

**NBHA RESOLUTION 2016 - 6/22 # 18**

**Resolution Authorizing and Approving Payment of Bills  
for the Month of May, 2016**

**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");

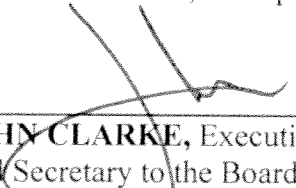
**WHEREAS**, the Executive Director, Director of Operations and Finance Administrator certify that the amounts and payment contained herein are correct and accurate to the best of their knowledge and they are in compliance with all applicable Housing Authority Procurement Policy and HUD No.24CFR 85.3G.

**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 Director of Operations to process and pay the following bills for the month of May 2016:

<u>Description</u>	<u>Amount</u>
Section 8 Payments	\$ 862,300.47
Payroll	\$ 89,680.61
Accounts Payable	\$ 106,952.37
Capital Fund	\$ 12,180.89
Local General	\$ 1,089.83

Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)

  
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YIRGU WOLDE, Chairperson

  
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JOHN CLARKE, Executive Director  
And Secretary to the Board

NBHA RESOLUTION 2016 - 6/22 # 18

Resolution Authorizing and Approving Payment of Bills  
for the Month of May, 2016

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES			✓			
GIORGIANNI						✓
CALDWELL						✓
SIMPSON	✓	.	✓			
OVANDO		✓	✓			
CHAIRPERSON WOLDE			✓			

**NBHA RESOLUTION 2016 – 6/22 # 19**

**Resolution Approving the Late Submission of the Housing Authority of the City of  
New Brunswick's Budget**

**WHEREAS**, New Jersey State Law requires that a Public Housing Authority submit its budget to the New Jersey Department of Community Affairs sixty (60) days prior to the start of its fiscal year; and

**WHEREAS**, N.J.A.C. 5:31 requires that a Housing Authority adopt a late budget resolution should it not adhere to the 60 day requirement; and

**WHEREAS**, the Housing Authority of the City of New Brunswick (Authority) did not submit its budget prior to the 60 day requirement for the follow reasons:

1. The HUD capital fund and subsidy formulas, which are a major component of the Authority's budget, were not approved or released in time for the Authority to complete and submit its budget before the 60 day deadline.
2. Once HUD released and approved its capital fund formula amount for 2016, the Authority needed additional time to review the HUD budget and make adjustments within its operating budgets before they could be submitted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby adopts this resolution to submit the late budget in accordance with N.J.A.C. 5:31.

Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)



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**YIRGU WOLDE**, Chairperson



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

NBHA RESOLUTION 2016- 6/22 # 19

Resolution Approving the Late Submission of the Housing Authority of the City of  
New Brunswick's Budget

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES			✓			
OVANDO		✓	✓			
GIORGIANNI						✓
SIMPSON	✓		✓			
CALDWELL						✓
WOLDE			✓			

**NBHA RESOLUTION 2016 – 6/22 # 20**

**Resolution Authorizing and Approving Contract with William A. Elias of West Milford, New Jersey for Management Consulting Services in Preparing and Updating the Housing Authority’s Agency Plan and other Management Training, Operation Studies, Assessments and Assistance related to the Management of the Housing Authority of the City of New Brunswick**

**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 Housing Authority of the City of New Brunswick is in need of professional services in the area of general management services and in preparing and updating its Agency Plan as required by QHWRA, policy review and revision, assist in preparing applications, Board and staff training, special operational studies and insuring day-to-day compliance with other HUD regulations; and

**WHEREAS**, the Housing Authority has advertised for Requests for Proposals for the aforesaid services in accordance with its procurement policy and procedures, the applicable New Jersey Statutes and Housing and Urban Development rules and regulations; and

**WHEREAS**, said procurement procedures are a “fair and open” procurement in accordance with the Pay-to-Play Law, *NJSA 19:44A-20.5*; and

**WHEREAS**, the Housing Authority has received one (1) proposal and deemed that the highest scoring respondent (with an average total score of 90.5%) has submitted all required materials, forms, and documents to meet the submission requirements of the RFP; and

**WHEREAS**, the Housing Authority has determined WILLIAM A. ELIAS of West Milford, NJ to be the responsible individual whose qualifications, price, experience and other factors are the most advantageous to the Housing Authority of the City of New Brunswick under the Request for Proposals; and

**WHEREAS**, the Authority has the monies available for payments of such Services in Fiscal Year 2016 and 2017 Budgets;

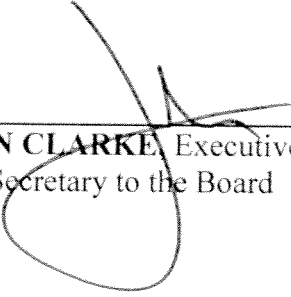
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of New Brunswick that the Executive Director be and is hereby authorized and directed to execute a Contract with WILLIAM A. ELIAS on behalf of the Housing Authority of the City of New Brunswick in an amount not to exceed \$ 60,000.00 to be billed at a rate of \$100.00 per hour inclusive of all costs for a one (1) year term for Management Consulting Services in preparing and updating the Housing Authority’s Agency Plan other management training, operation studies, assessments and assistance related to the management of the Housing Authority of the City of New Brunswick.

Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)



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**YIRGU WOLDE**, Chairperson



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

**NBHA RESOLUTION 2016 - 6/22 # 20**

**Resolution Authorizing and Approving Contract with William A. Elias of West  
Milford, New Jersey for Management Consulting Services in Preparing and  
Updating the Housing Authority's Agency Plan and other Management Training,  
Operation Studies, Assessments and Assistance related to the Management of the  
Housing Authority of the City of New Brunswick**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES			✓			
OVANDO	✓		✓			
GIORGIANNI						✓
SIMPSON		✓	✓			
CALDWELL						✓
CHAIRPERSON WOLDE			✓			

**NBHA RESOLUTION 2016 - 6/22 # 21**

**Resolution Approving the Contract for Annual Auditing Services to  
Hymanson, Parnes & Giampaolo for the Fiscal Year 2015 Annual Operating  
Accounts**

**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 account in lieu of auditing by them; and

**WHEREAS**, the New Brunswick Housing and Redevelopment Authority is in need of an Independent Public Accountant to perform those annual auditing services; and

**WHEREAS**, auditing services are professional services within the meaning of the New Jersey Public Contracts Law and are, therefore, exempt from bidding requirements; and

**WHEREAS**, the Authority has the monies available for payment of such Annual Auditing Services in Fiscal Year 2016-2017 Budget; and

**WHEREAS**, the Executive Director has caused a Request for Proposals for said auditing services to be advertised calling for bids to be filed by May 16, 2016 and one (1) proposals were submitted and evaluated in accordance with the Competitive Proposal process and the proposal of **HYMANSON, PARNES & GIAMPAOLO** was rated to be the proposal most beneficial to the needs of the Housing Authority and acceptance thereof was accordingly recommended by the proposal review committee with an average score of 91.0;

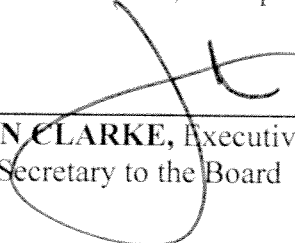
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby approve and accept said bid for Annual Auditing Services in accordance with the proposal by **HYMANSON, PARNES & GIAMPAOLO** not to exceed \$15,190.00 ;

**BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby authorize and direct the Executive Director to execute a Contract on behalf of the New Brunswick Housing and Redevelopment Authority with **HYMANSON, PARNES & GIAMPAOLO** for said Annual Auditing services.



Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)

  
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YIRGU WOLDE, Chairperson

  
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JOHN CLARKE, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2016 - 6/22 # 21**

**Resolution Approving the Contract for Annual Auditing Services to Hymanson,  
Parnes & Giampaolo for the Fiscal Year 2015 Annual Operating Accounts**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES			✓			
OVANDO		✓	✓			
GIORGIANNI						✓
SIMPSON	✓		✓			
CALDWELL						✓
CHAIRPERSON WOLDE			✓			

**NBHA RESOLUTION 2016 – 6/22 # 22**

**Resolution Approving the Award of Contract for General Fee Accountant Services to Polcari & Company**

**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) is in need of General Fee Accountant Services for all of the agencies operations and programs; and

**WHEREAS**, the NBHA is required to update all of it’s operations to meet the U.S. Department of Housing and Urban Development’s (HUD) Asset Based Management and Project Based Accounting Systems; and

**WHEREAS**, the Executive Director has caused a Request for Proposals for said general fee accountant services to be advertised calling for bids to be filled by May 16, 2016 and one (1) proposal was submitted and evaluated in accordance with the Competitive Proposal process and the proposal of POLCARI & CO. 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 NJSA 19:44A-20.5; and

**WHEREAS**, auditing services are professional services within the meaning of the New Jersey Public Contracts Law and are, therefore, exempt from bidding requirements; and

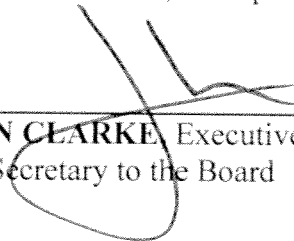
**WHEREAS**, the Authority has the monies available for payment of such Services in Fiscal Years 2015 and 2016 Budgets;

**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 General Fee Accountant Services to POLCARI & COMPANY, for fees not to exceed \$46,000.00 for a period not to exceed twelve (12) months.

Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)



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YIRGU WOLDE, Chairperson



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JOHN CLARKE, Executive Director  
And Secretary to the Board

**NBHA RESOLUTION 2016 – 6/22 # 22**

**Resolution Approving the Award of Contract for General Fee Accountant Services  
to Polcari & Company**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES						✓
OVANDO			✓			
GIORGIANNI	✓		✓			
SIMPSON		✓	✓			
CALDWELL						✓
CHAIRPERSON WOLDE			✓			

**NBHA RESOLUTION 2016 - 6/22 # 23**  
**(Acting as Redevelopment Authority)**

**Resolution Accepting Proposal and Authorizing Contract to Provide Legal Services in Connection with Redevelopment Matters Undertaken by the Housing Authority of the City of New Brunswick with Wilentz, Goldman & Spitzer, Esqs.**

**WHEREAS**, the Board of Commissioner of the Housing Authority of the City of New Brunswick has determined that it is necessary to retain special counsel to provide legal services in connection with its redevelopment projects; and

**WHEREAS**, the Board of Commissioners recognizes that it is in the best interest of the Housing Authority in its role as Redevelopment Agency for the City of New Brunswick to have these specialized legal services available on a continual basis; and

**WHEREAS**, legal services are professional services and are exempt from bidding requirements of New Jersey Public Contracts Law however, the Housing Authority has decided to complete and RFP regardless of this fact; and

**WHEREAS**, proposals for such services were sought in accordance with the applicable New Jersey Statutes and Housing and Urban Development rules and regulations and the Housing Authority's Procurement Policy (as they relate to RFP's), using a fair and open process in accordance with NJSA 19:44A-20.5, and one (1) proposal were received; and

**WHEREAS**, the Executive Director and Director of Operations have independently reviewed and analyzed the proposals and found that the proposal received from the law firm of Wilentz Goldman & Spitzer, Esqs. (Woodbridge, NJ) is most advantageous to the Authority considering price, experience, and other factors (with a score of 93); and


**WHEREAS**, the Wilentz firm has proposed such services to the Housing Authority at the blended rate of \$260 per hour for litigation matters (\$240 for other services) and \$100 per hour for paralegal services as set forth in their proposal; and

**WHEREAS**, all sums paid to Wilentz, Goldman & Spitzer, Esqs. pursuant to the Contract authorized hereunder shall be repaid to the Housing Authority by the redeveloper,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby accepts the proposal of Wilentz, Goldman & Spitzer, Esqs., with offices located at 90 Woodbridge Center Drive, Suite 900, P.O. Box 10, Woodbridge, New Jersey 07095, and hereby authorizes and directs the Executive Director to enter into a Contract/Agreement to provide legal services with said law firm to provide the services set forth for in the proposal a period of one (1) year commencing immediately.

Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)

  
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**YIRGU WOLDE**, Chairperson

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

**NBHA RESOLUTION 2016 - 6/22 # 23**  
**(Acting as Redevelopment Authority)**

**Resolution Accepting Proposal and Authorizing Contract to Provide Legal Services  
in Connection with Redevelopment Matters Undertaken by the Housing Authority  
of the City of New Brunswick with Wilentz, Goldman & Spitzer, Esqs.**

<b>COMMISSIONERS</b>	<b>MOVES</b>	<b>SECONDS</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
CUPANO						✓
JONES	✓		✓			
OVANDO			✓			
GIORGIANNI						✓
SIMPSON		✓	✓			
CALDWELL						✓
CHAIRPERSON WOLDE			✓			



**NBHA RESOLUTION 2016 – 6/22 # 24**

**Resolution Authorizing and Approving the Write-off of Certain Rent in the Total Amount of \$ 30,254.50 Deemed to be uncollectable by Staff and Personnel of the Housing Authority of the City of New Brunswick**

**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**, certain rents as set forth on the Rent Write-Offs for July 2015 through June 2016 totaling \$ 30,254.50 have been determined to be uncollectable according to the methods and procedures for collection available to the staff and personnel of the Housing Authority of the City of New Brunswick; and

**WHEREAS**, such uncollectable rents have occurred due to tenants who have died, evictions of tenants from Housing Authority dwelling for non-payment of rent (or for discovered unreported income) and/or tenants who have vacated dwellings without notice; and

**WHEREAS**, pursuant to acceptable accounting procedures, it is necessary and proper to write off such rent as uncollectable; and

**WHEREAS**, notwithstanding the aforesaid necessity for writing off these rents as uncollectable, efforts will continue through agencies, the courts, and other source outside of the Housing Authority to collect these rents on behalf of the Housing Authority,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick that certain rents, as set forth on the attached Rent Write-offs for July 2015 through June 2016 totaling \$ 30,254.50 and the same are hereby authorized to be written off as uncollectable by the staff and personnel of the Housing Authority of the City of New Brunswick.

Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)

  
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**YIRGU WOLDE**, Chairperson

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

NBHA RESOLUTION 2016 – 6/22 # 24

Resolution Authorizing and Approving the Write-off of Certain Rent in the Total Amount of \$ 30,254.50 Deemed to be uncollectable by Staff and Personnel of the Housing Authority of the City of New Brunswick

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES			✓			
OVANDO	✓		✓			
GIORGIANNI						✓
SIMPSON		✓	✓			
CALDWELL						✓
CHAIRPERSON WOLDE			✓			

**NBHA RESOLUTION 2016 – 6/22 # 25**

**Resolution Authorizing and Approving Capital Improvement Projects and Site Improvement Projects for the New Brunswick Housing Authority AMP 1 Property.**

**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**, Federal Statutes and HUD Regulations require the Housing Authority to prepare a Five Year and a One Year/Annual Agency Plan and Capitol Fund Program (CFP) Grant budgets; and


**WHEREAS**, the Housing Authority has received its approved CFP budget for 2016 and has access to CFP for 2014 and 2015 grants; and

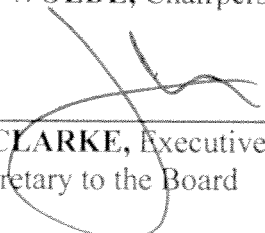
**WHEREAS**, the Housing Authority’s AMP 1 property is in need of improvements to its PHA units including (but not limited to): flooring repair and replacement, kitchen cabinet repair and replacement, patching and painting walls and ceilings, electrical upgrades and replacements, and upgrades to its PHA units plumbing and heating lines and pipes; and

**WHEREAS**, The Housing Authority’s AMP 1 property is also in need of site improvements including (but not limited to): various amounts of fill and dirt to address erosion issues, roof repairs to soffit and fascia, railing repairs and replacements, building lighting repairs, foundation patching and repairs, sidewalk patching and repairs, brick pointing and retaining wall repairs, gutter and downspout repairs, and repairs and improvements to building systems.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby adopt and approve use of CFP Grants for 2016, 2015 and 2014 to complete repairs/replacement and related installation in an amount not to exceed \$100,000 through the MRSEC and for tasks and/or services within the \$17,500 per tasks cap.

Passed on this 22<sup>nd</sup> day of June, 2016 (See attached Vote Box)

  
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**YIRGU WOLDE**, Chairperson

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

**NBHA RESOLUTION 2016 – 6/22 # 25**

**Resolution Authorizing and Approving Capital Improvement Projects and Site Improvement Projects for the New Brunswick Housing Authority AMP 1 Property.**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
CUPANO						✓
JONES	✓		✓			
OVANDO			✓			
GIORGIANNI						✓
SIMPSON		✓	✓			
CALDWELL						✓
CHAIRPERSON WOLDE			✓			