



Housing Authority of the City of Perth Amboy

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862

TELEPHONE: (732) 826-3110

FAX: (732) 826-3111

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, October 9, 2018
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, October 9 2018 at the Dunlap Homes complex, main Administrative office building, Conference Room 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	Gregory Pabon
	Commissioner	Miguel A. Arocho
	Commissioner	Shirley Jones
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	John C. Anagnostis
Excused:	Vice-Chairman	David Benyola

The Chairperson declared said quorum present.

Update presentation of Computer Tablets to the Board by Aaron Green, System Administrator.

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Board Meeting of September 5, 2018, 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.

<No Public Discussion of Agenda Topics.

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

RESOLUTION NO. 3292-18

RESOLUTION RATIFYING THE AWARD OF THE CONTRACT FOR M&N CONSTRUCTION SERVICES, INC. FOR THE EXTERIOR IMPROVEMENTS AT RICHARD F. STACK APARTMENTS IN THE AMOUNT OF \$224,700.00

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a qualified contractor to perform the exterior improvements at Richard F. Stack 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 sealed bids through public advertisement for such services in the Home News Tribune on 9/4/18 and 9/11/18 and posted the same on the Authority's website and opened bids on 9/14/18; and

WHEREAS, M&N Construction Services, Inc. of Perth Amboy, New Jersey having received positive references, submitted the lowest responsive and responsible 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 ratifies the award of the contract to M&N Construction Services, Inc. for the exterior improvements at Richard F. Stack Apartments at a total cost of \$224,700.00.

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:

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			

Chairperson Carty-Daniel 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 NO. 3293-18

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

WHEREAS, a recommendation has been made to approve the following payment standards, effective December 1, 2018 after reviewing the revised Fair Market Rents, which were effective 10/1/2018.:

0-bedroom	\$1,049
1-bedroom	\$1,300
2-bedroom	\$1,572
3-bedroom	\$1,992
4-bedroom	\$2,340
5-bedroom	\$2,691
6-bedroom	\$3,259

WHEREAS, HUD requires payment standards to be set between 90% and 110% of the current FMRs. They can be no less than 90%; and

WHEREAS, 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;

NOW, THERE BE IT RESOLVED, the Board of the Authority approves the amendment of Section 8 Admin Plan/Revision of Payment Standards, effective December 1, 2018, as presented.

Commissioner Arocho moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. 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			

Chairperson Carty-Daniel 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 NO. 3294-18

TO APPROVE THE AMENDMENT TO THE SECTION 8 ADMIN PLAN/REVISION OF UTILITY ALLOWANCES

WHEREAS, once each year the Housing Authority must review and revise the Section 8 utility allowances to ensure they are consistent with the current cost of utilities; and

WHEREAS, the Authority will use the NJDCA utility allowances schedule dated 10/1/2018, and current rate information for water and sewer supplied by the City of Perth Amboy; and

WHEREAS, it is recommended that this schedule be adopted for move-ins and recertifications, effective December 1, 2018;

NOW, THEREFORE BE RESOLVED, the Board of the Authority approves the amendment to the Section 8 Admin Plan/Revision of Utility Allowances, as presented.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Arocho. 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			

Chairperson Carty-Daniel 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 NO. 3295-18

TO APPROVE THE CHANGE TO PUBLIC HOUSING AND SECTION 8 PREFERENCE

WHEREAS, the current waiting list consists of applicants who applied between 2007 and 2012. In the six-eleven years that have followed applicants have in some cases moved out of Perth Amboy for various reasons. It is unreasonable for the Authority to expect these applicants to maintain their residency in order to maintain this preference; and

WHEREAS, in limited cases, supervisory staff have allowed applicants to maintain the residency preference in cases in which the move was for a lack of available/affordable housing in Perth Amboy, or the applicant has reached the top of the waiting list but has recently moved out of town; and

WHEREAS, therefore, it is recommended the residency preference be changed as follows:

Residents of Perth Amboy will be selected ahead of non-resident applicants. A resident is a person who lives or works in Perth Amboy. An applicant who was a resident of Perth Amboy as of October 9, 2018, but who later moves outside of Perth Amboy will maintain their residency preference provided they can document the prior Perth Amboy residence through a verifiable third party source.

NOW, THEREFORE BE IT RESOLVED, the Board of the Authority approves the change to Public Housing and Section 8 Preference policy, as presented.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Anagnostis. 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			

Chairperson Carty-Daniel 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 NO. 3296-18

TO APPROVE THE CHANGES TO THE SECTION 8 ADMINISTRATIVE PLAN

WHEREAS, several changes to the Section 8 Administrative Plan are recommended as described below:

1.) Add to Preferences-

Current PAHA HCV participant in need
of accessible housing who can be accommodated through the PBV program _____(10 points)

2.) Asset Verification for RAD PBV-

For the Dunlap and Hansen RAD PBV program, at admission assets will be verified in accordance with HA policy. At subsequent reexaminations, families with previously verified total assets of under \$5,000 may certify their assets in accordance with LIHTC and HUD streamlining requirements. Assets will be re-verified every third reexamination and for all new family members.

3.) Change of Language to the Plan for Termination of Vouchers to Exclude the PBV Program-

If termination of Section 8 Housing Assistance to participants in the Section 8 program becomes necessary as a result of a reduction of HUD financial assistance to the Authority, The Authority will first take the following actions to prevent or minimize termination of assistance:

- Stop issuing HCV turnover vouchers.
- Ensure all program requirements and family obligations are being strictly enforced, possibly resulting in higher termination rates for cause.
- Reduce payment standards.
- Deny portability moves to higher cost areas.
- Deny moves within the Authority's jurisdiction if the move will result in a higher cost to the Authority.
- Reduce subsidy standards so that participant families will be restricted to two persons per bedroom regardless of sex or age of those sharing bedrooms. This would result in a reduction of subsidy at the time of the next reexamination for some families. Families would have to choose to pay the difference between the subsidy and the contract rent, or move to a smaller unit.

If termination of assistance becomes a necessary step senior and disabled participants *will* be exempt from assistance termination in accordance with HUD notice PIH 2005-9. Termination of assistance will apply to all other household the following order:

- Single person households on the HCV program (non elderly or disabled).
- Last on, first off in HCV program (most recent participants admitted to the program).

Those participants terminated from the program will be placed on the top of the Authority's waiting list and will receive admission to the program if funding is restored. If there are multiple terminations they will be placed on the waiting list based on their initial lease up date.

PBV Vouchers will not be terminated.

4.) Payments for Vacancies in PBV Program-

The HA will make vacancy payments for up to the first two months after the move-out month. Payments will only be made for the period the unit remains vacant and will not exceed the monthly rent for the unit. *It* will exclude payments recovered by the owner i.e. security deposit. Payments will only be made if:

- The owner gives the HA prompt written notice certifying the family has vacated and stating the date of the move-out.
- The owner certifies the vacancy is not the fault of the owner, and the unit was vacant during the period the vacancy payment is to be made.
- The owner must submit the request in the format required by the HA and must submit all information requested by the HA to make a determination for payment.

NOW, THEREFORE BE IT RESOLVED, the Board of the Authority approves the changes to the Section 8 Administrative Plan, as presented.

Commissioner Arocho moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. 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			

Chairperson Carty-Daniel thereupon declared said motion was carried and said resolution was adopted

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

RESOLUTION NO. 3297-18

TO APPROVE THE REVISION TO THE PERSONNEL POLICY FOR PAID TIME OFF/PART-TIME AND TEMPORARY EMPLOYEES.

WHEREAS, it has been recommended to approve a revision to the personnel policy to comply with The New Jersey Paid Sick Leave Act to be effective October 29, 2018. Currently, part-time and temporary employees do not accrue any paid time off. With this revision part-time and temporary employees will be entitled to paid-time off on an accrual basis. Paid time off will accrue at a rate of one hour for each 30 hours of work completed, up to a maximum of 40 hours per year. Employees will be permitted to carry over up to 40 hours of unused leave to be used the following year. Hours will be tracked, and the benefit year established, according to the employee's anniversary date; and

WHEREAS, employees may use their time off for both planned and unplanned leave, including for time needed for their own, or a family member's, care in regard to preventive medical care, diagnosis, treatment or recovery of a mental or physical medical issue; issues related to being a victim of domestic violence; and time off needed as a result of a child's school closure or school meeting regarding their child;

NOW, THEREFORE BE IT RESOLVED, the Board of the Authority approves the revision to the Personnel Policy for paid time off/part-time and temporary employees, as presented.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Anagnostis. 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			

Chairperson Carty-Daniel thereupon declared said motion was carried and said resolution was adopted

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

RESOLUTION NO. 3298-18

TO APPROVE ANNUAL TIME PAYMENT

WHEREAS, Juan Guzman, Painter has applied for disability retirement and ended employment of over 17 years of Services on 8/17/2018; and

WHEREAS, as per the Personnel Policy, he is entitled to his accumulated vacation time; and

WHEREAS, Mr. Guzman accumulated 48 annual days;

WHEREAS, the following is calculated based on this current hourly rate of \$17.27:

48 annual days @ \$138.16 per day = \$ 6,631.69

WHEREAS, request has been made to issue payment to Juan Guzman in the amount of \$ 6,631.68 net of applicable payroll taxes;

NOW, THEREFORE BE IT RESOLVED, the Board of the Authority approve the Annual Time payment to Juan Guzman, as presented.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. 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			

Chairperson Carty-Daniel thereupon declared said motion was carried and said resolution was adopted.

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the October 2018 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 Arocho, the Board concurred to approve the recommendation for the October 2018 PARTNER payment of expenses incurred through Dunlap RAD/ Hansen RAD/ Dunlap RAD-Construction/ and Hansen RAD-Construction, 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			

Report on PARTNER

- Updated on 662 Cortlandt Street property – Groundbreaking ceremony scheduled for October 18th @ 10 am.
- Update on Gateway Neighborhood Collaboration.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Construction abound – all sites – must be completed by December 2018.
 - o Preparing for next tenant Annual Re-Exams.
 - o Working on RAD conversion for Keansburg HA.
 - o Closed on RAD conversion for Highlands HA – conversion to TRACS system with HUD.

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS – None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

Edward Testino, Counsel reported on Court/Tenancy matters.

REPORT OF THE EXECUTIVE DIRECTOR

Douglas Dzema, Executive Director reported to the Board on the following:

- New Computer Software for the Authority to be implemented 2/1/2019.

REPORT OF THE CHAIRPERSON

- Chairperson Carty-Daniel recognized the invited Willow Pond Block Party contributor’s.

On the motion of Chairperson Anagnostis, which motion was seconded by Commissioner Arocho, the Board Meeting was adjourned.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary