

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, April 15, 2019 at 6:00 p.m.  
6900 Broadway, Community Room**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Reorganization
6. Executive Director's Report
7. Financial Report
8. Payment of Bills
9. Approval of Minutes

December 17, 2018 Board Meeting

March 18, 2019 Board Meeting

10. Old Business
11. New Business
12. Resolutions

**2019-15:** Resolution approving and authorizing the annual meeting schedule of the Board of Commissioners

**2019-16:** Resolution approving and authorizing the award of a contract to Peter Polcari, CPA for fee accounting services

**2019-17:** Resolution approving and authorizing the award of a contract to Hymanson, Parnes & Giampaolo for auditing services

**2019-18:** Resolution approving and authorizing the award of a contract to Manfredi & Pellechio for legal services

**2019-19:** Resolution approving and authorizing the award of a contract to Lifestation, Inc. for emergency medical monitoring services

**2019-20:** Resolution approving and authorizing the award of a contract to Netta Architects, LLC for professional architectural and engineering services

13. Public Comment
14. 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 March 18, 2019 in the Community Room at 136 69<sup>th</sup> Street, Guttenberg, New Jersey. The meeting was opened at 6:10 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 23, 2018 and June 25, 2018, by posting the meeting date at the Guttenberg Town Hall on June 23, 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 23, 2018.

Following the Pledge of Allegiance, roll call was taken.

### ROLL CALL:

Chairperson Zitt                       Vice Chairperson Habermann                       Commissioner Mack  
 Commissioner Montanez                       Commissioner Robinson  
 Commissioner Torres-Munoz                       Commissioner Mantineo

[Commissioner Mack participated by telephone]

### EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on the completion of the painting project, potential future capital improvement projects, vouchers, the approved NJ DCA budget, and the utility audit.

[Commissioner Robinson arrived late]

### FINANCIAL REPORT:

The Executive Director reported on the financial position of the Housing Authority as revealed in Mr. Polcari's monthly status report and recently approved 2019-20 budget.

### PAYMENT OF BILLS:

A motion was made to accept and pay all bills for February 28, 2019 to March 18, 2019. There is a discussion of the amounts paid for elevator repairs and potential modernization of the elevators. The following vote ensued:

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

EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			

The motion to accept and pay all bills for February 28, 2019 to March 18, 2019 is adopted.

**APPROVAL OF MINUTES:**

The motion to approve the minutes of the December 17, 2018 meeting of the Board of Commissioners was tabled.

A motion was made to approve the minutes of the February 27, 2019 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	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ	1	X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO				X	

The Board of Commissioners approved the minutes of the January 23, 2019 meeting.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

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

**RESOLUTIONS:**

**2019-11:** Resolution approving and adopting the budget for fiscal year ending March 31, 2020. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	2	X			
JUSTIN MACK	1	X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			

JOLENE MANTINEO		X			
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The Board of Commissioners adopted Resolution 2019-11.

**2019-12:** Resolution approving and authorizing the award of a contract to Troy & Banks for utility audit services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR		X			
JUSTIN MACK	1	X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO	2	X			

The Board of Commissioners adopted Resolution 2019-12.

**2019-13:** Resolution appointing Marisol Montanez as the Housing Authority's New Jersey Public Housing Authority Joint Insurance Fund Commissioner for Fund Year 2019. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	1	X			
JUSTIN MACK	2	X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			

The Board of Commissioners adopted Resolution 2019-13.

**2019-14:** Resolution approving and adopting the updated Personnel Policies and Procedures Manual. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ	1	X			
JOLENE MANTINEO	2	X			

The Board of Commissioners adopted Resolution 2019-14.

**PUBLIC COMMENT:**

Alexander Rivera commented on the procedure for making Open Public Records Act requests, the 2019 Board meeting minutes, and the most recent budget and audit.

[Commissioner Mack exited the meeting]

**ADJOURNMENT:**

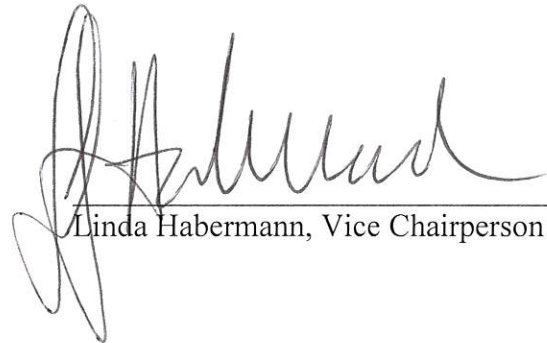
A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR		X			
JUSTIN MACK					X
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO		X			

The meeting was adjourned at 6:50 p.m.



Carl S. Czaplicki Jr., Executive Director/Secretary



Linda Habermann, Vice Chairperson