

**OLD BRIDGE TOWNSHIP HOUSING AUTHORITY
&
REDEVELOPMENT AGENCY**

MINUTES OF THE REGULAR MEETING

January 17, 2017

The Regular Meeting commenced at 7:15 p.m. with a Salute of the Flag.

ROLL CALL:

COMMISSIONERS PRESENT: Lance Hilfman, Vice Chairman
 Brenda Dunlop
 Dupre Anderson by Telephone
 Ramon Paulino

ALSO ATTENDING: Eric Chubenko, Interim Executive Director
 Mark Noble, Acting Director
 Lawrence Stratton, Director of Operations
 Thomas Downs, Esq., General Counsel
 Thomas Furlong, Fee Accountant

APPROVAL OF MINUTES:

A motion was made to approve the minutes of June 21, 2016 by Ramon Paulino, seconded by Brenda Dullo and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino.

NAYS: None.

BILL LIST:

A motion was made to approve the following Bill List by Brenda Dunlop and seconded by Ramon Paulino:

July, 2016	-	\$171,596.36
August, 2016	-	\$173,205.44
September, 2016	-	\$169,749.08
October, 2016	-	\$178,710.32
November, 2016	-	\$177,349.14
December, 2016	-	\$174,675.31
January, 2017	-	\$173,191.52

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino.

NAYS: None.

REPORTS:

Eric Chubenko, Interim Executive Director

Mr. Cheubenko informed the Commissioners that 4 to 5 months ago the developer that was interested in the Crossroads Property was in contact with him again. He advised the developer that the Authority would entertain an offer and that the Authority would work with them. He is waiting for the developer to get back to him. He advised the Commissioners that he inquired with the Township regarding the appointment of new Commissioners. He is waiting for the Township's response.

Mark Noble, Acting Director

Wished the Commissioners a Happy New Year and thanked them for attending.

Lawrence Stratton, Director of Operations

Mr. Stratton thanked the Commissioners for attending the meeting. He requested that Mr. Anderson stop in to sign the Acknowledgment of Receipt of the Audit.

Thomas Downs, Esq.

Wished the Commissioners Happy New Year.

Thomas Furlong, Fee Accountant

Wished the Commissioners Happy New Year. He reviewed the Budget Audit with the Commissioners. He indicated that Auditor made no findings against the Authority. He reported that there was a \$ 29,241.00 budget surplus in 2015. He advised the Commissioners that tis was because the Authority has no employees. The State required the Authority to declare the underfunded pension liability on the books. He indicated that the liability is \$ 80,000.00 and will drop over the next few years because there are no employees.

Mr. Furlong discussed the 2017 Budget with the Commissioners. He indicated that revenue to be projected is up 1.4% this year because of Section 8 portability vouchers. Expenses were up 1.2 % for the year. He projected a modest budget surplus of % 4,950.00. He indicated that the increase in expenses was required to send the new

Commissioners to training seminars. He also indicated that HUD has yet to the total funding for the New Year.

RESOLUTIONS:

Motion to adopt Resolution # 2017-1 moved by Commissioner Brenda Dunlop And Seconded by Commissioner Ramon Paulino And upon roll call, the vote was as follows:

AYES; Anderson, Dunlop, Hilfman, Paulino

NAYS:

ABSNBT:

ABSTAIN:

Motion to adopt **Resolution #2017-02 "INTRODUCTION OF THE BUDGET"** moved by Commissioner Lance Hilfman and seconded by Commissioner Ramon Paulino and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS:

Absent:

Abstain:

Motion to adopt **Resolution #2017-03 "ADOPT PAYMENT STANDARDS"** moved by Commissioner Ramon Paulino and seconded by Commissioner Lance Hilfman and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

Motion to adopt **Resolution #2017-04 "AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION"** moved by Commissioner Brenda Dunlop and seconded by Commissioner Ramon Paulino and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

Motion to adopt **Resolution #2017-05 "APPOINT A FUND COMMISSIONER "** moved by Commissioner Ramon Paulino and seconded by Commissioner Brenda Dunlop and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

Unfinished Business.

None.

New Business.

None

Commissioners' Comments.

Chairman Hilfman thanked everyone for attending. He thanked Mr. Chubenko for the update on the Crossroads Property.

Public Portion of Meeting.

Seeing no hands Chairman Hilfman closed the public portion.

Adjournment.

A motion to adjourn at 7:50 was made by Brenda Dunlop and seconded by Ramon Paulino.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino.

NAYS: None.



Lawrence Stratton, Acting Secretary

OLD BRIDGE HOUSING AUTHORITY
APPROVING THE LATE FILING OF THE BUDGET FOR FISCAL YEAR
JANUARY 1, 2017 TO DECEMBER 31, 2017

WHEREAS, the Housing Authority of the Township of Old Bridge 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 in the submission of the Budget due HUD funding estimates, to receiving insurance and health care premiums estimates ,and;

WHEREAS, the 2017 HUD operating subsidy has been anticipated as well as certain expenses.

NOW THEREFORE be it resolved by the Commissioners of the Housing Authority of the Township of Old Bridge approving the late filing of the NJ Budget for the FYE December 31, 2017.

Motion to adopt **Resolution #2017-06 “APPROVING LATE FILING OF THE BUDGET”** moved by Commissioner Lance Hilfman and seconded by Commissioner Ramon Paulino and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS:

Absent:

Abstain:

CERTIFICATION

I, Lawrence Stratton, Acting Secretary of the Old Bridge Housing and Redevelopment Authority, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing extract of **Resolution #2017-06 “APPROVING LATE FILING OF THE BUDGET”** from the Minutes of the Regular Meeting and business of the Board of Commissioners of the Authority duly called and held on March 21, 2017 has been compared by me with the original minutes as officially recorded in my office in the Minutes Book of such governing body and is a true, complete and accurate 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 March, 2017.



LAWRENCE STRATTON, Acting Secretary
Old Bridge Township Housing and

RESOLUTION #2016-05
MEMORIUM of REGINALD “Reggie” BUTLER

WHEREAS, Almighty God in His infinite wisdom has seen fit to call **REGINALD BUTLER** from our midst and to his heavenly reward on June 7, 2016; and

WHEREAS, REGINALD BUTLER was a faithful and valuable servant of the Old Bridge Township Housing Authority & Redevelopment Agency, since January 04, 2001 as a Commissioner, shortly followed by appointment to Vice-Chairman and since June 16, 2005 as Chairman of said Authority.

WHEREAS, he was warmly respected, admired, beloved and esteemed by all of the Commissioners and employees of this Authority; and

WHEREAS, he was warmly respected, admired, beloved and esteemed and a friend to all of the tenants; and

WHEREAS, during the course of his duties, he was able to provide safe sanitary and equitable housing for many families through his diligent efforts; and

WHEREAS, during his term as Chairman he presided over the expansion of the Authority to include the Costello Manor Complex and the acquisition of the Cross Roads property; and

WHEREAS, the Commissioners of the Authority are deeply saddened by the passing of **REGINALD BUTLER**; and

WHEREAS, the Authority has suffered a severe and substantial loss by the passing of **REGINALD BUTLER**.

NOW THEREFORE, BE IT RESOLVED that the Commissioners of the Old Bridge Township Housing Authority & Redevelopment Agency bow their heads in deep remembrance

of our beloved and worthy Chairman, **REGINALD BUTLER**.

BE IT FURTHER RESOLVED, that the Commissioners of the Old Bridge Township Housing Authority & Redevelopment Agency express their condolences to the family of **REGINALD BUTLER**.

Motion to adopt Resolution #2016-05 moved by Commissioner Lance Hilfman and seconded by Commissioner Brenda Dunlop and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS: None

Abstain:

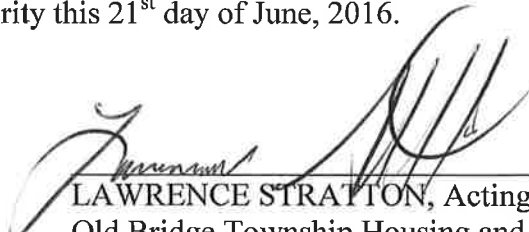
Absent:

Date: June 21, 2016

CERTIFICATION

I, Lawrence Stratton, Acting Secretary of the Old Bridge Housing and Redevelopment Authority, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing extract of **Resolution #2016-05 "MEMORIAM OF REGGIE "Reggie" BUTLER"** from the Minutes of the Regular Meeting and business of the Board of Commissioners of the Authority duly called and held on June 21, 2016, has been compared by me with the original minutes as officially recorded in my office in the Minutes Book of such governing body and is a true, complete and accurate 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, 2016.



LAWRENCE STRATTON, Acting Secretary
Old Bridge Township Housing and
Redevelopment Authority

Date: June 21, 2016

RESOLUTION #: 2017 - 01
OLD BRIDGE HOUSING AUTHORITY
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 audit report for the fiscal year ended December 31, 2015, has been completed and filed with the Local Finance Board of the State of New Jersey 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 Old Bridge Township 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 December 31, 2015, 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.

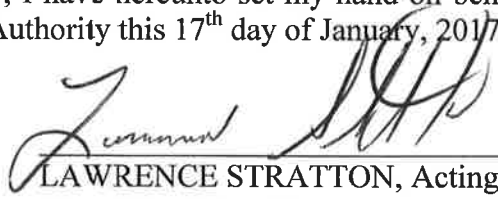
Motion to adopt Resolution # 2017-1 moved by Commissioner Brenda Dunlap And
Seconded by Commissioner Ramon Paulino And upon roll call, the vote was as follows:

AYES; Anderson Paulino Dunlop Hilfman
NAYS:
ABSNBT:
ABSTAIN:

CERTIFICATION

I Lawrence Stratton, Acting Secretary of the Old Bridge Housing Authority, 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 17, 2017, 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 17th day of January, 2017.



LAWRENCE STRATTON, Acting Secretary
of the Old Bridge Housing

RESOLUTION #2017 - 02
OLD BRIDGE HOUSING AUTHORITY
INTRODUCTION OF BUDGET FOR
FISCAL YEAR: FROM: JANUARY 1, 2017 TO DECEMBER 31, 2017

WHEREAS, the Annual Budget and Capital Budget for the OLD BRIDGE Housing Authority for the fiscal year beginning January 1, 2017 and ending December 31, 2017 has been presented before the Members of the OLD BRIDGE Housing Authority at its open public meeting of January 21, 2017; 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 introduced reflects total revenues of \$1,782,150. total appropriations, including any accumulated deficit if any, of \$1,777,200., and Fund Balance utilized of \$ 0. and

WHEREAS, the Capital Budget as introduced reflects total capital appropriations of \$0. and total fund balance planned to be utilized as funding thereof, of \$0.; 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 form the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Members of the OLD BRIDGE Housing Authority, at an open meeting held on January 21, 2017 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the OLD BRIDGE Housing Authority for the fiscal year period beginning January 1, 2017 and ending December 31, 2017 is hereby approved; and

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 Old Bridge Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption in April 18, 2017.

Motion to adopt **Resolution #2017-02 "INTRODUCTION OF THE BUDGET"** moved by Commissioner Lance Hilfman and seconded by Commissioner Ramon Paulino and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS:

Absent:

Abstain:

CERTIFICATION

I, Lawrence Stratton, Acting Secretary of the Old Bridge Housing and Redevelopment Authority, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing extract of **Resolution #2017-02 "INTRODUCTION OF THE BUDGET"** from the Minutes of the Regular Meeting and business of the Board of Commissioners of the Authority duly called and held on January 21, 2017 has been compared by me with the original minutes as officially recorded in my office in the Minutes Book of such governing body and is a true, complete and accurate 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 January, 2017.



LAWRENCE STRATTON, Acting Secretary
Old Bridge Township Housing and

**OLD BRIDGE HOUSING AUTHORITY
RESOLUTION NO. 2017-03**

ADOPT PAYMENT STANDARDS

WHEREAS, the United States Housing Act of 1937 (USHA) requires the Secretary to publish Fair Market Rents (FMRs) annually; and

WHEREAS, the primary uses of FMRs are to determine "payment standard" amounts for the Housing Choice Voucher (HCV) Program; and

WHEREAS, Public Housing Agencies (PHAs) may set a Payment Standard within 90 percent to 110% of the published FMR; and

WHEREAS, after careful consideration and review of the HA's financials, rents, etc., it is hereby recommended by the HA's fee accountant that the Payment Standards be set as follows:

One Bedroom	\$1200
Two Bedroom	\$1489
Three Bedroom	\$1898
Four Bedroom	\$2296

NOW, THEREFORE, BE IT RESOLVED that the above payment standards be effective for a one, two, three and four bedroom effective January 1, 2017;

Dated January 17, 2017

Motion to adopt **Resolution #2017-03 "ADOPT PAYMENT STANDARDS"** moved by Commissioner Ramon Paulino and seconded by Commissioner Lance Hilfman and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS:

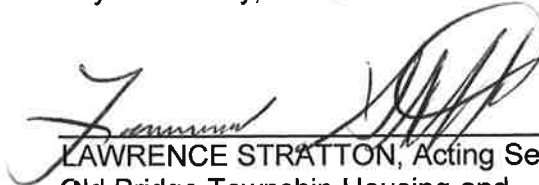
Absent:

Abstain:

CERTIFICATION

I, Lawrence Stratton, Acting Secretary of the Old Bridge Housing and Redevelopment Authority, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing extract of **Resolution #2017-03 "ADOPT PAYMENT STANDARDS"** from the Minutes of the Regular Meeting and business of the Board of Commissioners of the Authority duly called and held on January 17, 2017 has been compared by me with the original minutes as officially recorded in my office in the Minutes Book of such governing body and is a true, complete and accurate 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 17th day of January, 2017.



LAWRENCE STRATTON, Acting Secretary
Old Bridge Township Housing and
Redevelopment Authority

Date: January 17, 2017

**OLD BRIDGE HOUSING AUTHORITY
RESOLUTION NO. 2017-04
AUTHORIZATION TO SUBMIT SEMAP
CERTIFICATION**

WHEREAS, the Old Bridge Housing Authority is required by HUD to review and certify its Section Eight Management Assessment Program (SEMAP) prior to March 1, 2017; and

WHEREAS, BE IT RESOLVED, that such program be and hereby is certified. (See certification attached hereto).

BE IT FURTHER RESOLVED, that this resolution be effective immediately.

Dated January 21, 2017

Motion to adopt **Resolution #2017-04 "AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION"** moved by Commissioner Brenda Dunlop and seconded by Commissioner Ramon Paulino and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS:

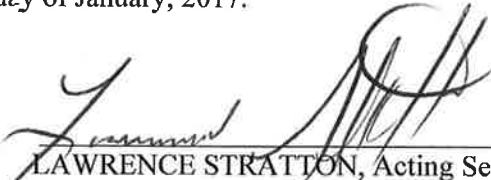
Absent:

Abstain:

CERTIFICATION

I, Lawrence Stratton, Acting Secretary of the Old Bridge Housing and Redevelopment Authority, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing extract of **Resolution #2017-04 "AUTHORIZATION TO SUBMIT SEMAP CERTIFICATION"** from the Minutes of the Regular Meeting and business of the Board of Commissioners of the Authority duly called and held on January 17, 2017 has been compared by me with the original minutes as officially recorded in my office in the Minutes Book of such governing body and is a true, complete and accurate 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 17th day of January, 2017.



LAWRENCE STRATTON, Acting Secretary
Old Bridge Township Housing and
Redevelopment Authority

Date: January 17, 2017

RESOLUTION #2017-05
RESOLUTION TO APPOINT A FUND COMMISSIONER TO THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

WHEREAS, the Old Bridge 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 Old Bridge Housing Authority appoint Lawrence Stratton as its FUND COMMISSIONER for New Jersey Public Housing Authority Joint Insurance Fund or the Fund Year 2017

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

Motion to adopt **Resolution #2017-05** moved by Commissioner Ramon Paulino and seconded by Commissioner Brenda Dunlop and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS:

Abstain:

Absent:

Date: January 17, 2017

CERTIFICATION

I, Lawrence Stratton, Acting Secretary of the Old Bridge Housing and Redevelopment Authority, in the County of Middlesex, State of New Jersey (the "Authority"), DO HEREBY CERTIFY that the foregoing extract of **Resolution #2017-05 "APPOINT A FUND COMMISSIONER "** from the Minutes of the Regular Meeting and business of the Board of Commissioners of the Authority duly called and held on January 17, 2017, has been compared by me with the original minutes as officially recorded in my office in the Minutes Book of such governing body and is a true, complete and accurate 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 17th day of January, 2017

LAWRENCE STRATTON, Acting Secretary
Old Bridge Township Housing and Redevelopment Authority

Date: January 17, 2017

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE OLD BRIDGE HOUSING AUTHORITY AT A MEETING HELD ON January 17, 2017



LAWRENCE STRATTON, Acting Secretary
Old Bridge Township Housing and Redevelopment Authority