



# Housing Authority of the City of Perth Amboy

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

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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, August 13, 2019  
12:30 PM**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, August 13, 2019 at the Dunlap Homes complex, main Administrative Office, conference room located 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
	Commissioner	Reverend Gregory Pabon
	Commissioner	Shirley Jones
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	John C. Anagnostis
Excused:	Vice-Chairman	David Benyola
	Commissioner	Miguel A. Arocho

The Chairperson declared said quorum present.

<Introduction of Staff – Alycia Brown, Brenda Malave, Delilah Gonzalez, Cristina Duran, and Valerin Ubri.>

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Monthly Meeting of June 11, 2019, 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 – None reported.

No Public Discussion of Agenda Topics.

Resolutions:

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

**RESOLUTION NO. 3327-19**

**RESOLUTION APPROVING THE DEED RESTRICTION FOR WESLEY T. HANSEN APARTMENTS.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) has need to file a Deed Restriction for Wesley T Hansen Apartments; and

WHEREAS, due to the presence of contamination remaining at concentrations that do not allow for unrestricted use of the property, a Deed Restriction is necessary in order to receive a “No Further Action” letter from the NJDEP; and

WHEREAS, the Deed Restriction was prepared by Pennoni Associates, Inc., the environmental specialists who removed the underground storage tank in 2007, so that the Deed Restriction meets the current Deed Notice requirements mandated by the NJDEP.

**NOW THEREFORE**, by the Board of Commissioners of the Authority as follows:

The Authority approves the filing of the Deed Restriction document and its exhibits prepared by Pennoni Associates, Inc.

**MOVED/SECONDED:**

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

Resolution seconded by \_\_\_ Commissioner Anagnostis \_\_\_\_\_

**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 NO. 3328-19**

**RESOLUTION AUTHORIZING A TWO-YEAR SERVICE CONTRACT FOR BOILER AND HOT WATER HEATER MAINTENANCE AND REPAIR SERVICES TO ROBERT GRIGGS PLUMBING**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires boiler and hot water heater maintenance and repair services at William A. Dunlap Homes, Richard F. Stack Apartments, and Wesley T. 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.; and

**WHEREAS**, the Authority solicited proposals for such services through public advertisement in The Home News Tribune, posted the same on the Authority’s website and emailed to known contractors and received proposals until May 15, 2019; and

**WHEREAS**, Robert Griggs Plumbing & Heating, LLC of Hillsborough, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements and received positive references; 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 for boiler and hot water heater maintenance and repair services to Robert Griggs Plumbing & Heating, LLC at a cost of \$9,650.00 for the annual maintenance and the proposed standard and premium rates for all repair work when needed.

**MOVED/SECONDED:**

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

**Resolution seconded by** \_\_\_ Commissioner Anagnostis \_\_\_\_\_

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 Pabon, read in full and considered:

**RESOLUTION NO. 3329-19**

**RESOLUTION AUTHORIZING THE CONTRACT RENEWAL WITH LEW CONSTRUCTION FOR LEAD-BASED PAINT ABATEMENT**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires lead-based paint abatement services for the applicable apartments in Dunlap Homes; 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 such services through public advertisement in The Home News Tribune and posted the same on the Authority’s website and received proposals until June 28, 2017; and

**WHEREAS**, LEW Construction of Mountainside, NJ submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements and received positive references; and

**WHEREAS**, the original contract term was for two years with the option to renew for an additional two-years at the same terms and conditions; and

**WHEREAS**, the contractor has performed satisfactorily over the past two years and 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 extension of the contract for an additional two years to June 30, 2021 with Low Construction for the lead-based paint abatement services the Authority requires in Dunlap Homes at the same proposed prices.

**MOVED/SECONDED:**

**Resolution moved by** \_\_\_\_\_ Commissioner Falcon-Lopez \_\_\_\_\_

**Resolution seconded by** \_\_\_ Commissioner Anagnostis \_\_\_\_\_

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 NO. 3330-19**

**RESOLUTION TO AWARD FISCAL AUDIT SERVICES TO THE FIRM OF NOVOGRADAC & COMPANY, LLP FOR THE FISCAL YEAR ENDING MARCH 31, 2019.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) is required under the Single Audit Act to have an audit of its accounts and records performed by a Certified Public Accountant; and

**WHEREAS**, the Authority solicited proposals through a fair and open process and advertised in the Home News and Tribune for auditing services for the fiscal year ending March 31, 2019 with the option to extend the contract for the fiscal year ending March 31, 2020; and

**WHEREAS**, the Authority received one proposal from Novogradac & Company, LLP of Toms River, New Jersey for a lump sum fee of \$14,350.00 with the option to renew for one additional year at the same rate; and

**WHEREAS**, Novogradac & Company, LLP met all the requirements in the solicitation; and

**WHEREAS**, sufficient funds are available from the Authority’s operating budget to pay for the required services for a one year period.

**NOW THEREFORE BE IT RESOLVED** be it resolved by the Board of Commissioners of the Housing Authority of the City of Perth Amboy the following:

- 1) Award contract to the firm of Novogradac & Company, LLP to perform the required annual audit for fiscal year ending March 31, 2019 at a lump sum fee of \$14,350.00.
- 2) Authorization for the Executive Director, Douglas G. Dzema, to execute the contract for Auditing Services with all terms and conditions outline in the Request for Proposal.

**MOVED/SECONDED:**

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

**Resolution seconded by** \_\_\_ Commissioner Anagnostis \_\_\_\_\_

**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 Pabon, which motion was seconded by Commissioner Falcon-Lopez, the Board concurred to approve the ratification of July 2019 Bill Lists and Communications and the approval of the August 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			

Report on PARTNER

- Gateway update – Request for Proposal to extend grant on street (good until June 2020) – hired consultant, Urban Planners to prepare documents for grant extension for Gateway – Application due October 2019 to Wells Fargo.
- Habitat for Humanity project is ongoing for 662 Cortlandt Street. (45K donated from Investors Bank Foundation for House #3.)

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

Edward Testino, Esquire commented to the Board on the following:

- Procurement Manuals
- Tenant Rent – Court matters.

REPORT OF THE EXECUTIVE DIRECTOR

Douglas Dzema commented to the Board on the following:

- Habitat for Humanity Staff Work Build date is scheduled for September 20<sup>th</sup>.
- Next Board Meeting has been changed to take place on September 17<sup>th</sup>.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Anagnostis, the Board concurred to adjourn the Board Meeting.

Respectfully submitted by,

Douglas G. Dzema  
Executive Director/Secretary