



# Housing Authority of the City of Perth Amboy

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EDNA DOROTHY CARTY-DANIEL, Chairperson  
MIGUEL A. AROCHO, Vice-Chairman  
FERNANDO A. GONZALEZ  
SHIRLEY JONES  
REVEREND H. WAYNE BRADY  
REVEREND GREGORY PABON  
PASTOR BERNADETTE FALCON-LOPEZ

DOUGLAS G. DZEMA, P.H.M.  
Executive Director

EDWARD TESTINO  
Counsel

**THE MINUTES OF THE REGULAR MONTHLY MEETING  
OF  
THE BOARD OF COMMISSIONERS  
OF  
THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

**May 13, 2014  
12:30 pm**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, May 13, 2014 @ 12:30 p.m. at Dunlap Homes complex, main Administrative Office building, conference room located at 881 Amboy Avenue, Perth Amboy, New Jersey 08861.

<Moment of Silence.>

<Pledge of Allegiance.>

The meeting was called to order by Chairperson Carty-Daniel and statement read as to proper notification of the meeting given in accordance with the Open Public Meeting Act Law as follows:

“Adequate Notice has been made as to the time, place, and date of the meeting and as to the nature of business to be discussed being the general business of the Authority.”

Upon roll call, those present and absent were as follows:

Present:	Chairperson	Edna Dorothy Carty-Daniel
	Vice-Chairman	Miguel A. Arocho
	Commissioner	Fernando A. Gonzalez
	Commissioner	Shirley Jones
	Commissioner	Reverend Gregory Pabon
	Commissioner	Pastor Bernadette Falcon-Lopez
Excused:	Commissioner	Reverend H. Wayne Brady

The Chairperson declared said quorum present.

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of April 8, 2014, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

No approval of Executive Session.

Report of Committee

- The Personnel Committee (Chairperson Carty-Daniel, Commissioner Falcon-Lopez and Commissioner Gonzalez) reviewed and summarized the results of the Executive Director's Performance Evaluation.

No public discussion of Agenda topics.

The following resolution was introduced by Vice-Chairman Arocho, read in full and considered:

**RESOLUTION # 3064-A**

**TO ADOPT THE 2013/2014 HOUSING AUTHORITY BUDGET**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Housing Authority of the City of Perth Amboy for the fiscal year beginning April 1, 2013 and ending March 31, 2014, has been presented for adoption before the Members of the Housing Authority of the City of Perth Amboy at its open public meeting of May 13, 2014; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendment thereto, if any, which have approved by the Director of the Division of the Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$14,390,900, Total Appropriations, including any Accumulated Deficit, if any, of \$14,618,196 and Fund Balance utilized of \$227,296; and

**WHEREAS**, the Capital Budget as presented or adoption reflects Total Capital Appropriations of \$639,261 and Total Fund Balance planned to be utilized of \$0; and

**NOW, THEREFORE BE IT RESOLVED**, by the Members of the Authority, at a open public meeting held on May 13, 2014 that the Annual budget a d Capital Budget/Program of the Housing Authority for the fiscal year beginning April 1, 2013 and ending March 31, 2014, is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adopted reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendment thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which was seconded by Commissioner Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Commissioner Falcon-Lopez, read in full and considered:

**RESOLUTION # 3065-A**

**TO ADOPT THE 2014/2015 HOUSING AUTHORITY BUDGET**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Housing Authority of the City of Perth Amboy for the fiscal year beginning April 1, 2014 and ending March 31, 2015, has been presented for adoption before the Members of the Housing Authority at its open public meeting of May 13, 2014; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflect Total Revenues of \$15,129,907, Total Appropriations, including any Accumulated Deficit, if any, of \$15,178,290 and Fund Balance utilized of \$48,383; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$630,665 and Total Fund Balance planned to be utilized of \$0; and

**NOW, THEREFORE BE IT RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Vice-Chairman Arocho moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Jones. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Commissioner Pabon, read in full and considered:

**RESOLUTION # 3066-A**

**RATIFYING THE CONTRACT AWARD FOR ASPHALT PAVING REPAIRS**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the "Authority") requires asphalt paving repairs at William A. Dunlap Homes; and

**WHEREAS**, the Authority solicited proposals from local contractors for such services due May 6, 2014; and

**WHEREAS**, Quality 1 800 Asphalt Corp., of Staten Island, New York submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements and received positive references; and

**WHEREAS**, sufficient funds are available from the Authority's capital funds (approximately \$12,000.00) to pay for the required services;

**WHEREAS**, the Authority may need additional repairs valued at approximately \$13,000.00.

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

The Authority ratifies the contract with Quality 1 800 Asphalt Corp. for the asphalt paving repair services needed at William A. Dunlap Homes at a cost of \$11,850.00 for the first 2500sf of repairs and \$5.00/sf for additional repairs as needed. The total contract cost shall not exceed \$25,000.00 (Twenty-Five Thousand dollars).

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Arocho. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Vice-Chairman Arocho, read in full and considered:

**RESOLUTION # 3067-A**

**AUTHORIZING THE CONTRACT RENEWAL FOR AUTOMATIC DOOR OPERATORS**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the "Authority") requires automatic door operators maintenance and repair services for its various housing development sites; and

**WHEREAS**, the Contract is to be awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the Authority solicited proposals for such services through public advertisement in The Home News Tribune on 4/9/14, 4/10/14 and 4/11/14, posted the same on the Authority's website and opened proposals on May 21, 2013; and

**WHEREAS**, Automated Access Systems, Inc., of Medford, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements and received positive references; and

**WHEREAS**, the original contract term was for one year with the option to renew for an additional year at the same terms and conditions; and

**WHEREAS**, the contractor has performed satisfactorily over the past year and sufficient funds are available from the Authority's operating funds to pay for the required services for an additional year.

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

The Authority approves the extension of the contract for an additional year to May 31, 2015 with Automated Access Systems, Inc. for the automatic door operator maintenance and repair services the Authority requires from time to time at an annual cost of \$679.00, an hourly rate for standard hours of \$79.00/hr and an hourly rate for premium hours of \$158.00/hr.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Falcon-Lopez. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Commissioner Gonzalez, read in full and considered:

**RESOLUTION # 3068-A**

**AUTHORIZING THE CONTRACT RENEWAL FOR ELECTRICAL SERVICES**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the "Authority") requires electrical repairs from time to time; and

**WHEREAS**, the Contract is to be awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the Authority solicited proposals for such services through public advertisement in The Home News Tribune on 5/2/13, 5/4/13 and 5/6/13, posted the same on the Authority's website and opened proposals on June 17, 2013; and

**WHEREAS**, AirTon Electric and Environmental Systems, Inc. of Perth Amboy, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements and received positive references; and

**WHEREAS**, the original contract term was for one year with the option to renew for an additional year at the same terms and conditions; and

**WHEREAS**, the contractor has performed satisfactorily over the past year and sufficient funds are available from the Authority's operating funds to pay for the required services for an additional year.

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

The Authority approves the extension of the contract for an additional year to June 30, 2015 with AirTon Electric and Environmental Systems, Inc. for electrical services the Authority requires from time to time at an hourly rate for standard hours of \$64.99 for Electrician and \$32.00/hr for laborer and an hourly rate for premium hours of \$85.00/hr for electrician and \$38.00/hr for laborer.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Arocho. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Vice-Chairman Arocho, read in full and considered:

**RESOLUTION # 3069-A**

**TO APPROVE THE WRITE-OFF OF VACATED ACCOUNT RECEIVABLES**

**WHEREAS**, a recommendation has been made to write off the following vacated balances:

1. Garner Kimberly (415 Fayette Street, Apt. 5G)	\$60.89
2. Jorge Roman Cardona (415 Fayette Street, Apt. 5A)	\$ 6.84
Total:	\$67.73

**NOW, THEREFORE BE IT RESOLVED**, the Commissioners of the Housing Authority of the City of Perth Amboy approve the writing off of the vacated balances referenced above, as presented.

Commissioner Gonzalez moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Commissioner Gonzalez, read in full and considered:

**RESOLUTION # 3070-A**

**TO APPROVE REVISIONS TO THE PUBLIC HOUSING LEASE/FLAT RENTS AND AIR CONDITIONER CHARGES.**

**WHEREAS**, a recommendation has been made to approve the increase in flat rents and air conditioner charges for all sites. Flat Rents are the maximum rents the Authority will charge a resident; and

**WHEREAS**, the flat rent is charged only if the resident's 30% of income rent calculation is higher than the applicable flat rent for the unit size; and

**WHEREAS**, the Authority will have to provide residents thirty days notice of the lease change and make an amendment to its Annual Plan, which will require public notice and a public hearing; and

**WHEREAS**, the flat rents for existing residents will be effective for new admissions June 1, 2014 or when HUD issues new rules if that date is later. The flat rents will be as follows:

	<u>Current Flat Rent</u>	<u>Revised Flat Rent</u>
Zero Bedroom	\$662	\$836
One Bedroom	\$737	\$994 (capped at 35%)
Two Bedroom	\$1,003	\$1,313
Three Bedroom	\$1,250	\$1,687 (capped at 35%)
Four Bedroom	\$1,500	\$2,025 (capped at 35%)
Five Bedroom	\$1,500	\$2,025 (capped at 35%)

**WHEREAS**, air conditioner charges for the Summer of 2014 are \$100 annually for each air conditioner. The air conditioner charges will increase to \$105.00 for the Summer of 2015. Residents will also get a 30 day notice and opportunity to comment on these changes;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the revisions presented

Vice-Chairman Arocho moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

Abstain: Shirley Jones

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Commissioner Gonzalez, read in full and considered:

**RESOLUTION # 3071-A**

**TO APPROVE CHANGE TO THE SECTION 8 ADMISSION PREFERENCES**

**WHEREAS**, a recommendation has been made that a change be made to the residency preference on the PH and Section waiting lists of the Housing Authority, so that applicants already receiving public housing assistance from our Authority receive fewer points than unassisted Perth Amboy residents; and

**WHEREAS**, the changes in points would only effect the public housing residents' application for Section 8 if they are the head of household or spouse; AND

**WHEREAS**,

< Section 8 Preferences (May 6, 2014) on file and of record.>

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the change to the Section 8 Admission Preferences, as presented.

Commissioner Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Falcon-Lopez. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

Abstain: Shirley Jones

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Commissioner Gonzalez, read in full and considered:

**RESOLUTION # 3072-A**

**FOR SEMAP CERTIFICATION TO HUD FYE 3/31/14**

**WHEREAS**, the Board of Commissioners has reviewed the SEMAP Certification to HUD for its fiscal year ending March 31, 2014 and found this information to be accurate;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves this certification through this Board resolution.

Vice-Chairman Arocho moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

On the motion of Vice-Chairman Arocho which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the May Bill List, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Reverend Bernadette Falcon-Lopez.

Nay: None

Update on Redevelopment Activities.

- RFP on commercial consultant for Delaney Homes readvertised.
- Senior property search and review – City provided property on Barclay Street – review underway.
- Discussion took place with the City/Developer on the PILOT and trash reimbursement.
- Discussion took place on the distribution of sources and uses of Willow Pond Village. Edward Testino, Counsel handed out schematic on organizational structure of Willow Pond.
- HUD submission of the Delaney Homes Disposition Application.



Report on PARTNER.

- Habitat for Humanity/ 440 Lawrie Street property – waiting for closing of property.
- Waiting on Neighborhood Enhancement Program - DCA Environmental Review.
- Searching for new property for second Habitat for Humanity project in the Gateway neighborhood.
- A.S.K. Youth and Continuing Education Scholarships - \$10,000 was set aside through PARTNER's adopted budget.
- Gateway project in full swing. Gateway Spring Into Action Festival scheduled on May 17<sup>th</sup> @ Patten Park.

#### **PUBLIC SESSION**

<No comment from the public.>

#### **UNFINISHED BUSINESS**

- No unfinished business reported.

#### **NEW BUSINESS**

- No new business presented.

#### **REPORT OF THE ATTORNEY**

Edward Testino, Counsel updated the Board on the following:

- Chain of companies for Willow Pond Development
- PILOT dispute
- Redevelopment review.

#### **REPORT OF THE SECRETARY/TREASURER (EXECUTIVE DIRECTOR)**

Douglas Dzema, Executive Director summarized topics of discussion and capital report.

#### **CHAIRPERSON'S REPORT**

Edna Dorothy Carty-Daniel informed the Board of the following:


- Sunday, May 18, 2014 @ 10:00 am mass – Reverend H. Wayne Brady's Retirement Celebration.

#### **EXECUTIVE SESSION**

- No Executive Session.

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Jones, the Board concurred to adjourn the meeting.

Respectfully submitted by:



Douglas G. Dzema, PHM  
Executive Director and Secretary