



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

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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, August 19, 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, August 19, 2014 at The Parkview at 618 New Brunswick 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	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Reverend Gregory Pabon
	Commissioner	Pastor Bernadette Falcon-Lopez
Absent:	Vice-Chairman	Miguel A. Arocho
	Commissioner	Fernando A. Gonzalez

The Chairperson declared said quorum present.

On the motion of Commissioner Jones, which motion was seconded by Commissioner Falcon-Lopez, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of July 1, 2014 with the inclusion of the Chairperson and Counsel's Report. 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

No approval of Executive Session.

Reports of Committee

<None reported.>

No public discussion of Agenda topics.

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

**RESOLUTION # 3088-A**

**TO RATIFY THE RESCISSION AND AMENDMENT OF THE DELANEY HOMES DEMOLITION APPLICATION**

**WHEREAS:** The Housing Authority of the City of Perth Amboy (HACPA) determined that NJ06-02 John A. Delaney Homes (Delaney Homes) was an obsolete development in need of redevelopment, and

**WHEREAS:** The HACPA submitted an application to the Department of Housing and Urban Development (HUD) for Demolition of Delaney Homes in 2004, and

**WHEREAS:** HUD approved vacating and demolishing all buildings at Delaney Homes by Demolition Approval DDA 0000470, and

**WHEREAS:** The HACPA relocated all residents from the property and demolished 178 of the 252 units at Delaney Homes, and

**WHEREAS:** 74 units located in 9 buildings and 1 non-dwelling building remain on the Delaney Homes site, and

**WHEREAS:** HACPA has determined to redevelop a portion of the Delaney Homes site as a mixed finance development under 24 CFR 941 (the Project); and

**WHEREAS:** HACPA has retained a development partner, Ingerman from Cherry Hill, NJ and has prepared and submitted to the New Jersey Housing and Mortgage Finance Agency (NJHMFA) an application for Low Income Housing Tax Credits and additional funding related to Super Storm Sandy Relief, and

**WHEREAS:** NJHMFA has award the requested funds to the Project, and

**WHEREAS:** 32 units in four buildings and 1 non-residential building remain on the portion of the Delaney Homes site designated for the Project, and

**WHEREAS:** HACPA will be entering into a long term ground lease with the development partner for the property which will required the submission to and approval by HUD of an application to dispose of this parcel to the development partner, and

**WHEREAS:** HUD requires that HACPA request rescinding the approval for demolition of those the 4 residential and 1 non-dwelling buildings prior to entertaining an application to dispose of those buildings to the development partner in conjunction with the long term lease agreement,

**THEREFORE:** The Board of Commissioner's approves the rescission of the demolition of the 4 residential buildings and 1 non-dwelling building and authorizes the Executive Director to prepare and submit a rescission request to HUD as well an application to dispose of the buildings along with the portion of the site required for the Project.

Commissioner Brady 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, 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 Pabon, read in full and considered:

**RESOLUTION # 3092-A**

**TO APPROVE THE RESCINDING OF RESOLUTION # 3067-A FOR AUTOMATIC DOOR OPERATOR AND MAINTENANCE AND REPAIR SERVICES.**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the "Authority") requires automatic door operators maintenance and repair services for its various housing development sites; and

**WHEREAS,** the Authority solicited proposals for such service through public advertisement and opened proposals on May 21, 2013; and

**WHEREAS,** Automated Access Systems, Inc. of Medford, New Jersey was awarded the contract for these services for a one-year period commencing July 1, 2013 with the option to renew for an additional year at the same terms; and

**WHEREAS,** Automated has since decided not to renew the contract with the Authority due to Automated's request to alter the minimum payment for service calls to four hours labor charges instead of the contracted two hours labor charges which the Authority denied.

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

The Authority rescinds Resolution # 3067-A, which authorized the extension of the contract for automatic door operator maintenance and repair services with Automated Access Systems, Inc.

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, 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 Bernadette Falcon-Lopez, read in full and considered:

**RESOLUTION # 3093-A**

**TO RATIFY THE CONTRACT AWARD FOR AUTOMATIC DOOR OPERATOR MAINTENANCE AND REPAIR SERVICES.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the "Authority") requires automatic door operators maintenance and repair services for its various housing development 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 for a two-year service contract through public advertisement in the Home News and Tribune on 6/4/14 and 6/20/14, posted the same on the Authority's website and opened proposals on July 1, 2014; and

**WHEREAS**, Automated Door Systems, LLC of North Arlington, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements and received positive references, and

**WHEREAS**, the contractor has performed services for the Authority in the past and has proven to be a competent and reliable contractor; 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 ratifies the contract with Automated Door Systems, LLC for the automatic door operator maintenance and repair services the Authority requires from time to time at an annual cost of \$665.00, an hourly rate for standard hours of \$74.50/hr. and an hourly rate for premium hours of \$111.75/hr. commencing July 1, 2014 through June 30, 2016.

Commissioner Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Brady. 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

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 # 3094-A**

**TO RATIFY THE DEFIANT TRESPASS LISTING**

**WHEREAS**, the Housing Authority of the City of Perth Amboy has ascertained information that the persons listed herein as vested actions against the peace and privacy of the residents of the Housing Authority of the City of Perth Amboy and/or have committed knowing criminal offenses such that the health, safety and welfare of the occupants of the Housing Authority of the City of Perth Amboy properties is jeopardized.

**NOW, THEREFORE BE IT RESOLVED**, that the following persons shall be banned and not licensed or permitted to enter upon the properties or premises of the Housing Authority of the City of Perth Amboy and that said ban notice shall be posted in and upon the properties of the properties of the Housing Authority of the City of Perth Amboy and that a notice of the ban shall be transmitted to the last known address of the person so designated by certified and regular mail:

<u>NAME</u>	<u>INCEPTION DATE</u>	<u>ASSOCIATED PAHA ADDRESSES</u>
Luis Betances	October 6, 2010	333 Rector Street, Apt. 6E
Ilianexie Cruz	October 6, 2010	333 Rector Street, Apt. 6E
Elliot Middleton	July 2, 2014	558 Waltrous Avenue
John Elliot Middleton	July 2, 2014	558 Zambory Street
Wilbur Mount	July 2, 2014	395 Zambory Street
Ivette Arocho	July 2, 2014	506 Zambory Street

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

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

Nay: None

Abstain: Shirley Jones

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 # 3095-A**

**TO APPROVE CHANGE TO THE ADMISSIONS AND OCCUPANCY POLICY FOR PUBLIC HOUSING.**

**WHEREAS**, faced with long waiting lists and limited prospects to increase our program size, the Authority is reviewing policies to make sure assistance is targeted to those in need and that families on the waiting list are given an opportunity to receive assistance; and

**WHEREAS**, the Authority does not allow adults other than a spouse to be added to a tenant's lease after the initial admission to the program; and

**WHEREAS**, it is recommended to approve additional changes to the Admissions and Occupancy Policy for Public Housing – Section (17) Live-in Aides – A. Eligibility for Continued Occupancy that would ensure once a tenant vacated the unit that the assistance will not be continued for the rest of the family unless for true hardships as explained to the Board and on file; and

**WHEREAS**, additionally, a stricter live-in-aide policy is needed to prevent tenants from circumventing the existing policy of not adding adult household members by claiming the person is a live-in-aide;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority approves the changes to the Admissions and Occupancy Policy for Public Housing, as presented.

Commissioner Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Brady. 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

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 # 3096-A**

**TO APPROVE CHANGE TO THE SECTION 8 ADMISSION PLAN**

**WHEREAS**, faced with long waiting lists and limited prospects to increase our program size, the Authority is reviewing policies to make sure assistance is targeted to those in need and that families on the waiting list are given an opportunity to receive assistance; and

**WHEREAS**, the Authority does not allow adults other than a spouse to be added to a tenant's lease after the initial admission to the program; and

**WHEREAS**, it is recommended to approve additional changes to the Section 8 Admissions Plan – Section (12) Family Break-Ups/Eligibility of Remaining Household Members and (34) Live-in Aides would ensure once a tenant vacated the unit that the assistance will not be continued for the rest of the family unless for true hardships as explained to the Board and on file; and

**WHEREAS**, additionally, a stricter live-in-aide policy is needed to prevent tenants from circumventing the existing policy of not adding adult household members by claiming the person is a live-in-aide;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority approves the changes to the Section 8 Admissions Plan, 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, 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 Jones, read in full and considered:

**RESOLUTION # 3097-A**

**TO APPROVE THE TENMAST RENEWAL CONTRACT**

**WHEREAS**, the Housing Authority is in receipt of the annual Software Update and Support Agreement Renewal from TENMAST Software; and

**WHEREAS**, this renewal is a sole source contract due to the nature of the product; and

**WHEREAS**, it is cost prohibitive to change this type of software at this time and no other vendor is known that can services this particular software; and

**WHEREAS**, the cost of this contract renewal will be \$25,420 for a one-year period commencing on September 1, 2014; and

**WHEREAS**, upon review of said Agreement, it is found be reasonable and necessary; and

**WHEREAS**, renewal of this agreement is recommended;

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the TENMAST Renewal Contract, as presented.

Commissioner Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Brady. 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

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

On the motion of Commissioner Pabon which motion was seconded by Commissioner Jones, the Board concurred to approve the August Bill List and communications, as presented. 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

Update on Redevelopment Activities.

- Waiting for HUD approvals prior to closing the deal with the financial syndicators on the 70 units. Goal is to achieve this by end of October.

Report on PARTNER.

- Gateway Neighborhood Meeting to take place on August 26, 2014 at the Community Center located on Olive Street in Perth Amboy, NJ.
- Closing out Gateway Report.
- 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.

**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

**REPORT OF THE EXECUTIVE DIRECTOR**

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

- Received \$250,000 from the Energy Allocation Initiative funds from the State. Funds will be used towards an emergency generator at the Richard F. Stack Apartments and the main Housing Authority Administrative office. Final approval expected in upcoming weeks.
- Received a \$14,000 grant from Office of Community Development for the Homeownership program.
- SEMAP score of 93% - High Performer

**CHAIRPERSON'S REPORT**

- Hunger Walk – Perth Amboy We Care Coalition – September 20, 2014, starting at the Perth Amboy Train Station.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Pabon, the Board concurred to close the general session of this meeting and move to Executive Session to discuss real estate proposal and negotiations. 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 Falcon-Lopez, 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

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

**RESOLUTION # 3098-A**

**REAL ESTATE PROPOSALS RELATED TO THE NJ6-2 DELANEY HOMES PROPERTY – PHASE II WILLOW POND.**

**WHEREAS**, the Board established a Redevelopment Plan Review Committee to investigate/evaluate Real Estate proposals related to the NJ6-2 Delaney Homes property; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the establishment of a Redevelopment Plan Review Committee named to investigate/evaluate Real Estate proposals related to the NJ6-2 Delaney Homes property and report back to the Board.

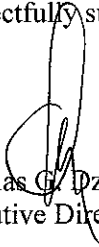
Aye: Edna Dorothy Carty-Daniel, Shirley Jones, Reverend H. Wayne Brady, Reverend Gregory Pabon and Pastor Bernadette Falcon-Lopez.

Nay: None

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

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. Dzema, PHM  
Executive Director and Secretary