



Housing Authority of the City of Perth Amboy

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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, March 19, 2019

12:30 p.m.

Hansen Apartments Community Center

The Board of Commissioners of the Housing Authority of the City of Perth Amboy met for the Regular Monthly meeting on Tuesday, March 19, 2019 at the Wesley T. Hansen Apartments, Community Center located at 415 Fayette Street, 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	Gregory Pabon
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	Shirley Jones
	Commissioner	John C. Anagnostis
Excused:	Vice-Chairman	David Benyola
	Commissioner	Miguel A. Arocho

The Chairperson declared said quorum present.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to approve the Minutes of the Regular Board Meeting of January 10, 2019, 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			

Reports of Committee – None reported.

No Public Discussion of Agenda Topics.

Resolutions:

The following resolution was introduced by Chairperson Carty-Daniel, read in full and considered:

RESOLUTION NUMBER: 3308-19

TO AWARD THE CONTRACT FOR SITE WORK AND EXCAVATING SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires the site work and excavation services from time to time at its various housing development 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 1/5/19, posted the same on the Authority’s website and received proposals until January 29, 2019; and

WHEREAS, R. Moslowski Excavating, Inc. of Cream Ridge, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements and received positive references; and

WHEREAS, the contractor has performed services for the Authority in the past 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.

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

The Authority awards the contract to R. Moslowski Excavating, Inc. for the as-needed site work and excavating services the Authority requires from time to time at the proposed labor and equipment rates from March 1, 2019 through February 28, 2021.

Commissioner Jones moved that the foregoing resolution be adopted as presented, which motion was seconded by Commissioner Pabon. 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 motion was carried and said resolution was adopted.

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

RESOLUTION NUMBER: 3309-19

**RESOLUTION AWARDING THE CONTRACT FOR
ELECTRICAL REPAIR SERVICES**

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) from time to time requires as needed electrical repairs 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 1/5/19, posted the same on the Authority’s website and received proposals until January 29, 2019; and

WHEREAS, PLV Electric, LLC of Freehold, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, the contractor has performed services for other Authorities in the past 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.

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

The Authority awards the contract to PLV Electric, LLC for the as needed electrical repairs at its public housing sites the proposed hourly labor rates of \$60.00 / standard hour and \$90.00 / premium hour from March 1, 2019 – February 28, 2021.

Commissioner 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 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 Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3310-19

RESOLUTION AWARDING THE CONTRACT FOR FLOORING REPAIR AND REPLACEMENT SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires flooring repairs and/or replacement services for its various housing development 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 1/5/19, posted the same on the Authority’s website and received such proposals until January 29, 2019; and

WHEREAS, Aleman Carpet of Perth Amboy, New Jersey submitted the proposal which price was the most advantageous to the Authority, and which bid conformed to all requirements; and

WHEREAS, the contractor has performed services for other Authorities in the past 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.

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

The Authority awards the contract with Aleman Carpet for the as-needed flooring repair and replacement services the Authority requires from time to time at the proposed rates of \$2.79 / sf for vinyl composition tile flooring, \$1.59 / lf for cove base and \$13.41 / sy for carpeting from March 1, 2019 through February 28, 2021.

On the motion of Commissioner Jones, 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 Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3311-19

**RESOLUTION AWARDING THE CONTRACT FOR
HQS INSPECTION SERVICES FOR RAD PBV**

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) is required to conduct an initial HUD mandated HQS inspection for the 360 Dunlap/Hansen RAD PBV units of the Authority’s Section 8 Housing Assistance Program; and a random sample of annual HQS inspections each subsequent year for RAD PBV units at Dunlap, Hansen, Willow Pond and Parkview;

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 and posted the same on the Authority’s website and received such proposals until February 1, 2019; and

WHEREAS, Home Stat Inspections, Inc. of South Amboy, New Jersey submitted the proposal which price was advantageous to the Authority, and which proposal conformed to all requirements; and

WHEREAS, the contractor has performed services for other Authorities in the past 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.

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

The Authority awards the contract to Home Stat Inspections, Inc. for the as needed HQS inspection services the Authority requires at the proposed rates from March 1, 2019 through February 28, 2021, subject to HUD approval of the contract.

On the motion of Commissioner Pabon, 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.

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

RESOLUTION NUMBER: 3312-19

RESOLUTION AWARD CONTRACT FOR RIGHT TO KNOW COMPLIANCE SERVICES

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires the services of a qualified individual or firm to assist the Authority with necessary Right-to-Know compliance services and/or NJDOL, PEOSH, DOL, OSHA compliance services; 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 7/24/16 and posted the same on the Authority’s website and received proposals until August 31, 2016; and

WHEREAS, Rullo & Juillet Associates, Inc. of Cedar Grove, New Jersey, having received positive references, 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 Rullo & Juillet Associates, Inc. for the Right-to-Know compliance services needed at the proposed price of \$1,837.00 for year 2018 and \$1,840.00 for year 2019.

On the motion of Commissioner Jones, which motion was seconded by Chairperson Carty-Daniel, 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 Jones, read in full and considered:

RESOLUTION NUMBER: 3313-19

RESOLUTION TO APPROVE THE ADOPTION OF THE OPERATING BUDGET FOR THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY FOR FISCAL YEAR ENDING MARCH 31, 2020.

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of the City of Perth Amboy for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 has been presented before the governing body of the Housing Authority of the City of Perth Amboy at its open public meeting of 1/10/2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$20,566,060, Total Appropriations, including any Accumulated Deficit if any, of \$20,341,684 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt services requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the City of Perth Amboy, at an open public meeting held on 1/10/2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority for the fiscal year beginning, April 1, 2019 and ending, March 31, 2020 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected on the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provision as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledges agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the City of Perth Amboy will consider the Annual Budget and Capital Budget/Program for adopted on 3/19/2019.

On the motion of Commissioner Falcon-Lopez, 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 Commissioner Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3314-19

RESOLUTION TO APPROVE THE CHANGE TO THE WAITING LIST MANAGEMENT

WHEREAS, this is to recommend merging the public housing waiting list into the Section 8 waiting list and maintaining a community ide list for admission to public housing, project based vouchers and housing choice vouchers. The Authority previously added all public housing applicants to the Section 8 waiting list. Eliminating the public housing waiting list will eliminate an unnecessary of keeping two identical waiting lists updated; and

WHEREAS, the Authority will make all selections from the community wide list. An applicant called for public housing or project based housing who refuses, and chooses to wait for a housing choice voucher will retain their place on the list for the housing choice voucher. An applicant can also refuse a housing choice voucher and retain their place for public housing or project based assistance. Applicants can only refuse a particular type of assistance one time. Once an applicant accepts assistance, the Authority will remove their name from the waiting list. Project based voucher participants can request a housing choice voucher after one year of occupancy in accordance with the applicable HUD regulations; and

WHEREAS, additionally, the Authority selects applicants for the Asbury Tower and High Street RAD PBV program from the local waiting list maintained at the respective management site. Our existing waiting lists for Asbury Tower and High Street were created from the applicants already on our public housing and Section 8 waiting lists and were never put in use. Therefore, the Authority will archive its waiting lists for these programs; and

NOW THEREFORE BE IT RESOLVED by the Board of the Authority approves the change to the Waiting List management, as presented.

On the motion of Commissioner Jones, which motion was seconded by Chairperson Carty-Daniel, 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 Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3315-19

RESOLUTION TO APPROVE THE OPENING OF THE WAITING LIST FOR 4-BEDROOM AND 5-BEDROOM HOUSEHOLDS LIVING IN PERTH AMBOY.

WHEREAS, a recommendation has been made to open the waiting list for households who qualify for 4-bedroom and 5-bedroom at the Dunlap RAD sites; and

WHEREAS, the Authority will publicly advertise; and

WHEREAS, the Authority will only accept applications online via the PHA-Web software; and

WHEREAS, the waiting list will be closed once 10 qualified applications are received for each unit size; and

WHEREAS, the applicants will be ranked based on the date, time and preferences; and

NOW THEREFORE BE IT RESOLVED by the Board of the Authority approves the opening of the Waiting List for 4-bedroom and 5-bedroom households living in Perth Amboy, as presented.

On the motion of Commissioner Jones, 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 Falcon-Lopez, read in full and considered:

RESOLUTION NUMBER: 3316-19

RESOLUTION AWARDING THE CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES TO G&J PROPERTY MAINTENANCE LLC FOR \$27,200.00

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) requires landscape maintenance services at its various housing development 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 one-year service contract for such services through public advertisement in The Home News Tribune on February 23, 2019 and posted the same on the Authority’s website and received proposals until March 5, 2019; and

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

WHEREAS, G&J performed landscaping services for the Authority in the past 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;

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

The Authority ratifies the award of the contract to G&J Property Maintenance, LLC for the landscape maintenance services at the Authority’s various housing development sites for a total cost of Twenty-Seven Thousand Two Hundred dollars and no cents (\$27,200.00) for the 2019 landscaping season.

On the motion of Commissioner Jones, 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.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Pabon, the Board concurred to approve the February and March 2019 Bill Lists 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 Commissioner Falcon-Lopez, which motion was seconded by Commissioner Jones, the Board concurred to approve the recommendation for the February and March 2019 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			

Report on PARTNER

- Updated on 662 Cortlandt Street property. 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 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 – None reported.

REPORT OF THE EXECUTIVE DIRECTOR – None reported.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Commissioner Jones, the Board concurred to adjourn the Board Meeting.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary