



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, November 16, 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, November 16, 2017 at the Dunlap Homes complex, Housing Administrative Offices, main 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	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola
Excused:	Vice-Chairman	Gregory Pabon
	Commissioner	Reverend H. Wayne Brady

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 October 10, 2017, as presented. Upon roll call, the following vote was carried:

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

Nay: None

On the motion of Commissioner Benyola, which motion was seconded by Commissioner Jones, the Board concurred to approve the Minutes of the Special Board Meeting of October 24, 2017. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones, 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 Jones, read in full and considered:

RESOLUTION NO. 3252-17

TO APPROVE THE FISCAL AUDIT FOR YEAR ENDED MARCH 31, 2017

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, 2017, 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, 2017, 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.

Commissioner Benyola moved that the following resolution was carried and said resolution was seconded by Commissioner Falcon-Lopez. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones, 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 NO. 3253-17

TO APPROVE THE EMPLOYMENT CONTRACT FOR DOUGLAS DZEMA, EXECUTIVE DIRECTOR.

WHEREAS, the Executive Director's employment contract was approved for the term of January 1, 2018 to December 31, 2023; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the Executive Director's contract, as presented.

Commissioner Falcon-Lopez moved that the following resolution was carried and said resolution was seconded by Chairperson Carty-Daniel. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones, 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 NO. 3254-17

**RESOLUTION AMENDING THE CHANGE ORDER #1 TO SANTORINI CONSTRUCTION, INC. FOR THE RAD IMPROVEMENTS FAMILY PROJECTS – DUNLAP, LLC
IN THE AMOUNT OF \$349,404.00**

WHEREAS, the Housing Authority of the Borough of Highlands (the "Authority") has awarded the contract for the RAD Improvements Family Projects – Dunlap, LLC to Santorini Construction, LLC in the amount of \$3,920,000.00; and

WHEREAS, the Authority has a need, at Dunlap Homes, for additional work to install new vanities in all the bathrooms, add a new parking area to building K and a sidewalk to the Senior Center, install new fiberglass 3 piece surround and new framing to all the bathrooms, and install soffits for new exhaust fans; and

WHEREAS, the Authority received a price of \$349,404.00 from Santorini Construction, Inc. for the labor and materials to perform the additional work; and

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

NOW THEREFORE BE IT RESOLVED by the Board of the Authority that the Authority awards Change Order #1 in the amount of \$349,404.00 which is below the allowable 20% increase of the original bid amount.

Commissioner Falcon-Lopez moved that the following resolution was carried and said resolution was seconded by Commissioner Jones. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones, 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 Jones, read in full and considered:

RESOLUTION NO. 3255-17

**RESOLUTION AMENDING THE CHANGE ORDER #1 TO SANTORINI CONSTRUCTION, INC. FOR THE RAD IMPROVEMENTS SENIOR PROJECTS – HANSEN RAD, LLC
IN THE AMOUNT OF \$193,200.00**

WHEREAS, the Housing Authority of the City of Perth Amboy (the “Authority”) has awarded the contract for the RAD Improvements Senior Projects – Hansen RAD, LLC to Santorini Construction, LLC in the amount of \$3,881,000.00; and

WHEREAS, the Authority has a need for additional work to replace the roof at Hansen Apartments; and

WHEREAS, the Authority received a price of \$193,200.00 from Santorini Construction, Inc. for the labor and materials to perform the additional work; and

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

NOW THEREFORE BE IT RESOLVED by the Board of the Authority that the Authority awards Change Order #1 in the amount of 193,200.00 which is below the allowable 20% increase of the original bid amount.

Commissioner Benyola moved that the following resolution was carried and said resolution was seconded by Commissioner Falcon-Lopez. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones, 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 NO. 3256-17

TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY AND THE JEWISH RENAISSANCE FOUNDATION FOR USE OF THE FACILITIES OF THE HOUSING AUTHORITY TO PROVIDE FAMILY AND SENIOR RESIDENT SERVICES.

WHEREAS, the Board was presented with the Memorandum of Understanding between the Housing Authority of the City of Perth Amboy and the Jewish Renaissance Foundation for use of the facilities of the Housing Authority to provide family and senior services; and

NOW, THEREFORE, the Board of Commissioners of the Authority upon review of said Memorandum of Understanding hereby authorizes and approves the following:

RESOLVED, that Douglas Dzema, Executive Director of the Authority, is authorized, empowered and directed to negotiate and execute any and all necessary documents, agreements, and/or certifications necessary to complete with this collaboration with the Jewish Renaissance Foundation, as presented.

Commissioner Benyola moved that the following resolution was carried and said resolution was seconded by Commissioner Jones. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones, 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 NO. 3257-17

TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY AND THE JEWISH RENAISSANCE FOUNDATION FOR USE OF THE FRANK R. LAUTENBERG COMMUNITY CENTER TO PROVIDE SERVICES AND PROGRAMS TO ITS FAMILY RESIDENTS.

WHEREAS, the Board was presented with the Memorandum of Understanding between the Housing Authority of the City of Perth Amboy and the Jewish Renaissance Foundation for use of the Frank R. Lautenberg Community Center to provide services and programs to its family residents; and

NOW, THEREFORE, the Board of Commissioners of the Authority upon review of said Memorandum of Understanding hereby authorizes and approves the following:

RESOLVED, that Douglas Dzema, Executive Director of the Authority, is authorized, empowered and directed to negotiate and execute any and all necessary documents, agreements, and/or certifications necessary to complete with this collaboration with the Jewish Renaissance Foundation, as presented.

Commissioner Benyola moved that the following resolution was carried and said resolution was seconded by Commissioner Jones. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Miguel A. Arocho, Shirley Jones, 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 Benyola, which motion was seconded by Commissioner Jones, the Board concurred to approve the November Bill List and Communications, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Report on PARTNER

- Hired 2 new employees: Maribel Mocci, Project Manager/ Tax Credit Program and Valerin Ubri, Project Manager, RAD/Tax Credit Program.
- Prepping for RAD Conversion.
- Habitat for Humanity Meeting with Kamili/Tom. Property on Cortlandt Street.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Closing looms – we have all HUD documents signed.
 - o HMFA closings 11/28 or 11/29 – must close by 11/30/17.
 - o Construction abound – all sites.
 - o Resident interviews continuing.
 - o Keansburg/Highlands RAD continues.

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 commented to the Board on the following:
 - o Holiday NJ/NAHRO meeting on 12/8/2017 – 11:30 am cocktail/12:00 pm luncheon-Colonia Country Club.
 - o HAPA and PARTNER Commissioners/HAPA Staff Christmas Party on 12/8/2017 – 7:00 pm Cornucopia Cruise Event.

REPORT OF THE CHAIRPERSON

Chairperson Carty-Daniel informed the Board that Pastor H. Wayne Brady has been replaced by John Anagnostis as the State appointed Commissioner, effective immediately.

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

Respectfully submitted by,

Douglas G. Dzema
Executive Director/Secretary