



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

Tuesday, October 11, 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 Tuesday, October 11, 2016 @ 12:30 p.m. at the Residences of Willow Pond Village, Community Center located at 600 Chamberlain 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	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez

Excused:	Commissioner	David Benyola
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Absent:	Commissioner	Miguel A. Arocho
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The Chairperson declared said quorum present.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Vice-Chairman Pabon, the Board concurred to approve the Minutes of the Regular Board Meeting of September 13, 2016, as presented. Upon roll call, the following vote was carried:

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

Nay: None

<No Reports of Committee >

<No Public Discussion of Agenda Topics.>

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

RESOLUTION # 3199-16

TO AWARD A CONTRACT FOR A/E SERVICES FOR THE FAMILY SITES REHAB

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a professional Architectural and Engineering firm to provide the construction management services needed for the various rehabilitation projects needed at the family housing 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 through public advertisement, posted the same on the Authority's website and received proposals until September 27, 2016; and

WHEREAS, Clarke Canton Hintz (CCH) of Trenton, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

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

WHEREAS, sufficient funds are available through the RAD program 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 Clarke Canton Hintz for the A/E Services needed for the various rehabilitation projects needed at the family housing sites for the percentage based fee of 7.49% of \$2,360,000, or \$176,800.

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, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, 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 Pabon, read in full and considered:

RESOLUTION # 3200-A

TO AWARD A CONTRACT A/E SERVICES FOR HANSEN AND STACK SENIOR SITES REHAB

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a professional Architectural and Engineering firm to provide the construction management services needed for the various rehabilitation projects needed at Hansen and Stack 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 through public advertisement, posted the same on the Authority's website and received proposals until September 27, 2016; and

WHEREAS, Clarke Canton Hintz (CCH) of Trenton, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

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

WHEREAS, sufficient funds are available through the RAD program 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 Clarke Canton Hintz for the A/E Services needed for the various rehabilitation projects needed at Hansen and Stack Apartments for the percentage based fee of 7.49% of \$2,972,000, or \$222,600.

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, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady 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 # 3201-A

TO AWARD A CONTRACT FOR RIGHT TO KNOW COMPLIANCE SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires the services of a qualified individual or firm to assist the Authority with necessary Right-to-Know compliance services and/or NJDOL, PEOSH, DOL, OSHA compliance services; 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 through public advertisement in the Home News Tribune on 7/24/16 and posted the same on the Authority's website and received proposals until August 31, 2016; and

WHEREAS, Coastal Environmental Compliance, LLC of Hammonton, New Jersey, having received positive reference, submitted the proposal which price was the most advantageous to the Authority and which proposal conformed to all requirements; 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 awards the contract to Coastal Environmental Compliance, LLC for Right-to-Know compliance services needed at the proposed price of \$1,320.00 per year for 2016 and 2017.

Vice-Chairman 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, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady 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 Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the October Bill List and communication, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Update on Redevelopment Activities

- The sale of Delaney Homes land parcel to the Perth Amboy Board of Ed took place on September 14, 2016 and was officially announced to the public by the New Jersey School Development Authority at a press conference on September 23, 2016.

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.

Update on the RAD Program

- Awarded \$18,322,000 in volume cap under 4% tax credit program – capital improvements.
- Setting up a meeting with the City to request new Cooperation Agreement/PILOT.
- Have moved forward with A/E contract awards – 2 other A/E forms moving forwards for a February 2017 contract award.

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

- Informed the Board of the Sale of Delaney Homes.
- Updated the Board on the RAD program
- Conveyed to the Board of habitual non-rent payees.

REPORT OF THE EXECUTIVE DIRECTOR

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

- Attended a beautiful luncheon sponsored by the Boy Scouts in Metuchen in honor of Pastor Bernadette Falcon-Lopez.
- Will be attending a City Council Caucus meeting today to describe PHA programs.

REPORT OF THE CHAIRPERSON

- Informed Board that PARTNER Board Member, Karen Medina passed away.
- Leaving for NAHRO meeting in New Orleans – Multiple meetings daily.
- Was in Atlantic City for NJAHRA conference – ran classes.

On the motion of Commissioner Bardy, 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