

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, DECEMBER 12, 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.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz and Malave

PRESENT: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz and Malave

ABSENT: None

PAYMENT OF BILLS:

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

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz and Malave

Nays: none

Abstain: none

CERTIFIED PUBLIC ACCOUNTANT'S REPORT:

The Certified Public Accountant presented his report on pension funding and the GHA budget.

CONSULTANT'S REPORT:

Consultant Robert Graham reported on the Section 8 program.

CLOSED SESSION:

A motion was made for the Board to go into closed session at 6:35 p.m. to discuss personnel and attorney-client privileged matters. The following vote ensued:

Ayes: Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

Nays: none

Abstain: none

The Board enters into closed session at 6:35 p.m.

The Board reentered into open session at 7:20 p.m. by vote of all Commissioners present

RESOLUTIONS:

Resolution to approve and authorize the annual audit report for the fiscal year ending March 31, 2016. The following vote ensued:

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, and Matulewicz

Nays: Commissioners: Malave

Abstain: none

Resolution to approve and authorize the submission of a group affidavit for the annual audit report. The following vote ensued:

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, and Matulewicz

Nays: Commissioners: Malave

Abstain: none

Resolution to appoint Dorothy Steele to the position of Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund. The following vote ensued:

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz, and Malave

Nays: none

Abstain: none

Resolution to approve and authorize current Fair Market Rents for Section 8. The following vote ensued:

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz, and Malave

Nays: none

Abstain: none

Resolution to approve and authorize the Fiscal Assessment and Improvement Plan. The following vote ensued:

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz, and Malave

Nays: none

Abstain: none

Resolution to approve proposal submitted by LAN Associates for Licensed Site Remediation Professional services at Macaluso Towers.

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz, and Malave

Nays: none

Abstain: none

Resolution to approve and authorize the Chair to sign the Housing Authority's Five Year Plan. The following vote ensued:

Ayes: Commissioners: Azcue, Schwartz, Steele, Habermann, Zitt, Matulewicz, and Malave

Nays: none

Abstain: none

ADJOURNMENT:

The meeting was adjourned at 7:59 p.m.

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG
TRANSMITTAL FORM**

LOCAL AUTHORITIES BOARD RESOLUTION

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **March 31, 2016** has been completed and filed with the Local Finance Board of the State of New Jersey 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 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has 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 annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Housing Authority of the Town of Guttenberg** 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 ended **March 31, 2016**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has 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.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON _____

Secretary

Date

HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG
TRANSMITTAL FORM

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM

PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of Housing Authority of the Town of Guttenberg being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of Housing Authority of the Town of Guttenberg
2. We certify, pursuant to N.J.S.A. 40A:SA-17, that we have each reviewed the annual report for the fiscal year ended March 31, 2016 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "Findings, General Comments and Recommendations".

NAME	SIGNATURE
<u>Mayra M. Azuc</u>	<u>[Signature]</u>
<u>ELSA SCHWARZ</u>	<u>[Signature]</u>
<u>Dorothy L. Steele</u>	<u>Dorothy L. Steele</u>
<u>Deborah L. Matulewicz</u>	<u>[Signature]</u>
<u>Linda Hebermann Ward</u>	<u>[Signature]</u>
<u>Wayne D. Zitt Sr.</u>	<u>[Signature]</u>
<u> </u>	<u> </u>

Sworn to and subscribed before me
this 10th day of December 2016

[Signature]
Notary Public of New Jersey
[Signature]
State of N.J.
Admitted 1989

**RESOLUTION
Of the
HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG**

Resolution No. 2016-

**RESOLUTION APPROVING AND AUTHORIZING THE APPOINTMENT OF
DOROTHY STEELE AS THE GUTTENBERG HOUSING AUTHORITY'S FUND
COMMISSIONER FOR THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT
INSURANCE FUND**

Board Meeting Date: December 12, 2016

Date Adopted: December 12, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg ("Housing Authority"), a public entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development ("HUD"), and the laws of the State of New Jersey, has determined that it is in need of appointing a new Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund ("JIF"); and

WHEREAS, the Housing Authority is a member of the JIF; and

WHEREAS, the Bylaws of the JIF require that each member appoint a Fund Commissioner to serve as its representative to the JIF; and

WHEREAS, due to the resignation of the former Fund Commissioner, the Housing Authority does not currently have a Fund Commissioner; and

WHEREAS, the Housing Authority has determined that Dorothy Steele is duly qualified to serve as the Housing Authority's Fund Commissioner; and

WHEREAS, the Board of Commissioners has found that appointing Dorothy Steele as the Housing Authority's Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income seniors;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby appoints Dorothy Steele as the Housing Authority's Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance Fund; and

BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.


Zinnerford Smith, Secretary

RESOLUTION NO.

**TO ADOPT NEW FAIR MARKET RENTS FOR THE HOUSING CHOICE VOUCHER
PROGRAM EFFECTIVE MARCH 1, 2017
(01/12/2016)**

WHEREAS, it has become necessary for HUD to reduce the Housing Choice Voucher Program Payment standards in accordance with the current Fair Market Rents which have been in effect since September 25, 2014, to allow all present and future Housing Choice Voucher residents to economically be able to meet the obligation of their fair portion of rent.

WHEREAS, proposals were solicited from five (7) qualified testing companies,

WHEREAS, the attached FMR rates are the amounts allowed according to bedroom size effective **March 1, 2017**.

One Bedroom	\$ 1278.00
Two Bedroom	\$ 1519.00
Three Bedroom	\$ 1946.00
Four Bedroom	\$ 2094.00

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby approve the adoption to set the New Fair Market Rents effective March 1,2017.


Jennifer Smith, Secretary

**FY 2017 FAIR MARKET RENT
DOCUMENTATION SYSTEM
The Final FY 2017 FMRs for All Bedroom Sizes**

Final FY 2017 & Final FY 2016 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One- Bedroom</u>	<u>Two- Bedroom</u>	<u>Three- Bedroom</u>	<u>Four- Bedroom</u>
Final FY 2017 FMR	\$1,151	\$1,278	\$1,519	\$1,946	\$2,094
<u>Final FY 2016 FMR</u>	\$1,076	\$1,235	\$1,460	\$1,876	\$2,032
Percentage Change	7.0%	3.5%	4.0%	3.7%	3.1%

Hudson County, New Jersey is part of the Jersey City, NJ HUD Metro FMR Area, which consists of the following counties: Hudson County, NJ. All information here applies to the entirety of the Jersey City, NJ HUD Metro FMR Area.