in00118_ **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

DIANE CRAWFORD

**THE MINUTES OF THE REGULAR MONTHLY MEETING**

**OF**

**THE BOARD OF COMMISSIONERS**

**OF**

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

**WEDNESDAY, AUGUST 16th, 2023 - 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 Wednesday, August 16th, 2023 @ 1:00 pm through a virtual ZOOM conference and in-person at the Housing Authority’s Resource Center located at 881 Amboy Avenue, Perth Amboy, New Jersey.

<Moment of Silence.> - The Board was informed that Clifford R. Daniel (62 years old), son of Chairperson E. Dorothy Carty-Daniel passed away on August 14, 2023. Funeral arrangements to be announced.

<Pledge of Allegiance.>

The meeting was called to order by Vice-Chairman Benyola 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: Vice-Chairman David Benyola

Commissioner Fernando A. Gonzalez

Commissioner Gregory Pabon

Commissioner Wilfredo Soto

Commissioner Diane Crawford

Excused: Chairperson Edna Dorothy Carty-Daniel

Commissioner Miguel A. Arocho

The Vice-Chairman declared said quorum present.

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Crawford, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of June 14th, 2023, 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 |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

Reports of Committee – None reported.

Discussion of Agenda Topics.

Resolutions:

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

**RESOLUTION NO. 3449-23**

**RESOLUTION TO AWARD FISCAL AUDIT SERVICES TO THE FIRM OF NOVOGRADAC & COMPANY, LLP FOR THE FISCAL YEAR ENDING MARCH 31, 2023.**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the "Authority") is required under the Single Audit Act to have an audit of it accounts and records performed by a Certified Public Accountant; and

**WHEREAS,** the Authority solicited proposals through a fair and open process and advertised in the Home News and Tribune for auditing services for the fiscal year ending March 31, 2023, with the option to extend the contract for the fiscal year ending March 31, 2024; and

**WHEREAS,** the Authority receive one proposal form Novogradac & Company, LLP of Toms River, New Jersey for the lump sum fee of $15,980.00 with the option for one additional year for the lump sum fee of $16,400.00; and

**WHEREAS,** Novogradac & Company, LLP met all requirements in the solicitation; and

**WHEREAS,** sufficient funds are available from the Authority’s operating funds to pay for the required services for a one-year period;

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

1. Award contract to the firm Novogradac & Company, LLP to perform the required annual audit for the fiscal year ending March 31, 2023, as a lump sum of $15,980.00.
2. Authorization for the Executive Director, Douglas Dzema, to execute the contract for Auditing services with all the terms and conditions outlined in the Request for Proposal.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_Commissioner Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

The Vice-Chairman thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3450-23**

**RESOLUTION TO EXERCISE RENEWAL OPTION FOR GENERAL LEGAL SERVICES TO THE FIRM OF EDWARD TESTINO, ESQUIRE FOR THE ONE-YEAR PERIOD ENDING JUNE 30, 2024.**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (HACPA) publicly solicited and awarded a contract to Edward Testino, Esquire to perform general legal services for a one-year period commencing on July 1, 2022 and ending July 30, 2023 with a renewable option for an additional year; and

**WHEREAS**, the firm of Edward Testino, Esquire met all the requirements in the solicitation and has provided adequate services to the HACPA and the HACPA Executive Director is recommending exercising the option for renewal; and

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

1. Approval to exercise the option for the firm of Edward Testino, Esquire to perform general legal services for the Housing Authority of the City of Perth Amboy for the one-year period commencing on July 1, 2023 and ending June 30, 2024 at a fee of $14,400.00 payable in twelve (12) equal monthly installments of $1,200.00.
2. Authorization for the Executive Director, Douglas Dzema to execute the renewal contract for general legal services with all the terms and conditions outlined in the Request for Proposal.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_Commissioner Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

The Vice-Chairman thereupon declared such resolution has been approved.

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to approve the August 2023 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 |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to approve the August 2023 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 |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

The Board was updated on the PARTNER Habitat for Humanity foundation projects, property acquisitions, the status of the NRTC Application submission and Gateway Neighborhood Collaboration events.

PUBLIC SESSION

* No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS

Commissioner Gonzalez commented and inquired on the requirements of a Security Deposit Policy for Section 8 tenants from the Housing Authority and the tenant’s landlord.

REPORT OF THE ATTORNEY

Tenancy matters have returned to in-person court and discussion took place on guidelines pertaining to evictions for tenant non-payment and rules violations.

REPORT OF THE SECRETARY-TREASURER (Executive Director)

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

* Active Shooter Training Presentation for Commissioners and Staff – August 24th – 10 am and 12 pm.
* Compliance Office Report
* CyberSecurity coverage – negotiating – ongoing evolution.

REPORT OF THE CHAIRPERSON – None reported.

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