



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, September 5, 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, September 5, 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
	Vice-Chairman	Reverend Gregory Pabon
	Commissioner	Miguel A. Arocho
	Commissioner	Reverend H. Wayne Brady
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	David Benyola
Excused:	Commissioner	Shirley Jones

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 July 11, 2017, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, 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 Benyola, read in full and considered:

RESOLUTION #3244-17

TO AWARD THE CONTRACT WITH AMBOY FLOORS, INC. FOR THE FLOORING REPLACEMENT AT THE MANAGEMENT AND SECTION 8 OFFICES IN THE AMOUNT OF \$53,310.00.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a qualified contractor to replace the flooring at the Authority's Management and Section 8 Offices; 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 7/19/17 and posted the same on the Authority's website and opened bids on 8/1/17; and

WHEREAS, Amboy Floors, Inc. of Perth Amboy, New Jersey, having performed satisfactory work for 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 awards the contract to Amboy Floors, Inc. for the flooring replacement at the Management and Section 8 offices for a total cost of \$53,510.00.

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

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, 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 Arocho, read in full and considered:

RESOLUTION #3245-17

TO RATIFY THE AWARD OF THE CONTRACT FOR A/E SERVICES FOR THE STEAM BOILER RECONFIGURATION AT STACK APARTMENTS.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a professional Architectural and Engineering firm to provide the construction management services needed for the steam boiler reconfiguration needed at Stack Apartments; and

WHEREAS, the Authority solicited a proposal from Habitech Architects of Medford, New Jersey for the necessary work and received a price of \$5,100.00 which is considered reasonable and acceptable; and

WHEREAS, Habitech is performing satisfactory similar mechanical work for Dunlap Homes, and has proven to be knowledgeable and reliable in providing the necessary professional services as requested; 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 ratifies the award of the contract to Habitech Architects, PC for the A/E Services needed for the steam boiler decentralization project at Stack Apartments for the sum of \$5,100.00.

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:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, 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 # 3246-17

TO AWARD THE CHANGE ORDER #2 FOR THE DECENTRALIZATION OF THE HEATING AND HOT WATER SYSTEM AT WILLIAM A. DUNLAP HOMES.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has awarded the contract for the decentralization of the heating and hot water system at William A. Dunlap Homes to Thassian Mechanical Contracting, Inc. in the amount of \$1,945,000; and

WHEREAS, the Authority wishes to add additional subpanels for Buildings K and M, install new heating for the basement in Building F and remove the existing exhaust fans in the eight boiler rooms and has received a price of \$24,155.00 from Thassian 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 Board of the Authority that the Authority awards Change Order #2 in the amount of \$24,155.00 which is below that allowable 20% increase of the original bid amount.

Commissioner Falcon-Lopez 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:

Aye: Edna Dorothy Carty-Daniel, Reverend Gregory Pabon, Miguel A. Arocho, 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 Vice-Chairman Pabon, read in full and considered:

RESOLUTION # 3247-17

TO AWARD CHANGE ORDER #1 FOR THE ELEVATOR UPGRADES AT HANSEN APARTMENTS IN THE AMOUNT OF \$8,192.00.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has awarded the contract for the elevator upgrades at Hansen Apartments at Wesley. T. Hansen Apartments to Slade Industries, Inc. in the amount of \$434,899.00; and

WHEREAS, the Authority wishes to re-pipe the smoke detector wiring in the machine room and replace one damaged stainless steel car door and sill and has received a price of \$8,192.00 from Slade 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 \$8,192.00 which is below the allowable 20% increase of the original bid amount.

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, 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 # 3248-17

TO AWARD CHANGE ORDER #1 FOR THE PHASE II FIRE SPRINKLER INSTALLATION AT WESLEY T. HANSEN APARTMENTS FOR \$11,005.87.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has awarded the contract for the second phase of the fire sprinkler installation in all of the apartments of Wesley T. Hansen Apartments to EACM Corp in the amount of \$297,000; and

WHEREAS, the Authority has a need to reimburse EACM for the performance of additional work, add control valves and relocate the fire sprinkler piping in the mechanical room and has received a price of \$11,005.87 from EACM 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 \$11,005.87 which is below the 20% allowable threshold of the original bid.

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, 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 Arocho, read in full and considered:

RESOLUTION # 3248-17

TO APPROVE THE AMENDMENT OF THE SECTION 8 ADMINISTRATIVE PLAN/REVISION OF UTILITY ALLOWANCES.

WHEREAS, once each year the Housing Authority must review and revise the Section 8 Utility Allowances to ensure they are consistent with the current cost of utilities; and

WHEREAS, the Authority will use the NJDCA utility allowance schedule dated 7/1/2017, and current rate information for water and sewer supplied by the City of Perth Amboy; and

WHEREAS, it is recommended that this schedule be adopted for move-ins and recertifications effective December 1, 2017;

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Perth Amboy approves the amendment of the Section 8 Administrative Plan/Revision of Utility Allowances, as presented.

On the motion of Commissioner Falcon-Lopez, which motion was seconded by Chairperson Carty-Daniel, the Board concurred to approve the July Bill List and communication and the August Bill List and Communications, as presented. Upon roll call, the following vote was carried:

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

Nay: None

Report on PARTNER

- Discussed status of 400 Lawrie Street property.
- Jason Conway to be added as PARTNER Board Member.
- Adoption of the PARTNER Personnel Policy.
- Gateway update.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Documents approved by HMFA and awaiting bond financing.
 - o Expected to close by 11/2017.
 - o Resident interviews to begin upcoming week.
 - o Keansburg/Highlands RAD continues.

PUBLIC SESSION

- No comment from the public.

UNFINISHED BUSINESS - None reported.

NEW BUSINESS – None reported.

REPORT OF THE ATTORNEY

- Ed Testino, Counsel commented to the Board on the following:
 - o Use of PHA Logo
 - o Broadband Telephone contract
 - o RAD negotiation – continuing process.

REPORT OF THE EXECUTIVE DIRECTOR

- Douglas Dzema commented to the Board on the following:
 - o Best Practices presentation to the City Council scheduled for 9/13/2017.
 - o SEMAP assessment (FYE March 31, 2017)
 - o Capital program update.

REPORT OF THE CHAIRPERSON – None reported.

On the motion of Commissioner Brady, which motion was seconded by Commissioner Benyola, the Board concurred to adjourn the meeting.

Respectfully submitted by:

Douglas G. Dzema, PHM
Executive Director and Secretary