

**HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
MEETING OF THE BOARD OF COMMISSIONERS**

Board Meeting

52 Evergreen Terrace

Red Bank, NJ 07701

Wednesday, October 27, 2021

6:00 PM

Special Meeting Notice

Please be advised that the October Housing Authority meeting has been changed to Wednesday, October 27th, 2021. Board members and staff have the option of attending the meeting to be held in the Housing Authority conference room at 52 Evergreen Terrace, Red Bank, New Jersey or participating via "Zoom." The public can only participate via "Zoom" and will not be allowed access to the on-site meeting.

William Snyder is inviting you to a scheduled Zoom meeting.

Topic: Red Bank Housing Authority Meeting
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/87537988370?pwd=NOJGdVdnSHNwaEprUEliN2NMNENWZz09>

Meeting ID: 875 3798 8370

Passcode: 148368

Dial by your location

646 558 8656

Meeting ID: 875 3798 8370

Passcode: 148368

HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
MEETING OF THE BOARD OF COMMISSIONERS
Board Meeting
10/27/21 at 6:00 PM

SPECIAL MEETING AGENDA

Opening of Meeting

1. Reading of Notice
2. Roll Call
3. Flag Salute

*Annual Reorganization Meeting-Election of Officers

APPROVAL OF MINUTES

1. Approval of Minutes of a regular meeting of September 22nd, 2021

REPORT OF THE EXECUTIVE DIRECTOR

1. Interim Executive Director-William Snyder

NEW BUSINESS

1. Resolution 10-1-2021-Approval of Bill List (October)
2. Resolution 10-2-2021-Introduction of the FYE 12/31/22 Budget
3. Resolution 10-3-2021-Approval of HUD Budget
4. Resolution 10-4-2021-Approval of Contract for draining cleaning/plumbing
5. Commissioners Comments and Concerns
6. Executive session (if necessary)

MATTERS OF INFORMATION

1. Chairperson
2. HCV Report
3. Maintenance Report
4. Legal

PUBLIC COMMENT

OTHER BUSINESS

ADJOURNMENT

Attachments:

- 1) FYE 12/31/22 Budget`

September 22nd, 2021

Minutes of a regular meeting of September 22nd, 2021

Housing Authority of the Borough of Red Bank, County of Monmouth, State of New Jersey held Wednesday, September 22nd at 5:00 PM held in person and via “Zoom” in accordance with the revised meeting requirements issued by the State of New Jersey due to COVID 19. The meeting was held in the conference room at the Red Bank Housing Authority office, 52 Evergreen Terrace, Red Bank, New Jersey. Board members and staff were in attendance, the public could participate via “Zoom.”

Chairperson Diem Jones called the meeting to order at 5:00 PM and asked for the reading of the roll:

Present:

Chairperson Jones
Vice Chairperson Wilkerson
Commissioner Crystian
Commissioner Nelson
Commissioner Nicolaides
Commissioner Alpha Reynolds Lewis

Absent:

None

Also present: William Snyder, Precious Johnson, Terrence Corriston, Esq.,

The following meeting notice was read:

“Adequate notice of this meeting as required by the Open Public Meeting Act has been provided by the filing of a revised Annual Meeting Notice with the Municipal Clerk, posting of same to the official bulletin board and delivery of the notice to the Asbury Park Press and Twin River Times on June 22nd, 2021. This body wishes to advice you, in accordance with N.J.S.A. 26:3D, smoking is prohibited while this body is in open or closed session. The flag salute followed the opening statement.

The minutes of the July 22nd. 2021 meeting were presented for approval, Commissioner Nicolaides moved that the minutes be approved, seconded by Commissioner Nelson.

Ayes: All

Nays: None

Absent: None

Executive Director Report:

Mr. Snyder reported on the following issues:

- 1) WI-FI-Mr. Snyder stated that the contract was previously approved, and the vendor is waiting for the equipment to be delivered.
- 2) Cedar Crossing-The Joint Insurance Fund has been discussing dropping Cedar Crossing due to a dispute on a unit where there was a fire. Mr. Snyder is working on this issue with the fund.
- 3) CCTV-Mr. Snyder reported that the signs have been delivered and being installed. The committee has authorized training and operation of the cameras. He further stated a request has been made to place key fobs on the laundry room doors with cameras installed inside the laundry rooms. It was decided that the proposal for the key fobs should not currently be approved due to cost. Mr. Snyder stated that he would look for an alternative that is not as expensive. A discussion took place concerning the locking of the laundry room at night. It was decided that the current situation at Evergreen with Marlene Nelson being responsible for opening and closing the laundry should remain in place. It was also decided that cameras should be installed at both locations and the new combination lock be installed at Montgomery only. Commissioner Crystian moved that the proposal from OSI Technology for \$3,616.60 to install cameras in the laundry rooms at both Montgomery Terrace and Evergreen Terrace be approved:

Ayes: All

Nays: None

Absent: None

4) WEBSITE UPGRADE-The website upgrade has been completed

5) INFRASTRUCTURE BILL-Mr. Snyder stated that the proposed federal infrastructure bill may provide significant funding for the Capital Fund Program which would be very beneficial to the Red Bank Housing Authority. The bill has not been approved as of the date of this meeting.

Under New Business, the following Resolutions were considered:

Resolution approving the transaction, authorizing the approval of the list of bills for the month of July 2021 authorizing and ratifying an expenditure of funds in an amount not to exceed \$224,091.56 for June subject to appropriations.

RESOLUTION NO. 9-01-2021

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on September 22nd, 2021; and

JULY BILL LIST

- | | | |
|-----------|------------------------------|---------------------|
| 1. | Regular List of Bills | \$38,352.56 |
| 2. | HCV/Section 8 | \$185,739.00 |

Total For Month of July 2021

\$224,091.56

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The list of bills for July 2021, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for July 2021, in an amount not to exceed \$224,091.56 subject to appropriations.
3. Ratification of payments of any bills for July 2021 on the list that may have already been paid.
4. The Executive Director to do all things necessary to effectuate the transaction.
5. That this Resolution shall take effect immediately.

Commissioner Reynolds Lewis moved that Resolution 9-1-2021 be approved, seconded by Commissioner Nicolaides:

Ayes: All

Nays: All

Absent: None

Resolution approving the transaction, authorizing the approval of the list of bills for the month of August 2021 authorizing and ratifying an expenditure of funds in an amount not to exceed \$228,252.00 for June subject to appropriations.

RESOLUTION NO. 9-02-2021

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on September 22nd, 2021; and

AUGUST BILL LIST

1. Regular List of Bills	\$44,154.00
2. HCV/Section 8	\$184,098.00
Total For Month of August 2021	\$228,252.00

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The list of bills for August 2021, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for August 2021, in an amount not to exceed \$228,252.00 subject to appropriations.

3. Ratification of payments of any bills for August 2021 on the list that may have already been paid.
4. The Executive Director to do all things necessary to effectuate the transaction.
5. That this Resolution shall take effect immediately.

Commissioner Reynolds Lewis moved that Resolution 9-2-2021 be approved, seconded by Commissioner Nicolaidis:

Ayes: All

Nays: All

Absent: None

Resolution approving a contract for Computer Hardware & Software Maintenance

RESOLUTION NO. 9-03-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on September 22nd, 2021; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need to maintain and upgrade its computer systems; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for sealed public bids for the computer services, received on 8/31/21, in accordance with its procurement policy and applicable state and federal requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank received one (1) bid in accordance with its duly advertised Request for Bids which was reviewed by the Interim Executive Director who is recommending approval of the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves a contract for computer hardware & software maintenance to:

Maztech
575 Corporate Drive
Suite 4205
Mahwah, NJ 07430
At an Hourly rate: \$75.00

BE IT FURTHER RESOLVED that the Chairperson and Interim Executive Director are authorized to execute the contract.

Commissioner Nicolaides moved that Resolution 9-3-2021 be approved, seconded by Commissioner Nelson:

Ayes: All

Nays: All

Absent: None

Resolution approving a contract for Plumbing Services

RESOLUTION NO. 9-04-2020

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Regular Meeting on September 22nd, 2021; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need to make plumbing repairs to its facility to ensure the health & safety of the residents and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for sealed public bids for the plumbing services, received on 8/31/21, in accordance with its procurement policy and applicable state and federal requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank received one (1) bid in accordance with its duly advertised Request for Bids which was reviewed by the Interim Executive Director who is recommending approval of the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves a contract for plumbing services be awarded to:

Burlew Mechanical, LLC
2069 Route 35
South Amboy, New Jersey 08879
In the following amounts:
Plumber \$125.00
Helper: \$125.00

BE IT FURTHER RESOLVED that the Chairperson and Interim Executive Director are authorized to execute the contract.

Commissioner Reynolds Lewis moved that Resolution 9-4-2021 be approved, seconded by Commissioner Wilkerson:

Ayes: All

Nays: All

Absent: None

Under "Matters of Importance"-Chairperson Jones asked if anyone had any matters to be discussed.

The following matters were discussed:

Preparation of a Strategic Plan-Commissioner Crystian moved that the Housing Authority authorize the Executive Director to solicit for proposal for a consultant to prepare a Strategic Plan, the motion was seconded by Commissioner Nicolaides:

Ayes: Wilkerson, Crystian, Nelson, Nicolaides, Alpha Reynolds Lewis

Nays: Jones

Absent: None

Establishment of the "Friends of the Red Bank Housing Authority"-Chairperson Jones stated that he was going to form a committee to discuss the formation of a non-profit corporation that would be able to assist the Housing Authority with financing capital improvements and funding programs for the residents. Chairperson Jones appointed the following board members to the Committee:

Chairperson Jones

Commissioner Nicolaides

Commissioner Crystian

Under Remark of Citizens, the following persons addressed the board:

None

There being no other business, Commissioner Wilkerson moved that the meeting be adjourned at 8:15 PM, seconded by Commissioner Nelson:

Ayes: All

Nays: None

Absent: Wilkerson

Respectfully submitted,

WILLIAM F. SNYDER
Secretary

**HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
BOARD OF COMMISSIONERS**

Resolution approving the transaction, authorizing the approval of the list of bills for the month of September 2021 authorizing and ratifying an expenditure of funds in an amount not to exceed \$271,117.83 for June subject to appropriations.

RESOLUTION NO. 10-01-2021

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Special Meeting on October 27th, 2021; and

SEPTEMBER BILL LIST

1.	Regular List of Bills	\$81,674.83
2.	HCV/Section 8	\$189,443.00
Total	For Month of October 2021	\$271,117.83

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves:

1. The list of bills for October 2021, attached hereto and incorporated herein.
2. An expenditure of funds for the payment of the list of bills for October 2021, in an amount not to exceed \$271,117.83 subject to appropriations.
3. Ratification of payments of any bills for September 2021 on the list that may have already been paid.
4. The Executive Director to do all things necessary to effectuate the transaction.
5. That this Resolution shall take effect immediately.

CERTIFICATION OF FUNDS

I, Gloria Mitchell, of the RBHA, do certify that funds are available for the payment of the bills stated within this resolution.

GLORIA MITCHELL

DATE

MOVED/SECONDED:

Resolution moved by Commissioner _____.

Resolution seconded by Commissioner _____.

VOTE:

Member	Yes	No	Abstain	Absent
Alecia Wilkerson				
Diem Jones				
JP Nicolaidis				
Marlene Nelson				
Memone Crystian				
Alpha Reynolds Lewis				

Executed this 2021

ATTEST:

APPROVAL:

William Snyder
Interim Executive Director

Chairperson/Vice-Chair
RBHA Board of Commissioners

CERTIFICATION OF RESOLUTION

I, William Snyder, do hereby certify that this Resolution No. 10-01-2021 was approved by the Board of Commissioners at a duly held and authorized meeting of the Board, that I am the person authorized to sign this certification, consistent with the State law and By-laws of the Board of Commissioners, and that the statements contained herein are a true and accurate account of the Board's action.

Date:

William Snyder

Red Bank Housing Authority
HAP Accounting Monthly Recurring Transactions
Posted

Program: Section 8
Description: HAP Recurring Oct 21
Control Group Date: 9/30/2021 Amount: \$189,443.00
Financial Period: October 2021 Entry Amount: \$189,443.00
Date/Time Created: 9/30/2021 1:13:15 PM Proof Amount: \$0.00
User Created: Gaskin, Sandra

Transaction Summary			
	Count	Transaction Description	Amount
Payable Landlord Transactions	184	HAP Expense - Recurring (Account #: 4715)	187,359.00
Payable Landlord Transactions	1	HAP Port-In Expense - Recurring (Account #: 4715)	1,980.00
Payable Family Transactions	1	Utility Expense - Recurring (Account #: 4715)	104.00
Grand Total	186		189,443.00

Transaction Audit Summary					
	Previous	New	Change	End	Current
Total HAP Expense - Recurring (Account #: 4715)	182,118.00	2,462.00	2,779.00	0.00	187,359.00
Total HAP Port-In Expense - Recurring (Account #: 4715)	1,980.00	0.00	0.00	0.00	1,980.00
Total Utility Expense - Recurring (Account #: 4715)	0.00	104.00	0.00	0.00	104.00
Grand Total	184,098.00	2,566.00	2,779.00	0.00	189,443.00

Invoice Audit Report
Program: Public Housing
Posted by gloria mitchell on 9/28/2021

Period	Vendor	Invoice Number	Date	Description	Amount
September 2021	AA Electric	886	8/12/2021	4430/instalation exterior lights at ET	\$727.50
September 2021	Aflac	926790	8/13/2021	2117,17/ef.ins	\$207.24
September 2021	All-NEW	9-23--21	9/23/2021	4430/reglazed tub in unit 118	\$400.00
September 2021	ANCHOR PEST CONTROL	112663	9/6/2021	4430/monthly pest ontrol	\$200.00
September 2021	Asbury Park Press	0004901973	9/10/2021	4220/a for plumber	\$67.40
September 2021	AT&T	7-15-8-14-21	8/14/2021	4190/cell phone 732-533-7832	\$78.81
September 2021	B Safe Inc.	1172079	9/1/2021	4470/rcurring monitoring services for Sept2021	\$30.90
September 2021	B Safe Inc.	1172071	9/1/2021	4470/reurring monitoring serices for acct#400136 9/2021	\$30.90
September 2021	B Safe Inc.	1172072	9/1/2021	4470/recurring monitoring services/back-up battery	\$59.74
September 2021	B Safe Inc.	11720373	9/1/2021	4470/monthly monitoring service/act400138 09/2021	\$30.90
September 2021	Breslin and Breslin,P.A.	9-8-21	9/6/2021	4130/legal services for Aug.2021	\$2,100.00
September 2021	Coast to Coast Computer Products	2671264	8/31/2021	4500/cartridges for color printer	\$549.96
September 2021	Comcast	9-15-10-14-21	9/13/2021	4180/internet/cable/phone/acct#8499 05 222 0110201	\$443.27
September 2021	Comcast	8-22--9-21-21	8/20/2021	4180/cable/phone in ET Com. room/acct.899 05 2220117 396	\$123.50
September 2021	Comcast	9-15-21	9/15/2021	4180.wifi for cameras@132HMOFC/ACCR.8499 05222448	\$229.66
September 2021	Comcast	9-20-10-19-21B	9/15/2021	4180/WIFI @114 TILTON BASEMENT/ACCT.#8499 052220258406	\$229.66
September 2021	Comcast	0919-10-18-21	9/14/2021	4180/WIFI-FOR 112/ACT.#8499052220258398	\$229.66
September 2021	Core Logic Safe-Rent	5987859	8/31/2021	4194/tenant background check	\$44.60
September 2021	Delisa Waste Services	216842	8/25/2021	4430/bulkk/debris constr./icket 979156	\$342.81
September 2021	Delisa Waste Services	217142	9/9/2021	4430/bulk/onstr. ebris	\$381.42
September 2021	Earl's Appliance Repair	8-24-21	8/24/2021	4430/44 evergreen terr/clean frozen drain	\$90.00
September 2021	Earl's Appliance Repair	9-21-21	9/21/2021	4430/reset burner 26Evergreen terr	\$75.00
September 2021	Execu-Tech	9-21	9/29/2021	4190.2/consulting 32.5 hrs	\$5,287.50
September 2021	Jersey Central Power & Light	8-6-7-7-21	9/10/2021	4320/elec. for Admin office/acct.100 010 947 479	\$489.54
September 2021	Jersey Central Power & Light	8-6-7-7-21 b	9/10/2021	4320/electric. MT/acct.#100 010 946 026	\$4,600.18
September 2021	Jersey Central Power & Light	8-6-7-21c	9/10/2021	4320/electri for ET had to make adjustments/acct.#100 010 947 811	\$12,092.45
September 2021	Josh Reed Media Services	9-22-21	9/22/2021	4220/photos of Evergreen/MT Terr.	\$350.00
September 2021	Kepwel Spring Water Co., Inc.	459766	8/11/2021	4190/2 5al bottle water	\$20.90
September 2021	Kepwel Spring Water Co., Inc.	46106	8/31/2021	4190/rental water cooler	\$14.00
September 2021	MAZTECK	11559	9/1/2021	4430/IT MANAGED MONTHLY SERVICESEPT 2021	\$463.00
September 2021	MAZTECK	11575	9/1/2021	4430/SOFTWARE OFIC 365(annual sub.)	\$895.00
September 2021	MAZTECK	11585	9/7/2021	4430/we-site redesign	\$1,400.00
September 2021	Middletown Plumbing & Heating Corp	100330	7/28/2021	4420/plumbing wax seal	\$21.57
September 2021	Middletown Plumbing & Heating Corp	100331	8/1/2021	4420/plumbing /castle liquid torch /silicone grease/brush tubing	\$200.23
September 2021	Middletown Plumbing & Heating Corp	100332	8/18/2021	4420/plumbing to handle kitchen sprayers	\$78.40
September 2021	Middletown Plumbing & Heating Corp	10033	8/25/2021	4420/romex connector/magnectic screwdriver	\$10.88
September 2021	Monmouth Building Center	599078	8/21/2021	4420/floor molding for unit 50ET	\$227.20

Invoice Audit Report
Program: Public Housing
Posted by gloria mitchell on 9/28/2021

Period	Vendor	Invoice Number	Date	Description	Amount
September 2021	New Jersey Natural Gas Co.	7-23-8-19-21a	8/20/2021	4320/gas usge for MT	\$1,134.53
September 2021	New Jersey Natural Gas Co.	07-23-8-19-21b	9/23/2021	4320/gas usad in office/acct.#15-2176-1350-12	\$42.45
September 2021	Nj/Nahro	9-28-21NJ	9/28/2021	4140/NOV. TRAINING REGISTRATION 2021	\$700.00
September 2021	Red Bank Tax Department	3QT2021	9/1/2021	4520 PILOT 3RD QTR.	\$5,746.82
September 2021	Red Bank Water/Sewer Dept.	6-2-9-2-21a	10/11/2021	4310/water/sewer/6-9-2021 acct.#2787000-2	\$15,869.67
September 2021	Red Bank Water/Sewer Dept.	6-2-9-2-21 b	10/11/2021	4310/water/sewer/acct#2787000-1	\$3,535.17
September 2021	Red Bank Water/Sewer Dept.	6-2-9-2-21c	10/11/2021	4310/water/sewerET/ACCT.#2981000-0	\$12,444.34
September 2021	Reynwood Communications	11716	9/1/2021	4180/PHONE SERVICES/732-741-1808	\$264.54
September 2021	ROTO ROOTER SEWER & DRAIN SERVICE	07272001	7/27/2021	4430/STOPPD UP BATTUB	\$335.00
September 2021	ROTO ROOTER SEWER & DRAIN SERVICE	30111	9/2/2021	4430/KITCHEN SINK STOPPED UPUNIT18 et	\$335.00
September 2021	ROTO ROOTER SEWER & DRAIN SERVICE	30092	8/30/2021	4430/101-106 CLOGGED LIE DUE TO TAMPONS, WIPES, PAPER TOWELS ANDGREASE	\$649.00
September 2021	Shell Fleet Plus	73862272	9/6/2021	4340/FUEL FOR VAN/TRUCKS	\$217.50
September 2021	Shrewsbury Auto Parts, Inc.	455659	8/6/2021	4430/TRIMMERFFLINE	\$84.94
September 2021	Sun Life Assurance Company of Canada	9-1-9-30--21	9/1/2021	2117.6/DENTAL SEPT2021	\$105.31
September 2021	TCW ENTERPRISES	RB662	9/15/2021	4410/LAWN SERICES/WEEK ENDING 8/21/8/28/9/4 AND 9/11	\$3,200.00
September 2021	The Sherwin-Williams Co.	4985-1	8/31/2021	46010.1/PAINT FOR UNIT 50 EVERGREEN TERR	\$569.29
September 2021	UniFirst Corporation	1201260056560	8/6/2021	4430/uniforms	\$42.81
September 2021	UniFirst Corporation	126009418	9/3/2021	4430/unifoms/9-3-21	\$42.81
September 2021	UniFirst Corporation	1260072461	9/10/2021	4430/unioforms for 8/11/2021	\$42.81
September 2021	UniFirst Corporation	126007559	8/18/2021	4430/uniforms	\$42.81
September 2021	William Katchen, CPA	1089	9/1/2021	4170/professional services for sept2021	\$2,300.00
September 2021	William Katchen, CPA	1188	9/1/2021	4170/accounting services for Aug. 2021	\$1,146.25
Total:					\$81,674.83

Vendor Summary

Vendor	Count	Amount
AA Electric	1	\$727.50
Aflac	1	\$207.24
All-NEW	1	\$400.00
ANCHOR PEST CONTROL	1	\$200.00
Asbury Park Press	1	\$67.40
AT&T	1	\$78.81
B Safe Inc.	4	\$152.44
Breslin and Breslin,P.A.	1	\$2,100.00
Coast to Coast Computer Products	1	\$549.96
Comcast	5	\$1,255.75
Core Logic Safe-Rent	1	\$44.60
Delisa Waste Services	2	\$724.23
Earl's Appliance Repair	2	\$165.00
Execu-Tech	1	\$5,287.50

Jersey Central Power & Light	3	\$17,182.17
Josh Reed Media Services	1	\$350.00
Kepwel Spring Water Co., Inc.	2	\$34.90
MAZTECK	3	\$2,758.00
Middletown Plumbing & Heating Corp	4	\$311.08
Monmouth Building Center	1	\$227.20
New Jersey Natural Gas Co.	2	\$1,176.98
Nj/Nahro	1	\$700.00
Red Bank Tax Department	1	\$5,746.82
Red Bank Water/Sewer Dept.	3	\$31,849.18
Reynwood Communications	1	\$264.54
ROTO ROOTER SEWER & DRAIN SERVICE	3	\$1,319.00
Shell Fleet Plus	1	\$217.50
Shrewsbury Auto Parts, Inc.	1	\$84.94
Sun Life Assurance Company of Canada	1	\$105.31
TCW ENTERPRISES	1	\$3,200.00
The Sherwin-Williams Co.	1	\$569.29
UniFirst Corporation	4	\$171.24
William Katchen, CPA	2	\$3,446.25
Total:		\$81,674.83

Invoice Audit Report
Program: Public Housing
Posted by gloria mitchell on 9/29/2021

Description	Distribution List		PO Number	Cash Basis
Invoice: 9/29/2021, hvpmz, Tropicana Resort and Casino, 4150/ NJ Nahro/ Aplha Reynolds-Lewis/ Crystain Memone. 11/15/2021-11/18/2021			Payment Net Due: 10/29/2021	
4150/ NJ Nahro/ Aplha Reynolds-Lewis/ Crystain Mem	4140			No
<i>Program</i>	<i>Project</i>	<i>Account</i>	<i>%</i>	<i>Amount</i>
Public Housing	001 - Montgomery Terrace	4140 Training	100.00	\$607.62
			Invoice Total:	\$607.62

Account Summary

Program	Account	Count	Amount
Public Housing	4140 Training	1	\$607.62
Total:			\$607.62

Resolution # 1A-d-2021

2022 (2022-2023) HOUSING AUTHORITY BUDGET
RESOLUTION

RED BANK HOUSING AUTHORITY

(Name)

FISCAL
YEAR:

FROM: 1/1/2022

TO: 12/31/2022

WHEREAS, the Annual Budget and Capital Budget for the Red Bank Housing Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 has been presented before the governing body of the Red Bank Housing Authority at its open public meeting of October 27, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 3,575,941, Total Appropriations, including any Accumulated Deficit if any, of \$ 3,522,040 and Total Unrestricted Net Position utilized of 0 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 0 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 0 ; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Red Bank Housing Authority, at an open public meeting held on October 27, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Red Bank Housing Authority for the fiscal year beginning, 1/1/2022 and ending, 12/31/2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Red Bank Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 22, 2021.

(Secretary's Signature)

(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Resolution # 10-3-2021

Demonstration of a Successful Conversion to Asset Management (Stop-Loss) Submission Kit

Board Resolution Approving the AMP Budgets
PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026 Approving
(exp. 10/31/2009)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Red bank Housing Authority

PHA Code: NJ046

PHA Fiscal Year Beginning: 1/1/2022

Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budgets (*for COCC and all Projects*) approved by Board resolution on:

10/20/2021

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairman's Name:	Signature:	Date:
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**HOUSING AUTHORITY OF THE BOROUGH OF RED BANK
BOARD OF COMMISSIONERS**

Resolution approving a contract for draining cleaning/plumbing

RESOLUTION NO. 10-04-2021

WHEREAS, the Commissioners of the Housing Authority of the Borough of Red Bank convened in a Special Meeting on October 27th, 2021; and

WHEREAS, the Housing Authority of the Borough of Red Bank has need to clean its sewer lines and perform related plumbing services when line replacement is necessary; and

WHEREAS, the Housing Authority of the Borough of Red Bank solicited for sealed public bids for the drain cleaning/plumbing services, received on 10/5/21, in accordance with its procurement policy and applicable state and federal requirements; and

WHEREAS, the Housing Authority of the Borough of Red Bank received three (3) bids in accordance with its duly advertised Request for Bids which was reviewed by the Interim Executive Director who is recommending approval of the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the Borough of Red Bank hereby authorizes and approves a contract for drain cleaning/plumbing to:

Whitfield Schneider Enterprise
11 Arlene Terrace
W. Long Branch, NJ 07764
Hourly Rate for Plumber-\$92.00
Hourly Rate for Helper-\$45.00

BE IT FURTHER RESOLVED that the Chairperson and Interim Executive Director are authorized to execute the contract.

CERTIFICATION OF FUNDS

I, Gloria Mitchell, of the RBHA, do certify that funds are available for the services as stated within this resolution.

GLORIA MITCHELL

DATE

MOVED/SECONDED:

Resolution moved by Commissioner _____.

Resolution seconded by Commissioner _____.

VOTE:

Member	Yes	No	Abstain	Absent
Diem Jones				
Alecia Wilkerson				
LP Nicolaides				
Marlene Nelson				
Memone Crystian				
Alpha Reynolds Lewis				

Executed this 2021

ATTEST:

APPROVAL:

William Snyder
Interim Executive Director

Chairperson/Vice-Chair
RBHA Board of Commissioners

CERTIFICATION OF RESOLUTION

I, William Snyder, do hereby certify that this Resolution No. 10-03-2021 was approved by the Board of Commissioners at a duly held and authorized meeting of the Board, that I am the person authorized to sign this certification, consistent with the State law and By-laws of the Board of Commissioners, and that the statements contained herein are a true and accurate account of the Board's action.

Date

William Snyder

Tabulation

Proposal Receipt Date: 10/5/21

Term: 10/1/21-9/30/23

Drain Cleaning/plumbing

Burlew Mechanical LLC

2069 Route 35

S. Amboy, NJ 08879

Hourly Amount

Plumber

Helper

\$125.00

\$ 125.00

Roto Rooter Sewer & Drain

3300 Shafto Rd Ste B

Tinton Falls, NJ 07753

\$ 165.00

\$ 125.00

Whitfield Schneider Enterprise

11 Arlene Terrace

W. Long Branch, NJ 07764

\$ 92.00

\$ 45.00

**Price & Cost Analysis
Drain Cleaning/plumbing**

10/1/21-9/30/22

Estimated Average Hourly Rate for Public Work

100-150

Estimated Number of Monthly Hours for Plumbing Services

10

Estimated Annually Cost for Plumbing (per RFP)

\$18,000.00

Total Estimated cost for draining cleaning/Plumbing Services

\$18,000.00