

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**September 11, 2023 at 5:00 p.m.
7005 Blvd East, 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

July 10, 2023 Board Meeting

8. Old Business
9. New Business
10. Resolutions
 - Resolution 2023-11 Renewal of New Jersey Public Housing Authority Joint Insurance Fund membership
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 July 10, 2023, at 400 68th 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>X</u> Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> 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.

PLEDGE OF ALLEGIANCE

ENTERED EXECUTIVE SESSION AT 5:15 PM

A motion was made to enter closed session to discuss personnel matters. 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			

EXECUTIVE SESSION ENDED/ REGULAR SEESION REOPENED AT 5:25 PM

A motion was made to conclude closed session to discuss personnel matters. 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			

MOTION TO APPROVE REVISIONS TO EXECUTIVE DIRECTOR'S EMPLOYEMENT AGREEMENT

A motion was made to approve an increase in the Executive Director's salary of \$10,000 per year and to approve an increase in his monthly transportation allowance of \$200 per month. His Employment Agreement will be amended accordingly. 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			

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported that the parking arm at 6900 68th Street is being installed.

The Executive Director reported that the walking tour of the Section 8 properties is currently underway. The Executive Director has been doing the tour with Deputy Director Monica Fundora. After the tours are complete each family will receive a letter in the mail.

The Executive Director has been asked to serve on the Board of NJNAHRO (New Jersey Chapter of the National Association of Housing & Redevelopment Officials).

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	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.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the June 5, 2023, 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		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

1. The block party is scheduled for this Saturday, July 15th.
2. Section 8 Applications are open and will be received on August 1st, and August 2nd from 9:00am-1:00pm.

NEW BUSINESS:

The Executive Director requested authorization to attend the annual PHADA 2023 Legislative Conference in September. A motion was made to approve his attendance at that conference and travel expenses. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANE Z VICE CHAIR		X			
DR. GONZALO PERE Z	2	X			
JOLENE MANTINEO		X			
RE BE C& ACOSTA	1	X			
BLANCA POPIE L		X			
LUZ TORRE S		X			

The motion is adopted.

A motion was made to cancel the August monthly meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANE Z VICE CHAIR	2	X			
DR. GONZALO PERE Z		X			
JOLENE MANTINEO		X			
RE BE C& ACOSTA	1	X			
BLANCA POPIE L		X			
LUZ TORRE S		X			

The motion is adopted.

RESOLUTIONS:

None.

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 MONTANE Z VICECHAIR	1	X			
DR. GONZALO PERE Z		X			
JOLENE MANTINEO		X			
RE BE C& ACOSTA		X			
BLANCA POPIE L		X			
LUZ TORRE S		X			

The meeting was adjourned at 5:40 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

**AGREEMENT TO RENEW MEMBERSHIP IN THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND**

WHEREAS, the **New Jersey Public Housing Authority Joint Insurance Fund** (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, **Guttenberg Housing Authority** is currently a member of said Fund, and;

WHEREAS, effective December 31, 2023, said membership will expire unless earlier renewed, and;

WHEREAS, the Chairperson/Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. **Guttenberg Housing Authority** hereby renews its membership in the New Jersey Public Housing Authority Joint Insurance Fund for a three (3) year period, beginning January 1, 2024 and ending December 31, 2026.
2. **Guttenberg Housing Authority** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Public Housing Authority Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Guttenberg Housing Authority** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the in the New Jersey Public Housing Authority Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of (Name of Authority).
5. Executed the _____ day of _____, 2023 as the lawful and binding act and deed of the **Guttenberg Housing Authority**, which execution has been duly authorized by public vote of the governing body.

Chairperson/Executive Director

Attest

Date:

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

**RESOLUTION FOR RENEWAL OF MEMBERSHIP
IN THE
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**

WHEREAS, Guttenberg Housing Authority is a member of the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2023 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Guttenberg Housing Authority agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Public Housing Authority Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this _____ day of _____, 2023 by a vote

Of: _____ Affirmative
_____ Negative

Chairperson/Executive Director

Attest

Date:

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND