in00118_ **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**

**THURSDAY, NOVEMBER 14th, 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, October 9th, 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 Miguel Arocho

Commissioner Gregory Pabon

Commissioner Wilfredo Soto

Commissioner Diane Crawford

Excused: Commissioner David Benyola

The Chairperson declared said quorum present.

<Presentation by Richard Larsen from Novogradrac and Company to review the Fiscal Audit for Fiscal Year Ending March 31, 2024 and to answer any questions the Board may have.>

On the motion of Commissioner Pabon, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of October 9th, 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 Commissioner Soto, read in full and considered:

**RESOLUTION NO. 3478-24**

**RESOLUTION TO APPROVE THE FISCAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2024.**

**WHEREAS,**  N.J.S.A. 40A: 5A-15 requires the governing body of each local authority to conduct an annual audit of its accounts; and

**WHEREAS,**  the annual report for the fiscal year ended March 31, 2024, has been completed and filed with the State of New Jersey – Department of Community Affairs pursuant to N.J.S.A. 40A: 5A-15; and

**WHEREAS,**  N.J.S.A. 40A: 5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally received the annual audit report, and, specifically, the second of the audit report entitled “Schedule of Findings and Questioned Costs”, and had evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS,**  the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “Schedule of Findings and Questioned Costs” in accordance with N.J.S.A. 40A: 5A-17; and

**NOW, THEREFORE BE IT RESOLVED,** that the governing body of the Housing Authority of the City of Perth Amboy hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ending March 31, 2024, and, specifically, has reviewed the section of the audit report entitled “Schedule of Findings and Questioned Costs”, and had evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE, IT FURTHER RESOLVED,** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board, the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**MOVED/SECONDED:**

**Resolution moved by \_\_\_\_\_\_\_Commissioner Pabon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 Crawford, read in full and considered:

**RESOLUTION NO. 3479-24**

**Resolution TO APPROVE THE introduction of the 2025-2026 HOUSING AUTHORITY BUDGET**

**WHEREAS**, the Annual Budget and Capital Budget for the Perth Amboy Housing Authority for the fiscal year beginning, 4/1/2025 and ending, 3/31/2026 has been presented before the governing body of the Perth Amboy Housing Authority at its open public meeting of 11/14/2024; and

**WHEREAS,** the Annual Budget as introduced reflects Total Revenues of $25,803,460, Total Appropriations, including any Accumulated Deficit if any, of $25,357,430 and Total Unrestricted Net Position utilized of 0; and

**WHEREAS,** the Capital Budget as introduced reflects Total Capital Appropriations of $ 0 and Total Unrestricted Net Position planned to be utilized as funding thereof, of $ 0; and

**WHEREAS**, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holder of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS,** the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority’s planning and management objectives, Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere, by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW THEREFORE BE IT RESOLVED** by the governing body of the Perth Amboy Housing Authority, at an open public meeting held on 11/14/2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Perth Amboy Housing for the fiscal year beginning 4/1/2025 and ending, 3/31/2026 is hereby approved; and

**BE IT FURTHER RESOLVED,** that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenant, terms and provision as stipulated in the said Housing Authority’s outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED,** that the governing body of the Perth Amboy Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 1/8/2025.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_Commissioner Soto\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 Pabon, read in full and considered:

**RESOLUTION NO. 3480-24**

**Resolution TO APPROVE THE introduction of the HOUSING tax credit budget, fye 12/31/2025.**

**WHEREAS**, the Housing Tax Credit Budget for year-ending 12/31/2025 has been presented before the governing body of the Perth Amboy Housing Authority at its open public meeting of 11/14/2024; and

**NOW THEREFORE BE IT RESOLVED** by the governing body of the Perth Amboy Housing Authority, at an open public meeting held on 11/14/2024 that the Housing Tax Credit budget for year ending 12/31/2025 has been presented and reviewed.

**BE IT FURTHER RESOLVED,** that the governing body of the Perth Amboy Housing Authority will consider the Housing Tax Credit budget for adoption on 1/8/2025.

***MOVED/SECONDED:***

**Resolution moved by \_\_\_\_\_\_\_Commissioner Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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 Benyola, which motion was seconded by Commissioner Arocho, the Board concurred to approve the 2025 Housing Authority Board of Commissioners’ Meeting Schedule and Holiday Schedule, as presented.

**BOARD OF COMMISSIONERS 2025 MONTHLY MEETING SCHEDULE**

**Pursuant to Chapter 231, Laws of 1975, known as the Open Public Meetings Act the following are designated as the meeting dates of the Housing Authority of the City of Perth Amboy at which the business of the said Authority may be formally discussed, decided or acted upon. The Regular Board of Commissioners monthly meetings on the second Wednesday of every month (unless otherwise scheduled \*) will be held via ZOOM and Teleconference unless stated otherwise starting at 1:00 p.m. (unless otherwise scheduled) to discuss the general business of the Authority.**

**DATES AS FOLLOWS:**

January 8, 2025

February 11, 2025 (Tuesday) \*

March 12, 2025

April 23, 2025 \*

May 21, 2025 (Regular & Annual Re-Org Meeting- 5:00 pm) \*

June 11, 2025

July 9, 2025

August 13, 2025

September 10, 2025

October 8, 2025

November 12, 2025

Tuesday, December 9, 2025 – 5:00 pm

**2025 HOLIDAY SCHEDULE**

January 1, 2025 New Year’s Day Wednesday

January 20, 2025 Martin Luther King, Jr. Monday

February 12, 2025 Lincoln’s Birthday (Observed by HAPCA) Wednesday

February 17, 2025 President’s Day Monday

April 18, 2025 Good Friday Friday

May 26, 2025 Memorial Day Monday

June 20, 2025 Juneteenth Day (Observed by HAPCA) Friday

July 4, 2025 Independence Day Friday

September 1, 2025 Labor Day Monday

October 13, 2025 Columbus/Indigenous Peoples’ Day Monday

November 11, 2025 Veteran’s Day Tuesday

November 27, 2025 Thanksgiving Day Thursday

November 28, 2025 Day after Thanksgiving Friday

December 25, 2025 Christmas Day Thursday

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 Pabon, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the November 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 Pabon, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the November 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.

* Dedication took place yesterday, November 13th @ 11:00 am for Habitat for Humanity Inslee St/Garretson Avenue homes – very well attended.

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:

* + NRTC Breakfast event for investors

On the motion of Commissioner Soto, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the change of date for the next Housing Authority of the City of Perth Amboy Board meeting to Tuesday, December 17th, 2024 starting at 5:00 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 – None reported.

On the motion of Commissioner Arocho, 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