

**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**

## **March 23, 2011**

**COMMUNITY ROOM**

**7 VAN DYKE AVENUE**

**NEW BRUNSWICK, NJ 08901**

### **Regular Meeting- 6:45PM**

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

**PUBLIC MEETING NOTICE**  
**Date of Notice: March 15, 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, March 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**  
**OCTOBER 27, 2010**

**1. CALL TO ORDER**

The regular monthly meeting of the New Brunswick Housing Authority was called to order at 6:45 PM on Wednesday, October 27, 2010.

**2. OPEN PUBLIC MEETING NOTICE ACT**

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

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**4. ROLL CALL**

**PRESENT:**

Chairperson Anthony Cupano  
Commissioner Rebecca Escobar  
Commissioner Richard Kolesar  
Commissioner Yirgu Wolde

**ABSENT:**

Vice Chairperson Kevin Jones  
2<sup>nd</sup> Vice Chairperson Anthony Giorgianni

**ALSO PRESENT:**

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

## **RESOLUTIONS**

### **NBHA RESOLUTION 2010 – 10/27 # 43**

Resolution Approving and Authorizing the Submission of a Demolition/Disposition Plan for Hoffman Pavilion NJ022 AMP 2

**MOTION:** Commissioner Escobar moved to accept Resolution # 43.  
Commissioner Kolesar seconded.

**PUBLIC COMMENTS:** None

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

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

### **NBHA RESOLUTION 2010 - 10/27 # 44**

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

**MOTION:** Commissioner Kolesar moved to accept Resolution # 44.  
Commissioner Escobar seconded.

**PUBLIC COMMENTS:** None

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

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

### **NBHA RESOLUTION 2010 - 10/27 # 46**

Resolution Making Application to The Local Finance Board Pursuant To N.J.S.A.40A:5A-6 AND 40a: 12a-29

**MOTION:** Commissioner Kolesar moved to accept Resolution # 46.  
Commissioner Wolde seconded.

**PUBLIC COMMENTS:** None

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

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

### **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 Kolesar made a motion to adjourn the meeting. Commissioner Wolde seconded.

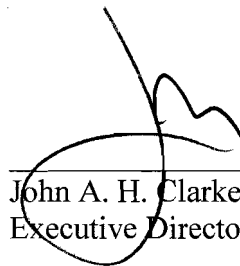
**PUBLIC COMMENTS:** None

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

**The motion carried 4-0-0. The meeting was adjourned at 7:04 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, October 27, 2010, as the official minutes to be entered into record.

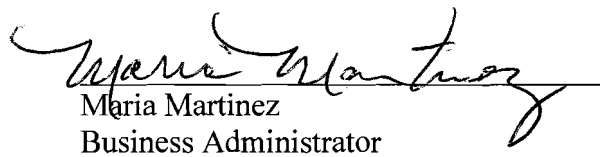


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John A. H. Clarke  
Executive Director/Board Secretary

Date: October 27, 2010

Certified To Be a True Original Copy



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Maria Martinez  
Business Administrator

**THE NEW BRUNSWICK HOUSING AND REDEVELOPMENT AUTHORITY**  
**REGULAR BOARD MEETING MINUTES**  
**FEBRUARY 23, 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, February 23, 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

**ABSENT:**

Commissioner Ida Brangman

**ALSO PRESENT:**

John Clarke, Executive Director (via conference call)  
Mike Mesi, Deputy Director  
Maria Martinez, Business Administrator  
Andrea Eato-White, Sr. Portfolio Manager  
Alberto Camacho, NBHA Legal

## **APPROVAL OF PREVIOUS MEETING MINUTES**

**MOTION:** Commissioner Jones made a motion to approve the Minutes of the January 2011 Regular Meeting of the Board of Commissioners. Commissioner Giorgianni seconded.

**PUBLIC COMMENTS:** None

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

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

## **RESOLUTIONS**

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

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

**MOTION:** Commissioner Jones moved to accept Resolution # 3. Commissioner Giorgianni seconded.

**PUBLIC COMMENTS:** None

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

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

### **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

**MOTION:** Commissioner Jones moved to accept Resolution # 4. Commissioner Giorgianni seconded.

**PUBLIC COMMENTS:** None



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

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

**NBHA RESOLUTION 2011 – 2/23 # 5**

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

**MOTION:** Commissioner Giorgianni moved to accept Resolution # 5.  
Commissioner Jones seconded.

**PUBLIC COMMENTS:** None

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

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

**NBHA RESOLUTION 2011 – 2/23 # 6**

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

**MOTION:** Commissioner Wolde moved to accept Resolution # 6.  
Commissioner Giorgianni seconded.

**PUBLIC COMMENTS:** None

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

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

## **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 Giorgianni seconded.

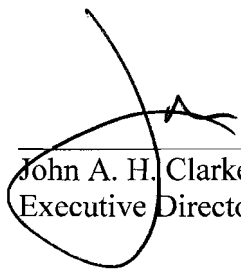
**PUBLIC COMMENTS:** None

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

**The motion carried 4-0-0. The meeting was adjourned at 6:54 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, February 23, 2011, as the official minutes to be entered into record.

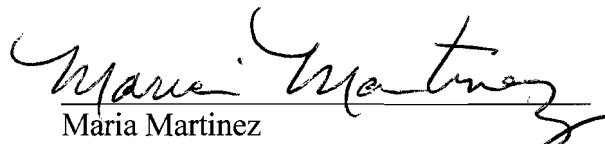


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John A. H. Clarke  
Executive Director/Board Secretary

Date: February 23, 2011

Certified To Be a True Original Copy



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Maria Martinez  
Business Administrator

**BOARD RESOLUTION  
SUMMARY LIST  
NBHA BOARD MEETING 3/23/11**

**NBHA RESOLUTION 2011 - 3/23 # 7**

Resolution Authorizing and Approving Payment of Bills for the Month of February, 2010

**NBHA RESOLUTION 2011 - 3/23 # 8**

Resolution Authorizing and Approving Requisition #40 for the Payment of Expenses in Connection with the HMFA Capital Fund Revenue Bonds, Series 2004A and Approving Submission for Reimbursement

**NBHA RESOLUTION 2011 – 3/23 # 9**

Resolution Authorizing and Approving the Project Based-Asset Management budgets for all AMP's (1, 2, 3 & 4), COCC, Section 8-HCV and all other Unit Budgets

## NBHA RESOLUTION 2011 - 3/23 # 7

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

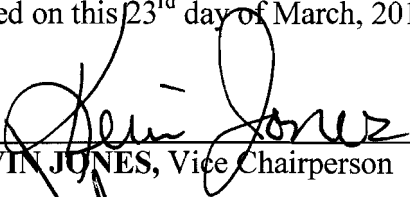
**WHEREAS**, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a 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");

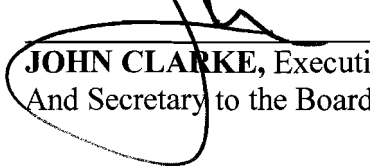
**WHEREAS**, the Executive Director and Deputy Director certify that the amounts and payment contained herein are correct and accurate to the best of their knowledge and they are in compliance with all applicable Housing Authority Procurement Policy and HUD No.24CFR 85.3G.

**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 month of February 2011:

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 705,993.03
Payroll	\$ 119,283.73
Accounts Payable	\$ 115,853.77
Capital Fund	\$ 15,302.00
Local General	\$ 19,586.35

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

  
\_\_\_\_\_  
KEVIN JONES, Vice Chairperson

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

**NBHA RESOLUTION 2011 - 3/23 # 7**

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

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

**NBHA RESOLUTION 2011 - 3/23 # 8**

**RESOLUTION AUTHORIZING AND APPROVING REQUISITION #40 FOR THE PAYMENT OF EXPENSES IN CONNECTION WITH THE HMFA CAPITAL FUND REVENUE BONDS, SERIES 2004A AND APPROVING SUBMISSION FOR REIMBURSEMENT**

**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 Authority is a participating public housing authority in the HMFA Capital Fund Revenue Bond, Series 2004A (the “Leveraging Program” or the “Bonds”);

**WHEREAS**, under the bond documents and other transaction documents relating to such Leveraging Program, all payments funded with the proceeds of the Bonds and any additional Bonds shall be made only upon receipt by the Bond trustee of a requisition signed by an Authorized Officer of the Housing Authority and submitted to the HMFA;

**WHEREAS**, the Authority has followed all applicable procurement procedures for these services (the “Selection Process”);

**WHEREAS**, pursuant to the Selection Process the following services (and material providers) submitted the most advantageous prices/proposals and/or bids to the Authority to complete approved leveraged funding actions (and activities). NBHA is requesting that a total up to \$67,223.33 (see attached individual invoices and requisition #40) be paid from interest on the bond proceeds to: New Brunswick Development Corporation

**WHEREAS**, this will be the final requisition to clear out all remaining interest toward this approved tasks;

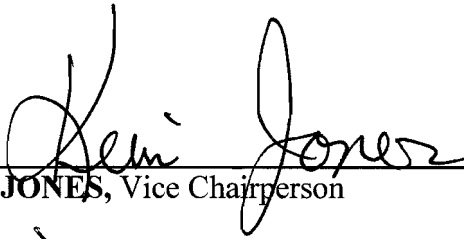
**NOW THEREFORE BE IT RESOLVED** by the Board of the Housing Authority as follows:

**Section 1.** The Authority hereby approves payment of the bills for requisition #40 and authorizes submission of same for reimbursement directly to the contractor (see attached requisition #40 related invoices) in the following amounts to: New Brunswick Development Corporation up to \$67,223.33. This amount should be paid directly to contractor as detailed on the attached requisition #40; as determined necessary, desirable and convenient by the Authority Executive Director, Authority Chairman or other authorized representative of the Authority (the "Authorized Officers").

**Section 2.** All actions previously taken by the Authorized Officers in connection with the Selection Process are hereby ratified and approved.

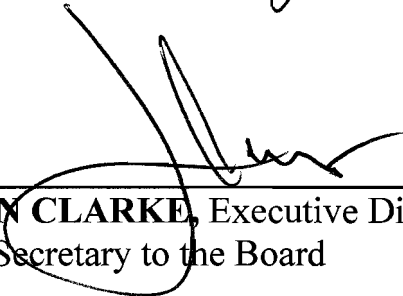
**Section 3.** This resolution shall take effect immediately.

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



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**KEVIN JONES**, Vice Chairperson



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



**NBHA RESOLUTION 2011 - 3/23 # 8**

**RESOLUTION AUTHORIZING AND APPROVING REQUISITION #39 FOR  
THE PAYMENT OF EXPENSES IN CONNECTION WITH THE HMFA  
CAPITAL FUND REVENUE BONDS, SERIES 2004A AND APPROVING  
SUBMISSION FOR REIMBURSEMENT**

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

**NBHA RESOLUTION 2011 – 3/23 # 9**

**Resolution Authorizing and Approving the Project Based-Asset Management budgets for all AMP's (1, 2, 3 & 4), COCC, Section 8-HCV and all other Unit Budgets**

**WHEREAS**, the Operating Fund Program, Section 24 CFR 990 directs the conversion to Project-Based Asset Management; and

**WHEREAS**, Asset Management requires implementation of long term capital planning and allocations, regular review of financial information and physical stock, implementation of property management performance standards, setting ceiling and flat rents, site based budget, budget tracking requirements, implementation of cash management , long term viability of the property projections, property repositioning and replacement strategies; and

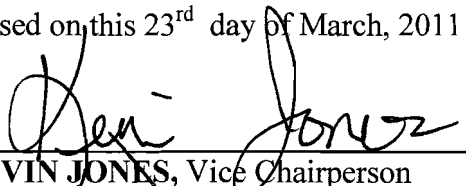
**WHEREAS**, the State of New Jersey requires an Annual Budget to be submitted within 60 days from the year end of our agency; and

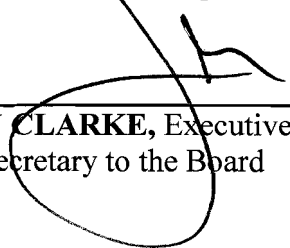
**WHEREAS**, the New Brunswick Housing Authority (NBHA) has not received the final subsidy amounts from HUD however, we have worked with the management consultant, AMP managers/senior staff and the fee accountant to complete an annual budget based on the current amounts we believe HUD will be funding our agency at this time; and

**WHEREAS**, the NBHA will amend these budgets and amounts to reflect the actual final HUD subsidies once they have been published by HUD in the near future.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby authorizes and approves the budgets for the AMP's (1, 2, 3 & 4), COCC, Section 8-HCV AND all other unit budgets and further authorizes the submission of this budget to the State of New Jersey and/or U.S. Department of HUD as required.

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

  
\_\_\_\_\_  
KEVIN JONES, Vice Chairperson

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

**NBHA RESOLUTION 2011 – 3/23 # 9**

**Resolution Authorizing and Approving the Project Based-Asset Management budgets for all AMP's (1, 2, 3 & 4), COCC, Section 8-HCV and all other Unit Budgets**

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