

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

MINUTES OF THE REGULAR MEETING

March 21, 2017

The Regular Meeting commenced at 7:22 p.m. with a Salute of the Flag.

ROLL CALL:

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

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

APPROVAL OF MINUTES:

A motion was made to approve the minutes of January 17, 2017 by Brenda Dunlop, seconded by Dupre Anderson 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 Dupre Anderson and seconded by Brenda Dunlop:

February, 2017	-	\$171,831.25
March, 2017	-	\$174,990.17

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman.

NAYS: None.

ABSTAIN: Paulino

REPORTS:

Eric Chubenko, Interim Executive Director

Mr. Cheubenko informed the Commissioners that he received verbal notification that Brenda Dunlop was reappointed Commissioner. He indicated that the Mayor and Council were considering another appointment. Mr Chubenko indicated that the budget sent to DCA for review was approved with no changes. He also indicated that The Federal budget projections calls for a 13.2% decrease in funding.

Mark Noble, Acting Director

Congratulated Ms. Dunlop on her reappointment.

Thomas Downs, Esq.

Congratulated Ms. Dunlop on her reappointment.

Thomas Furlong, Fee Accountant

Congratulated Ms. Dunlop on her reappointment. He advised the Commissioners that the DCA approved the budget submission. He indicated that a resolution was needed for the late filing of the budget and to adopt the budget approved by DCA. He also indicated that based upon discussions he has had with HUD, the Federal funding will be cut by 13.2% for the upcoming year.

RESOLUTIONS:

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

AYES; Anderson, Dunlop, Hilfman, Paulino

NAYS:

ABSENT:

ABSTAIN:

Local Governmental Services.

Motion to adopt **Resolution #2017-07 “APPROVAL OF BUDGET FOR FISCAL YEAR: FROM: JANUARY 1, 2017 to DECEMBER 31, 2017”** moved by Commissioner Brenda Dunlop and seconded by Commissioner Dupre Anderson and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino

NAYS:

Absent:

Abstain:

Unfinished Business.

Mr Chubenko updated the commissioners regarding the Crossroads Property. He indicated that any development of the property will be off until after the Federal Budget is finalized. Mr Furlong indicated that he can't see development in 2017 because of the budget cuts.

New Business.

None

Commissioners' Comments.

Chairman Hilfman congratulated Ms. Dunlop on her reappointment. He indicated that he spoke with the Mayor and was advised that a new Commissioner will be appointed at the next Council Meeting.

Public Portion of Meeting.

Seeing no hands Chairman Hilfman closed the public portion.

Adjournment.

A motion to adjourn at 7:35 was made by Lance Hilfman and seconded by Brenda Dunlop .

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino.

NAYS: None.



Lawrence Stratton, Acting Secretary

**RESOLUTION #2017-08
FEE ACCOUNTING SERVICES**

WHEREAS, the Old Bridge Housing Authority is in need of Fee Accounting Services for the period of June 1, 2017 through May 31, 2018, and

WHEREAS, the Old Bridge Housing Authority advertised a Request for Proposals for said Fee Accounting Services, and

WHEREAS, said request for proposals were received through Wednesday May 31, 2017 at 1:00pm prevailing time in accordance with the advertisement, and

WHEREAS, the lowest responsible and responsive proposal submitted was by Thomas Furlong, C.P.A., 470 Highway 79, Morganville, NJ 07751 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 Fee Accounting 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 Thomas Furlong for providing Fee Accounting Services in accordance with the fee schedule submitted stating that for the period of June 1, 2017 through May 31, 2018 in accordance with the fee schedule submitted



LANCE HILFMAN, Chairperson

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



Lawrence Stratton, Acting Secretary

THOMAS FURLONG, CPA

Meeting date: June 20, 2017

RESOLUTION #2017-08 for FEE ACCOUNTING SERVICES was moved by Commissioner Paulino and seconded by Commissioner Dunlop and upon Roll Call the Ayes and Nays were as follows:

	<i>Dunlop</i>	<i>Paulino</i>	<i>Anderson</i>	<i>Hilfman</i>	<i>Dungee</i>
AYES:	X	X	X	X	X
NAYS:					
Abstain:					
Absent:					

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 annexed extract from the Minutes of the regular and business of the Board of Commissioners of the Authority duly called and held on June 20, 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 20th day of June, 2017.



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

RESOLUTION #2017-09
HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE

WHEREAS, the Old Bridge Housing Authority is in need of housing management and technical assistance services for the period of June 1, 2017 through May 31, 2018, and

WHEREAS, the Old Bridge Housing Authority advertised for a Request for Proposals for said housing management and technical assistance services through a fair and open process pursuant to NJS 40A:11-1 et seq. and,

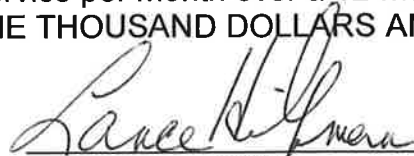
WHEREAS, said request for proposals were received through Wednesday May 31, 2017 at 1:00pm prevailing time in accordance with the advertisement and,

WHEREAS, the lowest responsible and responsive proposal submitted was by Richard Keefe, 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 Housing Management and Technical Assistance 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 Richard Keefe, R. Keefe and Associates, 48 Goetze Street, Bay Head, NJ 08742 for providing Housing Management and Technical Assistance services in accordance with the fee schedule submitted of \$75.00 (SEVENTY FIVE DOLLARS AND 00/100) per hour based on the estimated need for 10 (ten) hours of service per month over a 12-month period for a grand total not to exceed \$9,000.00 (NINE THOUSAND DOLLARS AND 00/100).



LANCE HILFMAN, Chairperson

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



Lawrence Stratton, Acting Secretary

THOMAS FURLONG, CPA

Meeting date: June 20, 2017

RESOLUTION #2017-09 HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE

as moved by Commissioner Paulino and seconded by Commissioner

Anderson and upon Roll Call the Ayes and Nays were as follows:

Dunlop Paulino Anderson Hilfman Dungee

AYES: X X X X X

NAYS:

Abstain:

Absent:

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 annexed extract from the Minutes of the regular and business of the Board of Commissioners of the Authority duly called and held on June 20, 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 20th day of June 2017.



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

**RESOLUTION #2017-10
GENERAL LEGAL SERVICES**

WHEREAS, the Old Bridge Housing Authority is in need of legal services from June 1, 2017 through May 31, 2018, and

WHEREAS, the Old Bridge Housing Authority advertised for Request for Proposals for said legal services, and

WHEREAS, said Request for Proposals were received through Wednesday May 31, 2017 at 1:00pm prevailing time in accordance with the advertisement, and

WHEREAS, the lowest responsible and responsive proposal submitted was by Thomas E. Downs, IV, Esq., 415 Main Street, South Amboy, NJ 08879 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 General Legal 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 Thomas E. Downs, IV, Esq., for providing General Legal Services in accordance with the fee schedule submitted as follows: For the period of June 1, 2017 through May 31, 2018 in accordance with the fee schedule submitted.



LANCE HILFMAN, Chairperson

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



Lawrence Stratton, Acting Secretary

THOMAS FURLONG, CPA

Meeting date: June 20, 2017

RESOLUTION #2017-10 for GENERAL LEGAL SERVICES was moved by Commissioner Dunlop and seconded by Commissioner Paulino and upon Roll Call the Ayes and Nays were as follows:

	<i>Dunlop</i>	<i>Paulino</i>	<i>Anderson</i>	<i>Hilfman</i>	<i>Dungee</i>
AYES:	X	X	X	X	X
NAYS:					
Abstain:					
Absent:					

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 annexed extract from the Minutes of the regular and business of the Board of Commissioners of the Authority duly called and held on June 20, 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 20th day of June, 2017.



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

**RESOLUTION #2017-11
INDEPENDENT AUDIT for FISCAL AUDIT SERVICES**

WHEREAS, the Old Bridge Housing Authority is in need of Fiscal Audit Services for the period of January 1, 2016 through December 31, 2016; and

WHEREAS, the Old Bridge Housing Authority advertised for Request for Proposal for said Fiscal Audit Services; and,

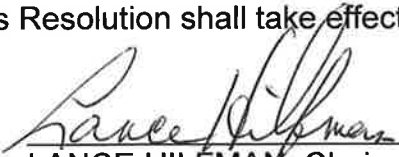
WHEREAS, said request for proposals were received through Wednesday May 31, 2017 at 1:00 PM prevailing time in accordance with the advertisement; and

WHEREAS, the lowest responsible and responsive proposal submitted was by Hymanson, Parnes and Giampaolo, C.P.A., 467 Middletown-Lincroft Road, Lincroft, NJ 07738 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 Cost of Services as incorporated in the proposal submitted; and

NOW, THEREFORE, BE IT RESOLVED, that said proposal be accepted in accordance with the fee schedule submitted

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



LANCE HILFMAN, Chairman

Attested to:

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



LAWRENCE STRATTON, Acting Secretary

THOMAS FURLONG, CPA

Meeting date: June 20, 2017

Resolution #2017-11 for FISCAL AUDIT SERVICES was moved by Commissioner Paulino and seconded by Commissioner Dunlop and upon Roll Call the Ayes and Nays were as follows:

	<i>Dunlop</i>	<i>Paulino</i>	<i>Anderson</i>	<i>Hilfman</i>	<i>Dungee</i>
AYES:	X	X	X	X	X
NAYS:					
Abstain:					
Absent:					

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 annexed extract from the Minutes of the regular and business of the Board of Commissioners of the Authority duly called and held on June 20, 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 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 20th day of June, 2017.



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