

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**March 6, 2023 at 5:00 p.m.
7005 Blvd East, Guttenberg, NJ**

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 6, 2023 Board Meeting

8. Old Business

9. New Business

10. Resolutions

Resolution 2023-08: 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 plan and Master Book.

Resolution 2023-09: Resolution amending the Authority's Procurement Policy.

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 February 7, 2023, at 136 69th Street, Guttenberg, New Jersey. The meeting was opened at 5:06 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	<u>X</u> Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> Commissioner Torres		

*- ABSENT

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 a Notice to Vacate has been issued to Mr. Castro. He has until March 31, 2023 to vacate his unit.
2. The Executive Director reported on the day-to-day operations of the cleaning department and has determined that the Housing Authority would benefit from having all personnel in the cleaning department on a regular schedule. One person from the cleaning department will be assigned to each building. Monica will assume the supervisory role.
3. The Executive Director reported on the commencement of his walking tours of every unit in the Housing Authority buildings. He noted that there have been issues with garbage disposal and rodents. The Housing Authority changed exterminators because of the rodent issues. We need the tenants to do their part with garbage disposal, parking, recertification and packages. There have been instances where tenants take packages that do not belong to them.
4. The Executive Director reported on the elevator rehab project scheduled to begin in April. Residents with severe disabilities will be transferred while the elevators are being rehabbed.
5. The Executive Director reported that he is still working through issues with HUD related to the HUD grants for just under \$700,000.

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	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 3, 2022, 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		X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

Resolution adopting the approved FY23-24 annual budget.

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	1	X			
BLANCA POPIEL		X			
LUZ TORRES	2	X			

The Resolution is adopted.

NEW BUSINESS:

None.

RESOLUTIONS:

Resolution 2023-03

Resolution approving and authorizing the award of a contract for Auditing Services.

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	1	X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The Resolution is adopted.

Resolution 2023-04

Resolution approving and authorizing the award of a contract for Legal Services.

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	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The Resolution is adopted.

Resolution 2023-05

Resolution approving and authorizing the award of a contract for Information Technology Services.

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	1	X			
BLANCA POPIEL		X			
LUZ TORRES	2	X			

Resolution 2023-06

Resolution approving and authorizing the award of a contract for Accounting Services.

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	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The Resolution is adopted.

Resolution 2023-07

Resolution approving and authorizing the award of a contract for Risk Management Services.

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	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

PUBLIC COMMENT:

None.

ADJOURNMENT:

A motion was made to adjourn the meeting at 5:25 p.m. The following vote ensued:

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

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Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

RESOLUTION
of the
HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG

Resolution No. 2023-08

**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 PLAN AND MASTER BOOK**

Date Introduced and Adopted: March 6, 2023

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 United States Department of Housing and Urban Development (“ HUD”), and the laws of the State of New Jersey, administers a Public Housing Program; and

WHEREAS, the demand for Public Housing is greater than the number of available dwelling units; and

WHEREAS, the Housing Authority wishes to ensure that its Public Housing Program provide decent, safe, and affordable housing to citizens in the greatest need; and

WHEREAS, therefore, the Housing Authority wishes to ensure that applicants and residents exhaust all collateral forms of assistance available to them, including but not limited to alimony and child support; 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 approve and authorize the adoption of collateral sources of assistance requirements for the Public Housing Program and the amendments of the Admissions and Continued Occupancy Policy and Master Book;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the adoption of collateral sources of assistance requirement for the Public Housing Program; and

BE IT FURTHER RESOLVED that the Board hereby approves and authorizes the amendment of the Admissions and Continued Occupancy Policy; and

BE IT FURTHER RESOLVED that the Board hereby approves and authorizes the amendment of the Master Book; 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, VICECHAIR		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. 2023-09**

**RESOLUTION AMENDING THE PROCUREMENT POLICY OF THE
HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Date Introduced: March 6, 2023

Date Adopted: March 6, 2023

WHEREAS, the Housing Authority of the Town of Guttenberg currently has a Procurement Policy which requires revisions and updating; and

WHEREAS, a review of the Procurement Policy determined that a number of revisions are needed in order to reflect HUD's updated procurement guidelines;

NOW THEREFORE, be it

RESOLVED, that the Procurement policy shall be approved as amended.

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

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary