



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**

**Wednesday, November 9, 2016
12:30 pm**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Wednesday, November 9, 2016 at the Dunlap Homes Complex, main Administrative Office 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	Reverend Gregory Pabon
	Commissioner	Miguel A. Arocho
	Commissioner	Shirley Jones
	Commissioner	Pastor Bernadette Falcon-Lopez
Excused:	Commissioner	Reverend H. Wayne Brady
	Commissioner	David Benyola

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 October 11, 2016, as presented. Upon roll call, the following vote was carried:

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

Nay: None

<No Reports of Committee >

<No Public Discussion of Agenda Topics.>

Presentation by Richard Larsen, Fallon and Larsen CPAs, LLC on the Fiscal Audit for year ending March 31, 2016.

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

RESOLUTION # 3202-16

TO APPROVE THE FISCAL AUDIT FOR YEAR ENDING MARCH 31, 2016

WHEREAS, N.J.S.A. 40A: 5A-15 requires the governing body of each local authority to conduct an annual audit of its accounts; and

WHEREAS, the annual report for the fiscal year ended March 31, 2016, has been completed and filed with the State of New Jersey – Department of Community Affairs pursuant to N.J.S.A. 40A: 5A-15; and

WHEREAS, N.J.S.A. 40A: 5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally received the annual audit report, and specifically, the second of the audit report entitled “Schedule of Findings and Questioned Costs”, and had evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “Schedule of Findings and Questioned Costs” in accordance with N.J.S.A. 40A:5A-17; and

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the City of Perth Amboy hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the section of the audit report entitled “Schedule of Findings and Questioned Costs”, and had evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE, IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board, the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, Shirley Jones 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 Arocho, read in full and considered:

RESOLUTION # 3203-16

TO APPROVE EXTENSION OF THE INTERLOCAL WITH THE HIGHLANDS HOUSING AUTHORITY AND APPROVAL OF ADDITIONAL COMPENSATION TO STAFF.

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" have entered into an Interlocal Agreement with the Highlands Housing Authority "HHA" to provide management, accounting and construction supervisory services; and

WHEREAS, the current agreement expires on December 31, 2016 and the HHA Board of Commissioners is interested in renewing the agreement for an additional three years commencing January 1, 2017; and

WHEREAS, the HACPA administration recommends approving the agreement as it has provided benefits to both parties; and

WHEREAS, all terms and conditions will remain the same with the exception on of the three-year term and an annual increase in compensation commensurate with the increase given each year to the HHA employees; and

WHEREAS, the Board of Commissioners of the HACPA have reviewed the agreement and feel approving it is in the best interest of the HACPA; and

WHEREAS, the HACPA staff assigned to carrying out the tasks under the Interlocal Agreement with the HHA have provided services both during normal working hours and outside normal working hours; and

WHEREAS, based on the reviewed analysis provided by the HACPA Executive Director, the Board feels the staff members should be compensated additional remuneration for the services provided;

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

- 1) Approved the reviewed Interlocal Agreement with the Highlands Housing Authority for a period of three years commencing January 1, 2017.
- 2) Approved of the reviewed salary changes for noted employees.

Commissioner Falcon-Lopez 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, Miguel A. Arocho, Shirley Jones 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 Arocho, read in full and considered:

RESOLUTION # 3204-16

TO AUTHORIZE THE AWARD OF CONTRACT FOR THE REPLACEMENT OF THE WINDOWS AT GEORGE J. OTLOWSKI, SR. GARDENS.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority" has a need to replace the existing windows at Otlowski Gardens; and

WHEREAS, the Contract is to be awarded through "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 e seq.; and

WHEREAS, the Authority solicited bids for such services through public advertisement in the Home News Tribune on 9/26/16 and 10/3/16 and posted the same on the Authority's website and opened bids at 2:00 PM o 11/1/16; and

WHEREAS, Panoramic Window and Door Systems, Inc. of Stockton, New Jersey, having received positive reference, submitted the bid which process was the most advantageous to the authority, and which bid conformed to all requirements; and

WHEREAS, sufficient funds are available 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 Panoramic Window & Door Systems, Inc. for the Window Replacements at Otlowski Gardens for a total cost of \$285,048.40.

Commissioner Jones 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, Miguel A. Arocho, Shirley Jones 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 Jones, read in full and considered:

RESOLUTION # 3205-16

TO AWARD THE CONTRACT FOR A/E/ SERVICES FOR THE GARAGE ADDITIONAL AT DUNLAP HOMES

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a professional to provide the architectural and engineering services needs for the single story 2 bay addition to the existing stand-alone garage at William A. Dunlap Homes; and

WHEREAS, the Contract is to be awarded through a "fair and open process" pursuant to N.J.S.A. 19:44-20.4 et seq.; and

WHEREAS, the Authority solicited proposals through public advertisement, posted the same on the Authority's website and received proposal until November 2, 2016; and

WHEREAS, Habitech Architects of Medford, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, Habitech has performed satisfactorily for the Authority in the past; and

WHEREAS, sufficient funds are available to pay for the required services.

NOW, THEREFORE BE IT RESOLVED, by the Board of the Authority as follows:

The Authority authorized the award of the contract to Habitech Architects, P.C. the architectural and engineering services needed for the garage addition at Dunlap Homes for a total cost of \$14,000.00

Commissioner Arocho 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, Miguel A. Arocho, Shirley Jones and Pastor Bernadette Falcon-Lopez.

Nay: None

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

Update on RAD Program

- Douglas Dzema, Executive Director updated the Board on the details of the RAD Program.

On the motion of Vice-Chairman Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the RAD Conversion, as presented. Upon roll call, the following vote was carried:

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

Nay; None

On the motion of Commissioner Jones, which motion was seconded by Vice-Chairman Pabon, the Board concurred to approve the November Bill List and communication, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Update on Redevelopment Activities

- Douglas Dzema, Executive Director updated the Board on the Redevelopment activities.

Report on PARTNER

- Douglas Dzema, Executive Director updated the Board on Habitat for Humanity – 400 Lawrie Street – Deal with the City is pending.
- The Gateway Neighborhood Collaborative is ongoing.
- The next PARTNER Board meeting is scheduled for December 15th at 4:00 pm at the main Administrative offices – conference room.

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:

- Revision to Payment Standards.
- Senior Christmas Party scheduled for December 8th –noon at the Hansen Apartments-Community Center.
- The next Housing Authority Board meeting is scheduled for December 15th at 5:00 pm.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Vice-Chairperson Pabon, which motion was seconded by Commissioner Jones, the Board concurred to adjourn the meeting.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary