

**EXTRACTS FROM THE MINUTES  
OF THE  
REGULAR MEETING OF  
THE HOUSING AUTHORITY  
OF  
THE CITY OF SOUTH AMBOY  
HELD ON MONDAY, December 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  
Grace Hoffman-Spencer  
Edward O'Connor

ABSENT

Carolyn Nappé  
Saverio Sagliocco

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 November 12, 2012 were discussed. A motion was made by Paul Gulick to approve the minutes and seconded by Joseph Connors. Vote 4-0. Grace Hoffman-Spencer abstained.
2. The bills for December 2012 were discussed. A motion to pay the bills was made by Edward O'Connor and seconded by Paul Gulick. Vote 5-0.
3. Resolution 1062 to appoint a risk manager was discussed. Mr. Chubenko indicated that the JIF would be responsible for the payment of the risk manager's services. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded Edward O'Connor. Vote 5-0.

**RESOLUTION NO. 1062  
APPOINTING AN INSURANCE RISK MANAGER**

**WHEREAS**, the South Amboy Housing Authority is in need of an Insurance Risk Manager, and

**WHEREAS**, the Authority advertised for Request for Qualifications pursuant to the requirements New Jersey State Statutes,

**WHEREAS**, said Request for Qualifications 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, has been determined the lowest responsible quote and

**WHEREAS**, the lowest responsible and responsive Request for Qualifications was submitted was by Reliance Insurance Group in accordance with the advertised request for proposal and,

**WHEREAS**, it is in the best interest of the Authority to accept such Request for Qualifications and to award the contract for Insurance Risk Management, in accordance with the quote submitted, and

**NOW, THEREFORE, BE IT RESOLVED**, that said Request for Qualifications be accepted and,

**BE IT FURTHER RESOLVED**, that the contract is hereby awarded Reliance Insurance Group for insurance risk management,

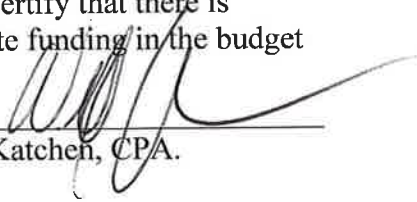
**BE IT FURTHER RESOLVED**, the Chairman and Secretary are authorized to execute any and all documents to enter into said contract.

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

  
\_\_\_\_\_  
SYLVESTER ATTARDI, Chairman

  
\_\_\_\_\_  
Lawrence Stratton, Acting Secretary

I hereby certify that there is appropriate funding in the budget

  
\_\_\_\_\_  
William Katchen, CPA.

Meeting date: December 10, 2012

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

<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
X			
X			
	X		
X			
			X
X			
			X

4. Mr. Attardi inquired about the status of a larger emergency generator for the Authority Mr. Stratton advised that Foley Caterpillar was coming in to discuss the specifications when the come in to service the current back up generator.
5. Mr. O'Connor asked the status of the HUD inspection. Mr. Stratton indicated that it is still being reviewed by the HUD Area office.
6. Mr Stratton advised the Commissioners that the NAHRO conference has been rescheduled for April 2013 at a date to be determined.
7. Mr. Downs indicated that the Authority received correspondence that Mr. O'Leary's retirement was accepted by PERS. He indicated that he is entitled to medical benefits pursuant to the Authority's Personnel Policy.
8. The Director indicated that the reorganization meeting will be in conflict with the Old Bridge Housing Authority's meeting that must be attended by himself and Mr. Stratton. A discussion was held. It was determined that the meeting should be rescheduled. A motion to change the meeting to January 16, 2013 at 5:00 was made by Sylvester Attardi and seconded Paul Gulick Vote 5-0.
8. No one from the Public was present.
9. There being no further business on hand at this time, a motion to adjourn was made by 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 Regular Meeting of the Board of Commissioners of the Authority duly called and held on December 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 December, 2012.

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

**RESOLUTION 1063**  
**EMERGENCY DOMESTIC HOT WATER REPAIRS**

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

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

**WHEREAS**, the lack of hot water will effect the health and welfare of the tenants of Dohaney Homes; and

**WHEREAS**, it is in the best interest of the Authority to provide safe and sanitary living conditions to the Authority's tenants of Dohaney Homes, and

**WHEREAS**, due to the emergent nature of the hot water heat exchanger and burner requests for proposal were solicited from plumbing contractors in accordance with the Authority's Procurement Policy, and

**WHEREAS**, only one responsible and responsive proposal were submitted and Miller Mechanical was the lowest responsible and responsive proposal in the amount of \$16,020.00, and

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

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

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

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

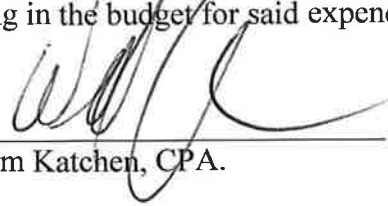
  
SYLVESTER ATTARDI, Chairman

Attested to:



Lawrence Stratton  
Acting Secretary

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



William Katchen, CPA.

Meeting date: January 16, 2013

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

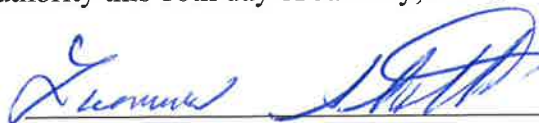
ROLL CALL

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Sylvester Attardi	X			
Paul Gulick	X			
Grace Hoffman	X			
Saverio Sagliocco	X			
Edward O'Connor				X
Joe Connors	X			

CERTIFICATION

I, Lawrence Stratton, Acting Secretary of the Housing Authority of the City of South Amboy, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing annexed extract from the Minutes of a regular meeting of the Board of Commissioners of the Authority duly called and held on January 16, 2013, has been compared by me with the original minutes as officially recorded in my office in the Minute Book of such governing body and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matter referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand on behalf of the Authority and affixed the corporate seal of said Authority this 16th day of January, 2013.



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