

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

Tuesday, August 13, 2019 at 7:00 p.m.
6900 Broadway, 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

July 17, 2019 Board Meeting

9. Old Business
10. New Business
11. Resolutions

2019-26: Resolution approving and authorizing the award of a contract to Binsky and Snyder Service for two (2) Rooftop Air Handling Units.

2019-27: Resolution approving and authorizing Executive Director Ruddys E. Andrade to pay all bills in the event that a monthly meeting of the Board of Commissioners cannot be held.

2019-28: Resolution approving and authorizing Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority's accounts with GSL Savings Bank

2018-29: Resolution appointing Executive Director Ruddys E. Andrade as the Custodian of Records for the Housing Authority pursuant to the New Jersey Open Public Records Act

2019-30: Resolution approving and authorizing Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority's accounts with Oritani Bank

12. Public Comment
13. Adjournment

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

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

Resolution No. 2019-26

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO BINSKY & SNYDER SERVICE, LLC TO SUPPLY TWO (2) ROOFTOP AIR
HANDLING UNITS FOR THE AMOUNT OF \$198,675.00**

Date Introduced: August 13, 2019

Date Adopted: August 13, 2019

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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of two (2) new rooftop air handling units; and

WHEREAS, the cost of the new rooftop air handling units was expected to exceed the Housing Authority’s bid threshold of \$40,000.00 under the New Jersey Local Public Contracts Law; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4 and prevailing federal procurement regulations, the Housing Authority published a public advertisement for bids; and

WHEREAS, in accordance with the public advertisement, bids were due by 11:00 a.m. on August 13, 2019; and

WHEREAS, following a public bid opening and subsequent review of all bids received, Binsky & Snyder Service, LLC, located at 281 Centennial Avenue, Piscataway, NJ 08854, with a total submitted bid of \$198,675.00, was found to be the lowest responsible bidder pursuant to N.J.S.A. 40A:11-4 and N.J.S.A. 40A:11-2; and

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

WHEREAS, the bid submitted by Binsky & Snyder Service, LLC has been reviewed and deemed by the Housing Authority's architectural and engineering firm, qualified purchasing agent and legal counsel to be responsive and conforming with all requirements as set forth by federal procurement law, New Jersey Local Public Contracts Law, the public advertisement for bids, and the bid package; and

WHEREAS, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned project; and

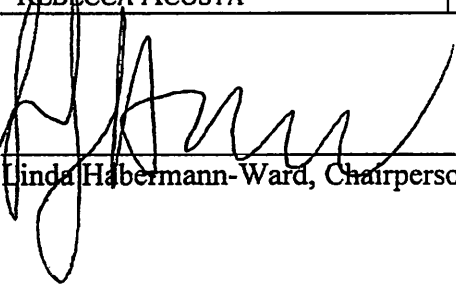
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Binsky & Snyder Service, LLC to supply two (2) rooftop air handling units for the total amount of \$198,675.00;

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 a contract to Binsky & Snyder Service, LLC to supply two (2) rooftop air handling units for the total amount of \$198,675.00; and

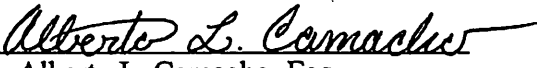
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR		X			
JUSTIN MACK					X
EDWARD ROBINSON					X
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			


 Linda Habermann-Ward, Chairperson


 Ruddys E. Andrade, Secretary

Counsel Review and Approval:


 Alberto L. Camacho, Esq.



NETTAARCHITECTS

August 13, 2019

Mr. Ruddys Andrade
Executive Director
Housing Authority of the Town of Guttenberg
6900 Broadway
Guttenberg, New Jersey 07093

**RE: Replacement of Two Rooftop Air Handling Units
Klein Towers, 7005 Boulevard East, Guttenberg, NJ
Bid Award Recommendation
NA Project # 2191440**

Dear Mr. Andrade:

Bids were received and opened on August 13, 2019, for the above referenced project. Ten (10), firms obtained the Bidding Documents and two (2) submitted bids as follows:

- | | |
|---------------------------------|--------------|
| 1. GBS LTD. | \$147,500.00 |
| 2. Binsky & Snyder Services LLC | \$198,675.00 |

The bid from the apparent lowest bidder GBS is missing required critical legal forms and is deemed unresponsive by the Authority's legal counsel. The second lowest bidder is Binsky & Snyder Services LLC from Piscataway, NJ with a total bid price of \$198,675. In accordance with Alternate #1, if the Authority elects to acquire only one Rooftop Air Handling Unit, the Binsky & Snyder Services LLC bid includes a deduct of price \$103,338.

Netta Architects has reviewed this Bid Submittal and found Binsky & Snyder Services LLC to be the most responsible low bidder, and therefore recommend that the Housing Authority award the contract to Binsky & Snyder Services LLC. We also recommend that the Housing Authority's legal counsel verify all submitted documents before award.

If you have any further questions, please feel free to contact this office.

Very truly yours,

Mark Bess, AIA
Vice President
For the Firm

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

Resolution No. 2019-27

**RESOLUTION APPROVING AND AUTHORIZING EXECUTIVE DIRECTOR
RUDDYS E. ANDRADE TO PAY ALL BILLS IN THE EVENT THAT A MONTHLY
MEETING OF THE BOARD OF COMMISSIONERS CANNOT BE HELD**

Date Introduced: August 13, 2019

Date Adopted: August 13, 2019

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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has a need to provide for the orderly and efficient continuation of operations in all situations where a monthly meeting of the Board of Commissioners (“Board”) cannot be held; and

WHEREAS, the Housing Authority currently pays its bills on a monthly basis following approval by the Board; and

WHEREAS, the monthly payment of bills is necessary for the Housing Authority to maintain its credit rating; and

WHEREAS, the Housing Authority wishes to ensure that bills continue to be paid on a monthly basis in situations where the Board is unable to hold a meeting; and

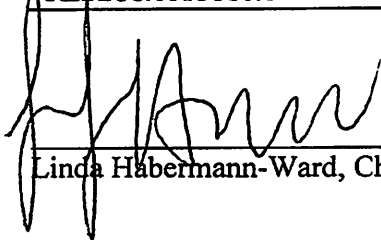
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize Executive Director Ruddys E. Andrade to pay all bills in the event that a monthly meeting of the Board of Commissioners cannot be held;

NOW THEREFORE,

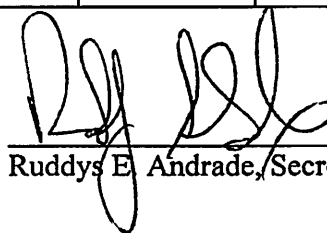
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes Executive Director Ruddys E. Andrade to pay all bills in the event that a monthly meeting of the Board of Commissioners cannot be held; and

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
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK		X			
EDWARD ROBINSON					X
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			



 Linda Habermann-Ward, Chairperson



 Ruddys E. Andrade, Secretary

Counsel Review and Approval: 

 Alberto L. Camacho, Esq.

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

Resolution No. 2019-28

**RESOLUTION APPROVING AND AUTHORIZING EXECUTIVE DIRECTOR
RUDDYS E. ANDRADE AS AN AUTHORIZED SIGNATORY FOR THE HOUSING
AUTHORITY'S ACCOUNTS WITH GSL SAVINGS BANK**

Date Introduced: August 13, 2019

Date Adopted: August 13, 2019

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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has a need for an authorized signatory for its accounts with GSL Savings Bank; and

WHEREAS, the Housing Authority maintains accounts with GSL Savings Bank, which has an office at 6823 Bergenline Avenue, Guttenberg, NJ 07093; and

WHEREAS, the Executive Director of the Housing Authority serves as an authorized signatory for these accounts; and

WHEREAS, the Board recently approved and authorized the hiring of Ruddys E. Andrade to the position of Executive Director; and

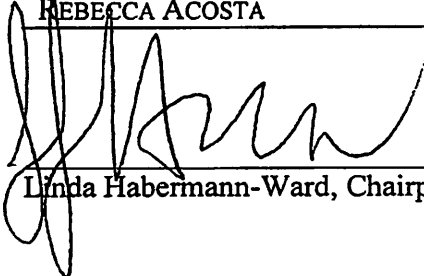
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority’s accounts with GSL Savings Bank;

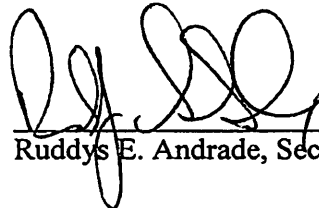
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority's accounts with GSL Savings Bank; and

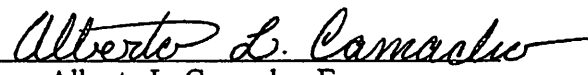
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR		X			
JUSTIN MACK		X			
EDWARD ROBINSON					X
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			


Linda Habermann-Ward, Chairperson


Ruddys E. Andrade, Secretary

Counsel Review and Approval:


Alberto L. Camacho, Esq.

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

Resolution No. 2019-29

**RESOLUTION APPOINTING EXECUTIVE DIRECTOR RUDDYS E. ANDRADE AS
THE CUSTODIAN OF RECORDS FOR THE HOUSING AUTHORITY PURSUANT TO
THE NEW JERSEY OPEN PUBLIC RECORDS ACT**

Date Introduced: August 13, 2019

Date Adopted: August 13, 2019

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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it has a need to appoint a Custodian of Records; and

WHEREAS, the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., requires the Housing Authority to appoint a Custodian of Records; and

WHEREAS, the Custodian of Records is charged with administering and managing the Housing Authority’s compliance with the New Jersey Open Public Records Act; and

WHEREAS, the Board of Commissioners (“Board”) of the Housing Authority has found that the appointment of Executive Director Ruddys E. Andrade as Custodian of Records will promote efficiency and compliance with the New Jersey Open Public Records Act; and

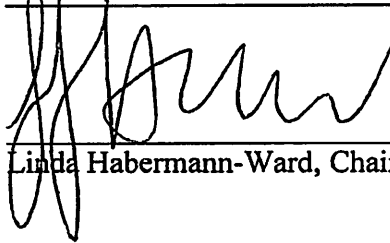
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to appoint Executive Director Ruddys E. Andrade as the custodian of records for the Housing Authority pursuant to the New Jersey Open Public Records Act;

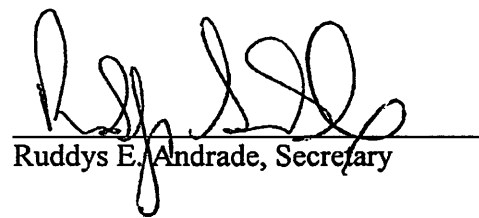
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby appoints Executive Director Ruddys E. Andrade as the custodian of records for the Housing Authority pursuant to the New Jersey Open Public Records Act; 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
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK		X			
EDWARD ROBINSON					X
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	2	X			


Linda Habermann-Ward, Chairperson


Ruddys E. Andrade, Secretary

Counsel Review and Approval:


Alberto L. Camacho, Esq.

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

Resolution No. 2019-30

**RESOLUTION APPROVING AND AUTHORIZING EXECUTIVE DIRECTOR
RUDDYS E. ANDRADE AS AN AUTHORIZED SIGNATORY FOR THE HOUSING
AUTHORITY'S ACCOUNTS WITH ORITANI BANK**

Date Introduced: August 13, 2019

Date Adopted: August 13, 2019

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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has a need for an authorized signatory for its accounts with Oritani Bank; and

WHEREAS, the Housing Authority maintains accounts with Oritani Bank, which has an office at 7225 Broadway, North Bergen, NJ 07047; and

WHEREAS, the Executive Director of the Housing Authority serves as an authorized signatory for these accounts; and

WHEREAS, the Board recently approved and authorized the hiring of Ruddys E. Andrade to the position of Executive Director; and

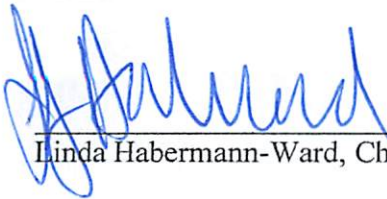
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority’s accounts with Oritani Bank;

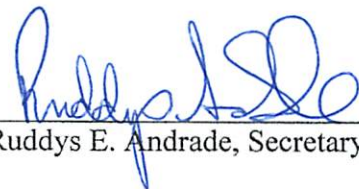
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority's accounts with Oritani Bank; and

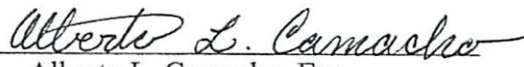
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK		X			
EDWARD ROBINSON					X
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			


Linda Habermann-Ward, Chairperson


Ruddys E. Andrade, Secretary

Counsel Review and Approval:


Alberto L. Camacho, Esq.

HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

MEETING MINUTES

This regular meeting of the Board of Commissioners was held on July 17, 2019 in the Community Room at 400 68th Street, Guttenberg, New Jersey. The meeting was opened at 6:30 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 May 16, 2019 and May 17, 2019, by posting the meeting date at the Guttenberg Town Hall on May 13, 2019, 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 May 13, 2019.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

Chairperson Habermann-Ward Vice Chairperson Montanez Commissioner Mack
 Commissioner Robinson Commissioner Torres-Munoz Commissioner Mantineo
 Commissioner Acosta

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on a meeting with representatives of the United States Department of Housing and Urban Development ("HUD") to discuss a potential streamlined voluntary conversion. This meeting was attended on behalf of the Housing Authority by the Executive Director, the Accountant, and General Counsel. There was a discussion concerning the information provided by HUD and the options available to the Housing Authority. The Executive Director reported on potential follow-up meetings with HUD and additional information and training that may be provided by HUD.

FINANCIAL REPORT:

The Executive Director reported on the financial position of the Housing Authority.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for June 18, 2019 to July 17, 2019. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X

EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA		X			

The motion to accept and pay all bills for June 18, 2019 to July 17, 2019 is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the June 17, 2019 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

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

RESOLUTIONS:

2019-22: Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Financial Advisor services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1				
MARISOL MONTANEZ, VICE CHAIR	2				
JUSTIN MACK					X

EDWARD ROBINSON					
LIZA TORRES-MUNOZ					
JOLENE MANTINEO					X
REBECCA ACOSTA					

The Board tabled Resolution 2019-22 pending receipt of further training and information from the United States Department of Housing and Urban Development on the streamlined voluntary conversion process.

2019-25: Resolution approving and authorizing Monica Fundora as an authorized signatory for the Housing Authority's accounts with GSL Savings Bank. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA		X			

The resolution is adopted.

A motion was made to enter into closed session to discuss matters of attorney-client privilege. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ	1	X			
JOLENE MANTINEO					X
REBECCA ACOSTA		X			

The motion is adopted.

Executive/Closed Session

The Executive Director and General Counsel reported to the Board of Commissioners on the potential contract with Lifestation, including the terms and conditions of the proposed contract, the process that was followed (starting with the initial Request for Proposals for emergency medical monitoring services), and the efforts that have been made to get the vendor to enter into an acceptable contract. There is a discussion concerning the proposed contract. The Board directed the Executive Director to advise Lifestation to remove the indemnification and limitation on liability provisions from the proposed contract.

There was a discussion concerning the legal liability of the streamlined voluntary conversion process.

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

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA		X			

The motion is adopted.

PUBLIC COMMENT:

None.

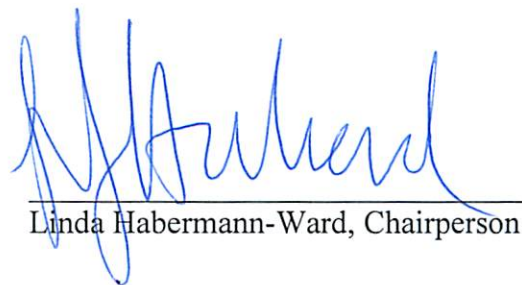
ADJOURNMENT:

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

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA		X			

The meeting was adjourned at 7:40 p.m.

Carl S. Czaplicki Jr., Executive Director/Secretary



Linda Habermann-Ward, Chairperson