



Housing Authority of the City of Perth Amboy

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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**

AUGUST 14, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Wednesday, August 14, 2013 at the William A. Dunlap Homes Complex, Ed Scott 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
	Commissioner	Pedro A. Perez
	Commissioner	Fernando A. Gonzalez
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady

Excused:	Commissioner	Reverend Gregory Pabon
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The Chairperson declared said quorum present.

On the motion of Commissioner Perez, which motion was seconded by Vice-Chairman Arocho, the Board concurred to approve the Minutes of the Regular Board Meeting of June 19, 2013, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Fernando A. Gonzalez and Shirley Jones.

Nay: None

Abstain: Reverend H. Wayne Brady

On the motion of Commissioner Perez, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the Minutes of the Annual Reorganization Meeting of June 19, 2013, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Fernando A. Gonzalez, and Shirley Jones.

Nay: None

Abstain: Reverend H. Wayne Brady

COMMITTEE REPORTS

<No committee reports reported.>

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

RESOLUTION # 3008-A

TO APPROVE AN INTERGOVERNMENTAL SERVICE AGREEMENT WITH WOODBRIDGE HOUSING AUTHORITY

WHEREAS, the Board has reviewed an Intergovernmental Service Agreement between the Housing Authority of City of Perth Amboy and the Woodbridge Housing Authority (WHA);

WHEREAS, this Agreement is scheduled to be in effect for a term of two years - June 1, 2013 through May 31, 2016; and

WHEREAS, the scope of the services to be provided by the WHA mainly deal with the preparation and distribution of RFP's and for service contract and construction documents; and

WHEREAS, the service covers all four of the Housing Authorities that we oversee; and

WHEREAS, there is only one person from WHA services this contract and the number of hours range between 4 to 8 hours per week. The hourly rate is \$80 per hour;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves an Intergovernmental Service Agreement with Woodbridge Housing Authority, as presented.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Shirley Jones and Reverend H. Wayne Brady.

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 # 3009-A

TO APPROVE AN AWARD OF CONTRACT FOR FISCAL AUDIT SERVICES

WHEREAS, proposals for fiscal audit service for the fiscal year ending March 31, 2013 were solicited through public advertisement. The request for proposal was also send directly to firms that have performed audits for our Housing and for other PHAs in New Jersey; and

WHEREAS, we received 4 responses to the RFP and the evaluations were prepared by Thomas Furlong and myself for the three (3) auditing firms that submitted proposals. (One firm sent a letter stating they could not propose due to work constraints and could not be evaluated). The firms and their ratings are as follows:

1) Fallon & Larsen, LLP – Hazlet, NJ	100% Negotiated Fee: \$12,830	(\$12,830 for Yr. 2)
2) Holman & Frenia – Toms River, NJ	70% \$12,830	(\$12,830 for Yr. 2)
3) Samco Financial – Willingboro, NJ	0% \$17,964	(\$17,964 for Yr. 2)
4) Lawson, Rescinio, Schibell – Oakhurst	No proposal – not evaluated.	

WHEREAS, based on the above, it is recommended to select Fallon & Larsen to perform the audit services. The Authority has contract with Fallon & Larsen for the past several years and they have satisfied all Federal and State Audit requirements;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approve the hiring of the firm, Fallon & Larsen, Certified Public Accountants for fiscal audit services for the fiscal year ending March 31, 2013 for a total fee of \$12,830.00, as presented.

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

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

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 # 3010-A

TO APPROVE AN AWARD OF CONTRACT FOR SITE WORK SERVICES AT GEORGE J. OTLOWSKI GARDENS

WHEREAS, between Bldgs. 3 and 4 the sidewalk at George J. Otlowksi, Sr. Gardens is in poor shape due primarily to tree roots and settlement and it has been determined that approximately 150 linear foot of concrete needs replacement; and

WHEREAS, the following (3) three proposals were received for the work including labor, materials, and equipment:

Trondack Contracting, Inc.	\$8,208.75
Moslowski Excavating, Inc.	\$6,462.50
CCL Construction	\$4,960.00

WHEREAS, it has been recommended to award the work to CCL for submitting the lowest proposal. CCL is the mason contractor currently working on the boiler room additions;

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 CCL Construction for site work services at George J. Otlowski, Sr. Gardens for a total contract amount of \$4,960.00, as presented.

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

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

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 # 3011-A

TO APPROVE THE REQUEST FOR EXTENSION OF TIME FOR THE BOILER ROOM ADDITIONS AT DUNLAP HOMES

WHEREAS, Framin Mechanical, Inc. the HA's contractor constructing the boiler room buildings, has requested a time extension to their contract. The project was scheduled for completion by July 31, 2013. The project was scheduled for completion by July 31, 2013. The contractor has stated they lost time due to the excessive rain in the springtime when they were working on the building foundations and for all the subsurface piping that was uncovered during the excavation work as reasons for the delay. The contractor has asked for an extension and a revised completion date of September 30, 2013 and has specified in writing they would not seek extended overheads or other costs from the HA; and

WHEREAS, it has been recommend that the contractor be granted the time extension for the reasons stated and the fact that the HA is not negatively impacted at this time; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the request for extension of time for the Boiler Room additions at Dunlap Homes to Framin Mechanical, Inc., as presented.

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

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

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 # 3012-A

TO APPROVE THE RELEASE OF CLAIMS WITH TERRASAN

WHEREAS, the Board has reviewed the Confidential Agreement and Release of Claims between Terrasan Environmental Solutions, Inc. (Terrasan) and the Housing Authority of the City of Perth Amboy;

(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 Confidential Agreement and Release of Claims between Terrasan Environmental Solutions, Inc. (Terrasan) and the Housing Authority of the City of Perth Amboy, as presented.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Shirley Jones and Reverend H. Wayne Brady.

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 # 3013-A

TO AWARD A CONSULTING CONTRACT TO EXECU-TECH INC. TO PERFORM AN INITIAL ASSESSMENT TO DETERMINE THE FEASIBILITY OF SUBMITTING AN APPLICATION FOR THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM "RAD".

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" issued a Request for Proposal "RFP" for consulting services to assist the HACPA in determining if the RAD Program was feasible for the Authority; and

WHEREAS, the RFP was sent to the following companies familiar with the RAD Program:

- 1) Execu-Tech Inc.
- 2) Gill Group, Inc.
- 3) Rockhall Funding Corp.
- 4) Edgewater Group LLC
- 5) Epp Consulting
- 6) Edgemere Consulting
- 7) Rod Solomon – Recent HUD Official

And

WHEREAS, responses were received and were scored accordingly for the following:

- 1) Execu-Tech, Inc. - 105 points out of a possible 120 - Cost - \$5,000 for initial assessment and total fee of 1.25% of the total development cost (minimum \$50,000).
- 2) Gill Group, Inc. - 100 points out of a possible 120 - Cost - \$23,000 for initial assessment and a total fee of \$65,200.

And

WHEREAS, based on the evaluations noted the Executive Director recommends awarding a contract to Execu-Tech Inc. to perform an initial assessment to determine if submitting an application for RAD is feasible; and

WHEREAS, if the HACPA determines submitting an application is feasible Execu-Tech will perform the services need to apply for RAD;

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

- 1) Approval for the firm of Execu-Tech Inc. at a fee of not to exceed \$5,000.00 to perform an initial assessment of the HACPA's program to determine if it makes sense for the Authority to submit a RAD application.
- 2) Fee includes a presentation to the Board of Commissioners to help determine if an application for RAD should be submitted to HUD.
- 3) Should the Board of Commissioners decide to move forward a resolution will be presented to approve the additional costs of the submission.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Shirley Jones and Reverend H. Wayne Brady.

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 # 3014-A

TO APPROVE A TEMPORARY SALARY INCREASE

WHEREAS, the Housing Authority of the City of Perth Amboy "the HACPA" in partnership with the Ingermann Group are in the process of developing a 70-unit family development on the site of Delaney Homes; and

WHEREAS, in order to protect the HACPA's investment in the development there is a need to monitor the construction on a daily basis; and

WHEREAS, the cost of this service would be exorbitant if the HACPA hire an outside consultant; and

WHEREAS, the HACPA has an employee on staff that can provide this oversight on a daily basis; and

WHEREAS, this daily monitoring will require the employee to work additional hours (estimated to be an average of 5 hours per week) and perform numerous tasks until such time as the development is complete;

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

- 1) Increase the base salary of Douglas Sabey by \$12,000 per year (\$461.54 per pay) to perform daily monitoring and inspections of the ongoing construction of 70 family units on the Delaney Homes site.
- 2) Salary increase will go into effect on the date this resolution is adopted and continue until such time as the development is complete and no further inspections are required on a daily basis.
- 3) The cost of this salary increase will be absorbed by the program income received by the HACPA for the development of the Parkview. If there is program income received from the development of the 70 units those funds may also be used to pay for the cost of these services.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Shirley Jones and Reverend H. Wayne Brady.

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 # 3015-A

TO APPROVE THE INCREASE IN FLAT RENTS AND AIR CONDITIONER CHARGES FOR ALL SITES

WHEREAS, this is to recommend approval of the increase in flat rents and air conditioner charges for all sites. Changes include an increase from \$95 to \$100 annually for each air conditioner, and flat rent increases of 5% in accordance with the City of Perth Amboy rent control requirements as follows:

Zero Bedroom	\$662
One Bedroom	\$737
Two Bedroom	\$1003
Three Bedroom	\$1250
Four Bedroom	\$1500
Five Bedroom	\$1500

And

WHEREAS, the planned effective date for existing tenants is October 1, 2013. The increased air conditioner charges will not affect residents until summer 2014. The residents will first get a 30 day notice and opportunity to comment on the changes, If it is decided to make changes to the proposed flat rents the Board will be presented with those changes for approval; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the increase in Flat Rents and Air Conditioner Charges for all sites, as presented.

Commissioner Gonzalez 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, Fernando A. Gonzalez, and Reverend H. Wayne Brady.

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 Perez, read in full and considered:

RESOLUTION # 3016-A

TO APPROVE THE CONDITIONAL REDEVELOPER DESIGNATION AND INTERIM COST AGREEMENT BETWEEN PARA AND THE HOUSING AUTHORITY.

WHEREAS, the Board has reviewed the Conditional Redeveloper Designation and Interim Cost Agreement for the Redevelopment of Delaney Homes between the Perth Amboy Redevelopment Agency (PARA) and the Housing Authority of the City of Perth Amboy;

(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 Conditional Redeveloper Designation and Interim Cost Agreement for the Redevelopment of Delaney Homes between the Perth Amboy Redevelopment Agency (PARA) and the Housing Authority of the City of Perth Amboy, as presented.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Shirley Jones and Reverend H. Wayne Brady.

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 # 3017-A

APPROVE BUDGET LINE ITEMS FOR THE 2013 CAPITAL FUND

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" was awarded \$942,056 under the 2013 Capital Fund; and

WHEREAS, the HACPA met with the residents to discuss and formulate an annual budget statement along with a five year plan for use of the capital funds; and

WHEREAS, the Board of Commissioners of the HACPA approved the annual and five year plan that was submitted and approved by the United States Department of Housing and Urban Development "HUD"; and

WHEREAS, the annual plan that was submitted and approved is as follows:

- 1) Budget Line Item 1410-Administration-\$94,000
- 2) Budget Line Item 1430-Fees and Costs-\$30,000
- 3) Budget Line Item 1450-Site Improvements-\$127,500
- 4) Budget Line Item 1460-Dwelling Structures-\$419,816.99
- 5) Budget Line Item 1465.1-Dwelling Equipment-\$5,000
- 6) Budget Line Item 1495-Relocation-\$25,000
- 7) Budget Line Item 1499-Development Activities-\$25,000
- 8) Budget Line Item-1501-Debt Service-\$215,739.01

Total Budget-\$942,056

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

- 1) Approval of the budget line items "BLI's" listed above for the 2013 Capital Budget
- 2) The Board of Commissioners certify that all BLI's in the 2013 Capital Fund Program Annual statement are from the most recent Five-Year Action plan approved by HUD
- 3) Authorization for the Executive Director to execute and forward all the necessary paperwork to HUD for their review.

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

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

Nay: None

On the motion of Commissioner Perez, which motion was seconded by Chairperson Carty-Daniel, the Board approved to change the September Board Meeting originally scheduled to take place on September 10, 2013 to September 11, 2013, 12:30 p.m. at the Dunlap Homes complex, Ed Scott Resource Center located at 881 Amboy Avenue, Perth Amboy. Upon roll call, the following vote was carried:

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

Nay: None

Discussion took place on changes to the Public Housing and Section 8 Admission Preferences.

The Executive Director updated the Board on the Delaney Homes Redevelopment Project.

- Attended a PARA Meeting on August 6, 2013.
- Approval of the PARA Agreement pending.
- RFP's to be publicly advertised once the Master Plan is approved.

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

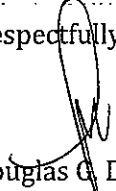
- Gateway Neighborhood Collaborative: Approved the Consultant Agreement with TRIAD.
- Habitat for Humanity – Staff visit on August 29th – Groundbreaking scheduled for October 25, 2013 at 2:00 p.m.
- County CHDO approved

PUBLIC SESSION

<No comment from the public.>

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

Respectfully submitted by:


Douglas G. Dzema, PHM
Executive Director and Secretary