



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, December 11, 2018
5:00 p.m.**

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, December 11, 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
	Vice-Chairman	David Benyola
	Commissioner	Gregory Pabon
	Commissioner	Miguel A. Arocho
	Commissioner	Shirley Jones
	Commissioner	John C. Anagnostis
Excused:	Commissioner	Pastor Bernadette Falcon-Lopez

The Chairperson declared said quorum present.

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Anagnostis, the Board concurred to approve the Minutes of the Regular Board Meeting of November 20, 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			

<Commissioner Miguel Arocho arrives to meeting.>

Reports of Committee - None reported.

No Public Discussion of Agenda Topics.

Resolution

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

RESOLUTION NUMBER: 3299-19

TO APPROVE THE FISCAL AUDIT OF YEAR ENDED MARCH 31, 2018

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, 2018, 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, 2018, 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.

On the motion of Commissioner Arocho, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Fiscal Audit for year ended March 31, 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			

The Chairperson thereupon declared said resolution was adopted.

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

RESOLUTION NUMBER: 3300-19

TO AWARD CHANGE ORDER #1 TO PADOVANI ROOFING AND CONSTRUCTION FOR THE ROOF OVERLAY OF THE ADMINISTRATION BUILDING IN THE AMOUNT OF \$13,512.00.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has awarded the contract for the roof overlay the existing shingle roof of the Administration Building to Padovani Roofing & Construction (Padovani) in the amount of \$74,800.00; and

WHEREAS, the Authority wishes to replace the five bathroom exhaust termination caps and the five rooftop attic power fans, and modify the valley of the pitched roof to rolled copper instead of interwoven shingles; and

WHEREAS, the Authority received a price of \$13,512.00 from Padovani which has been determined to be a reasonable cost for the work by the Authority architect; and

WHEREAS, sufficient funds are available to pay for the additional services;

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

The Authority awards Change Order #1 in the amount of \$13,512.00 which is below the allowable 20% increase of the original bid for change orders.

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

The Chairperson thereupon declared said resolution was adopted.

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

RESOLUTION NUMBER: 3301-19

TO APPROVE THE FUNDING 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 2019.

On the motion of Commissioner Arocho, which motion was seconded by Commissioner Anagnostis, the Board concurred to approve the resolution 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			

The Chairperson thereupon declared said resolution was adopted.

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

RESOLUTION NUMBER: 3302-19

TO APPROVE THE 2019 BOARD MEETING SCHEDULE AND 2019 HOLIDAY SCHEDULE

WHEREAS, the Board has reviewed the following proposed 2019 monthly Board of Commissioner's Meetings:

BOARD OF COMMISSIONERS 2019 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>
Thursday, January 10, 2019	NJ6-1	Tuesday, July 9, 2019	NJ6-5
Weds. , February 20, 2019	NJ6-1	Tuesday, August 13, 2019	WILLOW POND
Tuesday, March 12, 2019	NJ6-4	Tuesday, September 10, 2019	NJ6-1
Tuesday, April 9, 2019	WILLOW POND	Tuesday, October 8, 2019	PARKVIEW
Thursday, May 23, 2019	NJ6-1 (5 p.m.)	Tuesday, November 12, 2019	NJ6-1
Tuesday, June 11, 2019	PARKVIEW	Thursday, December 12, 2019	NJ6-1 (5 p.m.)

<i>NJ6-1</i>	<i>William A. Dunlap Homes, Admin Office Conference Room or Ed Scott Res. Ctr, 881 Amboy Ave.</i>
<i>NJ6-4</i>	<i>Richard F. Stack Apartments, Community Center, 333 Rector Street</i>
<i>NJ6-5</i>	<i>Wesley T. Hansen Apartments, Community Center, 415 Fayette Street</i>
<i>PARKVIEW</i>	<i>The Parkview, 618 New Brunswick Avenue</i>
<i>WILLOW POND</i>	<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 23, 2019, 5:00 p.m. at the William A. Dunlap Homes, Administrative Office, Conference Room located at 881 Amboy Avenue, Perth Amboy, New Jersey.

And

WHEREAS, the Board has reviewed the following proposed 2019 Holiday Schedule:

HOLIDAY SCHEDULE – YEAR 2019

January 1, 2019	New Year Day	Monday
January 21, 2019	Martin Luther King, Jr.	Monday
February 8, 2019	Lincoln’s Birthday (Observed by HAPCA)	Friday
February 18, 2019	President’s Day	Monday
April 19, 2019	Good Friday	Friday
May 27, 2019	Memorial Day	Monday
July 4, 2019	Independence Day	Thursday
September 2, 2019	Labor Day	Monday
October 14, 2019	Columbus Day	Monday
November 5, 2019	Election Day	Tuesday
November 11, 2019	Veteran’s Day	Monday
November 28, 2019	Thanksgiving Day	Thursday
November 29, 2019	Day after Thanksgiving	Friday
December 25, 2019	Christmas Day	Wednesday

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy approved that 2019 monthly Board of Commissioners Meetings schedule and 2019 Holiday Schedule for the Housing Authority, as presented.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Jones, the Board concurred to approve the resolution 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			

The Chairperson thereupon declared said resolution was adopted.

On the motion of Commissioner Pabon, which motion was seconded by Commissioner Arocho, the Board concurred to approve the December 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 Vice-Chairman Benyola, which motion was seconded by Commissioner Pabon, the Board concurred to approve the recommendation for the December 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			

- Updated on 662 Cortlandt Street property. Lottery for Veteran recipient to take place on January 11, 2019. Fundraising efforts ongoing.
- Update on Gateway Neighborhood Collaboration.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Closing in on 12/31/18 deadline for both file and construction completion.
 - 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

REPORT OF THE EXECUTIVE DIRECTOR

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

- Senior Holiday Party scheduled on December 13, 2018, noon at Hansen Apartments.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Arocho, the Board concurred to reconvene the Board Meeting.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary