

## MINUTES

### **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 MONDAY, MARCH 20, 2017**

The 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, 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, Mack, Marrero

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

**ABSENT:** None

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

A motion was made to accept and pay all bills for February 2017. The following vote ensued:

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

**Nays:** none

**Abstain:** none

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

The Interim Executive Director reported on the Executive Director search and on the allocation of capital funds.

#### **COMMISSIONER COMMENTS:**

The Chairperson of the Board of Commissioners reported on quality of life meetings with residents.

Commissioner Malave addressed the Housing Authority's current parking situation.

#### **CLOSED SESSION:**

The Board entered into closed session to discuss various confidential and attorney-client privileged matters.

**RESOLUTIONS:**

**2017-07:** Resolution approving and authorizing the extension of the current contract with Manfredi & Pellechio for general legal services through December 31, 2017. The following vote ensued.

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

**Nays:** none

**Abstain:** none

**2017-08:** Resolution approving and authorizing the extension of the current contract with Polcari & Company for accounting services through December 31, 2017. The following vote ensued.

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

**Nays:** none

**Abstain:** none

**2017-09:** Resolution approving and authorizing the extension of the current contract with Hymanson Parnes & Giampaolo for auditing services through December 31, 2017. The following vote ensued.

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

**Nays:** none

**Abstain:** none

**2017-10:** Resolution approving and authorizing Chairperson Wayne Zitt and Vice Chairperson Linda Habermann to Access the Line of Credit Control System (LOCCS). The following vote ensued.

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

**Nays:** none

**Abstain:** none

**ADJOURNMENT:**

The meeting was adjourned at 8:30 p.m.

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

**Resolution No. 2017-07**

**RESOLUTION APPROVING AND AUTHORIZING THE EXTENSION OF THE  
CURRENT CONTRACT WITH MANFREDI & PELLECHIO FOR GENERAL LEGAL  
SERVICES THROUGH DECEMBER 31, 2017**

**Board Meeting Date: March 20, 2017**

**Date Adopted: March 20, 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 determined that it is in need of extending its current contract for general legal services through December 31, 2017, pending the issuance and award of a Request for Proposals (“RFP”); and

**WHEREAS**, specifically, in accordance with state and federal procurement law, the Housing Authority is in the process of creating and issuing a new RFP for general legal services; and

**WHEREAS**, in the interim, the Housing Authority will continue to require such services to ensure that the Authority’s interests are adequately protected; and

**WHEREAS**, the Housing Authority’s current contract for general legal services with the firm of Manfredi & Pellechio is set to expire as of April 30, 2017; and

**WHEREAS**, the Housing Authority has found that Manfredi & Pellechio has admirably performed all of its duties as general counsel; and

**WHEREAS**, in accordance with N.J.S.A. 40A:11-15, the Housing Authority wishes to extend its current contract with Manfredi & Pellechio through December 31, 2017, pending the issuance and award of a new RFP for general legal services; and

**WHEREAS**, the Housing Authority has certified that funds are available to pay for these services; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that the extension of the current contract with Manfredi & Pellechio for general legal services through December 31, 2017 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 and authorizes the extension of the current contract with Manfredi & Pellechio for general legal services through December 31, 2017; 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

  
Zinnerford Smith, Secretary

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

**Resolution No. 2017-08**

**RESOLUTION APPROVING AND AUTHORIZING THE EXTENSION OF THE  
CURRENT CONTRACT WITH POLCARI & COMPANY FOR ACCOUNTING  
SERVICES THROUGH DECEMBER 31, 2017**

**Board Meeting Date: March 20, 2017**

**Date Adopted: March 20, 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 determined that it is in need of extending its current contract for accounting services through December 31, 2017, pending the issuance and award of a Request for Proposals (“RFP”); and

**WHEREAS**, specifically, in accordance with state and federal procurement law, the Housing Authority is in the process of creating and issuing a new RFP for accounting services; and

