



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**

November 12, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, November 12, 2013 at the William A. Dunlap Homes Complex, Ed Scott 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
	Vice-Chairman	Miguel A. Arocho
	Commissioner	Pedro A. Perez
	Commissioner	Fernando A. Gonzalez
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon

Excused:	Commissioner	Shirley Jones
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The Chairperson declared said quorum present.

The Board concurred to table the motion to approve the Minutes of the Regular Board Meeting of October 3, 2013 until the December Board Meeting. 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 and Reverend Gregory Pabon.

Nay: None

The Board concurred to table to motion to approve the Minutes of Special Board Meeting of October 15, 2013 until the December Board Meeting. 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 and Reverend Gregory Pabon.

Nay: None

COMMITTEE REPORTS

<No committee reports reported.>

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

RESOLUTION # 3028-A

TO APPROVE THE SUBMISSION OF RAD APPLICATIONS FOR AMP 1 (DUNLAP HOMES, OTLOWSKI GARDENS, DZEMA GARDENS AND SOFIELD GARDENS) AN AMP 4 (HANSEN APARTMENTS AND STACK APARTMENTS).

WHEREAS, HUD issued PIH Notice 2012-32 that allows Housing Authorities to convert their public housing stock enacted under Section 9 of the Housing Act of 1937 to Section 8 project based vouchers through the Rental Assistance Demonstration program ("RAD"); and

WHEREAS, Housing Authorities that are interested in applying for the 60,000 units available must do so by 12/31/13 in order to lock in contract rents using the PHA's 2012 funding; and

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" hired Executech, Inc. to perform an initial assessment of the RAD program to determine if submitting an application was in the best interest of the HACPA; and

WHEREAS, the results of the assessment showed the HACPA would benefit greatly from the conversion; and

WHEREAS, the HACPA held two resident meetings in order to introduce them to the RAD Program and gain their feedback; and

WHEREAS, the HACPA residents had positive comments regarding the program and were in favor of the HACPA submitting a RAD application; and

WHEREAS, it is the feeling of Executech, Inc. and HACPA administration that submitting a RAD application for AMP 1 (Dunlap Homes, Otlowski Gardens, Dzema Gardens and Sofield Gardens) and AMP 4 (Hansen Apartments and Stack Apartments) would greatly benefit the HACPA;

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

- 1) Authorization for the Executive Director to submit a RAD application on behalf of the HACPA for both AMP 1 and AMP 4.
- 2) Authorization for the Executive Director to effectuate all documents required by HUD for the submission of a RAD application for AMP 1 and AMP 4.

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, Reverend H. Wayne Brady and Reverend Gregory Pabon.

Nay: None

Abstain: Pedro A. Perez

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 # 3029-A

FOR INCREASING BID THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT

WHEREAS, the Local Public Contracts Law gives local contracting units the ability to increase their bid threshold up to \$36,000; and

WHEREAS, N.J.S.A. 40A:11-2(30), permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Christina Smolder possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Housing Authority of the City of Perth Amboy contracts with the Housing Authority of the Township of Woodbridge for QPA services provided by Christina Smolder and desires to take advantage of the increased bid threshold;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Perth Amboy, in the County of Middlesex, in the State of New Jersey hereby increases its bid threshold to \$26,000; and

BE IT FURTHER RESOLVED, that the Housing Authority of City of Perth Amboy appoints Christina Smolder as the Qualified Purchasing Agent to exercise the duties of purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the local unit Executive Director is hereby authorized and directed to forward a certified copy of this resolution and a copy of Christina Smolder's certification to the Director of the Division of the Local Government Services.

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, Pedro A. Perez, Fernando A. Gonzalez, 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 # 3030-A

TO HIRE A HOUSING INSPECTOR

WHEREAS, the Board has been advised that the Authority has hired Ms. Elaine Broyles for the position of Public Housing Inspector at a salary of \$47,500 pending successful completion of her pre-employment background check and physical; and

WHEREAS, she will begin employment on November 18, 2013. Ms. Broyles is replacing Dan Travinski who will be retiring on December 31, 2013; and

WHEREAS, Ms. Broyles has previous experience as a municipal zoning and code enforcement official, and also as a residual housing inspector. She holds NJ State licenses as a Certified Zoning Official and NJ Hotel and Multiple Dwelling Inspector. She will receive medical benefits after 2 months of successful employment, and pension enrollment after 3 months pursuant to the Authority's personnel policy; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves of the hiring of Ms. Elaine Broyles for the position of Public Housing Inspector, 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, Fernando A. Gonzalez, 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 Commissioner Pabon, 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 and Reverend Gregory Pabon.

Nay: None

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

- PARA meeting take place tonight at 6:00 pm to discuss PHASE I of the project.
- Street vacation at Delaney Homes being process.

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

RESOLUTION # 3031-A

TO APPROVE THE NAMING OF THE DELANEY HOMES REDEVELOPMENT SITE

WHEREAS, the Board reviewed a suggested list of names and reasoning for the Delaney Homes Redevelopment site: and

WHEREAS, the Board concurred to name the Delaney Homes Redevelopment site... "Willow Pond Village";

WHEREAS, separate building and plaza names for sub-divisions within the overall development will be suggested and named individually later on;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approved naming the Delaney Homes Redevelopment site, Willow Pond Village.

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, Miguel A. Arocho, Pedro A. Perez, Fernando A. Gonzalez, 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:

- Gateway Neighborhood Collaborative: Gateway Kickoff event took place at Olive Street on November 6, 2013. Wells Fargo presented PARTNER with a \$100,000 check. More meetings to come.
- PNC Foundation
- Habitat for Humanity – Had Groundbreaking event on October 25, 2013 at 2:00 p.m. – The Mercado Family was recognized as the lottery winner of the Habitat for Humanity home located at 440 Lawrie Street in Perth Amboy.

PUBLIC SESSION

<No comment from the public.>

NEW BUSINESS

On the motion of Commissioner Perez, which motion was seconded by Commissioner Gonzalez, the Board concurred to change the next Board Meeting from December 10, 2013 to Monday, December 16, 2013, 5:30 p.m. at the Parkview located at 618 New Brunswick Avenue, Perth Amboy. 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 and Reverend Gregory Pabon.

Nay: None

The Executive Director informed the Board with the following:

- Amendment of the Interlocal Agreement with Sayreville Housing Authority.

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

RESOLUTION # 3032-A

TO AMEND THE INTER-LOCAL AGREEMENT WITH THE SAYREVILLE HOUSING AUTHORITY TO INCORPORATE ACCOUNTING SERVICES.

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" and the Housing Authority of the Borough of Sayreville "SHA" entered into an inter-local agreement dated March 12th, 2013 for the HACPA to provide management services to the SHA; and

WHEREAS, Section 8 of the agreement allows for the inclusion of additional services if required by the SHA and negotiated independent of the inter-local agreement noted above; and

WHEREAS, the SHA is in need of accounting services in order to maintain its records in accordance with federal, state and local law; and

WHEREAS, the HACPA has a Certified Public Accountant on its staff that is capable of providing the accounting services required by the SHA; and

WHEREAS, the SHA and HACPA have negotiated an annual fee of \$15,000 that will cover the cost of the services and provide a cost savings to the SHA; and

WHEREAS, the inter-local agreement states that once additional services are negotiated and accepted the services will be part of the Inter-local Agreement;

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

- 1) Amendment of the Interlocal Agreement with the Housing Authority of the Borough of Sayreville to include accounting services as outlined in the attached scope of duties.
- 2) Approval of the compensation of \$15,000 for said service increasing the total compensation under the interlocal agreement from \$40,000 per year to \$55,000 per year.

FURTHER RESOLVED, all other terms and conditions of the interlocal agreement remain unchanged.

Commissioner Gonzalez 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, Fernando A. Gonzalez, Reverend H. Wayne Brady and Reverend Gregory Pabon.

Nay: None

Abstain: Pedro A. Perez

CHAIRPERSON'S REPORT

- Commissioner Gonzalez thanked Douglas Dzema and his staff for aiding with a disabled family.
- Chairperson Carty-Daniel conveyed to the Board the details of a letter received on November 7th from Gregory Fehrenbach, Business Administrator on behalf of the City Council.

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Pabon, the meeting was adjourned.

Respectfully submitted by:



Douglas G. Dzema, PHM
Executive Director and Secretary