

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, March 8, 2021 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

February 1, 2021 Board Meeting

8. Old Business

-Resolution adopting the FY21-22 budget.

-COVID-19 Protocol Updated

9. New Business

2021-22 Board Meeting Schedule

10. Resolutions

**2021-05:** Resolution approving and authorizing the award of a contract for Information Technology Services.

**2021-06:** Resolution approving and authorizing the award of a contract for Accounting Services.

**2021-07:** Resolution approving and authorizing the award of a contract for Auditing Services.

**2021-08:** Resolution approving and authorizing the award of a contract for Legal Services.

**2021-09:** Resolution approving and authorizing an increase not exceed \$10,000 to RVE's contract for general engineering services.

**2021-10:** Resolution adopting the FY21-22 budget.

**2021-11:** Resolution approving COVID-19 Protocol Updated.

**2021-12:** Resolution approving 2021-22 Board Meeting Schedule.

11. Public Comment
12. Adjournment

**(THE BOARD MAY CONVENE TO CLOSED SESSION DURING THE MEETING)**

GUTTENBERG HOUSING AUTHORITY  
BUDGET VS. ACTUAL  
JANUARY 2021

	FYE 3/31/21 BUDGET	1/31/21 YTD Budget	1/31/21 ACTUAL	VARIANCE	
<b>OPERATING RECEIPTS:</b>					
Dwelling Rent	\$ 1,471,380	\$ 1,226,150	\$ 1,187,777	\$ (38,373)	1
Excess Utilities	28,800	24,000	24,865	865	
Non Dwelling Rent	7,200	6,000	6,000	-	
Interest Income	8,350	6,958	9,688	2,730	
Other Income	34,455	28,713	30,006	1,294	
<b>Total Operating Receipts</b>	<b>1,550,185</b>	<b>1,291,821</b>	<b>1,258,336</b>	<b>(33,485)</b>	
<b>OPERATING EXPENDITURES:</b>					
Administrative Salaries	305,699	254,749	230,339	24,410	2
Legal Expense	43,500	36,250	31,840	4,410	
Staff Training	4,080	3,400	3,527	(127)	
Travel	4,000	3,333	-	3,333	
Accounting Fees	30,840	25,700	25,700	-	
Auditing	5,750	4,792	10,875	(6,083)	
Other Administrative Expense	76,135	63,446	86,305	(22,859)	3
<b>Total Administrative Expense</b>	<b>470,004</b>	<b>391,670</b>	<b>388,586</b>	<b>3,084</b>	
Tenant Service Salaries	-	-	-	-	
Recreation, Publications, & Other	-	-	1,333	(1,333)	
Tenant Service Contract Costs	-	-	-	-	
<b>Total Tenant Service Expense</b>	<b>-</b>	<b>-</b>	<b>1,333</b>	<b>(1,333)</b>	
Water	94,710	78,925	82,643	(3,718)	
Electric	195,340	162,783	151,487	11,296	
Gas	125,941	104,951	84,830	20,121	4
Fuel Oil	1,500	1,250	-	1,250	
Utility Labor	69,927	58,273	51,150	7,123	
Other Utilities Expense	125,000	104,167	92,417	11,750	
<b>Total Utilities Expense</b>	<b>612,418</b>	<b>510,348</b>	<b>462,527</b>	<b>47,821</b>	
Maintenance Labor	260,914	217,428	204,602	12,826	
Maintenance Materials	63,000	52,500	59,635	(7,135)	
Contract Costs	165,494	137,912	149,025	(11,113)	
<b>Total Ord. Maint &amp; Oper. Expense</b>	<b>489,408</b>	<b>407,840</b>	<b>413,262</b>	<b>(5,422)</b>	
Protective Service Labor	34,387	28,656	26,860	1,796	
Protective Service Materials	-	-	-	-	
Protective Service Contract Costs	-	-	-	-	
<b>Total Protective Service Expense</b>	<b>34,387</b>	<b>28,656</b>	<b>26,860</b>	<b>1,796</b>	
Insurance	166,218	138,515	138,000	515	
Payments in Lieu of Taxes	89,496	74,580	75,612	(1,032)	5
Compensated Absences	-	-	-	-	
Employee Benefits	392,540	327,117	206,205	120,912	6
Collection Losses	2,800	2,333	-	2,333	
Other General Expense - COVID 19	-	-	56,872	(56,872)	7
<b>Total General Expense</b>	<b>651,054</b>	<b>542,545</b>	<b>476,689</b>	<b>65,856</b>	
<b>Total Routine Expenses</b>	<b>2,257,271</b>	<b>1,881,059</b>	<b>1,769,257</b>	<b>111,802</b>	
Extraordinary Maintenance	-	-	-	-	
Replacement of Equipment	-	-	-	-	
Property Betterments & Additions	-	-	-	-	
Nonroutine Expenditures	-	-	-	-	
<b>Total Operating Expenditures</b>	<b>2,257,271</b>	<b>1,881,059</b>	<b>1,769,257</b>	<b>111,802</b>	
<b>Operating Income / (Loss)</b>	<b>(707,086)</b>	<b>(589,238)</b>	<b>(510,921)</b>	<b>78,317</b>	
HUD Operating Subsidy	565,000	470,833	502,236	31,403	
COVID 19 Subsidy	-	-	54,833	54,833	7
CFP Used for Operations	144,450	120,375	109,450	(10,925)	
<b>Residual Receipts / (Deficit)</b>	<b>\$ 2,364</b>	<b>\$ 1,970</b>	<b>\$ 155,598</b>	<b>\$ 153,628</b>	

1. Rental income is below budget because the HA has done a number of interim recertifications for tenants who have lower incomes due to the COVID 19 Pandemic. Since rent is based on 30% of income, our rental income has dropped as a result.
2. Administrative Salaries are under budget by \$54,410 because two employees were out on maternity leave.
3. Sundry is over budget mainly because the HA paid \$6,500 for triennial fuel burning certificates, \$4,994 for fire registration fees, and \$10,761 for laundry machine rental and repairs.
4. Gas is under budget by \$20,121 because we have lower usage in the warmer summer months.
5. Payment in Lieu of Tax (PILOT) has been accrued based on the net shelter rent even though the payment is only made once a year.
6. Employee benefits are under budget mainly because the Authority has not yet paid for the annual pension expense which is only paid once a year in the month of March.
7. Other General Expense - COVID 19 Expenses were not budgeted for as the pandemic started after submission of the FYE 3/31/21 budget. HUD has made additional subsidy available to fight the Covid Pandemic. On the PHA program the additional funds can only be drawn down after expenditures are made. Additional funds (\$2,039) for these expenses were drawn down in February 2021.

GUTTENBERG VOUCHER PROGRAM  
BUDGET VS. ACTUAL  
JANUARY 2021

	FYE 3/31/21 BUDGET	1/31/21 YTD Budget	1/31/21 ACTUAL	VARIANCE	
<b>OPERATING RECEIPTS:</b>					
HAP Subsidy	\$ 2,100,000	\$ 1,750,000	\$ 1,817,329	\$ 67,329	1
Administrative Fee Subsidy	162,000	135,000	130,736	(4,264)	
COVID 19 Subsidy	-	-	71,894	71,894	2
Portable Administrative Fees	-	-	-	-	
Fraud Recovery	2,170	1,808	14,403	12,595	3
Interest Income	3,100	2,583	2,983	400	
Other Income	-	-	1,450	1,450	
<b>Total Operating Receipts</b>	<b>2,267,270</b>	<b>1,889,392</b>	<b>2,038,795</b>	<b>149,403</b>	
<b>OPERATING EXPENDITURES:</b>					
Administrative Salaries	78,151	65,126	63,851	1,275	
Employee Benefits	43,616	36,347	18,751	17,596	4
Legal Expense	5,000	4,167	4,167	(0)	
Staff Training	1,020	850	850	-	
Travel	1,000	833	833	0	
Accounting Fees	17,460	14,550	14,550	-	
Auditing	5,750	4,792	-	4,792	
Portable Administrative Fee Expense	3,000	2,500	10,777	(8,277)	
Other Administrative Expense	11,740	9,783	12,283	(2,500)	
COVID 19 Expenses	-	-	42,591	(42,591)	2
Housing Assistance Payments	2,100,000	1,750,000	1,841,436	(91,436)	1
<b>Total Operating Expenses</b>	<b>2,266,737</b>	<b>1,888,948</b>	<b>2,010,089</b>	<b>(121,142)</b>	
Operating Income / (Loss)	533	444	28,706	28,262	

1. HAP subsidy is greater than the budgeted amount by \$67,329, HUD funds HAPs based on prior quarter actual information entered into the VMS system. HAP Expenses are over budget by \$91,436 due to tenants losing income during the pandemic. The difference will be made up by HUD at year end when the annual totals are finalized.

2. HUD gave the HA additional funding to fight the COVID Pandemic. On the Voucher Program the full amount of additional subsidy was deposited into the checking account and must be used by December 31, 2021. Those expenses will be tracked in a separate general ledger account and reported as the expenditures occur.

3. Fraud recovery is over budget by \$12,595 as the HA has been able to collect excess HAPs paid due to fraud.

4. Employee Benefits are under budget by \$17,596 because the annual pension payment is not made until March.

## Guttenberg Housing Authority Paid Transactions Report

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 2/1/2021, 3) Period From: 2/1/2021, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Check Name	Charge Name	GL Account	Amount
<b>Component: Vendor</b>						
0	03/01/2021	Materials for Kitchen Cabinets and Misc.	The Home Depot P	The Home Depot	4420 - MATERIALS	\$2,389.58
0	03/01/2021	Materials for Kitchen Cabinets	The Home Depot P	The Home Depot	1400.501.1170 - CAPITAL FU	\$2,375.37
0	03/01/2021	Materials for Kitchen Cabinets and Misc.	The Home Depot P	The Home Depot	4420 - MATERIALS	(\$2,389.58)
0	03/01/2021	Materials for Kitchen Cabinets	The Home Depot P	The Home Depot	1400.501.1170 - CAPITAL FU	(\$2,375.37)
1904	02/03/2021	Accounting Services for PHA Services fo	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$2,570.00
1904	02/03/2021	Accounting Services for the Sect 8 progr	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$1,455.00
1905	02/04/2021	Pilot Payment (Taxes)	Town Of Guttenber	Town Of Guttenbe	2137 - PILOT PAYABLE	\$90,019.00
1906	02/09/2021	Office Door Panel	ADTSecurity Syste	ADTSecurity Syst	4430 - CONTRACT COSTS	\$85.25
1907	02/09/2021	laptop	Apple Inc	Apple Inc	1129 - A/R OTHER-Voucher Pr	\$1,199.00
1907	02/09/2021	Software	Apple Inc	Apple Inc	1129 - A/R OTHER-Voucher Pr	\$89.95
1908	02/09/2021	Medicare Part B Premium	Barbara J. Venezia	Barbara J. Venezi	4540 - EMPLOYEE BENEFITS	\$3,470.40
1909	02/09/2021	Service Charge	CSC Service Work	CSC Service Wor	41910 - BUSINESS ACTIVITY	\$277.09
1909	02/09/2021	Service at 7005	CSC Service Work	CSC Service Wor	41910 - BUSINESS ACTIVITY	\$186.59
1910	02/09/2021	Office Phone Service	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$406.20
1910	02/09/2021	IT Services & Website Update	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$1,480.00
1911	02/09/2021	General Counsel for Jan 2021	DECOTIIS	DECOTIIS	4130 - LEGAL	\$4,000.00
1912	02/09/2021	Plumbing Supplies	E.W. Berger & Bro	E.W. Berger & Br	4420 - MATERIALS	\$112.20
1913	02/09/2021	Newspaper ad various Professional Servi	El Especialito	El Especialito	4190 - SUNDRY	\$300.00
1914	02/09/2021	Mail Box Locks and Master Key	Elite Lock Service	Elite Lock Service	4430 - CONTRACT COSTS	\$133.00
1915	02/09/2021	Phone Reimbursement	Fundora Monica	Fundora Monica	4190 - SUNDRY	\$100.00
1916	02/09/2021	Plumbing Materials	Grainger	Grainger	4420 - MATERIALS	\$1,123.40
1917	02/09/2021	Kitchen Cabinets Project	HD Supply Facilitie	HD Supply Faciliti	1400.501.1170 - CAPITAL FU	\$2,439.67
1918	02/09/2021	Kitchen Cabinets Project	Israel Paint & Hard	Israel Paint & Har	1400.501.1170 - CAPITAL FU	\$621.35
1918	02/09/2021	Paint Materials	Israel Paint & Hard	Israel Paint & Har	4420 - MATERIALS	\$278.95
1919	02/09/2021	Misc. Maintenance Materials	Lowes, Account R	Lowes, Account R	4420 - MATERIALS	\$2,090.94
1920	02/09/2021	Medicare Part B Premium	Martinez Velez, Di	Martinez Velez, Di	4540 - EMPLOYEE BENEFITS	\$1,735.00
1921	02/09/2021	Medicare Part B Premiums	Maryann Morro	Maryann Morro	4540 - EMPLOYEE BENEFITS	\$1,735.20
1922	02/09/2021	Monthly Central Station Service	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$200.00
1923	02/09/2021	Office Alarm System	MONITRONICS	MONITRONICS	4190 - SUNDRY	\$47.93
1924	02/09/2021	Annual Membership Dues	NJAHRA	NJAHRA	4190 - SUNDRY	\$175.00
1925	02/09/2021	Newspaper ad various Professional Servi	North Jersey Medi	North Jersey Medi	4190 - SUNDRY	\$69.10
1926	02/09/2021	Financial Advisory Services (RAD)	NW Financial Grou	NW Financial Gro	1400.501.1200 - CAPITAL FU	\$950.00
1927	02/09/2021	Gas & Electric charges at 400	PSE&G (For Buil	PSE&G (For Buil	4320 - ELECTRICITY	\$2,865.10
1927	02/09/2021	Gas & Electric charges at 400	PSE&G (For Buil	PSE&G (For Buil	4330 - GAS	\$5,432.20
1928	02/09/2021	Birthday cards for Residents	Royal Printing Serv	Royal Printing Ser	4190 - SUNDRY	\$925.00
1929	02/09/2021	Phone Reimbursement	Ruddys Andrade	Ruddys Andrade	4190 - SUNDRY	\$125.00
1930	02/09/2021	Office Supplies	Staples Business	Staples Business	4190 - SUNDRY	\$53.81
1931	02/09/2021	Elevator Safety Registration# 0903-0010	STATE OF NEW J	STATE OF NEW	4190 - SUNDRY	\$535.00
1931	02/09/2021	Elevator Safety Registration# 0903-0010	STATE OF NEW J	STATE OF NEW	4190 - SUNDRY	\$830.00
1931	02/09/2021	Elevator Safety Registration# 0903-0010	STATE OF NEW J	STATE OF NEW	4190 - SUNDRY	\$459.00
1931	02/09/2021	Elevator Safety Registration# 0903-0010	STATE OF NEW J	STATE OF NEW	4190 - SUNDRY	\$970.00
1932	02/09/2021	Security System at 7005	Supreme Security	Supreme Security	4430 - CONTRACT COSTS	\$442.00
1933	02/09/2021	Hot Water Heat System Treatment at 70	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$53.75
1933	02/09/2021	Hot Water Heat System Treatment at 69	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$102.99
1933	02/09/2021	Hot Water Heat System Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$56.00
1933	02/09/2021	Hot Water Heat System Treatment at 400	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$89.76
1934	02/09/2021	QPA Services Feb 2021	Town Of Guttenber	Town Of Guttenbe	4195.3 - QPA SERVICES	\$3,750.00
1935	02/09/2021	New DSL at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$89.99
1935	02/09/2021	DSL at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$187.03

## Guttenberg Housing Authority Paid Transactions Report

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 2/1/2021, 3) Period From: 2/1/2021, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Check Name	Charge Name	GL Account	Amount
1935	02/09/2021	Service at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$40.44
1935	02/09/2021	Elevator at 6900	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$119.72
1935	02/09/2021	DSL at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$111.90
1936	02/09/2021	FIOS TV at 6900	Verizon	Verizon - Albany	4190 - SUNDRY	\$165.59
1936	02/09/2021	FIOS TV	Verizon	Verizon - Albany	4190 - SUNDRY	\$34.94
1937	02/09/2021	Annual Maintenance	Packetalk Llc	Packetalk Llc	1400.501.1170 - CAPITAL FU	\$14,000.00
1938	02/11/2021	Snow Removal	4 CLEAN UP INC.	4 CLEAN UP INC.	1400.501.1170 - CAPITAL FU	\$4,950.00
1939	02/18/2021	Belt for bobcat	Arias, Felix	Arias, Felix	4420 - MATERIALS	\$11.35
1940	02/18/2021	ADA Compliance Guide - 1 Year renewal	Blr -Thompson Pu	Blr -Thompson Pu	4190 - SUNDRY	\$536.99
1941	02/18/2021	Rent at 400	CSC Service Work	CSC Service Wor	41910 - BUSINESS ACTIVITY	\$487.49
1941	02/18/2021	Service Contract at 6900	CSC Service Work	CSC Service Wor	41910 - BUSINESS ACTIVITY	\$420.00
1942	02/18/2021	Newspaper Ad	EI Especialito	EI Especialito	4190 - SUNDRY	\$300.00
1943	02/18/2021	Storage for March	File Bank	File Bank	4430 - CONTRACT COSTS	\$138.84
1944	02/18/2021	Service at 400	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$825.00
1944	02/18/2021	Monthly Maintenance	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$200.00
1944	02/18/2021	Service at 7005	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$540.00
1945	02/18/2021	Refrigerators and TV	P.C. RICHARD &	P.C. RICHARD &	1400.501.1170 - CAPITAL FU	\$2,213.88
1945	02/18/2021	Refrigerator	P.C. RICHARD &	P.C. RICHARD &	1400.501.1170 - CAPITAL FU	\$1,079.95
1946	02/18/2021	Meter Refill	Pitney Bowes Purc	Pitney Bowes Pur	4430 - CONTRACT COSTS	\$1,214.37
1947	02/18/2021	Gas charges at 6900 and 136	PSE&G (For Buil	PSE&G (For Buil	4320 - ELECTRICITY	\$162.82
1947	02/18/2021	Gas charges at 6900 and 136	PSE&G (For Buil	PSE&G (For Buil	4330 - GAS	\$10,418.80
1947	02/18/2021	Electric Charges at 6900 & 136	PSE&G (For Buil	PSE&G (For Buil	4320 - ELECTRICITY	\$7,002.01
1947	02/18/2021	Gas and Electric at 7005	PSE&G (For Buil	PSE&G (For Buil	4320 - ELECTRICITY	\$3,523.08
1947	02/18/2021	Gas and Electric at 7005	PSE&G (For Buil	PSE&G (For Buil	4330 - GAS	\$5,626.88
1948	02/18/2021	Monthly Maintenance at 6900	Slade Industries, In	Slade Industries, I	4430 - CONTRACT COSTS	\$516.66
1948	02/18/2021	Monthly Elevator Maintenance at 7005 fo	Slade Industries, In	Slade Industries, I	4430 - CONTRACT COSTS	\$516.66
1948	02/18/2021	Elevator Service at 7005	Slade Industries, In	Slade Industries, I	4430 - CONTRACT COSTS	\$672.00
1949	02/18/2021	Water Charges at 6900 & 136	Suez-United Water	Suez-United Wate	4310 - WATER	\$3,407.44
1949	02/18/2021	Water Charges at 400	Suez-United Water	Suez-United Wate	4310 - WATER	\$1,637.46
1949	02/18/2021	Water Charges at 7005	Suez-United Water	Suez-United Wate	4310 - WATER	\$2,122.35
1950	02/18/2021	Materials for Kitchen Cabinets and Misc.	The Home Depot P	The Home Depot	4420 - MATERIALS	\$2,389.58
1950	02/18/2021	Materials for Kitchen Cabinets	The Home Depot P	The Home Depot	1400.501.1170 - CAPITAL FU	\$2,375.37
1950	03/01/2021	Materials for Kitchen Cabinets and Misc.	The Home Depot P	The Home Depot	4420 - MATERIALS	(\$2,389.58)
1950	03/01/2021	Materials for Kitchen Cabinets	The Home Depot P	The Home Depot	1400.501.1170 - CAPITAL FU	(\$2,375.37)
1951	02/18/2021	Internet Service at 7005	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$379.93
1952	02/18/2021	Cell phone charges for Maintenance and	Verizon	Verizon - Newark	4190 - SUNDRY	\$695.74
1953	02/23/2021	Office Security System	Northeast Security	Northeast Securit	4430 - CONTRACT COSTS	\$2,892.50
1954	02/23/2021	HVAC Rooftop Replacement - Final Pay	Binsky	Binsky	1400.501.1170 - CAPITAL FU	\$32,972.06
1954	02/23/2021	HVAC Rooftop Replacement - Final Pay	Binsky	Binsky	1400.501.1190 - CAPITAL FU	\$4,182.94
1954	02/23/2021	HVAC Rooftop Replacement - Final Pay	Binsky	Binsky	1400.501.1200 - CAPITAL FU	\$14,345.00
1955	02/23/2021	20 Thermostatic	HD Supply Facilitie	HD Supply Faciliti	4420 - MATERIALS	\$795.80
1956	02/23/2021	Dental Plan	Horizon Blue Cros	Horizon Blue Cros	4540 - EMPLOYEE BENEFITS	\$600.28
1957	02/23/2021	Copler System	Leaf	Leaf	4430 - CONTRACT COSTS	\$310.00
1958	02/23/2021	Special Legal Service (RAD)	McManimon, Scotl	McManimon, Scot	1400.501.1200 - CAPITAL FU	\$165.00
1959	02/23/2021	Annual Sprinkler System Inspection	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$220.00
1960	02/23/2021	HVAC Replacement - Final Payment (Bal	Netta Architects	Netta Architects	1400.501.1170 - CAPITAL FU	\$423.45
1961	02/23/2021	Newspaper ad	North Jersey Medi	North Jersey Medi	4190 - SUNDRY	\$31.75
1962	02/23/2021	Leasing Charges	Pitney Bowes	Pitney Bowes	4430 - CONTRACT COSTS	\$514.26
1963	02/23/2021	Electricity at Felix Unit	PSE&G (For Buil	PSE&G (For Buil	4320 - ELECTRICITY	\$15.81
1963	02/23/2021	Electricity at Felix Unit	PSE&G (For Buil	PSE&G (For Buil	4320 - ELECTRICITY	\$6.85



**Guttenberg Housing Authority**  
**Paid Transactions Report**

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 2/1/2021, 3) Period From: 2/1/2021, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Check Name	Charge Name	GL Account	Amount
1964	02/23/2021	Architectural and Engineering Services (	Remington & Verni	Remington & Ver	1400.501.1200 - CAPITAL FU	\$15,177.50
1965	02/23/2021	Inspector	Town Of Guttenber	Town Of Guttenbe	4190 - SUNDRY	\$6,500.00
1966	02/23/2021	Boiler room at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$39.17
1966	02/23/2021	Elevator at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$40.44
1966	02/23/2021	Elevator at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$40.44
1966	02/23/2021	Fire Alarm at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$126.32
1966	02/23/2021	Fire Alarm at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$126.32
1967	02/23/2021	Vision Plan	Vision Service Pla	Vision Service Pla	4540 - EMPLOYEE BENEFITS	\$513.96
1968	02/23/2021	Pest Elimination Service	Walsh Pest Elimin	Walsh Pest Elimin	4430 - CONTRACT COSTS	\$984.00

Total: \$279,412.99

**Summary by Account**

General Ledger Account	Amount
<b>Component: Vendor</b>	
4420 - MATERIALS	\$4,412.64
1400.501.1170 - CAPITAL FUND PROGRAM 2017	\$58,700.36
4170 - ACCOUNTING	\$4,025.00
2137 - PILOT PAYABLE	\$90,019.00
4430 - CONTRACT COSTS	\$12,593.24
1129 - A/R OTHER-Voucher Progm	\$1,288.95
4540 - EMPLOYEE BENEFITS	\$8,054.84
41910 - BUSINESS ACTIVITY EXPENSES	\$1,371.17
4130 - LEGAL	\$4,000.00
4190 - SUNDRY	\$14,156.55
1400.501.1200 - CAPITAL FUND PROGRAM 2020	\$30,637.50
4320 - ELECTRICITY	\$13,575.67
4330 - GAS	\$21,477.88
4195.3 - QPA SERVICES	\$3,750.00
4310 - WATER	\$7,167.25
1400.501.1190 - CAPITAL FUND PROGRAM 2019	\$4,182.94

*End of Report*

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## MEETING MINUTES

This regular meeting of the Board of Commissioners was held on February 1, 2021 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:31 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:

Chairperson Habermann-Ward       Vice Chairperson Montanez       Commissioner Perez  
 Commissioner Mantineo       Commissioner Acosta       Commissioner Popiel  
 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 & Gibling, LLP (General Counsel).

### EXECUTIVE DIRECTOR'S REPORT:

The Executive Director updated the Board of Commissioners and reported that there has been a distribution of COVID vaccines to 191 and 45 Guttenberg residents (majority are Housing Authority residents) by the North Hudson Community Action Corporation. Commissioner Acosta was thanked for her leadership in getting this done and the Housing Authority office staff was praised for their assistance. There are over 600 residents on the waiting lists to get a vaccine. The kitchen cabinet project at 6900 Broadway is back on track. The original cabinets had the wrong dimensions and were built incorrectly. The Authority has changed vendors who is doing it below the bidding threshold and we are moving into Phase 2 of the project. Commissioner Torres wanted to clarify that seniors are only eligible for the vaccine at this point.

### 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	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 January 4, 2021 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:**

The Executive Director recommended hiring DGB Consulting Group LLC as a Tenant Advisor. The Tenant advisor will meet with every tenant as part of the conversion from a Section 9 to Section 8 program. The advisor will minimize liabilities and advise tenants of their rights. The contract will not exceed \$38,000.00.

**NEW BUSINESS:**

None.

**RESOLUTIONS:**

Resolution 2021-03 approving and authorizing a shared services agreement with the Town of Guttenberg. 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		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-04 approving and authorizing the retaining of DGB Consulting Group, LLC as Tenant Advisor for Streamline Voluntary Conversion. 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		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

**PUBLIC COMMENT:**

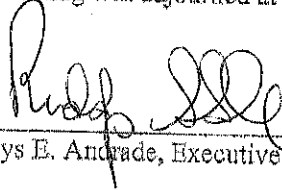
None.

**ADJOURNMENT:**

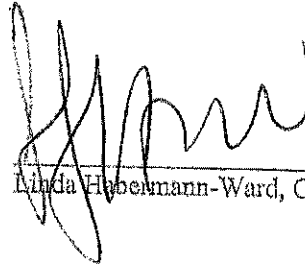
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 6:47 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

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

**Resolution No. 2021-05**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO DBK CHIAN ENTERPRISES FOR INFORMATION TECHNOLOGY SERVICES IN  
THE AMOUNT OF \$14,760.00**

**Date Introduced: March 8, 2021**

**Date Adopted: March 8, 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 determined that it is in need of Information Technology 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 February 18, 2021; and following a public bid opening, a total of two (2) bids were received from the following vendors (listed in alphabetical order):

1. DBK Chian Enterprises
2. Maestro Technology Inc.

and **WHEREAS**, following the review of all bids received, DBK Chian Enterprises, located at 912 Linden Ave. Ridgefield, NJ 07657, 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 DBK Chian Enterprises 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

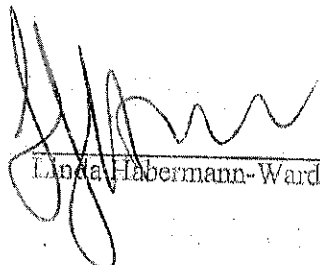
**WHEREAS**, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to DBK Chian Enterprises for Information Technology Services;

**NOW THEREFORE,**

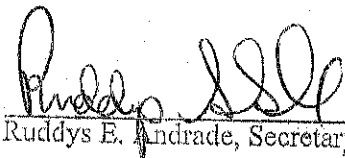
**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to DBK Chian Enterprises for Information Technology Services; and

**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		X			
MARISOL MONTANEZ, VICE CHAIR	1	X			
DR. GONZALO PEREZ					X
REBECCA ACOSTA		X			
JOLENE MANTINEO	2	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. 2021-06**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO PETER POLCARI FOR ACCOUNTING SERVICES IN THE AMOUNT OF  
\$49,800.00**

**Date Introduced: March 8, 2021**

**Date Adopted: March 8, 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 determined that it is in need of Accounting 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 February 18, 2021; and following a public bid opening, a total of one (1) bid was received from the following vendors:

1. Peter Polcari

and **WHEREAS**, following the review of all bids received, Peter Polcari, located at 216 Sollas Court, Ridgewood, NJ 07450, 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 Peter Polcari 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 Peter Polcari for Accounting Services;

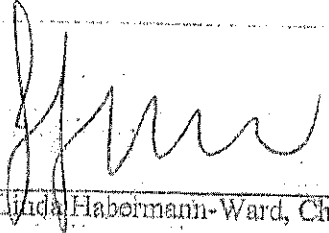
**NOW THEREFORE**,

**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 Peter Polcari for Accounting 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	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR GONZALO PEREZ					X
REBECCA ACOSTA		X			
JOLENE MANTINEO	2	X			
LUZ TORRES		X			
BLANCA POPIEL		X			

  
 Linda Habermann-Ward, Chairperson

  
 Ruddy's Andrade, Secretary

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

**Resolution No. 2021-07**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO HYMANSON, PARNES & GIAMPAOLO FOR AUDITING SERVICES IN THE  
AMOUNT OF \$11,370.00**

**Date Introduced: March 8, 2021**

**Date Adopted: March 8, 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 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 February 18, 2021; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Hymanson, Parnes & Giampaolo

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

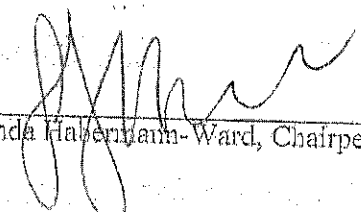
**WHEREAS**, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Hymanson, Parnes & Giampaolo for Auditing Services;

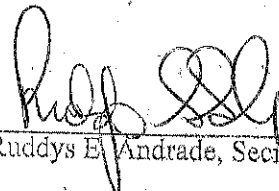
**NOW THEREFORE,**

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

  
Linda Habermann-Ward, Chairperson

  
Ruddys E. Andrade, Secretary

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

**Resolution No. 2021-08**

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

**Date Introduced: March 8, 2021**

**Date Adopted: March 8, 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 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 February 18, 2021; and following a public bid opening, a total of one (1) bid was received from the following vendors:

1. Decotiis

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;

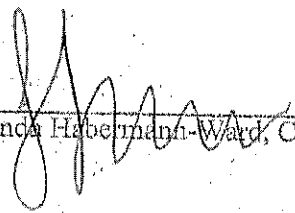
**NOW THEREFORE,**

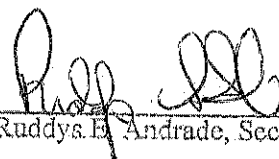
**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Decotiis for Legal Services; and

**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		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR GONZALO PEREZ					X
REBECCA ACOSTA	1	X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			

  
Linda Habermann-Ward, Chairperson

  
Ruddys E. Andrade, Secretary

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

**Resolution No. 2021-09**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO REMINGTON & VERNICK FOR GENERAL ENGINEERING SERVICES IN THE  
AMOUNT NOT TO EXCEED \$10,000.00**

**Date Introduced: March 8, 2021**

**Date Adopted: March 8, 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 determined that it is in need of general engineering services; and

**WHEREAS**, the Housing Authority of the Town of Guttenberg previously awarded a contract to Remington & Vernick by way of Resolution Number 2020-10 to perform a Physical Needs Assessment in the amount of \$47,000.00; and

**WHEREAS**, it has been determined that the cost of additional general engineering services is below the public bidding threshold under New Jersey law; and

**WHEREAS**, the Housing Authority of the Town of Guttenberg is satisfied with the services provided by Remington & Vernick; and

**WHEREAS**, the proposal submitted by Remington & Vernick has been reviewed and deemed by the Housing Authority’s Executive Director to provide for the general engineering services required by the Authority; and

**WHEREAS**, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned service; and

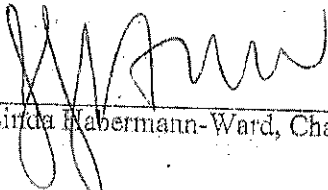
**WHEREAS**, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Remington & Vernick to provide general engineering services,

**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 Remington & Vernick to conduct a general engineering services in an amount not to exceed \$10,000.00; 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		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ					X
REBECCA ACOSTA	1	X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			

  
 Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

## RESOLUTION # 2021-11

### Guttenberg Housing Authority COVID-19 Protocols

The Guttenberg Housing Authority (GHA) is committed to providing a safe working environment for its entire staff. For that reason, the GHA has established a number of protocols in the event that a staff member comes in contact with a person who has tested positive for COVID-19 at the workplace. Should a GHA staff member be exposed, the following steps will be taken:

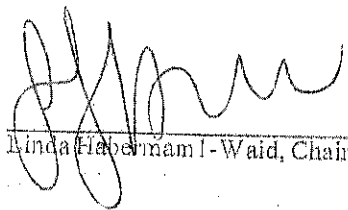
- Contact tracing and notification will be conducted.
- The workspace (main office or maintenance shops) will be closed and properly sanitized. Should the main office of GHA be closed due to exposure, all in-office operations will cease immediately and day to day office functions will be conducted remotely.
- All staff members will need to be tested for COVID-19
- Staff members who have been exposed will need to provide evidence of a negative COVID-19 test result in order to be able to return to the workplace.
- Should a GHA staff member test positive for COVID-19, said staff member will need to quarantine for 10 days and will need to provide evidence of two negative COVID-19 test results in order to be able to return to the workplace.

Additionally, we will continue to minimize the number of visitors to the main office but in the event that a tenant or vendor needs to come to the office to conduct authority business they will be required to scan their temperature prior to entering the office suite and will need to wear a face covering at all times. Should a visitor come to the office with an abnormal temperature, admittance will be denied.

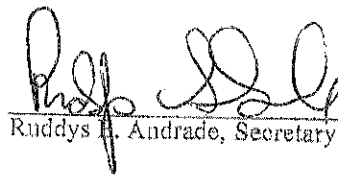
Lastly, as of November 10<sup>th</sup>, 2020, all GHA staff members will be required to get tested on a monthly basis. We have made arrangements for the entire staff to be tested on the first Tuesday of each month. North Hudson Community Action Corporation will be administering the test at their Union City testing site located at 36<sup>th</sup> street and Bergenline. The only exception to this rule will be when a GHA staff member has been fully vaccinated. A GHA staff member that has been fully vaccinated will need to present and maintain on file his or her vaccination card.

We would like to take this opportunity to remind all staff members that you are expected to practice all means of social distancing including wearing the proper PPE to protect yourself and those that you interact with. We have a good inventory of PPE's available for your use.

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



Linda Habermann I-Waid, Chairperson



Ruddys L. Andrade, Secretary

# RESOLUTION # 2021-12

## Meetings

The call in number for the Virtual Meeting will be: **571-748-4021** and there will be a **PIN: 233 2133#**.

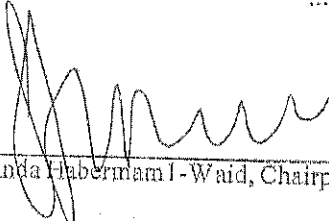
**The Guttenberg Housing Authority 2021-2022 Board Meeting Schedule**  
All Meetings begin at 6:30PM

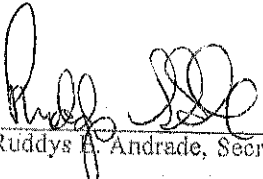
DATE	LOCATION
Monday, April 5, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, May 3, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, June 7, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, July 12, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, August 2, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Tuesday, September 13, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, October 4, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, November 8, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, December 6, 2021	Teleconference: Please call 571-748-4021 PIN: 233 2133#

Monday, January 3, 2022	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, February 7, 2022	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, March 7, 2022	Teleconference: Please call 571-748-4021 PIN: 233 2133#
Monday, April 4, 2022 ** Reorganization Meeting**	Teleconference: Please call 571-748-4021 PIN: 233 213



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

  
 Linda Habermann I-Waid, Chairperson

  
 Ruddys A. Andrade, Secretary

# 2021 (2021-2022) ADOPTED BUDGET RESOLUTION

## GUTTENBERG HOUSING AUTHORITY RESOLUTION 2021-10

FISCAL YEAR: FROM: April 1, 2021 TO: March 31, 2022

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 2021 and ending March 31, 2022 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of March 8, 2021; and

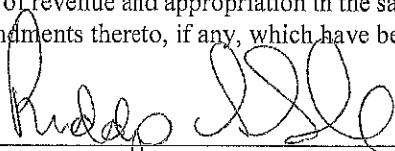
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$4,682,368, Total Appropriations, including any Accumulated Deficit, if any, of \$4,664,841 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$268,922 and Total Unrestricted Net Position planned to be utilized of \$ -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Guttenberg Housing Authority, at an open public meeting held on March 8, 2021 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 1, 2021 and, ending March 31, 2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
\_\_\_\_\_  
(Secretary's Signature)

3/8/2021

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Linda Habermann-Ward	X			
Marisol Montanez	X			
Rebecca Acosta	X			
Jolene Mantineo	X			
Gonzalo Perez				X
Blanca Popiel	X			
Luz Torres	X			