



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**

October 3, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Thursday, October 3, 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
	Commissioner	Pedro A. Perez
	Commissioner	Fernando A. Gonzalez
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon

Excused:	Vice-Chairman	Miguel A. Arocho
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The Chairperson declared said quorum present.

On the motion of Chairperson Carty-Daniel, which motion was seconded by Commissioner Pabon, the Board concurred to close the general session of this meeting and move into Executive Session. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Jones, which motion was seconded by Commissioner Gonzalez, the Board concurred to close the Executive Session of this meeting and move back to the general session. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Perez, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the Minutes of the Regular Board Meeting of August 14, 2013, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Jones, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Special Board Meeting of September 3, 2013, as presented. Upon roll call, the following vote was carried:

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

Nay: None

COMMITTEE REPORTS

<No committee reports reported.>

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

RESOLUTION # 3019-A

TO RATIFY THE HIRING OF PATRICIA HOLLY

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" has been approved to administer seventy (70) project based RAD vouchers located at Asbury Towers in Asbury Park, NJ; and

WHEREAS, the staff performing the administrative work for these vouchers will be performing most of the work after normal working hours; and

WHEREAS, the HACPA will need the additional assistance to complete this endeavor as it must be completed by October 1st, 2013; and

WHEREAS, Patricia Holly, the Assistant Executive Director at the Keansburg Housing Authority has expressed an interest in providing her services for this task; and

WHEREAS, the United States Department of Housing and Urban Development require the Board of Commissioners authorize the hiring of any position not included in the PHA's current adopted budget;

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

- 1) Ratifies the hiring of Patricia Holly effective September 17th, 2013 on an as needed basis to help in the administration of the 70 unit project based RAD vouchers at Asbury Towers in Asbury Park, NJ. Rate will be based on her current salary at the Keansburg Housing Authority @ \$36.28 per hour.
- 2) Ms. Holly will not be entitled to any benefits under the HACPA Personnel Policy as she is considered a temporary as needed employee.
- 3) All mandatory taxes as required by federal and state law must be deducted from her pay and as a temporary employee she will NOT be enrolled in the public employee retirement system.
- 4) Authorization for the Executive Director to effectuate all the necessary documents for payroll.

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, Pedro A. Perez, Fernando A. Gonzalez, 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 Gonzalez, read in full and considered:

RESOLUTION # 3020-A

TO APPROVE LEGAL SERVICES FOR THE REDEVELOPMENT OF DELANEY HOMES

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

WHEREAS, the legal consultant will be responsible for assisting the Authority negotiate the terms of the redeveloper agreement with the selected redevelopment 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 redevelopment partners to prepare a mixed financed proposal and the associated document to be submitted to HUD; and

WHEREAS, the consulting 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 well 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; and

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

Nay: None

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

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

RESOLUTION # 3021-A

TO APPROVE AN AMENDMENT OF THE CONTRACT FOR PLANNING SERVICES FOR THE REDEVELOPMENT OF DELANEY HOMES.

WHEREAS, the planning consultant for the redevelopment of the John A. Delaney Homes site, Architects Unlimited, has proposed that additional planning services be performed that are needed for the Delaney Homes site; and

WHEREAS, it was noted when the Authority originally procured this contract, they received a scope of services for Phase III work. It was decided since there was not definitive plan for the redevelopment of Delaney Homes, these services should be postponed until such time as they were needed. Now that the 70 units are approved for construction those services for Phase III are necessary. The scope of services for Phase III is noted in the cost proposal; and

WHEREAS, as the development is now in a redevelopment area, the Authority must negotiate an agreement with PARA and modify the master plan to accommodate some of their requirements and concerns and submit these to PARA and the Planning Board. This will require guidance, monitoring, and input from the planning manager; and

WHEREAS, in addition we will need assistance in developing a strategy and plan of the use of the replacement housing factor funds that will be generated by Delaney Homes; and

WHEREAS, finally the fund will coordinate, manage, and prepare responses for all HUD submissions including but not limited to the preparation of HUD term sheet for the mixed finance project and assisting in the Project Based Voucher selection; and

WHEREAS, the additional services are described in detail in the cost proposal. For these additional services, the consultant has requested additional fees of \$97,234.00. This will increase the amount of the contract from \$201,026.75 to \$298,260.75; and

WHEREAS, it was noted that this contract will initially be paid from the Capital Fund. The Authority anticipates once the funding is in place for the 70 units, the costs paid for the services noted above, will be reimbursed from the deal as program income;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the contract amendment to Architects Unlimited for Planning Services for the redevelopment of Delaney Homes, as presented.

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, Pedro A. Perez, Fernando A. Gonzalez, 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 # 3022-A

TO AMEND THE CONTRACT FOR INSTALLATION OF THE FIRE SPRINKLER SYSTEMS AT HANSEN APARTMENTS

WHEREAS, Gabe Sganga, Inc. the HA's contractor installing the Phase I fire sprinkler system in Hansen Apartments, has requested a time extension to their contract; and

WHEREAS, the project was scheduled for completion in October 2013. The contractor has asked for an extension and a revised completion date of December 30, 2013 and has specified in writing they would not seek extended overheads or other costs from the HA; and

WHEREAS, it has been recommended that the contractor be granted the time extension for the reasons and the fact that the Authority is not negatively impacted at this time. The work is proceeding on the upper corridor floors;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the amends the contract to Gabe Sganga, Inc. by granting the request of a time extension for a revised completion date of December 30, 2013 for the installation of the fire sprinkler systems at Hansen Apartments, as presented.

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

Aye: Edna Dorothy Carty-Daniel, Pedro A. Perez, Fernando A. Gonzalez, 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 Gonzalez, read in full and considered:

RESOLUTION # 3023-A

TO AMEND THE DELANEY HOMES MASTER PLAN

WHEREAS, the Board has reviewed the proposed amendment to the Delaney Homes Master Plan; and

WHEREAS, the amended plans will encompass 70 units of Affordable Housing units and the remaining parcels of land available will be open to Commercial redevelopment, as presented;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the amendment to the Delaney Homes Master Plan, as presented.

BE IT FURTHER RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the Douglas G. Dzema, Executive Director to represent the Housing Authority of the City of Perth Amboy and agree to designating the remainder of the property for commercial use component of the Delaney Homes Master Plan with PARA.

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, Fernando A. Gonzalez, 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 Commissioner Pabon, the Board concurred to approve the September Bill List, as presented. Upon roll call, the following vote was carried:

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

Nay: None

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

- Gateway Neighborhood Collaborative: Approved the Consultant Agreement with TRIAD. Steering Committee Meeting scheduled this evening at the Wesley T. Hansen Apartments, Community Center @ 6:00 p.m. Targeting a revitalization grant.
- Habitat for Humanity – Staff visit on August 29th – Groundbreaking scheduled for October 25, 2013 at 2:00 p.m. Submitted a grant to State for Sandy funds – potential \$200,000. Presentation to City Council on 440 Lawrie Street scheduled for October 17, 2013.

PUBLIC SESSION

<No comment from the public.>

The Executive Director informed the Board with the following:

- RAD Program – HAPA staff processed 100 Project Based units for certification date of October 1st.
- Draft Annual PHA Plan to be reviewed by the Comprehensive Planning Group.

On the motion of Commissioner Paban, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve having a Special Board of Commissioners Meeting on Tuesday, October 15, 2015 at 12:30 pm at the Ed Scott Community Center located at 881 Amboy Avenue, Perth Amboy, NJ to discuss the Rental Assistance Demonstration Program. Upon roll call, the following vote was carried:

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

Nay: None

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

Respectfully submitted by:



Douglas G. Dzema, PHM
Executive Director and Secretary