



Housing Authority of the City of Perth Amboy

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SHIRLEY JONES
REVEREND H. WAYNE BRADY
REVEREND GREGORY PABON

DOUGLAS G. DZEMA, P.H.M.
Executive Director

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Counsel

**THE MINUTES OF THE SPECIAL MEETING
OF
THE BOARD OF COMMISSIONERS
OF
THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

SEPTEMBER 3, 2013

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Special meeting on Tuesday, September 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 Rental Assistance Demonstration (RAD) Program and 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	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon

The Chairperson declared said quorum present.

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

RESOLUTION # 3018-A

TO APPROVE THE PROJECT BASED VOUCHERS

WHEREAS, the U.S. Department of H.U.D approached the Keansburg Housing Authority about administering a 70 unit section 8 project based development located in Asbury Park, New Jersey. HUD reached out to some of the Authorities in the area but was unable to find one that would accept the units for various reasons. Keansburg has also declined the opportunity as they are concerned the regulations are not clear as to what happens when the contract expires in 15 years. It is the Authority's feeling that most likely the contract will be renewed for another 15 years. As such it is of the opinion administering these vouchers is financially beneficial to us and that the Board should strongly consider taking on this task; and

WHEREAS, the following information pertains to the property:

There are 347 one BR and efficiency units at the complex.

70 units will be part of the PBV program (67 one bedrooms and 3 efficiencies)

Age restricted 62+ only

The property recently underwent a \$50,000,000 renovation in 2009 and the most recent REAC score at the building was 88b indicating the property is in good shape and the units should easily pass HQS.

There is a full time manager and assistant, plus a marketing person who will help build a waiting list for the building. The waiting list would have to officially be part of the Authority's section 8 wait list.

There is a congregate services program in place at the building and social service resources for the residents.

The property owner is a corporation with experience in managing this type of private.

There should be very little turnover attributed to participants wanting to move since it is an age restricted building.

There should be very few problems with the tenants due to the age restriction and fact the on-site staff would be handling all of that.

WHEREAS, the Housing Authority would initially be responsible for the following duties:

- 1) Perform initial certifications to make sure residents are eligible for Section 8 assistance.
- 2) Perform initial inspections to make sure units meet Housing Quality Standards.
- 3) Work with the site's management and HUD in the conversion of these units to the Rental Demonstration Program. "RAD"

WHEREAS, once the initial work is completed the Authority would be responsible for the following:

- 1) Annual recertification of the 70 units
- 2) Inspection of the 70 units
- 3) Maintain a waiting list to be used when units become vacant.

WHEREAS, the Board reviewed a pro-forma based on the current administrative fee schedule from HUD. In addition to the annual revenue received there is also a \$200 per unit startup fee the Authority would be entitled to amounting to \$14,000; and

WHEREAS, as far as staffing for this work, hiring a full timer would not be financially feasible as the cost of a salary and benefits would more than likely use up most, if not all, of the fees earned. In addition, it is not seen that this job needing a full time individual. As far as hiring a part timer the work will be very labor intensive over a short period

of time so it is not believed that one person could perform the duties necessary to fulfill the contract. It is my feeling the best way to carry-out the duties for this project is using the current staff. It is of the feeling the staff could perform most of this work off hours so it will not impact the current day to day operations; and

WHEREAS, from the pro-forma attached it is believed that the Authority can profit \$30,000 annually from this endeavor. As you know the Authority recently struggled to balance its budget due to Federal cuts in subsidy as a result of sequestration. This added revenue would help supplement the budget this year and in the future;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the administering of the Project Base Voucher Program, as presented.

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, 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 Vice-Chairperson Arocho, which motion was seconded by Commissioner Gonzalez, the Board concurred to cancel the September Board of Commissioners Meeting. Upon roll call, the following vote was carried:

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

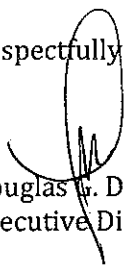
Nay: None

PUBLIC SESSION

No comment from the public.

On the motion of Chairperson Carty-Daniel, which motion was seconded by Commissioner Gonzalez, the meeting was adjourned.

Respectfully submitted by:


Douglas G. Dzema, PHM
Executive Director and Secretary