

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, December 5, 2022 at 5:00 p.m.  
7005 Blvd East, Guttenberg, NJ**

- Call to Order
- Reading of the Open Public Meetings Act Notice
- Roll Call
- Pledge of Allegiance
- Executive Director's Report
- Financial Report and Bill List
- Approval of Minutes

November 7, 2022 Board Meeting

- Old Business
- New Business
- Resolutions
  - Resolution appointing JIF Commissioner for year 2023
- Public Comment
- Adjournment

**(THE BOARD MAY CONVENE TO CLOSED SESSION DURING THE MEETING)**

GUTTENBERG HOUSING AUTHORITY  
BUDGET VS. ACTUAL  
OCTOBER 2022

	FYE 3/31/23 BUDGET	10/31/22 YTD Budget	10/31/22 ACTUAL	VARIANCE	
<b>OPERATING RECEIPTS:</b>					
Dwelling Rent	\$ 1,501,440	\$ 875,840	\$ 950,607	\$ 74,767	1
Excess Utilities	30,096	17,556	17,355	(201)	
Non Dwelling Rent	-	-	-	-	
Interest Income	5,185	3,025	6,019	2,994	
Other Income	39,850	23,246	22,862	(384)	
<b>Total Operating Receipts</b>	<b>1,576,571</b>	<b>919,666</b>	<b>996,843</b>	<b>77,177</b>	
<b>OPERATING EXPENDITURES:</b>					
Administrative Salaries	317,886	185,434	192,375	(6,942)	2
Legal Expense	46,940	27,382	25,164	2,218	
Staff Training	4,220	2,462	373	2,089	
Travel	4,000	2,333	3,568	(1,235)	
Accounting Fees	32,940	19,215	19,180	35	
Auditing	5,735	3,345	-	3,345	
Other Administrative Expense	99,285	57,916	87,021	(29,105)	3
<b>Total Administrative Expense</b>	<b>511,006</b>	<b>298,087</b>	<b>327,681</b>	<b>(29,594)</b>	
Tenant Service Salaries	-	-	-	-	
Recreation, Publications, & Other	-	-	6,520	(6,520)	
Tenant Service Contract Costs	-	-	-	-	
<b>Total Tenant Service Expense</b>	<b>-</b>	<b>-</b>	<b>6,520</b>	<b>(6,520)</b>	
Water	102,515	59,800	61,432	(1,632)	4
Electric	224,640	131,040	109,174	21,866	
Gas	127,845	74,576	70,098	4,478	
Fuel Oil	1,500	875	-	875	
Utility Labor	77,214	45,042	49,478	(4,437)	2
Other Utilities Expense	131,890	76,936	68,163	8,773	
<b>Total Utilities Expense</b>	<b>665,604</b>	<b>388,269</b>	<b>358,345</b>	<b>29,924</b>	
Maintenance Labor	310,068	180,873	197,910	(17,037)	2
Maintenance Materials	92,400	53,900	81,675	(27,775)	5
Contract Costs	213,360	124,460	95,382	29,078	5
<b>Total Ord. Maint &amp; Oper. Expense</b>	<b>615,828</b>	<b>359,233</b>	<b>374,967</b>	<b>(15,734)</b>	
Protective Service Labor	36,800	21,467	-	21,467	2
Protective Service Materials	-	-	-	-	
Protective Service Contract Costs	-	-	-	-	
<b>Total Protective Service Expense</b>	<b>36,800</b>	<b>21,467</b>	<b>-</b>	<b>21,467</b>	
Insurance	174,665	101,888	100,149	1,739	
Payments in Lieu of Taxes	86,593	50,513	60,962	(10,449)	6
Compensated Absences	-	-	-	-	
Employee Benefits	377,264	220,071	157,781	62,290	7
Collection Losses	2,800	1,633	4,271	(2,638)	
Other General Expense - COVID 19	-	-	-	-	
<b>Total General Expense</b>	<b>641,322</b>	<b>374,105</b>	<b>323,163</b>	<b>50,941</b>	
<b>Total Routine Expenses</b>	<b>2,470,560</b>	<b>1,441,160</b>	<b>1,390,676</b>	<b>50,484</b>	
Extraordinary Maintenance	-	-	-	-	
Replacement of Equipment	-	-	-	-	
Property Betterments & Additions	-	-	-	-	
Nonroutine Expenditures	-	-	-	-	
<b>Total Operating Expenditures</b>	<b>2,470,560</b>	<b>1,441,160</b>	<b>1,390,676</b>	<b>50,484</b>	
<b>Operating Income / (Loss)</b>	<b>(893,989)</b>	<b>(521,494)</b>	<b>(393,833)</b>	<b>127,661</b>	
HUD Operating Subsidy	835,441	487,341	364,791	(122,550)	8
CFP Used for Operations	123,245	71,893	117,550	45,657	9
<b>Residual Receipts / (Deficit)</b>	<b>\$ 64,697</b>	<b>\$ 37,740</b>	<b>\$ 88,508</b>	<b>\$ 50,768</b>	

1. Recertifications with increased incomes lead to additional rental income.

2. Salary line items are all over budget because the month of April had 3 pay periods. In addition, there will not be any Protective Service Salaries as that employee was reallocated to maintenance, and will offset the amounts over-budget on the other salary line items.

3. Other Sundry Costs include a new air conditioning compressor in the office and new Exit Signs for all buildings.
4. Electricity is under budget by \$21,866 because the payment is for colder months with lower electric usage.
5. Materials are over budget mainly because the HA purchased some appliances and air conditioners for the community rooms. This will be offset by the decreased contract costs through the current period.
6. Payments in Lieu of Tax (PILOT) have been accrued based on the net shelter rent even though the payment is only made once a year.
7. Employee benefits are under budget mainly because the Authority has not yet paid for the annual pension expense which is only paid once a year in the month of March.
8. Operating Subsidy is below budget because the HA has not received the full subsidy award for the year. The increase in rental income will help offset the lower funding.
9. CFP used for Operations is over budget because the draw down was made in October for the full year.

GUTTENBERG VOUCHER PROGRAM  
BUDGET VS. ACTUAL  
OCTOBER 2022

	FYE 3/31/23 BUDGET	10/31/22 YTD Budget	10/31/22 ACTUAL	VARIANCE	
<b>OPERATING RECEIPTS:</b>					
HAP Subsidy	\$ 2,337,000	\$ 1,363,250	\$ 1,385,020	\$ 21,770	
Administrative Fee Subsidy	170,000	99,167	121,446	22,279	1
Portable Administrative Fees	6,000	3,500	3,765	265	
Fraud Recovery	6,200	3,617	3,795	178	
Interest Income	1,200	700	2,382	1,682	
Other Income	-	-	-	-	
<b>Total Operating Receipts</b>	<b>2,520,400</b>	<b>1,470,233</b>	<b>1,516,408</b>	<b>46,175</b>	
<b>OPERATING EXPENDITURES:</b>					
Administrative Salaries	86,296	50,339	52,700	(2,361)	
Employee Benefits	41,918	24,452	13,309	11,143	2
Legal Expense	5,000	2,917	2,917	(0)	
Staff Training	2,815	1,642	1,642	0	
Travel	1,000	583	583	0	
Accounting Fees	19,320	11,270	11,270	-	
Auditing	6,800	3,967	-	3,967	
Portable Administrative Fee Expense	3,120	1,820	5,651	(3,831)	
Other Administrative Expense	13,450	7,846	7,846	(0)	
Housing Assistance Payments	2,337,000	1,363,250	1,380,211	(16,961)	
<b>Total Operating Expenses</b>	<b>2,516,719</b>	<b>1,468,086</b>	<b>1,476,129</b>	<b>(8,043)</b>	
<b>Operating Income / (Loss)</b>	<b>3,681</b>	<b>2,147</b>	<b>40,279</b>	<b>38,132</b>	

1. Administrative Fee Subsidy is over budget because the HA has leased up more units.

2. Employee Benefits are under budget by \$11,443 because the annual pension payment is not made until March.



# Guttenberg Housing Authority

## Paid Transactions Report

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 11/1/2022, 3) Period From: 11/1/2022, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Payment Name	Charge Name	GL Account	Amount
<b>Component: Vendor</b>						
250	11/01/2022	Accounting Services for the PHA Progra	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$2,750.00
250	11/01/2022	Accounting Services for the Section 8 Pr	Peter J. Polcari CP	Peter J. Polcari C	4170 - ACCOUNTING	\$1,600.00
251	11/07/2022	Cleaning Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$178.19
251	11/07/2022	Office Supplies	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$324.55
251	11/07/2022	2 Bike Rack for 136 and 6900	Amazon.Com Serv	Amazon.Com Ser	4196 - TENANT SERVICES	\$645.96
251	11/07/2022	Bike Rack for 136 and 6900	Amazon.Com Serv	Amazon.Com Ser	4196 - TENANT SERVICES	\$339.04
251	11/07/2022	Food Containers to go, phone chargers	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$98.19
251	11/07/2022	Laser Print Paper	Amazon.Com Serv	Amazon.Com Ser	4190 - SUNDRY	\$76.28
252	11/07/2022	Phone Reimbursement	Fundora Monica	Fundora Monica	4190 - SUNDRY	\$175.00
253	11/07/2022	Cleaning Supplies	HD Supply Facilitie	HD Supply Faciliti	4190 - SUNDRY	\$491.28
254	11/07/2022	Paint	Israel Paint & Hard	Israel Paint & Har	4420 - MATERIALS	\$409.45
255	11/07/2022	Cut down and remove 2 trees	Jarrold & Sons Lan	Jarrold & Sons La	4430 - CONTRACT COSTS	\$170.00
256	11/07/2022	Alarms Monthly Service	Metro Fire & Safet	Metro Fire & Safet	4430 - CONTRACT COSTS	\$200.00
257	11/07/2022	Villamil Arnulfo	NTN - Philadelphia	NTN - Philadelphi	4430 - CONTRACT COSTS	\$16.00
258	11/07/2022	Pest Control Service	ORKIN	ORKIN	4430 - CONTRACT COSTS	\$2,200.00
259	11/07/2022	Refrigerator	P.C. RICHARD &	P.C. RICHARD &	1400.501.1220 - CAPITAL FU	\$2,559.88
260	11/07/2022	Phone Reimbursement	Ruddys Andrade	Ruddys Andrade	4190 - SUNDRY	\$300.00
261	11/07/2022	Boiler Hot Water Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$70.02
261	11/07/2022	Boiler Hot Water Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$128.79
261	11/07/2022	Boiler Hot Water Treatment at 400	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$112.05
261	11/07/2022	Boiler Hot Water Treatment at 7005	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$67.14
262	11/07/2022	DSL at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$109.99
262	11/07/2022	DSL at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$186.82
262	11/07/2022	DSL at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$140.55
262	11/07/2022	Elevator at 6900	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$118.92
262	11/07/2022	Service at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$39.64
263	11/07/2022	FIOS	Verizon	Verizon - Albany	4190 - SUNDRY	\$34.95
263	11/07/2022	Fios TV at 6900	Verizon	Verizon - Albany	4190 - SUNDRY	\$185.60
264	11/07/2022	Bike Sign	XITI SIGNS	XITI SIGNS	4190 - SUNDRY	\$75.50
265	11/21/2022	Prepare Section 8 Briefing - English and	Camila Hernandez	Hernandez, Camil	1129 - A/R OTHER-Voucher Pr	\$350.00
266	11/21/2022	Uniforms	Cover Stitches LL	Cover Stitches LL	4190 - SUNDRY	\$718.00
266	11/21/2022	Uniforms	Cover Stitches LL	Cover Stitches LL	4190 - SUNDRY	\$585.00
267	11/21/2022	IT Services	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$1,480.00
267	11/21/2022	Phone Charges	Dbk Chian Enterpri	Dbk Chian Enterp	4430 - CONTRACT COSTS	\$406.68
268	11/21/2022	General Counsel for the month of Oct	DECOTIIS	DECOTIIS	4130 - LEGAL	\$4,000.00
269	11/21/2022	Newspaper Ad	EI Especialito	EI Especialito	4190 - SUNDRY	\$450.00
270	11/21/2022	Social Media Administration	FEM INTERNATIO	FEM INTERNATI	4190 - SUNDRY	\$100.00
271	11/21/2022	Maintenance Materials for all buildings	Home Depot Credit	Home Depot Cred	4420 - MATERIALS	\$3,301.42
272	11/21/2022	Paint	Israel Paint & Hard	Israel Paint & Har	4420 - MATERIALS	\$400.01
273	11/21/2022	Boiler Hot Water Treatment at 136	The Metro Group, I	The Metro Group,	4430 - CONTRACT COSTS	\$70.02
274	11/21/2022	Elevator at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$39.85
274	11/21/2022	Fire Alarm at 7005	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$0.30
274	11/21/2022	Elevator at 400	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$250.80
274	11/21/2022	Elevator at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$39.85
274	11/21/2022	Boiler Room at 136	Verizon	Verizon - PO BOX	4190 - SUNDRY	\$41.84
275	11/21/2022	Cell phone for Maintenance and cleaning	Verizon	Verizon - Newark	4190 - SUNDRY	\$1,032.72
276	11/21/2022	NJLM Reimbursement	Ruddys Andrade	Ruddys Andrade	4150 - TRAVEL	\$392.96
2866	11/03/2022	Dental Plan	Horizon Blue Cros	Horizon Blue Cros	4540 - EMPLOYEE BENEFITS	\$630.32
2867	11/03/2022	Maintenance Materials for all buildings	Lowes, Account R	Lowes, Account R	4420 - MATERIALS	\$3,066.73



## Guttenberg Housing Authority

### Paid Transactions Report

Filter Criteria Includes: 1) Program: Public Housing, 2) Period To: 11/1/2022, 3) Period From: 11/1/2022, 4) Account(s): All, 5) Component: Vendor Accounting

Check Num.	Check Date	Description	Payment Name	Charge Name	GL Account	Amount
2868	11/03/2022	Regular & Windows Envelopes	Royal Printing Serv	Royal Printing Ser	4190 - SUNDRY	\$387.50
2869	11/03/2022	Office Supplies	Staples Business	Staples Business	4190 - SUNDRY	\$480.04
2870	11/03/2022	Inspector Services	Town Of Guttenber	Town Of Guttenbe	4195.4 - INSPECTOR SERVIC	\$6,500.00
2870	11/03/2022	QPA Services	Town Of Guttenber	Town Of Guttenbe	4195.3 - QPA SERVICES	\$3,750.00
2870	11/03/2022	Fuel for Van	Town Of Guttenber	Town Of Guttenbe	4190 - SUNDRY	\$173.03
2871	11/03/2022	Quarterly Admin Fees - 401K plan	Vanguard	Vanguard	4540 - EMPLOYEE BENEFITS	\$687.50
2872	11/07/2022	Magnetic Swipe Cards	Avs Technology	Avs Technology	4420 - MATERIALS	\$227.63
2873	11/07/2022	Decorations for Three buidings	DE MIER DESIGN	DE MIER DESIG	4190 - SUNDRY	\$600.00
2874	11/07/2022	23 Thermostatics	E.W. Berger & Bro	E.W. Berger & Br	4420 - MATERIALS	\$966.80
2875	11/07/2022	Plumbing Materials	Hudson Heating W	Hudson Heating	4420 - MATERIALS	\$806.47
2876	11/07/2022	Cleaning Supplies	PURESAN	PURESAN	4190 - SUNDRY	\$362.16
2877	11/07/2022	Internet at 136 for Cameras	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$191.54
2877	11/07/2022	Internet at 7005	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$384.11
2878	11/21/2022	Door Panel Main Office	ADTSecurity Syste	ADTSecurity Syst	4430 - CONTRACT COSTS	\$79.95
2879	11/21/2022	Special treatment units at 7005	BUGEX	BUGEX	4430 - CONTRACT COSTS	\$1,200.00
2880	11/21/2022	Procurement Review	Governance & Fis	Governance & Fi	4140 - STAFF TRAINING	\$350.00
2881	11/21/2022	Computer Room A/C clean Condenser	Grc Mechanical Se	Grc Mechanical S	4190 - SUNDRY	\$692.63
2882	11/21/2022	Dental Plan	Horizon Blue Cros	Horizon Blue Cros	4540 - EMPLOYEE BENEFITS	\$630.32
2883	11/21/2022	Audit Services for YE 3-31-2022	Hymanson, Parnes	Hymanson, Parne	4171 - AUDITING	\$11,370.00
2884	11/21/2022	Color Copies Nov 2022	Interactive	Interactive	4190 - SUNDRY	\$292.44
2885	11/21/2022	Copier System	Leaf	Leaf	4430 - CONTRACT COSTS	\$310.00
2886	11/21/2022	EZ- Reasonable Rent Determination	Nelrod Company	Nelrod Company	4140 - STAFF TRAINING	\$1,748.00
2887	11/21/2022	Replacement of Existing Geared Traction	Remington & Verni	Remington & Ver	1400.501.1210 - CAPITAL FU	\$11,176.00
2888	11/21/2022	Application Fee	Rutgers Center For	Rutgers Center F	4140 - STAFF TRAINING	\$25.00
2889	11/21/2022	Internet at 7005	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$768.22
2889	11/21/2022	Internet at 400 for Cameras	Time Warner Cabl	Spectrum - Busin	4190 - SUNDRY	\$184.98
2890	11/23/2022	Uniform Reimbursement	Carlos Buitrago	Buitrago, Carlos	4190 - SUNDRY	\$97.72

Total: \$75,602.33

#### Summary by Account

General Ledger Account	Amount
<b>Component: Vendor</b>	
4170 - ACCOUNTING	\$4,350.00
4190 - SUNDRY	\$10,408.19
4196 - TENANT SERVICES	\$985.00
4420 - MATERIALS	\$9,178.51
4430 - CONTRACT COSTS	\$6,510.65
1400.501.1220 - CAPITAL FUND PROGRAM 2022	\$2,559.88
1129 - A/R OTHER-Voucher Progm	\$350.00
4130 - LEGAL	\$4,000.00
4150 - TRAVEL	\$392.96
4540 - EMPLOYEE BENEFITS	\$1,948.14
4195.4 - INSPECTOR SERVICES	\$6,500.00
4195.3 - QPA SERVICES	\$3,750.00
4140 - STAFF TRAINING	\$2,123.00
4171 - AUDITING	\$11,370.00
1400.501.1210 - CAPITAL FUND PROGRAM 2021	\$11,176.00

*End of Report*

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG  
MEETING MINUTES**

This regular meeting of the Board of Commissioners was held on November 7, 2022, at 136 69<sup>th</sup> Street, Guttenberg, New Jersey. The meeting was opened at 5:10 p.m. and the Open Public Meetings 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, by posting the meeting date at the Guttenberg Town Hall, by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg.

A roll call of the Commissioners was taken.

**ROLL CALL:**

<u>X</u> Chairperson Habermann-Ward	<u>X</u> Vice Chairperson Montanez	<u>X</u> Commissioner Perez
<u>X</u> Commissioner Mantineo	<u>**</u> Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> Commissioner Torres		

**\*\* - ABSENT (EXCUSED)**

Also attending the meeting were Executive Director Ruddys E. Andrade and General Counsel, Francis J. Borin, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP.

**PLEDGE OF ALLEGIANCE**

**EXECUTIVE DIRECTOR'S REPORT:**

1. The Executive Director reported that the elevator modernization contract with Slade Industries, Inc., has been executed and that they held the pre-construction meeting. The elevator modernization project is scheduled to commence April 2023. It was stressed to the contractor that they should find ways to compress the time for the work as much as possible. They will be working on two buildings at a time.
2. The Executive Director reported that the engineers are set to survey the kitchen cabinets and countertops in the senior building beginning November 9<sup>th</sup>.
3. The Executive Director reported that they have begun installing bicycle racks at the GHA properties.
4. The Executive Director let the Board know that the holiday party is scheduled for Wednesday, December 21, 2022 at 5:00pm.
5. The Executive Director reported on a nice article about the GHA published in the Guttenberg Brief.



**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	2	X			
DR. GONZALO PEREZ		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 October 3, 2022, 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			
DR. GONZALO PEREZ	2	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA					X
BLANCA POPIEL	1	X			
LUZ TORRES		X			

The motion is adopted.

**OLD BUSINESS:**

None.



**NEW BUSINESS:**

Motion for authorization to issue a request for bids and/or quotes for Accounting Services, IT Services, Auditing Services, Engineering Services and Legal Services

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			

Motion for approval of a travel request to attend PHA-Web Training

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			

**RESOLUTIONS:**

Resolution accepting the 2021-2022 Audit Report

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

Resolution awarding a contract to replace a boiler at 6900 Broadway

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

**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	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 meeting was adjourned at 5:35 p.m.

\_\_\_\_\_  
Ruddys E. Andrade, Executive Director/Secretary

\_\_\_\_\_  
Linda Habermann-Ward, Chairperson

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

**Resolution No. 2022-15**

**RESOLUTION APPOINTING LUZ TORRES AS THE HOUSING AUTHORITY'S NEW  
JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND  
COMMISSIONER FOR FUND YEAR 2023**

**Date Introduced: December 5, 2022      Date Adopted: December 5, 2022**

**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, is a member of the New Jersey Public Housing Authority Joint Insurance Fund ("JIF"); and

**WHEREAS**, the bylaws of the JIF require that each member appoint a Fund Commissioner to serve as its representative to the JIF for each fund year; and

**WHEREAS**, the Housing Authority is in need of appointing a Fund Commissioner for the current fund year; and

**WHEREAS**, upon review, the Housing Authority's Board of Commissioners ("Board") has determined that Luz Torres is duly qualified to serve as the Housing Authority's Fund Commissioner for the current fund year; and

**WHEREAS**, the Board 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 appoint Luz Torres as the Housing Authority's Fund Commissioner;



**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby appoints Luz Torres as the Housing Authority's Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the fund year 2023; 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					
MARISOL MONTANEZ, VICE CHAIR					
BLANCA POPIEL					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
DR. GONZALO PEREZ					

\_\_\_\_\_  
Linda Habermann-Ward, Chairperson

\_\_\_\_\_  
Ruddys E. Andrade, Secretary