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**

**WEDNESDAY, FEBRUARY 15TH, 2023 - 1:23 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, February 15th, 2023 @ 1:23 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.”

The Welcoming of Diane Crawford to the Board of Commissioners of the Housing Authority of the City of Perth Amboy. She is the Mayor’s appointment, which carries through the unexpired December 31, 2026 term of former Commissioner Shirley Jones.

Upon roll call, those present and absent were as follows:

Present: Chairperson Edna Dorothy Carty-Daniel

Commissioner Miguel A. Arocho

Commissioner Fernando A. Gonzalez

Commissioner Diane Crawford

Excused: Vice-Chairman David Benyola

Commissioner Gregory Pabon

Commissioner Wilfredo Soto

The Chairperson declared said quorum present.

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Crawford, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of January 11th, 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- None reported.

Resolutions:

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

**RESOLUTION NO. 3434-23**

**TO APPROVE THE SUBMISSION OF PHA 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, 2023 the Authority is required to submit to HUD a new Annual Plan for the upcoming 2023 fiscal year; and

**WHEREAS,** these plans were developed in conjunction with our Planning Group, which included Housing Authority Commissioners, staff members, representatives from the City Administration, and resident representatives from each of our public housing developments and from the Section 8 Voucher programs. The draft plans were made available for public review and comment. A public hearing to take comments on the proposed plan was held virtually on January 19, 2023; and

**WHEREAS,** the PHA FY 2023 Annual Plan and PHA Five-Year Plan, 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 2023 Annual Plan and PHA Five-Year Plan, as presented.

***MOVED/SECONDED:***

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

**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 Commissioner Gonzalez, read in full and considered:

**RESOLUTION NO. 3435-23**

**TO AWARD THE CONTRACT FOR HQS INSPECTION SERVICES FOR RAD PBV**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the “Authority”) is required to conduct an initial HUD mandated HQS inspection for the 360 Dunlap/Hansen RAD PBV units of the Authority’s Section 8 Housing Assistance Program; and a random sample of annual HQS inspections each subsequent year for RAD PBV units at Dunlap, Hansen, Willow Pond and Parkview;

**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 and posted the same on the Authority’s website and received such proposals until January 31, 2023; and

**WHEREAS,** Home Stat Inspections, Inc. of South Amboy, New Jersey submitted the proposal which price was advantageous to the Authority, and which proposal 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 Home Stat Inspections, Inc. for the as needed HQS inspection services the Authority requires at the proposed rates from March 1, 2023 through February 28, 2025, subject to HUD approval of the contract.

***MOVED/SECONDED:***

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

**Resolution seconded by \_\_\_\_ Commissioner Arocho\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 Gonzalez, read in full and considered:

**RESOLUTION NO. 3436-23**

**TO AWARD THE CONTRACT TO SEEC, LLC., FOR THE BOILER AND HOT WATER HEATER REPLACEMENTS FOR THE AMOUNT OF $889,000.00.**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the “Authority”) has a need to hire a qualified contractor to replace boiler and hot water heaters; 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 through public advertisement for such services in the Home News Tribune on 1/18/23 & 1/25/23, posted the same on the Authority’s website and received proposals until 2/8/23; and

**WHEREAS,** SEEC, LLC. Of Wall Township, New Jersey, submitted the lowest responsive and responsible proposal; and

**WHEREAS,** sufficient funds are available 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 SEEC, LLC. to Replace Boiler and Hot Water Heaters for $889,00.00.

***MOVED/SECONDED:***

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

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 Commissioner Gonzalez, read in full and considered:

**RESOLUTION NO. 3437-23**

**TO APPROVE THE AMENDMENT TO THE SECTION 8 ADMINISTRATIVE PLAN FOR REVISION OF UTILITY ALLOWANCES**

**WHEREAS,** once each year the Housing Authority must review and revise the Section 8 utility allowances to ensure they are consistent with the current cost of utilities; and

**WHEREAS,** Residential Life Utility Allowances/The Nelrod Company performed this review; and

**WHEREAS,** it is recommended that this study/schedule be adopted for move-ins and recertifications effective May 1, 2023.

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

Approves the amendment to the Section 8 Admin Plan – for Revision of Utility Allowances as presented.

***MOVED/SECONDED:***

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

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 Commissioner Gonzalez, read in full and considered:

**RESOLUTION NO. 3407-22**

**TO APPROVE THE MEMORNADUM OF AGREEMENT WITH THE JEWISH RENAISSANCE FOUNDATION (JRF) FOR LAUTENBERG COMMUNITY CENTER.**

**WHEREAS,** the Jewish Renaissance Foundation (JRF) is requesting to continue to use the space known as the Lautenberg Community Center; and

**WHEREAS,** the current Memorandum of Agreement (MOA) expired on 12/31/2022; and

**WHEREAS,** a new MOA commencing on 1/1/2023 with an increase in the monthly payment to $1,000 per month and will cover the term from 1/1/2023 to 12/31/2025;

**WHEREAS,** the JRF continues to operate the Bayside Family Success Center (FSC) and the Perth Amboy Alliance for Community (PAAC); and

**WHEREAS,** to date the JRF has served almost 500 unduplicated families, many living in the various Housing Authority properties; and

**WHEREAS,** the JRF and the Housing Authority look forward to another year and continuing the partnership;

**NOW THEREFORE,** the Board of Commissioners of the Authority hereby approves the Memorandum of Agreement with Jewish Renaissance Foundation (JRF) for Lautenberg Community Center, as presented.

***MOVED/SECONDED:***

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

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.

On the motion of Commissioner Arocho, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the February 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 Arocho, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the February 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 for the Habitat for Humanity projects, the Gateway Neighborhood Collaboration and to mark their calendars for Thursday, April 27th @ 10:00 am for the Groundbreaking of the Habitat for Humanity/PARTNER Inslee/Garretson Homes – preparations are in progress.

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.

REPORT OF THE SECRETARY-TREASURER (Executive Director)

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

* Aflac presentation to the Housing Authority and PARTNER employees.
* Working through the process of converting former Investors Bank accounts with the merged acquisition of Citizens Financial Bank.
* Supervisors and staff will be taking virtual courses on “Preventing Workplace Violence” and Cybersecurity in the near future.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Chairperson Carty-Daniel, which motion was seconded by Commissioner Gonzalez, the Board concurred to adjourn.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema

Executive Director/Secretary