

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, November 7, 2022 at 5:00 p.m.
136 69th Street, Guttenberg, NJ**

- Call to Order
- Reading of the Open Public Meetings Act Notice
- Roll Call
- Pledge of Allegiance
- Executive Director's Report
- Financial Report and Bill List
- Approval of Minutes

October 3, 2022 Board Meeting

- Old Business

- New Business
 - Request for bids and/or quotes for Accounting Services, IT Services, Auditing Services, Engineering Services and Legal Services.
 - Travel request to attend PHA-Web Training

- Resolutions
 - Resolution accepting the 2021-2022 Audit Report
 - Resolution awarding a contract to replace a boiler at 6900 Broadway

- Public Comment

- 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 October 3, 2022, at 400 68th Street, Guttenberg, New Jersey. The meeting was opened at 5:10 p.m. and the Open Public Meetings 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, by posting the meeting date at the Guttenberg Town Hall, by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg.

A roll call of the Commissioners was taken.

ROLL CALL:

<u>X</u> Chairperson Habermann-Ward	<u>X</u> Vice Chairperson Montanez	<u>X</u> Commissioner Perez
** Commissioner Mantineo	** Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> Commissioner Torres		

**** EXCUSED ABSENCE**

Also attending the meeting were Executive Director Ruddys E. Andrade and General Counsel, Francis J. Borin, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP.

PLEDGE OF ALLEGIANCE

EXECUTIVE DIRECTOR'S REPORT:

1. The Executive Director reported that the Section 8 program received four new vouchers.
2. The Executive Director received another call from HUD congratulating the Authority on the high performer status received through the recent REAC inspection process. This hopefully will result in an increase in capital funding. The GHA is one of four public housing authorities in the state to receive high performer status.
3. The Executive Director has met the new HUD field directors. They indicated that the GHA high performer status is a game changer for the Authority.
4. The Executive Director reported the Family Self-Sufficiency (FSS) grant application was submitted. If obtained it will allow the Authority to hire one new staff member to help families with financial status and home buying. Additionally, the Authority is preparing for submission of a new Stability Voucher Grant application to assist with preventing homelessness. The Authority has also been interacting with HUD regarding the grant for security. Information is being provided to HUD as requested.

5. The Executive Director reported that they hired someone for the cleaning department who quit in their first week. They have interviewed two other people. One of those applicants will be starting on October 4, 2022. They have an additional, part-time position available.

FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills. The following vote ensued:

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

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the September 12, 2022, 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			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA					X
BLANCA POPIEL		X			
LUZ TORRES	2	X			

The motion is adopted.

OLD BUSINESS:

Just a reminder that Wednesday, October 5, 2022, at 5:00pm is Section 8 Landlord networking event.

NEW BUSINESS:

There was a brief discussion about the following events:

- o October 8, 2022- Annual Breast Cancer Awareness Walk

- o October 20, 2022- Vaccinations at Resource Center
- o October 27, 2022 Senior Halloween
- o October 29, 2022- Town Halloween
- o October 30, 2022- Dog Halloween

RESOLUTION- Awarding a Contract to Slade Industries, Inc., for the Elevator Modernization Product -
As revised to reflect the correct date of October 3, 2022

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.

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	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA					X
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The meeting was adjourned at 5:33 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG
TRANSMITTAL FORM**

LOCAL AUTHORITIES BOARD RESOLUTION

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and WHEREAS, the annual audit report for the fiscal year ended **March 31, 2022** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, the Annual Report of Audit for the year ending March 31, 2021 has been filed by a Certified Public Accountant with the pursuant to N.J.S.A 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Housing Authority of the Town of Guttenberg** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **March 31, 2022**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON _____

Secretary

Date

RESOLUTION No. 2022-13

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICECHAIR	2	X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA					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. 2022-14

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO CJ VANDERBECK AND SONS, INC. FOR PURCHASE AND INSTALLATION OF
A BOILER.**

Date Introduced: November 7, 2022

Date Adopted: November 7, 2022

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 a boiler at 6900 Broadway; and

WHEREAS, the purchase and installation cost of the boiler was expected to exceed the Housing Authority’s bid threshold of \$44,000.00 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 requested quotes; and

WHEREAS, in accordance with the Housing Authority’s procurement policy, a total of two (2) quotes were received from the following vendors (listed in alphabetical order):

1. CJ Vanderbeck and Sons, Inc.
2. Guarini Plumbing

and **WHEREAS**, following the review of all quotes received, CJ Vanderbeck & Son, Inc., located at 240 Marshall Street, Paterson, NJ 07503, was found to be the lowest responsible quote 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 quote submitted by CJ Vanderbeck & Son, Inc. has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent, the Engineer and purchasing agent to be responsive and conforming with all requirements as set forth by federal procurement law, New Jersey Local Public Contracts Law, and the request for quotes; 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 CJ Vanderbeck & Son, Inc.;

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 CJ Vanderbeck & Son, Inc.; and

BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

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

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary