



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**

April 16, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Thursday, April 16, 2013, 12:30 p.m. at Dunlap Homes Apartment Complex, Resource Center, 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
	Commissioner	Pedro A. Perez
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon
Excused:	Vice-Chairman	Miguel A. Arocho
	Commissioner	Fernando A. Gonzalez

The Chairperson declared said quorum present.

On the motion of Commissioner Perez, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Regular Board Meeting of March 12, 2013, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Perez, the Board concurred to approve the Minutes of the Executive Session of March 12, 2013, as presented. Upon roll call, the following vote was carried:

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

Nay: None

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

RESOLUTION # 2975-A

TO APPROVE THE OPTION OF RENEWAL FOR AN ADDITIONAL YEAR FOR A SERVICE CONTRACT FOR INSPECTION, MAINTENANCE AND REPAIRS OF THE FIRE PUMPS AT STACK APARTMENTS AND HANSEN APARTMENTS.

WHEREAS, proposals for a service contract for inspection, maintenance, and repairs of the fire pumps at Stack Apartments and Hansen Apartments were solicited last year through public advertisements and a written Request for Proposals, and received on March 27, 2012; and

WHEREAS, the Housing Authority received (4) four proposals, as shown with the following tabulation:

Offeror:	Annual Inspection & Maintenance Fixed Annual Price	Hourly Labor Rates for Repair Services	
		Standard Rates	Premium Rates
Absolute Protective Systems, Inc. Edison, NJ Plumber/Pipefitter	\$ 1,200.00	\$ 90.00/hour	\$ 135.00/hour
Allied Fire & Safety Equipment Company, Inc. Neptune, NJ Plumber/Pipefitter Electrician Laborer	\$ 1,500.00	\$ 95.40/hour \$ 95.40/hour \$ 95.40/hour	\$ 143.10/hour \$ 143.10/hour \$ 143.10/hour
Cerullo Fire Protection, Inc. Rahway, NJ Sprinkler Fitter	\$ 2,000.00	\$ 126.50/hour	
Total Fire Safety, LLC Easton, PA Plumber/Pipefitter Electrician Laborer	\$ 8,000.00	\$ 102.00/hour \$ 105.00/hour \$ 80.00/hour	\$ 148.00/hour \$ 145.00/hour \$ 100.00/hour

** The services include an annual inspection and preventative maintenance at a fixed price. Repairs, if needed, are paid at the specified hourly labor rates plus reimbursement for materials.

WHEREAS, the contract was awarded to the company proposing the lowest price and labor rates, Absolute Protective Services, Inc. of Edison, New Jersey. As described in the advertisement and RFP, the contract is for a one year term, renewable for an additional year at the Authority's option; and

WHEREAS, Absolute Protective Services has performed the services reliably and competently over the past year. It is unlikely that the Authority would obtain better pricing through a re-solicitation for these services. Renewal of Absolute Protective Systems's contract for an additional one-year term is recommended; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the option renewal for an addition year for a service contract to Absolute Protective Systems for inspection, maintenance and repairs of the fire pumps at Stack Apartments and Hansen Apartments, as presented.

Commissioner Brady 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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, 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 # 2976-A

TO APPROVE THE AWARD OF CONTRACT FOR COPIER MACHINE FOR THE ADMINISTRATIVE OFFICE.

WHEREAS, the Housing Authority received the following three (3) written proposals to provide and install a Canon Copier machine for the Administrative office: (Please note when comparing the service costs we are running 200k to 250k of copies annually.).

	<u>Equipment</u>	<u>Service</u>
Advance Office systems: 200,000 copies (\$2,375 annually for 3 years with 250,000 copies a year)	\$8,395.00	\$.0095 copy \$1,900.00
Superior Office: 200,000 copies (the cost per copy after the first year will 3.5% for 1 st 3 years)	\$10,495.00	\$.0055 \$1,100.00
New York Business Systems: 200,000 copies (3 years or 200,000 copies whichever occurs first)	\$12,894.00	\$.0055 \$1,100.00

WHEREAS, recommendation is made to award to Superior Office for submitting the lowest quote for equipment and warranty/service for a 3 year period;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the award of contract to Superior Office for purchase of a Canon Copier machine for the Administrative office, 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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, 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 # 2977-A

TO REVISE THE PAYMENT STANDARDS

WHEREAS, in response to budget cuts imposed on the Section 8 program, a recommendation has been made for approval to lower the payment standards to 90% of the FMRs as indicated on the chart below effective June 1, 2013. HUD requires payment standards to be set between 90% and 110% of the current FMRs. The payment standards established reflect the highest rent the Authority will approve. The payment standards cannot be decreased for existing participants during recertification until the second annual recertification after the effective date of the payment standard decrease. However, the changes can and will be applied immediately for all new participants, existing participants changing units, and changes of voucher size for existing participants. Staff is presently evaluating the effect of the budget cuts on HAP liabilities, and will consider if necessary requesting a waiver from HUD to make the changes effective at the next annual recertification for all participants. Additionally, the Authority has notified landlords that it will not approve any rent increases starting June 1, 2013.

	<u>0 BR</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>
Current PS (Based on 2013 FMR)	\$904	\$1,198	\$1,420	\$1,828	\$2,176
2013 FMR	\$904	\$1,153	\$1,420	\$1,843	\$2,417
Proposed PS	\$814	\$1,038	\$1,278	\$1,659	\$2,176

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves to lower the payments standards to the proposed, as indicated on the chart above effective June 1, 2013.

Chairperson Carty-Daniel 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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, 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 Pabon, read in full and considered:

RESOLUTION # 2978-A

TO AMEND THE HOUSING AUTHORITY'S ORGANIZATION CHART

WHEREAS, the Authority has been faced with a challenge resulting from the recent personnel terminations in Section 8, and the simultaneous budget cuts from HUD. The Authority needs to re-staff the Section 8 program, but at the same time is faced with having to cut staff positions. A search was conducted for a Section 8 Program Director and Section 8 Program Assistant. Additionally, present staff and their capabilities were evaluated to determine if an in-house re-organization would be the best solution to our staffing needs. It is believed re-organizing the current staff is the best solution for several reasons:

- Cost savings to the Authority
- Advancement opportunities for existing staff
- Minimize impact of budget cuts
- Install trustworthy and proven existing staff into critical positions;

And

WHEREAS, two versions of the Authority's organizational chart were reviewed by the Commissioner's Personnel Committee Board. They depict the existing staffing and proposed staffing which would take effect May 27, 2013 after a six week training and transition period; and

WHEREAS, upon evaluation of the present staff and their capabilities, it was determined that nine (9) employees will be affected and recommended for approval;

NOW, THEREFORE BE IT RESOLVED, the Commissioners of the Housing Authority of the City of Perth Amboy approve the amendment to the Authority's Organizational Chart, as presented.

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

Nay: None

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

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

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

Nay: None

The Executive Director updated the Board on the Delaney Homes Redevelopment Project.

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

RESOLUTION #2979-A

FOCUS 2000 PLAN

WHEREAS, Edward Testino, Counsel for the Housing Authority of the City of Perth Amboy has recommended to the Board to authorize Douglas G. Dzema, Executive Director to take necessary steps to work with the City through the redevelopment process to include Delaney Homes into the FOCUS 2000 plan;

NOW, THEREFORE BE IT RESOLVED, the Commissioners of the Housing Authority of the City of Perth Amboy authorizes Douglas G. Dzema, Executive Director to take necessary steps to work with the City through the redevelopment process to include Delaney Homes into the FOCUS 2000 plan, 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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, 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 Jones, read in full and considered:

RESOLUTION # 2980-A

EXTENSION DATE CHANGE OF WILLIAM NALLE, DIRECTOR OF REDEVELOPMENT'S RETIREMENT

WHEREAS, due to some outstanding timeline issues with the Energy Performance contract for the Housing Authority of the City of Perth Amboy, William Nalle, Director of Redevelopment was requested by the Executive Director to postpone his effective date of retirement to July 1, 2013; and

WHEREAS, William Nalle has accepted to postpone his effective date of retirement;

NOW, THEREFORE BE IT RESOLVED, the Commissioner of the Housing Authority of the City of Perth Amboy approves the change of the effective date of William Nalle, Director of Redevelopment's retirement date to July 1, 2013, as presented.

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

Nay: None

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

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

- The CHDO application.
- The Habitat for Humanity project.
- The Gateway project.

PUBLIC SESSION

<No comment from the public.>

On the motion of Commissioner Jones, which motion was seconded by Commissioner Perez, the meeting was adjourned.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary



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DOUGLAS G. DZEMA, P.H.M.
Executive Director

EDWARD TESTINO
Counsel

**THE MINUTES OF THE SPECIAL BOARD MEETING
OF
THE BOARD OF COMMISSIONERS
OF
THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

MAY 1, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, March 12, 2013, 12:30 p.m. at Dunlap Homes Apartment Complex, Resource Center, 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 Redevelopment of Delaney and 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	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon

Excused:	Commissioner	Fernando A. Gonzalez
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The Chairperson declared said quorum present.

Discussion took place, in reference to the Redevelopment Plans for Delaney Homes.

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

RESOLUTION #2981-A

TO APPROVE LEGAL SERVICES FOR THE REDEVELOPMENT OF DELANEY HOMES

WHEREAS, for legal consultant services needed in connection with the development of a new family housing development on a portion of the Delaney Homes site were solicited from qualified legal firms through a written request for proposal; and

WHEREAS, the legal consultant will be responsible for assisting the Authority negotiate the terms of the developer agreement with the selected development partner, analyzing the finance options, counseling the Authority regarding the legal implications of the development partner's proposals, and assisting the Authority in protecting its interests and resources; and

WHEREAS, the consultant will assist the Authority and the development partner to prepare a mixed finance proposal and the associated documents to be submitted to HUD; and

WHEREAS, the consultant will be a direct advisor to the Authority throughout the development implementation process; and

WHEREAS, the Request for Proposal was sent to five law firms which are will qualified and experienced in legal representation related to the development of affordable housing and in dealing with HUD in these matters;; and

WHEREAS, the Authority received one response, from Reno & Cavanaugh, LLP of Washington, DC. This firm has worked with the Housing Authority on several previous housing developments. Our experience with this law firm has been excellent;

WHEREAS, award of a contract for legal consultant service for this housing development is recommended;

NOW, THEREFORE BE IT RESOLVED, the Commissioners of the Housing Authority of the City of Perth Amboy approves Reno & Cavanaugh, LLP of Washington, DC for legal services for the redevelopment of Delaney Homes, 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, Pedro A. Perez, Shirley Jones, Reverend H. Wayne Brady, 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 Jones, read in full and considered:

RESOLUTION # 2982-A

TO APPROVE A DEVELOPER TO PARTNER WITH THE AUTHORITY FOR THE DELANEY HOMES FAMILY HOUSING DEVELOPMENT.

WHEREAS, proposals were solicited from developers to partner with the Authority on the development of an affordable family housing project of approximately 70 new garden apartment units in a parcel of the Delaney Homes site;

WHEREAS, the proposals were submitted through public advertisement and a written Request for Proposal and two proposals were submitted by Conifer Realty, LLC and MBI Development Company, Inc, as part of the Ingerman Group; and

WHEREAS, the two proposals were evaluated by the Authority staff and our legal consultants for the project, using the criteria described in the RFP;

WHEREAS, the evaluations rated both proposals highly, with the MBI proposal scoring a few points ahead. This developer, and the personnel proposed for its development team worked successfully previously with the Authority on the development of The Parkview;

WHEREAS, recommendation has been made that the Board authorize Douglas Dzema, Executive Director to enter into negotiations with MBI on a development agreement for this project;

NOW, THEREFORE BE IT RESOLVED, the Commissioners of the Housing Authority of the City of Perth Amboy approves MBI Development Company, Inc. as developer to partner with the Authority for the Delaney Homes Family Housing Development, as presented.

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

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 Pabon, the Board concurred to approve the change of date for the Annual Reorganization Board Meeting from May 14, 2013 to Thursday, May 16, 2013 @ 5:30 p.m. 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

On the motion of Commissioner Perez, which motion was seconded by Chairperson Carty-Daniel, the meeting was adjourned.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary