

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, November 4, 2019 at 6:30 p.m.
136 69th Street, 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

October 7, 2019 Board Meeting

9. Old Business
10. New Business

- Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Risk Management services.
- Resolution approving and authorizing the Executive Director to issue a Request for Proposals for the purchase and installation of a boiler at 400 68th Street.
- Resolution approving out of state travel.
 - Nan Mckay Training: Capital Program, Public Housing Executive Management, HCV Financial Accounting and Reporting, and HCV Financial Management
 - Public Housing Authorities Directors Association Conference

11. Resolutions

2019-34: Resolution approving and authorizing the award of a contract for the installation of two (2) rooftop air handling units at 7005 Blvd East.

2019-35: Resolution approving and authorizing the award of a contract for the purchase and installation of a boiler at 136 69th Street.

2019-36 Resolution approving the FY 2019 audit report.

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 October 7, 2019 in the Community Room at 400 68th Street, Guttenberg, New Jersey. The meeting was opened at 6:36 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 X Vice Chairperson Montanez X Commissioner Mack
 X Commissioner Mantineo X Commissioner Acosta

Also attending the meeting were Executive Director Ruddys E. Andrade and Joseph A. Manfredi, Esq. of Manfredi & Pellechio (General Counsel) (by phone).

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported that Edward Robinson and Liza Torres-Munoz resigned from the Board of Commissioners.

The Executive Director reported to the Board of Commissioners on the boiler replacement bid, the HVAC installation bid, the kitchen cabinets bid, emergency work on a hot water heater, and the implementation of the employee evaluation system. Commissioner Mantineo commented on the use of the State contract list for the boiler replacement. Commissioner Mack commented on the specifications for the replacement boilers.

FINANCIAL REPORT:

None.

PAYMENT OF BILLS:

The bill list could not be prepared in time for the meeting due to the vacation schedule of the Fee Accountant and the responsible Housing Authority staff member. The Executive Director indicates that he has the authority to pay the bills until the next Board meeting.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the September 3, 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 | | X | | | |
| JUSTIN MACK | | X | | | |
| JOLENE MANTNEO | 2 | X | | | |
| REBECCA ACOSTA | 1 | X | | | |

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

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

RESOLUTIONS:

2019-33: Resolution approving and authorizing the Executive Director to issue Requests for Proposals for professional services. The following vote ensued:

| COMMISSIONER | MOTION/ SECOND | YES | NO | ABSTAIN | ABSENT |
|---------------------------------|-------------------|-----|----|---------|--------|
| LINDA HABERMANN-WARD, CHAIR | | | | | X |
| MARISOL MONTANEZ, VICE CHAIR | | X | | | |
| JUSTIN MACK | 2 | X | | | |
| JOLENE MANTNEO | | X | | | |
| REBECCA ACOSTA | 1 | X | | | |

The Board is adopted.

2019-34: Resolution approving and authorizing the Housing Authority to write off \$23,000.00 in uncollectible debt. 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 | | | |
| JOLENE MANTINEO | 1 | X | | | |
| REBECCA ACOSTA | | X | | | |

The Board is adopted.

PUBLIC COMMENT:

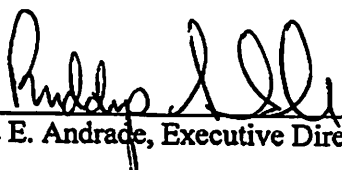
None.


ADJOURNMENT:

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

| COMMISSIONER | MOTION/ SECOND | YES | NO | ABSTAIN | ABSENT |
|---------------------------------|-------------------|-----|----|---------|--------|
| LINDA HABERMANN-WARD, CHAIR | | | | | X |
| MARISOL MONTANEZ, VICE CHAIR | | X | | | |
| JUSTIN MACK | | X | | | |
| JOLENE MANTINEO | | X | | | |
| REBECCA ACOSTA | | X | | | |

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


 Ruddys E. Andrade, Executive Director/Secretary


 Marisol Montanez, Vice Chairperson

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

Resolution No. 2019-34

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO BINSKY & SNYDER SERVICE, LLC FOR INSTALLATION OF TWO (2)
ROOFTOP AIR HANDLING UNITS**

Date Introduced: November 4, 2019

Date Adopted: November 4, 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 installing two new rooftop air handling units; and

WHEREAS, the installation cost of the new rooftop air handling units was expected to exceed the Housing Authority's bid threshold of \$40,000.00 under the New Jersey Local Public Contracts Law; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4 and prevailing federal procurement regulations, the Housing Authority published a public advertisement for bids; and

WHEREAS, in accordance with the public advertisement, bids were due by 11:00 a.m. on November 4, 2019; and

WHEREAS, following a public bid opening and subsequent review of all bids received, Binsky & Snyder Service, LLC, located at 281 Centennial Avenue, Piscataway, NJ 08854, with a total submitted bid of \$225,000.00 was found to be the lowest responsible bidder pursuant to N.J.S.A. 40A:11-4 and N.J.S.A. 40A:11-2; and

WHEREAS, the contract is being awarded pursuant to a "fair and open" process in accordance with N.J.S.A. 19:44A-20.5; and

WHEREAS, the bid submitted by Binsky & Snyder Service, LLC has been reviewed and deemed by the Housing Authority's architectural and engineering firm and legal counsel to be responsive and conforming with all requirements as set forth by federal procurement law, New Jersey Local Public Contracts Law, the public advertisement for bids, and the bid package; and

WHEREAS, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned project; and

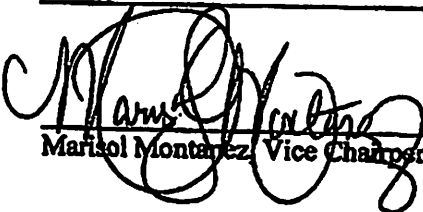
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Binsky & Snyder Service, LLC for the installation of two rooftop air handling units;


NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Binsky & Snyder Service, LLC for the installation of two rooftop air handling units; 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 |
|---------------------------------|-------------------|-----|----|---------|--------|
| LINDA HABERMANN-WARD, CHAIR | | | | | |
| MARISOL MONTANEZ, VICE CHAIR | | | | | |
| JUSTIN MACK | | | | | |
| REBECCA ACOSTA | | | | | |
| JOLENE MANTINEO | | | | | |
| | | | | | |
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 Marisol Montanez, Vice Chairperson


 Ruddys E. Andrade, Secretary

Counsel Review and Approval:


 Joseph Manfredi, Esq.

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

Resolution No.2019-35

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO CJ VANDERBECK & SON, INC, FOR PURCHASE AND INSTALLATION OF A
BOILER.**

Date Introduced: November 4, 2019

Date Adopted: November 4, 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 boiler at 136 69th; and

WHEREAS, the purchase and installation cost of the boiler was expected to exceed the Housing Authority's bid threshold of \$40,000.00 under the New Jersey Local Public Contracts Law; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4 and prevailing federal procurement regulations, the Housing Authority published a public advertisement for bids; and

WHEREAS, in accordance with the public advertisement, bids were due by 11:00 a.m. on October 16, 2019; and

WHEREAS, following a public bid opening and subsequent review of all bids received, CJ Vanderbeck & Son, Inc. located at 240 Marshall Street, Paterson, NJ 07503, with a total submitted bid of \$54,000.00, was found to be the lowest responsible bidder pursuant to N.J.S.A. 40A:11-4 and N.J.S.A. 40A:11-2; and

WHEREAS, the contract is being awarded pursuant to a "fair and open" process in accordance with N.J.S.A. 19:44A-20.5; and

WHEREAS, the bid submitted by CJ Vanderbeck & Son, Inc. has been reviewed and deemed by the Housing Authority's architectural and engineering firm and legal counsel to be responsive and conforming with all requirements as set forth by federal procurement law, New Jersey Local Public Contracts Law, the public advertisement for bids, and the bid package; and

WHEREAS, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned project; 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 award of a contract to CJ Vanderbeck & Son, Inc. for the purchase and installation of a boiler;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to CJ Vanderbeck & Son, Inc. for the purchase and installation of a boiler; and

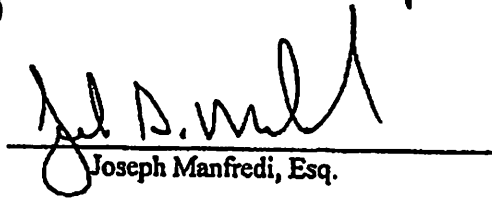
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

| COMMISSIONER | MOTION/ SECOND | YES | NO | ABSTAIN | ABSENT |
|---------------------------------|-------------------|-----|----|---------|--------|
| LINDA HABERMANN-WARD, CHAIR | | | | | |
| MARISOL MONTANEZ, VICE CHAIR | | | | | |
| JUSTIN MACK | | | | | |
| REBECCA ACOSTA | | | | | |
| JOLENE MANTINEO | | | | | |
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 Marisol Montanez, Vice Chairperson


 Ruddy E. Andrade, Secretary

Counsel Review and Approval:


 Joseph Manfredi, Esq.

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT
RESOLUTION 2019-36**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the fiscal year 2019 has been filed by a Registered Municipal Accountant with the Clerk of the Guttenberg Housing Authority pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

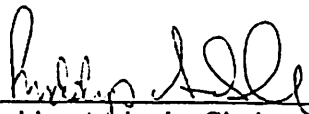
WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Board of Commissioners of the Guttenberg Housing Authority, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON NOVEMBER 4, 2019.



Ruddy Andrade, Clerk

Guttenberg Housing Authority

STATE OF NEW JERSEY
COUNTY OF HUDSON

We, members of the governing body of the Guttenberg Housing Authority, in the County of Hudson being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Board of Commissioners of the Guttenberg Housing Authority in the county of Hudson;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the fiscal year 2019;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

| | | |
|--------|----------------------------|--------|
| (L.S.) | <u>Roberto [Signature]</u> | (L.S.) |
| (L.S.) | <u>Max [Signature]</u> | (L.S.) |
| (L.S.) | <u>[Signature]</u> | (L.S.) |
| (L.S.) | <u>[Signature]</u> | (L.S.) |
| (L.S.) | <u>[Signature]</u> | (L.S.) |

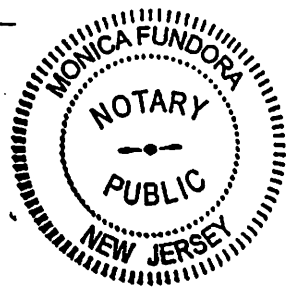
[Signature]
Ruddys Andrade, Clerk

Sworn to and subscribed before me this
22 Day of NOVEMBER, 2019

[Signature]
Notary Public of New Jersey

MONICA FUNDORA
NOTARY PUBLIC
STATE OF NEW JERSEY
MY COMMISSION EXPIRES SEPT. 12, 2024

[Signature]



The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

Housing Authority of the Town of Guttenberg
Statement of Net Position

| | <u>Year Ended</u> | |
|----------------------------------|---------------------|---------------------|
| | <u>March-19</u> | <u>March-18</u> |
| Cash | \$ 1,134,374 | \$ 1,297,913 |
| Other Current Assets | 123,915 | 81,999 |
| Capital Assets - Net | 5,032,363 | 5,588,906 |
| Deferred Outflows | 451,197 | 728,917 |
| Total Assets | 6,741,849 | 7,697,735 |
| Less: Current Liabilities | (256,486) | (625,656) |
| Less: Non Current Liabilities | (4,292,534) | (2,627,615) |
| Less: Deferred Inflows | (1,128,783) | (1,005,861) |
| Net Position | \$ 1,064,046 | \$ 3,438,603 |
| | | |
| Net Investment in Capital Assets | \$ 5,032,363 | \$ 5,588,906 |
| Restricted Net Position | 40,424 | - |
| Unrestricted Net Position | (4,008,741) | (2,150,303) |
| Net Position | \$ 1,064,046 | \$ 3,438,603 |

Housing Authority of the Town of Guttenberg
Statement of Revenue, Expenses and
Changes in Net Position

| | <u>Year Ended</u> | |
|---|---------------------|---------------------|
| | <u>March-19</u> | <u>March-18</u> |
| <u>Revenues</u> | | |
| Tenant Revenues | \$ 1,463,087 | \$ 1,449,421 |
| HUD Subsidies | 3,073,795 | 2,713,082 |
| Other Revenues | 140,179 | 73,004 |
| Total Operating Income | 4,677,061 | 4,235,507 |
| <u>Expenses</u> | | |
| Operating Expenses | 4,571,954 | 4,557,462 |
| Depreciation Expense | 671,604 | 800,214 |
| Total Operating Expenses | 5,243,558 | 5,357,676 |
| | | |
| Operating Loss before Non Operating Income | (566,497) | (1,122,169) |
| | | |
| Interest Income | 9,944 | 10,334 |
| HUD Capital Grants | 115,061 | 83,711 |
| | | |
| Change in Net Position | (441,492) | (1,028,124) |
| | | |
| Net Position Prior Year | 3,438,603 | 4,466,727 |
| Prior Period Adjustments | (1,933,065) | - |
| Total Net Position | \$ 1,064,046 | \$ 3,438,603 |