



Housing Authority of the City of Perth Amboy

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EDNA DOROTHY CARTY-DANIEL, Chairperson
PEDRO A. PEREZ, Vice-Chairman
FERNANDO A. GONZALEZ
MIGUEL A. AROCHO
SHIRLEY JONES
REVEREND H. WAYNE BRADY
CHAPLAIN 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 13, 2011

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, December 13, 2011 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
	Vice-Chairman	Pedro A. Perez
	Commissioner	Fernando A. Gonzalez (arrived late)
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
Excused:	Commissioner	Miguel A. Arocho
	Commissioner	Chaplain Gregory Pabon

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Perez, which motion was seconded by Commissioner Brady, the Board concurred to approve the Minutes of the regular monthly Board meeting of November 9, 2011, as presented. Upon roll call, the following vote was carried:

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

Nay: None

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

RESOLUTION # 2775-12

TO RATIFY THE HIRING OF A BOOKKEEPER

WHEREAS, the Authority has hired Ms. Magdalena Turek for the position of bookkeeper at a salary of \$38,000; and

WHEREAS, Ms. Turek began employment on December 7, 2011. Mr. Turek was previously employed as the bookkeeper for Winsor's Tractor Trailer Driving School, Winsor CDL Staffing, COD Truck Leasing, and Muscle Maker Grill, working for the owner of these multiple companies; and

WHEREAS, Ms. Turek will receive a performance evaluation after six months of employment and consideration for a salary increase at that time. She will receive full medical benefits starting after two months of employment, and pension enrollment beginning after six months of employment; and

WHEREAS, the Authority received over 450 resumes over a one month period in response to our online Career Builder ad. The resumes were screened and 12 candidates, including 2 from Perth Amboy, were interviewed. Four candidates were interviewed a second time and Ms. Turek was ultimately hired; and

WHEREAS, the position of bookkeeper is a new position. The Authority has now finished restructuring the accounting department after hiring Thomas Furlong as Director of Financial Operations, and Ms. Turek as Bookkeeper. These positions replace the position of Accounting Supervisor previously held by Florence Dzema who retired last year; and will also replace the position of Account Clerk currently held by Lydia Valentin who is retiring January 31, 2012;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy ratifies the hiring of Ms. Magdalena Turek for the position of Bookkeeper at an annual salary of \$38,000, as presented.

Commissioner Jones 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, Pedro A. Perez, 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 Perez, read in full and considered:

RESOLUTION # 2776-12

TO APPROVE AN AWARD OF CONTRACT FOR BOILER AND HOT WATER HEATER MAINTENANCE AND REPAIR SERVICES.

WHEREAS, proposals for a service contract for annual maintenance and repairs, if needed, of the boilers and hot water heaters at Stack Apartments and Hansen Apartments, and those in the new boiler rooms in Dunlap Homes were solicited through public advertisement and opened on December 1, 2011; and

WHEREAS, the Housing Authority received the following (4) four proposals: (One of these proposals was incomplete and cannot be considered.)

<u>Offeror:</u>	<u>Croat & Nap, Inc.</u>	<u>Binsky & Snyder Service, LLC</u>	<u>Core Mechanical, Inc.</u>
Annual Inspection & Maintenance, Fixed Price	\$6,875.00	\$8,097.00	\$16,000.00
Hourly Labor Rates For Repair Services:			
<u>Standard Rates</u>			
Plumber/Pipefitter	\$95.00	\$98.75	\$88.00
Electrician	\$95.00	\$125.75	\$88.00
Laborer	\$50.00	\$79.75	\$70.00
<u>Premium Rates</u>			
Plumber/Pipefitter	\$142.50	\$179.75	\$132.00
Electrician	\$142.50	\$189.75	\$132.00
Laborer	\$75.00	\$149.75	\$105.00

A proposal was also submitted by Silva's Mechanical Services, Kearny, NJ. This proposal was incomplete, it did not include a proposed price for the annual maintenance services. The labor rates proposed by Silva's were as follows:

<u>Standard Rates</u>	
Plumber/Pipefitter	\$70.00
Electrician	\$75.00
Laborer	\$65.00

Premium Rates

Plumber/Pipefitter	\$105.00
Electrician	\$112.50
Laborer	\$97.50

WHEREAS, the contract will be for a one year term, renewable for an additional year at the Authority's option. Payment for the annual start-up of the boilers and maintenance of the equipment will be at a fixed price per the contractor's proposal. Payments for repairs, if needed, will be based on actual labor time at the rates bid and reimbursement of any material costs; and

WHEREAS, the proposal most advantageous to the Housing Authority was that submitted by Croat & Nap, Inc. of Perth Amboy. This contractor's price for annual start-up and maintenance was the lowest. Although Croat & Nap's labor rates for repairs were not the lowest in all categories, its crew rate (plumber or electrician and laborer) was the lowest of the complete proposals. It is expected that very little or no repair services will be required, as all of the equipment to be services was installed within the last five years; and

WHEREAS, award of contract to Croat & Nap, Inc. is recommended;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves an award of contract to Croat & Nap, Inc. for Boiler and Hot Water Maintenance and Repair Services, as presented.

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, Pedro A. Perez, 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 Perez, read in full and considered:

RESOLUTION # 2777-12

FOR ADOPTING CHANGES TO THE CURRENT SECTION 457 DEFERRED COMPENSATION PLAN.

WHEREAS, the Housing Authority of the City of Perth Amboy (hereinafter referred to as the "Employer") by resolution adopted a Deferred Compensation Plan (hereinafter referred to as the "Plan"), for the purpose of making available to eligible employees the accrual of tax benefits under a Section 457 Deferred Compensation Plan; and

WHEREAS, the Employer by resolution retained The Variable Annuity Life Insurance Company (“VALIC”) as the contractor under the Deferred Compensation Plan and executed a Service Agreement with said contractor; and

WHEREAS, the final Internal Revenue Code (“Code”) Section 415 regulations, Pension Protection Act of 2006 (“PPA”) the Heroes Earnings Assistance and Relief Tax Act of 2008 (the “Heart Act”) and the Worker, Retiree and Employer Recovery Act of 2008 (“WRERA”) amended Section 457 of the Code’ and

WHEREAS, State and local governmental Section 457(b) plans sponsors must amend their plans to comply with the PPA legislative changes by the last day of the 2011 plan year;

WHEREAS, the Employer desires its Plan to conform with changes in the Code; and

WHEREAS, the Employer desires to adopt an amended and restated Plan that conforms with the changes in the Code; and

WHEREAS, such amended and restated Plan shall supersede the previously adopted Plan;

NOW, THEREFORE BE IT RESOLVED, that the Employer does hereby adopt the amended and restated Plan prepared by VALIC and assigned Plan Document identifier 81-PD-VALIC-103111 by the Director of the Division of Local Governmental Services.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be forwarded to the Director of the Division of Local Governmental Services.

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, Pedro A. Perez, Shirley Jones and Reverend H. Wayne Brady.

Nay: None

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

<Commissioner Gonzalez arrives to meeting.>

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

RESOLUTION # 2778-12

TO APPROVE THE COMMISSIONERS MONTHLY MEETING SCHEDULE

WHEREAS, the Board has reviewed the following proposed Housing Authority of the City of Perth Amboy Board of Commissioners Monthly Board Meeting Schedule for 2012:

The Housing Authority of the City of Perth Amboy will hold the Regular Board of Commissioners monthly meetings on the second Tuesday of every month (unless otherwise scheduled) alternating sites in Perth Amboy, New Jersey at 12:30 p.m. (unless otherwise scheduled) to discuss the general business of the Authority.

<u>DATE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>LOCATION</u>
Tuesday, January 10, 2012	NJ6-1	Tuesday, July 10, 2012	NJ6-1
Tuesday, February 14, 2012	NJ6-13	Tuesday, August 14, 2012	NJ6-13
Tuesday, March 13, 2012	NJ6-4 (6 p.m.)	Tuesday, September 11, 2012	NJ6-10 (6 p.m.)
Tuesday, April 10, 2012	NJ6-1	Tuesday, October 9, 2012	NJ6-1
Tuesday, May 8, 2012	NJ6-1	Tuesday, November 13, 2012	NJ6-1
Tuesday, June 12, 2012	NJ6-5 (6 p.m.)	Tuesday, December 11, 2012	NJ6-13 (6 p.m.)

NJ6-1	William A. Dunlap Homes, Administrative Office, Conference Room, 881 Amboy Avenue
NJ6-4	Richard F. Stack Apartments, Community Center, 333 Rector Street
NJ6-5	Wesley T. Hansen Apartments, Community Center, 415 Fayette Street
NJ6-10	George J. Otlowski Gardens, Community Center, 500 Dobranski Drive
NJ6-13	The Parkview, 618 New Brunswick Avenue

The Housing Authority of the City of Perth Amboy Board of Commissioners Annual Re-Organization Meeting is scheduled for Thursday, May 24, 2012 @ 6:00 p.m. at the William A. Dunlap Homes, Administrative Office, Conference Room located at 881 Amboy Avenue, Perth Amboy, New Jersey.

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of the Perth Amboy approves the Board of Commissioners Monthly Board Meeting Schedule for 2012, as presented.

Commissioner Brady 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, 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 Jones, read in full and considered:

RESOLUTION # 2779-12

TO APPROVE THE 2012 HOLIDAY SCHEDULE

WHEREAS, the Board has reviewed the following proposed 2012 Employee Holiday Schedule:

January 2, 2012	New Year's Day (Observed)
January 16, 2012	Martin Luther King, Jr.
February 13, 2012	Lincoln's Birthday (Observed)
February 20, 2012	President's Day
April 6, 2012	Good Friday
May 28, 2012	Memorial Day
July 4, 2012	Independence Day
September 3, 2012	Labor Day
October 8, 2012	Columbus Day

November 6, 2012	Election Day
November 12, 2012	Veteran's Day (Observed)
November 22, 2012	Thanksgiving Day
November 23, 2012	Day after Thanksgiving
December 25, 2012	Christmas Day

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the 2012 Employee Holiday Schedule, as presented.

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

Aye: Edna Dorothy Carty-Daniel, 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.

On the motion of Vice-Chairman Perez, which motion was seconded by Commissioner Gonzalez, 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. Perez, Shirley Jones, and Reverend H. Wayne Brady.

Nay: None

Discussion took place, in reference to the Delaney Homes Redevelopment Project/Demolition.

Discussion took place, in reference to The Parkview. A meeting with The Parkview Management took place recently to discuss housekeeping and security issues and the possibility of hiring an additional Maintenance person.

Discussion took place, in reference to PARTNER.

- PARTNER received (2) two grants; one from Investors Bank for \$20,000 towards the Habitat for Humanity Project and one from PNC Bank for \$10,000 to establish a Homeowner's Club.
- St. Joseph's High School, Metuchen, NJ is making a monetary donation for the purchase of Christmas presents to the children of Housing Authority.
- The City of Perth Amboy through the Rutger's Big Chill Program is providing toys for 150 Housing Authority children - PARTNER will be handling this year's distribution.

PUBLIC SESSION

<No comment from the public.>

ATTORNEY'S REPORT

Edward Testino, Counsel informed the Board of the following:

- No action on the Terrasan Construction litigation (holding pattern).
- Civil Rights Notice filed with the U.S. Department of H.U.D. office in Trenton, NJ – religious conflict applicant.
- Tenancy program is strong.

DIRECTOR'S REPORT

The Executive Director informed the Board of the following:

- 2012 Schedule for PHA Planning Process.
- The Parkview Apartments.
- Senior Citizen Holiday Party is scheduled for Friday, December 16th, 12:00 p.m. at the Hansen Apartments.
- The Staff/Commissioners Holiday Party is scheduled for Friday, December 23rd, 12:00 p.m. at The Parkview.
- HUD Audit

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Jones, the meeting was reconvened.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary