in00118_ **Housing Authority of the City of Perth Amboy**

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862

TELEPHONE: (732) 826-3110

FAX: (732) 826-3111

[www.perthamboyha.org](http://www.perthamboyha.org)

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**

**WEDNESDAY, JUNE 12th, 2024 @ 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, June 12th, 2024 @ 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: Chairperson Edna Dorothy Carty-Daniel

Vice-Chairman Fernando A. Gonzalez

Commissioner Gregory Pabon

Commissioner Wilfredo Soto

Commissioner Diane Crawford

Excused: Commissioner Miguel Arocho

Commissioner David Benyola

The Chairperson declared said quorum present.

On the motion of Commissioner Crawford, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the Minutes of the Annual Reorganization Meeting of May 8th, 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 |  |  |  |

On the motion of Commissioner Soto, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of May 8th, 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 Committee

On the motion of Vice-Chairman Gonzalez, which motion was seconded by Commissioner Crawford, the Board concurred to approve the Commissioner Committee Assignments assigned by the Chairperson, 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 |  |  |  |

Discussion of Agenda Topics.

Resolutions:

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

**RESOLUTION NO. 3466-24**

**Resolution Authorizing the extension of THE CONTRACT FOR AUTOMATIC DOOR OPERATOR maintenance and repair serviceS FROM 7/1/24 TO 6/30/26**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires automatic door operators maintenance and repair services for its various housing development sites; and

**WHEREAS,** the Authority solicited proposals for a two-year service contract through public advertisement in The Home News Tribune on 5/22/22, posted the same on the Authority’s website and received proposals until June 7, 2022; and

**WHEREAS**, the contract was awarded to Automatic Door Systems, LLC of North Arlington, New Jersey; and

**WHEREAS,** the contractor has performed services for the Authority 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 approves the award of a two-year extension of the contract with Automated Door Systems, LLC for the automatic door operator maintenance and repair services the Authority requires from time to time at an annual cost of $1,800.00, an hourly rate for standard hours of $125.00/hr. and an hourly rate for premium hours of $187.50/hr. commencing July 1, 2024 through June 30, 2026.

***MOVED/SECONDED:***

**Resolution moved by \_ Commissioner Crawford\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Soto\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 |  |  |  |

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. 3467-24**

**Resolution AUTHORIZING AWARD OF A CONTRACT**

**FOR FIRE PUMP ANNUAL INSPECTION, MAINTENANCE AND REPAIR SERVICES to absolute protective systems, inc. from 7/1/24 to 6/30/26**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires the annual inspection, maintenance, testing and possible repairs of the fire suppression systems at Stack Apartments 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 for such services through public advertisement in The Home News Tribune on May 7, 2024 & May 14, 2024 and posted the same on the Authority’s website and received proposals until May 21, 2024; and

**WHEREAS**, Absolute Protective Systems, Inc. of Piscataway, New Jersey submitted the proposal which proposed price was the most advantageous to the Authority, and which proposal conformed to all requirements; 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 an award of a two year contract, renewable at the option of the Authority for two additional one year periods, to Absolute Protective Systems, Inc. for the annual inspection, testing, maintenance and repair services of the fire suppression systems at Stack Apartments and Hansen Apartments with an annual price of Four Thousand Six Hundred Fifty dollars and no cents ($4,650.00) for the annual inspection, maintenance and testing services, and labor rates for possible repair services of One Hundred Fifty-five dollars and no cents ($155.00) for standard business hours and One Hundred Sixty-Two dollars and Seventy Five cents ($162.75) for overtime hours from July 1, 2024 through June 30, 2026.

***MOVED/SECONDED:***

**Resolution moved by \_ Commissioner Crawford\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Pabon\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3468-24**

**Resolution AUTHORIZING THE EXTENSION OF THE CONTRACT**

**FOR heating ventilation and air conditioning maintenance and repair services WITH RAMAS CLIMATE AND REFRIGERATION. LLC**

**through june 30, 2026**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires heating, ventilation and air-conditioning (HVAC) maintenance and repair services at its public housing project sites in Perth Amboy, NJ; and

**WHEREAS,** the Authority solicited proposals for a two-year service contract, renewable for two additional years, for such services through public advertisement in The Home News Tribune and received proposals until June 7, 2022; and

**WHEREAS**, the contract was awarded to Ramas Climate and Refrigeration, LLC (Ramas), of Livingston, New Jersey; and

**WHEREAS**, Ramas has performed satisfactorily over the past two years; and

**WHEREAS**, sufficient funds are available from the Authority’s operating funds to pay for the required services for an additional two years.

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

The Authority approves the award of a two-year extension of the contract with Ramas for the HVAC maintenance and repair services at its various public housing sites for an annual periodic maintenance price of $4,800.00, and labor rates (standard/premium) for possible repair services of $90.00/120.00 for both HVAC technician and laborer commencing July 1, 2024 through June 30, 2026.

***MOVED/SECONDED:***

**Resolution moved by \_ Vice-Chairman Gonzalez\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3469-24**

**Resolution AUTHORIZING the extension of the contract FOR EMERGENCY ELECTRICAL GENERATOR MAINTENANCE AND REPAIR SERVICES with**

**genserve, llc from july 1, 2024 to june 30, 2026**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires emergency electrical generator maintenance and repair services for the generators at its administration offices in Perth Amboy, NJ; 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 a two-year service contract, renewable for two additional one-year periods or one additional two-year period, for such services through public advertisement in The Home News Tribune on 5/22/22 and posted the same on the Authority’s website and received proposals until June 7, 2022; and

**WHEREAS**, the contract was awarded to GenServe, LLC of Hainesport, NJ; and

**WHEREAS,** GenServe, LLC has performed satisfactorily over the past two years; and

**WHEREAS**, sufficient funds are available from the Authority’s operating funds to pay for the required services for an additional two-year period.

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

The Authority approves an award of a two-year extension of the contract with GenServe, LLC for the emergency electrical generator maintenance and repair services for two generators at its Administration Offices with an annual periodic maintenance price of $1,070.00, and labor rates (standard/premium) for possible repair services of $135.00/200.00 for repair technician commencing July 1, 2024 through June 30, 2026.

***MOVED/SECONDED:***

**Resolution moved by \_ Vice-Chairman Gonzalez\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

On the motion of Vice-Chairman Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to approve the June 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 Vice-Chairman Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to approve the June 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 informed the Board that PARTNER and the City of Perth Amboy had a Family Self-Sufficiency Graduation Luncheon event hosted by Eugenia Hill on Saturday, June 8, 2024.

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)

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

* + Nan McKay Staff Training on HOTMA is scheduled for June 25-27, 2024 – all (4) Housing Authorities will be in attendance – 22 staff members.
  + Maintenance staff is targeting various exterior painting projects while weather conditions are good.

On the motion of Vice-Chairman Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to cancel the Board of Commissioners meeting scheduled for Wednesday, July 17, 2024. 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 Crawford, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to change the time of the Board of Commissioners meeting scheduled for Wednesday, August 14th, 2024 from 1:00 pm to 4:30 pm, 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 |  |  |  |

REPORT OF THE CHAIRPERSON

E. Dorothy Carty-Daniel, Chairperson inquired if there is Rent Control in Perth Amboy.

On the motion of Vice-Chairperson Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to adjourn the meeting.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema

Executive Director/Secretary