

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, September 17, 2018 at 6:00 p.m.
7005 Blvd. East, Community Room**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Executive Director's Report
6. Financial Report
7. Payment of Bills
8. Approval of Minutes
9. Old Business
10. New Business
11. Resolutions

2018-26: Resolution approving and authorizing the rejection of all bids for kitchen upgrades at the 6900 Broadway and 400 68th Street properties

2018-27: Resolution approving and authorizing the rejection of all responses to the Request for Proposals for elevator maintenance and repair services

2018-28: Resolution approving and authorizing the rejection of all responses to the Request for Proposals for emergency medical monitoring services

2018-29: Resolution approving and authorizing a one-time payment to the Director of Maintenance for unused vacation days

12. Public Comment
13. Adjournment

(THE BOARD MAY CONVENE TO CLOSED SESSION DURING THE MEETING)

HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

MEETING MINUTES

This regular meeting of the Board of Commissioners was held on August 20, 2018 in the Community Room at 6900 Broadway, Guttenberg, New Jersey. The 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 on June 23rd and June 25th, 2018 by posting the meeting date at the Guttenberg Town Hall on June 23, 2018 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 on June 23, 2018.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

X Chairperson Zitt
X Commissioner Malave

X Vice Chairperson Habermann
X Commissioner Montanez

X Commissioner Steele
X Commissioner Mack

Commissioner Steele participated by phone.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on the passing of one of our long-time residents and town employee, Phil Lauler. The ED suggested the possible dedication of our small sitting and park area in his name. He also gave an update on the residents' summer get-together and BBQs. The Executive Director gave a report on the status of the GHA Operating Subsidy issue for 2017 and 2018 and explained that information is being exchanged and an additional conference meeting is scheduled to occur with HUD prior to the next meeting. The ED gave a brief update on the kitchen cabinetry bid extension and buildings/apts being addressed. Lastly, the Board was notified that there will be no REAC inspections this year as the GHA is a Small PHA, however the staff will continue to work towards improvements to our facilities as if we were going to have the inspections.

FINANCIAL REPORT:

The Executive Director reports on the financial position of the Housing Authority and incorporated the Operating Subsidy issue for 2017 and 2018 into the report.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for June 30, 2018 to August 20, 2018. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	2	X			

LINDA HABERMANN, VICE CHAIR	1	X			
DOROTHY STEELE		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The motion to accept and pay all bills for June 30, 2018 to August 20, 2018 is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the June 29, 2018 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners approved the minutes of the June 29, 2018 meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

The Executive Director introduced the slate of resolutions before the Board of Commissioners.

RESOLUTIONS:

2018-23: Resolution approving and authorizing the opening of the Public Housing Program Waiting List to accept applications from local veterans. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	2	X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ	1	X			

The Board of Commissioners adopted Resolution 2018-23.

2018-24: Resolution approving and authorizing the adoption of elderly and disabled preferences for the Section 8 Housing Choice Voucher Program and the amendment of the Housing Authority's Section 8 Administrative Plan. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR	1	X			
DOROTHY STEELE		X			
JUANA MALAVE	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners adopted Resolution 2018-24.

2018-25: Resolution approving and authorizing the adoption of elderly and disabled preferences for the Public Housing Program and the amendment of the Housing Authority's Admissions and Continued Occupancy Policy. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	2	X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ	1	X			

The Board of Commissioners adopted Resolution 2018-25.

A motion was made to enter into closed session to discuss confidential personnel matters, matters of attorney-client privilege, and matters of contemplated and/or pending litigation. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The motion to enter into closed session was adopted.

Executive/Closed Session

Executive Director Czaplicki recused himself.

Joseph A. Manfredi Esq. reported to the Board of Commissioners on a confidential employee complaint. The complaint was thoroughly investigated and found to lack merit. The commissioners deliberated on the matter.

Upon conclusion of the discussion, Executive Director Czaplicki returned to the closed session.

Executive Director Czaplicki and Mr. Manfredi reported to the Board on potential fraud by a Section 8 recipient.

Executive Director Czaplicki reported to the Board on matters of contemplated and pending litigation. Mr. Manfredi did not participate in this discussion as his firm was conflicted out.

A motion was made to return to open session. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	2	X			
LINDA HABERMANN, VICE CHAIR	1	X			
DOROTHY STEELE		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The motion to return from closed session was adopted.

PUBLIC COMMENT:

None.

ADJOURNMENT:

A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	1	X			
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The meeting was adjourned at 7:35 p.m.

Carl S. Czaplicki Jr., Executive Director/Secretary

Wayne Zitt, Chairperson

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

Resolution No. 2018-26

**RESOLUTION APPROVING AND AUTHORIZING THE REJECTION OF ALL BIDS
FOR KITCHEN UPGRADES AT THE 6900 BROADWAY AND 400 68th STREET
PROPERTIES**

Date Introduced: September 17, 2018

Date Adopted: September 17, 2018

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the United States Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, determined that it is in need of upgrading the kitchens in some of its dwelling units; and

WHEREAS, specifically, the Housing Authority determined that the kitchen cabinets, countertops, and/or sinks in certain dwelling units are in need of replacement; and

WHEREAS, in accordance with applicable Federal and State of New Jersey procurement regulations, the Housing Authority publicly advertised for bids for the kitchen upgrades; and

WHEREAS, as a result of the advertisement, the Housing Authority received two (2) bids on or before the deadline of 1:00 p.m. on August 29, 2018; and

WHEREAS, upon review of the bids and in accordance with N.J.S.A. 40A:11-13.2(d) and 2 C.F.R. 200.320(c)(2)(v), the Housing Authority wishes to reject all bids in order to substantially revise the specifications for the kitchen upgrades; and

WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the rejection of all bids for the kitchen upgrades;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the rejection of all bids for kitchen upgrades at the 6900 Broadway and 400 68th Street properties; 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.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
DOROTHY STEELE					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.

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

Resolution No. 2018-27

**RESOLUTION APPROVING AND AUTHORIZING THE REJECTION OF ALL
RESPONSES TO THE REQUEST FOR PROPOSALS FOR ELEVATOR
MAINTENANCE AND REPAIRS SERVICES**

Date Introduced: September 17, 2018

Date Adopted: September 17, 2018

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the United States Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, determined that it is in need of elevator maintenance and repair services; and

WHEREAS, in accordance with applicable Federal and State of New Jersey procurement regulations, the Housing Authority publicly advertised a Request for Proposals for elevator maintenance and repair services; and

WHEREAS, as a result of the advertisement, the Housing Authority received one (1) proposal on or before the deadline of 11:00 a.m. on August 28, 2018; and

WHEREAS, the respondent’s proposal is contingent upon contractual terms and conditions which differ from those specified in the Housing Authority’s Request for Proposals; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.5(b), the Housing Authority wishes to reject the proposal for failure to meet the requirements of the Request for Proposals; and

WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and

authorize the rejection of all responses to the Request for Proposals for elevator maintenance and repair services;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the rejection of all responses to the Request for Proposals for elevator maintenance and repair services; 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.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
DOROTHY STEELE					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.

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

Resolution No. 2018-28

**RESOLUTION APPROVING AND AUTHORIZING THE REJECTION OF ALL
RESPONSES TO THE REQUEST FOR PROPOSALS FOR EMERGENCY MEDICAL
MONITORING SERVICES**

Date Introduced: September 17, 2018

Date Adopted: September 17, 2018

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the United States Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, determined that it is in need of emergency medical monitoring services; and

WHEREAS, in accordance with applicable Federal and State of New Jersey procurement regulations, the Housing Authority publicly advertised a Request for Proposals for emergency medical monitoring services; and

WHEREAS, as a result of the advertisement, the Housing Authority received one (1) proposal on or before the deadline of 11:00 a.m. on August 28, 2018; and

WHEREAS, the respondent’s proposal is contingent upon the negotiation of contractual terms and conditions which were specified in the Housing Authority’s Request for Proposals; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.5(b), the Housing Authority wishes to reject the proposal for failure to meet the requirements of the Request for Proposals; and

WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the rejection of all responses to the Request for Proposals for emergency medical monitoring services;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the rejection of all responses to the Request for Proposals for emergency medical monitoring services; 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.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
DOROTHY STEELE					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.

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

Resolution No. 2018-29

**RESOLUTION APPROVING AND AUTHORIZING A ONE-TIME PAYMENT TO THE
DIRECTOR OF MAINTENANCE FOR UNUSED VACATION DAYS**

Date Introduced: September 17, 2018

Date Adopted: September 17, 2018

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the United States Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, provides its Director of Maintenance, Julio Pena, with paid vacation days; and

WHEREAS, pursuant to the Housing Authority’s Personnel Policies and Procedures Manual, paid vacation days must be used within two years of accrual; and

WHEREAS, the Director of Maintenance plays a critical role in ensuring the orderly operation of the Housing Authority; and

WHEREAS, the Housing Authority has determined that the Director of Maintenance’s on-site presence is critical during this time of year; and

WHEREAS, in order to ensure the continued on-site presence of the Director of Maintenance and the orderly operation of the Housing Authority, the Housing Authority wishes to offer a one-time payment to the Director of Maintenance for his unused vacation days; and

WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize a one time payment to the Director of Maintenance for unused vacation days;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes a one-time payment to the Director of Maintenance for unused vacation days; and

BE IT FURTHER RESOLVED, that the amount of payment offered shall be the Director of Maintenance's current salary multiplied by the number of vacation days that he will forego; and

BE IT FURTHER RESOLVED, that the amount of the payment offered to the Director of Maintenance shall not exceed the amount of _____; 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.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
DOROTHY STEELE					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.