

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**February 5, 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. Executive Director's Report
6. Financial Report and Bill List
7. Approval of Minutes

January 8, 2024 Board Meeting

8. Old Business

9. New Business

10. Resolutions

- Resolution 2024-02 Awarding Legal Services contract
- Resolution 2024-03 Awarding Auditing Services contract
- Resolution 2024-04 Awarding Accounting Services contract
- Resolution 2024-05 Awarding Risk Management Services contract
- Resolution 2024-06 Amending Procurement Policy

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 January 8, 2024, held virtually. The meeting was opened at 5:04 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, General Counsel, Francis J. Borin, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP, and Peter Polcari, Fee Accountant.

PLEDGE OF ALLEGIANCE

EXECUTIVE DIRECTOR'S REPORT:

1. The Executive Director reported on the elevator modernization project. Slade is currently over 1 ½ months behind schedule. Payment has been held back. The engineering firm and Slade have to give the Executive Director daily updates. Completion items include hooking up the smoke alarms and the generator. This work should be complete in two weeks.
2. The Executive Director reported that residents were given the option to relocate prior to commencement of the elevator project. There is an operational electric chair. This option continues to be offered to residents.
3. The Executive Director will have a separate discussion with the contractor regarding the building at 400 68th Street.

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		X			
DR. GONZALO PEREZ					X
JOLENE MANTINEO		X			
BLANCA POPIEL		X			
LUZ TORRES	1	X			
NANCY RIVERA		X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the December 4, 2023, 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	1	X			
DR. GONZALO PEREZ					X
JOLENE MANTINEO		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			
NANCY RIVERA		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

RESOLUTION

- Resolution 2024-01 Approval of the FY 2025 Annual Budget

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			
NANC YRIVERA	2	X			

The resolution is adopted.

- Resolution Approving the Authority's Meeting Schedule for FY 2025.

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		X			
LUZ TORRES		X			
NANC YRIVERA	2	X			

The resolution is adopted.

PUBLIC COMMENT:

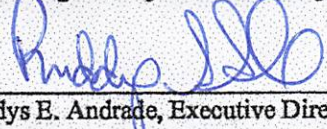
None.

ADJOURNMENT:

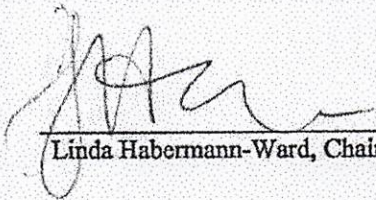
A motion was made to adjourn the meeting. The following vote ensued:

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			
BLANCA POPIEL	2	X			
LUZ TORRES		X			
NANCY RIVERA		X			

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



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

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

Resolution No. 2024-02

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

Date Introduced: February 5, 2024

Date Adopted: February 5, 2024

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 \$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 published a public advertisement for bids; and

WHEREAS, in accordance with the public advertisement, bids were due by 11:00 a.m. on January 11, 2024; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Decottiis

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

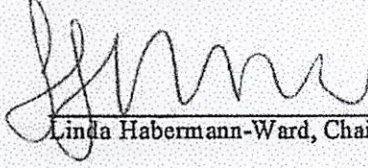
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Decotiis for Legal Services;

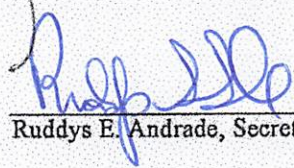
NOW THEREFORE,

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	2	X			
MARISOL MONTANEZ, VICECHAIR		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA		X			
JOLENE MANTINEO		X			
LUZ TORRES	1	X			
BLANCA POPIEL		X			


 Linda Habermann-Ward, Chairperson


 Ruddys E. Andrade, Secretary

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

Resolution No. 2024-03

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO GIAMPAOLO & ASSOCIATES FOR AUDITING SERVICES IN THE AMOUNT OF
\$13,425.00**

Date Introduced: February 5, 2024

Date Adopted: February 5, 2024

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 \$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 published a public advertisement for bids; and

WHEREAS, in accordance with the public advertisement, bids were due by 11:00 a.m. on January 11, 2024; 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

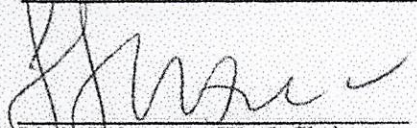
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Giampaolo & Associates for Auditing Services;

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	2	X			
DR. GONZALO PEREZ		X			
NANCY RIVERA		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. 2024-04

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO PETER POLCARI FOR ACCOUNTING SERVICES IN THE AMOUNT OF
\$54,840.00**

Date Introduced: February 5, 2024

Date Adopted: February 5, 2024

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 11, 2024; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Peter Polcari

and **WHEREAS**, following the review of the bid 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;

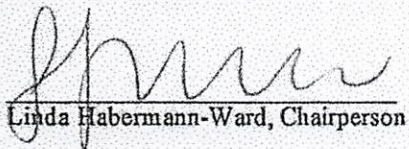
NOW THEREFORE,

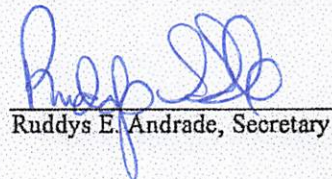
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes

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		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA	2	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. 2024-05

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

Date Introduced: February 5, 2024

Date Adopted: February 5, 2024

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 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 11, 2024; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Scirocco Group

and **WHEREAS**, following the review of bid 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 bid 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, 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

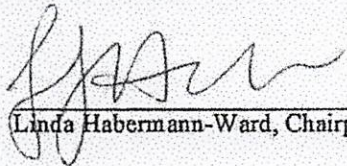
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Scirocco Group for Risk Management Services;

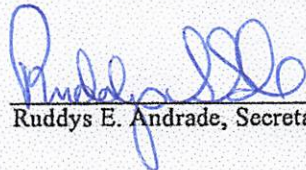
NOW THEREFORE,

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	1	X			
DR. GONZALO PEREZ		X			
NANCY RIVERA		X			
JOLENE MANTINEO		X			
LUZ TORRES	2	X			
BLANCA POPIEL		X			


 Linda Habermann-Ward, Chairperson


 Ruddys E. Andrade, Secretary

**RESOLUTION OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
RESOLUTION NO. 2024-06**

**RESOLUTION AMENDING THE PROCUREMENT POLICY OF THE
HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

Date Introduced: February 5, 2024

Date Adopted: February 5, 2024

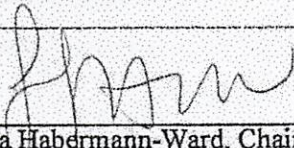
WHEREAS, the Housing Authority of the Town of Guttenberg currently has a Procurement Policy which requires revisions and updating; and

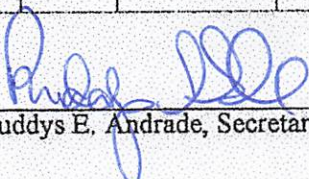
WHEREAS, a review of the Procurement Policy determined that a number of revisions are needed in order to reflect HUD's updated procurement guidelines;

NOW THEREFORE, be it

RESOLVED, that the Procurement policy shall be approved as amended.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
BLANCA POPIEL		X			
NANCY RIVERA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
Dr. GONZALO PEREZ		X			


Linda Habermann-Ward, Chairperson


Ruddys E. Andrade, Secretary