

## 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 WEDNESDAY, JANUARY 18, 2017**

The rescheduled monthly Board of Commissioners Meeting was opened at 6:00 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 Jersey Journal and the Bergen Record forty eight (48) hours in advance, 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.

Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL:** Commissioners: Zitt, Habermann, Steele, Malave, Matulewicz

**PRESENT:** Commissioners: Zitt, Habermann, Steele, Malave

**ABSENT:** Commissioner Matulewicz

#### **ELECTION OF OFFICERS:**

The first order of business was the election of officers. The resignations of Mayra Azcue and Elsa Schwartz from the Board of Commissioners left the positions of Chairperson and Vice Chairperson vacant, triggering a requirement under the bylaws to hold an election to fill these positions.

The floor was opened to nominations for the position of Chairperson of the Board of Commissioners of the Housing Authority of the Town of Guttenberg. Commissioner Habermann nominated Wayne Zitt and Commissioner Steele seconded this nomination. Hearing no other nominations for the position of Chairperson of the Board, the nominations were closed and a roll call vote followed.

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave

**Nays:** none

**Abstain:** none

The floor was then opened to nominations for the position of Vice Chairperson of the Board of Commissioners of the Housing Authority of the Town of Guttenberg. Commissioner Zitt nominated Linda Habermann and Commissioner Malave seconded this nomination. Hearing no other nominations for the position of Vice Chairperson of the Board, the nominations were closed and a roll call vote followed.

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave

**Nays:** none

**Abstain:** none

**PAYMENT OF BILLS:**

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

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave

**Nays:** none

**Abstain:** none

**EXECUTIVE DIRECTOR REPORT:**

The Interim Executive Director reported on the Capital Fund Program, specifically the deadlines for the Capital funds allocation. The Certified Public Accountant also spoke regarding this issue.

**COMMISSIONER COMMENTS:**

Commissioner Malave voiced her concerns about the front door to 6900 Broadway. The Interim Executive Director addressed her concerns and suggested replacing the buzzer system with a lock system.

Commissioner Malave voiced her concerns about the community room. The Interim Executive Director addressed her concerns and offered to allow for the room to be open.

Commissioner Malave voiced her concerns about illegal parking. The Interim Executive Director addressed her concerns and suggested sending a Notice to Cease to the resident whose guests were responsible for the illegal parking, as well as implementing a parking plan for GHA parking lots. Chairperson Zitt offered to work with the Guttenberg Police Department to obtain the police reports from any illegal parking incidents.

**CERTIFIED PUBLIC ACCOUNTANT'S REPORT:**

The Certified Public Accountant presented his report on the GHA State Budget. This report included changes in employee salaries and benefits, changes in Capital Fund allocations, and improvements in the financial direction of the GHA.

**RESOLUTIONS:**

**2017-01:** Resolution Electing Wayne Zitt As Chairperson of the Board of Commissioners of the Guttenberg Housing Authority

**2017-02:** Resolution Electing Linda Habermann As Vice Chairperson of the Board of Commissioners of the Guttenberg Housing Authority

**2017-03:** Resolution Approving the Annual Budget and Capital Budget of the GHA for FYE March 31, 2018

A motion to adopt Resolution 2017-03 was made by Chairperson Zitt and seconded by Commissioner Steele. The following vote ensued.

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave

**Nays:** none

**Abstain:** none

**2017-04:** Resolution Approving Chairperson Wayne Zitt and Vice Chairperson Linda Habermann as Authorized Signatories for the Housing Authority's Accounts with Freedom Bank

**2017-05:** Resolution Approving Chairperson Wayne Zitt and Vice Chairperson Linda Habermann as Authorized Signatories for the Housing Authority's Accounts with Oritani Bank

A motion to adopt Resolutions 2017-04 and 2017-05 was made by Commissioner Steele and seconded by Commissioner Malave. The following vote ensued.

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave

**Nays:** none

**Abstain:** none

**ADJOURNMENT:**

The meeting was adjourned at 7:07 p.m.

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

**Resolution No. 2017-01**

**RESOLUTION ELECTING WAYNE ZITT AS CHAIRPERSON OF THE BOARD OF  
COMMISSIONERS OF THE GUTTENBERG HOUSING AUTHORITY**

**Board Meeting Date: January 18, 2017**

**Date Adopted: January 18, 2017**

**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 a need for a Chairperson of its Board of Commissioners; and

**WHEREAS**, the Local Redevelopment and Housing Law provides that the powers of the Housing Authority shall be vested in the Board of Commissioners; and

**WHEREAS**, the Local Redevelopment and Housing Law, specifically N.J.S.A. 40A:12A-17(d), requires the Board of Commissioners to select a Chairperson from its members; and

**WHEREAS**, the Housing Authority’s bylaws provide for the election of a Chairperson of the Board of Commissioners; and

**WHEREAS**, the Chairperson provides valuable leadership to the Board of Commissioners; and

**WHEREAS**, the former Chairperson has resigned from the Board; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that electing Commissioner Wayne Zitt to the position of Chairperson is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby elects Commissioner Wayne Zitt to the position of Chairperson of the Board of Commissioners; 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.

\_\_\_\_\_  
Wayne Zitt, Chairperson

  
\_\_\_\_\_  
Zimmerford Smith, Secretary

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

**Resolution No. 2017-02**

**RESOLUTION ELECTING LINDA HABERMANN AS VICE CHAIRPERSON OF THE  
BOARD OF COMMISSIONERS OF THE GUTTENBERG HOUSING AUTHORITY**

**Board Meeting Date: January 18, 2017**

**Date Adopted: January 18, 2017**

**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 a need for a Vice Chairperson of its Board of Commissioners; and

**WHEREAS**, the Local Redevelopment and Housing Law provides that the powers of the Housing Authority shall be vested in the Board of Commissioners; and

**WHEREAS**, the Local Redevelopment and Housing Law, specifically N.J.S.A. 40A:12A-17(d), requires the Board of Commissioners to select a Vice Chairperson from its members; and

**WHEREAS**, the Housing Authority’s bylaws provide for the election of a Vice Chairperson of the Board of Commissioners; and

**WHEREAS**, the Vice Chairperson provides valuable leadership to the Board of Commissioners when the Chairperson is unavailable; and

**WHEREAS**, the former Vice Chairperson has resigned from the Board; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that electing Commissioner Linda Habermann to the position of Vice Chairperson is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby elects Commissioner Linda Habermann to the position of Vice Chairperson of the Board of Commissioners; 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.

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Wayne Zitt, Chairperson

  
Zinnerford Smith, Secretary

# 2017 HOUSING AUTHORITY BUDGET RESOLUTION GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: APRIL 1, 2017 TO: MARCH 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 has been presented before the governing body of the Guttenberg Housing Authority at its open public meeting of January 17, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,223,640, Total Appropriations, including any Accumulated Deficit if any, of \$4,203,126 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$136,679 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Guttenberg Housing Authority, at an open public meeting held on January 17, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Guttenberg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on April 17, 2017.

*Rennard Smith*  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Linda Habermann	X			
Dorothy L. Steele	X			
Deborah L. Matulewicz				X
Wayne D. Zitt	X			
Juana Malave	X			



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

**Resolution No. 2017-04**

**RESOLUTION APPROVING CHAIRPERSON WAYNE ZITT AND VICE  
CHAIRPERSON LINDA HABERMANN AS AUTHORIZED SIGNATORIES FOR THE  
HOUSING AUTHORITY'S ACCCOUNTS WITH FREEDOM BANK**

**Board Meeting Date: January 18, 2017**

**Date Adopted: January 18, 2017**

**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 a need for authorized signatories for its accounts with Freedom Bank; and

**WHEREAS**, the Housing Authority maintains accounts with Freedom Bank, which has an office at 6812 Park Avenue, Guttenberg, NJ 07093; and

**WHEREAS**, the Chairperson and Vice Chairperson of the Board of Commissioners ("Board") serve as authorized signatories for the these accounts; and

**WHEREAS**, the Chairperson and Vice Chairperson of the Board have resigned; and

**WHEREAS**, the Board has elected Wayne Zitt to the position of Board Chairperson by Resolution 2017-01; and

**WHEREAS**, the Board has elected Linda Habermann to the position of Board Vice Chairperson by Resolution 2017-02; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that approving Chairperson Wayne Zitt and Vice Chairperson Linda Habermann as authorized signatories for the Housing Authority's accounts with Freedom Bank is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves Chairperson Wayne Zitt and Vice Chairperson Linda Habermann as authorized signatories for the Housing Authority's accounts with Freedom Bank; 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.

\_\_\_\_\_  
Wayne Zitt, Chairperson

  
Zimmerford Smith, Secretary

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

**Resolution No. 2017-05**

**RESOLUTION APPROVING CHAIRPERSON WAYNE ZITT AND VICE  
CHAIRPERSON LINDA HABERMANN AS AUTHORIZED SIGNATORIES FOR THE  
HOUSING AUTHORITY'S ACCCOUNTS WITH ORITANI BANK**

**Board Meeting Date: January 18, 2017**

**Date Adopted: January 18, 2017**

**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 a need for authorized signatories for its accounts with Oritani Bank; and

**WHEREAS**, the Housing Authority maintains accounts with Oritani Bank, which has an office at 7225 Broadway, North Bergen, NJ 07047; and

**WHEREAS**, the Chairperson and Vice Chairperson of the Board of Commissioners ("Board") serve as authorized signatories for the these accounts; and

**WHEREAS**, the Chairperson and Vice Chairperson of the Board have resigned; and

**WHEREAS**, the Board has elected Wayne Zitt to the position of Board Chairperson by Resolution 2017-01; and

**WHEREAS**, the Board has elected Linda Habermann to the position of Board Vice Chairperson by Resolution 2017-02; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that approving Chairperson Wayne Zitt and Vice Chairperson Linda Habermann as authorized signatories for the Housing Authority's accounts with Oritani Bank is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves Chairperson Wayne Zitt and Vice Chairperson Linda Habermann as authorized signatories for the Housing Authority's accounts with Oritani Bank; 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.

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Wayne Zitt, Chairperson

  
Zinneford Smith, Secretary