

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

Monday, October 5, 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. Executive Director's Report
6. Financial Report and Bill List
7. Approval of Minutes

September 8, 2020 Board Meeting

8. Old Business
 9. New Business
- Goverton Letter of Intent
10. Resolutions

2020-20 Resolution approving the FY 2020 audit report.
(<https://sharesync.serverdata.net/us4/s/msizTLtE0vBQkDvyxIH0sI003e6d2b>)

2020-21: Resolution authorizing and approving membership in the New Jersey Public Housing Authority Joint Insurance Fund.

11. Public Comment
12. 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 September 8, 2020 as a virtual meeting as a result of the COVID-19 pandemic. 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 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:

<input checked="" type="checkbox"/> Chairperson Habermann-Ward	<input checked="" type="checkbox"/> Vice Chairperson Montanez	<input checked="" type="checkbox"/> Commissioner Perez
<input checked="" type="checkbox"/> Commissioner Manuino	<input checked="" type="checkbox"/> Commissioner Acosta	<input checked="" type="checkbox"/> Commissioner Popiel
<input checked="" type="checkbox"/> Commissioner Torres		

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

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director gave a RAD update stating that Remington & Vernick are coming next week to do a physical needs assessment throughout all of the buildings. They will produce a tier report from highest to lowest priority needs. The RAD conversion should take place in the first quarter of 2021. K-95 masks have been distributed to all tenants including the public housing and Section 8 tenants. Tenants response has been positive. The Authority has partnered with the Mayor and Council of the Town of Guttenberg to distribute produce every two weeks to all tenants and those in need. All 249 units receive packages which will be delivered tomorrow and will include a protein and a starch as well. With regard to facilities, both the stairwells and apartment doors have been painted in 136-69th Street. The painting was done by Local 55 at a savings to the Authority. Pooper scoopers dispensers have been installed at 6900 and 136 69th Street. The Authority has hired Dawn Rogers as a cleaning person at 400 68th Street. Parking enforcement by the Town of Guttenberg has started today. Vehicles will receive a warning first and then a summons on a second offense. The 7005 Boulevard East facility lot has had an issue with food pickups parking in the lot. The Executive Director has met with the Guttenberg Police Department and Class One Officers will be allowed to enter buildings and provide patrols to problematic areas. While there have been no violent crime issues, there has been smoking issues in the hallways.

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			
DR. GONZALO PEREZ		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 July 6, 2020 meeting of the Board of Commissioners. The following vote ensued:

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

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

RESOLUTIONS:

Resolution 2020-18 approving and authorizing the conversion of certain public housing units to rental assistance demonstration funding, and the implementation and execution of relating documents. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BIANCA POPEL	1	X			
LUZ TORRES	2	X			

The resolution is adopted.

Resolution 2020-19 authorizing and ratifying the hiring of Dawn Rogers as a Cleaning Person. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ	2	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BIANCA POPEL		X			
LUZ TORRES		X			

The resolution is adopted.

PUBLIC COMMENT:

None.

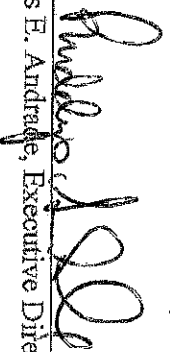
ADJOURNMENT:

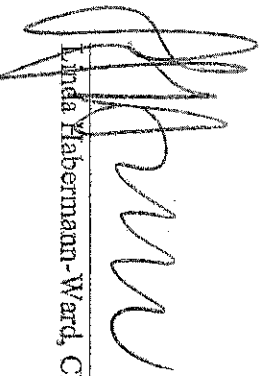
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 6:55 p.m.


Ruddys E. Andrade, Executive Director/Secretary


Linda Habermann-Ward, Chairperson



Groverton

Business Summary:

Groverton's mission is to provide Housing Authorities and Nonprofits alternative housing programs for their Clients. We provide long term equity partnerships which decrease the holding costs of the properties purchased on behalf of the disadvantaged.

Total Available Market:

In 2018, 44.2 million people lived in poverty. That means the poverty rate for 2018 was 11.8%. And 29.9% of the population – or 93.6 million – live close to poverty, with incomes less than two times that of their poverty thresholds.

Customers:

Groverton's partnerships with housing authorities and housing nonprofits are designed to offer alternative affordable housing solutions without requiring federal subsidies.

Customer Problem:

The ability to serve low income people in need depends on federal appropriations. However, the need for housing assistance far exceeds its availability, and those who seek assistance face long waiting lists. Housing assistance programs fall within the federal government's nondefense discretionary portion of the budget and are therefore vulnerable to cuts.

Product / Service:

Groverton sources a home together with a Client under the guidelines: the Housing Authority and/or Nonprofit set forth. Groverton then provides the down payment capital required to acquire said home on behalf of the disadvantaged.

Value Proposition:

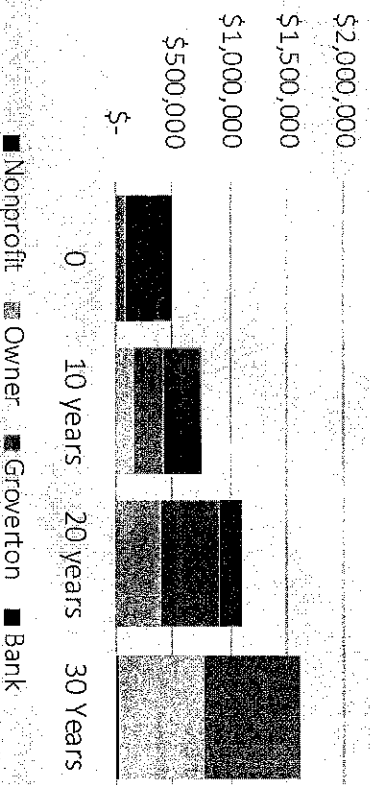
Groverton partnerships DO NOT increase monthly debt payments. Instead, the model incentivizes the Client, the HA/Nonprofit, and Groverton to hold the property longer.

Management:

Our partners will deposit 1.5% of the property's assessed value each year to an escrow account for any CapEX, upgrades, or maintenance expenses. The HA/Nonprofit will manage the property.

Revenue Model:

Groverton provides the down payment required to purchase a home. In exchange, we share in the appreciation of said home post-purchase. We are repaid at refinance, sale, or 30 years; whichever comes first.





Groverton

Groverton LLC
142 W 57th St, 8th Floor
New York, NY 10019

September 15, 2020

Ruddys Andrade
Executive Director
Guttenberg Housing Authority
6900 Broadway
Guttenberg, New Jersey 07093

Subject: Groverton LLC | Guttenberg Housing Authority Partnership (the "Project")

Dear Ruddys,

This letter ("Letter of Intent") sets forth the basic preliminary terms between Guttenberg Housing Authority (the "Owner") and Groverton LLC (the "Investor") regarding the purchase of properties. This Letter of Intent shall not constitute an agreement between the parties and no agreement shall be deemed to exist until execution of a definitive purchase agreement of the property (the "Property").

Re: Property Purchase Partnership

Part A – Background

1. Groverton LLC is a veteran-founded company reinventing the idea of the American Dream. Groverton partners with housing authorities and nonprofits to create access to more affordable housing on behalf of their Clients by providing down payment capital.

Part B – Summary of Terms

1. Purchase of Property
 - a. Appraisal: Owner must promptly provide Investor copies of all contracts, and other documents related to the prospective purchase (including, but not limited to inspections, appraisals, escrow instructions, transactions documents) to be performed at Owner's expense.
 - i. The value (the "Agreed Value") of Property will be the appraised value or the purchase price, whichever is least at time of purchase
 - b. Closing Costs and Sales Commissions: All closing costs and commissions are the Owner's responsibility

c. There is a one-time transaction fee equaling 1.5% of the Property Agreed Value at the HomeOwner Agreement closing.

2. Terms

- a. As defined in the Groverton HomeOwner Agreement, Groverton provides up to 28% of the Agreed Value of the Property
 - b. The Investor down payment is an advance of a portion of the Agreed Value. The Investor is assigned an option to purchase, an undivided % interest in and to that Property, and will be returned an agreed share of the Property appreciation (3.4x of percentage down payment) or a preferred return (14% IRR), whichever is greater at sale, refinance, or 30 years; whichever comes first.
 - c. The Owner is responsible for obtaining, securing, and managing the remaining financing including mortgage or other finance solutions
 - d. Groverton's investment is secured by a Deed of Trust and a Memorandum of Option. Owner shall be the owner of the Property and have marketable and insurable absolute title to the Property, free of any other claims, restrictions, leases, liens, and other encumbrances or interests against the title, other than Permitted Encumbrances and Permitted Senior Liens.
- ## 3. Tenant
- a. Owner is responsible for tenant management and lease arrangements
- ## 4. Maintenance and Repair
- a. Owner shall maintain the Property in good condition. Owner shall annually deposit 1% of the Property's appraised value into a Groverton managed escrow account for updates, upgrades, and CAPEX (outside of ordinary wear and tear). Unused funds will be returned to the Owner at dissolution.
- ## 5. Property Dissolution
- a. Owner must own Property for a minimum of 3 years and a maximum of 30
 - b. After 3 years, owner may sell or refinance. The Agreed Value, in reference to the Project's agreement, will be the appraised value or selling price, whichever is greater at time of dissolution.
 - c. Owner may transfer, refinance, or sell Property below market value to accommodate a home buyer program while abiding by Investor return agreement.



