

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, February 3, 2020 at 6:30 p.m.
400 68th Street, Guttenberg, NJ 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 and Bill List
7. Approval of Minutes

January 6, 2020 Board Meeting

8. Old Business
9. New Business

Resolution approving travel to the National Association of Housing and Redevelopment Officials'(NAHRO) Annual Conference in Washington D.C.

Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Snow Removal Services.

10. Resolutions

2020-02: Resolution approving and authorizing the award of a contract for Legal Services.

2020-03: Resolution approving and authorizing the award of a contract for Risk Management Services.

2020-04: Resolution approving and authorizing the award of a contract for Auditing Services.

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 January 6, 2020 in the Community Room at 7005 Boulevard East, 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 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:

Chairperson Habermann-Ward Vice Chairperson Montanez Commissioner Mack
 Commissioner Mantineo Commissioner Acosta Commissioner Popiel
 Commissioner Torres

Also attending the meeting were Executive Director Ruddys E. Andrade, Fee Accountant Peter Polcari, and Joseph A. Manfredi, Esq. of Manfredi & Pellechio (General Counsel).

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director welcomes the Board of Commissioners to the new year and reports on the progress of pending and anticipated capital projects. The Executive Director also informs the Board that personnel evaluations will be undertaken to solidify staff responsibilities, promote employee development, and promote overall positive morale. He then reminds the Commissioners to sign up for their Public Housing Commissioner Courses.

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	2	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 December 16, 2019 meeting of the Board of Commissioners. 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
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

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

The Fee Accountant presents the annual budget to the Board of Commissioners and explains the involvement of the New Jersey Department of Community Affairs in the Housing Authority's budget process.

RESOLUTIONS:

2020-01: Resolution approving and authorizing the submission of the annual FY 2020 budget to the New Jersey Department of Community Affairs. 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 resolution is adopted.

PUBLIC COMMENT:

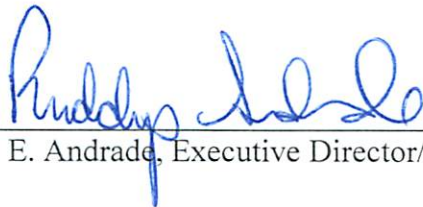
None.

ADJOURNMENT:

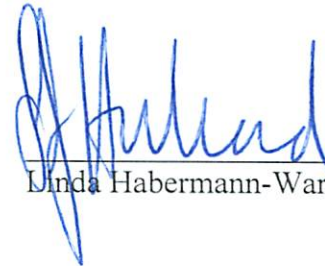
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 6:37 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

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

Resolution No. 2020-02

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO DECOTIIS FOR LEGAL SERVICES IN THE AMOUNT OF \$48,000.00**

Date Introduced: February 3, 2020

Date Adopted: February 3, 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 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 December 18, 2019; and following a public bid opening, a total of two (2) bids were received from the following vendors (listed in alphabetical order):

1. Decotiis
2. Manfredi & Pellechio

and **WHEREAS**, following the review of all bids received, Decottis, located at 61 South Paramus Road, Suite 250, Paramus, NJ 07652, 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 Decottis 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

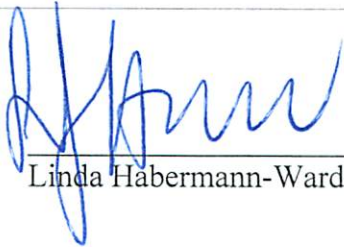
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Decotiis for Legal Services;

NOW THEREFORE,

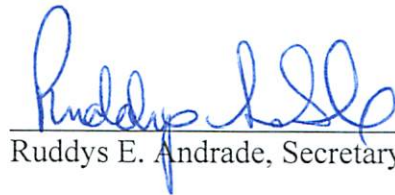
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Decotiis for Legal Services; and

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					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
BLANCA POPIEL					



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary

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

Resolution No. 2020-03

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO SCIROCCO GROUP FOR RISK MANAGEMENT SERVICES**

Date Introduced: February 3, 2020

Date Adopted: February 3, 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 Risk Management 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 December 18, 2019; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Scirocco Group

and **WHEREAS**, following the review of bid received, Scirocco Group, located at 777 Terrace Ave., Suite 309 Hasbrouck Heights, NJ 07604, 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 Scirocco Group 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

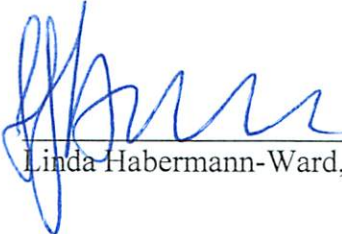
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Scirocco Group for Risk Management Services;

NOW THEREFORE,

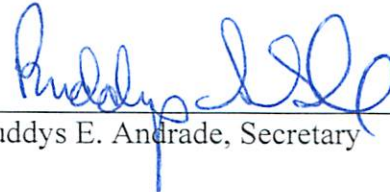
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Scirocco Group for Risk Management Services; and

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					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
BLANCA POPIEL					



 Linda Habermann-Ward, Chairperson



 Ruddys E. Andrade, Secretary

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

Resolution No. 2020-04

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO HYMANSON, PARNES & GIAMPAOLO FOR AUDITING SERVICES IN THE
AMOUNT OF \$10,845.00**

Date Introduced: February 3, 2020

Date Adopted: February 3, 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 Auditing 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 December 18, 2019; and following a public bid opening, a total of three (3) bids were received from the following vendors (listed in alphabetical order):

1. Hymanson, Parnes & Giampaolo
2. Lerch, Vinci, & Higgins
3. Novogradac & Company

and **WHEREAS**, following the review of all bids received, Hymanson, Parnes & Giampaolo, located at 467 Middletown-Lincroft Rd. Lincroft, NJ 07738, 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 Hymanson, Parnes & Giampaolo 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 Hymanson, Parnes & Giampaolo for Auditing Services;

NOW THEREFORE,

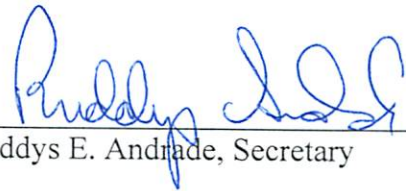
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Hymanson, Parnes & Giampaolo for Auditing Services; and

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					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
BLANCA POPIEL					



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary