



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 11, 2012

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, December 11, 2012, 5:00 p.m at Dunlap Homes Apartment Complex, Administrative Office 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	Pedro A. Perez
	Commissioner	Fernando A. Gonzalez (arrived late)
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Shirley Jones
	Commissioner	Reverend Gregory Pabon

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Arocho, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Regular Board Meeting of November 20, 2012, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Pedro A. Perez, Shirley Jones and Reverend Gregory Pabon.

Nay: None

Abstain: Reverend H. Wayne Brady

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

RESOLUTION # 2954-A

TO APPROVE THE AWARD OF CONTRACT FOR THE FIRE SPRINKLER SYSTEMS AT THE HANSEN APARTMENTS.

WHEREAS, bids for the installation of a fire sprinkler system in Hansen Apartments through public advertisement and opened on November 27, 2012; and

WHEREAS, the Housing Authority received the following (6) six bids were received:

<u>Bidder:</u>	<u>Base Bid Amount</u>	<u>+ Add Alternate 1 (Amount)</u>	<u>+ Add Alternate 2 (Amount)</u>
K & D Contractors, LLC Kenilworth, New Jersey	\$138,000	\$223,000 (\$85,000)	\$873,000 (\$650,000)
Salazar & Associates Union, New Jersey	\$140,400	\$207,000 (\$67,500)	\$597,900 (\$390,000)
Gabe Sganga, Inc. Farmingdale, New Jersey	\$171,000	\$206,000 (\$35,000)	\$565,000 (\$359,000)
Framan Mechanical, Inc. Fords, New Jersey	\$235,900	\$302,950 (\$67,050)	\$799,000 (\$496,050)
Fey Fire Protection, Inc. Phillipsburg, New Jersey	\$238,900	\$322,540 (\$83,640)	\$735,540 (\$413,000)
Sea Spray Fire Protection, Inc. Bayville, New Jersey	No Bid	No Bid	\$373,800

WHEREAS, one of the bids, from Sea Spray Fire Protection, Inc. was not complete. This bid did not include all bid items and also lacked a bid bond, consent of surety, statement of qualifications, statement of ownership and subcontractor certificate, all items required for public bids by NJ statute. It is recommended that this bid be rejected as non-responsive; and

WHEREAS, the estimated cost of this project was substantial, and it was expected that it might need to be performed in phases because of budgetary limited of our annual Capital Fund Program grants. It is desirable accomplish as much of the project as possible, as soon as possible. However, installation of the complete system is not affordable at this time. With the funding currently available in the 2011 and 2012 CFP grants, the Authority can afford to award a contract only for the base bid plus add alternate number 1; and

WHEREAS, the low bidder for the base bid plus add alternate number 1 is Gabe Sganga, Inc. of Farmingdale, New Jersey. This company is a permitted New Jersey Fire Protection Equipment Contractor certified for the installation of fire sprinkler system. References for this contractor were positive. Award of a contract in the amount of \$206,000.00 to Gabe Sganga, Inc. is recommended;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the award of contract to Gabe Sganga, Inc. of Farmingdale, New Jersey for the installation of a fire sprinkler system in the Hansen Apartments, 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, Miguel A. Arocho, Pedro A. Perez, Reverend H. Wayne Brady, Shirley Jones, and Reverend Gregory Pabon.

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 Arocho, read in full and considered:

RESOLUTION # 2955-A

TO APPROVE THE CONTRACT AMENDMENT FOR BUILDING ADDITIONS AT DUNLAP HOMES

WHEREAS, the Authority awarded a contract in October, 2012 to Charles J. Collins, Jr./ Architect for the construction contract administration services needed for the construction of eight new building additions in Dunlap Homes to become the new boiler/utility rooms for those buildings. The scope of work in this contract did not include any design work. The additions were to be constructed using the designs performed by another engineering firm, Lan Associates. The new boilers and hot water heaters will be installed under our energy performance contract with Honeywell; and

WHEREAS, subsequent to this contract award, the Authority had been informed by Honeywell that the size of two of the building additions as designed by Lan will be inadequate for the equipment that Honeywell will specify; and

WHEREAS, Mr. Collins was requested to submit a proposal to modify the designs to allow for the additional space needed. He has proposed to perform this design work for additional fees of \$ 2,800.00. This additional fee would change the total fees under this contract from \$9,500.00 to \$12,300.00; and

WHEREAS, the proposal additional fees are reasonable, and acceptance of Mr. Collins' proposal is recommended;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the city of Perth Amboy to approve the contract amendment from Charles J. Collins, Jr./ Architect for a new total contract amount of \$12,300.00, as presented.

Commissioner Jones 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, Miguel A. Arocho, Pedro A. Perez, Fernando A. Gonzalez, Reverend H. Wayne Brady, Shirley Jones 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 # 2956-A

FOR HUD WAIVER

WHEREAS, a recommendation has been made to approve the submitting of a waiver notification to HUD, which waives certain HUD regulations and administrative requirements in order to facilitate the delivery of decent, safe and sanitary housing to families and individuals who have been displaced from their housing by Superstorm Sandy; and

WHEREAS, the waivers the Authority intends to use are for requirements regarding public housing and Section 8 applicants and Section 8 participants, including incoming portable participants from hard hit areas. These families may need to replace documents such as immigration verification and social security cards that may have been destroyed or lost in the storm. This would allow the Authority extra time to meet HUD requirement regarding these issues. If necessary, the Authority would also be able to waive HQS space requirements and exceed payment standards to up to 120% of fair market rents if the shortage of housing drives rents up. It may also be needed to make changes in the Section 8 administrative plan to assist these families; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the submittal of a waiver notification to HUD, as presented.

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

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

Nay: None

Abstain: Fernando A. Gonzalez

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 # 2957-A

FOR MERIT STIPENDS

WHEREAS, at last month's Board meeting the Executive Director was asked to look into the possibility of compensating those employees who worked over and above during Superstorm Sandy; and

WHEREAS, these individuals made a very difficult situation more palatable and provide much needed assistance to the residents. It should be noted that all the employees knew that their time spent working was without compensation and they still made efforts to get there, in spite of the fact they had some of their own storm related issues to deal with;

WHEREAS, recommendation to approve one-time merit stipends to the following individuals: Jaclyn Osolinski, Rosemarie McKeon, Daniel Travinski, Christine DeAmorim, Nasly Sanchez, Brenda Malave, Hilda Cardona, Kristi Penta Duffy. Amounts presented are fair;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of New York Vice-Chairman Arocho 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, Miguel A. Arocho, Pedro A. Perez, Fernando A. Gonzalez, Reverend H. Wayne Brady, Shirley Jones and Reverend Gregory Pabon.

Nay: None

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

CHAIRPERSON REPORT

Letter received from HUD on 12/11/12 on the Audit of PARTNER. HUD has concurred with all of the Authority's responses and has listed all items discussed as completed. The matter is now closed.

On the motion of Vice-Chairman Arocho, which was seconded by Commissioner Jones, the Board concurred to approve the schedule of the 2013 Commissioners' Monthly Board Meetings, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Vice-Chairman Arocho, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to approve the 2013 Holiday List, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Vice-Chairman Arocho, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to approve the December Bill List, as presented. Upon roll call, the following vote was carried:

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

Nay: None

The Executive Director updated the Board with the following on the Delaney Homes Redevelopment Project:

- Development of the subdivision plans was moving forward.

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

- Filed for CHDO status.
- Habitat for Humanity collaboration moving forward
- Gateway collaboration moving forward.

DIRECTOR's REPORT

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

- Post "Hurricane Sandy" storm status

On the motion of Vice-Chairman Arocho, which motion was seconded by Commissioner Pabon, the meeting was reconvened.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary