

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

Monday, March 18, 2019 at 6:00 p.m.  
136 69<sup>th</sup> 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

December 17, 2018 Board Meeting  
February 27, 2019 Board Meeting

9. Old Business
10. New Business
11. Resolutions

**2019-11:** Resolution approving and adopting the budget for fiscal year ending March 31, 2020

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

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

**2019-14:** Resolution approving and adopting the updated Personnel Policies and Procedures Manual

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 rescheduled regular meeting of the Board of Commissioners was held on February 27, 2019 in the Community Room at 400 68<sup>th</sup> Street, 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 23<sup>rd</sup> and June 25<sup>th</sup>, 2018, by posting the meeting date at the Guttenberg Town Hall on June 23<sup>rd</sup>, 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<sup>rd</sup>, 2018.

Following the Pledge of Allegiance, roll call was taken.

### ROLL CALL:

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

### EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on the completion of the GHA apartment painting project. A discussion ensued regarding the budget and an inquiry from the Board with respect to the status and potential issuance of our HCVs. Peter Polcari was available to discuss his view from a financial perspective of the HCV allocation for the coming year. The Executive Director concurred and stated he was going to follow up upon previous attempts to notify HUD of our desire to issue new vouchers.

### FINANCIAL REPORT:

The Executive Director reported on the financial position of the Housing Authority. Peter Polcari was available for any questions or additional discussion.

### PAYMENT OF BILLS:

A motion was made to accept and pay all bills for January 24, 2019 to February 27, 2019. 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 January 24, 2019 to February 27, 2019 is adopted.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the November 19, 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		X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON				X	
LIZA TORRES-MUNOZ				X	
JOLENE MANTINEO					X

The Board of Commissioners approved the minutes of the November 19, 2018 meeting.

A motion was made to approve the minutes of the December 17, 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				X	
JUSTIN MACK		X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON				X	
LIZA TORRES-MUNOZ				X	
JOLENE MANTINEO					X

The motion fails.

A motion was made to approve the minutes of the January 23, 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		X			
JUSTIN MACK				X	
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			

JOLENE MANTINEO					X
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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:**

**2019-07:** Resolution approving and authorizing the rejection of all responses to the Request for Proposals for emergency medical monitoring services

**2019-08:** Resolution approving and authorizing the Executive Director to issue Requests for Proposals for professional services

**2019-09:** Resolution approving and authorizing the Executive Director to issue a Request for Proposals for fire protection equipment testing, inspection, maintenance and repair services

A motion was made to adopt Resolutions 2019-07 through 2019-09. 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 adopted Resolution 2019-07, Resolution 2019-08, and Resolution 2019-09.

A motion was made to enter into closed session to discuss confidential personnel matters and matters of attorney-client privilege. 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 enter into closed session is adopted.

**Executive/Closed Session**

The Board of Commissioners discussed confidential personnel matters and matters of attorney-client privilege.

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			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO					X

The motion to return to open session is adopted.

**2019-10:** Resolution adopting agency-wide facial recognition time clock system for use by all employees, and adopting corrective action plan for Executive Director. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2019-10.

**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			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			
EDWARD ROBINSON		X			
LIZA TORRES-MUNOZ		X			
JOLENE MANTINEO					X

The meeting was adjourned at 7:00 p.m.

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Carl S. Czaplicki Jr., Executive Director/Secretary

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Wayne Zitt, Chairperson