

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Tuesday, September 3, 2019 at 6:30 p.m.
7005 Blvd East, Guttenberg, NJ 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

August 13, 2019 Board Meeting

9. Old Business
10. New Business
11. Resolutions

2019-31: Resolution approving and authorizing the Housing Authority to enter into a collective bargaining agreement with LIUNA Residential Construction and General Service Workers Local No. 55.

2019-32: Resolution approving and authorizing the Housing Authority to open an account with Kearny Bank.

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 August 13, 2019 in the Community Room at 6900 Broadway, Guttenberg, New Jersey. The meeting was opened at 7:00 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 August 10, 2019, by posting the meeting date at the Guttenberg Town Hall on August 10, 2019, 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 August 10, 2019.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

Chairperson Habermann-Ward Vice Chairperson Montanez Commissioner Mack
 Commissioner Robinson Commissioner Torres-Munoz Commissioner Mantineo
 Commissioner Acosta

Also attending the meeting were Executive Director Ruddys E. Andrade, Alberto L. Camacho, Esq. of Manfredi & Pellechio (General Counsel) and Peter Polcari of Polcari & Co (Fee Accountant).

The agenda is suspended to handle all Board Resolutions up front.

RESOLUTIONS:

2019-26: Resolution approving and authorizing the award of a contract to Binsky & Snyder Service LLC for two (2) Rooftop Air Handling Units. The following vote ensued:

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

Executive Director Andrade and Counsel provide an explanation on the bid process, the lowest bid received and the timeframe for execution of the contract and anticipated receipt of the Air Handling Units. The equipment will arrive in approximately 18-20 weeks but did come in roughly \$100,000 under budget.

The resolution is adopted.

[Commissioner Justin Mack arrives via telephone]

2019-27: Resolution approving and authorizing Executive Director Ruddys E. Andrade to pay all bills in the event that a monthly meeting of the Board of Commissioners cannot be held. The following vote ensued:

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

The resolution is adopted.

2019-28: Resolution approving and authorizing Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority's accounts with GSL Savings Bank. The following vote ensued:

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

The resolution is adopted.

2019-29: Resolution appointing Executive Director Ruddys E. Andrade as the Custodian of Records for the Housing Authority pursuant to the New Jersey Open Public Records Act. The following vote ensued:

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

The resolution is adopted.

2019-30: Resolution approving and authorizing Executive Director Ruddys E. Andrade as an authorized signatory for the Housing Authority's accounts with Oritani Bank. The following vote ensued:

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

The resolution is adopted.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Andrade reports on some small technical upgrades he would like to implement for the Authority to ensure the security and backup of its data. This includes moving over to cloud-based technology, a more cost effective system and establishing the Authority's presence on social media.

Executive Director Andrade indicates that the next step regarding the air handling units is the issuance of a bid for the equipment's installation. As it is unclear whether prior Board authority was provided regarding this step, he requests the Board's authorization for counsel's preparation and the Authority's issuance of the bid for the installation of the air handling units.

A Motion is made to approve the issuance of a bid for the installation of the air handling unit. The following vote ensued.

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

The motion is adopted.

Executive Director Andrade similarly asks for Board authority for the issuance of a bid for the Kitchen Cabinet upgrades.

A Motion is made to approve the issuance of a bid for the demolition, acquisition and installation of Kitchen Cabinet upgrades. The following vote ensued:

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

The motion is adopted.

FINANCIAL REPORT:

Peter Polcari of Polcari & Co. reports on the financial position of the Housing Authority. Mr. Polcari reports that the Authority is looking good budget-wise and reviews with the Board certain aspects of the budget to actual report.

A Motion is made to accept the financial report. The following vote ensued:

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

The motion is approved.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills from July 18, 2019 to August 13, 2019. The following vote ensued:

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

The motion to accept and pay all bills from July 18, 2019 to August 13, 2019 is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the July 17, 2019 meeting of the Board of Commissioners. The following vote ensued:

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

The motion is adopted.

OLD BUSINESS:

The Board again congratulates Ruddys Andrade on his recent hiring as the Authority’s Executive Director.

NEW BUSINESS:

Nothing further.

PUBLIC COMMENT:

James, the Authority’s IT contractor speaks and thanks the Board for its time. He indicates that he has been the Authority’s contractor for a year and a half and that he wanted to come in and introduce himself to everyone in person as he likes to have a hands-on relationship with his clients. In his time here, the GHA’s vulnerabilities have been patched and the IT data and buildings are now all safe.

He indicates that Ruddys touched upon a few things going over to the cloud – this will allow the Authority to do things in real time. Some of the changes this will allow will be to remove antiquated ways of communication with those on the outside (faxes to maintenance staff for instance).

He is asked whether new servers need to be purchased – he says no – all emails have already been moved from the exchange server to the cloud. This was done as the servers were almost 10 years old and Windows is phasing out the operating systems. The servers are still running to control the network but not for using the emails. The data will be recovered and backed up automatically on the cloud. The cloud vendor is government and HIPPA compliant.

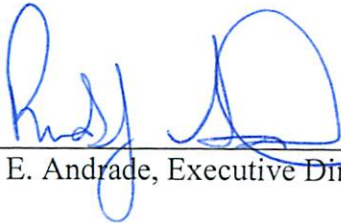
Executive Director Andrade indicates that he is looking forward to working with Jim on this.

ADJOURNMENT:

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

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

The meeting was adjourned at 7:44 p.m.



Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

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

Resolution No. 2019-31

**RESOLUTION APPROVING AND AUTHORIZING THE HOUSING AUTHORITY TO
ENTER INTO A COLLECTIVE BARGAINING AGREEMENT WITH LIUNA
RESIDENTIAL CONSTRUCTION AND GENERAL SERVICE WORKERS LOCAL
UNION NO. 55**

Date Introduced: September 3, 2019

Date Adopted: September 3, 2019

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 temporary per diem laborers to supplement its existing regularly employed maintenance department for in housing residential unit reconditioning; and

WHEREAS, it is the desire of the Housing Authority to utilize minority and low-income residents for this per diem workforce; and

WHEREAS, LIUNA Residential Construction and General Service Workers Local Union No. 55 (“Local No. 55”), which is affiliated with the Laborers’ International Union of North America, has a historical presence in the Town of Guttenberg for recruiting and training minority and low-income residents for employment; and

WHEREAS, Local No. 55 has agreed to actively recruit residents of the Housing Authority amongst its minority and low-income residents for said training and employment; and

WHEREAS, the Board of Commissioners and the Executive Director of the Housing Authority wish to encourage the training and employment of its residents; and

WHEREAS, the Executive Director has negotiated a collective bargaining agreement with Local No. 55 in which said Agreement would allow the Housing Authority, when it needs per diem temporary laborers to supplement its existing maintenance department for in house residential unit reconditioning, to hire those workers presented to the Housing Authority by Local No. 55 but absolutely retains the right to hire only those workers that the Housing Authority feels is qualified for said employment; and

WHEREAS, 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 approve and authorize the Housing Authority to enter into a collective bargaining agreement with Local No. 55, subject to General Counsel's review and approval;

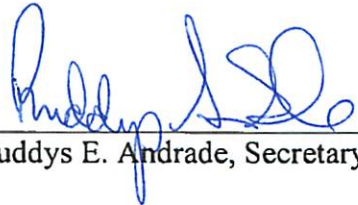
NOW THEREFORE,

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 enter into a collective bargaining agreement with LIUNA Residential Construction and General Service Workers Local Union No. 55, subject to General Counsel's review and approval; 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, including the execution of the final agreement.

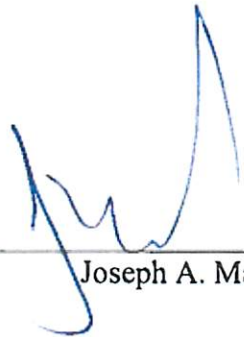
COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
EDWARD ROBINSON					
LIZA TORRES-MUNOZ					
JOLENE MANTINEO					
REBECCA ACOSTA					

Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary

Counsel Review and Approval:



Joseph A. Manfredi, Esq.

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

Resolution No. 2019-32

**RESOLUTION APPROVING AND AUTHORIZING THE HOUSING AUTHORITY TO
OPEN AN ACCOUNT WITH KEARNY BANK**

Date Introduced: September 3, 2019

Date Adopted: September 3, 2019

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, would like to change its current bank; and

WHEREAS, specifically the Housing Authority wishes to close its accounts with Oritani Bank and open a new interest-bearing checking account with Kearny Bank, which has a branch located at 1470 Garden Street, Hoboken, New Jersey 07030; and

WHEREAS, the Housing Authority wishes to designate the following individuals as authorized signatories on said account:

Mr. Ruddys E. Andrade, Executive Director;

Linda Habermann-Ward, Chairperson;

Marisol Montanez, Vice Chair;

Monica Fundora;

WHEREAS, 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 approve and authorize the Authority to open an account with Kearny Bank;

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 open an account with Kearny Bank; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby approves and authorizes Ruddys E. Andrade, Linda Habermann-Ward, Marisol Montanez, and Monica Fundora to serve as the Housing Authority's authorized signatory on said account; and

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

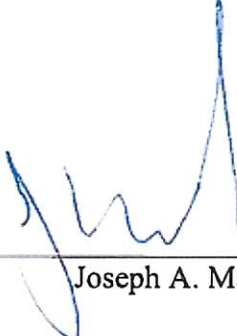
COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
EDWARD ROBINSON					
LIZA TORRES-MUNOZ					
JOLENE MANTINEO					
REBECCA ACOSTA					

Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary

Counsel Review and Approval:



Joseph A. Manfredi, Esq.