



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, January 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, January 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	Gregory Pabon
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola

Excused:	Commissioner	Miguel A. Arocho
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The Chairperson declared said quorum present.

On the motion of Vice-Chairman Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Board Meeting of December 15, 2015, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

Abstain: Reverend H. Wayne Brady

< No Reports of Committee.>

<No Public Discussion of Agenda Topics.>

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

RESOLUTION # 3171-16

TO APPROVE THE 2016/2017 HOUSING AUTHORITY OPERATING BUDGET

WHEREAS, the Annual Budget and Capital Budget for the Perth Amboy Housing Authority for the fiscal year beginning April 1, 2016 and ending March 31, 2017 has been presented before the Members of the Perth Amboy Housing Authority at its open public meeting of January 12, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$15,496,280, Total Appropriations including any Accumulated Deficit if any, of \$15,686,960 and Total Fund Balance utilized of \$190,680; and

WHEREAS, the Capital Budget as introduced reflect Total Capital Appropriations of \$5,210,197 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant of N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Members of the Perth Amboy Housing Authority, at an open public meeting held on January 12, 2016 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Perth Amboy Housing Authority for the fiscal year beginning April 1, 2016 and ending March 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected to the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Perth Amboy Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 10, 2015.

Commissioner Benyola 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, 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 Benyola, read in full and considered:

RESOLUTION # 3172-16

TO APPROVE THE 2016/2017 HOUSING AUTHORITY AMP BUDGET

WHEREAS, the Authority's COCC and Project Based Budget for year ending 3/31/2017 has been reviewed and found to be sufficient to meet all proposed expenditures/expenses and obligations of the Housing Authority of the City of Perth Amboy, as presented; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the Authority's COCC and Project Based Budget for year ending 3/31/2017, as presented.

Vice-Chairman Pabon moved that the following 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, 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 Vice-Chairman Pabon, read in full and considered:

TO ADOPT THE PHA FY 2016 ANNUAL PLAN AND THE CONSOLIDATED PHA FIVE-YEAR PLAN

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires the Housing Authority to prepare a consolidated Five Year Plan and Annual Plan each year to describe the Authority's mission and its' long term and shorter term goals and strategies for achieving this mission. The Housing Authority is further required to develop these plans in a public process involving consultation with our residents, local government and any concerned citizens; and

WHEREAS, for our upcoming fiscal year starting April 1, 2016, the Authority is required to submit to HUD a new Annual Plan for the upcoming 2016 fiscal year, including the Capita Fund Program Annual Statement for 2016 and an updated CFP Five-Year Action Plan for the years 2015 to 2019; and

WHEREAS, these plans were developed in a meeting of our Planning Group, which included Housing Authority Commissioners, staff members, representatives from the City Administration, and resident representatives from each of our public housing developments and from the Section 8 Voucher programs. This Group met on November 10, 2015 to draft the plans. The draft plans were made available for public review and comment. A public hearing to take comments on the proposed plan was held on January 15, 2016; and

WHEREAS, the PHA FY 2016 Annual Plan and PHA Five-Year Plan, including the 2016 CFP Annual Statement and the CFP Five-Year Action Plan for 2015-20, and CFP Performance and Evaluation Reports for the FYs 2011-2014 grants were recommended for approval by the Board;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the PHA FY 2016 Annual Plan and PHA Five-Year Plan, as presented.

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

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, 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 Falcon-Lopez, read in full and considered:

RESOLUTION # 3174-16

TO APPROVE AWARD OF CONTRACT FOR PAINTING CONTRACTOR

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") from time to time requires the painting of apartments for apartment turnovers at its public housing 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 two-year service contract through public advertisement in the Home News and Tribune on 11/28/15 and posted the same on the Authority's website and received proposals until January 6, 2016; and

WHEREAS, A&A Custom Painting, LLC of Bordentown, New Jersey, having received positive references, submitted the proposal which price was the most advantageous to the Authority and which proposal conformed to all requirements; and

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

NOW, THEREFORE BE RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy as follows:

The Authority awards the contract to A&A Custom Painting, LLC for the as needed painting services at it public housing sites as the proposed flat rates per apartment from February 1, 2016 through January 31, 2018.

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

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, 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 Jones, which motion was seconded by Commissioner Brady, the Board concurred to approve the January Bill List and communication, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Update on Redevelopment Activities

- The Residences at Willow Pond Village – Discussion took place, in reference to what the Application process is for these units and how one could apply for this Waiting List.
- Willow Pond II – BOE Resolution to purchase the Delaney Homes 11.7 acre parcel of land received on 1/7/16.

Report on PARTNER

- 440 Lawrie Street – report (Habitat for Humanity I) – Dedication scheduled on December 11th @ 10:00 am. Mercado family formally closed on house.
- 400 Lawrie Street – report (Habitat for Humanity II); Application to Investors Bank for acquisition costs.
- Gateway Neighborhood Collaboration updated by Lisett Lebron, Program Manager.

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:

- Capital Fund Report presented.
- RAD Update – Hired a Special Counsel and Tax Credit Specialist.
Major revisions to Annual Plan; Relocation Plan summarized.
- No longer supporting S8 program with Bayonne HA.

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

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Dzema', written over a faint circular stamp or mark.

Douglas G. Dzema, PHM
Executive Director and Secretary