



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, June 14, 2016
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, June 14, 2016 @ 12:30 p.m. at William A. Dunlap Homes complex, main Administrative 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
	Commissioner	Miguel A. Arocho
	Commissioner	Shirley Jones
	Commissioner	David Benyola
Excused:	Vice-Chairman	Reverend Gregory Pabon
	Commissioner	Reverend Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez

The Chairperson declared said quorum present.

On the motion of Commissioner Arocho, which motion was seconded by Commissioner Benyola, the Board concurred to approve the Minutes of the Regular Board Meeting of May 10, 2016, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho; Shirley Jones and David Benyola.

Nay: None

On the motion of Commissioner Benyola, which motion was seconded by Commissioner Arocho, the Board concurred to approve the Minutes of the Annual-Re-Organization Meeting of May 26, 2016. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones and David Benyola.

Nay: None

<No Reports of Committee >

<No Public Discussion of Agenda Topics.>

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

RESOLUTION # 3188-16

TO APPROVE THE UPDATED HOUSING AUTHORITY PERSONNEL POLICY

WHEREAS, the Board has reviewed the updated Housing Authority Personnel Policy; and

WHEREAS, the policy has been completely updated and is in compliance with all applicable New Jersey State and Federal laws and regulations; and

WHEREAS, meetings have been held with staff to receive input, and the Commissioners' Personnel Committee Board has also reviewed and provided input into the policy;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approved the updated Housing Authority Personnel Policy 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, Miguel A. Arocho, Shirley Jones 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 # 3189-16

AUTHORIZING THE AWARD OF THE CONTRACT FOR GENERAL LEGAL SERVICES TO EDWARD TESTINO, LLC THROUGH JUNE 30, 2017

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") needs to retain a legal professional to provide as needed General Legal Services commencing July 1, 2016 through June 30, 2017; 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 one-year period commencing July 1, 2016 with an option to renew for one additional one-year period; and

WHEREAS, Edward Testino, LLC of Matawan, New Jersey submitted the proposal which price was advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, Edward Testino, LLC has performed services for the Authority in the past and has proven to be a competent and reliable attorney; 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:

Award of a professional services contract to provide general legal services to the firm of Edward Testino, LLC of Matawan, NJ for an annual retainer fee of \$28,920.00 for a one-year period commencing July 1, 2016 with the option to renew for one additional year commencing July 1, 2017 for an annual retainer fee of \$29,400.00.

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, Miguel A. Arocho, Shirley Jones 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 Arocho, read in full and considered:

RESOLUTION # 3190-16

TO RATIFY THE RENEWAL OF THE CONTRACT FOR LAWN MOWING AND LEAF RAKING SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires lawn mowing and leaf raking services at its various housing development sites; and

WHEREAS, the Contract was 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 one-year service contact, renewable for two additional one-year terms, for such services through public advertisement in The Home News Tribune on 3/14/14 and posted the same on the Authority's website and opened on April 1, 2014; and

WHEREAS, G&J Landscaping & Construction, LLC of Perth Amboy, New Jersey submitted the proposal which proposed price was the most advantageous to the Authority, and which proposals conformed to all requirements; and

WHEREAS, G&J Landscaping & Construction, LLC has performed these services for the past two years for the Authority and performed reliably and competently; 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 Authority as follows:

The Authority approves the renewal of the contract for an additional year with G&J Landscaping & Construction, LLC for the lawn mowing and leaf raking services at the Authority's various housing development sites for a per-service cost, for all sites, of Two Thousand One Hundred Dollars and no cents (\$2,100.00) for lawn mowing, and per-service cost, for all sites, of Three Thousand Four Hundred dollars and no cents (\$3,400.00) for leaf raking at all sites.

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, Miguel A. Arocho, Shirley Jones 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 Arocho, read in full and considered:

RESOLUTION # 3191-16

AUTHORIZING THE EXTENSION OF THE CONTRACT FOR AUTOMATIC DOOR OPERATOR MAINTENANCE AND REPAIR SERVICES THROUGH JUNE 30, 2018

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires automatic door operator's maintenance and repair services for its various housing development sites; and

WHEREAS, the Authority solicited proposals for a two-year service contract, renewable for two additional years, for such services through public advertisement in The Home News Tribune on 6/14/14 and 6/20/14, posted the same on the Authority's website and received proposals until July 1, 2014; and

WHEREAS, the contract was awarded to Automated Door Systems, LLC of North Arlington, New Jersey; and

WHEREAS, the contractor has performed satisfactorily over the past two years and has proven to be a competent and reliable contractor; and

WHEREAS, sufficient funds are available from the Authority's operating funds to pay for the required services for an additional two years.

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

The Authority approves the award of a two-year extension of the contract with Automated Door Systems, LLC for the automatic door operator maintenance and repair services the Authority requires from time to time at an annual cost of \$665.00, an hourly rate for standard hours of \$74.50/hr. and an hourly rate for premium hours of \$111.75/hr. commencing July 1, 2016 through June 30, 2018.

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones 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 # 3192-16

AUTHORIZING AWARD OF A CONTRACT FOR HEATING VENTILATION AND AIR CONDITIONING MAINTENANCE AND REPAIR SERVICES THROUGH JUNE 30, 2018

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires heating, ventilation and air-conditioning (HVAC) maintenance and repair services at its public housing project sites in Perth Amboy, NJ; and

WHEREAS, the Authority solicited proposals for a two-year service contract, renewable for two additional years, for such services through public advertisement in The Home News Tribune on 5/6/14 and 5/8/14 and posted the same on the Authority's website and opened proposals on May 29, 2014; and

WHEREAS, the contract was awarded to Ramas Climate and Refrigeration, LLC (Ramas), of Livingston, New Jersey; and

WHEREAS, Ramas has performed satisfactorily over the past two years; and

WHEREAS, sufficient funds are available from the Authority's operating funds to pay for the required services for an additional two years.

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

The Authority approves the award of a two-year extension of the contract with Ramas for the HVAC maintenance and repair services at its various public housing sites for an annual periodic maintenance price of \$2,900.00, and labor rates (standard/premium) for possible repair services of \$69.80/105.00 for both HVAC technician and laborer commencing July 1, 2016 through June 30, 2018.

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones 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 # 3193-16

AUTHORIZING THE EXTENSION OF THE CONTRACT FOR EMERGENCY ELECTRICAL GENERATOR MAINTENANCE AND REPAIR SERVICES FOR AN ADDITIONAL TWO YEARS THROUGH JUNE 30, 2018

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires emergency electrical generator maintenance and repair services for two generators at its two high rise public housing project sites in Perth Amboy, NJ; and

WHEREAS, the Authority solicited proposals for a two-year service contract, renewable for one additional two-year period, for such services through public advertisement in The Home News Tribune on 5/21/14 and 5/22/14 and posted the same on the Authority's website and opened proposals on June 19, 2014; and

WHEREAS, the contract was awarded to FM Generator, Inc. of Clinton, MA; and

WHEREAS, the contractor has performed satisfactorily over the past two years; and

WHEREAS, sufficient funds are available from the Authority's operating funds to pay for the required services for an additional two-year period.

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

The Authority approves an award of a two-year extension of the contract with FM Generator, Inc. for the emergency electrical generator maintenance and repair services for two generators at its two high rise public housing sites with an annual periodic maintenance price of \$1,300.00, and labor rates (standard/premium) for possible repair services of \$88.00/132.00 for repair technician commencing July 1, 2016 through June 30, 2018.

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones and David Benyola.

Nay: None

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

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

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones and David Benyola.

Nay: None

Update on Redevelopment Activities

- Status Report on the sale of Delaney Homes land parcel to the Perth Amboy Board of Ed.
- The Residences at Willow Pond Village Grand Opening took place on June 9, 2016 at 11:00 a.m.

Report on PARTNER

- A PARTNER Board Meeting is scheduled for June 16th to distribute ASK Scholarship Awards.
- Douglas Dzema, Executive Director updated the Board on Habitat for Humanity – 400 Lawrie Street property and the Gateway Neighborhood Collaborative.

Update on the RAD Program

- Monthly called with HUD is ongoing.
- Have submitted application to HMFA for both AMPS
- Douglas Dzema met with Adam Cruz, Business Administer regarding the Resolution of Need and the Housing Authority is scheduled on the City Council Agenda for Board approval.
- Working with Reno and Cavanaugh on new entity/responsibilities moving forward.
- Negotiating a Memorandum of Understanding for Keansburg Housing Authority.
- An RFP for Financing has been advertised for Highlands Housing Authority.

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 updated the Board on the following:

- Job Fair is scheduled for June 15, 2016 from 10:00 am to 2:00 pm at the ZPA on Grace Street, Perth Amboy.

REPORT OF THE CHAIRPERSON

- Chairperson Carty-Daniel conveyed how proud she was of the Grand Opening of The Residences of Willow Pond Village.

On the motion of Commissioner Jones, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to adjourn the meeting.

Respectfully submitted by:



Douglas G. Dzema, PHM
Executive Director and Secretary