



# **Housing Authority of the City of Perth Amboy**

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862

TELEPHONE: (732) 826-3110

FAX: (732) 826-3111

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**

**Tuesday, September 9, 2014  
12:30 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, September 9, 2014 at Dunlap Homes complex, Administrative Office Building, 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  | Fernando A. Gonzalez (arrived late) |
|          | Commissioner  | Shirley Jones                       |
|          | Commissioner  | Reverend H. Wayne Brady             |
|          | Commissioner  | Reverend Gregory Pabon              |
|          | Commissioner  | Pastor Bernadette Falcon-Lopez      |

The Chairperson declared said quorum present.

On the motion of Commissioner Brady, which motion was seconded by Vice-Chairman Arocho, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of August 19, 2014, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Brady, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Executive Session of August 19, 2014, as presented.. Upon roll call, the following vote was carried:

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

Nay: None

Reports of Committee

<None reported.>

No public discussion of Agenda topics.

<Commissioner Fernando A. Gonzalez arrived to meeting.>

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

**RESOLUTION # 3099-A**

**TO RATIFY A CHANGE TO THE PERSONNEL POLICY – EMPLOYEES TAKING UNPAID LEAVE**

**WHEREAS**, this resolution is to ratify a personnel policy change effective for employee taking unpaid leave beginning January 1, 2014; and

**WHEREAS**, effective, January 14, 2014, any employee taking unpaid leave will be required to reimburse the Authority for employee required contributions/payroll deductions for medical insurance, Aflac Insurance and FSA (flexible spending) contributions. Reimbursements will be deducted from the employee's pay once they return to work; and

**WHEREAS**, this policy does not apply to employees who are out on workers compensation benefits; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy ratifies a personnel policy change effective for employees taking unpaid leave beginning January 1, 2014, as presented.

Commissioner Gonzalez 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 H. Wayne Brady, 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 Gonzalez, read in full and considered:

**RESOLUTION # 3100-A**

**TO APPROVE CHANGE TO THE PUBLIC HOUSING ADMISSIONS AND OCCUPANCY – QUALIFICATION FOR ADMISSION.**

**WHEREAS**, the Authority must revise its Public Housing Admissions and Occupancy Policy to be in compliance with Notice PIH 2014-20 regarding HUD's Equal Access Rule; and

**WHEREAS**, it is recommended the following language be adopted pursuant to the notice.

E. Qualification for Admission

It is the HA's policy to admit only qualified applicants. An applicant is qualified if he or she meets all of the following criteria:

- (a) Is a family as follows:
  - (1) A single person, who may be an elderly person, displaced person, disabled person, near elderly person or any other single person; or
  - (2) A group of persons residing together and such group includes but is not limited to a family with or without children; an elderly family; a near-elderly family; a disabled family; a displaced family; and the remaining member of a tenant family.
  - (3) The Authority will provide equal access regardless of sexual orientation, gender identity, or marital status.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the change to the Public Housing Admissions and Occupancy – Qualification for Admissions, 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, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend H. Wayne Brady, 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 Gonzalez, read in full and considered:

**RESOLUTION # 3101-A**

**TO APPROVE THE CHANGE TO SECTION 8 ADMINISTRATIVE PLAN – DEFINITION OF FAMILY.**

**WHEREAS**, the Authority must revise its administrative plan to be in compliance with Notice PIH 2014-20 regarding HUD's Equal Access Rule; and

**WHEREAS**, it is recommended the following language be adopted pursuant to the notice.

4. DEFINITION OF FAMILY

“Family” may be:

- (a) A single person, who maybe an elderly person, displaced person, disabled person, near elderly person or any other single person; or

- (b) A group of persons residing together and such group includes but it is not limited a family with or without children; an elderly family; a near-elderly family; a disabled family; a displaced family; and the remaining member of a tenant family.
- (c) The Authority will provide equal access regardless of sexual orientation gender identity, or marital status.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the change to the Section 8 Administrative Plan – Definition of Family, 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, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend H. Wayne Brady, 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 Vice-Chairman Arocho, read in full and considered:

**RESOLUTION # 3102-A**

**TO APPROVE THE REVISION OF UTILITY ALLOWANCES – SECTION 8**

**WHEREAS**, once each year the Housing must review and revise the Section 8 utility allowances to ensure they are consistent with the current cost of utilities; and

**WHEREAS**, according to the NJHMFA utility allowance schedule dated 7/1/2014 there has been a decrease in the cost of oil and an increase in sewer charges. There has also been a slight increase in the cost of electric, natural gas, and water; and

**WHEREAS**, it is recommended the schedule presented for review be adopted; and

**WHEREAS**, the change in utility allowances will take effect for move-ins on October 1, 2014, and at the time of reexamination for each family starting December 2014;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the revision of the Section 8 Utility Allowances, as presented.

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Fernando A. Gonzalez, Shirley Jones, Reverend H. Wayne Brady, 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 # 3103-A**

**TO APPROVE THE REVISION OF PAYMENT STANDARDS – SECTION 8**

**WHEREAS**, 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 Authority must determine the amount to set the payment standards in accordance with the HUD requirements, and based on comparable rents in the community and the average gross rents of units on the Section 8 program; and

**WHEREAS**, it is recommended the payment standards be approved as indicated below which will keep the Authority in compliance with the HUD requirement that they be at least 90% of the FMRs. The payment standards for the 0, 1 and 2 bedroom units are set above 90% of the FMR to reflect the average gross contract rents currently on the program. The payment standards for the 3 and 4 bedroom units are set 90% of the FMRs as those amounts are consistent with the gross contract rents in our program at this time; and

**WHEREAS**, the revised payment standards will be effective October 1, 2014 for all new lease ups, and will be effective December 1, 2014 for all recertifications of existing participants;

|             | 0BR     | 1 BR    | 2 BR    | 3 BR    | 4 BR                                   |
|-------------|---------|---------|---------|---------|--|
| Current PS  | \$836   | \$1,066 | \$1,313 | \$1,703 | \$2,234                                |
| 2015 FMR    | \$952   | \$1,214 | \$1,495 | \$1,940 | \$2,545 ---(to be effective 10/1/2014) |
| Proposed PS | \$1,009 | \$1,128 | \$1,390 | \$1,746 | \$2,291                                |

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the revision of payment standards – Section 8, 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, Fernando A. Gonzalez, Shirley Jones, Reverend H. Wayne Brady, 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 Gonzalez, read in full and considered:

**RESOLUTION # 3104-A**

**TO APPROVE THE AWARD OF CONTRACT FOR A GREEN PHYSICAL NEEDS ASSESSMENT (GPNA) AND PHYSICAL CONDITION ASSESSMENT (PCA) AUDIT.**

**WHEREAS**, the Authority is required to submit a new five year plan to HUD for the period 2015 through 2019. As part of that process HUD now requires all Authorities to perform a Green Physical Needs Assessment (GPNA) and energy audit of all its properties. In addition if the Authority is approved for the Rental Assistance Demonstration Program “RAD” an additional requirement would be to perform a physical condition assessment “PCA”. In order to avoid duplication and maintain cost efficiency a request for proposal “RFP” was sent out asking for prices to perform both the GPNA and PCA; and

**WHEREAS**, the proposals noted were due on September 3<sup>rd</sup>, 2014 and the Authority received responses from three (3) reputable firms and have reviewed each with their costs and ratings;

**WHEREAS**, it is recommended that an award to perform both the GPNA and PCA to Keres Consulting from Frederick, Maryland at a total cost of \$22,710.74 subject to a check of their references; and

| <u>Proposer</u>   | <u>Location</u>       | <u>Rating<br/>(0-100)</u> | <u>Cost<br/>(GPNA/<br/>Energy Audit)</u> | <u>Cost<br/>RAD PCA</u> | <u>Total<br/>Cost</u> |
|---|-----------------------|---------------------------|--|-------------------------|-----------------------|
| EMG   | Hunt Valley, Maryland | 95                        | 26,000                                   | 4,000.00                | 30,000.00             |
| Keres Consulting  | Frederick, Maryland   | 100                       | 17,075.70                                | 5,335.04                | 22,410.74             |
| Comments: Price for RAD PCA will increase to \$10,013.71 if completed separately. |                       |                           |  |                         |                       |
| D3G   | Glen Allen, VA        | 75                        | 36,000.00                                | None                    | 36,000.00             |
| Comments: Proposal did not provide cost for providing a PCA after doing the GPNA, |                       |                           |  |                         |                       |

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority approves the award of contract for Green Physical Needs Assessment (GPNA) and Physical Condition Assessment (PCA) Audit to Keres Consulting of Frederick, Maryland, as presented.

Vice-Chairman Arocho 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 H. Wayne Brady, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

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

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

Nay: None

Update on Redevelopment Activities.

- Early Start for demolition and construction work in Delaney Homes has been approved by HUD and is in process.

Report on PARTNER.

- Gateway Neighborhood Meeting took place on August 26, 2014 at the Community Center located on Olive Street in Perth Amboy, NJ.
- Working on a Gateway Neighborhood Collaborative Strategic Implementation Plan for an additional grant from Wells Fargo.

- Habitat for Humanity project is underway. Footings are being poured. New volunteer work schedule in place.

### **PUBLIC SESSION**

<No comment from the public.>

### **UNFINISHED BUSINESS**

- No unfinished business reported.

### **NEW BUSINESS**

- No new business presented.

### **REPORT OF THE ATTORNEY**

- RID Spot – NJ6-10 Otlowski Gardens Fence Project – proposal for repayment plan by contractor to Housing Authority is denied. The bonding company will reimburse the Housing Authority for the monetary difference between the low bidder and second bidder.

### **REPORT OF THE EXECUTIVE DIRECTOR**

Douglas Dzema, Executive Director updated the Board on the following:

- Received a promise of \$250,000 from the Energy Allocation Initiative funds from the State FEMA 404 Mitigation Program. Funds will be used towards an emergency generator at the Richard F. Stack Apartments and the main Housing Authority Administrative office. Still awaiting final approval.

On the motion of Commissioner Jones, which motion was seconded Commissioner Pabon, the Board concurred to the name the Wesley T. Hansen Community Center “Richie’s Place” on behalf of Richard Cavallero, the President of the Wesley T. Hansen and Richard F. Stack Residents Council for many years, who passed away recently. Upon roll call, the following vote was carried:

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

Nay: None

### **CHAIRPERSON’S REPORT**

- Hunger Walk – Perth Amboy We Care Coalition – September 20, 2014, starting at the Perth Amboy Train Station.
- Chaplain’s Corp – Prayer Vigil – Victory Bridge – September 13, 2014 @ 2:00 pm.

On the motion of Vice-Chairman Arocho, which motion was seconded by Commissioner Jones, the Board concurred to close the general session of this meeting and move to Executive Session to discuss real estate proposals and negotiations and an update on the Willow Pond Redevelopment project. Upon roll call, the following vote was carried:

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

Nay: None

<Commissioner Gonzalez left meeting and recused himself voluntarily on all discussions regarding the Delaney Homes and Willow Pond Redevelopment Project.>

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

Aye: Edna Dorothy Carty-Daniel, Shirley Jones, Reverend H. Wayne Brady, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

Respectfully submitted by:



Douglas G. Ozema, PHM  
Executive Director and Secretary