



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**

December 16, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Monday, December 16, 2013 @ 5:30 pm 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	Edna Dorothy Carty-Daniel
	Commissioner	Pedro A. Perez
	Commissioner	Fernando A. Gonzalez (arrived late)
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon
Excused:	Vice-Chairman	Miguel A. Arocho

The Chairperson declared said quorum present.

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Perez, the Board concurred to approve the Minutes of the Regular Board Meeting of October 3, 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.

On the motion of Commissioner Perez, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Special Board Meeting of October 15, 2013, with corrections. 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 Perez, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Regular Board Meeting of November 12, 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

<Commissioner Fernando A. Gonzalez arrives to meeting.>

<Presentation by Richard Larsen, CPA of Fallon & Larsen, LLP. >

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

RESOLUTION # 3033-A

TO APPROVE THE FISCAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2013

WHEREAS, N.J.S.A. 40A: 5A-15 requires the governing body of each local authority to conduct an annual audit of its accounts; and

WHEREAS, the annual report for the fiscal year ended March 31, 2013, has been completed and filed with the State of New Jersey – Department of Community Affairs pursuant to N.J.S.A. 40A: 5A-15; and

WHEREAS, N.J.S.A. 40A: 5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally received the annual audit report, and specifically, the second of the audit report entitled "Schedule of Findings and Questioned Costs", and had evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "Schedule of Findings and Questioned Costs" in accordance with N.J.S.A. 40A:5A-17; and

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the City of Perth Amboy hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the section of the audit report entitled "Schedule of Findings and Questioned Costs", and had evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE, IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board, the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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

Aye: Edna Dorothy Carty-Daniel, Pedro A. Perez, Fernando A. Gonzalez, 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 Gonzalez, read in full and considered:

RESOLUTION # 3034-A

TO AMEND THE CONTRACT FOR EIGHT BOILER ROOM ADDITIONS IN DUNLAP HOMES

WHEREAS, Framin Mechanical, Inc., the HA's contractor constructing the boiler room buildings has performed some additional work at the request of the Housing Authority and requests the following adjustments to the Contract sum:

1. Contract Amendment No. 1: The Board (as requested) approved \$5,832.96 for additional foundation work. The sum was incorrect and did not take into account the contractor's markup and bond cost. The revised figure is: \$6,544.58
2. The Contractor at the request to the Housing Authority performed sidewalk repairs in the amount of 640 sq. ft. - \$5,565.12
3. During the final inspection the Electrical Inspector wanted the lights put into each boiler room before he would the work. The lights and lighting circuit were scheduled to be installed by the EPC contractor. Since that work is postponed we proceeded with the light circuit installation - \$2,636.70

; And

WHEREAS, Framin Mechanical installed the work as requested and it was recommended the Contractor be compensated. No extensions of time or extended overheads were asked for by the Contractor; and

In connection with the Contract for Construction dated March 12, 2013 for Construction of Eight Boiler Room Additions in William A. Dunlap Homes, Perth Amboy, NJ the following change is ordered in connection with Article 5 of the Contract for Construction:

ADDITIONS:

Contract Amendment No. 1: Additional foundation construction due to subsurface conditions including labor and materials:	\$ 5,832.96
Revised for contractor markup and Bond costs	\$ 6,544.58
Additional Concrete sidewalk repairs, 640 sq. ft.	\$5,565.12
Installation of lights and a light circuit in 98) Boiler Rooms	\$2,636.70
DEDUCTIONS:	None

NET ADDITIONS:

Subject to conditions hereinafter set forth, an equitable adjustment to the contract price and time of completion is established as follows:

The original contract price:	\$297,000.00
The contract price will be increased by this amendment the amount of:	\$14,746.40
The new contract price will be:	\$311,746.40

The conditions referred to are as follows:

1. The aforementioned changes, and work affected thereby, are subject to all contract stipulations and covenants.
2. The rights of the Housing Authority are not prejudiced; and
3. All claims against the Housing Authority, which are incidental, or as a consequence of this change are satisfied.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the contract amendment to Framin Mechanical, Inc. for construction of eight boiler room additions in Dunlap Homes, as presented.

Commissioner Pabon moved that the following 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, Pedro A. Perez, Fernando A. Gonzalez, 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 Gonzalez, read in full and considered:

RESOLUTION # 3035-A

TO APPROVE FUND COMMISSIONER TO THE NJPHA JOINT INSURANCE FUND FOR FUND YEAR 2014

WHEREAS, the Housing Authority of the City of Perth Amboy is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the bylaws of said Fund requires that each member Housing Authority/Non-Profit appoint a Fund Commissioner to represent and serve the Authority/Non-Profit as it representative to said Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Perth Amboy does hereby appoint Douglas G. Dzema as its Fund Commissioner and Edna Dorothy Carty-Daniel as its Alternate Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for Fund year 2014.

Commissioner Perez 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, Pedro A. Perez, Fernando A. Gonzalez, 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 # 3036-A

FOR CHANGES TO THE PUBLIC HOUSING/SECTION 8 ADMISSIONS PREFERENCES

WHEREAS, several changes in the Public Housing Admissions and Occupancy Policy, and Section 8 Administrative Plan are recommended to lessen the administrative burden on staff, target assistance to those who really need it, and lesson the complaints from people who complain that their place on the list keeps changing. A public hearing will be necessary before the changes are made in accordance with the PHA Plan requirements.

Changes to Public Housing and Section 8 Admission Preferences

<On file and of record.>

Expand and Clarify the Definition of Displacement Due to Natural Disaster, Government Action, or Domestic Violence.

<On file and of record.>

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the changes to the Public Housing and Section Admissions Preferences, 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, Pedro A. Perez, Fernando A. Gonzalez, 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 Commissioner Gonzalez, the Board concurred to approve the 2014 Board of Commissioners Meeting Schedule, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Perez, the Board concurred to approve the 2014 Holiday Schedule, as presented. Upon roll call, the following vote was carried:

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

Nay: None

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

Aye: Edna Dorothy Carty-Daniel, Pedro A. Perez, Fernando A. Gonzalez, 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:

- Planning Board application for the 70 family units.
- Plan development ongoing for the 70 family units.
- Street vacation at Delaney Homes being processed. Our Board will take action at our next meeting.

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

- Gateway Neighborhood Collaborative meeting with the City.
- Beginning search for additional property in Gateway area.
- Delinquency prevention initiative with the Boys/Girls Club.
- Habitat for Humanity project.

PUBLIC SESSION

<No comment from the public.>

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Pabon, the Board concurred to reconvene the meeting Troy's Restaurant in Perth Amboy, New Jersey.

Respectfully submitted by:



Douglas G. Dzema, PHM
Executive Director and Secretary