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Part C – Next Steps

1. The follow-on program partnerships, Owner, Groverton, and Groverton's Realty Brokerage partner will source private market properties for the disadvantageded.
2. Owner will be responsible for selecting and vetting tenant of the Property. An Owner representative or said proposed tenant will source Property with Groverton Realty Brokerage agent aligned with the budget Owner deems suitable for the tenant.
3. Groverton's Realty Brokerage will accommodate dissolution of Property when and if sold to the open market.

Sincerely,

By: Dustin Mantelo

Name: Dustin Mantelo

Title: Founder / President Groverton LLC

Agreed to and accepted this 14 day of October 2020.

By: [Signature]

Name: Rudolph Andrade

Title: Executive Director

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT
RESOLUTION 2020-20**

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 OCTOBER 5, 2020.



Ruddys Andrade, Clerk

Guttenberg Housing Authority

STATE OF NEW JERSEY
COUNTY OF HUDSDON

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:

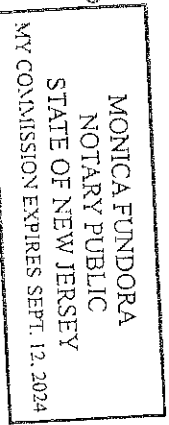
1. We are duly appointed members of the Board of Commissioners of the Guttenberg Housing Authority in the county of Hudson;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the fiscal year 2020;
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.) [Signature] (L.S.) [Signature]
(L.S.) [Signature] (L.S.) [Signature]
(L.S.) [Signature] (L.S.) [Signature]
(L.S.) [Signature] (L.S.) [Signature]

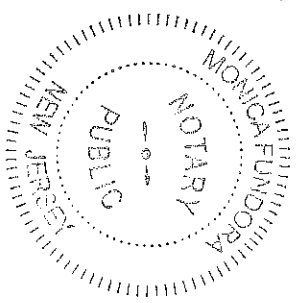
[Signature]
Ruddys Andfede, Clerk

Sworn to and subscribed before me this
13 Day of October, 2020

Monica Fundora
Notary Public of New Jersey



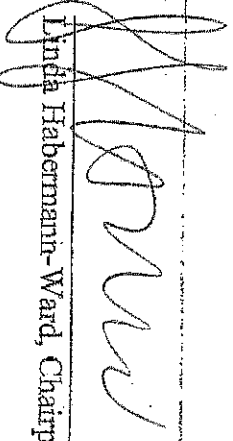
Monica Fundora




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.

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


 Linda Habermann-Ward, Chairperson


 Ruddys E. Andrade, Secretary

RESOLUTION No. 2020-21
AGREEMENT TO RENEW MEMBERSHIP IN THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

WHEREAS, the **New Jersey Public Housing Authority Joint Insurance Fund** (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJS.A 40A:10-36 et seq., and;

WHEREAS, **The Guttenberg Housing Authority** is currently a member of said Fund, and;

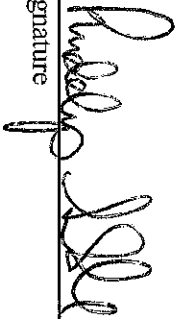
WHEREAS, effective December 31, 2020, said membership will expire unless earlier renewed, and;

WHEREAS, the Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. **The Guttenberg Housing Authority** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2021 and ending December 31, 2023.
2. **The Guttenberg Housing Authority** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **The Guttenberg Housing Authority** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of (Name of Authority).
5. Executed the 5 day of October, 2020 as the lawful and binding act and deed of the **The Guttenberg Housing Authority** which execution has been duly authorized by public vote of the governing body.

Executive Director


Signature

10.14.20

ATTEST

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

**RESOLUTION FOR RENEWAL OF MEMBERSHIP
IN THE
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

WHEREAS, **The Guttenberg Housing Authority** is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between the Authority and the Fund; and

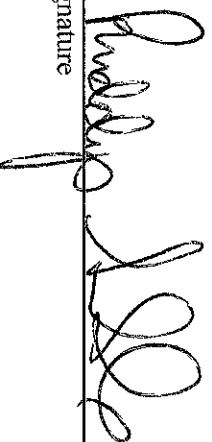
WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. **The Guttenberg Housing Authority** agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 5 day of October, 2020 by a vote
Of: 5 Affirmative
0 Negative

Executive Director



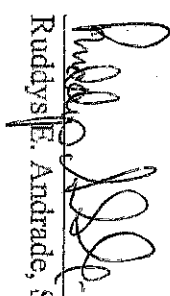
Signature

ATTEST

DATE 10-14-20

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


Linda Habermann-Ward, Chairperson


Ruddys E. Andrade, Secretary