



Housing Authority of the City of Perth Amboy

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EDNA DOROTHY CARTY-DANIEL, Chairperson
REVEREND GREGORY PABON, Vice-Chairman
MIGUEL A. AROCHO
SHIRLEY JONES
REVEREND H. WAYNE BRADY
PASTOR BERNADETTE FALCON-LOPEZ
DAVID BENYOLA

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**

**Tuesday, April 12, 2016
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 Tuesday, April 12, 2016 @ 12:30 p.m. at William A. Dunlap Homes complex, main Administrative Building, 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	Reverend Gregory Pabon
	Commissioner	Miguel A. Arocho
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola

The Chairperson declared said quorum present.

On the motion of Commissioner Arocho, which motion was seconded by Commissioner Benyola, the Board concurred to approve the Minutes of the Regular Board Meeting of March 22, 2016, as amended. Upon roll call, the following vote was carried:

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

Nay: None

Reports of Committee -

<No Public Discussion of Agenda Topics.>

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

RESOLUTION # 3179-16

TO AWARD A CONTRACT FOR A/E SERVICES FOR THE DUNLAP HOMES HEAT DECENTRALIZATION OF 8 BUILDINGS.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to replace the existing vinyl windows at Otlowski Sr. Gardens; and

WHEREAS, the Contract is to be awarded through "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Authority solicited proposals through public advertisement, posted the same on the Authority's website and received proposals until March 30, 2016; and

WHEREAS, Habitech Architects, PC of Medford, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, Habitech has performed satisfactorily for the Authority in the past; and

WHEREAS, sufficient funds are available to pay for the required services.

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

The Authority authorized the award of the contract to Habitech Architects, PC for the A/E Services needed for the heat decentralization project at Dunlap Homes for the base amount of \$13,500.00 plus \$300.00 per additional inspection and \$100.00 per set of construction documents.

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

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

Nay: None

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

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

RESOLUTION # 3180-A

TO AWARD A CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires landscape maintenance services at its various housing development sites; 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 one-year service contract for such services through public advertisement in the Home News Tribune on March 12, 2016 and posted the same on the Authority's website and received proposals until April 6, 2016; and

WHEREAS, G&J performed landscaping services for the Authority 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 approves an award of a one-year contract to G&J Landscaping & Construction, LLC for the landscape maintenance services at the Authority's various housing development sites for a total cost of Twenty-Six Thousand dollars and no cents (\$26,000).

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

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

Nay: None

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

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

RESOLUTION # 3181-A

TO AUTHORIZE AWARD OF CONTRACT FOR FIRE PUMP ANNUAL INSPECTION, MAINTENANCE AND REPAIR SERVICES.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires the annual inspection, maintenance, testing and possible repairs of the fire suppression systems at Stack Apartments 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 for such services through public advertisement in The Home News Tribune on 3/8/16 and posted the same on the Authority's website and received proposals until 3/29/16; and

WHEREAS, Allied Fire & Safety Co., Inc. of Neptune, New Jersey submitted the proposal which proposed price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, Allied performed satisfactory services for the Authority 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 approves an award of a two year contract, renewable at the option of the Authority for two additional one year periods, to Allied Fire & Safety Co., Inc. for the annual inspection, testing, maintenance and repair services of the fire suppression systems at Stack Apartments and Hansen Apartments with an annual price of One Thousand Five Hundred dollars and no cents (\$1,500.00) for the annual inspection, maintenance and testing services, and labor rates for possible repair services of One Hundred Twenty dollars and no cents (\$120.00) for standard business hours and Two Hundred Ten dollars and no cents (\$210.00) for overtime hours from May 1, 2016 through April 30, 2018.

Commissioner Benyola 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, Gregory Pabon, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

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

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

RESOLUTION # 3182-16

TO AUTHORIZED THE EXECUTIVE DIRECTOR AND OTHER OFFICERS TO EXECUTE DOCUMENTS FOR A GRANT/LOAN FOR WILLOW POND.

WHEREAS, the Perth Willow Pond, LLC, a limited liability company organized to construct 70 units of affordable low income household units;

WHEREAS, the Housing Authority of the City of Perth Amboy remains the owner in fee simple of the property and has leased the subject property located at 601-701 Chamberlain Avenue, Perth Amboy, NJ Block 399.04 Lot 1.01 of the Perth Willow Pond, LLC pursuant to the terms of the master lease;

WHEREAS, Perth Willow Pond, LLC has applied for and received a Federal Home Loan Bank Affordable Housing Program Grant;

WHEREAS, the program requires the execution of various grant documents including but not limited to a Promissory Note, Mortgage, Assignment of Mortgage, and Recapture Agreement for rental projects using low income housing tax credits affordable housing program;

WHEREAS, the amount of the grant under the affordable home loan housing program is \$322,000.00;

WHEREAS, the Federal Home Loan Bank of New York is the assignor under the mortgage;

WHEREAS, the Federal Home Loan Bank of New York has agreed to make a grant secured as a loan in the principal amount of \$322,000.00 through Citibank as the assignee to the partnership for Perth Willow Pond, LLC 70 affordable units as evidenced by certain affordable housing program partnership note to be executed by Perth Willow Pond, LLC; secured by the subject property by the Housing Authority of the City of Perth Amboy in favor of the Federal Home Loan Bank of New York by granting the required interest in the property and the project;

WHEREAS, the grant is based on the 15 years of operation of the project and pursuant to 12 C.F.R. Section 1291.5 of the Affordable Housing Program Regulations and Recapture Agreement.

WHEREAS, Perth Willow Pond, LLC and project for 70 affordable units complete the program of affordable housing over 15 years of operation pursuant to the program regulation the owner shall be entitled to release a Mortgage which secures a Note upon the expiration of the 15 years;

NOW, THEREFORE, be it resolved that the required documents including but not limited to any closing documents for the grant/loan specifically but not limited to the Note, Recapture Agreement, Assignment of Mortgage, Note and/or Mortgage are hereby authorized to be executed by the Executive Director/Secretary, Douglas Dzema and such other officers of the Housing Authority of the City of Perth Amboy as shall be required.

FURTHER IT IS RESOLVED that the Executive Director and such other necessary officers, as may be required, are hereby authorized to conduct the transaction on behalf of the Housing Authority of the City of Perth Amboy to complete the grant loan mortgage transaction as described above in the introductory

WHEREFORE clauses and allow the applicant Perth Willow Pond, LLC to draw down the grant monies in the amount of \$322,000.00.

Commissioner Benyola 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, Gregory Pabon, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

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

On the motion of Commissioner Benyola, which motion was seconded by Commissioner Arocho, the Board concurred to approve the April Bill List and communication, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Update on Redevelopment Activities

- Delaney Homes: BOE title work complete, GeoTech state testing – BOE request of extension of due diligence period till 4/8/2016.
- The Residences at Willow Pond Village – status report reviewed.
- HUD Disposition Application under review at HUD.

Report on PARTNER

- Habitat for Humanity - Douglas Dzema, Executive Director spoke to the City Attorney and Business Administrator regarding a contract to purchase the 400 Lawrie Street property. Acquisition from PARA.
- Douglas Dzema, Executive Director updated the Board on the Gateway Neighborhood Collaborative.
- PARTNER meeting scheduled for Thursday, April 14th @ 5 p.m.

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS

Vice-Chairman Pabon inquired if anyone can get a list of residents from Public Housing or Section 8? Edward Testino, Counsel responded.

REPORT OF THE ATTORNEY – None reported.

REPORT OF THE EXECUTIVE DIRECTOR

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

- Capital Fund Report presented.
- RAD Update – working with Susan Lenz, Financial Consultant on the Financial Plan/Tax Credits. Have our financial report in place – (can always change) – preparing to submit to HMFA for Tax Credits.
- Staff meeting scheduled on April 20, 2016 to inform staff of status of budgets, pensions, health benefits and staffing, etc.
- Continuing to work RAD deals with Keansburg and Highlands PHA's.
- Chairperson Carty-Daniel and Commissioner Falcon-Lopez were recently honored by Mayor Diaz on April 9th.

REPORT OF THE CHAIRPERSON - None reported.

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

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Dzema', with a large, stylized initial 'D'.

Douglas G. Dzema, PHM
Executive Director and Secretary