



Housing Authority of the City of Perth Amboy

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

TUESDAY, April 13, 2021

1:00 PM

Virtual ZOOM Meeting

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, April 13, 2021 @ 1:00 PM through a virtual ZOOM conference.

<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	David Benyola
	Commissioner	Reverend Gregory Pabon
	Commissioner	Miguel Arocho
	Commissioner	Shirley Jones
	Commissioner	John C. Anagnostis

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Anagnostis, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of March 9, 2021, 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 David Benyola	X			
Commissioner Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner John C. Anagnostis	X			

Discussion of Agenda Topics- None reported.

Resolutions:

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

RESOLUTION NO. _3378-21_

RESOLUTION TO ADOPT THE 2021-2022 HOUSING AUTHORITY BUDGET AND CAPITAL BUDGET/PROGRAM.

WHEREAS, the Annual Budget and Capital Budget//Program for the Housing Authority of the City of Perth Amboy for the fiscal year beginning 4/1/2021, and ending, 3/31/2022 has been presented for adoption before the governing body of the Housing Authority of the City of Perth Amboy at its open public meeting of 4/13/2021; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$21,470,620, Total Appropriations, including any Accumulated Deficit, if any of \$21,268,720 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW THEREFORE, by the governing body of the Housing Authority of the City of Perth Amboy, at an open public meeting held on 4/13/2021 that the Annual Budget and Capital Budget/Program of the Housing Authority of the City of Perth Amboy for the fiscal year beginning, 4/1/2021 and ending, 3/31/2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Shirley Jones _____

Resolution seconded by ___ Vice-Chairperson David Benyola ___

VOTE:

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

The Chairperson thereupon declared such resolution has been approved.

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

RESOLUTION NO. _3379-21_

RESOLUTION TO APPROVE THE JEWISH RENAISSANCE FOUNDATION (JRF) REQUEST TO EXERCISE THE LEASE EXTENSION CLAUSE IN THEIR CURRENT MEMORANDUM OF UNDERSTANDING (MOU) TO 12/31/2021.

WHEREAS, the Jewish Renaissance Foundation (JRF) is requesting to exercise the lease extension clause in their current Memorandum of Understanding (MOU) with the Housing Authority of the City of Perth Amboy; and

WHEREAS, the MOU expired 12/31/2020 although – it includes the following extension clause, “Term of the Agreement – the term of the agreement will commence on January 1, 2019 and will continue in existence for two (2) years until December 31, 2020 unless and until terminated pursuant to the terms and conditions hereof. The parties agree that this agreement may be extended by consent by both parties for two additional one year terms. The parties agree to discuss each renewal term sixty days prior to the end of the term.”; and

WHEREAS, JRF has made a formal request to extend the current lease to 12/31/2021; and

WHEREAS, the JRF continues to operate the Bayside Family Success Center (FSC) and the Perth Amboy Alliance for Community (PAAC); and

WHEREAS, to date the JRF has served almost 500 unduplicated families, many living in the various Housing Authority properties; and

WHEREAS, the JRF and the Housing Authority look forward to another year and continuing the partnership;

NOW THEREFORE, the Board of Commissioners of the Authority hereby authorizes and approves the Jewish Renaissance Foundation (JRF) request to exercise the lease extension clause in their current Memorandum of Understanding (MOU) to 12/31/2021, as presented.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Miguel Arocho _____

Resolution seconded by ____ Commissioner Shirley Jones _____

VOTE:

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

The Chairperson thereupon declared such resolution has been approved.

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

RESOLUTION NO. _3380-21_

RESOLUTION AUTHORIZING THE RENEWAL OF THE CONTRACT FOR LAWN MOWING AND LEAF RAKING SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires lawn mowing and leaf raking services at its various housing development sites; and

WHEREAS, the Contract was awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20.4 et seq. to G & J Landscaping & Construction, LLC for a period of one year, renewable for two additional years at the same terms; and

WHEREAS, the contractor has performed satisfactorily over the past year; 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 authorizes the renewal of the contract for the 2021 landscaping season with G & J Landscaping & Construction, LLC for the lawn mowing and leaf raking services at the Authority’s various housing development sites for a per-service cost, for all sites, of \$3,730.00 for lawn mowing, and a per-service cost, for all sites, of \$4,880.00 for leaf raking at all sites.

MOVED/SECONDED:

Resolution moved by _____ Commissioner John Anagnostis _____

Resolution seconded by ____ Commissioner Shirley Jones _____

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola	X			
Commissioner Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho	X			

Commissioner Shirley Jones	X			
Commissioner John C. Anagnostis	X			

The Chairperson thereupon declared said resolution was approved.

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

RESOLUTION NO. _3381-21_

TO APPROVE THE INTERLOCAL AGREEMENT FOR PROCUREMENT SERVICES WITH THE WOODBRIDGE HOUSING AUTHORITY FOR THE TWO-YEAR PERIOD ENDING MAY 31st, 2023

WHEREAS, currently the Housing Authority of the City of Perth Amboy “HACPA” and the Housing Authority of the Township of Woodbridge “WHA” have entered into an interlocal agreement whereby the WHA provides procurement services to the HACPA; and

WHEREAS, the agreement is set to expire on May 31st, 2021; and

WHEREAS, both parties are interested in extending the contract for the next two years; and

WHEREAS, the HACPA is satisfied with the services provided in the past by the qualified purchasing agent “QPA” of the WHA; and

WHEREAS, both parties have agreed to a rate of \$115 per hour over the next two years for all services provided under the agreement and all other terms of the agreement will remain the same;

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

- 1) Approval to extend the interlocal agreement with the Housing Authority of the Township of Woodbridge for a period of two years and at an hourly rate of \$115 per hour. All other terms of the agreement will remain unchanged.
- 2) Authorization for the Executive Director to sign the agreement to effectuate this approval.

MOVED/SECONDED:

Resolution moved by _____ Commissioner John Anagnostis _____

Resolution seconded by _____ Commissioner Shirley Jones _____

VOTE:

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

The Chairperson thereupon declared said resolution was approved.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Jones, the Board concurred to approve the April 2021 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 David Benyola	X			
Commissioner Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Anagnostis, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the April 2021 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 David Benyola	X			
Commissioner Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner John C. Anagnostis	X			

Discussion took place, in reference to updated information on COVID-19 Testing and Vaccine availability and the Food Pantry supported by PARTNER/Bread of Life program. At this time, 95% of the Hansen Apartment Seniors and 65% of the Stack Apartment Seniors have been vaccinated.

The Board was updated on the PARTNER/Property Acquisition for the Habitat for Humanity projects, ASK Scholarships for Youth and Continuing Education and Family Self-Sufficiency/Homeownership Program. A City Zoning Board meeting is scheduled for Thursday, May 13th to discuss the Habitat for Humanity Inslee St/Garretson Avenue Property Acquisition.

PUBLIC SESSION

- No comment from the public.

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 updated the Board on Employee COVID-19 Reconstitute (ECR) Plan for the Housing Authority and PARTNER staff, informed the Board that (2) Commissioner term appointments are scheduled for approval at the upcoming City Council meeting and RAD closing transactions with HUD for Willow Pond and Birchwood (Parkview) are ongoing.

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

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary