



# **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**

**WEDNESDAY, May 19, 2021**

**1:00 PM**

**Virtual ZOOM Meeting**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Wednesday, May 19, 2021 @ 1:00 PM through a virtual ZOOM conference.

<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
Absent:	Commissioner	Miguel A. Arocho

The Chairperson declared said quorum present.

On the motion of Commissioner Anagnostis, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of April 13, 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. \_3384-21\_**

**RESOLUTION AUTHORIZING THE AWARD OF THE CONTRACT FOR GENERAL LEGAL SERVICES WITH EDWARD TESTINO, LLC THROUGH MAY 31, 2022**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) needs to retain a legal professional to provide as needed General Legal Services commencing June 1, 2021 through May 31, 2022; 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 one-year period commencing June 1, 2021 with an option to renew for one additional one-year period; and

**WHEREAS**, Edward Testino, LLC of Matawan, New Jersey submitted the proposal which price was advantageous to the Authority, and which proposal conformed to all requirements; and

**WHEREAS**, Edward Testino, LLC has performed services for the Authority in the past and has proven to be a competent and reliable attorney; 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:

Award of a professional services contract to provide general legal services to the firm of Edward Testino, LLC of Matawan, NJ for an annual retainer fee of \$12,000.00 for a one-year period commencing June 1, 2021 with the option to renew for one additional year commencing June 1, 2022 for an annual retainer fee of \$13,200.00.

**MOVED/SECONDED:**

**Resolution moved by \_\_\_\_\_ Commissioner Jones \_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_ Vice-Chairman 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 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. \_3385-21\_**

**RESOLUTION AWARDING THE CONTRACT FOR LANDSCAPE MAINTENANCE  
SERVICES TO G&J PROPERTY MAINTENANCE LLC FOR \$30,300.00**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires landscape maintenance services at its various housing development sites; 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 one-year service contract for such services through public advertisement in The Home News Tribune on April 17, 2021 and posted the same on the Authority’s website and received proposals until May 5, 2021; and

**WHEREAS**, G&J Property Maintenance, LLC of Perth Amboy, New Jersey submitted the proposal which proposed price was advantageous to the Authority, and which proposal conformed to all requirements; and

**WHEREAS**, G&J performed landscaping 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 ratifies the award of the contract to G&J Property Maintenance, LLC for the landscape maintenance services at the Authority’s various housing development sites for a total cost of Thirty Thousand Three Hundred dollars and no cents (\$30,300.00) for the 2021 landscaping season.

**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 Jones, read in full and considered:

**RESOLUTION NO. \_3386-21\_**

**RESOLUTION RATIFYING THE AWARD OF THE CONTRACT  
FOR GENERAL CARPENTRY SERVICES TO ADIRONDACK CONTRACTING, INC.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) from time to time requires as needed general carpentry services at its public housing sites; 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 April 24, 2021 and posted the same on the Authority’s website and received proposals until May 6, 2021; and

**WHEREAS**, Adirondack Contracting, Inc. of Sea Girt, New Jersey submitted a proposal which proposed price was advantageous to the Authority, and which proposal conformed to all requirements; and

**WHEREAS**, Adirondack performed such 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 awards the two-year contract to Adirondack Contracting, Inc. for the as needed general carpentry services at the Authority’s various housing development sites at the rate of \$94.00/hr for Carpenter, \$78.00/hr for Painter and \$74.00/hr for Laborer.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_ Commissioner Pabon\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_ Vice-Chairman 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 Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

The Chairperson thereupon declared said resolution was approved.

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

**RESOLUTION NO. \_3387-21\_**

**RESOLUTION TO ACCEPT EMERGENCY HOUSING VOUCHERS**

**WHEREAS**, this is to recommend approval of an initial funding award of \$331,452 for 31 Emergency Housing Vouchers (EHV) authorized by the American Rescue Plan Act. The American Rescue Plan Act allowed the Department of Housing and Urban Development (HUD) to allocate additional vouchers to PHAs through an allocation formula designed to direct emergency vouchers to the PHAs operating in areas where the EHV's eligible populations have the greatest need while also taking into account PHA capacity; and

**WHEREAS**, HUD determined Perth Amboy Housing Authority could successfully administer the vouchers based on the size of our current voucher program and our ability to maintain a very high leasing percentage; and

**WHEREAS**, the effective date of the award will be July 1, 2021. The vouchers may continue to be reissued upon turnover until September 30, 2023; and

**WHEREAS**, the EHV s are provided to help assist individuals and families who are (1) homeless, (2) at risk of homelessness, (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless. The Authority will notify its current applicants to determine if they meet the criteria for assistance under the EHV program. The Authority will partner with the Middlesex County Continuum of Care (COC) to determine how best to target the vouchers, determine if any of our current applicants meet the eligibility requirements, obtain referrals of families in need, and coordinate services to assist the families receiving vouchers. Referrals may also come from Domestic Violence (DV) homeless shelter providers who maintain their own database to protect the identities of domestic violence survivors. The Authority will maintain a separate waiting list for this program; and

**WHEREAS**, the 2021 annual Point in Time (PIT) count of homelessness in Middlesex County indicated there are 457 homeless households in Middlesex County. Forty-two households last had permanent residence in Perth Amboy. In addition to the 31 vouchers received by Perth Amboy Housing Authority, it is estimated the NJ DCA will allocate between 30-70 EHV vouchers to Middlesex County. Our initial assessment is the EHV vouchers would probably be best utilized for households that don't need the offer of extensive supportive services, but also are likely to need long term rental assistance. This might include single parent households with very low income and disabled and/or elderly fixed income households. However, no decisions have yet been made as to how to use the vouchers; and

**WHEREAS**, the Authority will receive between \$750 and \$1 ,250 in additional one time administrative fees per unit over the usual administrative fees earned in the regular voucher program. There will also be \$3,500 per unit designated to pay for eligible expenses on behalf of the participating families. These services may include, but are not limited to, housing search assistance, security deposits, utility deposits, rental application fees, moving expenses, tenant-readiness services to address barriers to successful lease-up, renter's insurance, essential household items, and landlord incentives. The Authority may need to provide stipends to some employees from the additional administrative fees in the event the initial lease up of the vouchers requires extra hours;

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

The Authority accepts approval of an initial funding award of \$331,452 for 31 Emergency Housing Vouchers (EHV) authorized by the American Rescue Plan Act, as presented.

**MOVED/SECONDED:**

**Resolution moved by \_\_\_\_\_ Commissioner Anagnostis \_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_ Vice-Chairman 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 Shirley Jones	X			
Commissioner John C. Anagnostis	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon	X			

The Chairperson thereupon declared said resolution was approved.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Jones, the Board concurred to approve the May 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 Gonzalez, which motion was seconded by Commissioner Jones , the Board concurred to approve the May 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 of mask elimination mandate. The Housing Authority will still abide by use of masks. The Housing Authority and PARTNER will still abide by use of masks with the general common areas of various buildings.

The Board was updated on the PARTNER/Property Acquisition for the Habitat for Humanity projects, 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 and the RAD closing transactions with HUD for Willow Pond and Birchwood (Parkview) are ongoing.

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

Respectfully submitted by,

*Douglas G. Dzema*

Douglas G. Dzema  
Executive Director/Secretary