

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, May 4, 2020 at 6:30 p.m.**

**Virtual Meeting**

**Call in number 571-748-4021 PIN: 233 2133#**

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

April 6, 2020 Board Meeting

8. Old Business

9. New Business

10. Resolutions

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 April 6, 2020 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:35 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:

<input checked="" type="checkbox"/> Chairperson Habermann-Ward	<input checked="" type="checkbox"/> Vice Chairperson Montanez	<input type="checkbox"/> Commissioner Mack
<input checked="" type="checkbox"/> Commissioner Mantineo	<input checked="" type="checkbox"/> Commissioner Acosta	<input checked="" type="checkbox"/> Commissioner Popiel
<input checked="" type="checkbox"/> Commissioner Torres		

Also attending the meeting were Executive Director Ruddys E. Andrade, IT Coordinator 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 long time Guttenberg Housing Authority employee Hector Casteno has passed away as a result of the COVID-19 virus. Commissioner Torres stated he will be missed and described him as a wonderful, friendly and trustworthy person. Commissioner Popiel expressed her condolences to his family. The Executive Director gave a COVID-19 update stating there has been seven residents that have tested positive and unfortunately two deaths. In addition, the Executive Director went through the preventive protocols being undertaken at Authority facilities. The Senior Housing facility at 7005 Boulevard East, which houses our most vulnerable residents, now has limited access. Only food, groceries and pharmacy deliveries are permitted. No one under 18 years old is permitted in the building. Only two people at a time are allowed in the laundry room. All benches have been removed, community rooms and waiting rooms are closed. Only health care workers and family taking care of residents are allowed in the building. This past weekend the Executive Director and Mayor addressed the residents through the building's public address system. With regards to the other facilities at 136 69<sup>th</sup> Street, 6900 Broadway and 400 68<sup>th</sup> Street, the Authority is cleaning door knobs, elevators, handrails and laundry rooms every hour. In addition, a private company has been hired to do a deep cleanse and sanitization of all buildings which will be completed by April 8, 2020. The Authority is also doing a wellness check of all residents by calling them every 48 hours. The Executive office is only open Monday, Wednesday and Thursday from 9am to 4pm with only one person physically present in the office at one time. All non-essential work orders have been suspended and only emergency work orders are being addressed at this time. With regard to personnel, the Authority is operating with a skeleton maintenance crew due to the death of an employee and the quarantine of another employee. The Executive Director is planning on hiring a new maintenance employee for the 136 69<sup>th</sup> Street facility this week. Staffing in the executive office is down two

employees on account of one person being on a maternity leave and another employee about to go on maternity leave. However, the Executive Director is confident that he can operate with minimal staff in his office.

**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	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.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the March 2, 2020 meeting of the Board of Commissioners. The following vote ensued:

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

The motion is adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**REORGANIZATION:**

A motion was made to nominate Linda Habermann-Ward as Chairwoman of Guttenberg Housing Authority Board of Commissioners. 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	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

A motion was made to nominate Marisol Montanez as Vice-Chairwoman of Guttenberg Housing Authority Board of Commissioners. The following vote ensued:

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

The motion is adopted.

The Executive Director introduces three resolution before the Board of Commissioners.

**RESOLUTIONS:**

Resolution approving solicitation of a Request for Proposal for RAD Special Legal Counsel. The following vote ensued:

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

The resolution is adopted.

Resolution approving solicitation of a Request for Proposal for RAD Financial Consultant. 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	2	X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution approving solicitation of a Request for Proposal for RAD Physical Needs Assessment. The following vote ensued:

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

The resolution is adopted.

The Executive Director asked if the Commissioners had any questions. Commissioner Popiel asked if the Commissioners can do anything to help with the COVID -19 crisis. The Town of Guttenberg, Board of Education, and Housing Authority are coordinating their efforts and working well together and no additional assistance is needed at this time. The Executive Director and Mayor are delivering 66 meals on wheels meals per day as the delivery man is currently out. Commissioner Torres asked if the Senior bus was still operating. Vice Chairwoman Montanez confirmed that the Senior bus continues to operate on its normal public route.

**PUBLIC COMMENT:**

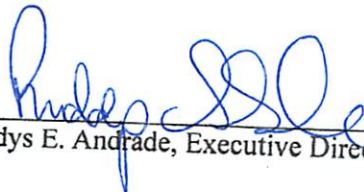
None.

**ADJOURNMENT:**

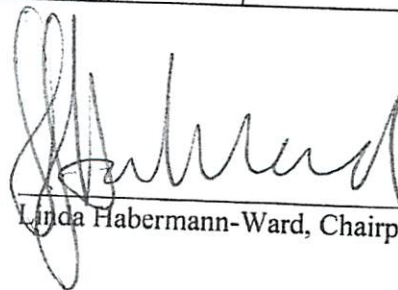
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 7:09 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson