

**CHAIRPERSON**

Anthony Cupano

**VICE CHAIRPERSON**

Kevin Jones

**2ND VICE CHAIRPERSON**

Anthony Giorgianni

**COMMISSIONERS**

Yirgu Wolde

Richard Kolesar

Ida Brangman



**EXECUTIVE DIRECTOR**

John Clarke, P.H.M.

**DEPUTY DIRECTOR**

Michael C. Mesi, P.H.M.



**EQUAL HOUSING  
EQUAL EMPLOYMENT  
OPPORTUNITY**

# **BOARD OF COMMISSIONERS REPORT**

## **February 23, 2011**

**COMMUNITY ROOM**

**7 VAN DYKE AVENUE**

**NEW BRUNSWICK, NJ 08901**

**Regular Meeting- 6:45PM**

*"Working Together, We Can Make A Better Future."*

**NBHA BOARD  
OF  
COMMISSIONERS**

**AGENDA**

- I. Roll Call, Call to Order (Chairperson)
- II. Reading of the Public Notice (Recording Secretary)
- III. Pledge of allegiance
- IV. Approval of Minutes (January Regular Meeting)
- V. New Business (Resolutions)
- VI. Reports
- VII. Open Public Session
- VIII. Adjournment

**PUBLIC MEETING NOTICE**  
**Date of Notice: February 16, 2011**

Notice is hereby given that the **Housing Authority of the City of New Brunswick** (NBHA) will hold its Regular Meeting of the Board of Commissioners on Wednesday, February 23, 2011 at 6:45 PM in the Community Room of the Schwartz/Robeson Complex, 7 Van Dyke Avenue, New Brunswick, New Jersey 08901.

The agenda will be for consideration of NBHA business and any other matters which may be deemed necessary by the Board of Commissioners.

**THE NEW BRUNSWICK HOUSING AND REDEVELOPMENT AUTHORITY**  
**REGULAR BOARD MEETING MINUTES**  
**JANUARY 26, 2011**

**1. CALL TO ORDER**

The regular monthly meeting of the New Brunswick Housing Authority was called to order at 6:45 PM on Wednesday, January 26, 2011.

**2. OPEN PUBLIC MEETING NOTICE ACT**

Mr. John Clarke, Executive Director of the New Brunswick Housing Authority read the Notice of Public Meeting.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**4. ROLL CALL**

**PRESENT:**

Chairperson Anthony Cupano  
Vice Chairperson Kevin Jones  
2<sup>nd</sup> Vice Chairperson Anthony Giorgianni  
Commissioner Yirgu Wolde (via conference phone)  
Commissioner Ida Brangman

**ABSENT:**

Commissioner Richard Kolesar

**ALSO PRESENT:**

John Clarke, Executive Director  
Mike Mesi, Deputy Director  
Maria Martinez, Business Administrator  
Alberto Camacho, NBHA Legal (via conference phone)

**APPROVAL OF PREVIOUS MEETING MINUTES**

**MOTION:** Commissioner Jones made a motion to approve the Minutes of the November 2010 Regular Meeting of the Board of Commissioners. Commissioner Giorgianni seconded.

**PUBLIC COMMENTS:** None

**ROLL CALL:** Cupano, Wolde, Jones, Giorgianni  
Nays: None  
Abstentions: Brangman  
Absent: Kolesar

**The motion carried 4-0-1.**

**MOTION:** Commissioner Jones made a motion to approve the Minutes of the December 2010 Regular Meeting of the Board of Commissioners. Commissioner Giorgianni seconded.

**PUBLIC COMMENTS:** None

**ROLL CALL:** Cupano, Wolde, Jones, Giorgianni  
Nays: None  
Abstentions: Brangman  
Absent: Kolesar

**The motion carried 4-0-1.**

**RESOLUTIONS**

**NBHA RESOLUTION 2011 – 1/26 # 1**

Resolution Authorizing and Approving Payment of Bills for the Month of December 2010

**MOTION:** Commissioner Jones moved to accept Resolution # 1. Commissioner Wolde seconded.

**PUBLIC COMMENTS:** None

**ROLL CALL:** Cupano, Jones, Giorgianni, Wolde, Brangman  
Nays: None  
Abstentions: None  
Absent: Kolesar

**The motion carried 5-0-0.**

**NBHA RESOLUTION 2011 – 1/26 # 2**

Resolution Approving an Inter-Agency Agreement with the Franklin Housing Authority for the provision of Maintenance and Management Services

**MOTION:** Commissioner Jones moved to accept Resolution # 2.  
Commissioner Giorgianni seconded.

**PUBLIC COMMENTS:** None

**ROLL CALL:** Cupano, Jones, Giorgianni, Wolde, Brangman  
Nays: None  
Abstentions: None  
Absent: Kolesar

**The motion carried 5-0-0.**

**SECRETARY'S REPORT**

John Clarke presented the Secretary's Report and addressed a number of general questions from members of the public.

**COMMITTEE REPORTS**

No other reports were given.

**MOTION:** Commissioner Jones made a motion to adjourn the meeting. Commissioner Wolde seconded.

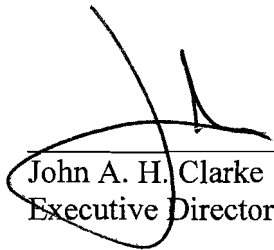
**PUBLIC COMMENTS:** None

**ROLL CALL:** Cupano, Wolde, Jones, Giorgianni, Brangman  
Nays: None  
Abstentions: None  
Absent: Kolesar

**The motion carried 5-0-0. The meeting was adjourned at 7:00 PM.**

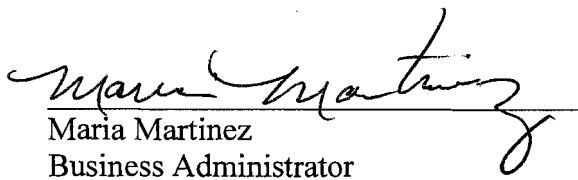
**CERTIFICATION AND APPROVAL OF BOARD MINUTES**

I, John A. H. Clarke, hereby certify and approve the minutes, which have been created in accordance with the events and the actions of the New Brunswick Housing Authority Board of Commissioners Meeting, Wednesday, January 26, 2011, as the official minutes to be entered into record.

  
\_\_\_\_\_  
John A. H. Clarke  
Executive Director/Board Secretary

Date: January 26, 2011

Certified To Be a True Original Copy

  
\_\_\_\_\_  
Maria Martinez  
Business Administrator



**BOARD RESOLUTION  
SUMMARY LIST  
NBHA BOARD MEETING 2/23/11**

**NBHA RESOLUTION 2011 - 2/23 # 3**

Resolution Authorizing and Approving Payment of Bills for the Month of January, 2011

**NBHA RESOLUTION 2011- 2/23 # 4**

Resolution Authorizing and Approving the Submission of the Annual Audit Report for the Fiscal Year Ending 6/30/10

**NBHA RESOLUTION 2011 – 2/23 # 5**

Resolution Approving the Award of Contract for Public Relations Services to Gregory G. Marasco Associates Inc. (GMA)

**NBHA RESOLUTION 2011 – 2/23 # 6**

Resolution Approving Attendance by Chairman Anthony Cupano at the National Affordable Housing Management Association Conference in Washington D.C. on March 5, 2011 through March 8, 2011

**NBHA RESOLUTION 2011 - 2/23 # 3**

**Resolution Authorizing and Approving Payment of Bills  
for the Month of January, 2011**

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

**WHEREAS**, the Executive Director and Deputy Director certify that the amounts and payment contained herein are correct and accurate to the best of their knowledge and they are in compliance with all applicable Housing Authority Procurement Policy and HUD No.24CFR 85.3G.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby approves and directs that the Executive Director and/or Deputy Director to process and pay the following bills for the months of January 2011:

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 742,910.53
Payroll	\$ 122,440.86
Accounts Payable	\$ 442,164.24
Capital Fund	\$ 12,256.65
Local General	\$ 32,062.50

Passed on this 23<sup>rd</sup> day of February, 2011 (See attached Vote Box)

  
\_\_\_\_\_  
ANTHONY CUPANO, Chairperson

  
\_\_\_\_\_  
JOHN CLARKE, Executive Director  
And Secretary to the Board



## **NBHA RESOLUTION 2011 - 2/23 # 4**

### **Resolution Authorizing and Approving the Submission of the Annual Audit Report for the Fiscal Year Ending 6/30/10**

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

**WHEREAS**, pursuant to Federal and State regulations, the Comptroller General of the United States and the New Jersey Department of Community Affairs - Division of Local Government Services, have the right to annually audit the books and records of the New Brunswick Housing Authority pertinent to its Operating Accounts; and

**WHEREAS**, the United States Government and the New Jersey Department of Community Affairs has authorized local public housing agencies to procure such an audit by an independent public accountant in lieu of auditing by them; and

**WHEREAS**, the New Brunswick Housing and Redevelopment Authority procured the audit service of the certified accounting firm of Hymanson, Parnes & Giampaolo to complete an independent audit of all programs and operations; and

**WHEREAS**, the auditing service was completed for FYE 6/30/10 and an audit was produced and provided to all Board of Commissioners for their review; and

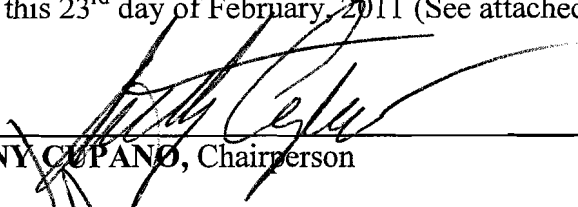
**WHEREAS**, procurement of these services were completed pursuant to a fair and open process as defined by NJSA 19:44A-20.5; and

**WHEREAS**, the auditing for FYE 6/30/10 had no findings.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby certify 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 audit fiscal year ending June 30, 2010 and specifically has reviewed the sections of the audit report entitled "Audit Findings" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

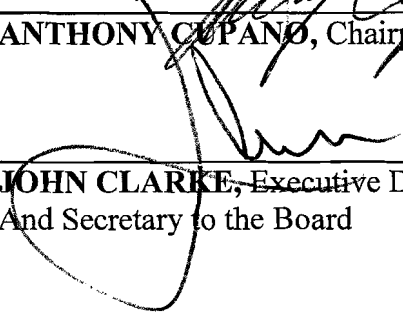
**BE IT FURTHER RESOLVED**, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified copy of this resolution.

Passed on this 23<sup>rd</sup> day of February, 2011 (See attached Vote Box)



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**ANTHONY CAPANO**, Chairperson



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**JOHN CLARKE**, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2011 - 2/23 # 4**

**Resolution Authorizing and Approving the Submission of the Annual Audit Report  
for the Fiscal Year Ending 6/30/10**

M O V E	S E C O N D	A Y E S	N A Y S	A B S T A I N	A B S E N T	M O V E	S E C O N D	A Y E S	N A Y S	A B S T A I N	A B S E N T
<b>COMMISSIONER</b>						<b>COMMISSIONER</b>					
BRANGMAN					✓	GIORGIANNI	✓	✓			
VACANT						JONES	✓	✓			
KOLESAR					✓	WOLDE		✓			
						<b>CHAIRPERSON</b>					
						CUPANO					

**NBHA RESOLUTION 2011 – 2/23 # 5**

**Resolution Approving the Award of Contract for Public Relations Services to Gregory G. Marasco Associates Inc. (GMA)**

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the “Housing Authority”), was duly created as an agency and instrumentality of the municipality of the State (the “Local Unit”) in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the “Local Housing Law”);

**WHEREAS**, the New Brunswick Housing Authority (NBHA) is in need of Public Relations Services and maintenance of the agency web site for agencies operations, events, and programs; and

**WHEREAS**, the Executive Director has caused a Request for Proposals for said public relations services to be advertised calling for bids to be filled by January 31, 2011 and four (4) proposals were submitted and evaluated in accordance with the Competitive Proposal process and the proposal of GREGORY MARASCO ASSOCIATES INC. was rated to be the proposal most beneficial to the needs of the Housing and Redevelopment Authority and acceptance thereof was accordingly recommended by the Executive Director; and

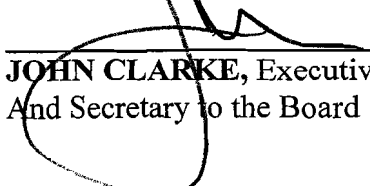
**WHEREAS**, this contract is awarded pursuant to a fair and open process as defined by NJS A 19:44A-20.5; and

**WHEREAS**, the Authority has the monies available for payments of such Public Relations Services in Fiscal Year 2010 and 2011 Budgets;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby approve and accept said proposal for Public Relations Services by GREGORY MARASCO ASSOCIATES INC., for fees not to exceed \$17,499.00 for an initial twelve (12) month period of time with an option for an additional twelve (12) month period of time at an amount not to exceed \$17,499.00.

Passed on this 23<sup>rd</sup> day of February, 2011 (See attached Vote Box)

  
\_\_\_\_\_  
**ANTHONY CUPANO**, Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2011 – 2/23 # 5**

**Resolution Approving the Award of Contract for Public Relations Services to  
Gregory G. Marasco Associates Inc. (GMA)**

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<b>COMMISSIONER</b>													<b>COMMISSIONER</b>																				
BRANGMAN												✓	GIORGIANNI							✓		✓											
VACANT													JONES								✓	✓											
KOLESAR												✓	WOLDE									✓											
													CHAIRPERSON									✓											
													CUPANO																				



**NBHA RESOLUTION 2011 – 2/23 # 6**

**Resolution Approving Attendance by Chairman Anthony Cupano at the National Affordable Housing Management Association Conference in Washington D.C. on March 5, 2011 through March 8, 2011**

**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the “Housing Authority”), was duly created as an agency and instrumentality of the municipality of the State (the “Local Unit”) in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the “Local Housing Law”);

**WHEREAS**, the New Brunswick Housing and Redevelopment Authority (NBHA) has received notices of the Nation Affordable Housing Management Association (NAHMA) conference from March 5, 2011 through March 8, 2011; and

**WHEREAS**, the Authority would benefit from commissioners and NBHA staff attending this training conference; and

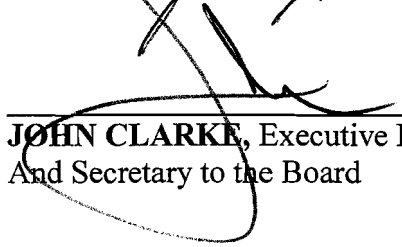
**WHEREAS**, the New Brunswick Housing Authority has funds available in the Travel and Training Account(s) and related Budgets to pay the costs of this important training,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby approve the attendance of Chairman Anthony Cupano to the National Affordable Housing Management Association Conference in Washington D.C. on March 5, 2011 through March 8, 2011

**BE IT FURTHER RESOLVED** that the Authority is authorized to pay (or reimburse) the expenses for the traveler as follows: \$195 registration fee, up to \$889.00 hotel accommodations, a mileage reimbursement not to exceed \$210 (round trip), and per diem of \$400.00.

Passed on this 23<sup>rd</sup> day of February, 2011 (See attached Vote Box)

  
\_\_\_\_\_  
**ANTHONY CUPANO**, Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2011 – 2/23 # 6**

**Resolution Approving Attendance by Chairman Anthony Cupano at the National Affordable Housing Management Association Conference in Washington D.C. on March 5, 2011 through March 8, 2011**

M	S	A	N	A	A	M	S	A	N	A	A
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V	C	E	Y	S	S	V	C	E	Y	S	S
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	N			A	N		N			A	A
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				N						N	
<b>COMMISSIONER</b>						<b>COMMISSIONER</b>					
BRANGMAN					✓	GIORGIANNI	✓	✓			
VACANT						JONES		✓			
KOLESAR					✓	WOLDE	✓	✓			
						CHAIRPERSON		✓			
						CUPANO					