



Housing Authority of the City of Perth Amboy

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

**Friday< February 16, 2018
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 Friday, February 16, 2018 at the Dunlap Homes complex, Ed Scott Resource Center, Community 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	Gregory Pabon
	Commissioner	Shirley Jones
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola
	Commissioner	John C. Anagnostis

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

On the motion of Commissioner Benyola, which motion was seconded by Commissioner Falcon-Lopez, the Board concurred to approve the Minutes of the Regular Board Meeting of January 17, 2018, 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

<No Reports of Committee >

<No Public Discussion of Agenda Topics.>

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

RESOLUTION NO. 3264-18

RESOLUTION TO APPROVE THE INTRODUCTION OF THE OPERATING BUDGET FOR THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY FOR FISCAL YEAR ENDING MARCH 31, 2019.

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the City of Perth Amboy for the fiscal year beginning, April 1, 2018 and ending, March 31, 2019 has been presented before the governing body of the Housing Authority of the City of Perth Amboy at its open public meeting of 2/13/2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$16,575,195, Total Appropriations, including any Accumulated Deficit if any, of \$16,558,300 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 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 2/13/2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority for the fiscal year beginning, April 1, 2018 and ending, March 31, 2019 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 4/10/2018.

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:

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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

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

RESOLUTION NO. 3265-18

RESOLUTION TO RECOMMEND THE PARTNER BOARD OF TRUSTEES APPROVE THE DUNLAP RAD LLC AND HANSEN RAD LLC BUDGETS FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2018.

WHEREAS, the Housing Authority of the City of Perth Amboy “HACPA” is the general partner of both Dunlap RAD LLC and Hansen RAD LLC; and

WHEREAS, PARTNER is the managing agent for both Dunlap RAD LLC and Hansen RAD LLC and under the management agreement with the HACPA PARTNER must approve an operating budget for both entities on an annual basis; and

WHEREAS, as general partner of both entities the HACPA should review each annual budget and recommend approval prior to any action taken by PARTNER; and

WHEREAS, both Dunlap RAD LLC and Hansen RAD LLC have fiscal years that begin on January 1st, 2018 and end on December 31st, 2018; and

WHEREAS, the Executive Director along with PARTNER’s accountant have prepared a budget plan for the year ended December 31st, 2018 for both Dunlap RAD LLC and Hansen RAD LLC; and

WHEREAS, the Finance Committee for PARTNER and the Finance Committee of the Housing Authority of the City of Perth Amboy have reviewed the budgets and are recommending the PARTNER Trustees approve them;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy a recommendation for the PARTNER Board of Trustees to approve the operating budgets for both Dunlap RAD LLC and Hansen RAD LLC for the fiscal year commencing January 1st, 2018.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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 NO. 3266-18

RESOLUTION TO APPROVE THE PHA FY 2018 ANNUAL PLAN AND FIVE-YEAR PLAN.

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires the Housing Authority to prepare a consolidated Five Year Plan and Annual Plan each year to describe the Authority’s mission and its’ long term and shorter term goals and strategies for achieving this mission. The Housing Authority is further required to develop these plans in a public process involving consultation with our residents, local government and any concerned citizens; and

WHEREAS, for our upcoming fiscal year starting April 1, 2018, the Authority is required to submit to HUD a new Annual Plan for the upcoming 2018 fiscal year, and an updated CFP Five-Year Action Plan for the years 2018 to 2022; and

WHEREAS, these plans were developed in conjunction with our Planning Group, which included Housing Authority Commissioners, staff members, representatives from the City Administration, and resident representatives from each of our public housing developments and from the Section 8 Voucher programs. The draft plans were made available for public review and comment. A public hearing to take comments on the proposed plan was held on February 12, 2018; and

WHEREAS, the PHA FY 2018 Annual Plan and PHA Five-Year Plan, including the 2018 CFP Annual Statement and the CFP Five-Year Action Plan for 2018-2022 were recommended for approval by the Board;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the PHA FY 2018 Annual Plan and PHA Five-Year Plan, as presented.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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 considered:

RESOLUTION NO. 3267-18

RESOLUTION TO APPROVE CHANGE ORDER #2 TO HELIOS CONSTRUCTION, INC. FOR THE KITCHEN UPGRADES AT WILLIAM A. DUNLAP HOMES IN THE AMOUNT OF \$6,472.20.

WHEREAS, the Housing Authority of the Borough of Highlands (the "Authority") has awarded the contract for the kitchen upgrades at William A. Dunlap Homes to Helios Construction, Inc. in the amount of \$553,000.00 and Change Order #1 in the amount of \$20,326.25; and

WHEREAS, the Authority has a need to address unforeseen conditions with the removal of 100sf of double wall construction walls and the removal of an exposed gas line at Dunlap Homes and has received a price of \$4,402.20 from Helios for the labor and materials to perform the additional work; and

WHEREAS, the Authority also has a need to address unforeseen conditions with the replacement of the existing electrical panel board disconnects in the 18 finished units at Dunlap Homes and has received a price of \$2,070.00 from Helios for the labor and materials to perform the additional work; and

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

NOW THEREFORE BE IT RESOLVED by the Board of the Authority that the Authority awards Change Order #2 to Helios Construction, Inc. in the amount of \$6,472.20 which, together with Change Order #1, is below the allowable 20% increase of the original bid amount.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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 NO. 3268-18

RESOLUTION TO APPROVE CHANGE ORDER #3 TO SANTORINI CONSTRUCTION, INC. FOR THE RAD IMPROVEMENTS SENIOR PROJECTS – HANSEN RAD, LLC.

WHEREAS, the Housing Authority of the Borough of Highlands (the "Authority") has awarded the contract for the RAD Improvements Senior Projects-Hansen RAD, LLC to Santorini Construction, LLC in the amount of \$3,881,000.00 and change order #2 for the roof replacement at Hansen in the amount of \$193,200.00; and

WHEREAS, the Authority has a need for additional work at Stack Apartments which includes the replacement of the fire separation walls in the bathrooms, the modification of the wiring for the new range hoods in the kitchens and the automatic entry door hardware upgrades; and

WHEREAS, the Authority negotiated a price of \$129,636.32 from Santorini Construction, Inc. for the labor and materials to perform the additional work; and

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

NOW THEREFORE BE IT RESOLVED by the Board of the Authority that the Authority awards Change Order #3 in the amount of \$129,636.32 which, together with Change Order #1 is below the allowable 20% increase of the original bid amount.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Benyola, the Board concurred to approve the February 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			

Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Benyola, the Board concurred to approve recommendation for PARTNER payment of expenses incurred through Dunlap 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Benyola, the Board concurred to approve recommendation for PARTNER payment of expenses incurred through 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Falcon-Lopez which motion was seconded by Commissioner Benyola, the Board concurred to approve recommendation for PARTNER payment of expenses incurred through Dunlap RAD – CONSTRUCTION, 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Falcon-Lopez which motion was seconded by Commissioner Benyola, the Board concurred to approve recommendation for PARTNER payment of expenses incurred through Hansen RAD - CONSTRUCTION, 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

Report on PARTNER

- Gateway Programs – more funding opportunities.
- Habitat for Humanity –662 Cortlandt Street, Perth Amboy property due to close on February 21, 2018.
- ASK Scholarship Program update

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o File/compliance with HMFA in full swing – deadline is 120 days from closing.
 - o HMFA/Insurance and asset requirements – staff learning curve. Resident interviews continuing.
 - o Construction abound – all sites – must be completed by December 2018.
 - o Working on RAD conversions for both Keansburg/Highlands Authorities.

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 City Resolution re-appointing Commissioner Miguel Arocho.

REPORT OF THE CHAIRPERSON – None reported.

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

Respectfully submitted by,

Douglas G. Dzema
Executive Director/Secretary