



Housing Authority of the City of Perth Amboy

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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**

**Tuesday, January 10, 2017
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, January 10, 2017 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	Miguel A. Arocho
	Commissioner	Shirley Jones
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola

The Chairperson declared said quorum present.

On the motion of Commissioner Arocho, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Regular Board Meeting of December 15, 2016, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

<No Reports of Committee >

<No Public Discussion of Agenda Topics.>

The following resolution was introduced by Commissioner Falcon-Lopez, read in full and considered:

RESOLUTION # 3215-17

TO RESCIND RESOLUTION # 3209-16 AUTHORIZING THE 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") approved Resolution #3209-16 which authorized the award of the contracts to AB Designs for the final phase of the kitchen modifications at Dunlap Homes; and

WHEREAS, the Authority subsequently confirmed that AB Designs submitted an incomplete bid which was missing mandatory subcontractor certification forms as per N.J.S.A. 40A: 11-16; and

WHEREAS, after confirming the same with the Authority engineer and attorney, the Authority rescinds Resolution # 3209-16 and will recommend award to the next low bidder.

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

The Authority rescinds Resolution # 3209-16, which authorized the award of the contract to AB Designs for the final phase of the kitchen modifications at Dunlap Homes.

Commissioner Arocho moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Benyola. Upon roll call, the following vote was carried;

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

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

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

RESOLUTION # 3216-17

AUTHORIZING AWARD OF CONTRACT TO HELIOS CONSTRUCTION, INC. 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 of 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 Home News Tribune on 10/1/16 and posted the same on the Authority's website and opened bids at 2:00 PM on 11/22/16; and

WHEREAS, Helios Construction, Inc. of Ocean, 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, Helios Construction, Inc. of Ocean, 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 approve an award of the contract to Helios Construction, Inc. for the final phase of the kitchen modifications at Dunlap Homes a total cost of \$553,000.00.

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;

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

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 # 3217-17

TO ADOPT THE PHA FY 2017 ANNUAL PLAN AND THE CONSOLIDATED PHA FIVE-YEAR PLAN

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires the Housing Authority to prepare a consolidated Five Year Plan and Annual Plan each year to describe the Authority's mission and its' long term and shorter term goals and strategies for achieving this mission. The Housing Authority is further required to develop these plans in a public process involving consultation with our residents, local government and any concerned citizens; and

WHEREAS, for our upcoming fiscal year starting April 1, 2017, the Authority is required to submit to HUD a new Annual Plan for the upcoming 2017 fiscal year, including the Capita Fund Program Annual Statement for 2017 and an updated CFP Five-Year Action Plan for the years 2017 to 2021; and

WHEREAS, these plans were developed in conjunction with our Planning Group, which included Housing Authority Commissioners, staff members, representatives from the City Administration, and resident representatives from each of our public housing developments and from the Section 8 Voucher programs. The draft plans were made available for public review and comment. A public hearing to take comments on the proposed plan was held on January 5, 2017; and

WHEREAS, the PHA FY 2017 Annual Plan and PHA Five-Year Plan, including the 2017 CFP Annual Statement and the CFP Five-Year Action Plan for 2017-2021 were recommended for approval by the Board;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the PHA FY 2017 Annual Plan and PHA Five-Year Plan, as presented.

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

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

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

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Arocho, the Board concurred to approve the January Bill List and communication, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, Shirley Jones, Reverend H. Wayne Brady, Pastor Bernadette Falcon-Lopez and David Benyola.

Nay: None

Update on Redevelopment Activities

- Douglas Dzema, Executive Director updated the Board on the Redevelopment activities.
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Report on PARTNER

- The next PARTNER Board meeting is scheduled for February 8, 2017 at noon at the main Administrative offices – conference room.
- Sponsor to recognize police/law enforcement
- Habitat for Humanity – spoke with City Business Administrator re: Lawrie Street

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o City Council meeting – 1/9/2017
 - o Full presentation – January 25th.
 - o Potential June closing/ HUD
 - o New LOI's – Rates coming
 - o Capital Improvement specs underway.

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS

Commissioner Falcon-Lopez informed the Board that the YMCA will be holding an open house for homeless families at 623 Carson Avenue, Perth Amboy, 3-5 pm.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

Edward Testino, Counsel reviewing HUD No Smoking Policy.

REPORT OF THE EXECUTIVE DIRECTOR

Douglas Dzema, Executive Director informed the Board that the Commissioner's Questionnaires are due by the end of February. Budget is being pushed to February or March because of pending RAD conversion details.

REPORT OF THE CHAIRPERSON – None reported.

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

Respectfully submitted by:



Douglas G. Dzema, PHM
Executive Director and Secretary