

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, May 9, 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

April 4, 2022 Board Meeting

8. Old Business

9. New Business

10. Resolutions

2022-10 Resolution approving and authorizing the award of a contract to Scirocco Group for Risk Management Services

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 April 4, 2022 at 7005 Boulevard East, Guttenberg, New Jersey. The meeting was opened at 5:07p.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, 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.

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 General Counsel, Francis J. Borin, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP.

**AUTHORIZING EXECUTIVE SESSION PURSUANT TO N.J.S.A. 10:4-12(b).**

Resolution of the Housing Authority of the Town of Guttenberg Board of Commissioners go into closed session for the purpose of discussing anticipated litigation. The closed session was entered at approximately 5:12 p.m.

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 closed session ended at approximately 5:20 p.m.

**EXECUTIVE DIRECTOR'S REPORT:**

The Executive Director reported on the elevator rehabilitation project. The bid documents are being prepared. The bid will be structured as a bid with an alternate. They will need to fully understand the lead time on equipment and supplies.

The U.S. Senate authorized additional funding that will benefit the Authority to the tune of approximately \$232,000. Those funds will be used to rehabilitate the elevator at 136 69<sup>th</sup> Street.

The Director continues to look at additional funding sources, including grant opportunities. The Authority will pursue an emergency and safety grant from HUD.

**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		X			
BLANCA POPIEL		X			
LUZ TORRES	1	X			

The motion is adopted.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the March 7, 2022 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	2	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

A motion was made to approve the 2022-2023 Board Meeting Calendar.

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		X			
BLANCA POPIEL	1	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	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 5:27 p.m.

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Ruddys E. Andrade, Executive Director/Secretary

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Linda Habermann-Ward, Chairperson

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

**Resolution No. 2022-10**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO SCIROCCO GROUP FOR RISK MANAGEMENT SERVICES**

**Date Introduced: May 9, 2022**

**Date Adopted: May 9, 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 Risk Management Services; and

**WHEREAS**, the cost of such services was not expected to exceed the Housing Authority’s bid threshold of \$45,000.00 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 solicited proposals; and

**WHEREAS**, in accordance with the Housing Authority’s procurement policy a proposal was received from:

1. Scirocco Group

and **WHEREAS**, following the review of the proposal received, Scirocco Group, located at 777 Terrace Ave., Suite 309 Hasbrouck Heights, NJ 07604, 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 proposal submitted by Scirocco Group 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, and New Jersey Local Public Contracts Law, 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 Scirocco Group for Risk Management 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 Scirocco Group for Risk Management 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		X			
MARISOL MONTANEZ, VICECHAIR		X			
DR. GONZALO PEREZ		X			
REBECCA ACOSTA	2	X			
JOLENE MANTINEO	1	X			
LUZ TORRES		X			
BLANCA POPIEL		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary