



# **Housing Authority of the City of Perth Amboy**

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EDNA DOROTHY CARTY-DANIEL, Chairperson  
DAVID BENYOLA, Vice-Chairman  
MIGUEL A. AROCHO  
SHIRLEY JONES  
FERNANDO A. GONZALEZ  
GREGORY PABON  
WILFREDO SOTO

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  
WEDNESDAY, JUNE 15th, 2022  
3:00 PM  
Virtual ZOOM and In-Person Board Meeting**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Wednesday, June 15<sup>th</sup>, 2022 @ 3:00 pm through a virtual ZOOM conference and in-person at the Housing Authority’s main office conference room located at 881 Amboy Avenue, Perth Amboy, New Jersey.

<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 Commissioner Commissioner Commissioner Commissioner	Edna Dorothy Carty-Daniel Miguel A. Arocho Shirley Jones Fernando A. Gonzalez Wilfredo Soto
Excused:	Vice-Chairman Commissioner	David Benyola Gregory Pabon

The Chairperson declared said quorum present.

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Soto, the Board concurred to approve the Minutes of the Annual Reorganization Board Meeting of May 25, 2022, 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 Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon				X
Commissioner Wilfredo Soto	X			

On the motion of Commissioner Gonzalez, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of May 25<sup>th</sup>, 2022, 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 Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon				X
Commissioner Wilfredo Soto	X			

Reports of Committee – None reported.

Discussion of Agenda Topics- None reported.

Resolutions:

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

**RESOLUTION NO. 3420-22**

**RESOLUTION RATIFYING THE CONTRACT FOR AUTOMATIC DOOR OPERATOR MAINTENANCE AND REPAIR SERVICES FROM 7/1/22 TO 6/30/24**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires automatic door operators maintenance and repair 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 through public advertisement in The Home News Tribune on 5/22/22, posted the same on the Authority’s website and received proposals until June 7, 2022; and

**WHEREAS**, Automated Door Systems, LLC of North Arlington, 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**, the contractor has performed 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 ratifies the contract with Automated Door Systems, LLC for the automatic door operator maintenance and repair services the Authority requires from time to time at an annual cost of \$1,800.00, an hourly rate for standard hours of \$125.00/hr and an hourly rate for premium hours of \$187.50/hr commencing July 1, 2022 through June 30, 2024.

**MOVED/SECONDED:**

**Resolution moved by** \_\_\_\_\_ **Commissioner Arocho** \_\_\_\_\_

**Resolution seconded by** \_\_\_\_\_ **Commissioner Jones** \_\_\_\_\_

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola				X
Commissioner Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon				X
Commissioner Wilfredo Soto	X			

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3421-22**

**RESOLUTION AUTHORIZING AWARD OF A CONTRACT  
FOR HVAC MAINTENANCE AND REPAIR SERVICES TO RAMAS CLIMATE AND  
REFRIGERATION FROM 7/1/22-6/30/24**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires heating, ventilation and air-conditioning (HVAC) maintenance and repair services at its public housing project sites in Perth Amboy, NJ; 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 two additional one-year periods or one additional two-year period, for such services through public advertisement in The Home News Tribune on 5/22/22 and posted the same on the Authority’s website and received proposals until June 7, 2022; and

**WHEREAS**, Ramas Climate and Refrigeration, LLC (Ramas), of Livingston, New Jersey submitted a reasonable proposal which conformed to all requirements; and

**WHEREAS**, Ramas was the Authority’s previous contractor for these services and performed the services reliably and competently; 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 agreement of both parties for two additional one-year periods, to Ramas Climate and Refrigeration, LLC for the HVAC maintenance and repair services at its various public housing sites with an annual periodic maintenance price of \$4,800.00, and labor rates (standard/premium) for possible repair services of \$90.00/125.00 for both HVAC technician and laborer commencing July 1, 2022 through June 30, 2024.

**MOVED/SECONDED:**

**Resolution moved by** \_\_\_\_\_ **Commissioner Arocho** \_\_\_\_\_

**Resolution seconded by** \_\_\_\_\_ **Commissioner Jones** \_\_\_\_\_

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola				X
Commissioner Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon				X
Commissioner Wilfredo Soto	X			

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3422-22**

**RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR EMERGENCY ELECTRICAL GENERATOR MAINTENANCE AND REPAIR SERVICES TO ATLANTIC SWITCH & GENERATOR FROM JULY 1, 2022 TO JUNE 30, 2024**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) requires emergency electrical generator maintenance and repair services for the generators at its various public housing project sites in Perth Amboy, NJ; 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 two additional one-year periods or one additional two-year period, for such services through public advertisement in The Home News Tribune on May 22, 2022 and posted the same on the Authority’s website and received proposals until June 7, 2022; and

**WHEREAS**, Genserve of Hainesport, NJ submitted the proposal which proposed price was the most advantageous to the Authority, and which proposal conformed to all requirements; 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 agreement of both parties for two additional one year periods, to Atlantic Switch & Generator for the emergency electrical generator maintenance and repair services for the generators at its various public housing sites with an annual periodic maintenance price of \$3,895.00, and labor rates (standard/premium) for possible repair services of 135.00/200.00 for repair technician commencing July 1, 2022 through June 30, 2024.

**MOVED/SECONDED:**

**Resolution moved by** \_\_\_\_\_ **Commissioner Arocho**\_\_\_\_\_

**Resolution seconded by** \_\_\_\_ **Commissioner Jones**\_\_\_\_\_

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson David Benyola				X
Commissioner Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon				X
Commissioner Wilfredo Soto	X			

The Chairperson thereupon declared such resolution has been approved.

On the motion of Commissioner Arocho, which motion was seconded by Vice-Chairman Benyola, the Board concurred to the June 2022 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 Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon				X
Commissioner Wilfredo Soto	X			

On the motion of Commissioner Arocho, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the June 2022 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 Miguel A. Arocho	X			
Commissioner Shirley Jones	X			
Commissioner Fernando A. Gonzalez	X			
Commissioner Gregory Pabon				X
Commissioner Wilfredo Soto	X			

Discussion took place, in reference to updated information on COVID-19 CDC guidelines.

The Board was updated on the PARTNER/Property Acquisitions for the Habitat for Humanity projects, the Gateway Neighborhood Collaboration, Housing Authority/PARTNER Upcoming Workshops/Events, and the Family Self-Sufficiency/Homeownership Program activities.

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 informed the Board on the status with HUD of the Bethany Tower projects in Keyport, NJ and update on Cyber Security implementations within housing authorities.

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

Respectfully submitted by,

*Douglas G. Dzema*

Douglas G. Dzema  
Executive Director/Secretary