**WHEREAS**, in the interim, the Housing Authority will continue to require such services to ensure that the Authority’s interests are adequately protected; and

**WHEREAS**, the Housing Authority’s current contract for accounting services with Polcari & Company is set to expire as of April 30, 2017; and

**WHEREAS**, the Housing Authority has found that Polcari & Company has admirably performed all of its duties as accountant; and

**WHEREAS**, in accordance with N.J.S.A. 40A:11-15, the Housing Authority wishes to extend its current contract with Polcari & Company through December 31, 2017, pending the issuance and award of a new RFP for accounting services; and

**WHEREAS**, the Housing Authority has certified that funds are available to pay for these services; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that the extension of the current contract with Polcari & Company for accounting services through December 31, 2017 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 and authorizes the extension of the current contract with Polcari & Company for accounting services through December 31, 2017; 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

  
Zinnerford Smith, Secretary

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

**Resolution No. 2017-09**

**RESOLUTION APPROVING AND AUTHORIZING THE EXTENSION OF THE  
CURRENT CONTRACT WITH HYMANSON PARNES & GIAMPAOLO FOR  
AUDITING SERVICES THROUGH DECEMBER 31, 2017**

**Board Meeting Date: March 20, 2017**

**Date Adopted: March 20, 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 determined that it is in need of extending its current contract for auditing services through December 31, 2017, pending the issuance and award of a Request for Proposals (“RFP”); and

**WHEREAS**, specifically, in accordance with state and federal procurement law, the Housing Authority is in the process of creating and issuing a new RFP for auditing services; and

**WHEREAS**, in the interim, the Housing Authority will continue to require such services to ensure that the Authority’s interests are adequately protected; and

**WHEREAS**, the Housing Authority’s current contract for auditing services with Hymanson Parnes & Giampaolo is set to expire as of April 30, 2017; and

**WHEREAS**, the Housing Authority has found that Hymanson Parnes & Giampaolo has admirably performed all of its duties as auditor; and

**WHEREAS**, in accordance with N.J.S.A. 40A:11-15, the Housing Authority wishes to extend its current contract with Hymanson Parnes & Giampaolo through December 31, 2017, pending the issuance and award of a new RFP for auditing services; and

**WHEREAS**, the Housing Authority has certified that funds are available to pay for these services; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that the extension of the current contract with Hymanson Parnes & Giampaolo for auditing services through December 31, 2017 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 and authorizes the extension of the current contract with Hymanson Parnes & Giampaolo for auditing services through December 31, 2017; 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. 2017-10**

**RESOLUTION APPROVING AND AUTHORIZING CHAIRPERSON WAYNE ZITT  
AND VICE CHAIRPERSON LINDA HABERMANN TO ACCESS THE LINE OF  
CREDIT CONTROL SYSTEM (LOCCS)**

**Board Meeting Date: March 20, 2017**

**Date Adopted: March 20, 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 determined that it has a need to authorize individuals to access the Line of Credit Control System (LOCCS);

**WHEREAS**, HUD utilizes the LOCCS system to disburse and track the payment of grant funds to grant recipients; and

**WHEREAS**, LOCCS can only be accessed by authorized individuals and the Housing Authority currently has a need for authorized individuals; and

**WHEREAS**, LOCCS will allow the Housing Authority to obtain current authorized, disbursed, and available balance totals for its grant funds; and

**WHEREAS**, LOCCS will allow the Housing Authority to draw down grant funds provided by HUD; and

**WHEREAS**, the Board of Commissioners has determined that Chairperson Wayne Zitt and Vice Chairperson Linda Habermann are the appropriate individuals to access the LOCCS system on behalf of the Housing Authority; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that approving and authorizing Chairperson Wayne Zitt and Vice Chairperson Linda Habermann to access the Line of Credit Control System (LOCCS) 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 and authorizes Chairperson Wayne Zitt and Vice Chairperson Linda Habermann to access the Line of Credit Control System (LOCCS); 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

  
Zinnerford Smith, Secretary