

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, December 7, 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

November 2, 2020 Board Meeting

8. Old Business

9. New Business

10. Resolutions

2020-24 Resolution appointing Marisol Montanez as the Housing Authority's New Jersey Public Housing Authority Joint Insurance Fund Commissioner for Fund Year 2021.

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 November 2, 2020 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:32 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 El Especialito 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 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg on April 1, 2020.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

X Chairperson Habermann-Ward X Vice Chairperson Montanez X Commissioner Perez
X Commissioner Mantineo X Commissioner Acosta X Commissioner Popiel
A Commissioner Torres

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

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director gave a COVID protocol update that was discussed in new business. The Authority is moving toward a paperless environment with 1/3 of the project complete. There will be a two electronic signature system. With regard to the cabinet project at 6900, 14 of the cabinets were not built to correct size. As a result, we need to reorder them. Subcontractor submitted wrong dimensions. The contractor went out of business and we are looking at local manufacturers. The Authority is going to pull the performance bond to recover our costs and have been in contact with the insurance company. The 7005 rooftop project is complete and underbudget. There is a resolution tonight authorizing the replacement of boiler at 68th Street. Food distribution is still going on and will happen tomorrow and November 18. All 249 authority residents get a box of food and produce and 150 other families in town also get one. The Town of Guttenberg and County of Hudson were thanked for their assistance with this program. The Trunk a Treat was held at the Authority on Halloween and was a success. Vice Chairwoman Montanez did an amazing job, along with the housing staff and representatives of the North Hudson Community Action Corporation.

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			
DR. GONZALO PEREZ		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 October 5, 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	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES					X

The motion is adopted.

OLD BUSINESS:

Dustin Martelo, the CEO of Groverton made a presentation to the Board of Commissioners. Groverton wants to partner with the Authority to lower the cost of housing and provide a home buying program for low income families. Government funding is limited under LIHTC, Public Housing, and Housing Choice Voucher Program and the affordable housing stock is declining. Groverton will leverage private capital to provide equity down payments to perspective buyers. They will assist low income families find a property and provide a down payment to the buyer. Groverton charges a 1.5% percent asset management fee. Upon a sale, refinance or 30 year period, the Housing Authority will get 33% of the appreciation with 66% going back to Groverton. Chairwoman Habermann-Ward had questions regarding incidental costs associated with the program and the process of recovery during a foreclosure situation. Groverton agreed to provide its presentation and more information to the Authority.

NEW BUSINESS:

A new COVID-19 protocol has been put in place for the Authority. An employee tested positive for COVID -19 last month. As a result, the executive offices were shut down for 3 to 4 days for sanitizing and testing of all employees. North Hudson Community Action Corporation is doing the testing for us. In the event that a staff member comes in contact with someone with COVID-19, contact tracing is immediately enacted, the authority will properly sanitize the work space, and if office workers are affected the office will be shut down and we will go to working remotely. In the event of contact with a COVID positive person, all staff members need to be tested and a negative test is needed to return to work. If a worker tests positive, they must quarantine for 2 weeks and have two negative tests before returning to work. The Authority is limiting office visits. The Authority has a temperature scanner and mask reader in the office. As of November 10th, all employees will be tested on a monthly basis by North Hudson Community Action Corporation. The Authority has an ample supply of PPE. Employees are required to wear masks and booties when entering apartments. The Authority offices are closed on Wednesdays to do deep cleaning of office space and community rooms.

RESOLUTIONS:

Resolution 2020-22 amending the preferences for admission to the Public Housing and Section 8 Housing Choice Voucher programs, the Administrative Plan, and ACOP. The following vote ensued:

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

The resolution is adopted.

Resolution 2020-23 authorizing and approving the award of a contract for the purchase and installation of a boiler. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ	2	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			

LUZ TORRES						X
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The resolution is adopted.

PUBLIC COMMENT:

None.

ADJOURNMENT:

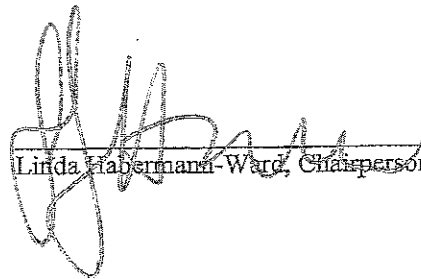
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 7:24 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

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

Resolution No.2020-24

**RESOLUTION APPOINTING MARISOL MONTANEZ AS THE HOUSING
AUTHORITY'S NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE
FUND COMMISSIONER FOR FUND YEAR 2021**

Date Introduced: December 7, 2020 Date Adopted: December 7, 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, is a member of the New Jersey Public Housing Authority Joint Insurance Fund ("JIF"); and

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

WHEREAS, the Housing Authority is in need of appointing a Fund Commissioner for the current fund year; and

WHEREAS, upon review, the Housing Authority's Board of Commissioners ("Board") has determined that Marisol Montanez is duly qualified to serve as the Housing Authority's Fund Commissioner for the current fund year; and

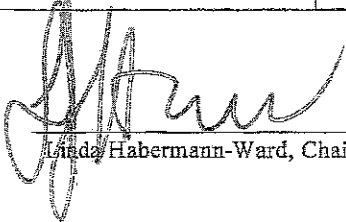
WHEREAS, the Board has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to appoint Marisol Montanez as the Housing Authority's Fund Commissioner;

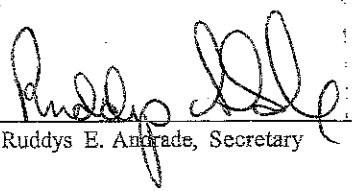
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby appoints Marisol Montanez as the Housing Authority's Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the fund year 2021; 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, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR		X			
BLANCA POPIEL	1	X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZTORRES		X			
DR. GONZALO PEREZ		X			


Linda Habermann-Ward, Chairperson


Ruddy E. Andrade, Secretary