in00118_ **Housing Authority of the City of Perth Amboy**

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EDNA DOROTHY CARTY-DANIEL, Chairperson DOUGLAS G. DZEMA, P.H.M.

FERNANDO A. GONZALEZ, Vice-Chairman Executive Director

MIGUEL A. AROCHO

DAVID BENYOLA EDWARD TESTINO

GREGORY PABON Counsel

WILFREDO SOTO

DIANE CRAWFORD

**THE MINUTES OF THE REGULAR MONTHLY MEETING**

**OF**

**THE BOARD OF COMMISSIONERS**

**OF**

**THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

**WEDNESDAY, JULY 16th, 2024 @ 1:00 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, July 16th, 2024 @ 1:00 pm through a virtual ZOOM conference and in-person at the Housing Authority’s Resource Center 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 Edna Dorothy Carty-Daniel

Vice-Chairman Fernando A. Gonzalez

Commissioner David Benyola

Commissioner Gregory Pabon

Commissioner Wilfredo Soto

Commissioner Diane Crawford

Excused: Commissioner Miguel Arocho

The Chairperson declared said quorum present.

On the motion of Commissioner Crawford, which motion was seconded by Commissioner Soto, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of June 12th, 2024, 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 Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto | X |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

Reports of Committees – None reported

Discussion of Agenda Topics.

Resolutions:

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

**RESOLUTION NO. 3470-24**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE CONTRACT OF AUDIT SERVICES TO THE FIRM OF NOVOGRADAC & COMPANY, LLP FOR THE FISCAL YEAR ENDING MARCH 31, 2024**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the “Authority”) is required under the Single Audit Act to have an audit of its accounts and records performed by a Certified Public Accountant; and

**WHEREAS,** the Authority solicited proposals through a fair and open process and advertised in the Home News and Tribune for auditing services for the fiscal year ending March 31, 2023, with the option to extend the contract for the fiscal year ending March 31, 2024; and

**WHEREAS,** the contract was awarded to Novogradac & Company, LLP of Toms River, NJ; and

**WHEREAS,** Novogradac & Company, LLP met all requirements in the solicitation; and

**WHEREAS,** sufficient funds are available from the Authority’s operating funds to pay for the required services for an additional one-year period.

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

1) Renewal of contract to the firm Novogradac & Company, LLP to perform the required annual audit for the fiscal year ending March 31, 2024 at a lump sum of $16,400.

2) Authorization for the Executive Director, Douglas Dzema, to execute the contract for Auditing services with all the term and conditions in the Request for Proposal.

***MOVED/SECONDED:***

**Resolution moved by \_ Commissioner Pabon\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Crawford\_\_\_\_\_\_\_\_\_\_\_\_\_**

VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOARD MEMBER** | **YES** | **NO** | **ABSTAIN** | **ABSENT** |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto | X |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3471-24**

**RESOLUTION TO RATIFY THE AWARD OF CHANGE ORDER #1 TO SEEC, LLC. FOR BOILER & HOT WATER HEATER REPLACEMENTS AT THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY**

**WHEREAS,** the Housing Authority of the City of Perth Amboy (the “Authority”) awarded the contract through a fair and open process for Boiler and Hot Water Heater Replacements to SEEC, LLC. for the amount of $889,000; and

**WHEREAS,** the Authority wishes to add the following changes; replacement of leaking boiler water shut-off valves located in Dzema and Sofield Gardens; and

**WHEREAS,** the Authority received a price of $11,280.00 to perform additional work which has been determined to be fair and reasonable price; and

**WHEREAS,** SEEC, LLC of Wall, NJ submitted an acceptable price and a responsible and responsive bid; 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 Change Order #1 in the amount of $11,280.00 to SEEC, LLC. and is hereby directed to amend contract to the new price of $900,280.00.

***MOVED/SECONDED:***

**Resolution moved by \_ Commissioner Crawford\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Pabon\_\_\_\_\_\_\_\_\_\_\_\_\_**

VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOARD MEMBER** | **YES** | **NO** | **ABSTAIN** | **ABSENT** |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto | X |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3472-24**

**RESOLUTION AWARDING THE CONTRACT FOR PEST CONTROL SERVICES TO E&G EXTERMINATORS, INC. FROM 7/1/24 TO 6/30/26**

**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 28, 2024 and June 4, 2024 and posted the same on the Authority’s website and received proposals until June 11, 2024; 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, $624.00; Otlowski Gardens, $96.00; Stack Apts., $192.00; Hansen Apts., $400.00; Sofield Gardens, $64.00; Dzema Gardens, $72.00. 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 \_ Vice-Chairman Gonzalez\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Pabon\_\_\_\_\_\_\_\_\_\_\_\_\_**

VOTE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOARD MEMBER** | **YES** | **NO** | **ABSTAIN** | **ABSENT** |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto | X |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3473-24**

**Resolution TO APPROVE the HIRING FOR POSITION OF THE DIRECTOR OF FINANCIAL OPERATIONS.**

**WHEREAS,** the Board has been advised the effective April 1st, 2025 Thomas Furlong, the Director of Financial Operations will be retiring from the Housing Authority; and

**WHEREAS,** Mr. Furlong also serves as the Finance Director for the Housing’s affiliated not-for-profit PARTNER; and

**WHEREAS,** Mr. Furlong is a CPA who has his own business that services other clients including several PHA’s in the State of New Jersey. Mr. Furlong’s son, Brian Furlong works along with him on a part-time basis servicing several of those accounts. Brian’s responsibility include preparing budgets, financials, and numerous other HUD/NJ reposes. Brian is also a CPA with a master’s degree in accounting. Brian has expressed interest in replacing Tom at the Housing Authority of the City of Perth Amboy. In addition to working with Tom part-time Brian works for a large CPA firm in New York City in their real estate division. Brian has over 20 years’ experience in the accounting field; and

**WHEREAS,** the Board is requested to consider hiring Brian Furlong for several reasons:

1. He is a CPA with Housing Authority experience. Besides working for Tom part-time, he has also worked as an auditor for the firm Fallon & Larsen gaining much knowledge of the Housing industry.
2. Brian will be able to learn the inner working of the Housing Authority alongside Tom is has obviously train him in this business.

**WHEREAS,** if the Board agrees, it is the intention to hire Brian Furlong starting in September 2024 to work closely with Tom through his retirement date of April 1, 2025**;** and

**WHEREAS,** a recommendation has been made to approve the hiring of Brian Furlong as an assistant to the Director of Financial Operations, effective September 3rd, 2024. Further, upon the retirement of Thomas Furlong, Brian will be promoted to the position of Director of Financial Operations. His salary will be $130,000 and his two-month benefit waiting period will be waived.

**NOW THEREFORE BE IT RESOLVED** by the Board of the Authority approves the hiring of Brian Furlong, as presented.

***MOVED/SECONDED:***

**Resolution moved by \_ Commissioner Pabon\_\_\_\_\_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_Commissioner Soto\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VOTE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOARD MEMBER** | **YES** | **NO** | **ABSTAIN** | **ABSENT** |
| Chairperson Edna Dorothy Carty-Daniel | X |  |  |  |
| Vice Chairperson Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto | X |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

The Chairperson thereupon declared such resolution has been approved.

On the motion of Commissioner Crawford, which motion was seconded by Commissioner Pabon, the Board concurred to approve the July 2024 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 Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto | X |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

On the motion of Commissioner Crawford, which motion was seconded by Commissioner Pabon, the Board concurred to approve the June 2024 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 Fernando A. Gonzalez | X |  |  |  |
| Commissioner Miguel A. Arocho |  |  |  | X |
| Commissioner David Benyola | X |  |  |  |
| Commissioner Gregory Pabon | X |  |  |  |
| Commissioner Wilfredo Soto | X |  |  |  |
| Commissioner Diane Crawford | X |  |  |  |

UPDATE ON PARTNER – on-going Habitat builds are up and running.

PUBLIC SESSION – None reported.

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 of the following:

* + Chairperson Carty-Daniel is under consideration for a NAHRO Fellowship
  + Status on electric bikes regulations and proposals.
  + Discussion on additional garbage enclosures on various housing properties.
  + Unveiling mural dedication event at Stack Apartments Community Room scheduled for Thursday, August 22nd at 11:00 am.

REPORT OF THE CHAIRPERSON

Chairperson Carty-Daniel recently attended the NAHRO Summer Conference in Chicago, IL.

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

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema

Executive Director/Secretary