



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

EDNA DOROTHY CARTY-DANIEL, Chairperson
REVEREND GREGORY PABON, Vice-Chairman
MIGUEL A. AROCHO
SHIRLEY JONES
REVEREND H. WAYNE BRADY
PASTOR BERNADETTE FALCON-LOPEZ
DAVID BENYOLA

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, May 16, 2017
5:00 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, May 16, 2017 at the Dunlap Homes Complex, main Administrative Office Building, Ed Scott Resource Center 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
	Vice-Chairman	Reverend Gregory Pabon
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola

Excused:	Commissioner	Miguel A. Arocho
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The Chairperson declared said quorum present.

On the motion of Commissioner Brady, which motion was seconded by Commissioner Benyola, the Board concurred to approve the Minutes of the Regular Board Meeting of April 11, 2017, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

<No Reports of Committee >

<No Public Discussion of Agenda Topics.>

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

RESOLUTION # 3230-17

TO RATIFY THE AWARD OF CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES

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 4, 2017 and posted the same on the Authority's website and received proposals until April 12, 2017; and

WHEREAS, G&J Landscaping & Construction, 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 Landscaping & Construction, LLC for the landscape maintenance services at the Authority's various housing development sites for a total cost of Twenty-Two Thousand dollars and no cents (\$22,000) for the 2017 landscaping season.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted as presented.

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

RESOLUTION # 3231-17

TO RATIFY THE AWARD OF CONTRACT FOR GENERAL CARPENTRY SERVICES

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 March 18, 2017 and posted the same on the Authority's website and received proposals until April 12, 2017; and

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

WHEREAS, Adirondack 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 two-year contract with Adirondack Contracting, Inc. for the as needed general carpentry services at the Authority's various housing development sites at the rate of \$65.00/hr. for Carpenter, \$45.00/hr. for Painter and \$40.00/hr. for Laborer.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted as presented.

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

RESOLUTION # 3232-17

TO RATIFY THE APPROVE OF THE HOUSING COUNSELING BID

WHEREAS, the Authority's FSS and Homeownership department currently provides one-on-one and group counseling to first time homebuyers who are interested in purchasing a home; and

WHEREAS, the Middlesex County Department of Finance recently published a bid that will award funding to certified housing counseling agencies to provides such counseling and administer the down payment assistance funding to eligible applicants. The Authority would like to submit a bid to provide these services with the potential of earning approximately \$32,000 (\$1,250 per applicant x 25) per year; and

WHEREAS, in order to complete this bid, and submit the package a resolution is required authorizing the Authority to submit, execute and fulfill the obligations of the contract if awarded; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy ratifies the submission of a bid for the First Time Homebuyer Training and American Dream Down Payment Program Application, as presented.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted as presented.

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

RESOLUTION # 3233-17

TO APPROVE THE WRITE-OFF OF VACATED BALANCE

WHEREAS, there exists an inactive Accounts Receivable on the ledger of the Housing Authority of the City of Perth Amboy for uncollectible rent which are as follows:

- Mara Santos	Sofield Gardens	\$1,480.83
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NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the writing off of the presented receivable.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted as presented.

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

RESOLUTION # 3234-17

TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH PARTNER – EMPLOYMENT AGREEMENTS

Whereas, the Housing Authority of the City of Perth Amboy “HACPA” is converting 360 public housing units to the Rental Assistance Demonstration Program “RAD”; and

Whereas, in order for the RAD program to be financially feasible the HACPA must reduce operational costs by at least 15%; and

Whereas, part of the conversion entails performing various capital improvements that will reduce utility and maintenance costs up to 20%; and

Whereas, the HACPA along with its not for profit affiliate PARTNER have designed a business model whereby PARTNER will serve as the manager of the 360 converted RAD units; and

Whereas, PARTNER as manager of the sites will hire all the employees needed to carry out these duties including leasing employees from the HACPA; and

Whereas, prior to the RAD conversion PARTNER has hired employees to assist in the conversion; and

Whereas, the HACPA and PARTNER have agreed to enter into a memorandum of agreement (attached) to reimburse PARTNER for the cost of those employees who are employed by PARTNER while the conversion is on-going; and

Whereas once the RAD conversion is closed a management agreement between PARTNER and HACPA will be negotiated in order for PARTNER to take on the management role for the 360 converted units;

Now therefore be it resolved by the Board of Commissioners of the Housing Authority of the City of Perth Amboy the following:

- 1) Approval of the attached memorandum of agreement with PARTNER to provide employees to the HACPA while in the process of converting to RAD
- 2) Authorization for the Executive Director to execute the attached agreement to effectuate this action effective April 1st, 2017 for a one-year period unless the closing on the RAD deal takes place first at which time this agreement will terminate.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted as presented.

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

RESOLUTION # 3235-17

TO APPROVE SEMAP CERTIFICATION OF HUD FYE 3/31/2017

WHEREAS, the Board of Commissioners has reviewed the SEMAP Certification to HUD for its fiscal year ending March 31, 2017; and found this information to be accurate;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves this certification through this Board resolution.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted as presented.

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

RESOLUTION # 3236-17

TO APPROVE ANNUAL/SICK TIME PAYMENT

WHEREAS, George Boulieris, Maintenance Foreman has retired and ended employment of almost 35 years of service on 4/30/2017; and

WHEREAS, as per the Personnel Policy, he is entitled to his accumulated vacation and to ½ of accumulated 54 annual days and 126.34 sick days; and

WHEREAS, the following calculated based on his current hourly rate of \$46.51:

54 annual days = \$20,221.92
126.34/2 = 63.17 sick days = \$23,655.90

TOTAL: \$43,877.82

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority approve and Annual/Sick Time payment to George Boulieris, as presented.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairman Pabon. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

The Chairperson thereupon declared said motion was carried and said resolution was adopted as presented.

On the motion of Vice-Chairman Pabon, which motion was seconded by Commissioner Benyola, the Board concurred to ratify the May Bill List and communication, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

Report on PARTNER

- Discussed status of 400 Lawrie Street property.
- Discussed the ASK Youth and Continuing Education Scholarship program.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Leasing Agreements drafted.
 - o Reviewing financial proposals from PNC/RBC
 - o Submitted all financial documents to HUD for review.
 - o Construction contracts moving forward.
 - o HMFA approvals requested
 - o Staff preparing conversion with TENMAST 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 EXECUTIVE DIRECTOR

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

- FYI - Minutes from Perth Amboy Housing, Inc.
- Meeting with Steve Jobin/YMCA about FSS Counseling services for (2) families and (3) single women.
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REPORT OF THE CHAIRPERSON

E. Dorothy Carty-Daniel commented to the Board of the following:

- George Boulteris Retirement Party
- Happy Mother's Day wishes
- May 27th - Art Festival on the Waterfront from 12:00 pm to 9 pm.
- Memorial Day Parades scheduled for May 29th.
- Thomas Mundy Peterson Award - scheduled June 3rd at 3:00 pm.

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

Respectfully submitted by:

Douglas G. Dzema

Douglas G. Dzema, PHM
Executive Director and Secretary