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

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EDNA DOROTHY CARTY-DANIEL, Chairperson DOUGLAS G. DZEMA, P.H.M.

DAVID BENYOLA, Vice-Chairman Executive Director

MIGUEL A. AROCHO

FERNANDO A. GONZALEZ EDWARD TESTINO

GREGORY PABON Counsel

WILFREDO SOTO

**THE MINUTES OF THE REGULAR MONTHLY MEETING**

**OF**

**THE BOARD OF COMMISSIONERS**

**OF**

**THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

**THURSDAY, NOVEMBER 17TH, 2022**

**1:00 PM**

**Virtual ZOOM and In-Person Board Meeting**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Thursday, November 17th, 2022 @ 1:00 pm through a virtual ZOOM conference and in-person at the Housing Authority’s main office conference room located at 881 Amboy Avenue, Perth Amboy, New Jersey.

<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 and with State and HUD mandated COVID-19 statements and in conformation with the emergency guidelines under the Department of Community Affairs, 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 David Benyola

 Commissioner Fernando A. Gonzalez

 Commissioner Wilfredo Soto

 Absent: Commissioner Miguel A. Arocho

 Commissioner Gregory Pabon

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of October 12th, 2022, as presented. Upon roll call, the following vote was carried:

VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board Member | Yes | No | Abstain | Absent |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson David Benyola | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner Fernando A. Gonzalez | X |  |  |  |
| Commissioner Gregory Pabon |  |  |  | X |
| Commissioner Wilfredo Soto | X |  |  |  |

Reports of Committee – None reported.

Discussion of Agenda Topics- None reported.

Resolutions:

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

**RESOLUTION NO. 3427-22**

**RESOLUTION TO APPROVE SALARY INCREASES FOR EMPLOYEES CHARGED**

**WITH ADMINSTERING THE HAP CONTRACT WITH BETHANY TOWERS**

**UNDER THE TENANT PROTECTION VOUCHER PROGRAM**

**WHEREAS,** the Housing Authority of the City of Perth Amboy" HACPA" has entered into a HAP Contract to serve as the contract administrator for Bethany Towers in Keyport, NJ under the Section 8 Tenant Protection Voucher Program, "TPV”, and

**WHEREAS,** the HACPA will be administering 154 units that will provide added duties to several employees at the HACPA; and

**WHEREAS,** based on these added responsibilities the Executive Director has met with the personnel committee and recommended the following increases in base pay,

**1)** Douglas Dzema-$10,000

2) Kristi Penta-Duffy-$5,000

3) Alycia Brown-$5,000

**4)** Thomas Furlong-$5,000

5) Rose McKeon-$3,000

6) Magdalena Turek-$2,000

And

**WHEREAS,** the HACPA will receive over $170,000 for administering the program per year and the fees earned will be used to support the added salary costs; and

**WHEREAS,** in addition to the increases above the Executive Director is recommending based on her work performance Alycia Brown should also receive an additional $3,000 increase in her base pay. Said increase is supported by a comparability study of Section 8 Coordinators with comparable workload and experience; and

**WHEREAS,** Kristi Penta-Duffy was given the responsibility to make sure the tenants at Bethany Towers were property certified and eligible for the TPV Program and that added task resulted in her working numerous hours over and above her regular work week; and

**WHEREAS,** based on the additional work the Executive Director is recommending a one-time stipend of $3,000 for Kristi Penta-Duffy,

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

1) Approval in base pay of the amounts noted above for said employees and the one-time

$3,000 stipend to Kristi Penta-Duffy.

2) Increases should take effect after the first payroll following this approval.

3) Said increase with be subject to applicable mandatory taxes and deductions including pension/health deductions.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_ Commissioner Soto\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Vice-Chairman Benyola\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board Member | Yes | No | Abstain | Absent |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson David Benyola | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner Fernando A. Gonzalez | X |  |  |  |
| Commissioner Gregory Pabon |  |  |  | X |
| Commissioner Wilfredo Soto | X |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3428-22**

**TO APPROVE APPOINTING A FUND COMMISSIONER**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

**WHEREAS,** the ByLaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its’ representative to said Fund; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Perth Amboy does hereby approve Douglas G. Dzema as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2023.

Vice-Chairman Benyola moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Anagnostis. Upon roll call, the following vote was carried:

 ***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_Commissioner Gonzalez\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Soto\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board Member | Yes | No | Abstain | Absent |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson David Benyola | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner Fernando A. Gonzalez | X |  |  |  |
| Commissioner Gregory Pabon |  |  |  | X |
| Commissioner Wilfredo Soto | X |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

On the motion of Commissioner Gonzalez, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the November 2022 Bill List and Communications, as presented. Upon roll call, the following vote was carried:

VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board Member | Yes | No | Abstain | Absent |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson David Benyola | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner Fernando A. Gonzalez | X |  |  |  |
| Commissioner Gregory Pabon |  |  |  | X |
| Commissioner Wilfredo Soto | X |  |  |  |

On the motion of Commissioner Gonzalez, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the November 2022 PARTNER payment of expenses incurred through Dunlap RAD and Hansen RAD, as presented. Upon roll call, the following vote was carried:

VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Board Member | Yes | No | Abstain | Absent |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson David Benyola | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner Fernando A. Gonzalez | X |  |  |  |
| Commissioner Gregory Pabon |  |  |  | X |
| Commissioner Wilfredo Soto | X |  |  |  |

The Board was updated on the PARTNER/Property Acquisitions for the Habitat for Humanity projects, the Gateway Neighborhood Collaboration, Housing Authority/PARTNER Upcoming Workshops/Events, and the Family Self-Sufficiency/Homeownership Program activities.

PUBLIC SESSION

* No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY – None reported.

REPORT OF THE SECRETARY-TREASURER (Executive Director)

 Douglas Dzema, Executive Director informed the Board of the following:

1. Funeral arrangements for Eugenia Hill’s daughter
2. Wind/Property Insurance will be doubling from $112K to $240K for the upcoming year.
3. Building valves
4. Parking issues – Otlowski/Dunlap lots

 On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to adjourn.

Respectfully submitted by,

 Douglas G. Dzema

 Douglas G. Dzema

 Executive Director/Secretary