



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
PASTOR BERNADETTE FALCON-LOPEZ
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, June 23, 2020
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, June 23, 2020 @ 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 in accordance with state and HUD mandated COVID-19 statements, 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	Shirley Jones
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	John C. Anagnostis
Excused:	Commissioner	Miguel A. Arocho

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Annual Re-Organization Meeting of May 21, 2020, 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Jones, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of May 21, 2020, 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

Reports of Committee – None reported.

Discussion of Agenda Topics

Douglas Dzema, Executive Director explained to the Board as to why the Housing Authority is replacing flooring the Birchwood of Perth Amboy at this time, the installation of security cameras at various Housing sites, and the possibility of implementation of speed bumps at the Dunlap Homes and the Willows of Perth Amboy complex.

Resolutions:

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

RESOLUTION # 3345-20

**TO RATIFY THE AWARD OF CONTRACT TO ADIRONDACK CONTRACTING, INC.
FOR THE SITE WORK AT WILLOW POND VILLAGE IN THE AMOUNT OF \$35,000.00**

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a qualified contractor for the site work at Willow Pond Village; 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 through public advertisement for such services in the Home News Tribune on 3/14/20, posted the same on the Authority's website and received proposals until 3/31/20; and

WHEREAS, Adirondack Contracting, LLC of Sea Girt, New Jersey, having performed satisfactorily for the Authority in the past, submitted the lowest responsive and responsible proposal; 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 awards the contract to Adirondack Contracting, LLC for the site work at Willow Pond Village for \$35,000.00.

MOVED/SECONDED:

Resolution moved by _____ **Vice-Chairman Benyola** _____

Resolution seconded by _____ **Commissioner 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

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

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

RESOLUTION # 3346-20

TO RATIFY THE AWARD OF CONTRACT TO AMBOY FLOORS, INC. FOR THE REPLACEMENT OF THE FLOORING OF THE FIRST FLOOR OF THE BIRCHWOOD IN THE AMOUNT OF \$45,032.00

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a qualified contractor to replace the flooring of the first floor of The Birchwood; 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 3/13/20, and again on 3/18/20, posted the same on the Authority's website and received proposals until 4/7/20; and

WHEREAS, Amboy Floors, Inc. of Perth Amboy, New Jersey, having performed satisfactorily for the Authority in the past, submitted the lowest responsive and responsible proposal; 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 awards the contract to Amboy Floors, Inc. to replace the flooring of the first floor of The Birchwood for \$45,032.00.

MOVED/SECONDED:

Resolution moved by _____ **Vice-Chairman Benyola** _____

Resolution seconded by _____ **Commissioner 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

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

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

RESOLUTION # 3347-20

TO RATIFY THE AWARD OF CONTRACT TO BALANIKAS PAINTING FOR THE PAINTING OF THE INTERIOR DOORS OF THE FIRST FLOOR OF THE BIRCHWOOD IN THE AMOUNT OF \$11,600.00

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a qualified contractor to paint the interior doors of the first floor of the Birchwood; 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 through public advertisement for such services in the Home News Tribune on 3/14/20, posted the same on the Authority's website and received proposals until 3/31/20; and

WHEREAS, Balanikas Painting of Long Branch, New Jersey, having performed satisfactorily for the Authority in the past, submitted the lowest responsive and responsible proposal; 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 awards the contract to Balanikas Painting to paint the interior doors of the first floor of the Birchwood \$11,600.00.

MOVED/SECONDED:

Resolution moved by _____ **Vice-Chairman Benyola** _____

Resolution seconded by _____ **Commissioner 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

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

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

RESOLUTION # 3348-20

TO APPROVE THE AMENDMENT OF THE YMCA SERVICE AGREEMENT

WHEREAS, the organizations that are Parties to this Agreement seek to develop and improve the spiritual, social, mental, and physical life of youth and adults in accordance with the mission of the YMCA; and render such services to the community as well as secure better economic, social, and moral conditions for youth and adults in cooperation with other organizations and individuals; and

WHEREAS, the organizations are committed to a leadership style of collaboration, communication, consultation, participation, and responsibility; and

WHEREAS, the organizations are committed to a holistic approach to wellness, embracing healthy spirit, mind, and body for all; and

WHEREAS, the organizations are committed to all members of the community, including men, women, and children of all ages, incomes, abilities, races, and religions without regard to ability to pay; and

WHEREAS, the organizations recognize that by sharing they can achieve high-quality, cost-effective, highly efficient management; and have a mutual desire to enter into this Agreement; and

NOW, THEREFORE, the Raritan Bay Area YMCA (RBAY) and the Housing Authority of the City of Perth Amboy agree as follows:

This agreement is made between the Housing Authority of the City of Perth Amboy and the RARITAN BAY AREA YMCA according to the terms and conditions listed below. This agreement is considered an exact understanding of the needs of the Housing Authority and the services they will provide. RARITAN BAY AREA YMCA reserves the right to deny any request made beyond these terms or to charge additional fees for such request. RARITAN BAY AREA YMCA also reserves the right to charge additional fees for services, which must be put in place during the course of the event to insure safety and security.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Jones _____

Resolution seconded by _____ Commissioner Anagnostis _____

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

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

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

RESOLUTION # 3349-20

TO APPROVE THE AWARD OF CONTRACT FOR PEST CONTROL SERVICES TO E&G EXTERMINATORS, INC. FROM 7/1/2020 TO 6/30/22

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires preventative pest control services for 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 such services through public advertisement in The Home News Tribune on May 23, 2020 and May 31, 2020 and posted the same on the Authority's website and received proposals until June 16, 2020; and

WHEREAS, E & G Exterminators, Inc. of South Amboy, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements and received positive references; 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 approves an award of the contract to E & G Exterminators, Inc. for pest control services at the Authority's various housing development sites at the following monthly costs: Dunlap Homes, \$209.00; Otlowski Gardens, \$31.00; Stack Apts., \$63.00; Hansen Apts., \$130.00; Sofield Gardens, \$21.00; Dzema Gardens, \$23.00. Bed bug services, whenever necessary, shall be performed at the following costs: 1BR, \$93.00; 2BR, \$103.00; 3BR, \$113.00; 4BR, \$123.00 and 5BR, \$133.00.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Jones _____

Resolution seconded by _____ Commissioner Pabon _____

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

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

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

RESOLUTION # 3350-20

TO APPROVE THE AWARD OF CONTRACT FOR FIRE PUMP ANNUAL INSPECTION, MAINTENANCE AND REPAIR SERVICES TO ALLIED FIRE & SAFETY EQUIPMENT FOR 7/1/20 TO 6/30/22.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires the annual inspection, maintenance, testing and possible repairs of the fire suppression systems at Stack Apartments and 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 proposals for a two-year service contract for such services through public advertisement in The Home News Tribune on May 23, 2020 and posted the same on the Authority's website and received proposals until June 16, 2020; and

WHEREAS, Allied Fire & Safety Co., Inc. of Neptune, New Jersey submitted the proposal which proposed price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, Allied performed satisfactory 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 approves an award of a two year contract, renewable at the option of the Authority for two additional one year periods, to Allied Fire & Safety Co., Inc. for the annual inspection, testing, maintenance and repair services of the fire suppression systems at Stack Apartments and Hansen Apartments with an annual price of One Thousand Eight Hundred dollars and no cents (\$1,800.00) for the annual inspection, maintenance and testing services, and labor rates for possible repair services of One Hundred Forty dollars and no cents (\$140.00) for standard business hours and Two Hundred Fifty dollars and no cents (\$250.00) for overtime hours from July 1, 2020 through June 30, 2022.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Jones _____

Resolution seconded by _____ Commissioner Falcon-Lopez _____

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

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

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

RESOLUTION # 3351-20

TO APPROVE ANNUAL AND SICK TIME PAYMENT

WHEREAS, Ioannis Kandiliotis, Maintenance Foreman has retired and ended employment of over 35 years of service on 5/31/2020; and

WHEREAS, as per personnel policy he is entitled to his accumulated vacation and to 1/2 of accumulated sick time. Ioannis accumulated 54 annual days and 225.11 sick days.

The following is calculated based on his current hourly rate of \$43.43:

54 annual days @ \$347.44 per day= \$ 18,761.76

225.11/2 = 112.56 sick days @ \$347.44 per day= \$ 39,106.11

Total: \$57,867.87

WHEREAS, Mr. Kandiliotis has requested to be paid 50% of his time in 2020 and 50% in 2021. Since this provides no hardship to the Authority, it has been recommended to honor this request and

NOW, THEREFORE BE IT RESOLVED, a request has been made to issue checks to Ioannis Kandiliotis in the amount of \$ 28,933.94 net of applicable payroll taxes in 2020 and \$28,933.93 net of applicable taxes in 2021, as presented.

MOVED/SECONDED:

Resolution moved by _____ Commissioner Jones _____

Resolution seconded by _____ Commissioner Anagnostis _____

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

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

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

RESOLUTION # 3352-20

**TO APPROVE THE AMENDMENT TO THE SECTION 8 ADMIN PLAN/
REVISION OF PAYMENT STANDARDS**

WHEREAS, a recommendation has been made to increase the 2 bedroom and 3 bedroom payment standards to 100% of the Fair Market Rents, which were effective 10/1/2019. They were previously set at 90% of the Fair Market Rents; and

WHEREAS, it is necessary as the COVID-19 pandemic has caused a decrease in available units and a corresponding increase in rents; and

WHEREAS, the changes are as follows:

2 BR- \$1,593 to \$1,770

3 BR- \$2,005 to \$2,228

WHEREAS, HUD requires payment standards to be set between 90% and 110% of the current FMRs. They can be no less than 90%. The payment standards established reflect the highest rent the Authority will approve. The Authority must determine the amount to set the payment standards in accordance with HUD requirements, comparable rents in the community, and the average gross rents of units on the section 8 program; **and**

NOW, THEREFORE BE IT RESOLVED, the revised payment standards are effective August 1, 2020, as presented.

MOVED/SECONDED:

Resolution moved by _____ **Commissioner Pabon**_____

Resolution seconded by _____ **Commissioner 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

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

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

RESOLUTION # 3353-20

TO RATIFY THE OPENING OF A ONE-BEDROOM ON-LINE HANSEN RAD PBV WAITING LIST TO U.S. VETERANS AND PERTH AMBOY

WHEREAS, this is to ratify the opening of a one-bedroom on-line Hansen RAD PBV waiting list to U.S. Veterans and Perth Amboy residents. There are currently no applicants meeting the residency preference for these one-bedroom units. Additionally, there is a new, NJ State statute requiring public housing agencies to provide a preference to U.S. Veterans when opening waiting lists. The veterans do not have to be Perth Amboy residents to apply, and they will receive priority. Since this is a section 8 PBV wait list, the Authority must implement the state law: **and**

NOW, THEREFORE BE IT RESOLVED, the Authority has publicized the opening of the list on its website and by notifying local social service agencies. The Authority will only accept applications online via the PHA-Web software. Judy Matias will assist applicants requiring assistance with application process. The waiting list will be closed once 100 qualified applications are received. The applicants will be ranked based on date, time and preferences, as presented.

MOVED/SECONDED:

Resolution moved by _____ **Vice-Chairman Benyola**_____

Resolution seconded by _____ **Commissioner Falcon-Lopez**_____

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

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

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the June 2020 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Jones, the Board concurred approve the June 2020 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 Pastor Bernadette Falcon-Lopez	X			
Commissioner John C. Anagnostis	X			

Discussion took place, in reference to COVID-19 and testing availabilities for Housing Authority/PARTNER employees and Public Housing residents. The Board was informed of the Housing Authority's plan to reopen the Administrative Office at 50% capacity on July 6th.

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

Edward Testino, Counsel updated the Board on the Coronavirus (COVID-19) and informed the Board that remote virtual meetings will continue until further notice.

REPORT OF THE EXECUTIVE DIRECTOR

Douglas Dzema commented to the Board on the following:

- Schools Development Association – easement for Willow Pond
 - Garbage Pickup by the City at all sites.
 - Census – participating in City effort.
- Coronavirus (COVID-19) protocols and policies
 - Heightened cleaning regimens – Normal cleaning programs + all bathroom doors/entrances wiped down with sanitizers.
 - Disinfectants
 - Maintenance departments given gloves and facial masks.
 - Employee awareness and discussions
 - Posters posted at Hansen and Stack apartments.
 - Practical measures put into place, no extreme.
 - State/Federal guidelines to workforce working from home.
 - Staff and Board meetings to be audio/video remote.

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

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary