



Housing Authority of the City of Perth Amboy

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862

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EDNA DOROTHY CARTY-DANIEL, Chairperson
MIGUEL A. AROCHO, Vice-Chairman
PEDRO A. PEREZ
FERNANDO A. GONZALEZ
SHIRLEY JONES
REVEREND H. WAYNE BRADY
REVEREND GREGORY PABON

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**

March 12, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, March 12, 2013, 12:30 p.m. at Dunlap Homes Apartment Complex, Resource Center, 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 (arrived late)
	Commissioner	Pedro A. Perez
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon
Excused:	Commissioner	Fernando A. Gonzalez

The Chairperson declared said quorum present.

On the motion of Commissioner Brady, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Board Meeting of February 19, 2013, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

Nay: None

On the motion of Commissioner Brady, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Executive Session of February 19, 2013, as presented. Upon roll call, the following vote was carried:

Aye Edna Dorothy Carty-Daniel, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

Nay: None

<Vice-Chairman Arocho arrives to the meeting.>

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

RESOLUTION # 2969a-A

TO APPROVE SAYREVILLE INTERLOCAL AGREEMENT

WHEREAS, the Sayreville Housing Authority (SHA) wishes to retain the management services of the Housing Authority of the City of Perth Amboy (HACPA); and

WHEREAS, the SHA has identified a need to have services for its Authority as follows:

- 1) On-Site management of the Section 8 Housing Choice Voucher Program and Gillette Manor (a minimum of 10 hours per week)
- 2) Policy and Procedure Update Services
- 3) Administrative Support Services
- 4) Section 8 Support Services

WHEREAS, the HACPA has agreed to assist the SHA in its efforts to provide these services for its Authority at a fee of \$40,000 per year as a means of economic efficiency to provide said services;

WHEREAS, this agreement will result in a cost savings to the SHA;

WHEREAS, the HACPA has in its employment certain personnel who are capable and have the ability to provide the services known as and more particularly described as follows:

- 1) An Executive Director who will provide advice and guidance on all day to day operations. In addition, the Executive Director meets the New Jersey State Law requirements for holding this position.
- 2) Administrative support provided for personnel matters, tenant matters, HUD reporting requirements, and adherence to Federal and State procurement laws.
- 3) An Asset Manager, who will provide guidance on day to day operations. In addition will provide a review of current policies and procedures manuals and update accordingly.
- 4) Section 8 support will be provided by a highly competent staff in all facets of the Housing Choice Voucher program.

WHEREAS, the HACPA plans to use the HACPA Administrative staff to support the employee services being rendered;

WHEREAS, the SHA has agreed and is willing to share services with the HACPA;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the Sayreville Housing Authority Interlocal Agreement, as presented.

Commissioner Jones 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, Pedro A. Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

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 # 2969b-A

TO APPROVE COMPENSATION WITH SAYREVILLE HOUSING AUTHORITY

WHEREAS, the Sayreville Interlocal Agreement has requested ten hours of on-site management services per week at a fee of \$40,000 per year; and

WHEREAS, the services will be similar to the one currently provided to Keansburg and Highlands Housing Authorities. Please note Sayreville manages a 100 unit senior building along with 174 housing choice vouchers. At this time, it is expected for Douglas Dzema, Executive Director and Kristi Penta Duffy to split those hours equally. It is anticipated they will spend two hours during Perth Amboy Housing Authority normal working hours and the remaining hours will be spent on their own personal time; and

WHEREAS, a recommendation has been made to the Commissioner's Personnel Committee to make a recommendation to the full Board to provide additional remuneration to both employees for this endeavor. Based on their current salaries, a recommendation has made for the following increases:

- 1) Douglas Dzema - \$12,000
- 2) Kristi Penta Duffy - \$7,000

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves compensation to Douglas Dzema and Kristi Penta Duffy with Sayreville Housing Authority, as presented.

Commissioner Jones 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, Pedro A. Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

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 # 2970-A

TO APPROVE AWARD OF CONTRACT FOR SITE WORK AT DUNLAP HOMES

WHEREAS, bids for site improvements in Dunlap Homes were solicited through public advertisement and opened one March 5, 2013; and

WHEREAS, the Housing Authority has received the following (5) five bids as detailed in the RFP tabulation.:

<u>Bidder:</u>	<u>Base Bid Amount:</u>	<u>+ Add Alternate 1 (Amount)</u>	<u>Unit Price</u>
Adirondack Contracting, Inc, Sea Girt, New Jersey	\$116,500	\$122,500 (\$6,000)	\$15.00/sq.ft.
Berto Construction, Inc. Rahway, New Jersey	\$137,000	\$176,600 (\$39,600)	\$6.00/sq.ft.
Catel, Inc. Bradley Beach, New Jersey	\$164,888	\$193,888 (\$29,000)	\$18.13/sq.ft.
Cap Services, Inc. Rahway, New Jersey	\$170,000	\$210,5000 (\$40,500)	\$15.00/sq.ft.
Rome Management Associates	\$214,531	\$248,652 (\$34,121)	\$12.50/sq.ft.

WHEREAS, the base bid work will consist of substantial improvement in the yard between Buildings A and B, including rebuilding of the retaining wall, replacement of the sidewalks, removal of the asphalt paving, replacement of the clothes poles, grading, new topsoil, seeding and landscaping; and

WHEREAS, the low bidder, Adirondack Contracting, requested that his bid be withdrawn because of computation error in his add alternate bid; and

WHEREAS, the second low bidder, Berto Construction, is a well-known site contractor and provided excellent references; and

WHEREAS, the Authority has approximately \$186,000 unobligated funds budgeted for site improvements in Dunlap Homes in the 2011 Capital Fund Program grant; and

WHEREAS, award of a contract for \$176,600 to Berto Construction, Inc. is recommended;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the award of contract to Berto Construction, Inc. of Rahway, New Jersey for site work at Dunlap Homes for the total contract fee of \$176,600, as presented.

Commissioner Pabon 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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

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 # 2971-A

TO APPROVE AWARD OF CONTRACT FOR BOILER ROOM ADDITIONS AT DUNLAP HOMES

WHEREAS, bids for the construction of eight boiler room building additions in Dunlap Homes were solicited through public advertisement and opened in March 7, 2013; and

WHEREAS, the Housing Authority received the following (6) six bids as detailed in the bid tabulation:

<u>Bidder:</u>	<u>Bid Amount:</u>
Framan Mechanical, Inc. Fords, New Jersey	\$297,000
Pharos Enterprises, Inc. South Amboy, New Jersey	\$329,000
Salazar & Associates, Inc. Union, New Jersey	\$339,000
Catel, Inc. Bradley Beach, New Jersey	\$353,888
Adirondack Contracting, Inc. Sea Girt, New Jersey	\$374,500
Agia Mason Farmingdale, New Jersey	\$378,000

WHEREAS, the work will consist of the construction of small building additions for eight buildings that presently remain on the old central boiler and hot water systems. The additions will house the new individual building boilers and hot water system. The additions will house the new individual building boilers and hot water heaters. This contract will be for the construction of the building additions only. The installation of the new boilers and hot water heaters will be performed under separate contract as part of our energy performance contracting program; and

WHEREAS, the low bidder, Framan Mechanical, Inc. of Fords has performed similar project in recent years for the Elizabeth Housing Authority, the New Jersey City Housing Authority, and other public agencies. The reference, provided by the bidder gave positive reports concerning Framan's performance of those projects; and

WHEREAS, the Authority has approximately \$420,000 unobligated funds budgeted for this project in the 2011 and 2012 Capital Fund Program grants; and

WHEREAS, award of a contract for \$297,000 to Framan Mechanical, Inc. is recommended; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the award of the contract to Framan Mechanical, Inc. of Fords, New Jersey for boiler room additions at Dunlap Homes for a total contract fee of \$297,000, as presented.

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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

Nay: None

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

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

RESOLUTION # 2972-A

FOR ANNUAL CERTIFICATION AS TO TRAINING REQUIREMENT COMPLETION AND BOARD QUORUM COMPLIANCE FOR THE DCA.

WHEREAS, New Jersey state Statutes N.J.S.A. 40A:12A-46 and N.J.A.C. 5:44-2.4 requires Housing Authority Commissioners and Executive Directors to attend training classes as prescribed by the New Jersey Department of Community Affairs "DCA"; and

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" administration has received a letter from DCA requesting the following information as it pertains to the above statutes:

As to each Board member:

- 1) Source of their appointment
- 2) Training requirement compliance status
- 3) Five year term status

As to the Executive Director:

- 1) Copy of the Director's employment contract
- 2) Training requirement compliance status;

And

WHEREAS, the HACPA administration has accumulated all the documents necessary to certify that the HACPA Board Members and Executive Director are in compliance with the training requirements prescribed by DCA;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy the following:

- 1) Certification by the Board that the Authority Commissioners and Executive Directors are in compliance with N.J.S.A. 40A: 12A-46 and N.J.A.C. 5:44-2.4.

- 2) Authorization for the Executive Director to provide this resolution and his certification that the Authority is in compliance with the training requirements prescribed by law to the New Jersey Department of Community Affairs.

Commissioner Jones 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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

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 # 2973-A

FOR TENANT VACATED BALANCES

WHEREAS, there exists (3) inactive Accounts Receivables on the ledger of the Housing Authority of the City of Perth Amboy for uncollectible rent which are as follows:

1) Marilyn Matias	568 Zambory Street	\$ 4,960.88 (consists of \$1,797.68 rent and \$3,163.20 tenant charge)
2) Marcelo Perez	536 Zambory Street	\$1,004.34
3) Inez Perez	333 Rector Street, Apt 1F	\$836.00

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the writing off of the presented receivables.

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

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 # 2974-A

TO APPROVE A CONTRACT AMENDMENT FOR THE REDEVELOPMENT OF DELANEY HOMES.

WHEREAS, Architects Unlimited was notified from their subconsultant, Omland Engineering that it has been identified that two technical studies are necessary to complete the Delaney Homes site development plans for submission to the proper authorities; and

WHEREAS, regarding the Geotechnical and Traffic Studies for the Delaney Homes Site, the site engineering consultant, Omland Engineering has obtained and negotiated several proposals from subconsultants for each study. These proposals, along with some minor coordination effort by Omland, comprise a Change Order to the current contract for Site Plans and Subdivision for the project. Final proposals from Melick-Tully and Associates (MTA) and T&M Associates are as follows:

MTA's fee for the geotechnical investigation will not exceed \$9,030.

T&M's fee for the Phase 1 traffic work is \$7,978.

For minor consideration of MTA's work and attendance at one DOT meeting with T&M and one meeting with City officials on the traffic issues, Omland's fee is \$1,950.

WHEREAS, this change order for a total fee of \$18,958 has been submitted for consideration;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves a contract amendment with Architects Unlimited as per described by their subconsultant, Omland Engineering for the redevelopment of Delaney Homes, for a total fee of \$18,958, as presented.

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady , and Reverend Gregory Pabon.

Nay: None

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

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, and Reverend Gregory Pabon.

Nay: None

The Executive Director updated the Board with the following on the Delaney Homes Redevelopment Project:

- Met with Gregory Fehrenbach, City Business Administrator – process of approvals and business between PARA, Planning Board, City Council continuing.
- Petitioning PARA to hire Ernie Feist of Feist Engineering to draw Redevelopment Plan.

The Executive Director updated the Board with the following on PARTNER:

- Perfecting CHDO application.
- Habitat for Humanity – Grant applications are pending to the City of Perth Amboy for Home Funds and Provident Bank.
- We have a meeting scheduled with the Chaplain's Association about an ecumenical build.
- We have been contacted by Wells Fargo Bank to activate our application for funds for the Gateway Project.

DIRECTOR's REPORT

Douglas Dzema, Executive Director updated the Board on the following:

- City Council passed an ordinance changing the terms of Commissioners to a calendar year.
- City Council passed an ordinance on Drug/Drug Paraphernalia whereby 500 foot radius drug map.
- Sequestration Report – Thomas Furlong, Director of Financial Operations provided information on Section 8 and Operating subsidy because of sequestration.
- Employee Part-Time Health Benefits: Can a part-time employee purchase health benefits? Thomas Furlong contacted the State...the response was No.

On the motion of Commissioner Perez, which motion was seconded by Commissioner Pabon, the Board concurred to close the general session of this meeting and move to Executive Session. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Reverend H. Wayne Brady, Shirley Jones, and Reverend Gregory Pabon.

Nay: None

On the motion of Commissioner Perez, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to close the Executive Session and move back to the general session of this meeting. Upon roll call, the following vote was carried;

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Reverend H. Wayne Brady, Shirley Jones, and Reverend Gregory Pabon.

Nay: None

On the motion of Commissioner Jones, which motion was seconded by Commissioner Perez, the meeting was adjourned.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary



Housing Authority of the City of Perth Amboy

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EDWARD TESTINO
Counsel

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

**March 12, 2013
(CONFIDENTIAL)**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, March 12, 2013, 12:30 p.m. at Dunlap Homes Apartment Complex, Resource Center, 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 (arrived late)
	Commissioner	Pedro A. Perez
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon
Excused:	Commissioner	Fernando A. Gonzalez

The Chairperson declared said quorum present.

On the motion of Commissioner Perez, which motion was seconded by Commissioner Pabon, the Board concurred to close the general session of this meeting and move to Executive Session. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Reverend H. Wayne Brady, Shirley Jones, and Reverend Gregory Pabon.

Nay: None

The Board was updated on the Personnel discipline matters for (3) Section 8 employees.

Douglas Dzema, Executive Director has subsequently received a grievance hearing request from one of the terminated employees in regards her to her Section 8 voucher and is inquiring how the Board wants to proceed.

The Board has requested if a representative from another Housing Authority can act as the hearing officer and conduct the grievance hearing accordingly.

On the motion of Commissioner Perez, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to close the Executive Session and move back to the general session of this meeting. Upon roll call, the following vote was carried;

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Reverend H. Wayne Brady, Shirley Jones, and Reverend Gregory Pabon.

Nay: None

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary