



Housing Authority of the City of Perth Amboy

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

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EDNA DOROTHY CARTY-DANIEL, Chairperson
REVEREND GREGORY PABON, Vice-Chairman
MIGUEL A. AROCHO
SHIRLEY JONES
REVEREND H. WAYNE BRADY
PASTOR BERNADETTE FALCON-LOPEZ
DAVID BENYOLA

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**

Thursday, December 15, 2016 - 5:00 pm

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Thursday, December 15, 2016 at the Dunlap Homes Complex, main Administrative Office Building, conference 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	Reverend Gregory Pabon
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	David Benyola
Excused:	Commissioner	Miguel A. Arocho
	Commissioner	Pastor Bernadette Falcon-Lopez

The Chairperson declared said quorum present.

On the motion of Vice-Chairman Pabon, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Board Meeting of November 9, 2016, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, and Shirley Jones

Nay: None

Abstain: Reverend H. Wayne Brady and David Benyola

<No Reports of Committee >

<No Public Discussion of Agenda Topics.>

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

RESOLUTION # 3206-16

TO REQUEST THE REAPPOINTMENT OF SHIRLEY JONES AS COMMISSIONER ON THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY.

WHEREAS, Shirley Jones is a commissioner on the Board of Commissioners of the Housing Authority of the City of Perth Amboy, having served as a dedicated servant since 2012; and

WHEREAS, her appointment as a commissioner is due to expire on December 31, 2016;

WHEREAS, her fellow Board members recognize her service to the Housing Authority including: assisting the Housing residents by educating them about their rights and responsibility as tenant, providing them with safe living conditions, and working together for the betterment of the community; developing strategies for the implementation of long-term policy objectives outline in the Authority's Agency Annual and 5-Year Plan; and participating in the planning of the Delaney Homes/Willow Pond Redevelopment projects;

WHEREAS, her participation and commitment to public housing has benefited Perth Amboy residents;

WHEREAS, she has met all the state mandated training requirements for housing commissioners;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy requests the reappointment of Commissioner Shirley Jones for a term of five years.

Vice-Chairman Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Benyola. 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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3207-16

TO REQUEST THE REAPPOINTMENT OF DAVID BENYOLA AS COMMISSIONER ON THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY.

WHEREAS, David Benyola is a commissioner on the Board of Commissioners of the Housing Authority of the City of Perth Amboy, having served as a dedicated servant since 2014; and

WHEREAS, his appointment as a commissioner is due to expire on December 31, 2016;

WHEREAS, his fellow Board members recognize her service to the Housing Authority including: assisting the Housing residents by educating them about their rights and responsibility as tenant, providing them with safe living conditions, and working together for the betterment of the community; developing strategies for the implementation of long-term policy objectives outline in the Authority’s Agency Annual and 5-Year Plan; and participating in the planning of the Delaney Homes/Willow Pond Redevelopment projects;

WHEREAS, his participation and commitment to public housing has benefited Perth Amboy residents;

WHEREAS, he has met all the state mandated training requirements for housing commissioners;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy requests the reappointment of Commissioner David Benyola for a term of five years.

Vice-Chairman Pabon 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 Reverend Gregory Pabon	X			
Commissioner Miguel A. Arocho				X
Commissioner Shirley Jones	X			
Commissioner Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3208-16

TO AUTHORIZE AWARD OF THE CONTRACT TO THASSIAN MECHANICAL CONTRACTING FOR THE FINAL PHASE OF THE BOILER DECENTRALIZATION PROJECT AT DUNLAP HOMES.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to complete the final phase of the decentralization of the heating system project at Dunlap Homes (Buildings F,G, H, J, K, L & M); and

WHEREAS, the Contract is to be awarded through a "fair and open process" pursuant to N.J.S.A. 19:444A-20.4 et seq.; and

WHEREAS, the Authority solicited sealed bids through public advertisement for such services in the Home News Tribune on 11/11/16 and 11/15/16 and posted the same on the Authority's website and opened bids at 2:00 PM on 12/13/16; and

WHEREAS, Thassian Mechanical Contracting, Inc. of Belford, New Jersey, having received positive references, submitted the bid which price was the most advantageous to the Authority, and which bid conformed to all requirements; 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 approves an award of the contract to Thassian Mechanical, Inc. for the final phase of the boiler decentralization project at Dunlap Homes for a total cost of \$1,945,000.00.

Commissioner Brady moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Benyola. 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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3209-16

TO AUTHORIZE AWARD OF THE CONTRACT TO AB DESIGNS FOR THE FINAL PHASE OF THE KITCHEN MODIFICATIONS AT DUNLAP HOMES.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to complete the final phase of the kitchen modernization if the 28 apartments in Buildings G, H and J of Dunlap Homes; 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 Homes News Tribune on 10/1/16 and 10/4/16 and posted the same on the Authority's website and opened bids at 2:00 PM on 11/22/16; and

WHEREAS, AB Designs Contracting Corp. of Summit, New Jersey, having received positive references, submitted the bid which price was the most advantageous to the Authority, and which bid conformed to all requirements; 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 approves an award of contract to AB Designs Contracting Corp. for the final phase of the kitchen modifications at Dunlap Homes at total cost of \$462,300.00

Vice-Chairman Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Benyola. 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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3210-16

TO APPROVE THE FUND COMMISSIONER APPOINTMENT

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.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Perth Amboy does hereby appoint Douglas G. Dzema as its Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2017.

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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3211-16

(Housing Authority of the City of Perth Amboy)

A RESOLUTION SUPPORTING S-2663 and A-4234

Whereas: Almost all local units of government and Boards of Education in New Jersey including the Housing Authority of the City of Perth Amboy in New Jersey secure insurance through governmental entities known as joint insurance funds (hereinafter JIFs),

Whereas: Existing law limits JIFs to investments otherwise authorized for local governmental entities and Boards of Education,

Whereas: Insurance mechanisms such as JIFs have different cash flow needs than local government and Boards of Education,

Whereas: Existing law greatly limits the potential investment earnings, currently less than 1% on investments of approximately \$1 billion,

Whereas: S-2663 and A-4234 would permit JIFs to invest in debt obligation of any governmental entity established under the laws of the State of New Jersey and federal agencies or governmental corporations,

Whereas: While the range of investments permitted by S-2663 and A-4234 is still very conservative, it would save the taxpayers at least \$10 million per year,

Whereas: S-2663 and A-4234 would also reduce interest expense for local units of government and Boards of Education by creating an additional purchaser of their bonds, and

Whereas: S-2663 and A-4234 would also permit JIFs to join together and create a joint investment and cash management program further increasing investment income.

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

1. Legislature is urged to adopt S-2663 and A-4234 and
2. A copy of this resolution shall be sent to all area legislators as well as the Governor, Commissioner of the Department of Banking and Insurance and the Commissioner of the (Department of Community Affairs or Department of Education as appropriate.).

MOVED/SECONDED:

Resolution moved by Commissioner Shirley Jones

Resolution seconded by Commissioner Reverend H. Wayne Brady

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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3212-16

TO ADOPT ELOCCS SECURITY POLICY

Whereas, the Housing Authority of the City of Perth Amboy "HACPA" must have access to the United States Department of Housing and Urban Development "HUD" Electronic Line of Credit Control System "ELOCCS" in order to draw monies for various programs administered by the HACPA,

And

Whereas HUD requires that any Housing Authority using ELOCCS must have a security policy in place establishing the authorizing official and users of ELOCCS,

And

Whereas, the Board of Commissioner of the HACPA have reviewed the attached policy and finds it meets the requirements and compliance as set forth in the ELOCCS user guide,

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 attached ELOCCS security policy.
- 2) Authorization for the Chairperson to execute said policy on behalf of the HACPA.
- 3) Authorization for the Executive Director to forward this resolution along with its attachments to HUD as required.

**PERTH AMBOY HOUSING AUTHORITY ELOCCS
SECURITY POLICY**

Below are the ELOCCS Guidelines and security policy for the Housing Authority of the City of Perth Amboy:

- 1) The Chairperson of the Housing Authority (currently Edna Dorothy Carty-Daniel) will serve as the Approving Official for HUD's Electronic Line of Credit Control System "ELOCCS".
- 2) The Approving Official is responsible for authorizing all users of ELOCCS and recertifying those users every six months that the users are in good standing and may continue to keep access for ELOCCS. The Executive Director (currently Douglas G. Dzema) and the Director of Financial Operations (currently Thomas R. Furlong) will serve as the only users in ELOCCS. If the Board of Commissioners sees fit users can be added or deleted upon approval of a Board Resolution.
- 3) The Approving Official is responsible for signing the HUD 27054 authorizing any changes necessary for ELOCCS usage subject to a resolution adopted by the Board of Commissioners.
- 4) All ELOCCS users and the approving official must follow the requirements and compliance set forth in the ELOCCS user guide attached to this policy.
- 5) The Approving Official will advise all staff that user ID's and passwords cannot be shared with anyone. Failure to adhere to this is a violation of security procedures and future access to ELOCCS will be terminated and future access denied.

MOVED/SECONDED:

Resolution moved by Commissioner Reverend H. Wayne Brady

Resolution seconded by Commissioner David Benyola

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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3213-16

TO APPROVE THE 2017 HAPA MONTHLY BOARD OF COMMISSIONER'S MEETINGS

WHEREAS, the Board has reviewed the following proposed 2017 monthly Board of Commissioner's Meetings:

BOARD OF COMMISSIONERS 2017 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 12:30 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 10, 2017	NJ6-1	Tuesday, July 11, 2017	NJ6-5 (5 p.m.)
Tuesday, February 14, 2017	NJ6-1	Tuesday, August 8, 2017	WILLOW POND
Tuesday, March 21, 2017	NJ6-4 (5 p.m.)	Tuesday, September 5, 2017	NJ6-1
Tuesday, April 11, 2017	WILLOW POND	Tuesday, October 10, 2017	PARKVIEW
Tuesday, May 9, 2017	NJ6-1	Tuesday, November 14, 2017	NJ6-1
Tuesday, June 13, 2017	PARKVIEW	Weds., December 13, 2017	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 25, 2017, 5:00 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 2017 monthly Board of Commissioners meetings, as presented.

Vice-Chairman Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Brady. 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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

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

RESOLUTION # 3214-16

TO APPROVE THE 2017 HAPA HOLIDAY SCHEDULE

WHEREAS, the Board has reviewed the following proposed 2017 Holiday Schedule:

January 2, 2017	New Year Day	Monday
January 16, 2017	Martin Luther King, Jr.	Monday
February 13, 2017	Lincoln's Birthday (Observed)	Monday
February 20, 2017	President's Day	Monday
April 14, 2017	Good Friday	Friday
May 29, 2017	Memorial Day	Monday
July 4, 2017	Independence Day	Tuesday
September 4, 2017	Labor Day	Monday
October 9, 2017	Columbus Day	Monday
November 7, 2017	Election Day	Tuesday
November 10, 2017	Veteran's Day (observed)	Friday
November 23, 2017	Thanksgiving Day	Thursday

November 24, 2017

Day after Thanksgiving

Friday

December 25, 2017

Christmas Day

Monday

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.

Vice-Chairman Pabon moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Brady. 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 Reverend H. Wayne Brady	X			
Commissioner David Benyola	X			
Commissioner Pastor Bernadette Falcon-Lopez				X

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

On the motion of Commissioner Brady, which motion was seconded by Commissioner Jones, the Board concurred to approve the December Bill List and communication, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Reverend H. Wayne Brady, Shirley Jones and David Benyola.

Nay: None

Update on Redevelopment Activities

- Douglas Dzema, Executive Director updated the Board on the Redevelopment activities. Willow Pond is fully leased up. Awaiting a milestone to receive additional fees from Ingerman – Developer fee/Demo reimbursement.

Report on PARTNER

- Douglas Dzema, Executive Director updated the Board on Habitat for Humanity – 400 Lawrie Street – awaiting City action.
- The Gateway Neighborhood Collaborative is ongoing.
- The next PARTNER Board meeting is scheduled for February 8, 2017 at noon at the main Administrative offices – conference room.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Corporate tax rate cut from 35% to 20% - hurting tax credit amount.
 - o Reassessing deal viability.
 - o Received FHLB \$1.6 + 1.1
 - o Meeting with City Council in January, 2017 for PILOT
 - o RBC Reduction
 - o LOI's - PNC rescission
 - o Capital Improvement specs underway.

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, Executive Director informed the Board that the Staff Holiday Party is scheduled for December 22nd at 12:30 pm at The Barge, Perth Amboy.

REPORT OF THE CHAIRPERSON - None reported.

On the motion of Commissioner Benyola, which motion was seconded by Vice-Chairman Pabon, the Board concurred to reconvene the meeting at Civlie Cucina's Restaurant.

Respectfully submitted by:

Douglas G. Dzema

Douglas G. Dzema, PHM
Executive Director and Secretary