



# 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, May 10, 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, May 10, 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 Falcon-Lopez, which motion was seconded by Commissioner Arocho, the Board concurred to approve the Minutes of the Regular Board Meeting of April 12, 2016, as presented. 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 –**

The Personnel Committee (Pastor Bernadette Falcon-Lopez, David Benyola and Ed. Dorothy Carty-Daniel) met twice with Kristi Penta Duffy, Asset Manager to discuss updates to the Housing Authority Personnel Policy.

Pastor Bernadette Falcon-Lopez and Shirley Jones met with Kristi Penta Duffy to discuss updates to the Housing Authority Preference Policy.

<No Public Discussion of Agenda Topics.>

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

**RESOLUTION # 3183-16**

**TO RATIFY THE SUBMISSION OF A BID FOR THE FIRST TIME HOMEBUYER TRAINING AND AMERICAN DREAM DOWN PAYMENT PROGRAM APPLICATION.**

**WHEREAS**, sealed bids will be received and opened at the Middlesex County Purchasing Agent's Office in New Brunswick, New Jersey on May 6, 2016 @ 11:30 a.m. for the provision of First Time Homebuyers Training and American Dream Down Payments Program Application Processing and Counseling required by the Middlesex County Division of Housing and Community Development; and

**WHEREAS**, a resolution is required to accompany such bid authorizing its proper offers to submit such a bid, and authorize said officers to execute a Contract in the event its bid is accepted;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy ratifies the submission of a bid for the First Time Homebuyer Training and American Dream Down Payment Program Application, as presented.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. 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

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

The following resolution was introduced by Chairperson Carty-Daniel, read in full and considered:

**RESOLUTION # 3184-16**

**TO APPROVE RECOMMENDATION TO WRITE-OFF VACATED RECEIVABLE BALANCES**

**WHEREAS**, there exists an inactive Accounts Receivables on the ledger of the Housing Authority of the City of Perth Amboy for uncollectible rent which are as follows:

1. Margarita Merced	Hansen/Stack	\$62.97
2. Maria Rodriguez	Dunlap	\$418.56
3. David Roman	Dunlap	\$6,281.84

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the writing off of the presented receivables.

Commissioner Arocho 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, Reverend 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 # 3185-16**

**TO AUTHORIZE THE EXTENSION OF THE CONTRACT FOR PEST CONTROL SERVICES**

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

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the "Authority") requires preventative pest control services for 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 such services through public advertisement in The Home News Tribune on April 23, 2016 and posted the same on the Authority's website and received proposals until May 3, 2016; and

**WHEREAS**, E & G Exterminators, Inc. of South Amboy, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements and received positive references; 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 the contract to E & G Exterminators, Inc. for pest control services at the Authority's various housing development sites at the following monthly costs: Dunlap Homes, \$209.00; Otlowski Gardens, \$31.00; Stack Apts., \$63.00; Hansen Apts., \$130.00; Sofield Gardens, \$21.00; Dzema Gardens, \$23.00. Bed bug services, whenever necessary, shall be performed at the following costs: 1BR, \$93.00; 2BR, \$103.00; 3BR, \$113.00; 4BR, \$123.00 and 5BR, \$133.00.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. 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

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 # 3186-16**

**TO AMEND THE PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY AND SECTION 8 ADMINISTRATIVE PLAN – ADMISSIONS PREFERENCE.**

WHEREAS, several changes to the Public Housing Admissions and Occupancy Policy, and Section 8 Administrative Plan are recommended as described below. The changes are not considered significant and do not require a public hearing in accordance with the PHA Plan requirements.

**Additional preference for public housing and section 8:**

C) An individual or family who has been homeless for at least 12 consecutive months, or has been homeless more than once over the past three years for a combined period of 12 months; or an individual or family who is homeless and has a family member who is disabled or the homeless family is considered a special needs family.

\_\_\_\_\_ 3 points

**Additional preference for public housing:**

PAHA section 8 applicant/participant in need of accessible housing for which public housing can provide an accommodation. The waiting list will remain open for these applicants and will require approval of the executive director.

\_\_\_\_\_ 40 points

**Close public housing waiting list to potential applicants meeting criteria A) displaced by fire, natural disaster, condemnation or eminent domain**

The Authority currently keeps the public housing waiting list open for this preference category. Since the Authority will be expanding a preference to homeless individuals and families it is recommended that the waiting list be closed and the preferences be provided only to current applicants meeting any of these preferences. This is necessary due to the large waiting list dating back to 2007. If the community were faced with a large natural disaster, the board could open the waiting list to those affected at that time.

**Limit number of admissions due to award of these preferences to 10% of new admissions annually**

This limit is recommended due to the large waiting list and long wait time being experienced by current applicants. There are still over 1500 applicants waiting for housing at this time. Just as noted above, if there is a need to extend the preferences the board can approve a change to the policy at that time/

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the changes to the Public Housing and Section 8 Admission Preferences, as presented.

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, Reverend 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 # 3187-16**

**TO APPROVE THE SEMAP CERTIFICATION**

**WHEREAS**, the Board of Commissioners has reviewed the SEMAP Certification to HUD for its fiscal year ending March 31, 2016; and found this information to be accurate;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves this certification through this Board resolution.

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, Reverend 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 Falcon-Lopez, which motion was seconded by Commissioner Arocho, the Board concurred to approve the May 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**

- Status Report on the sale of Delaney Homes land parcel to the Perth Amboy Board of Ed.
- The Residences at Willow Pond Village Grand Opening scheduled for June 9, 2016 at 11:00 a.m.

**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. Contracts have now been fully executed by all parties.
- Douglas Dzema, Executive Director updated the Board on the Gateway Neighborhood Collaborative.

**Update on the RAD Program**

- Casualty is the Bridges Program.
- Have submitted application to HMFA for both AMPS.
- Working with Reno and Cavanaugh on new entity/responsibilities moving forward.

**PUBLIC SESSION**

- No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY – None reported.

REPORT OF THE EXECUTIVE DIRECTOR

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

- The Annual Re-Organization for the Board of Commissioners meeting is scheduled for May 26<sup>th</sup> at 5:00 p.m.
- The Executive Director's Performance Evaluations are due to Commissioner Falcon-Lopez by Friday, May 20<sup>th</sup>.
- The City Meet and Greet, hosted by the Bridges Program is scheduled for May 18<sup>th</sup> at 9:30 a.m.
- The Personnel Committee met on May 5<sup>th</sup> and 9<sup>th</sup> to discuss edits, revisions, additions and updates to the Housing Authority's Personnel Policy. Draft copy of the Personnel Policy have been distributed to all employees and are being reviewed. Staff Meeting scheduled for June 6<sup>th</sup> to further discuss.

REPORT OF THE CHAIRPERSON

- Updated the Board on the NJ/NAHRO meeting in Atlantic City, NJ.
- July 4<sup>th</sup> fireworks scheduled for July 1<sup>st</sup> in Perth Amboy and July 3<sup>rd</sup> in Woodbridge.
- Chairperson Carty-Daniel disclosed to the Board that she has applied for housing at The Residences at Willow Pond Village.

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

Respectfully submitted by:



Douglas G. Dzema, PHM  
Executive Director and Secretary