

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, February 7, 2022 at 5:00 p.m.
400 68th Street, Guttenberg, NJ**

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

January 19, 2022 Board Meeting

8. Old Business
9. New Business

10. Resolutions

Resolution 2022-07: Resolution authorizing and ratifying the placement of Thomas Teta as a Boiler Trainee.

Resolution 2022-08: Resolution authorizing and ratifying the hiring of Rosa Maritza Valdes as a Cleaning Person.

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 January 19, 2022 at 6900 Broadway, Guttenberg, New Jersey. The meeting was opened at 5:10 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, 2021.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

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

Also attending the meeting were Executive Director Ruddys E. Andrade , Housing Authority Accountant Peter J. Policari and Anthony J. Arnone, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP (General Counsel).

Commissioners Mantineo and Acosta joined the meeting at the start of the budget presentation.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director updated the elevator situation. Engineers say cost estimate for elevators has gone down. They are now working on design documents. The Executive Director updated the Commissioners on Federal legislation. If the Build Back Better Act passes, the Authority will get \$14 million. PHADA position on distributing federal funds should be based on formula 70% and competitive grant 30%. This funding formula will benefit the Authority. With regard to personnel, evaluations start next week for all employees. The Executive Director believes raises should be based on merit. The cleaning position at 400 68th Street has been filled. The Town of Guttenberg has terminated its agreement with the Nixel system. However, Nixel will implement system for the Authority beginning January 20th. The Authority is now using National Tenant Network for criminal background checks. New laws restrict access to arrest and conviction history.

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 December 6, 2021 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	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO					X
REBECCA ACOSTA					X
BLANCA POPIEL		X			
LUZ TORRES	2	X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

Peter Policari presented the 2022-2023 Budget for the Authority. The budget will have income of \$68,000 for the fiscal year creating a reserve. Hud funding and operating subsidy are at 100 percent. The Authority will have \$300,000 more income than last year. Majority of expenses going to maintenance. There is more funding for capital funds with the elevator replacement taking up the majority of the fundng..

RESOLUTIONS:

Resolution 2022-01 approving and authorizing the submission of the annual FY 2023 budget to the New Jersey Department of Community Affairs. 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.

Resolution 2022-02 approving and authorizing the award of a contract for Accounting Services. 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 resolution is adopted.

Resolution 2022-03 approving and authorizing the award of a contract for Auditing Services. 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.

Resolution 2022-04 approving and authorizing the award of a contract for Legal Services. 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 resolution is adopted.

Resolution 2022-05 approving and authorizing the extension of a contract for Information Technology Services. 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	2	X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2022-06 revising personnel policy regarding maintenance staff rents. 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 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	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES	2	X			

The meeting was adjourned at 5:34 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

**RESOLUTION
OF THE HOUSING AUTHORITY
OF THE TOWN OF GUTTENBERG
RESOLUTION NO. 2022-07**

**RESOLUTION AUTHORIZING AND RATIFYING THE PLACEMENT
OF THOMAS TETA AS A BOILER TRAINEE OF THE MAINTENANCE
STAFF OF THE HOUSING AUTHORITY OF THE TOWN OF
GUTTENBERG.**

Date Introduced: February 7, 2022

Date Adopted: February 7, 2022

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, the Housing Authority of the Town of Guttenberg adopted an amendment to the Personnel Policies and Procedures Manual allowing the Executive Director to fill a vacant position immediately subject to obtaining the ratification of the hiring by the Board of Commissioners by way of Resolution No. 2020-16 adopted on August 3, 2020; and

WHEREAS, there was a vacancy created in the maintenance department for the position of Boiler Trainee; and

WHEREAS, the Executive Director appointed Thomas Teta to fill that position on December 15, 2021; and

WHEREAS, the availability of funds has been established in the Housing Authority's Operating Subsidy Budget.

NOW, THEREFORE, it is

RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and ratifies the appointment of Thomas Teta as Boiler Trainee in the maintenance department effective retroactively to December 15, 2021.

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

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

**RESOLUTION
OF THE HOUSING AUTHORITY
OF THE TOWN OF GUTTENBERG
RESOLUTION NO. 2022-08**

**RESOLUTION AUTHORIZING AND RATIFYING THE HIRING OF
ROSA MARITZA VALDES AS A MEMBER OF THE MAINTENANCE
STAFF OF THE HOUSING AUTHORITY OF THE TOWN OF
GUTTENBERG.**

Date Introduced: February 7, 2022

Date Adopted: February 7, 2022

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, the Housing Authority of the Town of Guttenberg adopted an amendment to the Personnel Policies and Procedures Manual allowing the Executive Director to fill a vacant position immediately subject to obtaining the ratification of the hiring by the Board of Commissioners by way of Resolution No. 2020-16 adopted on August 3, 2020; and

WHEREAS, there was a vacancy in the maintenance department for the position of a cleaning person; and

WHEREAS, the Executive Director hired Rosa Maritza Valdes to fill that position on January 10, 2022; and

WHEREAS, the availability of funds has been established in the Housing Authority's Operating Subsidy Budget.

NOW, THEREFORE, it is

RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and ratifies the appointment of Rosa Maritza Valdes as a cleaning person in the maintenance department effective January 10, 2022.

Resolution 2022-08 Resolution authorizing and ratifying the hiring of Rosa Maritza Valdes as a Cleaning Person.

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		X			
LUZ TORRES	2	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	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 meeting was adjourned at 5:35 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson