



PARTNER

Perth Amboy Redevelopment Team for Neighborhood Enterprise and Revitalization

881 Amboy Avenue, P.O. Box 390, Perth Amboy New Jersey 08862

Tel: 732-826-3110 Fax: 732-826-3111

Board Members: E. Dorothy Carty-Daniel, President
Michael W. Harris, Treasurer
Fernando A. Gonzalez
Richard Cavallero
Delia Yili
Karen Medina

**THE MINUTES OF THE REGULAR BOARD MEETING
OF
THE PERSON AMBOY REDEVELOPMENT TEAM FOR NEIGHBORHOOD ENTERPRISE AND REVITALIZATION**

**January 10, 2013
11:00 a.m.**

The Board Member of the Perth Amboy Redevelopment Team for Neighborhood Enterprise and Revitalization ("PARTNER") met for the regular Board Meeting on Thursday, January 10, 2013, 11:00 a.m. at the main Administrative Office, Resource Center located at 881 Amboy Avenue, Perth Amboy, New Jersey 08861.

The Meeting was called to order by Board President Edna Dorothy Carty-Daniel.

<Moment of Silence>

<Pledge of Allegiance>

Roll call of Board of Directors:

Present: Edna Dorothy Carty-Daniel, President
Fernando A. Gonzalez
Richard Cavallero
Delia Yili

Excused: Michael W. Harris, Treasurer
Karen Medina

Others Present: Douglas G. Dzema, Executive Director
Rosemarie McKeon, Administrative Assistant
Edward Testino, Counsel
Thomas R. Furlong, Accountant

The following resolution was introduced by Ms. Yili, read in full and considered:

RESOLUTION # 054-A

TO APPROVE A GRANT AGREEMENT WITH THE HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY

WHEREAS, the Housing Authority of the City of Perth Amboy "HACPA" received in excess of \$2 million dollars of program income for the construction of "the Parkview" located at 618 New Brunswick Avenue in Perth Amboy; and

WHEREAS, PARTNER, the Authority's affiliated not for profit 501 (c) 3, requested to use some of these proceeds to help further its mission to promote affordable housing in the City of Perth Amboy; and

WHEREAS, PARTNER has entered into a Memorandum of Understanding with Morris Habitat for Humanity to construct single family homes in Perth Amboy to be purchased by qualified low income families; and

WHEREAS, PARTNER is requesting \$200,000 from the HACPA to be used to purchase various lots in the City of Perth Amboy to help in its endeavor with the Habitat for Humanity to provide single family housing to over the next five years; and

WHEREAS, the use of these funds for this program has been approved by the United States Department of Housing and Urban Development as a use consistent with the Annual Contributions Contract "ACC" Program Income Certification adopted by HUD and HACPA;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of PARTNER the following;

- 1) Approval of the Grant Agreement with the Housing Authority of the City of Perth Amboy in the amount of \$200,000 to help in its endeavor to provide housing for low income families in the City of Perth Amboy
- 2) Authorization for the President of PARTNER to execute said Grant Agreement with the Housing Authority.

Mr. Cavallero moved the foregoing resolution be adopted as presented, which motion was seconded by Mr. Gonzalez. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Fernando A. Gonzalez, Richard Cavallero, and Delia Yili

Nay: None

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

The following resolution was introduced by Ms. Yili, read in full and considered:

RESOLUTION # 055-A

TO APPROVE THE FIRM OF FALLON AND LARSEN, CPA'S TO PERFORM AN AUDIT OF THE BOOKS AND RECORDS OF PARTNER FOR THE FISCAL YEARS ENDING 12/31/11 AND 12/31/12

Whereas, PARTNER submitted an application to Wells Fargo for a grant to perform a neighborhood revitalization of the Gateway Section of Perth Amboy; and

Whereas, during the review process by Wells Fargo a request was made for PARTNER to provide three (3) years of audited financial statements; and

Whereas, PARTNER only has had an audit completed for the fiscal year ending 12/31/2010; and

Whereas, the Executive Director solicited a quote from the firm of Fallon and Larsen, CPA's, Hazlet, NJ, to complete the two audits for a cost of \$2,500 per year; and

Whereas, the Executive Director feels this quote is very reasonable making a request for other proposals unnecessary; and

Whereas, the representatives from Wells Fargo has requested the completed audits by February 28th, 2013 making time of the essence and the firm of Fallon and Larsen has assured us the audits will be completed by that date; and

Whereas, the process to perform a request for proposal could take up to two months possibly jeopardizing and /or delaying our grant application; and

Now therefore be it resolved by the Trustees of PARTNER the following;

- 1) Approval of the firm Fallon and Larsen, CPA's from Hazlet, NJ to perform an audit of the PARTNER financial statements for the one year periods ending 12/31/2011 and 12/31/2012 at a cost of \$2,500 per year.
- 2) Authorization for the Executive Director to sign all the necessary documents to carry out this approval
- 3) Said audits must be completed by February 28th, 2013

Mr. Gonzalez moved the foregoing resolution be adopted as presented, which motion was seconded by Mr. Cavallero. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Fernando A. Gonzalez, Richard Cavallero, and Delia Yili

Nay: None

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

The following resolution was introduced by Ms. Yili, read in full and considered:

RESOLUTION # 056-A

TO APPROVE THE OPERATING BUDGET FOR YEAR 2013

WHEREAS, the Board has reviewed the PARTNER Operating Budget for Year 2013 by Thomas R. Furlong, Director of Financial Operations; and

WHEREAS, the Board has found it to be just and reasonable;

NOW, THEREFORE BE IT RESOLVED, the Directors of PARTNER approve the Operating Budget for Year 2013, as presented.

Mr. Gonzalez moved the foregoing resolution be adopted as presented, which motion was seconded by Mr. Cavallero. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Fernando A. Gonzalez, Richard Cavallero, and Delia Yili

Nay: None

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

Discussion took place, in reference to the "Gateway" Neighborhood Collaborative.

Discussion took place, in reference to the Habitat for Humanity.

On the motion of Ms. Yili, which motion was seconded Mr. Gonzalez, the meeting was adjourned.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Rosemarie Mckeon". The signature is fluid and cursive, with a large loop at the end.

ROSEMARIE MCKEON
Administrative Assistant



PARTNER

Perth Amboy Redevelopment Team for Neighborhood Enterprise and Revitalization

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**THE MINUTES OF THE REGULAR BOARD MEETING
OF
THE PERSON AMBOY REDEVELOPMENT TEAM FOR NEIGHBORHOOD ENTERPRISE AND REVITALIZATION**

**April 16, 2013
11:00 a.m.**

The Board Member of the Perth Amboy Redevelopment Team for Neighborhood Enterprise and Revitalization ("PARTNER") met for the regular Board Meeting on Tuesday, April 16, 2013, 11:00 a.m. at the main Administrative Office, Resource Center located at 881 Amboy Avenue, Perth Amboy, New Jersey 08861.

The Meeting was called to order by Board President Edna Dorothy Carty-Daniel.

<Moment of Silence>

<Pledge of Allegiance>

Roll call of Board of Directors:

Present: Edna Dorothy Carty-Daniel, President
Richard Cavallero
Delia Yili
Karen Medina

Excused: Michael W. Harris, Treasurer
Fernando A. Gonzalez

Others Present: Douglas G. Dzema, Executive Director
Rosemarie McKeon, Administrative Assistant
Edward Testino, Counsel
Thomas R. Furlong, Accountant

The following resolution was introduced by Ms. Yili, read in full and considered:

RESOLUTION # 057-A

TO ACCEPT THE PARTNER AUDIT FOR THE YEARS ENDED DECEMBER 31ST, 2011 AND DECEMBER 31ST, 2012

WHEREAS, PARTNER was in need of three years of audited financial statements in order to apply for a planning grant from Wells Fargo Foundation; and

WHEREAS, the PARTNER Trustees approved the firm of Fallon and Larsen LLP to prepare an audit for the years ended December 31st, 2011 and December 31st, 2012; and

WHEREAS, the firm has completed the audit for Trustees review and approval;

NOW, THEREFORE BE RESOLVED, by the Trustees of PARTNER the following:

1. Approval of the audit for the years ended December 31st, 2011 and December 31st, 2012 prepared by the firm of Fallon and Larsen, LLP.
2. Authorization for the Executive Director to forward audit to Wells Fargo Foundation to complete the information needed for the planning grant application process.

Ms. Medina moved the foregoing resolution be adopted as presented, which motion was seconded by Mr. Cavallero. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Richard Cavallero, Delia Yili and Karen Medina

Nay: None

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

The following resolution was introduced by Ms. Yili, read in full and considered:

RESOLUTION # 058-A

TO AUTHORIZE OPENING A BANK ACCOUNT FOR HABITAT PROGRAM RECEIPTS

WHEREAS, PARTNER owns a property located on 440 Lawrie Street in Perth Amboy that will be the site of the first Habitat for Humanity home constructed in the City of Perth Amboy; and

WHEREAS, PARTNER is working in conjunction with the Morris Habitat for Humanity to construct the home on Lawrie Street; and

WHEREAS, the fundraising to help support this program has been started and will continue throughout the construction of the home; and

WHEREAS, PARTNER has been given the responsibility of collecting all donations for the Habitat home and maintaining them in a separate bank account;

And

WHEREAS, PARTNER currently does not maintain an account to be used strictly for donations for the Habitat Home;

NOW, THEREFORE BE IT RESOLVED, by the Trustees of PARTNER the following:

- 1) Authorization for the Director of PARTNER to establish an interest bearing checking account that will be used exclusively for donations related to the Habitat home to be constructed at 440 Lawrie St. in Perth Amboy.
- 2) Designation of signatories on the account to be the Director, Douglas Dzema and President, Edna-Dorothy Carty Daniel.

Ms. Medina moved the foregoing resolution be adopted as presented, which motion was seconded by Mr. Cavallero. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Richard Cavallero, Delia Yili and Karen Medina

Nay: None

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

Discussion took place, in reference to PARTNER Grants.

The following is a list of the monies and the projects the funds will be used for, along with the status:

- 1) PNC Foundation-\$10,000-received to help support the Housing Authority's Family Self Sufficiency Program-Funds have been received and expended
- 2) Investors Foundation-\$20,000-received to support the Habitat for Humanity project at 440 Lawrie Street- funds have been received and are awaiting use upon construction of the Habitat home.
- 3) Perth Amboy Housing Authority-\$55,000-pledged from the Authority's program income receipts generated from the construction of the Parkview to be used to reimburse PARTNER for the purchase of the lot at 440 Lawrie Street-funds have been pledged and will be transferred upon the final disbursement received by the Authority from Ingerman Construction.
- 4) Wells Fargo Foundation-\$100,000-applied for a planning grant to help in the revitalization of the Gateway neighborhood in Perth Amboy-PARTNER made it to Phase 2 of the grant award and will receive a final determination in the next few weeks.
- 5) HOME Funds-\$40,000-applied and have received approval to be used for the construction of the Habitat home- funds will be requisitioned when construction of home begins.
- 6) SHOP Funds-\$15,000- applied and have received approval to be used for the construction of the Habitat home- funds will be requisitioned when construction of home begins.
- 7) Interfaith Community-funds are being solicited from the ecumenical groups for the construction of the Habitat home-received \$500 to date and we are expecting further donations.
- 8) Provident-\$15,000-applied to Provident for funds to be used for the construction of the Habitat home-we expect to hear a final determination in the next few months.

In addition to the above grants we are planning to solicit funds for the Habitat home from Sovereign, Bank of America, and US Foods.

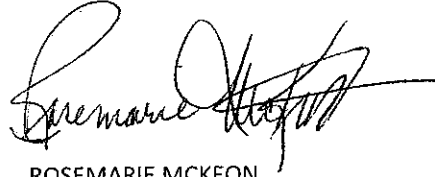
Also please be advised PARTNER has received approval on our request to become a CHDO. This designation will allow us to request monies from HOME funds for special projects and operations.

Discussion took place, in reference to the "Gateway" Neighborhood Collaborative.

Discussion took place, in reference to the Habitat for Humanity.

On the motion of Ms. Yili, which motion was seconded Ms. Medina, the meeting was adjourned.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Rosemarie Mckeon", with a long horizontal flourish extending to the right.

ROSEMARIE MCKEON
Administrative Assistant



PARTNER

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**THE MINUTES OF THE REGULAR BOARD MEETING
OF
THE PERSON AMBOY REDEVELOPMENT TEAM FOR NEIGHBORHOOD ENTERPRISE AND REVITALIZATION**

Wednesday, June 19, 2013

**451 Fayette Street, Community Center
Perth Amboy, New Jersey 08861
4:00 p.m.**

The Board Member of the Perth Amboy Redevelopment Team for Neighborhood Enterprise and Revitalization ("PARTNER") met for the regular Board Meeting on Wednesday, June 19, 2013, 4:00 p.m. at the Wesley T. Hansen Apartments, Community Center located at 415 Fayette Street, Perth Amboy, New Jersey 08861.

The Meeting was called to order by Board President Edna Dorothy Carty-Daniel.

<Moment of Silence>

<Pledge of Allegiance>

Roll call of Board of Directors:

Present: Edna Dorothy Carty-Daniel, President
Fernando A. Gonzalez
Richard Cavallero
Delia Yili
Karen Medina

Excused: Michael W. Harris

Others Present: Douglas G. Dzema, Executive Director
Rosemarie McKeon, Administrative Assistant
Edward Testino, Counsel
Thomas R. Furlong, Accountant

The Executive Director/Secretary declares nominations for President open.

Ms. Medina motioned to nominate Edna Dorothy Carty-Daniel for President of the Board of Directors, which motion was seconded by Mr. Gonzalez. There being no additional nominations, Ms. Yili moved that nominations be closed, which motion was seconded by Mr. Cavallero. Upon roll call to close the nominations for President, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Fernando A. Gonzalez, Richard Cavallero, Delia Yili and Karen Medina

Nay: None

Upon roll call to approve Ms. Carty-Daniel for President of the Board of Directors of PARTNER, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Fernando A. Gonzalez, Richard Cavallero, Delia Yili and Karen Medina

Nay: None

Ms. Carty-Daniel was elected President and was congratulated by the Board.

The Executive Director/Secretary declares nominations for Treasurer open.

Ms. Medina motioned to nominate Delia Yili for Treasurer of the Board of Directors, which motion was seconded by Mr. Gonzalez. There being no additional nominations, Ms. Carty-Daniel moved that nominations be closed, which motion was seconded by Mr. Cavallero. Upon roll call to close the nominations for Treasurer, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Fernando A. Gonzalez, Richard Cavallero, Delia Yili and Karen Medina

Nay: None

Upon roll call to approve Ms. Yili for Treasurer of the Board of Directors of PARTNER, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Fernando A. Gonzalez, Richard Cavallero, Delia Yili and Karen Medina

Nay: None

Ms. Yili was elected Treasurer and was congratulated by the Board.

On the motion of Ms. Yili, which motion was seconded by Ms. Medina, the Board concurred to approve the Minutes of Board Meeting of October 9, 2012, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Delia Yili, Fernando A. Gonzalez, Richard Cavallero and Karen Medina.

Nay: None

On the motion of Ms. Yili, which motion was seconded by Ms. Medina, the Board concurred to approve the Minutes of Board Meeting of January 10, 2013, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Delia Yili, Fernando A. Gonzalez, Richard Cavallero and Karen Medina.

Nay: None

On the motion of Ms. Yili, which motion was seconded by Ms. Medina, the Board concurred to approve the Minutes of Board Meeting of April 16, 2013, as presented. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Delia Yili, Fernando A. Gonzalez, Richard Cavallero and Karen Medina.

Nay: None

The following resolution was introduced by Mr. Gonzalez, read in full and considered:

RESOLUTION #059-A

TO RATIFY THE AMENDMENT TO THE BY-LAWS

WHEREAS, Article XIII of the By-Laws describes the provisions by which the member may amend the By-Laws; and

WHEREAS, Article XIII required that such amendments be made at any meeting of the members; and

THEREFORE, LET BE IT RESOLVED, that the Article I, Section 5 of the By-Laws shall be added to read as follows:

Section 5. Purpose. Our purpose is to provide decent affordable housing for low and moderate income persons.

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of PARTNER ratifies the amendment to the By-Laws, as presented.

Ms. Yili moved that the foregoing resolution be adopted as presented, which motion was seconded by Ms. Medina. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Delia Yili, Fernando A. Gonzalez, Richard Cavallero and Karen Medina.

Nay: None

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

The following resolution was introduced by Ms. Yili, read in full and considered:

RESOLUTION #060-A

TO RATIFY THE GRANT AGREEMENT WITH THE WELLS FARGO REGIONAL FOUNDATION

WHEREAS, the Board of Directors of PARTNER has reviewed and considered the grant agreement from the Wells Fargo Regional Foundation in the amount of \$100,000; and

WHEREAS, PARTNER has been awarded a neighborhood planning grant to support the creation of a comprehensive resident driven plan for the Gateway Neighborhood in Perth Amboy, NJ; and

WHEREAS, the recommended \$100,000 planning grant will fund:

- To engage a professional planning consultant who will assist in data gathering and the writing of the plan.
- To subcontract with Jewish Renaissance Foundation for community organizing and resident outreach.
- To fund staff time related to management of the planning process.
- Administrative costs related to the development of the plan and
- Reserved funds for the success measures survey.

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of PARTNER ratifies the Grant Agreement with the Wells Fargo Regional Foundation, as presented.

Mr. Cavallero moved that the foregoing resolution be adopted as presented, which motion was seconded by Mr. Gonzalez. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Delia Yili, Fernando A. Gonzalez, Richard Cavallero and Karen Medina.

Nay: None

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

The following resolution was introduced by Ms. Yili, read in full and considered:

RESOLUTION #061-A

TO RATIFY THE AWARD OF 2013 A.S.K. YOUTH AND CONTINUING EDUCATION SCHOLARSHIPS

WHEREAS, the Authority received (15) scholarship applications for the 2013 year. Six of the applications are from high school student entering college for the first time and nine are from students either already enrolled in college or planning on returning to complete their undergraduate studies; and

WHEREAS, the scholarship applications were reviewed and ranked for content, grammar, and completeness; and

WHEREAS, it has been recommended to award (10) scholarships in the amount of \$1,000 each to the following:

A.S.K. Youth Scholarships

- Emily Rivera
- Rudy L. Acosta
- Angily Munoz
- Janaysia S. Jones
- Idalys Y. Abreu

A.S.K. Continuing Education Scholarships

- Delbin O. Espinal
- Alicia B. Rosa
- Darline R. Gonzalez
- Hailey Vonn Cruz
- Joanna Santana

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of PARTNER ratifies the award of the 2013 A.S.K. Youth and Continuing Education Scholarships, as presented.

Ms. Medina moved that the foregoing resolution be adopted as presented, which motion was seconded by Mr. Gonzalez. Upon roll call, the following vote was carried:

Aye: Edna Dorothy Carty-Daniel, Delia Yili, Fernando A. Gonzalez, Richard Cavallero and Karen Medina.

Nay: None

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

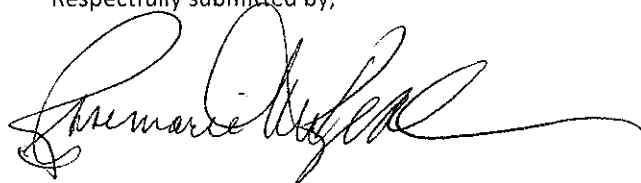
Discussion took place, in reference to PARTNER Grants.

Discussion took place, in reference to the "Gateway" Neighborhood Collaborative.

Discussion took place, in reference to the Habitat for Humanity.

On the motion of Ms. Medina, which motion was seconded Ms. Yili, the meeting was adjourned.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Rosemarie Mckeon". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

ROSEMARIE MCKEON
Administrative Assistant