



# **Housing Authority of the City of Perth Amboy**

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EDNA DOROTHY CARTY-DANIEL, Chairperson  
MIGUEL A. AROCHO, Vice-Chairman  
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**

**Wednesday, November 12, 2014**

**12:30 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Wednesday, November 12, 2014 at Dunlap Homes complex, Administrative Office Building, main 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	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon
	Commissioner	Pastor Bernadette Falcon-Lopez

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 October 22, 2014, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Jones, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Executive Session of October 22, 2014, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Reports of Committee

Personnel Committee - considered a contract for the Executive Director.

No public discussion of Agenda topics.

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

**RESOLUTION # 3110-A**

**TO APPROVE THE CONTRACT FOR THE EXECUTIVE DIRECTOR**

**WHEREAS**, the Executive Director's employment contract was approved for the term of January 1, 2015 to December 31, 2019; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the Executive Director's contract, as presented.

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, Shirley Jones, Reverend H. Wayne Brady, 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 # 3111-A**

**TO APPROVE A TWO PERCENT MERIT PAYMENT TO ALL STAFF HIRED PRIOR TO APRIL 1<sup>ST</sup>, 2014**

**WHEREAS**, the Board of Commissioners due to a budget deficit did not grant employees a cost of living increase for the fiscal year commencing April 1<sup>st</sup>, 2014; and

**WHEREAS**, the HUD subsidy for 2014 was more than had been originally projected but not enough to eliminate the budget deficit; and

**WHEREAS**, it is the desire of the Board of Commissioners in lieu of a cost of living increase to grant a 2% merit payment to those employees hired prior to April 1<sup>st</sup>, 2014 to acknowledge them for their hard work and dedication; and  
**WHEREAS**, 2% payment will be calculated on the employees annual base salary (not including longevity); and

**WHEREAS**, funds to pay for the merit payment will come from the additional HUD subsidy received as a result of the increased proration not originally contemplated in the budget; and

**WHEREAS**, the 2% merit is a one-time payment this year and will not become part of the employees base salary or shall be included in the employees pensionable wages and will be subject to all mandatory taxes as required by federal and state law.

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

- 1) Approval of a 2% merit payment to all employees hired prior to April 1<sup>st</sup>, 2014. Said payment will be made within one week of the approval of this resolution and will be calculated on the employees base salary (not including longevity) as of December 1<sup>st</sup>, 2014
- 2) Payment will be subject to all mandatory federal and state taxes and will NOT become part of the employee's permanent base salary and is deemed a one-time payment for the fiscal year commencing April 1<sup>st</sup>, 2014 not to be included in the employees pensionable wages.

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, Shirley Jones, Reverend H. Wayne Brady, 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 # 3112-A**

**TO APPROVE THE AWARD FOR CONTRACT FOR CONSULTING SERVICES FOR THE PREPARATION OF THE CONSOLIDATED PHA PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY.**

**WHEREAS**, the Quality Housing and Work Responsibility Act of 1998 requires the Housing Authority of the City of Perth Amboy (Authority) to maintain a Public Housing Agency (PHA) Plan. The Plan outlines the policies, programs and long term and shorter term goals and strategies that the Authority will implement to meet local housing needs; and

**WHEREAS**, the Authority is seeking proposals from experienced consultants to prepare the Authority's 2015 PHA Annual Plan and PHA Five Year Plan for 2015-9 in accordance with regulations of the Department of Housing and Urban Development; and

**WHEREAS**, the submission of said proposal is November 19, 2014;

**WHEREAS**, due to the submission date and the necessary filing of said of the PHA Plan, it is recommended to approve authorization to Douglas Dzema, Executive Director for the Housing Authority to award the contract for

consulting services for the preparation of the consolidated PHA Plan for the Housing Authority of the City of Perth Amboy;

***NOW, THEREFORE BE IT RESOLVED***, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves authorization Douglas Dzema, Executive Director to award the contract for consulting services for the preparation of the consolidated PHA Plan for the Housing Authority of the City of Perth Amboy and will ratify approval of the contract at the next scheduled Board meeting.

Commissioner Falcon-Lopez 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, Shirley Jones, Reverend H. Wayne Brady, 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 # 3113-A***

***TO APPROVE AN AWARD OF CONTRACT FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES.***

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the "Authority") requires the scheduled elevator maintenance and as needed elevator repair services at Stack and Hansen Apartments; 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 a two-year service contract through public advertisement in The Home News Tribune on 10/6/14 and 10/8/14, posted the same on the Authority's website and received proposals until October 29, 2014; and

**WHEREAS**, Statewide Elevator LLC of Succasunna, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements; and

**WHEREAS**, the contractor has performed services for other Authorities in the past and has proven to be a competent and reliable contractor; and

**WHEREAS**, sufficient funds are available from the Authority's operating funds to pay for the required services.

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

The Authority awards the contract to Statewide Elevator, LLC for the schedule elevator maintenance at Stack and Hansen Apartments and the as-needed repairs the Authority requires from time to time at the proposed monthly rate of \$530.00 and labor rates of \$185.00 / hour regular time and \$215.00 / hour overtime from December 1, 2014 through November 30, 2016.

Commissioner Jones moved that the foregoing 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, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, 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 Commissioner Jones which motion was seconded by Vice-Chairman Arocho, the Board concurred to approve the November Bill List and communications, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Update on Redevelopment Activities.

- Demolition and site work are underway for the construction of the 70 units at Willow Pond.

Report on PARTNER.

- A Gateway Neighborhood Collaborative Strategic Implementation Plan for an additional grant from Wells Fargo has been submitted.
- Habitat for Humanity project is ongoing.

#### **PUBLIC SESSION**

<No comment from the public.>

#### **UNFINISHED BUSINESS**

- No unfinished business reported.

#### **NEW BUSINESS**

- No new business presented.

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

- A Commissioners' Personnel Committee was held to discuss a contract for the Executive Director.
- Informed the Board that the Willow Pond building projects are moving towards closing.

#### **REPORT OF THE EXECUTIVE DIRECTOR**

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

- Food Bank for the Seniors
- RAD voucher application – conditional approval and that the Authority meets the eligibility requirements.
- Senior Holiday Gathering scheduled for 12/18/2014 @ noon at the Wesley T. Hansen Apts. Community Center.

- City planned Senior events.

### CHAIRPERSON'S REPORT

- Declaration of Independence handouts distributed at the City of Bill of Rights ceremony.
- The staff at the Baltimore NAHRO conference taped a segment with Commissioner Gregory Pabon.

On the motion of Commissioner Brady, which motion was seconded by Commissioner Jones, the Board concurred to close the general session of this meeting and move to Executive Session to discuss real estate proposals and negotiations and an update on the Willow Pond Redevelopment project. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Brady, which motion was seconded by Commissioner Falcon-Lopez, the Board concurred to close 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, Shirley Jones, Reverend H. Wayne Brady, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

On the motion of Commissioner Brady, which motion was seconded by Commissioner Falcon-Lopez, the Board concurred to adjourn the meeting.

Respectfully submitted by:



Douglas G. Dzema, PHM  
Executive Director and Secretary