



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**

**Wednesday, September 5, 2018
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 Wednesday, September 5, 2018 at the Dunlap Homes complex, main Administrative office building, Conference Room 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	David Benyola
	Commissioner	Gregory Pabon
	Commissioner	Miguel A. Arocho
	Commissioner	Shirley Jones
	Commissioner	Pastor Bernadette Falcon-Lopez
	Commissioner	John C. Anagnostis

The Chairperson declared said quorum present.

Presentation and distribution of Computer Tablets to the Board by Aaron Green, System Administrator.

On the motion of Commissioner Arocho, which motion was seconded by Commissioner Pabon, the Board concurred to approve the Minutes of the Regular Board Meeting of July 18, 2018, 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.

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

RESOLUTION NO. 3288-18

RESOLUTION RATIFYING THE AWARD OF THE CONTRACT FOR FIRE AND SECURITY ALARM SYSTEMS INSPECTION, MAINTENANCE AND REPAIR SERVICES TO SILENT COMPANION FOR AN ANNUAL PRICE OF \$1,300.00

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") requires fire and security alarm systems inspection, maintenance and repair services at its various public housing project sites in Perth Amboy, NJ; 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, renewable for two additional one-year periods or one additional two-year period, for such services through public advertisement in The Home News Tribune on 7/10/18 and posted the same on the Authority's website and received proposals until July 24, 2018; and

WHEREAS, Silent Companion Corporation (Silent) of Fords, New Jersey submitted the proposal which proposed 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 ratifies the award of the two year contract, renewable at the option of the Authority for two additional one year periods, to Silent Companion Corporation for the alarm system maintenance and as needed repair services at its various public housing sites with an annual periodic maintenance price of \$1,300.00, and labor rates (standard/premium) for possible repair services of \$45.00/85.00 for repair technician commencing August 1, 2018 through July 31, 2020.

Commissioner Jones 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:

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			

Chairperson Carty-Daniel 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 NO. 3289-18

**RESOLUTION TO AWARD A CONTRACT TO MANAGEMENT COMPUTER SERVICES INC
TO PROVIDE PHA-WEB SOFTWARE**

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" has been experiencing support issues with its current software vendor; and

WHEREAS, the HACPA is interested in changing its software to another vendor whose support will enhance its operations and allow the Authority to operate more efficiently; and

WHEREAS, the HACPA administration has reviewed a new software, PHA-Web, and finds it to be a better fit than the current provider; and

WHEREAS, the other Housing Authorities that the HACPA manages currently use PHA-Web and find the program to be very user friendly and the support to be excellent; and

WHEREAS, the annual cost for PHA-Web would be less than the cost of its current provider and expected support services would be enhanced; and

WHEREAS, the Executive Director based on other PHA's experience using PHA-Web feels the change would be in the best interest of the KHA; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Perth Amboy the following:

- 1) Authorization for the Executive Director to execute all documents to effectuate the purchase of software from Management Computer Services Inc. for the license to use PHA-Web software in the amount of \$16,900. This cost to be on-going on an annual basis.
- 2) Approval for the HACPA spend an additional \$26,000 (estimated) for training and set-up fees for the new software. This cost will be a one-time fee.

Said cost proposal from Management Computer Services Inc. will be made part of this resolution.

Commissioner Jones 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:

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			

Chairperson Carty-Daniel 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. 3290-18

TO AWARD THE CONTRACT TO PADOVANI ROOFING AND CONSTRUCTION FOR THE ROOF OVERLAY OF THE ADMINISTRATION BUILDING IN THE AMOUNT OF \$74,800.00.

WHEREAS, the Housing Authority of the City of Perth Amboy (the "Authority") has a need to hire a qualified contractor to overlay the existing shingle roof of the Administration Building; and

WHEREAS, the Contract is to be awarded through a "fair and open process" pursuant to N.J.S.A. 19:44-20.4 et seq.; and

WHEREAS, the Authority solicited sealed bids through public advertisement for such services in the Homes News Tribune on 7/28/18 and 8/1/18 and posted the same on the Authority's website and opened bids on 8/28/18; and

WHEREAS, Padovani Roofing and Construction of Neshanic Station, New Jersey, having received positive references, submitted the lowest responsive and responsible bid; 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 award the contract Padovani Roofing and Construction for the Administration Building roof overlay for \$74,800.00.

Commissioner Arocho moved that the foregoing resolution be adopted as presented, which motion was seconded by Vice-Chairperson Benyola. 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			

Chairperson Carty-Daniel 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 NO. 3291-18

TO RENEW MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY

JOINT INSURANCE FUND

WHEREAS, Public Housing Authorities in the State of New Jersey are permitted to join together to form a Joint Insurance Fund as permitted by N.J.S.A. 40A:10-36 et. Seq.; and

WHEREAS, the statues, regulating the creation and establishment of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such fund; and

WHEREAS, the governing body of the Perth Amboy Housing Authority has determined that membership in the Joint Insurance Fund is in the best interest of the Authority.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Authority does hereby resolve and agree to renew its membership in the NJPHA Joint Insurance Fund, effective January 1, 2019 to expire on December 31, 2021 for the purpose of establishing the following type of coverage:

Worker's Compensation and Employer's Liability

BE IT FURTHER RESOLVED, that Douglas G. Dzema is authorized to execute the application for membership and the accompanying certification on behalf of the Authority and

BE IT FURTHER RESOLVED, that the governing body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying their membership in the FUND as are required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said document shall become effective only upon the applicant's admission to the FUND following approval by the FUND, passage by the Authority of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs.

Vice-Chairman Benyola 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:

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			

Chairperson Carty-Daniel thereupon declared said motion was carried and said resolution was adopted.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Arocho, the Board concurred to approve the September 2018 Bill List 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 Arocho, the Board concurred to approve the recommendation for the September 2018 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– Habitat for Humanity meeting scheduled with Kamili Williams, Executive Director of Habitat for Humanity/Greater Plainfield & Middlesex County on Friday, September 7th .
- Memorandum of Understanding with Old Bridge/Sayreville Rotary in recognition of their \$30,000 donation for the Habitat for Humanity Verteran home project.
- Application pending with Zoning board.
- Scheduled for a October 18th Groundbreaking of the 662 Cortlandt Street property.
- Update on Gateway Neighborhood Collaboration.

Update on the RAD Program

- Douglas Dzema, Executive Director updated the Board on the RAD Program, as follows:
 - o Construction abound – all sites – must be completed by December 2018.
 - o Preparing for next tenant Annual Re-Exams.

- Working on RAD conversion for Keansburg HA.
- 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

Edward Testino, Counsel reported on Court/Tenancy matters.

REPORT OF THE EXECUTIVE DIRECTOR

Douglas Dzema, Executive Director reported to the Board on the following:

- Memo from Bayside Family Success Center:
 - Fruit Market - every Thursday from 12:00 pm to 3:00 pm
 - Educational workshops
 - Senior Citizen programming
 - Open House - Movie night - August 15th @ 6 pm was a success.
- Temporary easement/Ingerman/SDA
- SEMAP Score = 93% High Performer
- Hired Jose Sanchez-Carril, Maintenance Worker
- Hired Eddie Jones, part-time Maintenance Groundskeeper

REPORT OF THE CHAIRPERSON

- Willow Pond Block Party took place on August 28th.

On the motion of Vice-Chairman Benyola, which motion was seconded by Commissioner Pabon, the Board Meeting was adjourned.

Respectfully submitted by,

Douglas G. Dzema

Douglas G. Dzema
Executive Director/Secretary