

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

MINUTES OF THE REGULAR MEETING

January 20, 2015

The Regular Meeting commenced at 7:00 p.m. with a Salute of the Flag.

ROLL CALL:

COMMISSIONERS PRESENT: Reginald Butler, Chairman
 Lance Hilfman, Vice Chairman
 Dupre Anderson
 Brenda Dunlop

COMMISSIONERS ABSENT: Ramon Paulino
 Gina Talamo

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 October 21, 2014 by Brenda Dunlop, seconded by Lance Hilfman and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

BILL LIST:

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

November 2014 - \$161,057.72

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

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

December 2014 - \$157,702.79

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

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

January 2015 - \$160,128.41

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

REPORTS:

Eric Chubenko, Interim Executive Director

Mr. Chubenko extended his wishes for a Happy New Year.

Mark Noble, Acting Director

Mr. Noble echoed Mr. Chubenko's wishes for a Happy New Year.

Thomas Downs, Esq.

Mr. Butler inquired whether a decision had been made as to the status of Gina Talamo's position as a commissioner.

Mr. Downs responded that a decision had been made and that Mrs. Talamo had been informed.

Thomas Furlong, Fee Accountant

Mr. Furlong explained that because of the lack of meetings in November and December, the budget is being presented late, but will be adopted in March. That will necessitate a "late" resolution explaining the reason for the delayed introduction.

Mr. Furlong stated that this year's budget process is different from what has been done in the past, i.e., questionnaires required by the state to be submitted by the commissioners to insure transparency. The budget is balanced with a surplus of \$150,000. The uncertainty is that HUD has not yet announced its subsidy for administration fees. The projection is 79% of entitlement which is what was received in 2014. Early notifications indicates 74%, but he anticipates that the percent will be raised by the end of the year. If not, the authority would have to seek additional revenue to make up for the loss of 5% which equates to approximately \$10,000.

Mr. Furlong stated that as of 2015, there are no longer any employees within the Housing Authority. Renee retired as of December 31, 2014. The staff from South Amboy has been managing the Old Bridge office which will necessitate an amendment to their management contract which has been incorporated into the budget. The current management fee is \$88,000 which will be brought up to \$ 120,000.

Mr. Chubenko stated that if the position had to be filled with salary and benefits, there would be a substantial deficit. Shared responsibilities with full-time staff and the addition of part-time staff has worked very well for the past few months.

Mr. Furlong stated that the cost of the former employee including benefits was approximately \$40,000. The proposed increase would be \$32,000 for the management contract.

Mr. Butler asked if Kathy would be additionally compensated.

Mr. Chubenko stated that an increase has been incorporated in the budget.

RESOLUTION

A motion was made to approve Resolution No. 2014-14 – Introduction of 2015 FYE Budget by Mr. Butler and seconded by Mr. Hifman.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

RESOLUTION

A motion was made to approve Resolution No. 2015-01 – Adopt Payment Standards by Brenda Dunlop and seconded by Dupre Anderson.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

Prior to the roll call vote the following discussion took place.

Mr. Chubenko explained that each year HUD issues a fair market rent per region which has increased. The local authorities have the discretion to set the threshold with the payment standard between 90% and 110%. Some markets have expensive housing and must increase to 110%; some have a mixed market.

Mr. Furlong stated that the payment standards cannot be less than 90% of the fair market rents. When the fair market rents came out, Old Bridge had three which were lower. The two, three and four bedroom units are being brought up to the minimum – 90%

Mr. Chubenko stated that the lower the standard, the more vouchers will be available.

RESOLUTION

A motion was made to approve Resolution No. 2015-02 – Appointing Lawrence Stratton as Fund Commissioner (Joint Insurance Fund) by Mr. Hilfman and seconded by Mr. Anderson.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

Prior to the roll call vote the following discussion took place.

Mr. Chubenko stated that a fund commissioner is appointed from each authority to participate in the joint insurance fund, who is usually the director who will attend meetings on behalf of the authority. Mr. Stratton has held this position for a long time and is also an alternate on the joint insurance fund board.

Management Fee

Motion

A motion was made to increase the management fee from \$88,000 to \$120,000 retroactive to January 1, 2015 by Mr. Butler and seconded by Mr. Hilfman.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

Prior to the roll call vote the following discussion took place.

Ms. Dunlop stated that the former employee's salary was built into the budget of 2014. She asked for an explanation as to how the additional \$32,000 was going to be utilized by replacing that employee with part-time personnel.

Mr. Chubenko stated that one staff person who was working in Old Bridge two days per week will now be working four days per week. There are other persons who will be working four days per week. That will equate to eight staff days as opposed to two.

Ms. Dunlop argued that not having the full-time employee equates to a \$40,000 savings. She questioned why there had to be an increase in the management costs.

PUBLIC PORTION OF MEETING

Seeing no hands Chairman Butler closed the public portion.

ADJOURNMENT

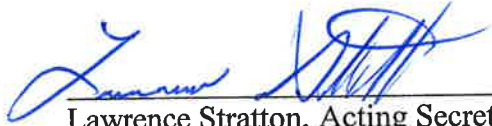
A motion to adjourn at 7:37 was made by Brenda Dunlop and seconded by Dupre Anderson.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.



Lawrence Stratton, Acting Secretary

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

MINUTES OF THE REGULAR MEETING

April 14, 2015

The Regular Meeting commenced at 7:00 p.m. with a Salute of the Flag.

ROLL CALL:

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

COMMISSIONERS ABSENT: Lance Hilfman
 Gina Talamo

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: None.

BILL LIST:

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

March 2015	-	\$168,469.08
April 2015	-	\$161,935.05

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Paulino, Butler.

NAYS: None.

ABSENT: Hilfman, Tamalo.

Presentation – Marlboro Road Affordable Housing Development

Suzanna Herschel (RPM Development) offered a presentation and a proposal to the Commissioners for the construction of seventy-two affordable housing units within eight buildings on a site which was the original Crossroads site. The proposed development would utilize eight acres of the twenty-seven acres with the remaining site also being developable. This housing development would be owned and managed by RPM Development and the construction would meet the COAH obligation of the Township of Old Bridge.

The cost of the project is estimated to be between \$18 million and \$20 million. The Township of Old Bridge has to take a \$9,000 plus contribution.

Mr. Chubenko added that the Old Bridge Housing Authority owns the property, the purchase price of which was approximately \$1.5 million in 2008. He is in favor of the project because among other things RPM Development has an established history throughout New Jersey. With respect to the dollar amount to be charged to RPM for this property, there needs to be considered the cost of money. The conversation about the cost of the property and the negotiated process will be discussed in Executive Session.

Mr. Furlong stated that although the Housing Authority would like to just give the eight acres with the remaining portion of the parcel being developable, his problem is that this may not meet that 5% contribution.

Mr. Chubenko stated that if it can, the Housing Authority will retain a small portion that can be developed. Currently, the Housing Authority needs to become whole and plan for the future.

Mr. Downs stated that the Township of Old Bridge is under the gun to provide affordable housing. The Christie administration got “spanked” by the Appellate Division with respect to who is controlling the funds.

REPORTS:

Eric Chubenko, Interim Executive Director
None.

Mark Noble, Acting Director

Mr. Noble thanked everyone for rearranging their schedules to be present at this meeting.

Lawrence Stratton, Director of Operations

Mr. Stratton reported that he has been contacted by Verizon with respect to a cell antenna on the site of Maher Manor. Penrose leases the site from the Housing Authority. He has had experience with cell towers. There would have to be a release from the Township of Old Bridge and Penrose would receive the rental income from Verizon. He recommended discussing the rental price.

Mr. Downs stated that he had been contacted, but he cannot locate the file or the paperwork.

Thomas Downs, Esq.
None.

Thomas Furlong, Fee Accountant

Mr. Furlong stated that the budget is on the agenda for approval for adoption as well as a resolution for the late introduction. The funding for the Section 8 program has been received at slightly over 100% resulting in the leasing of all the units. The payment standards may be raised to make it easier for those struggling to find apartments.

There was some confusion with respect to the South Amboy contract. As a clarification prior to the change, South Amboy provided services and there was a person in the office three days per week plus Debbie Deardorff. Renee Grenatz worked for the Housing Authority, and the Housing Authority paid her salary and benefits. With the change South Amboy has assumed the complete operation. There are no employees on the Housing Authority payroll. South Amboy is providing a person in the office four days per week.

Mr. Stratton added that there is an employee at the office four days per week, another person three days per week plus an inspector and the executives.

Mr. Furlong stated that this is all being done at a savings of approximately \$12,000 - \$15,000.

RESOLUTION

A motion was made to approve Resolution No. 2015-03 – Late Introduction and submission of the Housing Authority Budget Fiscal Year 01/01/15 to 12/31/15 by Ramon Paulino and seconded by Dupre Anderson.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Paulino, Butler.

NAYS: None.

ABSENT: Hilfman, Talamo.

RESOLUTON

A motion was made to approve Resolution No. 2015-04 Adoption of Budget was made by Ramom Paulino and seconded by Depre Anderson.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Paulino, Butler.

NAYS: None.

ABSENT: Hilfman, Talamo.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

COMMENTS FROM COMMISSIONERS

Mr. Butler thanked the Commissioners for altering their schedules in order to conduct this meeting so that for the budget could be adopted,

ADJOURNMENT

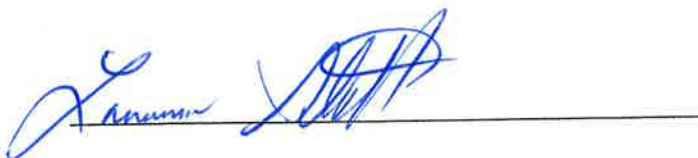
A motion to adjourn at 7:56 p.m. was made by Ramon Paulino and seconded by Brenda Dunolop.

Upon roll call the Ayes and NAYS were as follows:

~~AYES: Anderson, Dunlop, Paulino, Butler.~~

NAYS: None.

ABSENT: Hilfman, Talamo.



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

MINUTES OF THE REGULAR MEETING

June 16, 2015

The Regular Meeting commenced at 7:14 p.m. with a Salute of the Flag.

ROLL CALL:

COMMISSIONERS PRESENT: Reginald Butler, Chairman
 Lance Hilfman, Vice Chairman
 Brenda Dunlop
 Dupre Anderson

COMMISSIONERS ABSENT: Ramon Paulino
 Gina Talamo

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

Nomination for Chairperson:

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

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

Nomination for Vice-Chairperson:

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

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

A motion was made to close the Reorganization Meeting at 7:22 by Lance Hilfman, seconded by Mary Spina and upon roll call vote the Ayes and Nays were as follows

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

Regular Meeting:

A motion was made to convene the Regular Meeting at 7:23 by Brenda Dunlop, seconded by Reginald Butler and upon roll call vote the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of January 20, 2015 by Brenda Dunlop, seconded by Dupre Anderson and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

A motion was made to table the minutes of April 15, 2015 for lack of a quorum of Commissioners present by Brenda Dunlop, seconded by Dupre Anderson and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

BILL LIST:

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

May 2015 - \$159,733.44

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

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

June 2015 - \$165,483.89

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

REPORTS:

Eric Chubenko, Interim Executive Director

Mr. Cheubenko advised the Commissioners that the Authority received correspondence from HUD that the Authority received a SEMAP score of 100% for the year ending 2014. He also indicated that the Developer that appeared at the April meeting to discuss a building complex using the Authority property had not provided any other information.

Mark Noble, Acting Director

No Report.

Lawrence Stratton, Director of Operations

No Report.

Thomas Downs, Esq.

No Report.

Thomas Furlong, Fee Accountant

No Report.

RESOLUTIONS:

A motion to approve Resolution No. 2015-05 – Adopt Schedule of Regular and Reorganization Meeting for the period of 2015/2016 was made by Brenda Dunlop, seconded by Lance Hilfman and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

A motion to approve Resolution No. 2015-06 – Award Fee Accounting Services was made by Lance Hilfman, seconded by Brenda Dunlop and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

A motion to approve Resolution No. 2015-07 – Award Contract General Legal Services was made by Lance Hilfman, seconded by Dupre Anderson and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

A motion to approve Resolution No. 2015-08 – Award Contract Housing Management Technical Services was made by Lance Hilfman, seconded by Brenda Dunlop upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

A motion to approve Resolution No. 2015-09 – Award Independent Auditor for Fiscal Audit Services was made by Dupre Anderson, seconded by Reginald Butler and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

A motion to approve Resolution No. 2015-10 – Amend Payment Standard for 1 Bedroom Size Unit was made by Brenda, seconded by Dunlop Lance Hilfman and upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo

Unfinished Business.

None

New Business.

None

Commissioners' Comments.

Mr. Butler indicated that a Bill for Affordable Housing has passed the House of Representatives and is being referred to the Senate. He also congratulated the Professionals on their reappointments.

Mr. Hilfman Informed the Commissioners that he was directing a play at the Hillsborough playhouse and invited the Commissioners to attend.

Public Portion of Meeting.

Seeing no hands Chairman Butler closed the public portion.

Adjournment.


A motion to adjourn at 7:38 was made by Brenda Dunlop and seconded by Reginald Butler.

Upon roll call the Ayes and Nays were as follows:

AYES: Anderson, Dunlop, Hilfman, Butler.

NAYS: None.

ABSENT: Paulino, Talamo



Lawrence Stratton, Acting Secretary