

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Wednesday, January 19, 2022 at 5:00 p.m.
6900 Broadway, 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

December 6, 2021 Board Meeting

8. Old Business

9. New Business

10. Resolutions

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

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

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

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

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

Resolution 2022-06 Resolution revising personnel policy regarding maintenance staff rents.

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 December 6, 2021 at 7005 Boulevard East, Guttenberg, New Jersey. The meeting was opened at 5:13 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 and Anthony J. Arnone, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP (General Counsel).

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director updated the elevator situation. There are continued issues at 7005 and 6900 especially on weekends. The engineers have completed a survey of the elevators to include designs in the bid package. Based on a request to Senator Menendez, the elevator replacement at 136 69th Street will be paid for with funding from the Build Back Better Act. The elevators at 400 seem to be ok now. All elevators will be upgraded and replaced. A tenant and landlord portal are being developed. A customize tenant portal will allow electronic rent payments and the ability to download and execute all documents as well as all Section 8 forms. This will streamline process and save costs. Registration process for tenant waitlist has begun. The Authority's website is being redesigned and should be ready in the first quarter of 2022. In order to avoid a conflict with the Mayor and Town Council reorganization, the January meeting will now be January 19th at 5:00 pm. The Executive Director thanked Commissioner Acosta for her work through North Hudson Community Action Corporation in providing another successful vaccine drive for Guttenberg residents. Approximately 135 residents received boosters and flu shots. The Authority is having its Holiday Party on December 15th. Supply costs keep going up and the Executive Director is monitoring this so that the Authority does not go over budget.

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 November 8, 2021 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:

The Executive Director requested permission to request an RFP for Auditing, Accounting, and Legal Services. A motion was made by Commissioner Acosta and seconded by Vice-Chairperson Montanez. The request was approved by a vote of 7-0.

RESOLUTIONS:

Resolution 2021-29 appointing Marisol Montanez as the Housing Authority’s New Jersey Public Housing Authority Joint Insurance Fund Commissioner for Fund Year 2022. 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	2	X			
REBECCA ACOSTA	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-30 accepting the 2021 audit report. 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	1	X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-31 approving the Donated Leave Time Policy. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	2	X			
MARISOL MONTANEZ, VICE CHAIR		X			

DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-32 amending the preferences for admission to the Public Housing program, administrative plan, and ACOP. 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	1	X			
BLANCA POPIEL		X			
LUZ TORRES	2	X			

The resolution is adopted.

Resolution 2021-33 amending the preferences for admission to the Section 8 Housing Choice Voucher program, administrative plan, and ACOP. 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	2	X			
BLANCA POPIEL	1	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	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The meeting was adjourned at 5:42 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

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

Resolution No. 2022-02

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO PETER POLCARI FOR ACCOUNTING SERVICES IN THE AMOUNT OF
\$52,200.00**

Date Introduced: January 19, 2022

Date Adopted: January 19, 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, has determined that it is in need of Accounting Services; and

WHEREAS, the cost of such services was expected to exceed the Housing Authority’s bid threshold of \$40,000.00 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 January 6, 2022; and following a public bid opening, a total of one (1) bid was received from the following vendors:

1. Peter Polcari

and **WHEREAS**, following the review of all bids received, Peter Polcari, located at 216 Sollas Court, Ridgewood, NJ 07450, 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 Peter Polcari 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 Peter Polcari for Accounting Services;

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 Peter Polcari for Accounting Services; 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-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICECHAIR	2	X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2022-03

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO GIAMPAOLO & ASSOCIATES FOR AUDITING SERVICES IN THE AMOUNT OF
\$11,370.00**

Date Introduced: January 19, 2022

Date Adopted: January 19, 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, has determined that it is in need of Auditing Services; and

WHEREAS, the cost of such services was expected to exceed the Housing Authority’s bid threshold of \$40,000.00 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 January 6, 2022; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Giampaolo & Associates

and **WHEREAS**, following the review of all bids received, Giampaolo & Associates, located at 467 Middletown-Lincroft Rd. Lincroft, NJ 07738, 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 Giampaolo & Associates 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 Giampaolo & Associates for Auditing Services;

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 Giampaolo & Associates for Auditing Services; 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-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICECHAIR		X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL	2	X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2022-04

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO DECOTIIS FOR LEGAL SERVICES IN THE AMOUNT OF \$48,000.00**

Date Introduced: January 6, 2022

Date Adopted: January 6, 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, has determined that it is in need of Legal Services; and

WHEREAS, the cost of such services was expected to exceed the Housing Authority’s bid threshold of \$40,000.00 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 January 6, 2022; and following a public bid opening, a total of one (1) bid was received from the following vendors:

1. Decotiis

and **WHEREAS**, following the review of the bid received, Decottis, located at 61 South Paramus Road, Suite 250, Paramus, NJ 07652, was found to be the 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 Decottis 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 Decotiis for Legal Services;

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 Decotiis for Legal Services; 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-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICECHAIR	2	X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2022-05

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO DBK CHIAN ENTERPRISES FOR INFORMATION TECHNOLOGY SERVICES IN
THE AMOUNT OF \$14,760.00**

Date Introduced: January 19, 2022

Date Adopted: January 19, 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, has determined that it is in need of Information Technology Services; and

WHEREAS, the cost of such services was not expected to exceed the Housing Authority’s bid threshold of \$40,000.00 under the New Jersey Local Public Contracts Law; and

WHEREAS, the Housing Authority requested quotes for Information Technology Services as these services fall below the Housing Authority’s bid threshold; and

WHEREAS, following the review of all quotes received, DBK Chian Enterprises, located at 912 Linden Ave. Ridgefield, NJ 07657, was found to be the best in regard to pricing and servicing; and

WHEREAS, the quote submitted by DBK Chian Enterprises at a price of \$14,760.00 for one year service has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent and purchasing agent to be reasonable for the services provided; 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 DBK Chian Enterprises for Information Technology Services;

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 DBK Chian Enterprises for Information Technology Services in the amount of \$14,760.00 for a period running from April 1, 2022 until March 31, 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-WARD, CHAIR		X			
MARISOL MONTANEZ, VICECHAIR	1	X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL	2	X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2022-06

**RESOLUTION APPROVING A REVISION TO THE PERSONNEL POLICY TO
REFLECT A NEW FIXED RENT AMOUNT FOR MAINTENANCE STAFF**

Date Introduced: January 19, 2022

Date Adopted: January 19, 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, has offered reduced rent to maintenance staff as part of their compensation package; and

WHEREAS, the Housing Authority through Resolution 2007-62 set the monthly fixed rent for maintenance staff at \$150.00 per month effective February 1, 2008; and

WHEREAS, the Housing Authority has reviewed this policy and has determined in order to retain maintenance staff the rent for the maintenance staff shall be zero dollars (\$0.00) per month and this shall be considered part of their compensation package; and

WHEREAS, the maintenance staff has performed admirably throughout this COVID-19 pandemic and have made many sacrifices for the residents of the Housing Authority; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority to amend the rent amount owed per month by the maintenance staff;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and adopts a revision to the personnel policy to reflect a new

fixed rent for the maintenance staff to Zero Dollars (\$0.00) per month retroactive to August 1, 2020; 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-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICECHAIR	2	X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary