



# **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  
JOHN C. ANAGNOSTIS  
FERNANDO A. GONZALEZ  
GREGORY PABON

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, MARCH 9<sup>TH</sup>, 2022  
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, March 9th, 2022 @ 1:00 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   | Edna Dorothy Carty-Daniel |
|          | Vice-Chairman | David Benyola             |
|          | Commissioner  | Miguel A. Arocho          |
|          | Commissioner  | Fernando A. Gonzalez      |
|          | Commissioner  | John C. Anagnostis        |
| Excused: | Commissioner  | Shirley Jones             |
|          | Commissioner  | Gregory Pabon             |

The Chairperson declared said quorum present.

On the motion of Commissioner Jones, which motion was seconded by Commissioner Gonzalez, the Board concurred to approve the Minutes of the Regular Monthly Board Meeting of February 9<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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | X      |

Discussion of Agenda Topics- None reported.

Resolutions:

<Presentation by Richard Larsen from Novogradac and Company to review the Fiscal Audit for Fiscal Year Ending March 31, 2021 and to answer any questions the Board may have.>

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

**RESOLUTION NO. 3408-22**

**RESOLUTION TO APPROVE THE FISCAL AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2021.**

**WHEREAS**, N.J.S.A. 40A: 5A-15 requires the governing body of each local authority to conduct an annual audit of its accounts; and

**WHEREAS**, the annual report for the fiscal year ended March 31, 2021, has been completed and filed with the State of New Jersey – Department of Community Affairs pursuant to N.J.S.A. 40A: 5A-15; and

**WHEREAS**, N.J.S.A. 40A: 5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally received the annual audit report, and, specifically, the second of the audit report entitled “Schedule of Findings and Questioned Costs”, and had evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “Schedule of Findings and Questioned Costs” in accordance with N.J.S.A. 40A: 5A-17; and

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Housing Authority of the City of Perth Amboy hereby certifies to the Local Finance Board of the State of New Jersey that each governing

body member has personally reviewed the annual audit report for the fiscal year ending March 31, 2021, and, specifically, has reviewed the section of the audit report entitled "Schedule of Findings and Questioned Costs", and had evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE, IT FURTHER RESOLVED**, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board, the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**MOVED/SECONDED:**

**Resolution moved by \_\_\_\_\_ Commissioner Anagnostis \_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_ Vice-Chairman Benyola \_\_\_\_\_**

**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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | X      |

The Chairperson thereupon declared such resolution has been approved.

<Open for Public Comment> - No comment from Public.

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

**RESOLUTION NO. 3409-22**

**RESOLUTION TO ADOPT THE HOUSING AUTHORITY'S OPERATING BUDGET FOR FISCAL YEAR FROM 4/1/2022 TO 3/31/2023.**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Perth Amboy Housing Authority for the fiscal year beginning, 4/1/2022 and ending 3/31/2023 has been presented for adoption before the governing body of the Perth Amboy Housing Authority at its open public meeting of 3/9/2022; 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 reflects Total Revenues of \$22,037,080, Total Appropriations, including any Accumulated Deficit, if any, of \$21,647,500 and Total Unrestricted Net Position utilized of \$ 0; 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 Perth Amboy Housing Authority, at an open public meeting held on 3/9/2022 that the Annual Budget and Capital Budget/Program of the Perth Amboy Housing Authority for the fiscal year beginning, 4/1/2022 and ending, 3/31/2023 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.

**MOVED/SECONDED:**

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

**Resolution seconded by** \_\_\_\_\_ **Vice-Chairman Benyola** \_\_\_\_\_

**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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | 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. 3410-22**

**RESOLUTION TO AUTHORIZE CHAIRPERSON TO EXECUTE HUD-52574 APPROVING OPERATING BUDGET.**

**WHEREAS**, the United States Department of Housing and Urban Development “HUD” required all PHA’s receiving operating subsidy to complete HUD Form 52574 to be signed by the Chairperson; and

**WHEREAS**, the Housing Authority of the City of Perth Amboy “HACPA” adopted their budget at a meeting held on March 9<sup>th</sup>, 2022; and

**WHEREAS**, the HACPA submitted its request for operating subsidy to HUD through its operating fund portal; and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the City of Perth Amboy approval for the Chairperson of the HACPA to execute HUD form 52574 on behalf of the Authority;

**BE IT FURTHER RESOLVED**, the Executive Director is instructed to send the executed form to HUD for their review and approval.

**MOVED/SECONDED:**

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

**Resolution seconded by \_\_\_\_\_ Vice-Chairman Benyola \_\_\_\_\_**

**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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | 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. 3411-22**

**RESOLUTION TO RATIFY THE AWARD CONTRACT FOR PAINTING SERVICES TO BALANIKAS PAINTING.**

**WHEREAS**, the Housing Authority of the City of Perth Amboy (the “Authority”) from time to time requires the painting of apartments for apartment turnovers 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 through public advertisement in The Home News Tribune on 12/29/21 and posted the same on the Authority’s website and received proposals until 2/9/22; and

**WHEREAS**, Balanikas Painting of Long Branch, New Jersey, having performed satisfactorily for the Authority in the past, submitted the proposal which 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 awards the contract to Balanikas Painting for the as needed painting services at its public housing sites at the proposed flat rates per apartment from April 1, 2022 through March 31, 2024.

**MOVED/SECONDED:**

**Resolution moved by \_\_\_\_\_ Vice-Chairman Benyola \_\_\_\_\_**

**Resolution seconded by \_\_\_\_\_ Commissioner Anagnostis \_\_\_\_\_**

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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | X      |

The Chairperson thereupon declared such resolution has been approved.

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

**RESOLUTION NO. 3412-22**

**RESOLUTION TO APPROVE OPENING THE HOUSING CHOICE VOUCHER (HCV) WAITING LIST FOR PERTH AMBOY RESIDENTS AND U.S. VETERANS.**

**WHEREAS**, the Housing Authority does not have a sufficient number of Perth Amboy resident applicants for the HCV program;

**WHEREAS**, there are currently about 50 Perth Amboy resident applicants left on the waiting list, and about 75 non-residents; and

**WHEREAS**, the opening of the list will be advertised in the Home News Tribune Legal section, on the Housing Authority website, and the City of Perth Amboy and Housing Authority Facebook pages. Notification of the opening of the waiting list will be provided to the City of Perth Amboy Office of Housing and Social Services, PRAHD), Coming Home of Middlesex County NJ, and the New Jersey Region of the American Red Cross; and

**WHEREAS**, the ad will specify the list will be open only for a 12-hour period on March 16, 2022, or until 1,000 applications are received, whichever happens first. This will eliminate the need for a separate ad to close the list, and prevent the receipt of more applications than staff can reasonably process; and

**WHEREAS**, applications will be available and completed on the Authority's website. Persons needing a reasonable accommodation will be instructed to contact the Authority for assistance in completing the application; and

**WHEREAS**, applications will only be accepted from residents of Perth Amboy, and U.S. Veterans regardless of residency in accordance with NJ State law; and

**WHEREAS**, after the list is closed, staff will review the applications and disqualify non-residents (unless they claim Veteran status); and

**WHEREAS**, the Authority will conduct a lottery to select 300 applicants using the PHA-Web lottery application.

**WHEREAS**, a separate lottery will also be conducted if necessary to ensure up to 10 U.S. Veterans are accepted, and up to 10 applications from families who were displaced from their permanent residences in Perth Amboy due to natural disaster; and

**WHEREAS**, applicants must be at least eighteen (18) years of age or an emancipated minor;

**WHEREAS**, the Authority will begin using the new waiting lists once the existing waiting list is exhausted of Perth Amboy applicants;

**NOW THEREFORE**, the Board of Commissioners of the Authority hereby approves opening the Housing Choice Voucher (HCV) Waiting list for Perth Amboy Residents and U.S. Veterans, as presented.

**MOVED/SECONDED:**

**Resolution moved by** \_\_\_\_\_ **Vice-Chairman Benyola** \_\_\_\_\_

**Resolution seconded by** \_\_\_\_\_ **Commissioner Gonzalez** \_\_\_\_\_

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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | 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. 3413-22**

**RESOLUTION TO AUTHORIZE THE OPENING OF A TRUST FUND TO SET ASIDE MONIES FOR THE AUTHORITY'S OTHER POST EMPLOYEE RETIREMENT BENEFITS "OPEB".**

**WHEREAS**, the Housing Authority at the close of its audit for the fiscal year ending March 31st, 2021 has an other post-employment benefits "OPEB" liability of \$8,165,061; and

**WHEREAS**, this liability will be paid over time as those employees with 25 years in the pension system or are 62 years of age having spent 15 years at the Perth Amboy Housing Authority are eligible to receive lifetime health benefits; and

**WHEREAS**, the Authority currently has 13 employees who are receiving lifetime health benefits and another 20 that could be eligible in the future; and

**WHEREAS**, the administration has reviewed its current cash position and feels it can set aside \$1.5 million to fund an irrevocable trust to help support this liability in the future; and

**WHEREAS**, the Board of Commissioners has reviewed the plan and feels it is in the best interest of the Authority to place this money away to ensure that the future OPEB liability will be met without a financial hardship,

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

- 1) Authorization for the Executive Director to seek out an attorney and financial advisor with experience to set up an irrevocable trust to fund part of it OPEB liability
- 2) Authorization for the Executive Director to review the cash position each year and set aside additional funds as he sees fit that in no way affects the day to day operations of the Authority

***MOVED/SECONDED:***

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

**Resolution seconded by \_\_\_\_\_ Commissioner Anagnostis\_\_\_\_\_**

**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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | X      |

The Chairperson thereupon declared such resolution has been approved.

On the motion of Commissioner Gonzalez, which motion was seconded by Vice-Chairman Benyola, the Board concurred to the March 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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | X      |



On the motion of Commissioner Gonzalez, which motion was seconded by Vice-Chairman Benyola, the Board concurred to approve the March 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 John C. Anagnostis       | X   |    |         |        |
| Commissioner Fernando A. Gonzalez     | X   |    |         |        |
| Commissioner Gregory Pabon            |     |    |         | 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 of the closing of the final (31) ACC units converting to the RAD program.

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

Respectfully submitted by,

*Douglas G. Dzema*

Douglas G. Dzema  
Executive Director/Secretary