

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, January 6, 2020 at 6:30 p.m.
7005 Blvd East, 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
7. Payment of Bills
8. Approval of Minutes

December 16, 2019 Board Meeting

9. Old Business
10. New Business
11. Resolutions

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

12. Public Comment
13. 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 December 16, 2019 in the Community Room at 6900 Broadway, Guttenberg, New Jersey. The meeting was opened at 6:40 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:

X Chairperson Habermann-Ward X Vice Chairperson Montanez X Commissioner Mack
X Commissioner Mantineo X Commissioner Acosta

Also attending the meeting were Executive Director Ruddys E. Andrade, Alberto L. Camacho, Esq. of Manfredi & Pellechio (General Counsel), and new Commissioners Blanca Popiel and Luz Torres.

SWEARING IN OF NEW COMMISSIONERS:

Executive Director Andrade formally welcomes and introduces Blanca Popiel and Luz Torres as the Board's newest Commissioners and asks Counsel to formally swear in both individuals.

Luz Torres is administered the oath by Counsel and is formally sworn in as a Guttenberg Housing Authority Commissioner.

Blanca Popiel is administered the oath by Counsel and is formally sworn in as a Guttenberg Housing Authority Commissioner.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Andrade reports that it was a busy month.

- The RFPs for Auditing, Legal and Risk Management Services are all due on December 18th and will be on the agenda for next month's meeting.
- The awardee for the boiler replacement project proposed an alternate scenario to replace parts instead of a full replacement – however, the ED felt it was prudent to conduct the full replacement as bid out and this will take place within the next 30 days.
- ED Andrade asks that Resolution 2019-37 be moved at this time for the award of the Kitchen Cabinet *bid*.

2019-37: Resolution approving and authorizing the award of a contract to Ocean Contractors Inc. for the Purchase of Kitchen Cabinets in the amount of \$87,750.00.

Executive Director Andrade provides the Board with a summary of the bid process and the bid opening which resulted in a total of 8 bids. The bid included an alternate bid for materials only because of the Board’s prior agreement with Local 55. After speaking with Local 55, they quoted the amount of \$22,000 for the project and \$6,000 for retainers which was well below the proposed labor costs from the bid. Local 55’s work will include light plumbing work as well. Following a review of the bids the top two lowest bids were voided for different reasons: the lowest apparent bidder was rejected for non-compliance with the bid requirements and the second bidder withdrew their bid due to an error made on the bid form.

Commissioner Mack asks about the labor on the project. The old cabinets will come out and this will include flooring and drop paneling updates as well (the GHA will only pay for the materials). The contractor anticipates completing one kitchen per day. Commissioner Torres asks if the design will be the same which is confirmed. Executive Director Andrade reminds the Board that this bid was amended to do approximately ½ of the building at this time with the 2nd half done in a second phase around October. Commissioner Acosta asks if, for transparency purposes, the names and addresses of all responsive bidders could be added to the resolution. Counsel indicates it will do so.

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	2	X			
LUZ TORRES		X			

The resolution is adopted.

- The Rooftop air handling units will be received any day now and are anticipated to be fully installed and operating by early spring. Commissioner Mack asks if there is anything else we can use the crane for at the same time. It was for this reason that both units are being replaced at the same time.
- ED Andrade indicates he will be implementing a Permanent Evaluation and Metric System as of January 2020. All employees will be evaluated regardless of status.
- Budget begins April 1, 2020
- ED Andrade is creating a new organizational chart where everyone will report to him except Maintenance (formally some were reporting to the Facilities Director). Commissioner Mack asks about job descriptions and ED Andrade says they are working on this.
- All Tenant Complaints will also be directed to the Executive Director (was formerly going to the Facilities Service Director).

FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills for October 7, 2019 to November 4, 2019.

The commissioners discuss the bill list and the budget. Executive Director Andrade discusses with the Board the Camera Maintenance system, which was not previously budgeted. The system is shared with the Town but the Authority should only have access to its cameras. The maintenance of the system costs approximately \$14,000 per year. An upgrade of the system will be needed as the Authority has access to portions of the Town’s system. The camera system is proprietary and includes facial recognition and access to database.

Executive Director Andrade discusses the QPA services line item and potentially having such services in-house down the line.

The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR		X			
JUSTIN MACK	1	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	2	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 7, 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	1	X			
JUSTIN MACK	2	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL				X	
LUZ TORRES				X	

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

The Executive Director introduces a slate of new items for consideration before the Board of Commissioners.

A motion was made to approve and authorize the Executive Director to issue a Request for Proposals for Information Technologies Services. The following vote ensued:

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

The motion is adopted.

A motion was made approving and authorizing the Executive Director to issue a Request for Proposals for Accounting Services. Executive Director Andrade confirms this is for a 1 year term.

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.

The motion for the issuance of an RFP for Insurance Consultancy Services is tabled.

2019-38: Resolution approving and authorizing the adoption of Collateral Sources of Assistance requirement for the Section 8 Housing Choice Voucher program and the amendment of Section 8 Administrative Plan.

Executive Director Andrade explains that this is the Administrative Plan for Section 8 and that he wanted to ensure he had a recent approval date from the Board. There are no major changes in the document to discuss.

The following vote ensued:

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

The resolution is adopted.

2019-39: Resolution approving and authorizing the adoption of Collateral Sources of Assistance requirement for the Public Housing program and the amendment of the Admissions and Continued Occupancy Policy.

Executive Director Andrade explains that this is the equivalent document for the public housing program and that he also wanted a recent approval date from the Board. There are no major changes in the document to discuss.

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 resolution is adopted.

PUBLIC COMMENT:

The Authority's IT Consultant, James Kontolios from Ridgefield, NJ addresses the Board. He welcomes the Chairwoman back and congratulates the new Commissioners on their appointment. The new phone system installed in August is working well and resulted in a savings to the Authority of \$1,500 or more. The only hurdle was in moving the 4 legacy phone numbers over.

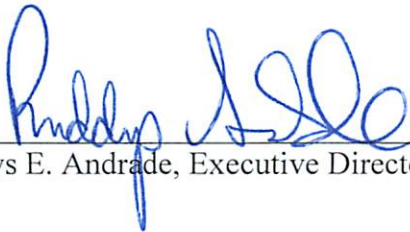
ADJOURNMENT:

Executive Director Andrade discusses the next board meeting on January 6 at 6:30 pm.

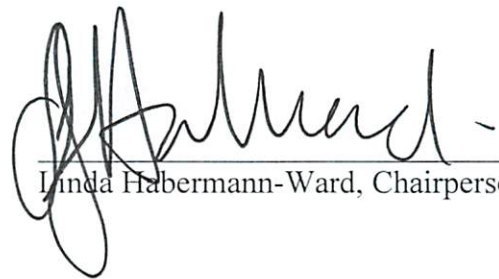
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 7:32 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson