 **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, SEPTEMBER 1st, 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, September 1st, 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.>

<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 Wilfredo Soto

Commissioner Diane Crawford

Excused: Commissioner Gregory Pabon

 Commissioner Miguel A. Arocho

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 August 16th, 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. 3451-23**

 **RESOLUTION TO AWARD THE CONTRACT FOR SITE WORK & EXCAVATING SERVICES**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the “Authority”) requires the site work and excavation services from time to time 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 two-year service contract through public advertisement in the Home News Tribune on 8/15/23 and 8/22/23, posted the same on the Authority

S website and received proposals until August 29, 2023; and

**WHEREAS,** Seacoast Construction, In. of East Brunswick, 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,** 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 Commissioners of the Housing Authority of the City of Perth Amboy as follows:

The Authority awards the contract to Seacoast Construction, Inc. for the as-needed site work and excavating services the Authority requires from time to time at the proposed labor and equipment rates from September 1, 2023 through August 31, 2025.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_Chairperson Carty-Daniel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 Vice-Chairman Benyola, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the September 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 Vice-Chairman Benyola which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the September 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 and Gateway Neighborhood Collaboration events. The NRTC Application was submitted on August 23, 2023.

PUBLIC SESSION

* No comment from the public.

UNFINISHED BUSINESS

 The Board was updated on the Housing Authority’s Security Deposit policies for Section 8 tenants and the tenant’s landlord.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

 Landlord/Tenancy matters – One eviction pending.

REPORT OF THE SECRETARY-TREASURER (Executive Director)

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

* Webinar training – JIF Risk Management for Managers and Supervisors
* Training for Tax Credits – HMFA renewals
* Hansen Senior Picnic – September 15th @ noon.
* Active Shooter training took place on August 24th and was very successful. Following up with property assessment.
* NJNAHRO conference in Atlantic City NJ – November 13-15 – League of Municipalities.
* Fall property review – walk through and cleanup in process of all housing resident properties. Resident notifications have been sent out.

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/Secretar