

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, January 18, 2023 at 5:00 p.m.
400 68th Street, 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

December 5, 2022 Board Meeting

- Old Business

- New Business
 - Approval of the FY 2024 Board of Commissioners Meeting Schedule
- Resolutions
 - Resolution 2023-01 approving FY24 Budget
 - Resolution 2023-02 approving revisions to Personnel Policy

- Public Comment

- 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 5, 2022, at 7005 Blvd East, Guttenberg, New Jersey. The meeting was opened at 5:12 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
** Commissioner Mantineo	<u>X</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 on the elevator repair contract, with the vendor still targeting work completion in or around April, 2023.
2. The Executive Director is in communication with the Authority engineers regarding the kitchen cabinet work in the senior building.
3. The Executive Director reported on revising the Section 8 Manual, the Personnel Manual and the Procurement Manual.
4. The Executive Director reported that they are working on a \$600,000 grant from HUD.
5. The Executive Director reported on the efforts to ensure quick unit turnover.

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

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the November 7, 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	1	X			
JOLENE MANTINEO					X**
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

There was a discussion about the Authority's Holiday Party, scheduled for December 21st, at 5:00 p.m.

RESOLUTIONS:

Resolution appointing JIF Commissioner for Year 2023

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			

PUBLIC COMMENT:

None.

ADJOURNMENT:

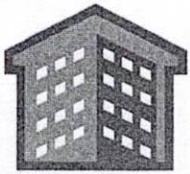
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 5:25 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson



**GUTTENBERG
HOUSING
AUTHORITY**

6900 Broadway
Guttenberg, NJ 07093

**THE GUTTENBERG HOUSING AUTHORITY 2023 - 2024 BOARD MEETING SCHEDULE
ALL MEETINGS BEGIN AT 5:00 PM**

DATE	LOCATION
Monday, May 1, 2023	136 69th. Street. Community Room
Monday, June 5, 2023	7005 Blvd. East. Community Room
Monday, July 10, 2023	400 68th. Street. Community Room
Monday, August 7, 2023	136 69th. Street. Community Room
Monday, September 11, 2023	7005 Blvd. East. Community Room
Monday, October 2, 2023	400 68th. Street. Community Room
Monday, November 6, 2023	136 69th. Street. Community Room
Monday, December 4, 2023	7005 Blvd. East. Community Room
Monday, January 8, 2024	400 68th. Street. Community Room
Monday, February 5, 2024	136 69th. Street. Community Room
Monday, March 4, 2024	7005 Blvd. East. Community Room
Monday, April 1, 2024 ** REORGANIZATION MEETING**	400 68th. Street. Community Room

**RESOLUTION OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
RESOLUTION NO. 2023-02**

**RESOLUTION AMENDING THE PERSONNEL POLICIES AND
PROCEDURES MANUAL OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG**

Date Introduced: January 18, 2023

Date Adopted: January 18, 2023

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, a review of the Personnel Policies and Procedures Manual determined that minor amendments needed to be made,

NOW, THEREFORE, it is

RESOLVED, that the Personnel Policies and Procedures Manual shall be amended.

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