



Housing Authority of the City of Perth Amboy

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EDNA DOROTHY CARTY-DANIEL, Chairperson
MIGUEL A. AROCHO, Vice-Chairman
FERNANDO A. GONZALEZ
SHIRLEY JONES
REVEREND H. WAYNE BRADY
REVEREND GREGORY PABON
PASTOR BERNADETTE FALCON-LOPEZ

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 8, 2014
12:30 pm**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, April 8, 2014 @ 12:30 p.m. at Dunlap Homes complex, main Administrative Office building 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	Fernando A. Gonzalez
	Commissioner	Shirley Jones
	Commissioner	Reverend Gregory Pabon
	Commissioner	Pastor Bernadette Falcon-Lopez
Excused:	Commissioner	Reverend H. Wayne Brady

The Chairperson declared said quorum present.

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Board Meeting of March 18, 2014, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

No approval of Executive Session.
No Committee Reports
No public discussion of Agenda topics.

Commissioner Gonzalez arrives to meeting.

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

RESOLUTION # 3056-A

TO RATIFY THE AWARD OF CONTRACT FOR FIRE PUMP INSPECTION, MAINTENANCE AND REPAIR SERVICES.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires he annual inspection, maintenance, testing and possible repairs of the fire pumps and stand pipes at Stack Apartments and Hansen Apartments; 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 for such services through public advertisement in The Home News Tribune on 2/25/14 and posted the same on the Authority's website and opened proposals on May 20, 2014; and

WHEREAS, Absolute Protective Systems Inc., of Edison, New Jersey submitted the proposal which proposed price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, Absolute Protective Systems, Inc. was the Authority's previous contractor for these services and performed the services reliably and competently; 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 a two year contract, renewable at the option of the Authority for two additional one year periods, to Absolute Protective Systems, Inc. for the annual inspection, testing, maintenance and repair services of the fire pumps and stand pipes at Stack Apartments and Hansen Apartments with an annual price of One Thousand Six Hundred Eighty dollars and no cents (\$1,680.00) for the annual inspection, maintenance and testing services, and labor rates for possible repair services of One Hundred Five dollars and no cents (\$105.00) for standard business hours and One Hundred Fifty-Seven dollars and no cents (\$157.00) for overtime hours.

Vice-Chairman 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, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

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

RESOLUTION # 3057-A

TO APPROVE AUTHORIZING AWARD OF A CONTRACT FOR REPLACING THE FENCE AT OTLOWSKI GARDENS.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to replace the fence at Otlowski Gardens; 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 sealed bids for such services through public advertisement in The Home News Tribune on 2118114 and posted the same on the Authority's website and opened bids on March 27, 2014; and

WHEREAS, Rid-Spot General Contracting, of Irvington, New Jersey submitted the bid which price was the most advantageous to the Authority, and which bid conformed to all requirements and received positive references; and

WHEREAS, sufficient funds are available from the Authority's capital 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 Rid-Spot General Contracting for the fence replacement at Otlowski Gardens for a total cost of Seventy-Two Thousand Five Hundred dollars and no cents (\$72,500.00).

Commissioner Falcon-Lopez 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, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

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 # 3058-A

TO APPROVE AUTHORIZING AWARD OF A CONTRACT FOR CONCRETE SIDEWALK REPAIRS.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires concrete sidewalk repairs at its various housing development sites; and

WHEREAS, the Authority solicited proposals from local contractors for such services due April 2, 2014; and

WHEREAS, CCL Construction, LLC, of Monroe, 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 capital funds (approximately \$12,000.00) 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 CCL Construction, LLC for the concrete sidewalk repair services needed at the Authority's various housing development sites at a cost of Five dollars and Seventy-Five cents per square foot (\$5.75/sf) and guarantees a minimum of 500 square feet of work.

Commissioner Pabon 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, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

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

RESOLUTION # 3059-A

TO APPROVE AUTHORIZING AWARD OF A CONTRACT FOR PEST CONTROL SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires 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 3114114 and posted the same on the Authority's website and opened proposals on April 1, 2014; and

WHEREAS, Anchor Pest Control, of Iselin, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which hid 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 Anchor Pest Control for pest control services at the Authority's various housing development sites at the following monthly costs: Dunlap Homes, \$175.00; Otlowski Gardens,\$ 27.50; Stack Apts., \$ 52.50; Hansen Apts., \$115.00; Sofield Gardens,\$ 19.75; Dzema Gardens,\$ 21.75. Bed bug services shall be performed at the following costs: IBR, \$ 75.00; 2BR, \$ 95.00; 3BR, \$105.00; 4BR, \$115.00 and 5BR, \$125.00.

Commissioner Falcon-Lopez 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, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

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

RESOLUTION # 3060-A

TO APPROVE AUTHORIZING AWARD OF A CONTRACT FOR LAWN MOWING AND LEAF RAKING SERVICES.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires lawn mowing and leaf raking services at 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 a one year service contract for such services through public advertisement in The Home News Tribune on 3/14/14 and posted the same on the Authority's website and opened proposals on April I, 2014; and

WHEREAS, G & J Landscaping & Construction, LLC, of Perth Amboy, New Jersey submitted the proposal which proposed price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, G & J Landscaping & Construction, LLC has performed these services in the past for the Authority and performed reliably and competently; 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 a one year contract, renewable at the option of the Authority for two additional one year periods, to G & J Landscaping & Construction, LLC for the lawn mowing and leaf raking services at the Authority's various housing development sites for a per-service cost, for all sites, of Two Thousand One Hundred Dollars and no cents (\$2,100.00) for lawn mowing, and a per- service cost, for all sites, of Three Thousand Four Hundred dollars and no cents (\$3,400.00) for leaf raking at all sites.

Commissioner Jones 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, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

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

RESOLUTION # 3061-A

TO AUTHORIZING AWARD OF A CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires landscape maintenance services at 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 a one year service contract for such services through public advertisement in The Home News Tribune on 3/14/14 and posted the same on the Authority's website and opened proposals on April!, 2014; and

WHEREAS, Shore's Paradise Landscaping, LLC, of Oceanport, New Jersey submitted the proposal which proposed 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 a one year contract to Shore's Paradise Landscaping, LLC for the landscape maintenance services at the Authority's various housing development sites for a total cost of Twenty-Seven Thousand dollars and no cents (\$27,000).

Commissioner Pabon 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, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

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

RESOLUTION # 3062-A

TO APPROVE AUTHORIZATION FOR DOUGLAS DZEMA, EXECUTIVE DIRECTOR TO NEGOTIATE, EXECUTE, ACKNOWLEDGE AND DELIVER SUCH DOCUMENTS, INSTRUMENTS AND PAPERS REQUIRED OR NECESSARY FOR THE PURPOSES OF THE DEVELOPMENT AGREEMENT FOR WILLOW POND APARTMENTS HOUSING PROJECT IN PERTH AMBOY, NEW JERSEY.

WHEREAS, discussions, meetings and negotiations with various entities are currently taking place in order to process and submit documents, instruments and papers required or necessary for the purposes of the development agreement for Willow Pond Apartments Housing Project in Perth Amboy, New Jersey; and

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the City of Perth Amboy the following:

- 1) Authorization for Douglas Dzema, Executive Director to negotiate, execute, acknowledge and deliver such documents, instruments and papers required or necessary for the purposes of the development agreement for Willow Pond Apartments Housing Project in Perth Amboy.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

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

RESOLUTION # 3063- A

TO RATIFY THE FORMATION OF PERTH AMBOY WILLOW POND, LLC

WHEREAS, the Authority intends for a 4-acre parcel of the former William A. Delaney homes property to be redeveloped into a 70-unit affordable housing complex; and

WHEREAS, the Authority authorized the formation of Perth Amboy Willow Pond, L.L.C., a New Jersey limited liability company in which the Authority is the Sole Member and which shall be named the "Developer" of the Redevelopment; and

WHEREAS, the Authority, as Sole Member of HAD, L.L.C., intends for HAD, L.L.C., to form an affiliated limited liability company called “Perth Amboy Willow Pond, L.L.C.” in which HAD, L.L.C., is the Sole Member and which is formed for the purposes of acquiring, financing, constructing, developing, operating, leasing, selling or otherwise disposing of low-income housing developments in Perth Amboy, New Jersey, in order to obtain low-income housing tax credits under Section 42 of the Internal Revenue Code of 1986, as amended, as well as tax losses, cash distributions and return of capital; and

WHEREAS, the Authority, as Sole Member of HAD, L.L.C., intends for Perth Amboy Willow Pond, L.L.C., to serve as the “Owner Entity” of the Redevelopment and to submit an application for nine percent (9%) low-income housing tax credits to the New Jersey Housing and Mortgage Finance Agency (“NJHMFA”);

NOW, THEREFORE, BE IT RESOLVED, that, in its capacity as Sole Member of HAD, L.L.C., the Authority hereby authorizes its Executive Director or his designee to take all steps necessary to form Perth Amboy Willow Pond, L.L.C., which formation may include, without limitation, submission of formation and related documents to the State of New Jersey and to the Federal government and completion of an Operating Agreement for Perth Amboy Willow Pond, L.L.C., which Agreement shall be consistent with the purposes stated herein.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

On the motion of Vice-Chairman Arocho 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, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Reverend Bernadette Falcon-Lopez.

Nay: None

Update on Redevelopment Activities.

- Have copy of Final Ordinance from City on vacation of streets in Delaney Homes.
- Response of RFP on commercial component of Delaney Homes – one response only – will readvertise.
- Senior property search and review – City provided property on Barclay Street – review underway.
- Negotiating the Master Development Agreement (MDA) with Ingerman – State, County and HUD approvals in process.

Report on PARTNER.

- Habitat for Humanity/ 440 Lawrie Street property – waiting for closing of property.
- Waiting on Neighborhood Enhancement Program - DCA Environmental Review.
- Searching for new property for second Habitat for Humanity project in the Gateway neighborhood.
- A.S.K. Youth and Continuing Education Scholarships - \$10,000 was set aside through PARTNER’s adopted budget.

- Gateway project in full swing.

PUBLIC SESSION

<No comment from the public.>

UNFINISHED BUSINESS

- No unfinished business reported.

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NEW BUSINESS

- No new business presented.

REPORT OF THE ATTORNEY

Edward Testino, Counsel updated the Board on the following:

- Chain of companies
- Tenancy/Eviction matters

REPORT OF THE SECRETARY/TREASURER (EXECUTIVE DIRECTOR)

Douglas Dzema, Executive Director summarized topics of discussion and capital report.

CHAIRPERSON'S REPORT

Edna Dorothy Carty-Daniel informed the Board of the following:

- Sunday, April 13, 2014- 2:00 pm @ St. Peter's Episcopal Church – Black History program – Thomas Mundy Peterson event.

On the motion of Vice-Chairman Arocho, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the 2014/2015 Commissioner Committee Assignments, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend Gregory Pabon and Reverend Bernadette Falcon-Lopez.

Nay: None

EXECUTIVE SESSION

- No Executive Session.

On the motion of Vice-Chairman Arocho, which motion was seconded by Commissioner Gonzalez, the Board concurred to adjourn the meeting.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary