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**

**THURSDAY, DECEMBER 7, 2023 @ 5:00 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, December 7th, 2023 @ 5:00 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.>

<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: Commissioner Edna Dorothy Carty-Daniel

Vice-Chairman David Benyola

Commissioner Fernando A. Gonzalez

Commissioner Miguel A. Arocho

Commissioner Wilfredo Soto

Commissioner Gregory Pabon

Commissioner Diane Crawford

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Arocho, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of November 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.

David Benyola, Committee-Chairman for the Commissioners’ Finance Committee reported to the Board the review results of the Housing Authority’s Fiscal Audit for year ending March 31, 2023 and recommendation for approval of the Fiscal Audit, as presented.

Discussion of Agenda Topics.

Resolutions:

<Presentation by Richard Larsen from Novogradac and Company to review the Fiscal Audit for Fiscal Year Ending March 31, 2023 and to answer any questions the Board may have.>

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

**RESOLUTION NO. 3456-23**

**RESOLUTION TO APPROVE THE FISCAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2023.**

***WHEREAS,***  N.J.S.A. 40A: 5A-15 requires the governing body of each local authority to conduct an annual audit of its accounts; and

***WHEREAS,***  the annual report for the fiscal year ended March 31, 2023, has been completed and filed with the State of New Jersey – Department of Community Affairs pursuant to N.J.S.A. 40A: 5A-15; and

***WHEREAS,***  N.J.S.A. 40A: 5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally received the annual audit report, and, specifically, the second of the audit report entitled “Schedule of Findings and Questioned Costs”, and had evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

***WHEREAS,***  the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “Schedule of Findings and Questioned Costs” in accordance with N.J.S.A. 40A: 5A-17; and

***NOW, THEREFORE BE IT RESOLVED,*** that the governing body of the Housing Authority of the City of Perth Amboy hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ending March 31, 2023, and, specifically, has reviewed the section of the audit report entitled “Schedule of Findings and Questioned Costs”, and had evidenced same by group affidavit in the form prescribed by the Local Finance Board.

***BE, IT FURTHER RESOLVED,*** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board, the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_Commissioner Arocho\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Arocho, the Board concurred to approve the 2024 Housing Authority Board of Commissioners’ Meeting Schedule and Holiday Schedule, as presented.

**BOARD OF COMMISSIONERS 2024 MONTHLY MEETING SCHEDULE**

**Pursuant to Chapter 231, Laws of 1975, known as the Open Public Meetings Act the following are designated as the meeting dates of the Housing Authority of the City of Perth Amboy at which the business of the said Authority may be formally discussed, decided or acted upon. The Regular Board of Commissioners monthly meetings on the second Wednesday of every month (unless otherwise scheduled) will be held via ZOOM and Teleconference unless stated otherwise starting at 1:00 p.m. (unless otherwise scheduled) to discuss the general business of the Authority.**

**DATES AS FOLLOWS:**

January 10, 2024

February 14, 2024

March 13, 2024

April 10, 2024

May 15, 2024 (Regular & Annual Re-Org Meeting- 5:00 pm)

June 12, 2024

July 17, 2024

August 14, 2024

September 11, 2024

October 9, 2024

November 20, 2024

Tuesday, December 10, 2024 – 5:00 pm

**2024 HOLIDAY SCHEDULE**

January 1, 2024 New Year’s Day Monday

January 15, 2024 Martin Luther King, Jr. Monday

February 12, 2024 Lincoln’s Birthday (Observed by HAPCA) Monday

February 19, 2024 President’s Day Monday

March 29, 2024 Good Friday Friday

May 27, 2024 Memorial Day Monday

June 19, 2024 Juneteenth Day Wednesday

July 4, 2024 Independence Day Thursday

September 2, 2024 Labor Day Monday

October 14, 2024 Columbus/Indigenous Peoples’ Day Monday

November 11, 2024 Veteran’s Day Monday

November 28, 2024 Thanksgiving Day Thursday

November 29, 2024 Day after Thanksgiving Friday

December 25, 2024 Christmas Day Wednesday

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 Commissioner Soto, the Board concurred to approve the December 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 Commissioner Soto, the Board concurred to approve the December 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 |  |  |  |

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:

* + Senior Christmas Party scheduled for Thursday, December 14th @ 11:30 am., Hansen Apartments Community Center, 415 Fayette Street, Perth Amboy.

REPORT OF THE CHAIRPERSON – None reported.

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

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema

Executive Director/Secretary