

## MINUTES

### **RESCHEDULED REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG HELD IN THE CONFERENCE ROOM AT 6900 BROADWAY, GUTTENBERG, NEW JERSEY ON OCTOBER 11, 2016**

The rescheduled monthly Board of Commissioners Meeting was opened at 6:00 p.m. and the Open Public Meeting Act Noticed 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 Jersey Journal and the Bergen Record, by posting the meeting date at the Guttenberg Town Hall, and by posting the meeting date on the Bulletin Board at the main office of the Guttenberg Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093.

**ROLL CALL:** Commissioners: Azcue, Schwarz, Habermann, Steele, Matulewicz, Zitt, Tessler

**PRESENT:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**ABSENT:** Commissioners: Azcue, Tessler

#### **EXECUTIVE DIRECTOR REPORT:**

The Interim Executive Director gave his report on an upcoming HUD site inspection, various tenancy matters, the revision of policies and procedures, the underground storage tank removal services performed by LAN Associates and T-Slack Environmental Services, and the Modernization Fund.

#### **PAYMENT OF BILLS:**

A motion was made to accept and pay all bills for September 2016. The following vote ensued:

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

#### **CLOSED SESSION:**

A motion was made by Commissioner Steele and seconded by Commissioner Matulewicz for the Board to go into closed session at 6:45 p.m. to discuss personnel and attorney-client privileged matters. The following vote ensued:

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

The Board enters into closed session at 6:45 p.m.

The Board reentered into open session at 8:30 p.m. by vote of all Commissioners present

**THE RESOLUTIONS:**

Resolution approving and authorizing the amendment of the contract with the Housing Authority's General Counsel, Manfredi & Pellechio, for additional legal services in the amount not-to-exceed \$50,000.00

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

Resolution approving and authorizing the amendment of the Housing Authority's 2015 and 2016 Capital Fund Budget

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

Resolution approving and authorizing the amendment of the contract with APM Development Consulting LLC for an additional six month period

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

Resolution approving and authorizing the adoption of a new Personnel Policies and Procedures Manual

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

Resolution for Local Employers to offer an incentive under the State Health Benefits Program

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

**ADJOURNMENT:**

A motion was made to adjourn the meeting at 8:55 p.m. The following vote ensued:

**Ayes:** Commissioners: Schwarz, Habermann, Steele, Matulewicz, Zitt

**Nays:** none

**Abstain:** none

The meeting was adjourned at 8:55 p.m.

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

**Resolution No. 2016-\_\_**

**RESOLUTION APPROVING AND AUTHORIZING THE AMENDMENT OF THE  
CONTRACT WITH THE HOUSING AUTHORITY'S GENERAL COUNSEL, MANFREDI &  
PELLECHIO, FOR ADDITIONAL LEGAL SERVICES IN THE AMOUNT NOT-TO-EXCEED  
FIFTY THOUSAND DOLLARS (\$50,000.00)**

**Board Meeting Date: October 11, 2016**

**Date Adopted: October 11, 2016**

**WHEREAS**, the Housing Authority of the Town of Guttenberg ("Housing Authority"), a public entity organized and existing pursuant to Title 24 of 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 additional legal services by its general counsel; and

**WHEREAS**, specifically, following a publicly advertised and issued Request for Proposals ("RFP") in accordance with state and federal regulations, the Authority entered into a contract with Manfredi & Pellechio effective May 1, 2016 to serve as the Authority's general counsel and bill at an hourly rate for such services up to the not-to-exceed amount of \$30,000.00; and

**WHEREAS**, during the course of this representation, and, as a result of a number of unforeseen circumstances involving the Housing Authority, counsel has been requested to perform substantial, additional legal services outside the scope of its original contract; and

**WHEREAS**, the Interim Executive Director and the Board of Commissioners have determined that such additional legal services are required and that general counsel has admirably performed its contract to date; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-11.6, the twenty percent (20%) limitation on contract change orders or amendments does not apply to any professional and consultant contracts; and

**WHEREAS**, upon review, the Interim Executive Director, as the contract administrator, anticipates that such work shall be completed for the additional not-to-exceed amount of fifty thousand dollars (\$50,000.00); and

**WHEREAS**, upon review, 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 authorize the amendment of its current general legal services contract with Manfredi & Pellechio for the performance of the additional legal services required, billed at an hourly rate, up to an amount not-to-exceed \$50,000.00;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the amendment of its general legal services contract with Manfredi & Pellechio for the additional legal services required in the amount not-to-exceed Fifty Thousand Dollars (\$50,000.00); and

