regulations and to include provisions reflecting the HUD streamlining changes pertaining to public housing admissions and occupancy published in the Federal Register on March 8, 2016;

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that the Housing Authority approve its amended Public Housing Admissions and Continued Occupancy Policy by duly adopted resolution, and furnish HUD with a copy of the policy and the resolution approving same.

BE IS RESOLVED by the Board of Commissioners of the Housing Authority of the City of South Amboy, that the Authority's amended Public Housing Admissions and Continued Occupancy Policy, a copy of which is attached hereto and made a part hereof, be and hereby is approved, effective October 11, 2016

BE IT FURTHER RESOLVED, that a copy of this resolution and the amended ACOP approved hereunder be forwarded to the HUD Newark field office.



SYLVESTER ATTARDI, Chairman

Attested to:

Lawrence Stratton, Acting Secretary

Meeting date: October 11, 2016

Resolution was introduced by Sylvester Attardi, moved by Edward O'Connor and seconded Joseph Connors. Vote 6-0.

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Joseph Connors	X			
Paul Gulick	X			
Grace Hoffman-Spencer	X			
Edward O'Connor	X			
Saverio Sagliocco				X
Lynn Ust	X			

5. Resolution 1146 to amend the Public Housing and Continued Occupancy Policy was discussed. Mr Chubenko and Mr. Stratton advised the Commissioners that the changes were required because of the new regulations adopted by HUD on March 8, 2016. M. Chubenko and

Mr. Stratton indicated t the Board that the changes were required by the Joint Insurance Fund and the Meld to maintain the Authority’s insurance rates. Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Lynn Ust. Vote 6-0.

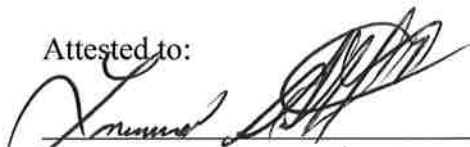
RESOLUTION NO. 1146
**RESOLUTION TO AMEND THE PERSONAL POLICY
AND EMPLOYEE HANDBOOK**

WHEREAS, the Housing Authority of South Amboy desires to amend its personnel policy and Employee Handbook to comply with updates in Federal and State changes in regulations, and;

NOW THEREFORE BE IT RESOLVED, that the Housing Authority’s Personnel Policies and Procedures Manual and Employee Handbook be, and are hereby amended, effective this date , to include the text of all policies pertaining to personnel matters previously approved by the Board of Commissioners, to reflect the changes in the Resolution with comments attached hereto and made a part hereof as if more specifically set forth herein.



SYLVESTER ATTARDI, Chairman

Attested to:


Lawrence Stratton, Acting Secretary

Meeting date: October 11, 2016

Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded by Lynn Ust. Vote 6-0.

ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Joseph Connors	X			
Paul Gulick	X			
Grace Hoffman-Spencer	X			
Edward O’Connor	X			
Saverio Sagliocco				X
Lynn Ust	X			

6. Mr. Stratton advised to the Commissioners that the roof and sidewalk bids have been advertised. He indicated that a special meeting may be required to award the bids before the weather sets in for the winter.

7. Mr Chubenko announced that the Senior Halloween Party is set for October 26th. He also indicated that the staff is planning the Thanksgiving Dinner and the Christmas Parties.

8. The meeting was opened to the public. A number of senior residents advised the Commissioners that the heating system is an issue with the residents. It gets hotter in the halls as you go up to the top floors. They indicated that the heat is not regulated uniformly throughout the building. It's too hot in the halls and some controls in the rooms don't operate correctly. Mr Stratton advised the residents that there was only one boiler on at the time. Regulations were changed so that the heat must be available starting October 1. He indicated that the vents on the upper floor hallways are turned off because hot air rises. There are exhaust fans on the outer wings of the building to remove the hot air both in summer and winter. The residents can turn down their registers in the apartments so that their unit can be comfortable

The residents advised the Commissioners that the washers and dryer are breaking down. They also indicated that some residents are doing the wash for their families and the residents can't use the machines because of the volume that they are doing. Mr. Stratton advised the residents that two new washers and dryers were just purchased. The residents indicated that one of the new machines was already broken. Mr. Stratton was aware of it and is in the process of getting the manufacturer to service the machines under the warranty. He also indicated that the other older machines are waiting for parts to repair them. As far as outsiders using the machines and residents doing others laundry, Mr. Noble advised the residents that the Authority is looking into getting cameras in the laundry area because of the misuse of the facilities.

The residents complained of people smoking too close to the entrances and the first floor windows. Mr. Chubenko advised the residents that HUD is about to implement a no smoking policy. It will take time for HUD to disseminate the Policy and the regulations. Once received the Authority will implement HUD's directive.

The residents inquired about parking spaces. They indicated that there were not enough as a lot of new residents are moving in and are younger and they all have vehicles. They also observed that when visitors come they take up the spaces closer to the entrances. Mr. Stratton indicated to them that there is no property owned by the Authority to expand the parking lot. He also noted that the City Code Enforcement Department determined that the street in front of Noble Manor was designated a Fire Zone and took away approximately 12 public street parking spaces for the zone. This further compounds the problem.. He indicated that the Authority will look to see if it can designate the spaces farther away from the building for visitors.

Tenants complained that they saw some bugs in the building. They also observed that a lot of residents leave cardboard out in the halls overnight. Mr. Stratton advised that residents that the exterminator was to come on Thursday. They don't spray anymore because of the number of residents on oxygen. The exterminator puts a paste like bait around the building hallways so the bugs return to the nest with the bait. He also observed that the residents do not properly tie up the garbage when they put it down the chute and it goes all over. He also made the residents aware that some of them are placing medical waste in the garbage and one of the maintenance men was stuck by a syringe.

Margaret McCarthy inquired as to the status of the canopy for the rear entrance to McCarthy Towers. Mr. Stratton explained that the canopy had to be put on the back burner

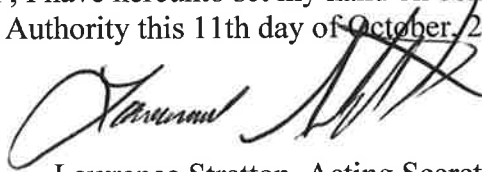
because of the issues that Dohaney Homes has with the roofs that are out to bid. The roofs and the installation of windows there are more pressing. He advised that its not forgotten but is not as critical as the windows and roofs.

9. There being no further business on hand at this time, a motion to adjourn was made by Paul Gulick and seconded by Lynn Ust. 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 October 11, 2016, 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 11th day of October, 2016.



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