



Housing Authority of the City of Perth Amboy

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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, FEBRUARY 9, 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 Tuesday, February 9, 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	Pastor Bernadette Falcon-Lopez
	Commissioner	John C. Anagnostis
Excused:	Commissioner	Miguel A. Arocho
	Commissioner	Shirley Jones
Absent:	Commissioner	Reverend Gregory Pabon

The Chairperson declared said quorum present.

The Board of Commissioners of the Housing Authority of the City of Perth Amboy acknowledge the resignations and recognize Pastor Bernadette Falcon-Lopez, Board Member and Lisett Lebron, Gateway Neighborhood Collaboration Program Manager for their services and wish them well in their future endeavors.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of December 8, 2020, 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 Committees – Commissioner Falcon-Lopez, Chairperson of the Commissioners’ Personnel Committee updated the Board on a Personnel Committee meeting that took place prior to the Board meeting and the results of the Executive Director’s Performance Evaluation. The Personnel Committee has recommended approval of the Employment contract presented for Douglas Dzema, Executive Director.

Discussion of Agenda Topics- None reported.

Resolutions:

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

RESOLUTION NO. _3372-21_

TO APPROVE THE EMPLOYMENT CONTRACT FOR DOUGLAS DZEMA, EXECUTIVE DIRECTOR

WHEREAS, the Executive Director’s employment contract was reviewed by the Commissioners’ Personnel Committee and approved for the term of April 1, 2021 to March 31, 2026; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the Executive Director’s contract, as presented.

MOVED/SECONDED:

Resolution moved by ____ Commissioner John Anagnostis _____

Resolution seconded by ____ Chairperson Edna Dorothy Carty-Daniel ____

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 motion was carried and resolution was adopted.

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

RESOLUTION NO. _3373-21_

RESOLUTION RENEWING THE CONTRACT FOR FLOORING REPAIR AND REPLACEMENT SERVICES TO JMD COMMERCIAL FLOORING THROUGH 2/28/23

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires flooring repairs and/or replacement 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 1/5/19, posted the same on the Authority’s website and received such proposals until January 29, 2019; and

WHEREAS, the Contract was to be awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20.4 et seq. to JMD Commercial Flooring; and

WHEREAS, the contractor has performed satisfactorily over 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 for an additional two years.

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

The Authority awards the extension of the contract to JMD Commercial Flooring for the as-needed flooring repair and replacement services the Authority requires from time to time at the proposed rates of \$2.50 / sf for vinyl composition tile flooring, \$1.50 / lf for cove base and \$25.00 / sy for carpeting from March 1, 2019 through February 28, 2023.

MOVED/SECONDED:

Resolution moved by _____ **Commissioner Pastor Bernadette Falcon-Lopez** _____

Resolution seconded by _____ **Commissioner John 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 motion was carried and resolution was adopted.

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

RESOLUTION NO. _3374-20_

RESOLUTION RENEWING THE CONTRACT FOR SITE WORK AND EXCAVATING SERVICES WITH R MOSLOWSKI EXCAVATING, INC. THROUGH 2/28/23

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires the site work and excavation services from time to time at 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 1/5/19, posted the same on the Authority’s website and received proposals until January 29, 2019; 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 R. Moslowski Excavating, Inc. for a two-year term, renewable for one additional two-year term; and

WHEREAS, the contractor has performed services for the Authority 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 for an additional two years.

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

The Authority authorizes the extension of the contract with R. Moslowski Excavating, Inc. for the as-needed site work and excavating services the Authority requires from time to time at the proposed labor and equipment rates from March 1, 2021 through February 28, 2023.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Pastor Bernadette Falcon-Lopez _____

Resolution seconded by _____ Commissioner John 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 motion was carried and resolution was adopted.

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

RESOLUTION NO. _3374-20_

RESOLUTION RENEWING THE CONTRACT FOR ELECTRICAL REPAIR SERVICES WITH PLV ELECTRIC THROUGH 2/28/23

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) from time to time requires as needed electrical repairs at its public housing sites; 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 PLV Electric, LLC; and

WHEREAS, the Authority solicited proposals for a two-year service contract through public advertisement in The Home News Tribune on 1/5/19, posted the same on the Authority’s website and received proposals until January 29, 2019; and

WHEREAS, PLV Electric, LLC of Freehold, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, the original contract term was for two years with the option to renew for one additional two-year term 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 two additional years.

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

The Authority approves the extension of the contract for two additional years with PLV Electric, LLC for the as needed electrical repairs at its public housing sites the proposed hourly labor rates of \$60.00 / standard hour and \$90.00 / premium hour from March 1, 2021 – February 28, 2023.

MOVED/SECONDED:

Resolution moved by _____ **Commissioner Pastor Bernadette Falcon-Lopez** _____

Resolution seconded by _____ **Commissioner John 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 motion was carried and resolution was adopted.

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

RESOLUTION NO. _3376-20_

RESOLUTION RENEWING THE CONTRACT FOR HQS INSPECTION SERVICES FOR RAD PBV WITH HOME STAT INSPECTIONS THROUGH 2/28/23

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; 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 February 1, 2019; 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 Home Stat Inspections; and

WHEREAS, Home Stat Inspections, Inc. has performed satisfactorily over 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 for an additional two years.

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

The Authority renews the contract with Home Stat Inspections, Inc. for the as needed HQS inspection services the Authority requires at the proposed rates from March 1, 2021 through February 28, 2023, subject to HUD approval of the contract.

MOVED/SECONDED:

Resolution moved by _____ **Commissioner Pastor Bernadette Falcon-Lopez** _____

Resolution seconded by _____ **Commissioner John 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 motion was carried and resolution was adopted.

On the motion of Commissioner Anagnostis, which motion was seconded by Commissioner Falcon-Lopez, the Board concurred to ratify the January 2021 Bill List and Communications and approve the February 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 Reverend Gregory Pabon				X
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Anagnostis, which motion was seconded by Vice-Chairman Benyola, the Board concurred to ratify the January 2021 PARTNER payment of expenses incurred through Dunlap RAD and Hansen RAD and approve the February 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 Reverend Gregory Pabon				X
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

Discussion took place, in reference to updated information on COVID-19 Testing and Vaccine availability and the Food Pantry supported by PARTNER/Bread of Life program.

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 installation of new lighting fixtures in the Housing Authority Administrative and Section 8 offices under the Green Energy Light Program and the snow removal activity at all sites by the Housing Authority Maintenance Department.

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

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary