

## MINUTES

### **REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG HELD IN THE CONFERENCE ROOM AT 6900 BROADWAY, GUTTENBERG, NEW JERSEY ON MONDAY, JUNE 20, 2016**

The monthly Board of Commissioners Meeting was opened at 6:00 p.m. and the Open Public Meeting Act Notice was recited.

Adequate notice of this Meeting of the Board of Commissioners of the Housing Authority of the Town of Guttenberg was given in accordance with Chapter 231 of the Laws of New Jersey by publishing the meeting date in the Jersey Journal and the Bergen Record, by posting the meeting date at the Guttenberg Town Hall, and by posting the meeting date on the Bulletin Board at the main office of the Guttenberg Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093.

**ROLL CALL:** Commissioners: Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**PRESENT:** Commissioners: Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**ABSENT:** none

**ALSO PRESENT:** Interim Executive Director Zinnerford Smith; Mr. Robert Graham, Principal APM Property Management and Consultants (present by phone); and Guttenberg Housing Authority General Legal Counsel, Attorney Joseph A. Manfredi.

#### **PAYMENT OF BILLS:**

A motion was made to accept and pay all bills for May 2016. The following vote ensued:

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

#### **CLOSED SESSION:**

Attorney Manfredi requests a motion from the Board to go into closed session at 6:05 p.m. to discuss personnel and attorney-client privileged matters. The following vote ensued:

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

The Board enters into closed Session at 6:05 p.m.

The Board reentered into open session at 7:35 p.m. by vote of all Commissioners.

**THE RESOLUTIONS:**

Resolution approving a change in the regular monthly Board of Commissioners meeting dates

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

Resolution to award contract to Hymanson, Parnes & Giampolo for audit services for fiscal year 04/01/15 to 03/31/16 in the amount of \$10,370.00

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

Resolution to approve write off for uncollectable debt of former tenant Franchesca Suber at NJ36-1 in the amount of \$722.02

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

Resolution to approve write off for the uncollectable debt of former tenant Frank Taraska at NJ36-1 in the amount of \$611.61

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

Resolution to award full elevator service and maintenance contract to Clifton Elevator Service Company Inc. in the amount of \$19,800.00 for June 1, 2016 through May 31, 2017

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

Resolution to amend Resolution 2016-27 to reflect revised quote from Dell Inc. for the purchase of three (3) workstations and one (1) monitor for the administration office camera system in the amount of \$3,286.77

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

Resolution to award contract to Aquarius Capital for actuarial consulting services GASB43/45 for the fiscal year 04/01/2015 to 03/31/16 in the amount of \$3,500.00

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

Resolution to award contract to Mechanical Preservation Associates, Inc. to regasket 14 sections and remove and replace the refractory block to boiler number 2 at NJ36-1, Joseph P. Macaluso Towers in the amount of \$8,520.00

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

A motion to adjourn the meeting was made at 8:05 p.m. The following vote ensued:

**Ayes:** Commissioners Azcue, Schwarz, Habermann, Steele, Matulewicz, Tessler, Zitt

**Nays:** none

**Abstain:** none

The meeting was adjourned at 8:05 p.m.

**RESOLUTION 2016-**

**Resolution of the Housing Authority of the Town of Guttenberg approving a change in the Regular Monthly Board of Commissioners meeting dates**

**Board Meeting Date: June 20, 2016**

**Date Adopted: June 20, 2016**

**WHEREAS**, the Housing Authority of the Town of Guttenberg ("Housing Authority"), a public entity, corporate and politic, organized and existing pursuant to the NJ Redevelopment and Housing Act and Title 24 of the Code of Federal Regulations of the United States Department of Housing and Urban Development ("HUD"), and the laws of the State of New Jersey; and

**WHEREAS**, pursuant to the New Jersey Open Public Meetings Act, the Housing Authority of the Town of Guttenberg established a schedule for regular monthly Board of Commissioners Meetings; and

**WHEREAS**, in accordance with the New Jersey Redevelopment and Housing Act and the New Jersey Open Public Meetings Act the Housing Authority of the Town Guttenberg determined to schedule its monthly Board of Commissioners Meetings on the second Monday of each Month; and

**WHEREAS**, the current monthly Board meeting is held on the second Monday of the month conflicts with the Town of Guttenberg Council meeting which is on the same day; and


**WHEREAS**, Commissioner Wayne Zitt, is a member of the Guttenberg Town Council and therefore has a conflict wherein both the Town Council meeting and the Housing Authority Board of Commissioners Meeting is on the same day; thereby preventing him from discharging his duty to both governmental bodies; and

**WHEREAS**, the fact that the Town Council meeting and the Board of Commissioners meeting is on the same day serves to disallow and discourage Citizens of the Town of Guttenberg and members of the Guttenberg Municipal Government from attending the Housing Authority Board of Commissioners meeting; and

**WHEREAS**, upon review of the matter and in order to facilitate and address the conflict and provide for the opportunity for Commissioner Zitt to discharge his duty to both the Town and Housing Authority and to allow for citizens of the Town and members of the Municipal Government to more easily attend the Housing Authority meetings it is necessary to change the day of the monthly Guttenberg Housing Authority Board of Commissioners Meeting; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby approve a change to the day of the monthly Board of Commissioner Meeting to the third Monday of the month; and

**NOW THEREFORE BE IT FURTHERE RESOLVED**, that notice of this change shall be provided to all interested parties in accordance with the NJ Open Public Meetings Act

  
Zinnerford Smith, Secretary

**RESOLUTION NO. 2016-**

**TO AWARD CONTRACT TO HYMANSON, PARNES & GIAMPOLO FOR  
AUDIT PERIOD 4/1/15-3/31/16 FOR THE AMOUNT OF TEN THOUSAND  
THREE HUNDRED SEVENTY DOLLARS (\$10,370.00)**

(06/20/2016)

**WHEREAS**, the Guttenberg Housing Authority has publicly advertised for proposals on the Jersey Journal and the Record,

**WHEREAS**, the one (1) proposal submitted was evaluated.

**WHEREAS**, Hymanson, Parnes & Giampolo was the only proposal received.

<u>Firm</u>	<u>Fee Proposal</u>
Hymanson, Parnes & Giampolo	(\$10,370.00)

**WHEREAS**, this contract is awarded pursuant to a "fair and open process".

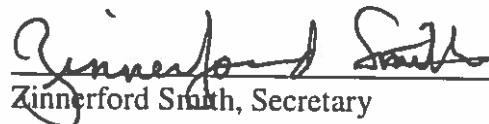
**WHEREAS**, Hymanson, Parnes & Giampolo has extensive experience with Housing Authority Audits and has received excellent references,

**WHEREAS**, Hymanson, Parnes & Giampolo has offered to perform the services for Seven Thousand Four Hundred and Thirty Dollars (\$10,370.00) which is reasonable, and

**WHEREAS**, the local public contract law requires that the resolution authorizing the award of contract and the contract itself must be available for public inspection, and

**WHEREAS**, the availability of funds has been established,

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg, that a contract be issued to Hymanson, Parnes & Giampolo of 467 Middletown Lincroft Rd, Lincroft, N.J. 07738 in the amount of Ten Thousand Three Hundred Seventy 00/100 Dollars (\$10,370.00) for the Audit Period of April 1, 2015 to March 31, 2016.

  
Zinnerford Smith, Secretary

**RESOLUTION NO. 2016-**

**TO APPROVE THE WRITE OFF FOR UNCOLLECTABLE DEBT OF  
FORMER TENANT, FRANCESCA SUBER AT NJ36-1 IN THE TOTAL  
AMOUNT OF SEVEN HUNDRED TWENTY TWO DOLLARS AND 02/100  
DOLLARS (\$722.02)  
(06/20/2016)**

**WHEREAS**, it is necessary for the Guttenberg Housing Authority to write-off uncollectable debt of former tenant at NJ36-1,

**WHEREAS**, tenant at Apt. 7-F abandoned the unit on July 2014 owing a rent balance of \$896.00,

**WHEREAS**, the Guttenberg Housing Authority charged her a one time fee of \$115.00 for removal of furniture and personal belongings left in the unit,

**WHEREAS**, tenant had a security deposit plus interest of Two Hundred Eighty Eight and Ninety Eight/100 Dollars (\$288.98) that was used towards the rent due and owing,

**WHEREAS**, the Guttenberg Housing Authority tried on several occasions to collect the unpaid amount from the former tenant and was unsuccessful,

**WHEREAS**, the amount owed to the Guttenberg Housing Authority is as follows:

NJ36-1 Apt, 7-F  
Franchesca Suber..... \$722.02

**WHEREAS**, a total of \$722.02 in now owed to the Guttenberg Housing Authority due to uncollectable debt of former tenant at NJ36-1 Apt. 7-F,

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the Housing Authority of the Town of Guttenberg to approve the uncollectable debt of former tenant, Franchesca Suber at NJ36-1 in the total amount of Seven Hundred Twenty Two 02/100 Dollars (\$722.02) owed to the Guttenberg Housing Authority be written off the books.

  
Zimmerford Smith Secretary

**RESOLUTION NO. 2016-**

**TO APPROVE THE WRITE OFF FOR UNCOLLECTABLE DEBT OF  
FORMER TENANT, FRANK TARASKA NJ36-1 IN THE TOTAL  
AMOUNT OF SIX HUNDRED ELEVEN AND SIXTY ONE/100 DOLLARS**

**(\$611.61)  
(06/20/2016)**

**WHEREAS**, it is necessary for the Guttenberg Housing Authority to write-off uncollectable debt of former tenant at NJ36-1,

**WHEREAS**, tenant at Apt. 4-B was adjudicated mentally incapacitated and was awarded guardianship to the Office of The Public guardian for Elderly Adults on July 2015,

**WHEREAS**, the Guttenberg Housing Authority requested August 2015 rent to be paid to the Office of The Public Guardian for Elderly Adults on several occasions and has been successful,


**WHEREAS**, tenant had a security deposit plus interest of Eighty Five and Thirty Nine/Dollars (\$85.39) that was used towards the rent due and owing,

**WHEREAS**, the amount owed to the Guttenberg Housing Authority is as follows:

NJ36-1 Apt, 4-B  
Frank Taraska..... \$611.61

**WHEREAS**, a total of \$611.61 in now owed to the Guttenberg Housing Authority due to uncollectable debt of former tenant at NJ36-1 Apt.4-B,

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the Housing Authority of the Town of Guttenberg to approve the uncollectable debt of former tenant, Frank Taraska at NJ36-1 in the total amount of Six Hundred Eleven and Sixty One/100 Dollars (\$611.61) owed to the Guttenberg Housing Authority be written off the books.

  
Zinnerford Smith, Secretary

**RESOLUTION NO. 2016-**

**TO AWARD FULL ELEVATOR SERVICE AND MAINTENANCE CONTRACT TO CLIFTON ELEVATOR SERVICE COMPANY, INC. IN THE AMOUNT NINETEEN THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS (\$19,800.00) COMMENCING JUNE 1, 2016 TO MAY 31, 2017  
(06/20/2016)**

**WHEREAS**, the Guttenberg Housing Authority is in need of a one year full elevator service and maintenance renewable for up to one (1) year, at NJ36-1, NJ36-2, NJ36-3, and NJ36-4,

**WHEREAS**, the Guttenberg Housing Authority did publicly advertise for bids in the Jersey Journal and the Bergen Record on two (2) occasions,

**WHEREAS**, two (2) companies submitted bids as follows:

Clifton Elevator Service Company Inc.....	\$19,800.00
Slade Industries Inc.....	\$36,000.00

**WHEREAS**, upon the review and recommendation of the sealed bids by both Senior Management Ms. Fatima Becerril and the general counsel, it is recommended that the Guttenberg Housing Authority award the contract to Clifton Elevator Service Company Inc. as the lowest responsible bidder in accordance with state and federal procurement regulations;

**WHEREAS**, the contract is being awarded pursuant to a "fair and open" process in accordance with N.J.S.A. 19:44A-20.5,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of the contract for full elevator service and maintenance to Clifton Elevator Service Company Inc. located at 4401 South Clinton Avenue, South Plainfield, N.J. 07080 in the yearly amount of Nineteen thousand Eight Hundred and 00/100 Dollars (\$19,800.00) effective June 1, 2016 ending May 31, 2017,

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby authorizes and directs the Chairperson of the Housing Authority of the Town of Guttenberg to execute said contract and take any and all necessary administrative actions to implement this resolution.

  
Zinnerford Smith, Secretary



**RESOLUTION NO. 2016-**

**TO AMEND RESOLUTION 2016-27 TO REFLECT REVISED QUOTE  
AMOUNT FROM DELL INC. FOR THE PURCHASE OF THREE (3)  
WORKSTATIONS AND ONE (1) MONITOR FOR THE ADMINISTRATION  
OFFICE CAMERA SYSTEM IN THE AMOUNT OF THREE THOUSAND  
TWO HUNDRED EIGHTY SIX AND 77/100 DOLLARS (\$3,286.77)**

(06/20/2016)

**WHEREAS**, it is necessary for the Guttenberg Housing Authority to purchase (3) workstations and one (1) monitor for the administrative office camera system in order to improve and facilitate the processing and handling of day to day operation more efficiently,

**WHEREAS**, written proposals were solicited from two (2) companies,

**WHEREAS**, proposals were submitted as follows:

Dell Inc.	\$3,468.51
TNTMAX	\$3,652.08

**WHEREAS**, Dell Inc. was the lowest and responsive proposal received,

**WHEREAS**, at the time of placing the order Dell Inc. revised their price quote due to a newer model version but still kept the configurations we had requested in our proposal resulting in a new contract purchase price of \$3,286.77,

**WHEREAS**, our Capital Fund Coordinator, Mr. Shung Chiu, assures that there are sufficient funds available in our Capital Fund Program to pay for these expenditures,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby approve and authorize the amendment of Resolution 2016-27 to award a contract to Dell Inc., located at One Dell Way, Mail Stop 8129, city of Round Rock, Texas 78662, for the revised total amount of Three Thousand Two Hundred Eighty Six and 77/100 Dollars (\$3,286.77).

  
Zimmerford Smith, Secretary

**RESOLUTION 2016-**

**TO AWARD CONTRACT TO AQUARIUS CAPITAL FOR THE ACTUARIAL CONSULTING SERVICES GASB 43/45 FOR THE FISCAL YEAR APRIL 1, 2015 TO MARCH 31, 2016 IN THE AMOUNT OF THREE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$3,500.00)**

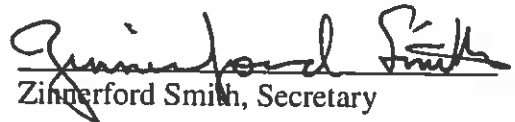
(06/20/2016)

**WHEREAS**, HUD mandates for Housing Authorities to report their financial statements in conformance with the requirements of GASB 45,

**WHEREAS**, Aquarius Capital has performed these services for the Guttenberg Housing authority in the past,

**WHEREAS**, the Guttenberg Housing Authority has confirmed there are sufficient funds available in the operating budget,

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby approve the award of a contract to Aquarius Capital located at 110 Betsy Brown Road, Port Chester, N.Y. 10573 in the amount of Three Thousand Five Hundred and 00/100 Dollars (\$3,500.00)

  
Zinnerford Smith, Secretary

**RESOLUTION NO. 2016-**

**TO AWARD CONTRACT TO MECHANICAL PRESERVATION ASSOCIATES, INC. TO REGASKET 14 SECTIONS AND REMOVE AND REPLACE THE REFRACTORY BLOCK TO BOILER NUMBER 2 AT NJ36-1, JOSEPH P. MACALUSO TOWERS IN THE SUM OF EIGHT THOUSAND FIVE HUNDRED AND TWENTY DOLLARS (\$8,520.00)**

(06/20/2016)

**WHEREAS**, the Guttenberg Housing Authority has the need to repair boiler #2 that is not in working order at NJ36-1,

**WHEREAS**, the Guttenberg Housing Authority Maintenance staff does not have the adequate expertise to perform this work in house,

**WHEREAS**, the Guttenberg Housing Authority requested quotes from outside qualified companies for the required repairs,


**WHEREAS**, four (4) companies submitted quotes as follows:

Mechanical Preservation Associates Inc.	\$8,520.00
Silva's Mechanical Service, Inc.	\$6,500.00
Manhattan Welding	\$12,120.00
Mac Industries, Inc.	\$12,957.00

**WHEREAS**, the lowest responsible, qualified proposal was submitted by Mechanical Preservation Associates, Inc.

**WHEREAS**, Shung Chiu, our Capital Fund Coordinator assures that there are sufficient funds available in our Capital Fund Program to pay for these expenditures,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby award this Contract to Mechanical Preservation Associates, Inc. located at 399 Roycefield Road, Hillsborough, N.J. 08844 to re-gasket 14 sections and remove and replace the refractory block to Boiler Number 2 at NJ36-1 Joseph P. Macaluso Towers in the amount of Eight Thousand Five Hundred and Twenty Dollars (\$8,520.00)

  
Zimmerford Smith, Secretary