



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
REVEREND GREGORY PABON, Vice-Chairman
MIGUEL A. AROCHO
SHIRLEY JONES
PASTOR BERNADETTE FALCON-LOPEZ
DAVID BENYOLA
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**

**Wednesday, December 13, 2017
12:00 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Wednesday, December 13, 2017 at the Dunlap Homes complex, Ed Scott Resource Center, Community 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
Vice-Chairman	Gregory Pabon
Commissioner	Pastor Bernadette Falcon-Lopez
Commissioner	David Benyola
Commissioner	John C. Anagnostis
Excused: Commissioner	Miguel A. Arocho
Commissioner	Shirley Jones

The Chairperson declared said quorum present.

The Board welcomed Commissioner John C. Anagnostis to the Board of Commissioners of the Housing Authority.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Benyola, the Board concurred to approve the Minutes of the Regular Board Meeting of November 16, 2017, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Gregory Pabon, Pastor Bernadette Falcon-Lopez, David Benyola and John C. Anagnostis.

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 NO. 3258-17

TO APPOINT A FUND COMMISSIONER

WHEREAS, the Housing Authority of the City of Perth Amboy (member) is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the ByLaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its' representative to said Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Perth Amboy does hereby Douglas G. Dzema as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2018.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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 NO. 3259-17

RESOLUTION TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH PARTNER

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" has converted 360 public housing units to the Rental Assistance Demonstration Program "RAD"; and

WHEREAS, in order for the RAD program to be financially feasible the HACPA must reduce operational costs by at least 15%; and

WHEREAS, part of the conversion entails performing various capital improvements that will reduce utility and maintenance costs up to 20%; and

WHEREAS, the HACPA along with its not for profit affiliate PARTNER have designed a business model whereby PARTNER will serve as the manager of the 360 converted RAD units (Dunlap RAD LLC and Hansen RAD LLC); and

WHEREAS, PARTNER as manager of the sites will hire all the employees needed to carry out these duties including leasing employees from the HACPA; and

WHEREAS, the HACPA and PARTNER have agreed to enter into a memorandum of agreement to reimburse the HACPA for the cost of those employees who are employed by the HACPA after the RAD conversion;

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

- 1) Approval of the memorandum of agreement with PARTNER to provide employees to the PARTNER to help them carry out their management responsibilities for both Dunlap RAD LLC and Hansen RAD LLC.
- 2) Authorization for the Executive Director to execute the attached agreement to effectuate this action effective December 1st, 2017 for a one-year period to be renewed each year upon mutual consent of both parties.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approved that 2017 Holiday Schedule for the Housing Authority, as presented.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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 # 3260-17

TO APPROVE THE 2018 HAPA MONTHLY BOARD OF COMMISSIONER’S MEETINGS

WHEREAS, the Board has reviewed the following proposed 2018 monthly Board of Commissioner’s Meetings:

BOARD OF COMMISSIONERS 2018 MONTHLY MEETINGS

The Housing Authority of the City of Perth Amboy will hold the Regular Board of Commissioners monthly meetings on the second Tuesday of every month (unless otherwise scheduled) at indicated sites in Perth Amboy, New Jersey at 12:00 p.m. (unless otherwise scheduled) to discuss the general business of the Authority.

<u>DATE</u>	<u>LOCATION</u>	<u>DATE</u>	<u>LOCATION</u>
Tuesday, January 9, 2018	NJ6-1	Tuesday, July 10, 2018	NJ6-5 (5 p.m.)
Tuesday, February 13, 2018	NJ6-1	Tuesday, August 14, 2018	WILLOW POND

Tuesday, March 13, 2018	NJ6-4 (5 p.m.)	Tuesday, September 11, 2018	NJ6-1
Tuesday, April 10, 2018	WILLOW POND	Tuesday, October 9, 2018	PARKVIEW
Tuesday, May 15, 2018	NJ6-1 (5 p.m.)	Tuesday, November 13, 2018	NJ6-1
Tuesday, June 19, 2018	PARKVIEW	Tuesday, December 11, 2018	NJ6-1 (5 p.m.)

NJ6-1	<i>William A. Dunlap Homes, Admin Office Conference Room or Ed Scott Res. Ctr, 881 Amboy Ave.</i>
NJ6-4	<i>Richard F. Stack Apartments, Community Center, 333 Rector Street</i>
NJ6-5	<i>Wesley T. Hansen Apartments, Community Center, 415 Fayette Street</i>
PARKVIEW	<i>The Parkview, 618 New Brunswick Avenue</i>
WILLOW POND	<i>The Residences at Willow Pond Village, 600 Chamberlain Avenue</i>

The Housing Authority of the City of Perth Amboy Board of Commissioners Annual Re-Organization Meeting is scheduled for Thursday, May 15, 2018, 5:30 p.m. at the William A. Dunlap Homes, Administrative Office, Conference Room located at 881 Amboy Avenue, Perth Amboy, New Jersey.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approved that 2018 monthly Board of Commissioners meetings, as presented.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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 # 3261-17

TO APPROVE THE 2018 HAPA HOLIDAY SCHEDULE

WHEREAS, the Board has reviewed the following proposed 2018 Holiday Schedule:

January 1, 2018	New Year Day	Monday
January 15, 2018	Martin Luther King, Jr.	Monday
February 9, 2018	Lincoln’s Birthday (Observed by HAPCA)	Friday
February 19, 2018	President’s Day	Monday
March 30, 2018	Good Friday	Friday
May 28, 2018	Memorial Day	Monday
July 4, 2018	Independence Day	Wednesday
September 3, 2018	Labor Day	Monday
October 8, 2018	Columbus Day	Monday

November 6, 2018	Election Day	Tuesday
November 12, 2018	Veteran's Day (observed)	Monday
November 22, 2018	Thanksgiving Day	Thursday
November 23, 2018	Day after Thanksgiving	Friday
December 25, 2018	Christmas Day	Tuesday

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approved the 2018 Holiday Schedule for the Housing Authority, as presented.

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

VOTE:

Board Member	Yes	No	Abstain	Absent
Chairperson Edna Dorothy Carty-Daniel	X			
Vice Chairperson Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

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

On the motion of Commissioner Benyola, which motion was seconded by Vice-Chairman Pabon, the Board concurred to approve the December 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

On the motion of Vice-Chairman Pabon, which motion was seconded by Commissioner Benyola, the Board concurred to approve recommendation for PARTNER payment of expenses incurred through Dunlap 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

On the motion of Commissioner Benyola, which motion was seconded by Vice-Chairman Pabon, the Board concurred to approve recommendation for PARTNER payment of expenses incurred through 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones				X
Commissioner Pastor Bernadette Falcon-Lopez	X			
Commissioner David Benyola	X			
Commissioner John C. Anagnostis	X			

Report on PARTNER

- Hired a new employee: Yvette Fermin – RAD/LIHTC Administrative Assistant.
- ASK Scholarship Program update
- Habitat for Humanity – Contract on 662 Cortlandt Street, Perth Amboy property.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Future will now consist of 3 separate Audits and 3 Legal Contracts.
 - o Construction abound – all sites.
 - o Resident interviews continuing.
 - o Keansburg/Highlands were funded through the Federal Loan Bank of NY. Prospects to close RAD deals excellent.

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 commented to the Board on the following:
 - o Staff/Board of Commissioners Holiday Event, 12/8/2017 on the Cornucopia Cruise Ship – 40 people in attendance – enjoyable event.
 - o Senior Christmas Party on 12/8/2017 – catered by The Barge.

REPORT OF THE CHAIRPERSON

Chairperson Carty-Daniel informed the Board that Pastor H. Wayne Brady has been replaced by John Anagnostis as the State appointed Commissioner, effective immediately.

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

Respectfully submitted by,

Douglas G. Dzema
Executive Director/Secretary