 **Housing Authority of the City of Perth Amboy**

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EDNA DOROTHY CARTY-DANIEL, Chairperson DOUGLAS G. DZEMA, P.H.M.

FERNANDO A. GONZALEZ, Vice-Chairman Executive Director

MIGUEL A. AROCHO

DAVID BENYOLA 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**

**TUESDAY, DECEMBER 17th, 2024 @ 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 Tuesday, December 17th, 2024 @ 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: Chairperson Edna Dorothy Carty-Daniel

 Vice-Chairman Fernando A. Gonzalez

Commissioner Miguel Arocho

Commissioner Gregory Pabon

Commissioner David Benyola

Commissioner Diane Crawford

Excused: Commissioner Wilfredo Soto

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Gonzalez, which motion was seconded by Commissioner Benyola, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of November 14th, 2024, 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 Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho | X |  |  |  |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto |  |  |  | X |
| Commissioner Diane Crawford | X |  |  |  |

Reports of Committees – None reported.

Discussion of Agenda Topics.

Resolutions:

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

**RESOLUTION NO. 3480-24**

**RENEWING THE CONTRACT WITH ATLAS ELEVATOR, INC. FOR**

**ELEVATOR MAINTENANCE AND REPAIR SERVICES THROUGH DECEMBER 31, 2026**

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 was awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20.4 et seq. to Atlas Elevator, Inc. (Atlas) for a two-year period, renewable for one additional two-year period at the agreement of both parties; and

WHEREAS, Atlas performed satisfactorily for the past two years 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 approves the renewal of the contract with 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, 2024 through December 31, 2026.

***MOVED/SECONDED:***

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

**Resolution seconded by \_\_\_Commissioner Benyola\_\_\_\_\_\_\_\_\_\_\_**

**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 Vice-Chairman Gonzalez, read in full and considered:

**RESOLUTION NO. 3481-24**

**Resolution APPOINTING A FUND COMMISSIOMER**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

**WHEREAS,** the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Commissioners of the Housing Authority of the City of Perth Amboy does hereby appoint Douglas G. Dzema as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2025.

***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 Benyola, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the December 2024 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 Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho | X |  |  |  |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto |  |  |  | X |
| Commissioner Diane Crawford | X |  |  |  |

On the motion of Commissioner Benyola which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the December 2024 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 Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho | X |  |  |  |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto |  |  |  | X |
| Commissioner Diane Crawford | X |  |  |  |

UPDATE ON PARTNER – Douglas Dzema, Executive Director updated the Board on PARTNER as follows:

* On-going Habitat for Humanity builds are up and running.

- NRTC implementation is In-process.

- 2025 ASK Youth/Continuing Education Scholarship application is now available and due date

 will be 4/30/2025.

PUBLIC SESSION – None reported.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY – None reported.

REPORT OF THE SECRETARY-TREASURER (Executive Director) – None reported.

REPORT OF THE CHAIRPERSON – None reported.

 On the motion of Commissioner Benyola, which motion was seconded by Commissioner Crawford, the Board concurred to reconvene the meeting at 618 Restaurant in Freehold, New Jersey.

Respectfully submitted by,

 *Douglas G. Dzema*

 Douglas G. Dzema

 Executive Director/Secretary