



# 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, February 14, 2017  
12:30 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, February 14, 2017 at the Dunlap Homes Complex, main Administrative Office Building, 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
	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
----------	--------------	------------------

The Chairperson declared said quorum present.

On the motion of Commissioner Falcon, which motion was seconded by Commissioner Benyola, the Board concurred to approve the Minutes of the Regular Board Meeting of January 10, 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 Vice-Chairman Pabon, read in full and considered:

**RESOLUTION # 3218-17**

**TO APPROVE THE INTRODUCTORY HOUSING AUTHORITY BUDGET**

**WHEREAS**, the Annual Budget and Capital Budget for the Housing Authority of the City of Perth Amboy for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 has been presented before the governing body of the Housing Authority of the City of Perth Amboy at its open public meeting of 2/14/2017; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$16,675,110, Total Appropriations, including any Accumulated Deficit if any, of \$16,646,030 Total Unrestricted Net Position utilized of 624,470; 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 holders 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 Housing Authority of the City of Perth Amboy, at an open public meeting held on 2/14/2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 is hereby approved;

**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 covenants, terms and provisions 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 Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on 4/11/2017.

Commissioner Benyola moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Jones. 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.

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

**RESOLUTION # 3219-17**

**TO AUTHORIZE THE AWARD OF THE CONTRACT TO SLADE ELEVATOR, INC. FOR THE ELEVATOR UPGRADES AT WESLEY T. HANSEN APARTMENT FOR \$434,899.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to upgrade the elevators at Wesley T. Hansen Apartments; 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 sealed bids through public advertisement for such services in the Home News Tribune on 11/28/16 and 12/5/16 and posted the same on the Authority's website and opened bids at 2:00 PM on 1/18/17; and

**WHEREAS**, Slade Elevator, Inc. of Mountainside, New Jersey, having received positive references, submitted the bid which price was the most advantageous to the Authority, and which bid conformed to all requirements; and

**WHEREAS**, sufficient funds are available to pay for the required services.

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

The Authority approves an award of the contract to Slade Elevator, Inc. for the elevator upgrades at Wesley T. Hansen Apartments for a total cost of \$434,899.00.

Commissioner Falcon-Lopez 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.

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

**RESOLUTION # 3220-17**

**TO AUTHORIZE THE AWARD OF CONTRACT TO EACM CORP FOR THE PHASE ii FIRE SPRINKLER INSTALLATION AT WESLEY T. HANSEN APARTMENTS FOR \$297,000.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) has a need to complete the second phase of the fire sprinkler installation in all of the apartments of Wesley T. Hansen Apartments; 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 sealed bids through public advertisement for such services in the Home News Tribune on 11/28/16 and 12/5/16 and posted the same on the Authority’s website and opened bids at 2:30 PM on 1/4/17; and

**WHEREAS**, EACM Corp, Inc. of Sea Bright, New Jersey, having received positive references, submitted the bid which price was the most advantageous to the Authority, and which bid conformed to all requirements; and

**WHEREAS**, sufficient funds are available to pay for the required services.

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

The Authority approves an award of the contract to EACM Corp. for the second phase of the fire sprinkler installation project at Wesley T. Hansen Apartments for a total cost of \$297,000.00.

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.

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

**RESOLUTION # 3221-17**

**TO AUTHORIZE THE PURCHASE OF A CANON COPIER FROM SUPERIOR OFFICE SYSTEMS IN THE AMOUNT OF \$8,850.00.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) has a need to replace their current copier in the Administrative offices; and

**WHEREAS**, the Authority solicited price quotes from various providers for comparable copiers; and

**WHEREAS**, Superior Office Systems of Edison, New Jersey, having served the Authority in the past, has submitted a proposal for a Canon IRA 6555 at a cost of \$8,850.00 and \$261.00 per month for maintenance; and

**WHEREAS**, the Authority has had positive experience with Canon machines and has available funds to pay for the necessary equipment.

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

The Authority approves the purchase of a Canon IRA 6555 from Superior Office Systems in the amount of \$8,850.00.

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.

On the motion of Commissioner Jones, which motion was seconded by Vice-Chairman Pabon, the Board concurred to approve the February 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

#### **Update on Redevelopment Activities**

- Douglas Dzema, Executive Director commented to the Board that there was nothing to report at this time.
- 

#### **Report on PARTNER**

- Reviewed RAD program in detail.
- Presentation from Gateway/PARTNER staff regarding Neighborhood Water Program award.
- Discussed the ASK Youth and Continuing Education Scholarship program.
- Milestones of the Family Self Sufficiency Program.
- Hiring of RAD employees.

#### **Update on the RAD Program**

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
  - o Schedule RAD residents meeting.
  - o Have our PILOTs
  - o Hiring options.
  - o Reviewing financial proposals form PNC/RBC
  - o Employee Lease Agreements
  - o Monthly HUD phone calls
  - o Construction contracts moving forward.
  - o HMFA approvals requested
  - o Goal is for a July 1, 2017 closing with HMFA/HUD.
  - 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 that the Stack/Hansen Senior Residents Council held general elections recently which was overseen and certified by the League of Woman Voters.

**REPORT OF THE CHAIRPERSON**

E. Dorothy Carty-Daniel informed the Board that Peter Boulieris, Former Employee-Maintenance and Douglas Dzema's Father-In-Law passed away.

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

Respectfully submitted by:

*Douglas G. Dzema*

Douglas G. Dzema, PHM  
Executive Director and Secretary