

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

Monday, November 19, 2018 at 6:00 p.m.
136 69th Street, Community Room

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
7. Payment of Bills
8. Approval of Minutes
9. Old Business
10. New Business
11. Resolutions

2018-30: Resolution approving the certification of the annual audit for the fiscal year ending March 31, 2018 and the submission of the annual audit to the State of New Jersey's Local Finance Board.

2018-31: Resolution approving and authorizing the Executive Director to issue a Request for Proposals for a full utility audit.

2018-32: Resolution approving and authorizing the Housing Authority to initiate the process of forming an independent non-profit corporation for affordable housing purposes

2018-33: Resolution approving and authorizing the extension of all professional service contracts to coincide with the Housing Authority's fiscal year.

12. Public Comment
13. 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 September 17, 2018 in the Community Room at 7005 Boulevard East, Guttenberg, New Jersey. The 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 on June 23rd and June 25th, 2018 by posting the meeting date at the Guttenberg Town Hall on June 23rd, 2018 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 on June 23rd, 2018.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

<u> </u> Chairperson Zitt	<u> X</u> Vice Chairperson Habermann	<u> X</u> Commissioner Malave
<u> X</u> Commissioner Montanez	<u> X</u> Commissioner Mack	

Commissioner Dorothy Steele resigned from the Board of Commissioners.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on his work with Fee Accountant Peter Polcari to rectify HUD's alteration of the GHA's operating subsidy calculation.

The Executive Director reported to the Board on the bids received for kitchen upgrades and plan to readvertise after splitting the project into two separate bids. He also discussed plan to readvertise for RFPs for emergency medical monitoring devices/services and elevator repair services as only one response was received on each.

The Executive Director reported to the Board on plans to seek savings on communications and utility costs.

FINANCIAL REPORT:

The Executive Director reported on the financial position of the Housing Authority and informed the Board that a more comprehensive discussion of GHA finances will occur at the October meeting with Peter Polcari.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for August 21, 2018 to September 17, 2018. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	2	X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ	1	X			

The motion to accept and pay all bills for August 21, 2018 to September 17, 2018 is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the August 20, 2018 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	1	X			
JUANA MALAVE	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners approved the minutes of the August 20, 2018 meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

The Executive Director introduced the slate of resolutions before the Board of Commissioners.

RESOLUTIONS:

2018-26: Resolution approving and authorizing the rejection of all bids for kitchen upgrades at the 6900 Broadway and 400 68th Street properties. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR		X			
JUANA MALAVE	2	X			
JUSTIN MACK	1	X			
MARISOL MONTANEZ		X			

The Board of Commissioners adopted Resolution 2018-26.

2018-27: Resolution approving and authorizing the rejection of all responses to the Request for Proposals for elevator maintenance and repair services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	1	X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ	2	X			

The Board of Commissioners adopted Resolution 2018-27.

2018-28: Resolution approving and authorizing the rejection of all responses to the Request for Proposals for emergency medical monitoring services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	1	X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ	2	X			

The Board of Commissioners adopted Resolution 2018-28.

2018-29: Resolution approving and authorizing a one-time payment to the Director of Maintenance for unused vacation days. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	1	X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ	2	X			

The Board of Commissioners adopted Resolution 2018-29.

A motion was made to enter into closed session to discuss confidential personnel matters, matters of attorney-client privilege, and matters of contemplated and/or pending litigation. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The motion to enter into closed session was adopted.

A motion was made to return to open session. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The motion to return from closed session was adopted.

PUBLIC COMMENT:

None.

ADJOURNMENT:

A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR		X			
JUANA MALAVE		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The meeting was adjourned at 7:42 p.m.

Carl S. Czaplicki Jr., Executive Director/Secretary

Wayne Zitt, Chairperson

LOCAL AUTHORITIES BOARD RESOLUTION
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended March 31, 2018 has been completed and filed with the Housing Authority of the Town of Guttenberg pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "Schedule of Findings and Questioned Costs" and "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Questioned Costs" and "General Comments and Recommendations", in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Town of Guttenberg hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended March 31, 2018, and specifically has reviewed the sections of the audit report entitled "Schedule of Findings and Questioned Costs" and "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE
RESOLUTION PASSED AT THE MEETING HELD ON _____.

Carl S. Czaplicki, Jr., Secretary

Date

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

Resolution No. 2018-31

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO
ISSUE A REQUEST FOR PROPOSALS FOR A FULL UTILITY AUDIT**

Date Introduced: November 19, 2018

Date Adopted: November 19, 2018

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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of a full utility audit; and

WHEREAS, specifically, the utility audit shall include telecommunications, electric, gas, water, and sewer; and

WHEREAS, pursuant to the New Jersey Local Public Contracts Law, a Request for Proposals is an appropriate method of procuring a full utility audit; and

WHEREAS, Executive Director Carl Czaplicki is duly qualified to issue a Request for Proposals for a full utility audit; and

WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the Executive Director to issue a Request for Proposals for a full utility audit;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the Executive Director to issue a Request for Proposals for a full utility audit; 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
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.

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

Resolution No. 2018-32

**RESOLUTION APPROVING AND AUTHORIZING THE HOUSING AUTHORITY TO
INITIATE THE PROCESS OF FORMING AN INDEPENDENT NON-PROFIT
CORPORATION FOR AFFORDABLE HOUSING PURPOSES**

Date Introduced: November 19, 2018

Date Adopted: November 19, 2018

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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it has a need to form an independent non-profit corporation; and

WHEREAS, specifically, the Housing Authority has found that there is a continuing need for quality affordable housing and resident services in the Town of Guttenberg; and

WHEREAS, an independent non-profit corporation has the ability to pursue sources of funding for affordable housing that are not available to the Housing Authority; and

WHEREAS, the Housing Authority wishes to form an independent non-profit corporation to pursue grants and other sources of funding for the development of affordable housing and the provision of resident services; and

WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the Housing Authority to initiate the process of forming an independent non-profit corporation for affordable housing purposes; and

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the Housing Authority to initiate the process of forming an independent non-profit corporation for affordable housing purposes, including but not limited to the development of affordable housing and the provision of resident services; 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
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.

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

Resolution No. 2018-33

**RESOLUTION APPROVING AND AUTHORIZING THE EXTENSION OF ALL
PROFESSIONAL SERVICE CONTRACTS TO COINCIDE WITH THE HOUSING
AUTHORITY'S FISCAL YEAR**

Date Introduced: November 19, 2018

Date Adopted: November 19, 2018

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 Department of Housing and Urban Development ("HUD"), and the laws of the State of New Jersey, has determined it is in need of extending its current professional service contracts; and

WHEREAS, the Board of Commissioners previously authorized the Housing Authority to enter into contracts for auditing, accounting, legal, risk management, architecture and engineering, payroll, and information technology services; and

WHEREAS, for administrative purposes, the Housing Authority wishes to extend the term of these professional service contracts to coincide with its fiscal year; and

WHEREAS, the Housing Authority's current fiscal year ends on March 31, 2019; and

WHEREAS, therefore, the Housing Authority would like to extend the term of its professional service contracts until March 31, 2019; and

WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the extension of all professional service contracts to coincide with the Housing Authority's fiscal year;

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 all professional service contracts to coincide with the Housing Authority's fiscal year; 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
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.