

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**October 2, 2023 at 5:00 p.m.
400 68th Street, 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

September 11, 2023 Board Meeting

8. Old Business
9. New Business
10. Resolutions
11. Public Comment
12. Adjournment

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

GUTTENBERG VOUCHER PROGRAM
BUDGET VS. ACTUAL -
AUGUST 2023

	FYE 3/31/24 BUDGET	8/31/23 YTD Budget	8/31/23 ACTUAL	VARIANCE
OPERATING RECEIPTS:				
		Budget		
HAP Subsidy	\$ 2,450,160	\$ 1,020,900	\$ 1,003,378	\$ (17,522)
Administrative Fee Subsidy	193,105	80,460	89,180	8,720
Portable Administrative Fees	6,455	2,690	3,290	600
Fraud Recovery	6,505	2,710	1,500	(1,210)
Interest Income	270	113	4,297	4,185
Other Income	-	-	-	-
Total Operating Receipts	<u>2,656,495</u>	<u>1,106,873</u>	<u>1,101,645</u>	<u>(5,228)</u>
OPERATING EXPENDITURES:				
Administrative Salaries	90,139	37,558	34,987	2,571
Employee Benefits	41,185	17,160	8,916	8,244
Legal Expense	5,000	2,083	2,083	0
Staff Training	3,150	1,313	1,313	(1)
Travel	1,000	417	417	(0)
Accounting Fees	20,160	8,400	8,400	-
Auditing	6,800	2,833	-	2,833
Portable Administrative Fee Expense	4,980	2,075	2,607	(532)
Other Administrative Expense	22,035	9,181	8,490	691
Housing Assistance Payments	2,450,160	1,020,900	1,008,884	12,016
Total Operating Expenses	<u>2,644,609</u>	<u>1,101,920</u>	<u>1,076,097</u>	<u>25,823</u>
Operating Income / (Loss)	<u>11,886</u>	<u>4,953</u>	<u>25,548</u>	<u>20,596</u>

1. HAP Subsidy is below budget and HAP expenses are below budget. HUD funding for this program has a few month lag because it is funded based on information entered in the VMS System for the prior quarter.

2. Employee Benefits are under budget because the annual pension payment is not made until March.

GUTTENBERG HOUSING AUTHORITY
BUDGET VS. ACTUAL
AUGUST 2023

	FYE 3/31/24 BUDGET	8/31/23 YTD Budget	8/31/23 ACTUAL	VARIANCE
OPERATING RECEIPTS:				
Dwelling Rent	\$1,626,900	\$ 677,875	\$ 713,190	\$ 35,315
Excess Utilities	28,800	12,000	12,436	436
Non Dwelling Rent	-	-	-	-
Interest Income	11,100	4,625	9,366	4,741
Other Income	31,650	13,188	14,877	1,690
Total Operating Receipts	1,698,450	707,688	749,869	42,182
OPERATING EXPENDITURES:				
Administrative Salaries	343,315	143,048	126,495	16,553
Legal Expense	46,940	19,558	18,128	1,430
Staff Training	4,350	1,813	545	1,268
Travel	4,200	1,750	5,104	(3,354)
Accounting Fees	34,680	14,450	14,450	-
Auditing	5,735	2,390	-	2,390
Other Administrative Expense	100,025	41,677	36,771	4,906
Total Administrative Expense	539,245	224,685	201,493	23,192
Tenant Service Salaries	-	-	-	-
Recreation, Publications, & Other	-	-	2,725	(2,725)
Tenant Service Contract Costs	-	-	-	-
Total Tenant Service Expense	-	-	2,725	(2,725)
Water	108,500	45,208	43,728	1,480
Electric	214,325	89,302	84,351	4,951
Gas	164,975	68,740	34,632	34,108
Fuel Oil	1,500	625	-	625
Utility Labor	93,382	38,909	36,292	2,617
Other Utilities Expense	140,416	58,507	62,017	(3,510)
Total Utilities Expense	723,098	301,291	261,020	40,271
Maintenance Labor	345,953	144,147	108,875	35,272
Maintenance Materials	101,000	42,083	24,531	17,552
Contract Costs	223,285	93,035	102,252	(9,217)
Total Ord. Maint & Oper. Expense	670,238	279,266	235,658	43,608
Protective Service Labor	-	-	-	-
Protective Service Materials	-	-	-	-
Protective Service Contract Cost	-	-	-	-

Total Protective Service Expenses	-	-	-	-
Insurance	183,350	76,396	77,634	(1,238)
Payments in Lieu of Taxes	93,260	38,858	46,461	(7,603)
Compensated Absences	-	-	-	-
Employee Benefits	391,517	163,132	111,854	51,278
Collection Losses	2,800	1,167	-	1,167
Other General Expense - COVID	-	-	-	-
Total General Expense	670,927	279,553	235,949	43,604
Total Routine Expenses	2,603,508	1,084,795	936,845	147,950
Extraordinary Maintenance	-	-	-	-
Replacement of Equipment	-	-	-	-
Property Betterments & Additions	-	-	-	-
Nonroutine Expenditures	-	-	-	-
Total Operating Expenditure	2,603,508	1,084,795	936,845	147,950
Operating Income / (Loss)	(905,058)	(377,108)	(186,976)	190,132
HUD Operating Subsidy	811,175	337,990	450,297	112,307
CFP Used for Operations	123,245	51,352	-	(51,352)
Residual Receipts / (Deficit)	\$ 29,362	\$ 12,234	\$ 263,321	\$ 251,087

1. Rental income is over budget because tenant incomes have increased since budget preparation.

2. Electricity is under budget by \$4,951 because the payment is for colder months with lower electric usage.

3. Gas is under budget by \$34,108 because the HA has not received all of the bills for August.

4. Maintenance Salaries are below budget because one maintenance employee resigned and has not been replaced.

5. Contract costs are over budget mainly because the HA paid for annual fire alarm, smoke barrier door inspections and fire pump inspections during the first quarter of the year.

6. Payments in Lieu of Tax (PILOT) have been accrued based on the net shelter rent even though the payment is only made once a year.

7. 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.

8. Operating Subsidy is over budget because HUD has funded subsidy requests at higher rates than budgeted due to rising energy costs and inflation nationwide. Adjustments will be made in future months as necessary.

9. CFP used for Operations is below budget because the draw down is not done until mid year, if required.

Guttenberg Housing Authority

Paid Transactions Report

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 9/1/2023, 3) Period From: 9/1/2023, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Payment Name	Charge Name	GL Account	Amount
Component: Vendor						
3061	09/05/2023	Service at 6900	Hernandez Sewer	Hernandez Sewer	4420 - MATERIALS	\$1,000.00
3062	09/05/2023	Maintenance Materials	Lowes, Account R	Lowes, Account R	4420 - MATERIALS	\$931.56
3063	09/05/2023	Office Supplies	Staples Business	Staples Business	4190 - SUNDRY	\$37.16
3064	09/05/2023	Internet at 136 for Cameras	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$403.91
3065	09/05/2023	Fuel for Van	Town Of Guttenber	Town Of Guttenbe	4190 - SUNDRY	\$194.67
3066	09/08/2023	NJNAHRO Conference Registration	NJNAHRO	NJNAHRO	4140 - STAFF TRAINING	\$975.00
3067	09/13/2023	Air Conditioner repair at 136	Celestial Air Heatin	Celestial Air Heati	4420 - MATERIALS	\$2,500.00
3068	09/14/2023	Flags	Apollo Flags, LLC	Apollo Flags, LLC	4190 - SUNDRY	\$275.03
3069	09/14/2023	Plumbing supplies for boiler room repair	E.W. Berger & Bro	E.W. Berger & Br	4420 - MATERIALS	\$630.15
3070	09/14/2023	Generator Repair	Foley, Inc.	Foley, Inc.	4430 - CONTRACT COSTS	\$1,031.00
3071	09/14/2023	Meter Refill	Pitney Bowes Purc	Pitney Bowes Pur	4430 - CONTRACT COSTS	\$371.17
3072	09/15/2023	Meet and Greet for Section 8 Landlords	Raiko Martin Perez	Perez, Raiko Mart	1129 - A/R OTHER-Voucher Pr	\$400.00
3073	09/15/2023	Meet and Greet for Section 8 Landlords	Rumba Cubana	Rumba Cubana	1129 - A/R OTHER-Voucher Pr	\$1,246.25
3074	09/26/2023	Dental Plan	Horizon Blue Cros	Horizon Blue Cros	4540 - EMPLOYEE BENEFITS	\$598.08
3075	09/26/2023	Color Copies May 2022	Interactive	Interactive	4190 - SUNDRY	\$578.99
3076	09/26/2023	Copier System	Leaf	Leaf	4430 - CONTRACT COSTS	\$310.00
3077	09/26/2023	Annual Membership	Nelrod Company	Nelrod Company	4140 - STAFF TRAINING	\$799.00
3078	09/26/2023	Envelopes	Royal Printing Serv	Royal Printing Ser	4190 - SUNDRY	\$197.50
3079	09/26/2023	Internet at 400 for Cameras	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$184.98
3079	09/26/2023	Internet at 7005	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$384.13
565	09/05/2023	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$19.98
565	09/05/2023	Remotes for parking lot access	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$59.39
565	09/05/2023	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$78.04
565	09/05/2023	Cleaning Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$49.36
565	09/05/2023	Office Supplies - Envelopes	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$182.98
565	09/05/2023	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$84.89
565	09/05/2023	Remotes for parking lot access	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$204.88
566	09/05/2023	Phone Reimbursement	Fundora Monica	Fundora Monica	4190 - SUNDRY	\$175.00
567	09/05/2023	Landscaping Services for May	Jarrold & Sons Lan	Jarrold & Sons La	4430 - CONTRACT COSTS	\$1,050.00
568	09/05/2023	Background Check for New Tenants	NTN - Philadelphia	NTN - Philadelphi	4430 - CONTRACT COSTS	\$16.00
569	09/05/2023	Pest Control Service	ORKIN	ORKIN	4430 - CONTRACT COSTS	\$2,200.00
570	09/05/2023	Phone Reimbursement	Ruddys Andrade	Ruddys Andrade	4190 - SUNDRY	\$500.00
571	09/05/2023	Boiler Hot Water Treatment at 400	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$117.84
571	09/05/2023	Boiler Hot Water Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$73.44
571	09/05/2023	Boiler Hot Water Treatment at 7005	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$70.47
571	09/05/2023	Boiler Hot Water Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$134.88
572	09/05/2023	Elevator at 6900	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$120.73
572	09/05/2023	DSL at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$140.99
572	09/05/2023	DSL at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$109.99
572	09/05/2023	DSL at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$187.02
572	09/05/2023	Service at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$40.97
573	09/07/2023	Accounting Services for the PHA Progra	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$2,890.00
573	09/07/2023	Accounting Services for the Section 8 Pr	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$1,680.00
574	09/14/2023	Balance Due	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$136.36
574	09/14/2023	Business Prime Membership Fee	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$1,299.00
575	09/14/2023	General Counsel for the month of August	DECOTIIS	DECOTIIS	4130 - LEGAL	\$4,000.00
576	09/14/2023	Transformer lamp	Elite Lock Service	Elite Lock Service	4430 - CONTRACT COSTS	\$28.00
577	09/14/2023	Repair Materials for different units	Home Depot Credit	Home Depot Cred	4420 - MATERIALS	\$5,062.32
578	09/14/2023	Alarms Monthly Service for the Month of	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$200.00

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Check Num.	Check Date	Description	Payment Name	Charge Name	GL Account	Amount
579	09/14/2023	Spring Water for 7005	Silver Spring Wate	Silver Spring Wat	4190 - SUNDRY	\$45.50
580	09/14/2023	Cell phone for Maintenance and cleaning	Verizon	Verizon - Newark	4190 - SUNDRY	\$736.30
581	09/19/2023	Travel Reimbursement - PHADA Confere	Ruddys Andrade	Ruddys Andrade	4150 - TRAVEL	\$265.95
582	09/26/2023	Cleaning Supplies	Israel Paint & Hard	Israel Paint & Har	4420 - MATERIALS	\$88.88
582	09/26/2023	Painting Supplies	Israel Paint & Hard	Israel Paint & Har	4420 - MATERIALS	\$39.90
582	09/26/2023	Painting Supplies	Israel Paint & Hard	Israel Paint & Har	4420 - MATERIALS	\$364.93
583	09/26/2023	Service at 6900	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$493.00
584	09/26/2023	TV	P.C. RICHARD &	P.C. RICHARD &	1400.501.1220 - CAPITAL FU	\$997.98
585	09/26/2023	Replacement of Existing Geared Traction	Remington & Verni	Remington & Ver	1400.501.1220 - CAPITAL FU	\$1,201.22
586	09/26/2023	Service at 400	Slade Industries, In	Slade Industries, I	4430 - CONTRACT COSTS	\$258.33
587	09/26/2023	Fire Alarm at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$85.44
587	09/26/2023	Fire Alarm at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$129.91
587	09/26/2023	Boiler Room at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$43.06
587	09/26/2023	Elevator at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$129.91
587	09/26/2023	Elevator at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$40.97
587	09/26/2023	Elevator at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$40.97
587	09/26/2023	DSL at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$109.99
588	09/26/2023	Internet at 6900	Verizon	Verizon - Albany	4190 - SUNDRY	\$149.00
588	09/26/2023	Fios TV at 6900	Verizon	Verizon - Albany	4190 - SUNDRY	\$190.83

Total: \$39,373.18

Summary by Account

General Ledger Account	Amount
Component: Vendor	
4420 - MATERIALS	\$10,617.74
4190 - SUNDRY	\$7,347.83
4140 - STAFF TRAINING	\$1,774.00
4430 - CONTRACT COSTS	\$6,354.13
1129 - A/R OTHER-Voucher Progm	\$1,646.25
4540 - EMPLOYEE BENEFITS	\$598.08
4170 - ACCOUNTING	\$4,570.00
4130 - LEGAL	\$4,000.00
4150 - TRAVEL	\$265.95
1400.501.1220 - CAPITAL FUND PROGRAM 2022	\$2,199.20

End of Report

HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG MEETING MINUTES

This regular meeting of the Board of Commissioners was held on September 11, 2023, at 7005 Boulevard East, 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.

COMMISSIONER	PRESENT	ABSENT
LINDA HABERMANN-WARD, CHAIR	X	
MARISOL MONTANEZ, VICE CHAIR		X*
DR. GONZALO PEREZ		X*
JOLENE MANTINEO	X	
REBECCA ACOSTA		X*
BLANCA POPIEL	X	
LUZ TORRES	X	

*- 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 renovations of the first elevators at 7500 and 6900 are complete. The elevators are operating under a temporary permit from State. They are about to begin work on the elevator at 136 69th Street. There is only one elevator in that building so assistance is being offered to the residents. The residents are also being given the opportunity to move. The work on that elevator is expected to be completed by Thanksgiving.
2. The Executive Director was notified by HUD of the possible grant through the Family Self-Sufficiency (FSS) Program. That grant would be for a little over \$100,000. They are hopeful they can secure that grant this year.
3. The Executive Director reported on some professional development matters. He has been appointed to a committee by PHADA (Public Housing Authorities Directors Association). The Executive Director is excited to participate and learn about other authorities through that association.

4. The Executive Director reported that the meet and great with the Section 8 landlords is on Thursday, September 14th from 5:00 to 7:00 p.m.

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		X			
LUZ TORRES	2	X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the July 10, 2023, 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					X
DR. GONZALO PEREZ					X
JOLENE MANTINEO		X			
REBECCA ACOSTA					X
BLANCA POPIEL		X			
LUZ TORRES	2	X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

RESOLUTIONS:

Resolution 2023-11 Renewal of New Jersey Public Housing Authority Joint Insurance Fund Membership

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					X
BLANCA POPIEL		X			
LUZ TORRES	1	X			

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

The meeting was adjourned at 5:21 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson