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 he Board of Commissioners.
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
2nd 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.

[Signature]

John A. H. Clarke
Executive Director/Board Secretary

Date: October 27, 2010

Certified To Be a True Original Copy

[Signature]

Maria Martinez
Business Administrator
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
2nd 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 COMMENT: 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 COMMENT: 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 COMMENT: 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.

Date: February 23, 2011

Certified To Be a True Original Copy

Maria Martinez
Business Administrator
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
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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Section 8 Payments</td>
<td>$ 705,993.03</td>
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<td>Payroll</td>
<td>$ 119,283.73</td>
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<td>Accounts Payable</td>
<td>$ 115,853.77</td>
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<td>Capital Fund</td>
<td>$ 15,302.00</td>
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<td>Local General</td>
<td>$ 19,586.35</td>
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Passed on this 23rd 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

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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 23rd day of March, 2011 (See attached Vote Box)

KEVIN JONES, Vice Chairperson

JOHN CLARKE, Executive Director
And Secretary to the Board
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

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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 23rd day of March, 2011 (See attached Vote Box)

KEVIN JONES, Vice Chairperson

JOHN CLARKE, Executive Director
And Secretary to the Board
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

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