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

  
Zinnerford Smith, Secretary

**RESOLUTION 2016-**

**APPROVING AND AUTHORIZING THE AMENDMENT OF THE HOUSING  
AUTHORITY'S 2015 AND 2016 CAPITAL FUND BUDGETS**

**Board Meeting Date: October 11, 2016**

**Date Adopted: October 11, 2016**

**WHEREAS**, the Housing Authority of the Town of Guttenberg ("Housing Authority"), a public entity organized and existing pursuant to Title 24 of 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 amending its 2015 and 2016 capital fund budgets; and

**WHEREAS**, specifically, the Housing Authority is seeking to amend its 2015 capital fund budget to reflect the reallocation of available funds as follows:

- 1) Amend Line 1460 to reflect a decrease of \$79,400.00 for the cost of the fuel tank remediation and the reallocation of such funds for the subsequent projects (within Line 1460): a) \$60,000.00 to be used for painting the dwelling units; and b) \$19,400.00 to be used to replace the fire pump; and
- 2) Amend Line 1475 to show a decrease of \$10,386.34 for non-dwelling equipment and the reallocation of such funds to Line 1430 in the same amount for a Green Physical Needs Assessment; and

**WHEREAS**, specifically, the Housing Authority is seeking to amend its 2016 capital fund budget to reflect the reallocation of available funds as follows:

- 1) Amend Line 1460 to reflect a decrease of \$50,000.00 for the cost of the kitchen cabinet replacement and the reallocation of such funds (within Line 1460) for cyclical painting; and

**WHEREAS**, upon review, the Board of Commissioners has determined that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to all of its residents to amend the Authority's 2015 and 2016 capital fund budgets to reflect the above-mentioned changes.

**NOW THEREFORE,**

**BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby approve and authorizes the amendment of the Housing Authority's 2015 and 2016 capital fund budgets to reflect the reallocation of certain funds as described herein; and

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

  
Zinnerford Smith, Secretary

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
**STATE HEALTH BENEFITS PROGRAM**  
PO BOX 299 TRENTON, NEW JERSEY 08625-0299

**RESOLUTION**

**A RESOLUTION** for Local Employers to offer an Incentive under the State Health Benefits Program.

**BE IT RESOLVED:**

The \_\_\_\_\_  
CORPORATE NAME OF EMPLOYER SHBP EMPLOYER LOCATION NUMBER

We agree to voluntarily participate in the Financial Incentive Pilot Program granting financial incentives to subscribers who select enrollment into tiered-network medical plans otherwise known as Horizon Blue Cross Blue Shield of New Jersey's OMNIA Plan or Aetna's Liberty plan. We agree that the management and administration of this incentive program shall be solely our responsibility.

The terms of the pilot incentive program described above shall include:

- The Pilot Program shall be available to subscribers who are first time enrollees in a tiered network medical plan beginning Plan Year 2017 and continuing for two plan years through December 31, 2018;
- The Pilot Program does not extend to participants enrolled under Chapter 375, P.L. 2005, (certain over-age adult children) and COBRA;
- Participation is voluntary at the option of the employer;
- The financial incentive for eligible employees shall be:
  - \$1,000 for **Single member coverage** when changing to a tiered-network plan.
  - \$1,250 for **Member/Spouse coverage** when changing to a tiered-network plan.
  - \$1,250 for **Parent/Child coverage** when changing to a tiered-network plan.
  - \$2,000 for **Family coverage** when changing to a tiered-network plan.
- The incentive amount shall be paid within the first quarter of Plan Year 2017 and is reportable income.
- The incentive shall be forfeited and returned to the employer if the subscriber fails to remain enrolled for at least two plan years, except that if a subscriber is made ineligible for healthcare through layoff, involuntary separation, reduction to part-time status, or classification into an ineligible position. If a subscriber voluntarily retires or changes health plans due to a catastrophic or emergency health need as determined by the employer after a full year, then the incentive shall be forfeited on a pro-rata basis.

**I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by**  
**the:** \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
CORPORATE NAME OF EMPLOYER

\_\_\_\_\_  
SIGNATURE OFFICIAL TITLE

\_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP CODE

\_\_\_\_\_  
AREA CODE TELEPHONE NUMBER

\_\_\_\_\_  
EMPLOYER'S STATE SOCIAL SECURITY IDENTIFICATION NUMBER NUMBER OF EMPLOYEES