

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**April 1, 2024 at 5:00 p.m.
136 69th Street, Guttenberg, NJ 07093 (Community Room)**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
5. Swearing in of new Commissioner
6. Reorganization of Officers
7. Executive Director's Report
8. Financial Report and Bill List
9. Approval of Minutes

March 4, 2024 Board Meeting
March 13, 2024 Special Board Meeting

10. Old Business

11. New Business

Travel requests for the following national conferences: PHADA and NAHRO

12. Resolutions

-Resolution 2024-08 Authorizing and approving an amended and restated employment agreement with Ruddys Andrade as Executive Director

13. Public Comment

14. 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 March 4, 2024, virtually. The meeting was opened at 5:05 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.

COMMISSIONER	PRESENT	ABSENT
LINDA HABERMANN-WARD, CHAIR	X	
MARISOL MONTANEZ, VICE CHAIR	X	
DR. GONZALO PEREZ	X	
JOLENE MANTINEO	X	
BLANCA POPIEL	X	
LUZ TORRES	X	
NANCY RIVERA	X	

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 fact that the new elevators are now operational. The Executive Director has received a number of compliments regarding the new elevators. The elevator consultants will be doing a final inspection. Then the vendor can request State certification.

The Executive Director will focus on the next steps at 400 68th Street and will be making recommendations to the Board.

The Executive Director will now look at flooring option that will handle heavy use and be easy to maintain. The Executive Director is also looking at design options for the inside of the elevators. Right now, it is stainless steel but the Executive Director would like something that will resist fingerprints. He will be looking to do interior work on the elevator in the 136 69th Street building first.

The Executive Director thanked the Board for their support through this project and noted that the project ran under budget.

2. The Executive Director has been notified that the Housing Authority is the recipient of a \$112,000/year self-sufficiency grant from HUD. This is a three-year grant that can be used to help people buy their first home. Only 30% of applicants were selected for this grant. Part of the grant can be used for salary for a new coordinator. The Executive Director has interviews scheduled.
3. The Executive Director reported that Section 103 requires that if a resident remains over income for 24 months, they need to pay market rent or leave public housing.
4. There is a Resolution for consideration by the Board to enter into a MOU with NACA will allow HCV recipients to use their subsidy for mortgage payment instead of rent payments. This is permissible by 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	1	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
BLANCA POPIEL		X			
LUZ TORRES		X			
NANCY RIVERA	2	X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the February 5, 2024 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		X			
JOLENE MANTINEO		X			
BLANCA POPIEL	2	X			
LUZ TORRES	1	X			
NANCY RIVERA		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

RESOLUTIONS

Resolution 2024-07 Approval of Execution of a Memorandum of Understanding with Neighborhood Assistance Corporation of America

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			
BLANCA POPIEL	2	X			
LUZ TORRES		X			
NANCY RIVERA		X			

The resolution is adopted.

PUBLIC COMMENT:

None.

ADJOURNMENT:

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

CO M M I S S I O N E R	MOTION/ SEC O N D	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO		X			
BLANCA POPIEL		X			
LUZ TORRES		X			
NANCY RIVERA		X			

The meeting was adjourned at 5:43 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG
MEETING MINUTES**

This special meeting of the Board of Commissioners was held on March 13, 2024, virtually. The meeting was opened at 12:00 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.

COMMISSIONER	PRESENT	ABSENT
LINDA HABERMANN-WARD, CHAIR	X	
MARISOL MONTANEZ, VICE CHAIR	X	
DR. GONZALO PEREZ	X	
JOLEN EMANTINEO	X	
BLANCA POPEL	X	
LUZ TORRES		X
NANCY RIVERA	X	

Also attending the meeting were Executive Director Ruddy E. Andrade and General Counsel, Francis J. Borin, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP.

PLEDGE OF ALLEGIANCE

A motion was made to adopt the FY25 Annual Budget. 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			
JOLEN EMANTINEO		X			
BLANCA POPEL	2	X			
LUZ TORRES					X
NANCY RIVERA		X			

The motion 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 HABERMAN N-WARD, CHAIR	1	X			
MAR SOL MONTANEZ, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JOLEN EMANTINEO	2	X			
BLANC APOPEL		X			
LUZ TORRES					X
NANCY RIVERA		X			

The meeting was adjourned at 12:15 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

RESOLUTION

**HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
Resolution No. 2024-08**

**RESOLUTION AUTHORIZING AND APPROVING AN AMENDED AND RESTATED
EMPLOYMENT AGREEMENT WITH RUDDYS ANDRADE AS EXECUTIVE DIRECTOR**

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 an obligation to employ an Executive Director for the efficient operation of the agency; and

WHEREAS, pursuant to N.J.S.A. 40A:12-18 and N.J.A.C. 5:44-3.1, the Board of Commissioners has found that Mr. Andrade meets the legal requirements to continue as the Executive Director of the Housing Authority; and

WHEREAS, by Resolution No. 2022-11, the Board of Commissioners previously authorized a three-year Employment Agreement between Ruddys Andrade as Executive Director and the Housing Authority; and

WHEREAS, by Resolution No. 2023-10 the Board of Commissioners authorized an amended and restated three-year Employment Agreement with Ruddys Andrade; and

WHEREAS, the Board of Commissioners desires to amend and restate the Employment Agreement, effective as of August 5, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Guttenberg Housing Authority as follows:

The Housing Authority Chairwoman is hereby authorized to execute an Amended and Restated Employment Agreement with Mr. Andrade, effective as of August 5, 2024, setting forth the terms and conditions of his employment as Executive Director, in substantially the same form as attached hereto, subject to any revisions recommended by General Counsel.

APPROVED AS TO LEGAL FORM

FRANCIS J. BORIN, ESQ.
DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP
GENERAL COUNSEL

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	X			
JOLENE MANTINEO, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JORGE DEARMAS		X			
NANCY RIVERA	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

THIS IS TO CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION PASSED BY THE BOARD OF COMMISSIONERS PRESENT AT THE REGULAR MEETING OF THE GUTTENBERG HOUSING AUTHORITY HELD ON JULY 10, 2023.

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Executive Director/Secretary