

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, June 1, 2020 at 6:30 p.m.
Via Video/Audio Conference**

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 and Bill List
7. Approval of Minutes

May 4, 2020 Board Meeting

8. Old Business
9. New Business

10. Resolutions

2020-09: Resolution approving and authorizing the award of a contract for Special Legal Counsel.

2020-10: Resolution approving and authorizing the award of a contract to conduct a Physical Need Assessment.

2020-11 Resolution approving and authorizing the award of a contract for Financial Consultancy.

2020-12 Resolution approving and authorizing the hiring of Neil Castro as Building Superintendent of 136 69th Street.

11. Public Comment
12. 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 May 4, 2020 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:41 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 October 4, 2019, and by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 on May 13, 2019.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

<u>X</u> Chairperson Habermann-Ward	<u>X</u> Vice Chairperson Montanez	<u>X</u> Commissioner Mack
<u>X</u> Commissioner Mantineo	<u>X</u> Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> Commissioner Torres		

Also attending the meeting were Executive Director Ruddys E. Andrade, IT Consultant Jimmy Kontolios, and Anthony J. Arnone, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP (General Counsel).

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director started his report with sad news that there have been 11 deaths since the start of the COVID-19 virus outbreak. Six deaths are Covid-19 related and five deaths are from other causes. Three residents who died were participants in the Section 8 voucher program. As a result of this pandemic, there a number of vacant units in the Guttenberg Housing Authority. The Executive Director anticipates movement on both the public housing and Section 8 waiting lists. With regard to the vacant units at the senior citizen housing facility at 7005 Boulevard East, the Executive Director plans to offer these units to current senior citizen residents at our other facilities first. Since 7005 Boulevard East is a senior citizen housing building only, all senior citizen programs and services are run out of this facility. By relocating our senior citizen residents to 7005 Boulevard East, this eliminates the need to offer duplicate programs at other facilities. The Guttenberg Housing Authority, with the assistance of the Mayor and Council of the Township of Guttenberg, was able to purchase four hand held foggers and misters at a cost of \$1,200.00. This allows the authority to fog and sanitize common areas in the housing authority facilities included but not limited to laundry rooms, hand rails, elevators, executive offices and vacant apartments. This purchase will allow us to keep our facilities clean and keep costs down as private companies were charging the Guttenberg Housing Authority \$300 to clean a one-bedroom apartment. Hand sanitizers have been installed at the entrance of every building by the elevators. The Guttenberg Housing Authority is now using cleaning supplies approved by both the CDC and EPA. As a result, 99.9% of virus is killed within one minute of contact with our cleaning supplies. There is plenty of personal protection equipment for the staff. In addition, masks are available for all tenants and can be obtained by calling the executive office or the building superintendent. The masks are reusable and washable and are made by a business in Guttenberg. The rooftop installation project at 7005 Boulevard East is under way. The Authority anticipates requesting permits next week. It is considered an essential project and the Town of Guttenberg is streamlining the permit

approval process. Regarding personnel, the Executive Director interviewed three candidates for the vacant superintendent position at 136 69th Street. An offer has been made to one of the candidates and an announcement will be made in the next day or two. In addition, one janitorial employee has been transferred to the Covid cleaning unit. The Executive Director reported that HUD has notified us that the Guttenberg Housing Authority has received a \$91,000.00 allocation from the CARES Act for Covid-19 expenses. These funds will be used for expenses relating to the deep cleaning of buildings, equipment and PPE purchases. In addition, some of the funds will be used to create a pandemic/infectious disease plan for the Guttenberg Housing Authority that will allow the authority to maintain business continuity while keeping the residents and staff safe. Commissioner Mack commended the Executive Director on his work and the idea of relocating senior citizen residents to the senior citizen building at 7005 Boulevard East. Vice Chairwoman Montanez concurred with the senior citizen plan. Commissioner Popiel thought putting together a disaster plan was a great idea.

FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the April 6, 2020 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	
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

The Executive Director notified the Board that the RFP notices for Special RAD Legal Counsel, RAD Financial Consultant and RAD Physical Needs Assessment will be published on May 6, 2020 with a public virtual opening of the proposals on May 27, 2020 at 11am.

NEW BUSINESS:

None.

RESOLUTIONS:

None.

PUBLIC COMMENT:

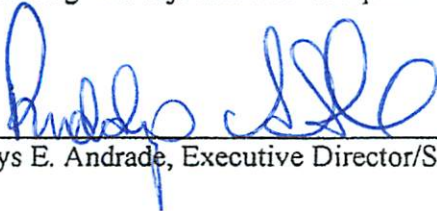
None.

ADJOURNMENT:

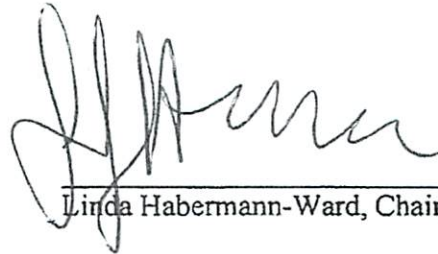
A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The meeting was adjourned at 7:03 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

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

Resolution No. 2020-09

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO McMANIMON, SCOTLAND & BAUMANN FOR SPECIAL LEGAL SERVICES IN
THE AMOUNT OF \$50,000.00**

Date Introduced: June 1, 2020

Date Adopted: June 1, 2020

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 Special Legal Services; and

WHEREAS, the cost of such services 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 May 27, 2020; and following a public opening, a total of three (3) proposals were received from the following vendors (listed in alphabetical order):

1. Decotiis
2. McManimon, Scotland & Baumamm
3. Weiner Law Group

and **WHEREAS**, following the review of all proposals received, McManimon, Scotland & Baumamm, located at 75 Livingston Ave, Suite 201, Roseland, NJ 07068, was found to be the 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 McManimon, Scotland & Baumamm has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent and purchasing agent 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 service; and

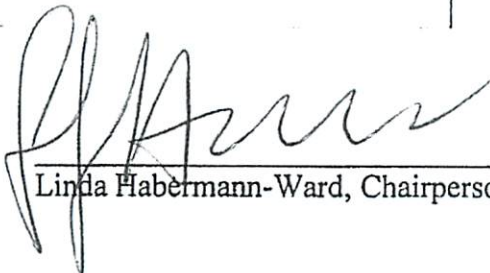
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to McManimon, Scotland & Baumamm for Special Legal Services;

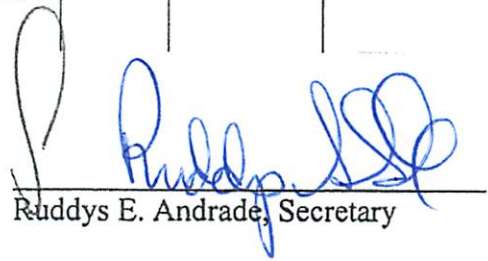
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to McManimon, Scotland & Baumamm for Special Legal 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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X
REBECCA ACOSTA	1	X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			


 Linda Habermann-Ward, Chairperson


 Ruddy E. Andrade, Secretary

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

Resolution No. 2020-10

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO REMINGTON & VERNICK TO CONDUCT A PHYSICAL NEED ASSESSMENT IN
THE AMOUNT OF \$47,700**

Date Introduced: June 1, 2020

Date Adopted: June 1, 2020

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 a Physical Need Assessment; and

WHEREAS, the cost of such services 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 May 27, 2020; and following a public opening, a total of three (3) proposals were received from the following vendors (listed in alphabetical order):

1. Lothrop Associates
2. Remington & Vernick
3. RSC

and **WHEREAS**, following the review of all proposals received, Remington & Vernick, located at 232 Kings Highway East, Haddonfield, NJ 08033 was found to be the 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 proposal submitted by Remington & Vernick has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent and purchasing agent 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 service; and

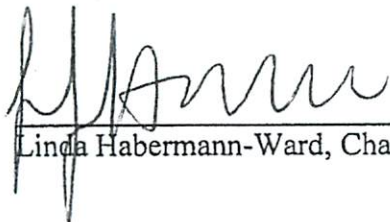
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Remington & Vernick to conduct a Physical Need Assessment,

NOW THEREFORE,

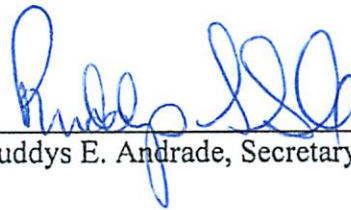
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Remington & Vernick to conduct a Physical Need Assessment; and

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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK					X
REBECCA ACOSTA	1	X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary

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

Resolution No. 2020-11

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO NW FINANCIAL TO PROVIDE FINANCIAL CONSULTANCY AT AN HOURLY
RATE OF \$200.00 PER HOUR AND A 1.5% OF THE TOTAL PERMANENT
FINANCING.**

Date Introduced: June 1, 2020

Date Adopted: June 1, 2020

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 a Financial Consultant; and

WHEREAS, the cost of such services 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 May 27, 2020; and following a public opening, a total of one (1) proposal was received from the following vendor:

1. NW Financial

and **WHEREAS**, following the review of the proposal received, NW Financial, located at 2 Hudson Place, Hoboken, NJ 07030 was found to be the 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 NW Financial has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent and purchasing agent 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 service; and

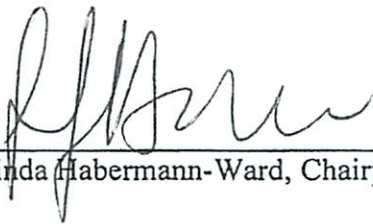
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to NW Financial to provide Financial Consultancy,

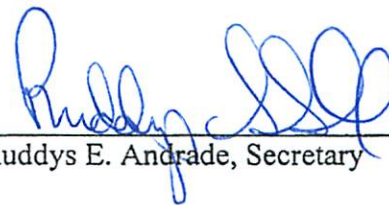
NOW THEREFORE,

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 NW Financial to provide Financial Consultancy; 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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK					X
REBECCA ACOSTA	2	X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			


 Linda Habermann-Ward, Chairperson


 Ruddy E. Andrade, Secretary

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

**RESOLUTION APPROVING AND AUTHORIZING THE HIRING OF NEIL CASTRO
AS BUILDING SUPERINTENDENT AT 136 69TH STREET AT A SALARY OF
\$53,100.00 EFFECTIVE RETROACTIVELY TO MAY 11, 2020**

Resolution No. 2020-12

Date Introduced: June 1, 2020

Date Adopted: June 1, 2020

WHEREAS, a vacancy existed for Building Superintendent, and

WHEREAS, the Guttenberg Housing Authority conducted interviews with three (3) candidates, and

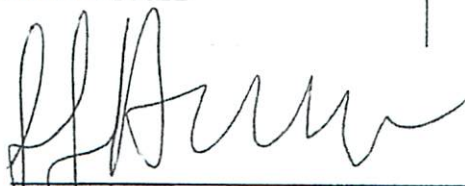
WHEREAS, Neil Castro was the most qualified for the position, and


WHEREAS, the Executive Director recommends the permanent hire of Neil Castro as the Building Superintendent of 136, 69th Street, and

WHEREAS, the availability of funds has been established in the Housing Authority's Operating Subsidy Budget, and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the appointment of Neil Castro as Building Superintendent effective retroactively to May 11, 2020 with an annual salary of \$53,000.

COMMISSIONER	MOTION/SECOND	YES	NO	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
JUSTIN MACK					X
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL	2	X			


Linda Habermann-Ward, Chairperson


Ruddys E. Andrade, Secretary