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**

**WEDNESDAY, AUGUST 14th, 2024 @ 4:30 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, August 14th, 2024 @ 4:30 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 David Benyola

Commissioner Gregory Pabon

Commissioner Diane Crawford

Excused: Commissioner Miguel Arocho

Commissioner Wilfredo Soto

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Gonzalez, which motion was seconded by Commissioner Crawford, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of July 16th, 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 Vice-Chairman Gonzalez, read in full and considered:

**RESOLUTION NO. 3474-24**

**RESOLUTION TO RATIFY THE AWARD OF CONTRACT FOR GENERAL LEGAL SERVICES WITH EDWARD TESTINO, LLC THROUGH JUNE 30, 2025.**

**WHEREAS**; the Housing Authority of the City of Perth Amboy (the “Authority”) need to retain a legal professional to provide as needed General Legal Services commencing July 1, 2024 through June 30, 2025; 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 July 1, 2024 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:

Ratify the award of the professional services contract to provide general legal services to the firm of Edward Testino, LLC of Matawan, NJ for an annual retainer fee of $15,000.00 for a one-year period commencing July 1, 2024 with the option to renew for one additional year commencing July 1, 2025 for an annual retainer fee of $15,000.00.

***MOVED/SECONDED:***

**Resolution moved by \_ Chairperson Carty-Daniel\_\_\_\_\_\_\_\_\_**

**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. 3475-24**

**RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND.**

**WHEREAS,** the Housing Authority of the City of Perth Amboy is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

**WHEREAS,** said renewed membership terminates as of December 31, 2024 unless earlier renewed by agreement between Authority and the Fund; and

**NOW THEREFORE BE IT RESOLVED,** be it resolved as follows:

1. The Housing Authority of the City of Perth Amboy agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof a presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority’s intention to renew its membership.

***MOVED/SECONDED:***

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

**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 Vice-Chairman Gonzalez, read in full and considered:

**RESOLUTION NO. 3476-24**

**RESOLUTION TO APPROVE THE HIRING FOR THE POSITION OF DIRECTOR OF STAFF OPERATIONS**

**WHEREAS,** the Board has been advised effective May 1, 2025 Kristi Penta Duffy, the Director of Staff Operations will be retiring from the Housing Authority; and

**WHEREAS,** a recommendation has been made to approve the hiring of Ms. Pia Amos for the position of Director of Staff Operations; and

**WHEREAS,** Ms. Amos has 16 years of progressive management experience in affordable housing programs. Ms. Amos received a Bachelor of Arts (BA) from Duke University in North Carolina and a Juris Doctorate (JD) from Rutgers University School of Law, Newark, NJ; and

**WHEREAS,** in March 2020, Ms. Amos briefly worked for the New York City Housing Authority as a Senior Compliance Writer. She was hired by the Newark Housing Authority in September 2020 as a Senior Housing Development and Compliance Office, and then transitioned to become the Housing Choice Voucher Program Director for PBV in February of 2024;

**WHEREAS,** Ms. Amos will begin employment on September 16, 2024 to work closely with Ms. Penta Duffy. Her annual salary will be $165,000 and her two month benefit waiting period will be waived;

**NOW THEREFORE BE IT RESOLVED** the Board of the Authority approves the hiring of Ms. Pia Amos, as presented.

***MOVED/SECONDED:***

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

**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.

On the motion of Commissioner Crawford, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the August 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 Crawford, which motion was seconded by Vice-Chairman Gonzalez, the Board concurred to approve the August 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 – on-going Habitat builds are up and running. NRTC implementation is In-process.

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)

Kristi Penta Duffy, Director of Staff Operations updated the Board on proposed policy revisions,

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

* + ASK Scholarship awards scheduled following PARTNER meeting today.
  + Unveiling mural dedication event at Stack Apartments Community Room scheduled for Thursday, August 22nd at 11:00 am.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Commissioner Crawford, which motion was seconded by Commissioner Benyola, the Board concurred to adjourn the meeting.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema

Executive Director/Secretary