

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

Monday, June 7, 2021 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

May 3, 2021 Board Meeting

8. Old Business
9. New Business
 - Request to extend use of vacation days due to COVID
10. Resolutions
 - Resolution 2021-18** Authorizing the reclassification of Monica Fundora
 - Resolution 2021-19** Approving and authorizing a one-year employment agreement for the position of Executive Director
 - Resolution 2021-20** Amending the personnel policies and procedures manual
 - Resolution 2021-21** Amending the personnel policies and procedures manual adding a paid holiday for the observation of Juneteenth Day

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 3, 2021 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, 2021.

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
X 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 updated the Board of Commissioners that Phase 1 of the kitchen cabinet upgrades at 6900 Broadway are complete and that Phase 2 should be completed in 30-60 days. Parking arm has been replaced at 7005. The Tenants BBQ are scheduled for June 2, 3 and 4th at 5 pm. The food distribution program has been redesigned to a farmer market style with the next event on May 4th from 3-5 pm at 69th Bergenline Avenue. There is a public hearing on May 5th at 4pm to discuss proposed amendment to RAD program. The Town of Guttenberg is doing vaccinations on Tuesday & Thursdays from 3 to 5 pm. Chairwoman Habermann-Ward questioned when benefit payment was made and the Executive Director will confirm it. Commissioner Acosta was acknowledged for her accomplishments. In person Board of Commissioner meetings will begin in July at 5 pm.

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
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LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the April 5, 2021 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			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

The Board of Commissioners meetings will be held in person starting with the July meeting and will begin at 5pm.

NEW BUSINESS:

Neil Castro, as Superintendent for 136 69 Street is entitled to an apartment. The Board needs to formally adopt his apartment Unit 5 B as a Superintendent's apartment. In addition, the Executive Director would like to select a company to provide laundry services. There were two proposals from CSC and Fowler. The Fowler proposal is no cost Housing Authority and will increase income by 40%. They will replace all laundry machines, paint and fix up laundry rooms, and provide a fix rate per laundry room. It will be a 10-year agreement with increased prices but higher capacity machines. CSC the current vendor has been tough to get in to service machines, actually charges a fee to the Authority at 400 68th Street and has had issues with the terms of the agreement. The Executive Director recommended Fowler. Commissioner Torres raised concerns about pricing per wash and water supply

concerns. The Board went into Executive Session at 7:02 pm to discuss tenant issues relating to the streamline conversion process and ended the Executive session at 7:23pm.

RESOLUTIONS:

Resolution 2021-15 approving the amendments to the Board of Commissioners meeting schedule. 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 resolution is adopted.

Resolution 2021-16 authorizing the designation of Unit 5B at 136 69th Street as a Superintendent Unit. 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		X			
BLANCA POPIEL	1	X			
LUZ TORRES	2	X			

The resolution is adopted.

Resolution 2021-17 authorizing entering into an agreement with Fowler Laundry Solution to operate the laundry rooms for the Guttenberg Housing Authority. 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 resolution is adopted.

A motion was made to go into Executive Session to discuss tenant issues regarding the streamline conversion process. The following vote ensued:

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

The resolution is adopted.

PUBLIC COMMENT:

None.

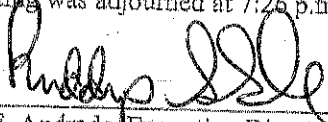
ADJOURNMENT:

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


COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	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 meeting was adjourned at 7:26 p.m.



Ruddy E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

**RESOLUTION OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
RESOLUTION NO. 2021-18**

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF MONICA
FUNDORA AS ASSISTANT DIRECTOR OF THE HOUSING AUTHORITY
OF THE TOWN OF GUTTENBERG**

Date Introduced: June 7, 2021

Date Adopted: June 7, 2021

WHEREAS, the Housing Authority of the Town of Guttenberg adopted a Personnel Policies and Procedures Manual by way of Resolution No. 2019-14 adopted on March 19, 2019; and

WHEREAS, Monica Fundora has been an employee of the Housing Authority of the Town of Guttenberg and has taken on responsibilities beyond her current job title; and

WHEREAS, the Executive Director believes it is necessary to have an Assistant Director to assist him in the operations of the Housing Authority of the Town of Guttenberg; and

WHEREAS, Monica Fundora has been performing many of the duties of an Assistant Director and is the most qualified to be appointed to this position; and

WHEREAS, the Executive Director recommends the appointment of Monica Fundora as Assistant Director; and

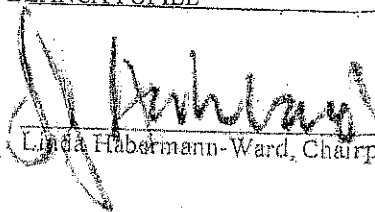
WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Guttenberg authorizes the Executive Director to set the salary of the Assistant Director to compensate her for the additional job duties; and

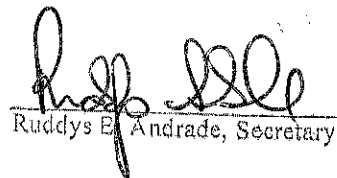
WHEREAS, the availability of funds has been established in the Housing Authority's Operating Subsidy Budget.

NOW, THEREFORE, it is

RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves the reclassification of Monica Fundora as Assistant Director with a salary increase to be determined by the Executive Director effective immediately.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICECHAIR		X			
DR. GONZALO PEREZ		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 No. 2021-19

**RESOLUTION APPROVING AND AUTHORIZING A ONE-YEAR EMPLOYMENT
AGREEMENT BETWEEN THE HOUSING AUTHORITY AND RUDDYS ANDRADE
FOR THE POSITION OF EXECUTIVE DIRECTOR.**

Date Introduced: June 7, 2021

Date Adopted: June 7, 2021

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 an obligation to employ an Executive Director for the efficient operation of the agency; and

WHEREAS, Ruddys Andrade currently serves as the Housing Authority’s Executive Director under an employment agreement which expires on August 4, 2021; and

WHEREAS, the Board of Commissioners has found that Mr. Andrade has admirably and effectively performed as the Housing Authority’s Executive Director; and

WHEREAS, pursuant to N.J.S.A. 40A:12-18 and N.J.A.C. 5:44-3.1, the Board of Commissioners also found that Mr. Andrade meets the legal requirements to continue as the Executive Director of the Housing Authority for a term of one (1) year; and

WHEREAS, the Board of Commissioners wishes to enter into a one-year employment agreement with Mr. Andrade to secure his continued employment as Executive Director; and

WHEREAS, Mr. Andrade has also expressed a desire to continue to serve as the Housing Authority’s Executive Director and enter into said employment agreement with the Housing Authority; and

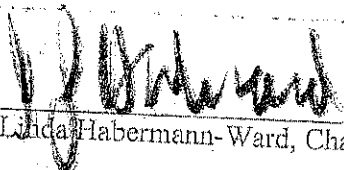
WHEREAS, the Housing Authority's Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to its residents to approve and authorize a one-year employment agreement between the Housing Authority and Mr. Ruddys Andrade for the position of Executive Director; and

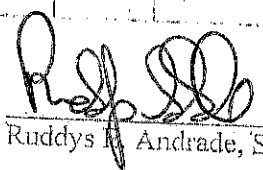
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes a one-year employment agreement between the Housing Authority and Mr. Ruddys Andrade for the position of Executive Director; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairperson of the Board to take any and all necessary administrative action to implement this resolution.

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


 Linda Habermann-Ward, Chairperson


 Ruddys Andrade, Secretary

**RESOLUTION OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
RESOLUTION NO. 2021-20**

**RESOLUTION AMENDING THE PERSONNEL POLICIES AND
PROCEDURES MANUAL OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG**

Date Introduced: June 7, 2021

Date Adopted: June 7, 2021

WHEREAS, the Housing Authority of the Town of Guttenberg adopted a Personnel Policies and Procedures Manual by way of Resolution No. 2019-14 adopted on March 19, 2019; and

WHEREAS, a review of the Personnel Policies and Procedures Manual determined that an addition needed to be made to Section Four: Compensation and Employee Benefits: Alternative Work Week Policy in order to increase operational efficiency at the Housing Authority of the Town of Guttenberg.

NOW, THEREFORE, it is

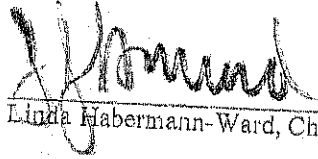
RESOLVED, that Section Four: Compensation and Employee Benefits: Alternative Work Week Policy should read as follows:

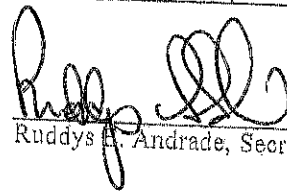
Alternative Work Week Policy:

At the discretion of the Executive Director, employees may work a four day week Monday through Thursday in lieu of a five day Monday through Friday work week. The employee shall work the same amount of hours as required in a five day work week in that four day period. However, the Authority offices will be open Monday through Friday and the Executive Director may switch an employee back to a five day week to insure adequate coverage on a Friday.

BE IT FURTHER RESOLVED, no other additions are being made to the Personnel Policies and Procedures Manual at this time and shall remain in full force and effect.

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


 Linda Habermann-Ward, Chairperson


 Ruddy A. Andrade, Secretary

**RESOLUTION OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
RESOLUTION NO. 2021-21**

**RESOLUTION AMENDING THE PERSONNEL POLICIES AND
PROCEDURES MANUAL OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG ADDING A PAID HOLIDAY FOR THE
OBSERVATION OF JUNETEENTH DAY**

Date Introduced: June 7, 2021

Date Adopted: June 7, 2021

WHEREAS, the Housing Authority of the Town of Guttenberg adopted a Personnel Policies and Procedures Manual by way of Resolution No. 2019-14 adopted on March 19, 2019; and

WHEREAS, the State of New Jersey in 2020 recognized Juneteenth as a state holiday celebrating the emancipation of those who had been enslaved in the United States; and

WHEREAS, a review of the Personnel Policies and Procedures Manual determined that an amendment needed to be made to Section Three: Paid and Unpaid Time Off Policies: Paid Holiday Policy to add Juneteenth as a paid holiday observed by the Housing Authority of the Town of Guttenberg.

NOW, THEREFORE, it is

RESOLVED, that Section Three: Paid and Unpaid Time Off Policies: Paid Holiday Policy should read as follows:

Paid Holiday Policy:

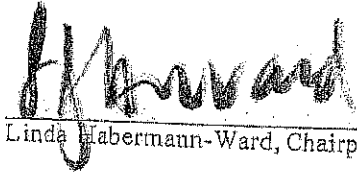
The following holidays shall be observed by the Authority:

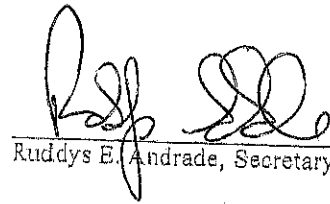
- New Year's Day
- Martin Luther King Jr.'s Birthday
- Lincoln's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday falling on a Saturday or Sunday will be generally be observed either on Friday or Monday respectively. The Executive Director reserves the authority to select the observance of

such holiday on another day due to operational consideration.

BE IT FURTHER RESOLVED, no other amendments are being made to the Personnel Policies and Procedures Manual at this time and shall remain in full force and effect.


Linda Habermann-Ward, Chairperson


Ruddy E. Andrade, Secretary