

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

MINUTES OF THE REGULAR MEETING

JANUARY 16, 2018

The Regular Meeting commenced at 7:03 p.m. with a Salute of the Flag.

ROLL CALL:

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

COMMISSIONERS ABSENT: June Dungee

ALSO ATTENDING: Eric Chubenko, Interim Executive Director
Thomas Downs, Esq., General Counsel
Thomas Furlong, Fee Accountant
Karen Holoway, Carteret Deputy Director

APPROVAL OF MINUTES:

A motion was made to approve the minutes of October 17, 2017 by Ramon Paulino, seconded by Brenda Dunlop and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino.

NAYS: None.

ABSTAIN:

BILL LIST:

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

Novembert, 2017	-	\$182,650.25
December, 2017	-	\$180,809.79
January, 2018	-	\$185,597.34

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino.

NAYS: None.

ABSTAIN:

REPORTS:

Eric Chubenko, Interim Executive Director

Mr. Cheubenko: No Report

Lawrence Stratton, Director of Operations

Mr. Stratton: No Report

Thomas Downs, Esq.

Mr. Downs advised the Commissioners that the Authority was served with a notice from Deep Run Corporate Office that it is applying for a Freshwater Wetlands Letter of Interpretation Extension for property that is adjacent to the Crossroads Property..

Thomas Furlong, Fee Accountant

Mr. Furlong advised the Commissioners that the budget for 2018 was ready and he explained it to them.

RESOLUTIONS:

Motion to adopt **Resolution #2018-01 “ ADOPTION OF THE BUDGET FY JANUARY 1, 2018 TO DECEMBER 31, 2018”** was 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:
ABSENT:
ABSTAIN:

Unfinished Business.

Mr. Stratton advised the Commissioners that the new software upgrade for the HAP was installed.

New Business.

None

Commissioners' Comments.

None

Public Portion of Meeting.

No one from the Public was present so Chairman Hilfman closed the public portion.

Adjournment.

A motion to adjourn at 7:20 was made by Ramon Paulino and seconded by Dupre Anderson.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino,

NAYS: None.



Lawrence Stratton, Acting Secretary

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

MINUTES OF THE REORGANIZATION AND REGULAR MEETING

June 19, 2018

The Regular Meeting was called to order at 7:00 p.m with a Salute of the Flag.

ROLL CALL:

COMMISSIONERS PRESENT: Lance Hilfman, Chairman
 Dupre Anderson
 June Dungee
 Brenda Dunlop
 Corninne Rodriguez

COMMISSIONERS ABSENT: Ramon Paulino

ALSO ATTENDING: Eric Chubenko, Interim Executive Director
 Mark Noble, South Amboy Deputy Executive Director
 Thomas Downs, Esq., General Counsel
 Thomas Furlong, Fee Accountant
 Karen Holoway, Carteret Deputy Director

Nomination for Chairman Pro Temp:

A motion to nominate Mark Noble as Chairperson Pro Temp of the Old Bridge Township Housing Authority and Redevelopment Agency was made by Lance Hilfman, seconded by Dupre Anderson and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez

Nays: None.

Nomination for Chairperson:

A motion to nominate Lance Hilfman as Chairperson of the Old Bridge Township Housing Authority and Redevelopment Agency was made by Brenda Dunlop seconded by June Dungee and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez.

NAYS: None.

Nomination for Vice-Chairperson:

A motion to nominate Brenda Dunlop as Vice-Chairperson of the Old Bridge Township Housing Authority and Redevelopment Agency was made by Dupre Anderson , seconded by Lance Hilfman and upon roll call vote the Ayes and Nays were as follows:

AYES: Anderson, Hilfman, Dungee, Rodriguez.

NAYS: Dunlop.

Nomination of Bank Depository

A motion to nominate the Home News Tribune as the official newspaper and Amboy Bank as depository was made by Brenda Dunlop, seconded by Dupre Anderson and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez.

NAYS: None

Nomination of Official Newspaper

A motion to nominate the Home News Tribune as the official newspaper and Amboy Bank as depository was made by Lance Hilfman, seconded by Brenda Dunlop and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez.

NAYS: None

A motion was made to close the Reorganization Meeting at 7:20 by Lance Hilfman, seconded by Brenda Dunlop and upon roll call vote the Ayes and Nays were as follows

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez.

NAYS: None.

Regular Meeting:

A motion was made to convene the Regular Meeting at 7:20 by Lance Hilfman, seconded by Brenda Dunlop and upon roll call vote the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez.

NAYS: None.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of January 16, 2018 was tabled for lack of a quorum of Commissioners present at the January meeting.

BILL LIST:

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

February, 2018	\$187,786.43
March, 2018	\$183,209.28
April, 2018	\$183,540.44
May, 2018	\$ 187,676.94
June, 2018	\$ 180,675.14

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez.

NAYS: None.

ABSTAIN:

REPORTS:

Eric Chubenko, Interim Executive Director

Mr. Cheubenko: Welcomed new Commissioner Corninne Rodriguez to the Board.

Mark Noble, Deputy Executive Director

Mr.Noble: Welcomed new Commissioner Corninne Rodriguez to the Board.

Thomas Downs, Esq.

Welcomed new Commissioner Corninne Rodriguez to the Board.

Thomas Furlong, Fee Accountant

Welcomed new Commissioner Corninne Rodriguez to the Board. He also advised the Board that the budget was approved with the Landlord subsidy at 100% and the Administrative fees remaining the same.

RESOLUTIONS:

Motion to adopt **Resolution #2018-02 “ ADOPT SCHEDULE OF REGULAR AND ANNUAL REORGANIZATION MEETINGS FOR THE PERIODS OF 2018/2019”** was moved by Commissioner Brenda Dunlop and seconded by Commissioner Dupre Anderson and upon roll call, the vote was as follows:

AYES; Anderson, Dunlop, Hilfman, Dungee, Rodriguez,
NAYS: None
ABSENT: Paulino
ABSTAIN:

Motion to adopt **Resolution #2018-03 “ ADOPT AWARD OF CONTRACT FOR FEE ACCOUNTANT”** was moved by Commissioner Brenda Dunlop and seconded by Commissioner Dupre Anderson and upon roll call, the vote was as follows:

AYES; Anderson, Dunlop, Hilfman, Dungee, Rodriguez,
NAYS: None
ABSENT: Paulino
ABSTAIN:

Motion to adopt **Resolution #2018-04 “ ADOPT AWARD OF CONTRACT FOR LEGAL SERVICES”** was moved by Commissioner Brenda Dunlop and seconded by Commissioner Dupre Anderson and upon roll call, the vote was as follows:

AYES; Anderson, Dunlop, Hilfman, Dungee, Rodriguez,
NAYS: None
ABSENT: Paulino
ABSTAIN:

Motion to adopt **Resolution #2018-05 “ ADOPT AWARD OF INDEPENDANT AUDITOR SERVICES”** was moved by Commissioner Dupre Anderson and seconded by Commissioner Brenda Dunlop and upon roll call, the vote was as follows:

AYES; Anderson, Dunlop, Hilfman, Dungee, Rodriguez,
NAYS: None
ABSENT: Paulino
ABSTAIN:

Unfinished Business.

None

New Business.

None

Commissioners' Comments.

The Commissioners all welcomed Ms. Rodriguez to the Board.

Chairman Hilfman asked about Deep Run Corporate application. Mr. Downs indicated that there was no further information as to the status of Deep Run's DEP Application.

Ms. Dungee indicated that she completed all of her coursed and she enjoyed them very much. She indicated that she learned a lot. She asked when the Tenant List will open up? Mr. Chubenko explained that the list opens up when it gets depleted. HUD doesn't want to give false hopes to applicants as the recoupment of the Section 8 Vouchers is miminal. The list opens up every 2 to 3 years as the list diminishes.

Public Portion of Meeting.

No one from the Public was present so Chairman Hilfman closed the public portion.

Adjournment.

A motion to adjourn at 7:35 was made by Ramon Paulino and seconded by Dupre Anderson.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Paulino,

NAYS:None.



Lawrence Stratton, Acting Secretary

**RESOLUTION #2018-02
ADOPT SCHEDULE of REGULAR and REORGANIZATION MEETING(s)
FOR THE PERIOD of 2018-2019**

WHEREAS, the Housing Authority of the Township of Old Bridge adopts annually the Schedule of Regular Meetings and the Annual Reorganization Meeting; and

WHEREAS, the following meeting dates have been established as follows:

June 18, 2018	Tues., January 15, 2019
July 17, 2018	Tues., February 19, 2019
August 21, 2018	Tues., March 19, 2019
September 18, 2018	Tues., April 16, 2019
Tues., October 16, 2018	Tues., May 21, 2019
Tues., November 20, 2018	Tues., June 18, 2019
Tues., December 18, 2018	

WHEREAS, there shall be no meeting for July and August 2018; and

WHEREAS, if there are any matters requiring formal action by the Board, a meeting shall be called by the Chairperson and published accordingly; and

WHEREAS, the Annual Reorganization Meeting shall be held on Tuesday, June 19, 2018 immediately after the regular meeting. The Annual Reorganization Meeting shall be held on Tuesday, June 18, 2019 immediately followed by the Regular Scheduled Meeting; and

WHEREAS, all meetings shall be open to the public and will commence at 7:00 p.m. at 2000 Route 18, Old Bridge, New Jersey.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Township of Old Bridge, New Jersey, that the revised "Schedule of Regular Meetings and Reorganization Meeting for the period of 2018-2019" has been adopted; and

BE IT FURTHER RESOLVED that the aforementioned Schedule shall be published in The Home News Tribune.

Motion to adopt **Resolution #2018-02 ADOPT SCHEDULE of REGULAR and REORGANIZATION MEETING(s) FOR THE PERIOD of 2018/2019** moved by Commissioner Brenda Dunlop and seconded by Commissioner Dupre Anderson and upon roll call, the vote was as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez,

NAYS:

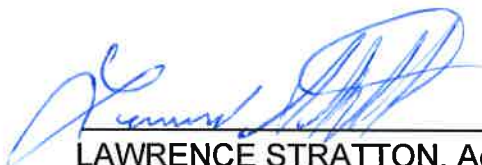
Abstain:

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 Meeting and business of the Board of Commissioners of the Authority duly called and held on June 19, 2018 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 19th day of June, 2018.



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

Date: June 19, 2018

**RESOLUTION #2018-03
FEE ACCOUNTING SERVICES**

WHEREAS, the Old Bridge Housing Authority is in need of Fee Accounting Services for the period of June 1, 2018 through May 31, 2019, 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 Monday, June 11, 2018 at 3:00 PM 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, 2018 through May 31, 2019 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 19, 2018

RESOLUTION #2018-03 for FEE ACCOUNTING SERVICES was moved by Commissioner Brenda Dunlop and seconded by Commissioner Dupre Anderson and upon roll call, the vote was as follows:

AYES; Anderson, Dunlop, Hilfman, Dungee, Rodriguez,

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 19, 2018, 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 19th day of June, 2018.



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

**RESOLUTION #2018-04
GENERAL LEGAL SERVICES**

WHEREAS, the Old Bridge Housing Authority is in need of legal services from June 1, 2018 through May 31, 2019, 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 Monday, June 11, 2018 at 3:00 PM 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, 2018 through May 31, 2019 in accordance with the fee schedule submitted.

LANCE HILFMAN, Chairperson

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

THOMAS FURLONG, CPA



Lawrence Stratton, Acting Secretary

Meeting date: June 19, 2017

RESOLUTION #2018-04 for GENERAL LEGAL SERVICES was moved by Commissioner Dupre Anderson and seconded by Commissioner Brenda Dunlop and upon roll call, the vote was as follows:

AYES; Anderson, Dunlop, Hilfman, Dungee, Rodriguez

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 19, 2018 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 19th day of June, 2018.



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

**RESOLUTION #2018-05
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, 2018 through December 31, 2018; 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 Monday, June 11, 2018 at 3:00 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.

Attested to:

LANCE HILFMAN, Chairman

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



LAWRENCE STRATTON, Acting Secretary

THOMAS FURLONG, CPA

Meeting date: June 19, 2018

Resolution #2018-05 for FISCAL AUDIT SERVICES was moved by Commissioner Dupre Anderson and seconded by Commissioner Brenda Dunlop and upon Roll Call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Dungee, Rodriguez

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 19, 2018, 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 19th day of June, 2018.



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