



Housing Authority of the City of Perth Amboy

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EDNA DOROTHY CARTY-DANIEL, Chairperson
DAVID BENYOLA, Vice-Chairman
REVEREND GREGORY PABON
MIGUEL A. AROCHO
SHIRLEY JONES
PASTOR BERNADETTE FALCON-LOPEZ
JOHN C. ANAGNOSTIS

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**

**Tuesday, January 10, 2019
12:30 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, January 10, 2019 at the Dunlap Homes complex, main Administrative office building, Conference Room at 881 Amboy Avenue, Perth Amboy, New Jersey 08861.

<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 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	Pastor Bernadette Falcon-Lopez
	Commissioner	Shirley Jones
	Commissioner	John C. Anagnostis

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

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Board Meeting of December 11, 2018, 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez			X	
Commissioner John C. Anagnostis	X			

Reports of Committee – Chairperson Carty-Daniel to review and assign Chairs for each Committee.

No Public Discussion of Agenda Topics.

Resolution

The following resolution was introduced by Chairperson Carty-Daniel, read in full and considered:

RESOLUTION # 3302-19

TO REQUEST THE REAPPOINTMENT OF PASTOR BERNADETTE FALCON-LOPEZ AS COMMISSIONER ON THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY.

WHEREAS, Pastor Bernadette Falcon-Lopez is a commissioner on the Board of Commissioners of the Housing Authority of the City of Perth Amboy, having served as a dedicated servant since 2014; and

WHEREAS, her appointment as a commissioner is due to expire on December 31, 2018;

WHEREAS, her fellow Board members recognize her service to the Housing Authority including: assisting the Housing residents by educating them about their rights and responsibility as tenant, providing them with safe living conditions, and working together for the betterment of the community; developing strategies for the implementation of long-term policy objectives outline in the Authority’s Agency Annual and 5-Year Plan; and participating in the planning of the Delaney Homes/Willow Pond Redevelopment projects;

WHEREAS, her participation and commitment to public housing has benefited Perth Amboy residents;

WHEREAS, she has met all the state mandated training requirements for housing commissioners;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy requests the reappointment of Commissioner Pastor Bernadette Falcon-Lopez for a term of five years.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Benyola. 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John Anagnostis	X			

The Chairperson thereupon declared said motion was carried and said resolution was adopted.

The following resolution was introduced by Commissioner Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3303-19

RESOLUTION TO APPROVE THE INTRODUCTION OF THE OPERATING BUDGET FOR THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY FOR FISCAL YEAR ENDING MARCH 31, 2020.

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the City of Perth Amboy for the fiscal year beginning, April 1, 2018 and ending, March 31, 2020 has been presented before the governing body of the Housing Authority of the City of Perth Amboy at its open public meeting of 2/13/2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$20,566,060, Total Appropriations, including any Accumulated Deficit if any, of \$20,341,684 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds, rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the City of Perth Amboy, at an open public meeting held on 1/10/2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 is hereby approved;

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 3/12/2019.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

The Chairperson thereupon declared said resolution was adopted.

The following resolution was introduced by Commissioner Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3304-19

RESOLUTION RATIFYING THE AWARD OF CHANGE ORDER #1 TO HELIOS CONSTRUCTION, INC. FOR THE GARAGE ADDITION AT WILLIAM A DUNLAP HOMES IN THE AMOUNT OF \$500.00

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) has awarded the contract for the garage addition at William A. Dunlap Homes to Helios Construction (Helios) in the amount of \$269,000.00; and

WHEREAS, during construction it was determined that an additional three squares of roof will need to be installed as well as two bollards; and

WHEREAS, Helios provided a price of \$2,900.00 for the additional work; and

WHEREAS, Helios offered a \$2,400.00 credit to omit the fence and sidewalk work; and

WHEREAS, the total cost of \$500.00 has been determined by the Authority Architect to be a reasonable cost for the work; and

WHEREAS, sufficient funds are available to pay for the additional services

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

The Authority ratifies the award of Change Order #1 in the amount of \$500.00 which is below the allowable 20% increase of the original bid for change orders.

On the motion of Vice-Chairman Benyola, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to approve the resolution, 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

The Chairperson thereupon declared said resolution was adopted.

The following resolution was introduced by Commissioner Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3305-19

RESOLUTION RATIFYING THE AWARD OF CHANGE ORDER #1 TO NORTHEAST ROOF MAINTENANCE, INC. FOR THE ROOF REPLACEMENT OF WESLEY T. HANSEN APARTMENTS IN THE AMOUNT OF \$6,395.00

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) has awarded the contract for the roof replacement of Wesley T. Hansen Apartments to Northeast Roof Maintenance, Inc. (NERM) in the amount of \$218,000.00; and

WHEREAS, during the removal of the thermoplastic membrane on the parapet walls, the fiberglass facer came off with the membrane leaving an unacceptable surface for the new flashing; and

WHEREAS, NERM provided a price of \$9,395.00 for 165’ of .040 aluminum coping to provide a new surface for the flashing; and

WHEREAS, it was also determined that the door frames on the roof are acceptable and need not be replaced; and

WHEREAS, NERM offered a \$3,000.00 credit to leave the door frames in place; and

WHEREAS, the total cost of \$6,395.00 has been determined by the Authority Architect to be a reasonable cost for the work; and

WHEREAS, sufficient funds are available to pay for the additional services

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

The Authority ratifies the award of Change Order #1 in the amount of \$6,395.00 which is below the allowable 20% increase of the original bid for change orders.

On the motion of Commissioner Pabon, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the resolution 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

The Chairperson thereupon declared said resolution was adopted.

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

RESOLUTION NUMBER: 3306-19

**RESOLUTION AWARDING THE CONTRACT FOR
ELEVATOR MAINTENANCE AND REPAIR SERVICES**

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires the scheduled elevator maintenance and as needed elevator repair services at Stack and Hansen Apartments; 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 October 11, 2018, posted the same on the Authority’s website and received proposals until November 14, 2018; and

WHEREAS, Atlas Elevator, Inc. of Barnegat, NJ submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements; and

WHEREAS, the contractor has performed services for other Authorities 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 awards the contract to Atlas Elevator, Inc. for the scheduled elevator maintenance at Stack and Hansen Apartments and the as-needed repairs the Authority requires from time to time at the proposed monthly rate of \$450.00 and labor rates of \$195.00 / hour regular time and \$270.00 / hour overtime from January 1, 2019 through December 31, 2020.

On the motion of Commissioner Jones, which motion was seconded by Commissioner Pabon, the Board concurred to approve the resolution 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

The Chairperson thereupon declared said resolution was adopted.

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

RESOLUTION NUMBER: 3307-19

RESOLUTION TO APPROVE THE PHA FY 2019 STREMLINED ANNUAL PLAN

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires the Housing Authority to prepare a consolidated Five Year Plan and Annual Plan each year to describe the Authority’s mission and its’ long term and shorter term goals and strategies for achieving this mission. The Housing Authority is further required to develop these plans in a public process involving consultation with our residents, local government and any concerned citizens; and

WHEREAS, for our upcoming fiscal year starting April 1, 2019, the Authority is required to submit to HUD a new Annual Plan for the upcoming 2019 fiscal year, and an updated CFP Five-Year Action Plan for the years 2019 to 2023; and

WHEREAS, the PHA FY 2019 Annual Plan and PHA Five-Year Plan, including the 2019 CFP Annual Statement and the CFP Five-Year Action Plan for 2019-2023 were recommended for approval by the Board;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the PHA FY 2019 Annual Plan and PHA Five-Year Plan, as presented.

On the motion of Commissioner Pabon, which motion was seconded by Vice-Chairman Carty-Daniel, the Board concurred to approve the resolution 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

The Chairperson thereupon declared said resolution was adopted.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the January 2019 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Jones the Board concurred to approve the recommendation for the January 2019 PARTNER payment of expenses incurred through Dunlap RAD/ Hansen RAD/ Dunlap RAD-Construction/ and Hansen RAD-Construction, 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

Report on PARTNER

- Updated on 662 Cortlandt Street property. Lottery for Veteran recipient to be rescheduled. Fundraising efforts ongoing.
- Update on Gateway Neighborhood Collaboration.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Deadline for both file and construction completion.
 - o Working on RAD conversion for Keansburg HA.
 - o Closed on RAD conversion for Highlands HA – conversion to TRACS system with HUD.

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

REPORT OF THE EXECUTIVE DIRECTOR

Douglas Dzema, Executive Director reported to the Board on the following:

- Federal Government Shutdown.
- Capital Report.
- Support resolution for Commissioner Falcon-Lopez, whose term expired December 31, 2018.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Jones, the Board concurred to reconvene the Board Meeting.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary