

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, August 3, 2020 at 6:30 p.m.  
Via Video/Audio Conference**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Swearing in of new Commissioner Dr. Gonzalo Perez
6. Executive Director's Report
7. Financial Report and Bill List
8. Approval of Minutes

July 6, 2020 Board Meeting

9. Old Business

10. New Business

11. Resolutions

**2020-13:** Resolution approving and authorizing a Memorandum of Understanding with the Town of Guttenberg for Parking Enforcement Services.

**2020-14:** Resolution approving and authorizing a one-year employment agreement between the Housing Authority and Ruddys Andrade, for the position of Executive Director.

**2020-15:** Resolution amending Section 4 of the personnel policies and procedures manual.

**2020-16:** Resolution amending Section 5 of the 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 regular meeting of the Board of Commissioners was held on July 6, 2020 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:40 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 El Especialito and the Bergen Record on May 16, 2019 and May 17, 2019, by posting the meeting date at the Guttenberg Town Hall on October 4, 2019, and by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 on May 13, 2019 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg on April 1, 2020..

Following the Pledge of Allegiance, roll call was taken.

### ROLL CALL:

   Chairperson Habermann-Ward      X Vice Chairperson Montanez  
X Commissioner Mantineo          X Commissioner Acosta                  X Commissioner Popiel  
X Commissioner Torres

Also attending the meeting were Executive Director Ruddys E. Andrade, IT Consultant Jimmy Kontolios, and Anthony J. Arnone, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP (General Counsel).

### EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported that he has received the resignation letter of Commissioner Justin Mack. Kitchen cabinets and countertops are fifty percent complete at 6900 Broadway. Rooftop chiller units have been installed and are operational at 7005 Boulevard East. The project will be completed next week and there have been no issues with the rooftop units. The Authority is negotiating a MOU with the Town of Guttenberg which would allow the Town's Parking Enforcement Officers to enter and enforce parking regulations on the Authority properties. There have been issues with non-residential parking, illegal parking in fire zones, and parking in two spaces. Commissioner Torres asked if other Guttenberg Housing Authority properties were getting new kitchen cabinets too. The Executive Director said not now but the RAD physical assessment study will determine project needs and priorities in the future.

### FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					x

MARISOL MONTANEZ, VICE CHAIR	2	x			
JOLENE MANTINEO		x			
REBECCA ACOSTA	1	x			
BLANCA POPIEL		x			
LUZ TORRES		x			

The motion is adopted.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the June 1, 2020 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	2	x			
JOLENE MANTINEO		x			
REBECCA ACOSTA	1	x			
BLANCA POPIEL		x			
LUZ TORRES		x			

The motion is adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**RESOLUTIONS:**

None.

**PUBLIC COMMENT:**

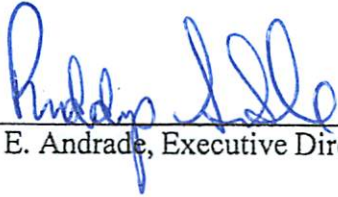
None.

**ADJOURNMENT:**

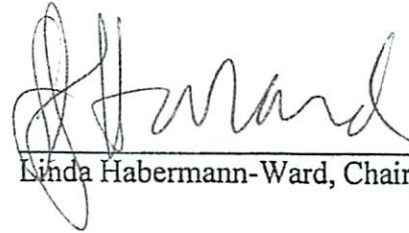
A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					x
MARISOL MONTANEZ, VICE CHAIR	2	x			
JOLENE MANTINEO		x			
REBECCA ACOSTA	1	x			
BLANCA POPIEL		x			
LUZ TORRES		x			

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



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

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

**Resolution No. 2020-13**

**RESOLUTION APPROVING AND AUTHORIZING A MEMORANDUM OF  
UNDERSTANDING FOR THE SERVICES OF PARKING ENFORCEMENT WITH  
THE TOWN OF GUTTENBERG**

**Date Introduced: August 3, 2020**

**Date Adopted: August 3, 2020**

**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 parking enforcement services; and

**WHEREAS**, specifically, parking enforcement services will allow the Housing Authority to provide much needed enforcement of the rules and regulations surrounding the use of the Housing Authority’s residential parking lots; and

**WHEREAS**, the Housing Authority wishes to receive parking enforcement services from the Town of Guttenberg through a Memorandum of Understanding; and

**WHEREAS**, notwithstanding the Memorandum of Understanding, the Traffic Enforcement Officers shall remain as employees of the Town of Guttenberg; and

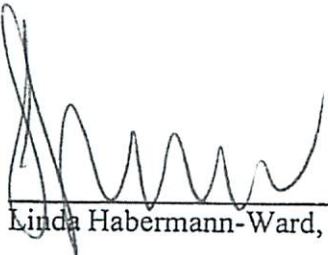
**WHEREAS**, the Board has found that approving and authorizing the adoption of a Memorandum of Understanding for the services of parking enforcement with the Town of Guttenberg is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing; and

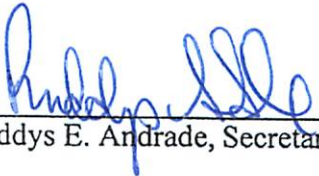
**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the adoption of a Memorandum of Understanding for the services of parking enforcement with the Town of Guttenberg; 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, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR		X			
BLANCA POPIEL		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES	1	X			
Dr. GONZALO PEREZ		X			

  
Linda Habermann-Ward, Chairperson

  
Ruddy E. Andrade, Secretary

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

**Resolution No. 2020-14**

**RESOLUTION APPROVING AND AUTHORIZING A ONE-YEAR EMPLOYMENT  
AGREEMENT BETWEEN THE HOUSING AUTHORITY AND RUDDYS ANDRADE  
FOR THE POSITION OF EXECUTIVE DIRECTOR.**

**Date Introduced: August 3, 2020**

**Date Adopted: August 3, 2020**

**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 an obligation to employ on Executive Director for the efficient operation of the agency; and

**WHEREAS**, Ruddys Andrade currently serves as the Housing Authority’s Executive Director under an employment agreement which expires on August 5, 2020; and

**WHEREAS**, the Board of Commissioners has found that Mr. Andrade has admirably and effectively performed as the Housing Authority’s Executive Director; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-18 and N.J.A.C. 5:44-3.1, the Board of Commissioners also found that Mr. Andrade meets the legal requirements to continue as the Executive Director of the Housing Authority for a term of one (1) year; and

**WHEREAS**, the Board of Commissioners wishes to enter into a one-year employment agreement with Mr. Andrade to secure his continued employment as Executive Director; and

**WHEREAS**, Mr. Andrade has also expressed a desire to continue to serve as the Housing Authority’s Executive Director and enter into said employment agreement with the Housing Authority; and

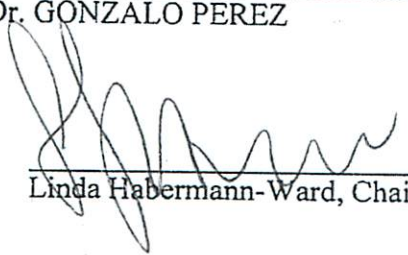
WHEREAS, the Housing Authority's Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to its residents to approve and authorize a one-year employment agreement between the Housing Authority and Mr. Ruddys Andrade for the position of Executive Director; and

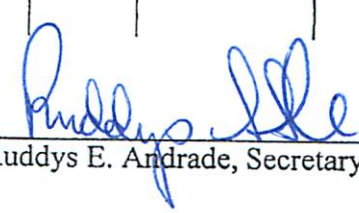
**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes a one-year employment agreement between the Housing Authority and Mr. Ruddys Andrade for the position of Executive Director; and

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby authorizes the Chairperson of the Board to take any and all necessary administrative action to implement this resolution.

COMMISSIONER	MOTION/SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
BLANCA POPIEL	1	X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
Dr. GONZALO PEREZ		X			

  
Linda Habermann-Ward, Chairperson

  
Ruddys E. Andrade, Secretary



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

**Resolution No. 2020-15**

**RESOLUTION AMENDING THE PERSONNEL POLICIES  
AND PROCEDURES MANUAL-SECTION FOUR OF THE  
HOUSING AUTHORITY OF THE TOWN OF  
GUTTENBERG**

**Date Introduced: August 3, 2020**

**Date Adopted: August 3, 2020**

**WHEREAS**, the Housing Authority of the Town of Guttenberg adopted a Personnel Policies and Procedures Manual by way of Resolution No. 2019-14 adopted on March 19, 2019; and

**WHEREAS**, a review of the Personnel Policies and Procedures Manual determined that an amendment needed to be made to Section Four: Compensation and Employee Benefits Policies: Paragraphs one and three in order to increase operational efficiency at the Housing Authority of the Town of Guttenberg.

**NOW, THEREFORE**, it is

**RESOLVED**, that Section Four: Compensation and Employee Benefits Policies should read as follows:

**Payroll Policy:**

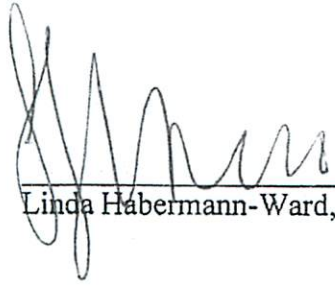
Salaries are established by the Executive Director. Employees are paid bi-weekly, with overtime being held back for one pay schedule in order to compute payment of the amount due. Employees who are going on vacation and would like their checks in advance must make a written request at least two weeks in advance of their vacation.

**Compensation Time Policy:**

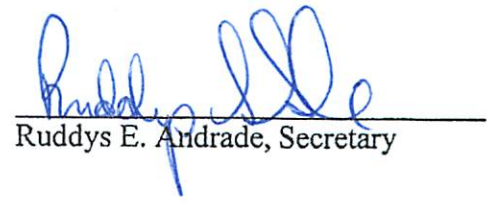
Employees that work extra hours as per agency request are allowed to request the equivalent of those hours as compensation time at a later date. Use of compensation time requires the Executive Director's prior approval.

**BE IT FURTHER RESOLVED**, no other amendments are being made to the Personnel Policies and Procedures Manual at this time and shall remain in full force and effect.

COMMISSIONER	MOTION/SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
BLANCA POPIEL		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO	1	X			
LUZ TORRES		X			
Dr. GONZALO PEREZ		X			



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary

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

**Resolution No. 2020-16**

**RESOLUTION AMENDING THE PERSONNEL POLICIES  
AND PROCEDURES MANUAL-SECTION FIVE OF THE  
HOUSING AUTHORITY OF THE TOWN OF  
GUTTENBERG**

**Date Introduced: August 3, 2020**

**Date Adopted: August 3, 2020**

**WHEREAS**, the Housing Authority of the Town of Guttenberg adopted a Personnel Policies and Procedures Manual by way of Resolution No. 2019-14 adopted on March 19, 2019; and

**WHEREAS**, a review of the Personnel Policies and Procedures Manual determined that an amendment needed to be made to Section Five: Managerial/Supervisory Procedures, Employment Procedure: Paragraph One in order to increase operational efficiency at the Housing Authority of the Town of Guttenberg.

**NOW, THEREFORE**, it is

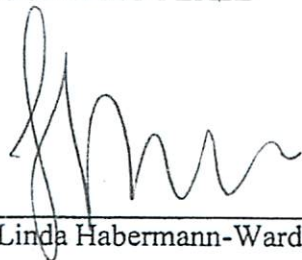
**RESOLVED**, that Section Five: Managerial/Supervisory Procedures, Employment Procedure should read as follows:

Employment Procedure:

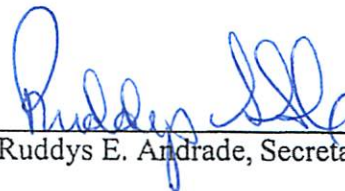
The employment recruitment process for all vacancies will be coordinated by the Executive Director. Candidates must fully complete an application form and/or submit a resume to be considered for a vacant position. The Executive Director has the final decision to fill a vacant position immediately subject to obtaining the ratification of the hiring by the Board of Commissioners at the next regularly scheduled meeting of the Board of Commissioners of the Housing Authority of the Town of Guttenberg.

**BE IT FURTHER RESOLVED**, no other amendments are being made to the Personnel Policies and Procedures Manual at this time and shall remain in full force and effect.

COMMISSIONER	MOTION/SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
BLANCA POPIEL		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO	2	X			
LUZ TORRES		X			
Dr. GONZALO PEREZ		X			



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary

**RESOLUTION OF THE HOUSING AUTHORITY OF THE  
TOWN OF GUTTENBERG  
RESOLUTION NO. 2020-17**

**RESOLUTION AUTHORIZING A RENT REDUCTION TO MEMBERS  
OF THE MAINTENANCE STAFF OF THE HOUSING AUTHORITY OF  
THE TOWN OF GUTTENBERG AS PART OF THEIR COMPENSATION**

**Date Introduced: August 3, 2020**

**Date Adopted: August 3, 2020**

**WHEREAS**, the Housing Authority of the Town of Guttenberg has a policy of reducing rent of the building superintendents who are members of the maintenance staff as part of their compensation; and

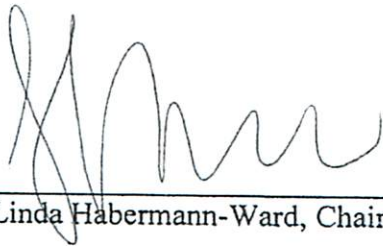
**WHEREAS**, it has come to the attention of the Executive Director that there is a member of the maintenance staff that is not a building superintendent but provides vital services to the Authority without receiving any rent reduction as part of his compensation.

**NOW, THEREFORE**, it is

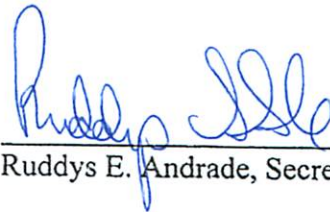
**RESOLVED**, that the Executive Director, at his discretion, may offer any member of the maintenance staff and not just building superintendents a rent reduction as part of their overall compensation for their services to the Housing Authority of the Town of Guttenberg.

**BE IT FURTHER RESOLVED**, no other amendments are being made to this policy at this time and it shall remain in full force and effect.

COMMISSIONER	MOTION/SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR		X			
BLANCA POPIEL		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO	1	X			
LUZ TORRES		X			
Dr. GONZALO PEREZ	2	X			



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary