

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, November 2, 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

October 5, 2020 Board Meeting

8. Old Business

Goverton Presentation

9. New Business

COVID19 Protocol

10. Resolutions

2020-22 Resolution amending the preferences for admission to the Public Housing and Section 8 Housing Choice Voucher programs, the Administrative Plan, and ACOP.

2020-23: Resolution authorizing and approving the award of a contract for the purchase and installation of a boiler.

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 October 5, 2020 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:37 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:

<u>X</u> Chairperson Habermann-Ward	<u>X</u> Vice Chairperson Montanez	<u>X</u> Commissioner Perez
<u>A</u> Commissioner Mantineo	<u>A</u> Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> 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 gave a RAD update stating that Remington & Vernick has performed a physical needs assessment throughout all of the buildings and we are awaiting the first draft of their report. The Authority has partnered with the Mayor and Council of the Town of Guttenberg to distribute produce two more times to all tenants and those in need. With regard to parking, there are currently four different parking decals which makes it difficult to enforce parking rules. As a response, we have converted to one decal for the entire campus with hanging tags for employees. Eventually we will go to license plate reader in lieu of stickers. The Authority would like to enter into a letter of intent with Groverton. This is an organization that works with housing authorities to assist residents in purchasing new homes or condominiums. Residents that want to move on will receive a generous down payment assistance. It is just in the exploratory stage, but it seems promising. The Authority may have the ability for exclusive Veteran housing through this program and the Authority will share equity in home on sale of property.

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	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ	2	X			
JOLENE MANTINEO					X
REBECCA ACOSTA					X
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the September 8, 2020 meeting of the Board of Commissioners. The following vote ensued:

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

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

Groverton letter of intent as discussed by the Executive Director. Vice Chairwoman Montanez stated that national night out will occur tomorrow night in front of Town Hall. There will be a concert there as well as flu shots being available.

RESOLUTIONS:

Resolution 2020-20 approving the FY 2020 audit report. The following vote ensued:

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

The resolution is adopted.

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

PUBLIC COMMENT:

None.

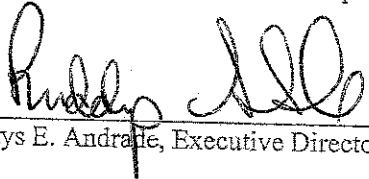
ADJOURNMENT:

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


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

MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA					X
BLANCA POPIEL	1	X			
LUZ TORRES		X			

The meeting was adjourned at 6:57 p.m.



 Ruddy E. Andrade, Executive Director/Secretary



 Linda Habermann-Ward, Chairperson

Guttenberg Housing Authority
COVID-19 Protocols

The Guttenberg Housing Authority (GHA) is committed to providing a safe working environment for its entire staff. For that reason, the GHA has established a number of protocols in the event that a staff member comes in contact with a person who has tested positive for COVID-19 at the workplace. Should a GHA staff member be exposed, the following steps will be taken:

- Contact tracing and notification will be conducted.
- The workspace (main office or maintenance shops) will be closed and properly sanitized. Should the main office of GHA be closed due to exposure, all in-office operations will cease immediately and day to day office functions will be conducted remotely.
- All staff members will need to be tested for COVID-19
- Staff members who have been exposed will need to provide evidence of a negative COVID-19 test result in order to be able to return to the workplace.
- Should a GHA staff member test positive for COVID19, said staff member will need to quarantine for 14 days and will need to provide evidence of two negative COVID-19 test results in order to be able to return to the workplace.

Additionally, we will continue to minimize the number of visitors to the main office but in the event that a tenant or vendor needs to come to the office to conduct authority business they will be required to scan their temperature prior to entering the office suite and will need to wear a face covering at all times. Should a visitor come to the office with an abnormal temperature, admittance will be denied.

Lastly, as of November 10th, 2020, all GHA staff members will be required to get tested on a monthly basis. We have made arrangements for the entire staff to be tested on the first Tuesday of each month. North Hudson Community Action Corporation will be administering the test at their Union City testing site located at 36th street and Bergenline.

We would like to take this opportunity to remind all staff members that you are expected to practice all means of social distancing including wearing the proper PPE to protect yourself and those that you interact with. We have a good inventory of PPE's available for your use.

**RESOLUTION
OF THE
HOUSING AUTHORITY OF THE TOWN OF
GUTTENBERG
RESOLUTION NO. 2020-22**

**RESOLUTION AMENDING THE PREFERENCES FOR ADMISSION TO
PUBLIC HOUSING AND SECTION 8 HOUSING CHOICE VOUCHER
PROGRAMS, THE ADMINISTRATIVE PLAN, AND ACOP
ADMINISTERED BY THE HOUSING AUTHORITY OF THE TOWN OF
GUTTENBERG**

Date Introduced: November 2, 2020

Date Adopted: November 2, 2020

WHEREAS, the Housing Authority of the Town of Guttenberg has previously adopted and amended a policy of preference for admission to Public Housing and Section 8 Housing Choice Voucher Programs in order to prioritize the availability of these programs to tenants; and

WHEREAS, the Housing Authority of the Town of Guttenberg last amended the Administrative Plan on December 16, 2019 with Resolution 2019-38 and the ACOP on December 16, 2019 with Resolution 2019-39; and

WHEREAS, a review of the preferences for admission to the Housing Authority of the Town of Guttenberg under the Public Housing and Section 8 Housing Choice Voucher Programs determined that amendments should be made to the tenant selection preferences under these programs; and

WHEREAS, changes are being made to the preferences for admission due to economic conditions during the current pandemic and the Housing Authority's desire and ability to provide preferences to local residents who live and work in the Town of Guttenberg and these amendments are in the best interest of the people of the Town of Guttenberg which it serves.

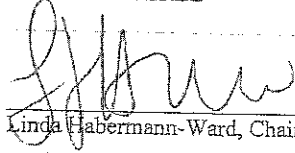
NOW, THEREFORE, it is

RESOLVED, that the Preferences for Admission to both the Public Housing and Section 8 Choice Voucher Programs are hereby amended and are reflected in such amended policies as shown in the attached Exhibit A.

BE IT FURTHER RESOLVED, that the Administrative Plan and ACOP shall be amended to reflect such changes.

BE IT FURTHER RESOLVED, no other amendments are being made to the Admission Policies and Procedures, Administrative Plan, and ACOP 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		X			
BLANCA POPIEL	1	X			
REBECCA ACOSTA	2	X			
IOLENE MANTINEO		X			
LUZ TORRES					X
Dr. GONZALO PEREZ		X			


 Linda Habermann-Ward, Chairperson

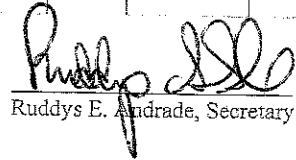

 Ruddys E. Andrade, Secretary

Exhibit A

Attachment No. 1: Revised Preferences for Admission to the Public Housing and Section 8 Housing Choice Voucher Programs administered by the Guttenberg Housing Authority.

TENANT SELECTION PREFERENCES

The housing Authority will select families based on the following preferences within each bedroom size category.

Preference No. 1- Involuntarily Displaced Local Residents: Individuals or families residing within the jurisdiction of the Housing Authority involuntarily displaced by government action or whose dwelling has been extensively damaged or destroyed and is uninhabitable as a result of fire, flood or natural disaster, and for which such action was not the result of neglect or intentional act of the applicant or member of the applicant's household.

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard permanent replacement housing". Standard replacement housing is defined as housing that is decent, safe and sanitary according to Housing Quality Standards/Local housing code/other code, such as State or BOCA code that is adequate for the family size according to Housing Quality Standards/local/state/BOCA code, and that the family is occupying pursuant to a writing or oral lease or occupancy agreement.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and in the case of Victims of Domestic Violence housing occupied by the individual who engages in such violence. It does not include any imprisoned or detained pursuant to State Law or an Act of Congress. Shared housing with family or friends is not considered temporary and is considered standard replacement housing.

Preferences No.2 - Displaced Local Resident Who Are Victims of Domestic Violence: Individuals or families residing within the jurisdiction of the Housing Authority that have been/are involuntarily displaced as a result of their having been subject to or victimized by violent acts of a member of their household within the past 6 months, The housing Authority will require evidence that the family has been displaced as a result of fleeing violence in the home. Families are

also eligible for the preference if there is proof that the family is currently living in a situation where they are being subjected or victimized by violence in the home. The following criteria are used to establish a family's eligibility for this preference:

Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family. The actual or threatened violence must have occurred within the past 6 months or be of a continuing nature. To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced.

The applicant must certify that the abuser will not reside with the applicant. If the abuser returns to the family household the Housing Authority will terminate the housing assistance for breach of this certification.

Preference No. 3- Resident who live in the jurisdiction of the Housing Authority and whose head of household or spouse was honorably discharged from the Armed Forces of the United States; and is recognized by the same as a veteran who has actively served in a United States Armed Forces designated theater of war or conflict during a United States Armed Forces specified time period. This preference is extended to the spouse of any such member of the Armed Forces of the United States who has lost his or her life or has been listed as "Missing in Action (MIA)". Applicants claiming this preference must provide, at the time of application, documentation evidencing their claim (e.g. from DD214) and demonstrating honorable discharge and veteran status.

Preference No. 4- Residents Who Live and Work in the Housing Authority's Jurisdiction: This preference is extended to individuals or families who can prove that they live and work in the Housing Authority's Jurisdiction at the time of offer of the housing assistance. Individuals or families who live and worked in the Township of Guttenberg but were unable to continue such work due to age or disability automatically qualify for this preference.

Preference No. 5- Resident Who Live in the Jurisdiction of the Housing Authority: This preference is extended to individuals or families who can prove that they live/reside in the Housing Authority's jurisdiction at the time of offer of housing assistance.

Preference No. 6- All other applicant.

All families in Preference No. 1 will be offered housing before any families in Preference Nos. 2 thru 6, all Preference No.2 families will be offered housing before any families in Preference Nos.3 thru 6, and all Preference No.3 families will be offered housing before any families in Preference Nos. 4 thru 6, all Preference No. 4 families will be offered housing before any family in Preference Nos. 5 and 6, and all Preference No.5 families will be offered housing before any families in Preference No. 6.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Elderly or disabled individuals will be offered housing before other single persons. Public Housing Building Designated for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the waiting list preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preference as outlined above.

Public Housing Accessible Unit: Accessible units will be first offered to families who may benefit from accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names came to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring a unit with accessible feature applies. Any family required to transfer will be given a 30-day notice.

Current

Attachment No.1: Revised Preferences for Admission to the Public Housing and Section 8 Housing Choice Voucher Programs administered by the Guttenberg Housing Authority.

TENANT SELECTION PREFERENCES

The housing Authority will select families based on the following preferences within each bedroom size category.

Preference No. 1- Residents Who Live and Work in the Housing Authority's Jurisdiction: This preference is extended to individuals or families who can prove that they live and work in the Housing Authority's Jurisdiction at any time between submission of the application and offer of housing assistance. Individuals or families who live and worked in the Township of Guttenberg but were unable to continue such work due to age or disability automatically qualify for this preference.

Preference No. 2 - Resident Who Live in the Jurisdiction of the Housing Authority: This preference is extended to individuals or families who can prove that they live/reside in the Housing Authority's jurisdiction between submission of the application and offer of housing assistance.

Preferences No.3 - Displaced Local Resident Who Are Victims of Domestic Violence: Individuals or families residing within the jurisdiction of the Housing Authority that have been/are involuntarily displaced as a result of their having been subject to or victimized by violent acts of a member of their household within the past 6 months, The housing Authority will require evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for the preference if there is proof that the family is currently living in a situation where they are being subjected or victimized by violence in the home. The following criteria are used to establish a family's eligibility for this preference:

Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other house old member who lives in the unit with the family. The actual or threatened violence must have occurred within the past 6 months or be of a continuing nature. To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced.

The applicant must certify that the abuser will not reside with the applicant. If the abuser returns to the family household the Housing Authority will terminate the housing assistance for breach of this certification.

Preference No. 4 - Involuntarily Displaced Local Residents: Individuals or families residing within the jurisdiction of the Housing Authority involuntarily displaced by government action or whose dwelling has been extensively damaged or destroyed and is uninhabitable as a result of fire, flood or natural disaster, and for

which such action was not the result of neglect or intentional act of the applicant or member of the applicant's household.

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing". Standard replacement housing is defined as housing that is decent, safe and sanitary according to Housing Quality Standards/Local housing code/other code, such as State or BOCA code that is adequate for the family size according to Housing Quality Standards/local/state/BOCA code, and that the family is occupying pursuant to a writing or oral lease or occupancy agreement.

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Preference No. 5 - Resident who live in the jurisdiction of the Housing Authority and whose head of household or spouse was honorably discharged from the Armed Forces of the United States; and is recognized by the same as a veteran who has actively served in a United States Armed Forces designated and act of war or conflict during a United States Armed Forces specified time period. This preference is extended to the spouse of any such member of the Armed Forces of the United States who has lost his or her life or has been listed as "Missing in Action (MIA)". Applicants claiming this preference must provide, at the time of application, documentation evidencing their claim (e.g. from DD214) and demonstrating honorable discharge and veteran statuses.

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The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

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such families will be selected from the waiting list using the preference as outlined above.

Public Housing Accessible Unit: Accessible units will be first offered to families who may benefit from accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names came to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring a unit with accessible feature applies. Any family required to transfer will be given a 30-day notice.

Proposed

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

Resolution No. 2020-23

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

Date Introduced: November 2, 2020

Date Adopted: November 2, 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 boiler at 400 68th; and

WHEREAS, the purchase and installation cost of the boiler was expected to exceed the Housing Authority’s bid threshold of \$44,000.00 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 28, 2020; and following a public bid opening, a total of three (3) bids were received from the following vendors (listed in alphabetical order):

1. Bill Leary A/C & HTG
2. C. Dougherty & Co, Inc.
3. CJ Vanderbeck and Sons, Inc.

and **WHEREAS**, following the review of all bids received, CJ Vanderbeck & Son, Inc., located at 240 Marshall Street, Paterson, NJ 07503, 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 Executive Director, qualified purchasing agent and purchasing agent 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 service; and

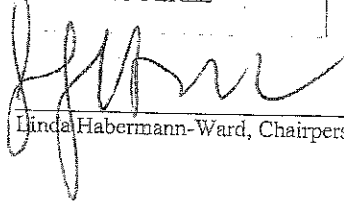
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to CJ Vanderbeck & Son, Inc.;

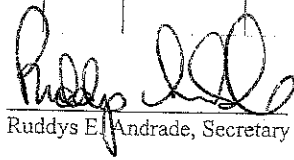
NOW THEREFORE,

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.; 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	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
BLANCA POPIEL		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES					X
Dr. GONZALO PEREZ	2	X			


 Linda Habermann-Ward, Chairperson


 Ruddy's E. Andrade, Secretary