



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
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, April 11, 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
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola
Excused:	Vice-Chairman	Reverend Gregory Pabon
	Commissioner	Miguel A. Arocho

The Chairperson declared said quorum present.

On the motion of Commissioner Brady, which motion was seconded by Commissioner Benyola, the Board concurred to approve the Minutes of the Regular Board Meeting of February 14, 2017, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, 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 Commissioner Benyola, read in full and considered:

RESOLUTION # 3222-17

TO AMEND THE FISCAL YEAR ENDING MARCH 31, 2018 APPROVED BUDGET

WHEREAS, the Housing Authority of the City of Perth Amboy has approved the March 31st, 2018 Authority Budget on February 14, 2017; and

WHEREAS, the Housing Authority of the City of Perth Amboy finds it necessary to amend the March 31st, 2018 approved Authority Budget, as follows:

	<u>FROM</u>	<u>TO</u>
Less: Retained Earnings Utilized To Balance Budget	\$624,470	\$299,210

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the City of Perth Amboy the March 31st, 2018 Authority's Budget is hereby amended as detailed above; and

BE IT FURTHER RESOLVED, that the Board's Executive Director is hereby directed to submit a copy of the resolution to the Director of Local Government Services for approval as part of the Authority's March 31st, 2018 budget.

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

Aye: Edna Dorothy Carty-Daniel, 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 Jones, read in full and considered:

RESOLUTION # 3223-17

TO APPROVE THE ADOPTION OF THE HOUSING AUTHORITY BUDGET FYE MARCH 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program 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 for adoption before the governing body of the Housing Authority of the City of Perth Amboy at its open public meeting of 4/1//2017; 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 reflection Total Revenues of \$16,675,110, Total Appropriation, including any Accumulated Deficit, if any, of \$16,646,030 and Total Unrestricted Net Position utilized of \$299,210; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Housing Authority of the City of Perth Amboy, at an open public meeting held on 4/11/2017 that the Annual Budget and Capital Budget/Program of the Housing Authority of the City of Perth Amboy for the fiscal year beginning April 1, 2017 and, ending March 31, 2018 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, 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.

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

Aye: Edna Dorothy Carty-Daniel, 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 # 3224-17

TO RATIFY THE EXTENSION OF THE CONTRACT FOR ELECTRICAL REPAIR SERVICES THROUGH 1/31/19.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") from time to time requires as needed electrical repairs at its public housing 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 a two-year service contract, renewable for one additional two-year period, for such services through public advertisement in The Homes News Tribune on 12/6/14 and 12/9/14 and posted the same on the Authority's website and received proposals until January 5, 2015; and

WHEREAS, the Contract was awarded to ADK Electrical Services, Inc. of Edison, New Jersey; and

WHEREAS, ADK has performed satisfactorily over the last two years; and

WHEREAS, sufficient funds are available from the Authority's operating funds to pay for the required services for an additional two years; and

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

The Authority ratifies the extension of the contract with ADK Electrical Services, Inc. for the as-needed electrical repair services at its various public housing sites at the proposed hourly labor rates of \$65.85/standard hour and \$85.81/premium hour from February 1, 2017 through January 31, 2019.

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

Aye: Edna Dorothy Carty-Daniel, 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 # 3225-17

TO RATIFY THE RENEWAL OF THE CONTRACT FOR FLOORING REPAIR AND REPLACEMENT SERVICES TO 11/13/18.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires flooring repairs and/or replacement 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 a two-year service contract, renewable for one additional two year term, through public advertisement in The Homes News Tribune on 10/3/14 and 10/7/14, posted the same on the Authority's website and received such proposals until October 29, 2014; and

WHEREAS, the Contract was awarded to New Jersey State Flooring of Brick, New Jersey; and

WHEREAS, the contract was performed satisfactorily over the past two years; 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 ratifies the extension of the contract with New Jersey State Flooring for the as-needed flooring repair and replacement services the Authority requires from time-to-time at the proposed rated of \$1.50/sf for vinyl

composition tile flooring, \$1.25/lf for cove base and \$21.00/sy for carpeting from December 1, 2016 through November 30, 2018.

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, 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 # 3226-17

TO RATIFY THE HIRING OF A SUBSIDIZED HOUSING SPECIALIST

WHEREAS, the Board has been advised that the Authority has hired Ms. Cristina Duran for the position of Subsidized Housing Specialist at a salary of \$41,000; and

WHEREAS, she will begin employment on April 17, 2017; and

WHEREAS, Ms. Duran has been employed by NJDCA in the Middlesex County Section 8 Field Office for the past 16 years as a Senior Clerk. She is knowledgeable and experienced in the Section 8 program. Ms. Duran is fluent in English and Spanish. She is a resident of Perth Amboy; and

WHEREAS, Ms. Duran's medical benefit and pension will begin immediately as she is already enrolled in both programs through her current position. She will remain in a probationary position for the first 6 months of employment;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy ratifies the hiring of Ms. Cristina Duran for the position on Subsidized Housing Specialist, as presented.

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

Aye: Edna Dorothy Carty-Daniel, 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 # 3227-17

TO AWARD A CONTRACT FOR CARD OPERATED LAUNDRY SERVICES TO FMB LAUNDRY FOR A TWO-YEAR PERIOD.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a qualified laundry service contractor to supply, install, maintain and service a total of 14 laundry machines (7 washers and 7 dryers) in the laundry rooms of Hansen and Stack Apartments; and

WHEREAS, the Contract is to be awarded through a "fair and open process" pursuant to N.J.S.A. 19:44-20.4 et seq.;; and

WHEREAS, the Authority solicited proposals for a two-year service contract, renewable for one additional two year term, through public advertisement in The Home News Tribune on March 5, 2017 and posted the same on the Authority's website and received such proposals until March 29, 2017; and

WHEREAS, CSC Service Works of East Rutherford, New Jersey having received positive references, submitted proposal which price (50% of collections) and other factors were the most advantageous to the Authority, and which proposal conformed to all requirements.

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

The Authority awards the contract with CSC Service Works for the laundry room services the Authority requires to maintain the washers and dryer machines for a fee of 50% of collections, payable monthly, for a two year term commencing the first of the month following the installation of all machines.

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, 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 considered:

RESOLUTION # 3228-17

TO AWARD A CONTRACT TO THE FIRM OF NOVogradac and Company to perform the Housing Authority Independent Audit for the Fiscal Year ending March 31st, 2017

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" is required by the United States Department of Housing and Urban Development "HUD" to have an independent audit performed each year of its books and records in accordance with generally accepted accounting principles; and

WHEREAS, the HACPA is in need of an audit for its fiscal year end March 31st, 2017; and

WHEREAS, the HACPA is converting 360 public housing units to the Rental Assistance Demonstration Program "RAD" and is scheduled to close sometime around August 1st, 2017; and

WHEREAS, the equity investors for the transaction, PNC Bank, needs the audit of the HACPA books completed prior to closing; and

WHEREAS, due to the time constraints in closing the RAD deal the HACPA does not have ample time to procure an RFP in order to solicit additional proposals; and

WHEREAS, the firm of Fallon and Larsen, CPA's now known as Novogradac and Company has performed the HACPA's independent audit for the past several years and provided excellent service to the HACPA; and

WHEREAS, Novogradac and Company has agreed to perform the audit and complete it within the time frames required to have it finalized by the RAD closing;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the City of Perth Amboy the following:

- 1) Award of an audit contract to the firm of Novogradac and Company to perform the HACPA's independent audit for the fiscal year ending March 31st, 2017 at a fee of \$13,400.
- 2) Authorization for the Executive Director to execute the engagement letter to effectuate this action.

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

Aye: Edna Dorothy Carty-Daniel, 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 Chairperson Carty-Daniel, read in full and considered:

RESOLUTION # 3229-17

GEORGE BOULIERIS RETIREMENT

WHEREAS, George Boulieris has been employed by the Housing Authority of the City of Perth Amboy for 35 years as a maintenance repairer, assistant foreman, and maintenance supervisor, and has served in this capacity as a dedicated public servant; and

WHEREAS, in the course of his employment he has pursued opportunities and shared his skills as a licensed exterminator, CDL truck driver, low pressure black seal boiler operator, auto mechanic, and skilled tradesman; and

WHEREAS, he has countless times without complaint been woken up to attend to a maintenance emergency, worked around the clock to plow snow, and performed any task asked of him;

WHEREAS, George is both respectful of and respected by the residents, his coworkers, and members of the community;

NOW THEREFORE BE IT RESOLVED, we all wish George well in the future, desire for him to prosper, and hope he has many, many years of enjoyment as he retires on May 1, 2017.

Commissioner Falcon-Lopez 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, 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 Falcon-Lopez, which motion was seconded by Commissioner Benyola, the Board concurred to ratify the March Bill List and approve the April Bill List and communication, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

Report on PARTNER

- PARTNER Meeting held on April 5, 2017 – handouts distributed to Board.
- Discussed status of 400 Lawrie Street property.
- Discussed the ASK Youth and Continuing Education Scholarship program.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o RAD residents meeting scheduled on April 26, 2017 – 3:00 p.m. Seniors (Hansen) and 6:00 p.m. Family (Dunlap) – notices to be distributed accordingly.
 - o Leasing Agreements drafted.
 - o Reviewing financial proposals from PNC/RBC
 - o Submitted all financial documents to HUD for review.
 - o Construction contracts moving forward.
 - o HMFA approvals requested
 - o Goal is for an August 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 of the following:

- HUD letter dated 3/30/2017 - Approval of Annual Plan.
- Office hours changing - Updated Staff Contact list distributed.
- Capital Report
- Shirley Jones: Senior Citizen of the Year - Knights of Columbus Shield Award

REPORT OF THE CHAIRPERSON - None reported

On the motion of Commissioner Benyola, 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