

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**January 8, 2024 at 5:00 p.m.
Virtual Meeting**

Dial in: 1-571-748-4021 PIN: 883-1595#

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

December 4, 2023 Board Meeting

8. Old Business

9. New Business

-Board of Commissioners' Meeting Schedule for FY 2025

10. Resolutions

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

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 December 4, 2023, at 7005 Boulevard East, Guttenberg, New Jersey. The meeting was opened at 5:02 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	
VACANT		

Also attending the meeting were Executive Director Ruddys E. Andrade, General Counsel, Francis J. Borin, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP and Nancy Rivera, newly appointed Commissioner of the Housing Authority.

PLEDGE OF ALLEGIANCE

SWEARING IN OF COMMISSIONER, NANCY RIVERA.

Following the Pledge of Allegiance, newly-appointed Commissioner, Nancy Rivera, was sworn in by General Counsel.

EXECUTIVE DIRECTOR'S REPORT:

1. The Executive Director reported on HUD switching property evaluation platforms from REAC (Real Estate Assessment Center) to NSPIRE (National Standards for the Physical Inspection of Real Estate). Training will be conducted tomorrow by an outside training company.
2. The Executive Director reported that Ms. Sandra Torres has submitted her paperwork for retirement. Her last day will be the end of February/ beginning of March. A new person has been hired to replace her.

3. The Authority is preparing to go out for annual contracts more than \$44,000, which is the threshold since Monica Fundora is a Qualified Purchasing Agent (QPA).

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	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 motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the November 6, 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	2	X			
BLANCA POPIEL		X			
LUZ TORRES		X			
NANCY RIVERA				X	

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

The Authority's Holiday Party is December 21st at 5:00 p.m. at Rumba Cubana.

The Town's Holiday Party is December 7th at 7:00 p.m. at Rumba Cubana.

RESOLUTION

-Resolution appointing NJ JIF Fund Commissioner for CY 2024

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			
BLANCA POPIEL		X			
LUZ TORRES	1	X			
NANCY RIVERA		X			

The resolution is adopted.

-Resolution accepting Audit for FY 2023

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	2	X			
NANCY RIVERA		X			

The resolution is adopted.

-Resolution Amending 5-Year Plan to reflect receipt of Grant Funds.

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

The meeting was adjourned at 5:20 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson



**GUTTENBERG
HOUSING
AUTHORITY**

6900 Broadway
Guttenberg, NJ 07093

**THE GUTTENBERG HOUSING AUTHORITY 2024 - 2025 BOARD MEETING SCHEDULE
ALL MEETINGS BEGIN AT 5:00 PM**

DATE	LOCATION
Monday, April 1, 2024 **REORGANIZATION MEETING**	400 68th. Street. Community Room
Monday, May 6, 2024	Teleconference: Please call 15717484021 PIN: 883-1595#
Monday, June 3, 2024	136 69th. Street. Community Room
Monday, July 1, 2024	Teleconference: Please call 15717484021 PIN: 883-1595#
Monday, August 5, 2024	7005 Blvd. East. Community Room
Monday, September 9, 2024	Teleconference: Please call 15717484021 PIN: 883-1595#
Monday, October 7, 2024	400 68th. Street. Community Room
Monday, November 4, 2024	Teleconference: Please call 15717484021 PIN: 883-1595#
Monday, December 2, 2024	136 69th. Street. Community Room
Monday, January 6, 2025	Teleconference: Please call 15717484021 PIN: 883-1595#
Monday, February 3, 2025	7005 Blvd. East. Community Room
Monday, March 3, 2025	Teleconference: Please call 15717484021 PIN: 883-1595#

2024 ADOPTED BUDGET RESOLUTION

Guttenberg Housing Authority

FISCAL YEAR: April 01, 2024 to March 31, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of March 4, 2024; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$5,558,951.00, Total Appropriations, including any Accumulated Deficit, if any, of \$5,412,263.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$277,364.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Guttenberg Housing Authority at an open public meeting held on March 4, 2024 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

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			

Page C-7

Resolution 2024-01