 **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, JUNE 14th, 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, June 14th, 2023 @ 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 Gregory Pabon

Commissioner Wilfredo Soto

Commissioner Diane Crawford

 Excused: Commissioner Miguel A. Arocho

 Commissioner Fernando A. Gonzalez

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Annual Reorganization Board Meeting of May 17th, 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 |  |  |  |

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of May 17th, 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 Pabon, read in full and considered:

**RESOLUTION NO. 3446-23**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE CONTRACT**

**FOR GENERAL CARPENTRY SERVICES**

**WITH ADIRONDACK CONTRACTING, INC. THROUGH MAY 31,2025**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the "Authority") from time to time requires as needed general carpentry services at its public housing sites; and

**WHEREAS,** the Contract was awarded through a "fair and open process" pursuant to N.J.S.A.

19:44A-20.4 et seq. to Adirondack Contracting, Inc. (Adirondack) for a two-year period, renewable for one additional two-year period at the agreement of both parties; and

**WHEREAS,** Adirondack performed satisfactorily for the past two years 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 approves the renewal of the contract with Adirondack Contracting, Inc. for the as needed general carpentry services at the Authority’s various housing development sites at the rate of

$94.00/hr for Carpenter, $78.00/hr for Painter and $74.00/hr for Laborer through May 31, 2025.

***MOVED/SECONDED:***

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

**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 Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3447-23**

**RESOLUTION RATIFYING THE AWARD OF THE CONTRACT FOR LAWN MOWING AND LEAF RAKING SERVICES**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the "Authority") requires lawn mowing and leaf raking services at 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 one-year service contract for such services through public advertisement in The Home News Tribune on 5117/23 & 5/24/23 and posted the same on the Authority's website and received proposals until2:00 PM on May 30, 2023; and

**WHEREAS,** G & J Landscaping & Construction, LLC, of Perth Amboy, New Jersey submitted the proposal which proposed price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

**WHEREAS,** G & J Landscaping & Construction, LLC has performed these services in the past for the Authority and performed reliably and competently; 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 G & J Landscaping & Construction, LLC for the lawn mowing and leaf raking services at the Authority's various housing development sites for a per-service cost of $3,925.00 for lawn mowing at all sites and $5,200.00 for leaf raking at all sites.

***MOVED/SECONDED:***

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

**Resolution seconded by \_\_\_\_\_Commissioner Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3448-23**

**RESOLUTION AWARDING THE CONTRACT FOR THE 2023 LANDSCAPE MAINTENANCE SERVICES TO G&J PROPERTY MAINTENANCE LLC FOR $35,600.00**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the "Authority") requires landscape maintenance services at 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 one-year service contract for such services through public advertisement in The Home News Tribune on 5/17/23 & 5/24/23 and posted the same on the Authority's website and received proposals until May 30, 2023; and

**WHEREAS,** G&J Property Maintenance, LLC of Perth Amboy, New Jersey submitted the proposal which proposed price was advantageous to the Authority, and which proposal conformed to all requirements; and

**WHEREAS,** G&J performed landscaping 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 award of the contract to G&J Property Maintenance, LLC for the landscape maintenance services at the Authority’s various housing development sites for a total cost of Thirty-Five Thousand Six Hundred dollars and no cents ($35,600.00) for the 2023 landscaping season.

 ***MOVED/SECONDED:***

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

**Resolution seconded by \_\_\_\_ Commissioner Pabon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 Chairperson thereupon declared such resolution has been approved.

On the motion of Commissioner Crawford, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the June 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 Crawford, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the June 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/Property Acquisitions and events for the Habitat for Humanity projects and the Gateway Neighborhood Collaboration summer events.

PUBLIC SESSION

* No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

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:

* $1,000,000 City Grant/ Affordable Housing Trust Fund

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Crawford, the Board concurred to approve the cancellation of the regular monthly Board Meeting scheduled for Wednesday, July 12, 2023. 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 |  |  |  |

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Crawford, the Board concurred to adjourn.

Respectfully submitted by,

 Douglas G. Dzema

 Douglas G. Dzema

 Executive Director/Secretary