



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**

**March 18, 2014
The Parkview
5:30 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, March 18, 2014 @ 5:30 p.m. at The Parkview, Community Center located at 618 New Brunswick 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 Commissioner Commissioner Commissioner	Edna Dorothy Carty-Daniel Shirley Jones Reverend Gregory Pabon Pastor Bernadette Falcon-Lopez
Excused:	Vice-Chairman Commissioner Commissioner	Miguel A. Arocho Fernando A. Gonzalez 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 Board Meeting of February 11, 2014, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

No approval of Executive Session.
No Committee Reports
No public discussion of Agenda topics.

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

RESOLUTION # 3051-A

TO APPROVE THE ADOPTION OF THE OPERATING BUDGET FOR YEAR ENDING MARCH 31, 2015

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 on March 31, 2015, has been presented for adoption before the Members of the Housing Authority of the City of Perth Amboy at its open public meeting of March 18, 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 amendments thereto, if any, which have been approved by the Director of the Division of Local Governmental Services; and

WHEREAS, the Annual Budget as presented for adoption reflects 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, by the Members of Authority, at an open public meeting held on March 18, 2014 that the Annual Budget and Capital Budget/Program of the Housing Authority for the fiscal year beginning April 1, 2014, and, ending March 31, 2015, 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 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.

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, Shirley Jones, Reverend Gregory Pabon and Reverend 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 Jones, read in full and considered:

RESOLUTION # 3052-A

TO APPROVE THE AMENDMENT TO THE BY-LAWS

WHEREAS, upon review of the current By-Laws of the Housing Authority, as suggestion has been made to amend said By-Laws to incorporate the following changes:

- 1) **Article IV-Meetings-Section 1. Annual Meeting.** The Annual meeting shall be held in the month of May each year as prescribed in the Authority's Annual Notice published in the local newspaper designated by the Authority and posted on the Authority's website.
- 2) **Article IV-Meetings-Section 2. Regular Meetings.** Monthly meetings shall be held with notice at various Housing Authority sites on a rotating basis at a time and date prescribed in the Authority's Annual Notice published in the local newspaper designated by the Authority and posted on the Authority's website.

WHEREAS, these changes are recommended to give the Authority more flexibility in changing meeting dates and times. The current bylaws use exact times and dates, making it difficult to change a meeting date and time without advertising it as a special meeting; and

WHEREAS, in addition, over the years our meeting agenda has changed so the by-laws need to be amended under Article IV-Section 6 Order of Business as follows:

- 1) Moment of Silence
- 2) Pledge of Allegiance
- 3) Statement of Compliance with Open Public Meetings Act
- 4) Roll Call
- 5) Reading and approval of Minutes of the previous meeting
- 6) Approval of Executive Session of the previous meeting
- 7) Report of Committees
- 8) Public Discussion on Agenda Topics
- 9) Resolutions
- 10) Bills and Communications
- 11) Update on Redevelopment Activities
- 12) Report on PARTNER
- 13) Public Session
- 14) Unfinished Business
- 15) New Business
- 16) Report of the Attorney
- 17) Report of the Secretary-Treasurer (Executive Director)
- 18) Report of the Chairperson
- 19) Executive Session
- 20) Adjournment

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the amendment to the Housing Authority's By-Laws, 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, Shirley Jones, Reverend Gregory Pabon and Reverend 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 # 3053-A

TO APPROVE THE AMENDMENT TO THE ADMISSIONS AND OCCUPANY POLICY

WHEREAS, a recommendation has been made for changes to the transfer policy. The Authority has over 35 families who are over housed and require one bedroom units and the list is growing each year as residents age in place and their children have left to start their own families. There simply are not enough units becoming available in Dunlap Homes to accommodate these transfers. At the same time the need for larger units by applicants cannot be accommodated if the Authority is unable to moved residents to appropriate sized units, Therefore, the policy is being changed to reflect that tenants will be required to transfer from the family sites to the senior sites if the family is eligible based on age or disability; and

WHEREAS, additionally, staff needs flexibility to prioritize transfers in cases where residents are violating the lease and transfer will help alleviate the violation by placing a resident in the appropriate size unit (such as when illegal borders are present). The Authority also needs flexibility to relocate residents who are severely overcrowded first (such as a resident in a four bedroom who needs a one bedroom);

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the amend to the Admissions and Occupancy Policy - Transfer Policy, 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, Shirley Jones, Reverend Gregory Pabon and Reverend 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 # 3054-A

TO APPROVE AMENDMENT TO THE UTILITY ALLOWANCES

WHEREAS, once each year the Housing Authority must review and revise the Section 8 utility allowance to ensure they are consistent with the current cost of utilities; and

WHEREAS, according to the NJHMFA utility allowance schedule there has been an increase in utility costs, and it recommended for the presented schedule to be adopted; and

WHEREAS, the change in utility allowances will take effect at the time of reexamination for each family starting in June 2014;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the amendment to the Utility Allowance, effective June of 2014, as presented.

Commissioner Falcon-Lopez 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, Shirley Jones, Reverend Gregory Pabon and Reverend 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 # 3055-A

TO APPROVE THE TERM FOR SERVICE CONTRACTS

WHEREAS, the Housing Authority currently solicits annual service contracts with the option to renew for one more year; and

WHEREAS, it has been advised that pursuant to N.J.S.A. 40A:11-15, contracts may be awarded for a period of up to 24 months:

40A:11-15. Duration of certain contracts

All contracts for the provision or performance of goods or services shall be awarded for a period not to exceed 24 consecutive months, except that contracts for professional services pursuant to subparagraph (i) of paragraph (a) of subsection (1) of section 5 of P.L. 1971, c. 198 (C.40A:11-5) shall be awarded for a period not to exceed 12 consecutive months. Contracts may be awarded for longer periods of time as follow;...

WHEREAS, further, these contracts have the option to renew for two additional twelve month (or one 24 month) term(s) under the same statute:

Any contract for services other than professional services, the statutory length of which contract is for three years or less, may include provisions for no more than one two-year, or two one-year, extensions, subject to the following limitations: a. The contract shall be awarded by resolution of the governing body upon a finding by the governing body that the services are being performed in an effective and efficient manner; b. No such contract shall

be extended so that it runs for more than a total of five consecutive years; c. Any price change included as part of an extension shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and d. The terms and conditions of the contract remain substantially the same.

WHEREAS, the advantages are many: Less administrative work, less chance of contract end dates being missed and better chance of getting better prices from contractors who know they can potentially have a four year contract. Also, if a contractor fails to perform, we can always terminate the contract and not be 'stuck' with them for 2 years;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the changes of the term for services contracts, 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, Shirley Jones, Reverend Gregory Pabon and Reverend Bernadette Falcon-Lopez.

Nay: None

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

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

Aye: Edna Dorothy Carty-Daniel, Shirley Jones, Reverend Gregory Pabon and Reverend Bernadette Falcon-Lopez.

Nay: None

Update on Redevelopment Activities.

- To approve 70 units of affordable housing thru PARA - Planning Board meeting.
- Vacation of streets on Delaney Homes Ordinance is complete.
- Local approvals complete.
- Utility approvals in process.
- HUD approvals in process.
- RFP for Real Estate Consulting Services-PHASE I; received 1 response.
- Draft for RFP for Developer-PHASE II.
- Senior property review - East Review - not scoring well for HMFA.
- Negotiating the Master Development Agreement (MDA) with Ingerman

Report on PARTNER.

- Board Member, Michael Harris submitted his resignation.
- PARTNER appointed (2) Board Members - Hector Motta, Branch Manager/Investor Savings and Josephine Smith, Tenant of The Parkview.
- Have Gateway "draft" Plan handout - Wells Fargo.

- Habitat for Humanity to break ground soon.
- Funding from the State is still ongoing review.
- PARTNER meeting prior to Board Meeting approved the 440 Lawrie Street, Perth Amboy property sale to Morris Habitat for Humanity.
- 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.
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PUBLIC SESSION

<No comment from the public.>

UNFINISHED BUSINESS

Douglas Dzema, Executive Director updated the Board on the RAD program and Capital Fund Program.

NEW BUSINESS

- No new business presented.

REPORT OF THE ATTORNEY

Edward Testino, Counsel updated the Board on the following:

- Tenancy/Eviction matters
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REPORT OF THE SECRETARY/TREASURER (EXECUTIVE DIRECTOR)

Douglas Dzema, Executive Director summarized topics of discussion.

CHAIRPERSON'S REPORT

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

- Response to Gregory Fehrenbach's letter requesting information.

EXECUTIVE SESSION

- No Executive Session.

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

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary