

**MINUTES OF THE MEETING OF
THE HOUSING AUTHORITY OF THE
TOWNSHIP OF FRANKLIN**

JANUARY 14, 2015

7:00 PM

CALL TO ORDER

The Board members of the Housing Authority of the Township of Franklin, New Jersey met in regular session at the office of the Housing Authority, located at 25 Parkside Street, Somerset, NJ 08873, on January 14, 2015 at 7:00 pm.

OPEN PUBLIC NOTICE MEETING ACT

The Chair acknowledged the fact that the required documentation pursuant to Open Meeting Law, P.L.C. 231 had been distributed.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MOMENT OF SILENCE

A moment of silence was observed for all service members working to protect our country.

ROLL CALL

Upon roll call, the following Commissioners were present:

Commissioners: Geraldine Fudge, Anthony Minick, Agnes Kulu Banya, Michael F. Gianotto,
Carl Wright and Helen Verhage

Absent: Lynn Levine

Also Present: Anne Marie Rizzuto, Esq. General Counsel Representation from (Eric Bernstein's office); and Alberto Camacho, Redevelopment Attorney

Commissioner Carl Wright the Housing Authority's newly appointed Commissioner was welcomed by the Commissioners and Secretary. The Oath of Allegiance was administered to Commissioner Wright by General Counsel Anne Marie Rizzuto.

B. PUBLIC COMMENTS ON AGENDA ITEMS

The Chair noted for the record that there were no members of the public present and that the doors were open for public entrance.

On the motion of Commissioner Gianotto, seconded by Commissioner Wright the public meeting was opened.

Roll Call: Ayes: Fudge, Minick, Kulu-Banya, Gianotto, Wright, and Verhage
Nays: None
Abstentions: None

C. APPROVAL OF PREVIOUS MINUTES (December 10, 2014)

On the motion of Commissioner Anthony Minick, seconded by Commissioner Agnes Kulu-Banya, the regular meeting minutes of December 10, 2014 were approved.

Roll Call: Ayes: Fudge, Minick, Gianotto, Kulu Banya and Verhage
Nays: None
Abstentions: Wright

On the motion of Commissioner Fudge, seconded by Commissioner Gianotto the Executive Minutes of November 12, 2014 were approved.

Roll Call: Ayes: Minick, Gianotto, Kulu-Banya, Fudge and Verhage
Nays: None
Abstentions: Wright

D. MONTHLY REPORT

Financial Report

On the motion of Commissioner Anthony Minick, seconded by Commissioner Agnes Kulu-Banya the Financial Report for December 2014 was approved.

Roll Call: Ayes: Minick, Gianotto, Fudge, Kulu-Banya and Verhage
Nays: None
Abstentions: Wright

UNFINISHED BUSINESS

NONE

E. NEW BUSINESS (RESOLUTIONS)

1. CONSENT AGENDA-BILL LIST

RESOLUTION #15-5173---RESOLUTION APPROVING WARRANTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR PUBLIC HOUSING FOR THE MONTH OF JANARY 1-31, 2015

BE IT HEREBY RESOLVED, that the Housing Authority of the Township of Franklin approves payment of Warrants for Public Housing for the period of January 1, 2015 to January 31, 2015 in the amount of \$18,191.38 .

RESOLUTION #15-5174---RESOLUTION APPROVING WARRANTS AUTHORIZING AND APPROVING PAYMENT OF BILLS FOR RESIDENT RELOCATION SERVICES-REVITALIZATION PROJECT AND REGULAR HAP PAYMENTS FOR THE PERIOD OF JANUARY 1-31, 2015

BE IT HEREBY RESOLVED, that the Housing Authority of the Township of Franklin approves payment of Warrants for the Resident Relocation Services-Revitalization Project and regular HAP Payments for the period of January 1, 2015 to January 31, 2015 in the amount of \$66,720.91 .

| | |
|---------------------------|-----------|
| VOUCHERS ALLOCATED | <u>96</u> |
| VOUCHERS UNDER LEASE | <u>77</u> |
| VOUCHERS WAITING TO LEASE | <u>0</u> |
| VOUCHERS VACANT | <u>19</u> |

RESOLUTION #15-5175---RESOLUTION AUTHORIZING AND APPROVING PAYMENT OF WARRANTS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FOR THE PERIOD OF JANUARY 1-31, 2015.

BE IT HEREBY RESOLVED, that the Housing Authority of the Township of Franklin approves Warrants for the Section 8 Housing Choice Voucher Program for the period of January 1, 2015 to January 31, 2015 in the amount \$228,449.17 .

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|-------------------------------------|------------|
| VOUCHERS ALLOCATED | <u>134</u> |
| VOUCHERS UNDER LEASE | <u>97</u> |
| VOUCHERS WAITING TO LEASE | <u>0</u> |
| VOUCHERS VACANT | <u>14</u> |
| VOUCHERS ON HOLD 6 MOS./OVER INCOME | <u>1</u> |
| PORT/IN CLIENTS | <u>127</u> |
| PORT/ OUT CLIENTS | <u>22</u> |

The Chair read the Resolution numbers and titles under the Bill List, called for public comment, and then called for a vote on all items on the Bill List

On the motion of Commissioner Anthony Minick, seconded by Commissioner Geraldine Fudge, the above resolutions on the Bill List were approved.

Roll Call: Ayes : Fudge, Minick, Gianotto, Kulu Banya, and Verhage
Nays : None
Abstentions : Wright

The Chair acknowledged that there were no members of the public present for comment.

NEW BUSINESS (CONTINUED)

Commissioner Carl Wright opened a discussion to have the Housing Authority's public meetings taped. He requested to have the matter added to February's agenda for further discussion and vote.

2. CONSENT AGENDA 11 : OTHER

RESOLUTION #15-5176--RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO FALLON & LARSEN, L.L.P. TO PROVIDE FY 2014 AUDIT SERVICES TO THE FRANKLIN TOWNSHIP HOUSING AUTHORITY FOR AN AMOUNT NOT-TO-EXCEED \$8,260.00

WHEREAS, the Franklin Township Housing Authority is a duly organized Housing Authority (hereinafter referred to as 'FTHA ' or 'Housing Authority '), organized and existing under the Laws of the United States of America and the State of New Jersey ; and

WHEREAS, the Single Audit Act of 1984 requires the Public Housing Authority to engage an independent Auditor, and

WHEREAS, the Housing Authority of the Township of Franklin did solicit proposals for the 2014 Financial Audit in the Homes News Tribune on August 22, 2014 ; and

WHEREAS, on or before September 11, 2014, one (1) proposal was received, and

WHEREAS, the FTHA did again solicit proposals for the 2014 Financial Audit in the Home News Tribune on September 19, 2014 in an attempt to obtain additional proposals and again one (1) proposal was received before October 10, 2014 from the following firm ; and

Fallon & Larsen, L.L.P.
252 Washington Street, Suite B.
Toms River, New Jersey 08753

WHEREAS, upon review and evaluaton of the proposal received, the proposal submitted by Fallon & Larsen, L.L.P. was deemed responsive and responsible to the RFP ; and

WHEREAS, the proposal submitted by Fallon & Larsen, L.L.P., has been found to be advantageous to the Housing Authority pursuant to both the requirements of the RFP and state and federal procurement regulations ; and

WHEREAS, the Board of Commissioners has determined that it is in the best interest of the Housing Authority to award the contract for 2014 Auditing Services to Fallon & Larsen, L.L.P. at the proposed rate of \$8,260.00; and

WHEREAS, the Housing Authority further certifies that sufficient funds have been appropriated for the above-mentioned contract.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Township of Franklin that the Acting Executive Director be and hereby authorized to sign a contract for Financial Audit Services for year ending September 30, 2014 with Fallon & Larsen, L.L.P. at 252 Washington Street, Suite B, Toms River, NJ 08753, said contract being in the amount of \$8,260.00

RESOLUTION #15-5177---RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE TOWNSHIP OF FRANKLIN TO AWARD A CONTRACT FOR GENERAL COUNSEL SERVICES TO ERIC M. BERNSTEIN & ASSOCIATES, L.L.C. FOR A NOT-TO-EXCEED AMOUNT OF \$15,000.00 FOR THE PERIOD OF OCTOBER 1, 2014 TO SEPTEMBER 30, 2015

WHEREAS, the Franklin Township Housing Authority is a duly organized Housing Authority (hereinafter referred to as "FTHA " or "Housing Authority"), organized and existing under the Laws of the United States of America and the State of New Jersey ; and

WHEREAS, there is a need for the Housing Authority to retain the services of a General Counsel in order to represent its general legal interests ; and

WHEREAS, under separate cover, the Franklin Township Housing Authority issued a Request for Proposals ("RFP") for General Legal Services, pursuant to a Fair and Open Process, as set forth in N.J.S.A. 19:44A-20.5 et seq., and in accordance with state and federal regulations ; and

WHEREAS, the FTHA solicited proposals for general legal services on August 22, 2014 in the Home News Tribune and one (1) proposal was received on or before September 11, 2014 ; and

WHEREAS, the FTHA did again solicit proposals for general legal services in the Home News Tribune on September 19, 2014 in an attempt to obtain additional proposals and again one (1) proposal was received before October 10, 2014 from the following firm :

| | |
|--|-------------|
| Eric M. Bernstein & Associates, L.L.C. | \$15,000.00 |
| 34 Mountain Boulevard, Building A | |
| P.O. Box 4922 | |
| Warren, NJ 07059 | |

WHEREAS, the proposal submitted by Eric M. Bernstein was deemed responsive and responsible to the RFP ;

WHEREAS, the proposal submitted by Eric M. Bernstein, has been found to be advantageous to the Housing Authority pursuant to both the requirements of the RFP and state and federal

procurement regulations ; and

WHEREAS, the Board of Commissioners has determined that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to low-income seniors and families to award the contract for General Legal Services to Eric M. Bernstein & Associates, L.L.C., for a term of one (1) year at the proposed rate of \$15,000.00 ; and

WHEREAS, the Housing Authority further certifies that sufficient funds have been appropriated for the above-mentioned contract.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Franklin Township Housing Authority as follows :

1. That the Franklin Township Housing Authority is hereby authorized to award a Contract to Eric M. Bernstein & Associates, L.L.C. so as to represent its interests, as General Counsel, in connection with general matters.
2. That the said Contract shall be for an approximate one (1) year period, commencing on or about October 1, 2014, and unless otherwise terminated, ending on or about September 30, 2015.
3. That the compensation associated with the said representation shall be \$15,000.00 per year, to be paid in equal monthly installments of \$1,250.00. (Additionally, the Proposal for Legal Services, as submitted by Eric M. Bernstein & Associates, L.L.C., is incorporated herein at length.)
- 4 That the subject Contract shall be approved as to form by the FTHA's Acting Executive Director.
- 5 That the said Contract shall provide that the same may be terminated upon thirty (30) days notice, if the attorney fails, refuses, or is otherwise unable to perform to the satisfaction of the Authority.
- 6 That the Housing Authority Chair, Vice-Chair, and Acting Executive Director are hereby Authorized to sign any and all documents necessary to effectuate the intentions of the within Resolution including, but not limited to, the Professional Service Legal Contract.
7. That any payments to be tendered under the said Contract shall be subject to the FTHA's Acting Executive Director confirming that funds are available for the stated purpose.
8. That in accordance with New Jersey Law, notice of the subject appointment shall be published in the FTHA's official newspapers.
9. That the within Resolution/Appointment shall be subject to all Prevailing State Statutes/ Federal Regulations, as the same may be amended from time to time.
10. That the within Resolution Appointment shall, if necessary, be subject to the review and Approval of the Department of Housing and Urban Development.

RESOLUTION #15-5178—RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE TOWNSHIP OF FRANKLIN TO AWARD A CONTRACT FOR FEE ACCOUNTING SERVICES TO DAVID W. CIARROCCA, C.P.A.,L.L.C. FOR A NOT-TO-EXCEED AMOUNT OF \$18,600.00 FOR THE PERIOD OCTOBER 1, 2014 TO SEPTEMBER 30, 2015

WHEREAS, the Housing Authority of the Township of Franklin is a duly organized Housing Authority (hereinafter referred to as 'FTHA' or "Housing Authority"), organized and existing under the Laws of the United States of America and the State of New Jersey ; and

WHEREAS, the Housing Authority has a need for fee accounting services to accurately maintain the accounting function of the Authority and provide appropriate financial reporting to US Department of Housing and Urban Development ; and

WHEREAS, the FTHA solicited proposals for fee accounting services on August 22, 2014 in the Home News Tribune pursuant to New Jersey Local Public Contracts Law, and in particular N.J.S.A. 40A :11-4.5 and N.J.S.A. 40A :11-23, as well as Title 24 of the Code of Federal Regulations; and

WHEREAS, on or before September 11, 2014, one (1) proposal was received, and

WHEREAS, the FTHA did again solicit proposals for accounting services in the Home News Tribune on September 19, 2014 in an attempt to obtain additional proposals; and

WHEREAS, pursuant to the advertisement, the Housing Authority received proposals from two (2) Firms by the due date of October 10, 2014 at 11 :00am ; and

WHEREAS, an independent Evaluation Committee reviewed and conducted a thorough evaluation of the proposals in accordance with the published evaluation criteria terms of the RFP ; and

WHEREAS, following the analysis of each proposal submitted, the Board of Commissioners determined that the proposal submitted by David W. Ciarrocca, C.P.A., L.L.C located at 1930 Wood Road, Scotch Plains, NJ 07076, was fully responsive, meets all of the needs and requirements of the Housing Authority, is the most advantageous proposal to the Housing Authority, cost and other factors considered, and therefore should be awarded the contract to provide the required accounting services for the proposed amount of \$18,600.00 for a term of one (1) year; and

WHEREAS, the contract is being awarded pursuant to a "fair and open" process in accordance with N.J.S.A. 19:44A-20.5; and

WHEREAS, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Township of Franklin hereby approves and authorizes the award of the contract for accounting services to David W. Ciarrocca, as described both in this resolution as in the RFP, and a contract executed in their name, for the consideration of no more than the proposed annual amount of \$18,600.00 for a term of one (1) year commencing on or about October 1, 2014 and ending on or about September 30, 2015 ; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes and directs the Acting Executive Director of the Housing Authority of the Township of Franklin to take any and all necessary administrative actions to implement this resolution, including, but not limited to the execution of a contract for said services.

On the motion of Commissioner Geraldine Fudge, seconded by Commissioner Anthony Minick Resolutions 15-5176 through 15-5178 on the Consent Agenda were approved.

Roll Call : Ayes : Fudge, Kulu-Banya, Minick, Gianotto, and Verhage
Nays : None
Abstentions : Wright

The Chair noted for the record that there were no members of the public present for comment.

2. RESOLUTIONS OFF CONSENT

NONE

The Chair acknowledged that there were no members of the public present for comment.

3. REPORT OF SECRETARY/TREASURER

The Secretary informed the Board that HUD REAC Inspections had begun and were to conclude on January 14, 2015. There were some minor deficiencies in the office building and some tenant units. A detailed report and scoring of the inspection would be provided at a later date.

F. CORRESPONDENCE

Correspondence was reviewed and filed.

G. COMMENTS FROM THE PUBLIC

The Chair noted that there were no members of the public present for comment.

H COMMENTS OF CHAIR AND BOARD OF COMMISSIONERS

The Chair again acknowledge Commissioner Carl Wright.

Commissioner Carl Wright newly appointed to the Board requested a copy various State Regulations from General Counsel. He also requested specific documentation from the Housing Authority that's provided to all newly appointed Commissioners.

In addition, Commissioner Wright wanted to know who was on the Housing Authority Finance Committee, and also, if a calendar of the Housing Authority Board Meetings were provided to the Seniors of Parkside Senior Housing.

I EXECUTIVE SESSION

RESOLUTION #15-5179

The Attorney stated that there was a request to discuss the Executive Minutes of November 12, 2014.

On the motion of Commissioner Geraldine Fudge, seconded by Commissioner Michael F. Gianotto, The Board voted by acclamation to close the public portion of the meeting to go into Executive Session

There being no further business to come before the Housing Authority of the Township of Franklin, it was moved by acclimation that the meeting be adjourned.

Respectfully submitted,



M. Tina P. Adams
Acting Executive Director/Secretary



CERTIFICATION AND APPROVAL OF BOARD MINUTES

I, Helen S. Verhage, Chairperson, do hereby certify and approve the minutes which have been created in accordance with the events and actions of the Franklin Township Housing Authority Board of Commissioners Meeting, Wednesday, February 11, 2015 as the official minutes to be entered into record.