

**EXTRACTS FROM THE MINUTES OF THE  
REGULAR MEETING OF THE HOUSING  
AUTHORITY OF THE CITY OF SOUTH AMBOY  
HELD ON MONDAY MAY 13, 2013**

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

PRESENT

Sylvester Attardi  
Joseph Connors  
Paul Gulick  
Saverio Sagliocco

ABSENT

Grace Hoffman-Spencer  
Edward O'Connor

Also in attendance were Eric Chubenko, Acting Director, Karen Holloway , Lawrence Stratton, Director of Operations, Rae Ann Kukulski, and Thomas E. Downs, IV, Esq. At the regular meeting, the following items were discussed.

1. The Minutes of April 8, 2013 Regular Meeting were discussed. A motion was made by Joseph Connors to approve the minutes and seconded by Paul Gulick . Vote 4-0.

2. The bills for May, 2013 were discussed.. A motion to pay the bills was made by Paul Gulick and seconded by Joseph Connors. Vote 4-0.

3. Mr Stratton indicated to the Commissioners that Requests for Qualifications were advertised for Architect/Engineering Services for the Authority. He indicated that seven firms responded.. Resolution 1070 for Architect Engineering Services was discussed. Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded by Paul Gulick. Vote 4-0.

**RESOLUTION 1070  
ARCHITECT ENGINEERING SERVICES**

**WHEREAS**, the South Amboy Housing Authority is in need of Architect/Engineering services and

**WHEREAS**, the South Amboy Housing Authority advertised for request for proposals for said Architect/Engineering services and,

**WHEREAS**, said request for proposals were received on May 6, 2013 in accordance with the advertisement and,

**WHEREAS**, the lowest responsible and responsive proposal submitted was by Feist Engineering 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 Architect/Engineering services in accordance with the general schedule submitted, and

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

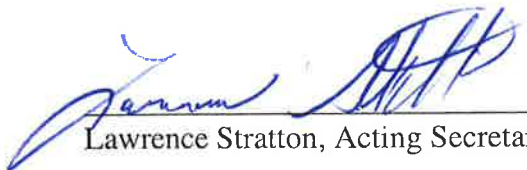
**BE IT FURTHER RESOLVED**, that the contract is hereby awarded to Feist Engineering Architects for Architect/Engineering services at an amount to be determined by the parties in accordance with HUD Guidelines.

**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 13, 2013

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

	<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			

4. Mr Chubenko and Mr. Stratton indicated that there were few South Amboy residents on the family unit waiting list. They said that the Occupancy Policy has a preference for South Amboy Residents. They further indicated that list was depleted because of Sandy and from being purged Resolution 1071 Open Public Waiting List to Resolution was introduced by Sylvester Attardi, moved by Joseph Connors and seconded by Paul Gulick. Vote 4-0.

**RESOLUTION 1071  
OPEN PUBLIC WAITING LIST TO FAMILY UNITS ONLY**

**WHEREAS**, the Occupancy Policy of the South Amboy Housing Authority provides a preference for South Amboy residents and

**WHEREAS**, the waiting list presently has few South Amboy residents eligible for the family unit on the waiting list and,

**WHEREAS**, in order to comply with the intent and purpose of the Occupancy Policy, it is necessary to open the waiting list to permit South Amboy Residents to apply for family units and,


**WHEREAS**, the lowest responsible and responsive proposal submitted was by Feist Engineering 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 Architect/Engineering services in accordance with the general schedule submitted, and

**NOW, THEREFORE, BE IT RESOLVED**, that the waiting list for family units be opened to the first fifty (50) individuals that qualify for the residential preference and,

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

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

Attested to:   
\_\_\_\_\_  
Lawrence Stratton, Acting Secretary  
Meeting date: May 13, 2013

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

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

5. Mr. Cherbenko advised the Commissioners that Mr. Keefe, Mr. Katchen and himself discussed the position of a part time Executive Director and determined that it was a good idea in view of the fact that the Authority's subsidy is being cut by HUD because of Sequestration and the continuing federal fiscal crisis. He further indicated that there are changes being considered that may limit the number of units that an Executive Director may administer. If those regulations are approved, Carteret may be required terminate the interlocal agreement with the Authority. He indicated that the position of Deputy Executive Director could be created to start to transition the Authority from the interlocal agreement. Mr. Attardi indicated that it may be a good idea. Mr. Attardi advised the Commissioners that there was a person who was interested in applying for a part time position with management experience. There was a discussion among the Commissioners about the situation. It was determined that to discuss personnel that the meeting should go into executive session to discuss the matter. A motion was made by Sylvester Attardi and seconded by Paul Gulick to recess to executive session, Vote 4-0. A motion to reconvene was made by Joseph Connors and seconded by Paul Gulick to reconvene, vote 4-0. Resolution 1072 to Establish the Position of Deputy Executive Director was discussed. Resolution was introduced by Sylvester Attardi, moved by Paul Gulick and seconded Joseph Connors. Vote 4-0

**RESOLUTION 1072**  
**ESTABLISH THE POSITION OF DEPUTY EXECUTIVE DIRECTOR**

**WHEREAS**, The South Amboy Housing Authority is in need of an Deputy Executive Director, and

**WHEREAS**, it is in the best interest of the Housing Authority to hire an Deputy Executive Director, and

**NOW, THEREFORE, BE IT RESOLVED** that the position of Deputy Executive Director be and hereby is established and created effective this date:

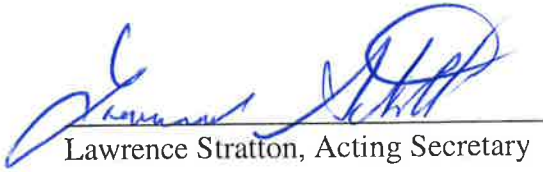
**BE IT FURTHER RESOLVED**, that Mark Noble be and hereby is designated Deputy Executive Director of this Authority to serve with compensation effective this date.

**BE IT FURTHER RESOLVED**, that the duties of the Deputy Executive Director shall be to perform his duties as directed by the Executive Director in accordance with job description and shall perform the duties of Executive Director in the absence of the Executive Director in accordance with the rules and regulations and bylaws of the Housing Authority and the United States Department of Housing and Urban Development at a salary of \$45,000.00 per Annum.

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

  
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SYLVESTER ATTARDI, Chairman

Attested to:

  
Lawrence Stratton, Acting Secretary

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

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William Katchen, CPA.

Meeting date: May 13, 2013

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

	<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			

6. Mr. Chubenko advised the Commissioners that coffee and pasteries were served to the McCarthy Tower residents at a Mother's Day party held May 10<sup>th</sup>. The party was nicely attended and the seniors enjoyed the party.

7. Mr Stratton advised the Commissioners that the HUD inspection will take place on June 17<sup>th</sup>. He indicated that there was a pre-inspection conducted by a service that is affiliated with the JIF. Mr Chubenko and Mr. Stratton indicated that Authority's properties were being attended to comply with the service's recommendations before the inspection.

8. Mr. Gulick inquired about appointments to the Authority. He was advised that Commissioners are hold overs until either reappointed or replaced. Mr. Chubenko advised that City Clerk will be contacted to determine the terms of the Commissioners.

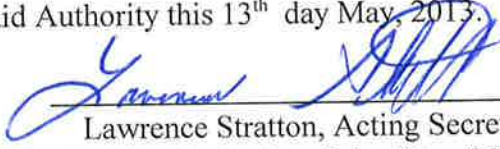
9. No one from the public was present.

10. There being no further business on hand at this time, a motion to adjourn was made Sylvester Attardi by 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 the Regular Meeting of the Board of Commissioners of the Authority duly called and held on May 13, 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 13<sup>th</sup> day May, 2013.

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

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

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Sylvester Attardi	X			
Joseph Connors	X			
Paul Gulick	X			
Grace Hoffman-Spencer				X
Edward O'Connor				X
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**RESOLUTION 1072  
APPOINT DEPUTY EXECUTIVE DIRECTOR**

**WHEREAS,** The South Amboy Housing Authority is in need of an Deputy Executive Director, and

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**NOW, THEREFORE, BE IT RESOLVED** that the position of Deputy Executive Director be and hereby is established and created effective this date:

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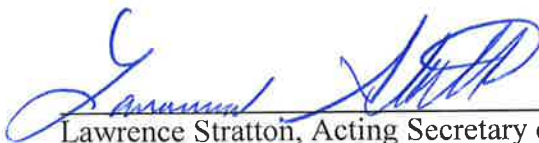
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