



Housing Authority of the City of Perth Amboy

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EDNA DOROTHY CARTY-DANIEL, Chairperson
DAVID BENYOLA, Vice-Chairman
MIGUEL A. AROCHO
SHIRLEY JONES
JOHN C. ANAGNOSTIS
FERNANDO A. GONZALEZ
GREGORY PABON

DOUGLAS G. DZEMA, P.H.M.
Executive Director

EDWARD TESTINO
Counsel

**THE MINUTES OF THE REGULAR MONTHLY MEETING
OF
THE BOARD OF COMMISSIONERS
OF
THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

THURSDAY, DECEMBER 16TH, 2021

4:30 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 16th, 2021, 2021 @ 4:30 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	Shirley Jones
	Commissioner	John C. Anagnostis
	Commissioner	Fernando A. Gonzalez
	Commissioner	Gregory Pabon

Excused:	Commissioner	Miguel A. Arocho
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The Chairperson declared said quorum present.

On the motion of Commissioner Anagnostis, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of October 12th, 2021, 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 Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

Discussion of Agenda Topics- None reported.

Resolutions:

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

RESOLUTION NO. _3400-21_

**RESOLUTION AUTHORIZING A TWO-YEAR SERVICE CONTRACT
FOR LEAD-BASED PAINT ABATEMENT**

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires lead-based paint abatement services for the applicable apartments in Dunlap Homes; and

WHEREAS, the Contract was 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 such services through public advertisement in The Home News Tribune and posted the same on the Authority’s website and received proposals until October 21, 2021; and

WHEREAS, Apex Development, Inc. of Newark, 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, the contractor has received positive references and 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 a two-year service contract to Apex Development, Inc. for the lead-based paint abatement services the Authority requires in Dunlap Homes at the proposed prices from January 1, 2022 through December 31, 2024.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Jones _____

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 Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

The Chairperson thereupon declared such resolution has been approved.

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

RESOLUTION NO. _3401-21_

RESOLUTION TO APPROVE THE REVISION TO THE ADMINISTRATIVE PLAN FOR THE EMERGENCY HOUSING VOUCHER (EHV) PROGRAM

WHEREAS, a recommendation has been made to approve a revision to the administrative plan for the Emergency Housing Voucher (EHV) program; and

WHEREAS, this revision is consistent with HUD Notice PIH 2021-15. IT was necessary to revise the policy as to how the Authority will utilize the service fees provided by HUD for essential household items; and

WHEREAS, the revision is as follows:

Essential household items.

The PHA may use service fee funding to assist the family with some or all of the costs of acquiring essential household items for example furniture, bedding, linens, cooking equipment and tableware, televisions, cleaning products and equipment, laundry items, bathroom supplies, and toiletries.

Items to be purchased are based on the resource referral forms completed by the EHV staff with the assistance of the EHV participant. Clients who were living in a shelter, hotel, or on the streets were assumed to need all items listed on the EHV service request checklist. Funds to be expended will be based on the number of family members in each unit along with their needs. Tracking is based on receipts, resource referral forms and confirmed deliveries of items purchased.

NOW THEREFORE BE IT RESOLVED by the Board of the Authority as follows:

The Authority approves the revision the Administrative Plan for the Emergency Housing Voucher (EHV) program, as presented.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Jones _____

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 Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	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. _3402-21_

RESOLUTION TO APPROVE THE REVISION TO THE ADMINISTRATIVE PLAN FOR VOUCHER ISSUANCE AND BRIEFINGS

WHEREAS, the COVID-19 Waivers allowed by HUD are expiring on December 31, 2021. The Authority must adopt waiver HCV-5 Absence From The Unit retroactively as it was omitted from the previous waivers as explained below. The Authority also anticipates there will still be a need to conduct briefings remotely due to the continued threat of the virus. Additionally, COVID-19 has impacted the availability of rental housing; and

WHEREAS, therefore, it is recommended the following changes to the administrative plan be approved:

HCV-5 Absence From the Unit Over 180 Days

Initially, it was not intended to use this waiver. However, the Authority has a tenant at Hansen RAD who has been in a nursing home for approximately 18 months. The Authority filed an eviction based on the tenant's absence from the unit but the court still has not heard the case. Therefore, in order to keep paying subsidy until December 31,2021, the Authority should have adopted the waiver. Unfortunately, this was an oversight and we are asking the board to adopt the waiver retroactively from April 10, 2020 through December 31, 2021. The tenant's assistance will be terminated effective December 31, 2021 and the Authority will no longer make HAP payments.

Issuing Vouchers/Briefings

When a family is selected in accordance with the selection preferences contained in this policy, the participant will be provided with an oral briefing, a voucher holder's package, and shall be issued a Voucher.

The initial term of the Voucher shall be 60 days. An extension of an additional 30 days may be provided upon request by the Voucher Holder. The PHA will approve additional extensions only in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities.

It is necessary due to reasons beyond the family's control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other family emergency

Obstacles due to employment

Whether the family has already submitted requests for tenancy approval that were not approved by the PHA

Whether family size or other special circumstances make it difficult to find a suitable unit

Shortage of housing available for rent

Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).

The PHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.

In making a determination to provide extensions, the Authority will consider the degree to which the Voucher Holder can demonstrate efforts to locate an acceptable unit.

If an applicant family's voucher term or extension expires before the PHA has approved a tenancy, the PHA will require the family to reapply for assistance.

Within 10 business days after the expiration of the voucher term or any extension, the PHA will notify the family in writing that the voucher term has expired and that the family must reapply when the waiting list is open in order to be placed on the waiting list.

The term of the voucher shall be suspended at the time the Voucher Holder submits a Request for Lease Approval. Suspension means 'stopping the clock' up to the time the Housing Authority approves or disapproves the request to lease the unit.

The PHA has the sole discretion to require that briefings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster. If the PHA schedules a remote briefing, the PHA will conduct a face-to-face briefing upon request of the applicant as a

reasonable accommodation for a person with a disability if safety and health concerns can be reasonably addressed.

In addition, the PHA will conduct a briefing remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the briefing, or if the applicant believes an in-person briefing would create an undue health risk. The PHA will consider other reasonable requests for a remote briefing on a case-by-case basis. Remote briefings will be conducted in compliance with PIH Notice 2020-32.

NOW THEREFORE BE IT RESOLVED by the Board of the Authority as follows:

The Authority approves the revision to the Administrative Plan for Voucher Issuance and Briefing, as presented.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Pabon_____

Resolution seconded by _____ Commissioner Anagnostis_____

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

The Chairperson thereupon declared such resolution has been approved.

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

RESOLUTION NO. _3403-21_

RESOLUTION TO APPROVE ESTABLISHING SEPARATE WAITING LISTS FOR DUNLAP AND HANSEN RAD PBV PROGRAMS – OPENING THE RAD PBV WAITING LISTS – DUNLAP RAD (ALL BEDROOM SIZES) AND HANSEN RAD (0-BEDROOM UNITS ONLY)

WHEREAS, the Authority does not have a sufficient number of Perth Amboy resident applicants for the Dunlap RAD and Hansen 0 Bedroom RAD PBV program. There are currently 68 applicants on the Hansen RAD PBV 1 Bedroom waiting list, and that list was previously approved by the Board to stay open until 100 eligible applications are received; and

WHEREAS, it is recommended that separate waiting lists from the HCV program be established for Dunlap RAD and Hansen RAD OBR, and the lists be opened as explained below. Applicants will be able to apply to either or both of the PBV RAD waiting lists as long as they meet the criteria for that waiting list; and

The opening of the lists will be advertised in the Home News Tribune, on the Housing Authority and City of Perth Amboy websites, and notification of the opening of the waiting list will be provided to social service agencies serving Perth Amboy residents.

The ad will specify the list will be open only for a period of 7 days in January 2022 on dates to be announced. This will eliminate the need for a separate ad to close the list.

Applications will be available and completed on the Authority's website. Persons needing a reasonable accommodation will be instructed to contact the Authority for assistance in completing the application.

Applications will only be accepted from residents of Perth Amboy, and U.S. Veterans regardless of residency.

After the 7-day period, staff will review the applications and disqualify non-residents (unless they claim Veteran status), and persons who do not meet the qualifications based on annual income reported and number of family members (in the case of the Hansen 0 Bedroom list).

If the Authority receives more than 100 qualified applicants for the Hansen 0 Bedroom RAD waiting list, it will conduct a lottery to select 100 applicants using the PHA-Web lottery application.

If the Authority receives more than 200 qualified applicants for the Dunlap RAD, it will conduct a lottery to select 200 applicants using the PHA-Web lottery application.

If the Authority does not receive a sufficient number of applications, or does not receive a sufficient number of applications for each bedroom size (in the case of Dunlap RAD), it will re-advertise and re-open the waiting lists as needed.

Applicants must be at least eighteen (18) years of age or an emancipated minor.

The Authority will begin using the new waiting lists once the existing waiting list is exhausted of applicants for the applicable unit size.

NOW THEREFORE BE IT RESOLVED by the Board of the Authority as follows:

The Authority to approve establishing separate waiting lists for Dunlap and Hansen RAD PBV programs – opening the RAD PBV waiting lists – Dunlap RAD (all bedroom sizes) and Hansen RAD (0-bedroom units only).

MOVED/SECONDED:

Resolution moved by _____ Vice-Chairman Benyola _____

Resolution seconded by _____ Commissioner Anagnostis _____

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			

Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	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. _3404-21_

RESOLUTION TO APPROVE AN IMPLEMENTATION CHANGE TO THE PREFERENCE POLICY OF THE DUNLAP AND HANSEN RAD PROGRAM

WHEREAS, Pursuant to recently enacted N.J.A.C. 5:40-2.2 the Authority must implement a change to the preference policy that will give eligible veterans and surviving spouse’s priority over all other applicants, including when the veteran is a non-resident. This change is required when a waiting list is opened. It is not necessary to keep the waiting list open once an overall sufficient number of applications are received. The first four preferences listed below are mandatory as per this NJ statute. Incorporating the required changes into the current preference system is outlined below.

Preference Point System

Applicants will be admitted in accordance with the following point system. Applicants having the same number of points will be prioritized by date/time of application.

- Veterans who are both homeless and disabled (100 points)
- Homeless Veterans (90 points)
- Disabled Veterans (80 points)
- Veterans (70 points)
- HCV participant requests a PBV unit (60 points)
as a reasonable accommodation for a handicap or 1st floor unit)
- Residents (lives or works in the jurisdiction) (30 points)
- Homeless or displaced as a result of domestic violence. (3 points)
- An individual or family residing in a legal rental unit in accordance with local and state ordinance who becomes displaced by fire, natural disaster, condemnation or eminent domain by a local, state or Federal agency, and for which such action was not the result of neglect or intentional act of the applicant or member of the household. (3 points)
- Working family (2 points)

Resident is defined as someone who either lives or works in the jurisdiction. If an applicant with a residency preference moves out of town after a period of three years of residency, they will retain their residency preference. This preference will be applied retroactively to current applicants during an application update.

NOW THEREFORE BE IT RESOLVED by the Board of the Authority as follows:

The Authority approves an implementation change to the Preference Policy of the Dunlap and Hansen RAD program, as presented.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Jones _____

Resolution seconded by _____ Commissioner Anagnostis _____

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	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. _3405-21_

**RESOLUTION TO APPROVE THE BOARD OF COMMISSIONERS
2022 MONTHLY MEETING.**

WHEREAS, 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 12, 2022
- February 9, 2022
- March 9, 2022
- April 13, 2022
- May 11, 2022 (Annual Re-Org Meeting-12:30 pm)
- June 15, 2022
- July 13, 2022
- August 10, 2022

September 14, 2022
 October 12, 2022
 November 9, 2022
 December 14, 2022

NOW THEREFORE BE IT RESOLVED by the Board of the Authority as follows:

The Authority approves the Board of Commissioners 2022 Monthly Meeting Schedule as presented.

MOVED/SECONDED:

Resolution moved by _____ **Commissioner Jones** _____

Resolution seconded by _____ **Commissioner Anagnostis** _____

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

The Chairperson thereupon declared such resolution has been approved.

On the motion of Commissioner Jones, which motion was seconded by Vice-Chairman Benyola, the Board concurred to the December 2021 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 Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

On the motion of Commissioner Jones, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the December 2021 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 Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

Discussion took place, in reference to updated information on COVID-19 CDC guidelines. Booster shots for Pfizer, the Moderna and J&J boosters are now available. The Housing Authority and PARTNER will still abide by use of masks in the common areas of all buildings.

The Board was updated on the PARTNER/Property Acquisition for the Habitat for Humanity projects, the Gateway Neighborhood Collaboration, Housing Authority Resident Holiday Events, ASK Scholarships for Youth and Continuing Education and Family Self-Sufficiency/Homeownership Program.

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 updated the Board on the status of the Eviction Moratorium.

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

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary