

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

July 1, 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

May 6, 2024 Board Meeting

8. Old Business

9. New Business

10. Resolutions

- Resolution 2024-10 Approving and authorizing the award of a contract to CJ Vanderbeck & Sons, Inc.

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 1, 2024, 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	
JOLENE MANTINEO, VICE CHAIR	X	
DR. GONZALO PEREZ		X**
BLANCA POPIEL	X	
LUZ TORRES	X	
NANCY RIVERA	X	
JORGE DEARMAS	X	

**** EXCUSED ABSENCE**

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 that they have begun painting of tenant doors at 6900 Broadway. The doors are being painted a new, more pleasing color. They are already at the 3rd floor, and working their way upwards. The cost is very low, just \$180/day, and the Authority provides all materials and supplies.
2. The Executive Director reported that some commissioners and staff attended the NJNAHRO Conference in Atlantic City last week. They were able to attend training on HOTMA and the Aspire standards. There were over 400 attendees at the Conference.
3. The Executive Director reported that a couple of Authority staff member have taken the Housing Quality Standards course, and both passed.

4. The Executive Director reported on improvements being made to the Community Room at 136 69th Street. The Authority is looking to possibly rent that room out for events.
5. The Executive Director reported on partnering with the Town and Horizon BCBS on a local event. Horizon underwrote the entire cost of the event and the Executive Vice President of Horizon attended the event.

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			
JOLENE MANTINEO, VICE CHAIR		X			
DR. GONZALO PEREZ					X
BLANCA POPIEL	2	X			
LUZ TORRES		X			
NANCY RIVERA		X			
JORGE DEARMAS		X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the April 1, 2024 meeting of the Board of Commissioners. The following vote ensued:

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

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

RESOLUTIONS

Resolution 2024-09 Authorizing and approving a revised personnel policies and procedures manual

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

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

Ruddys E. Andrade, Executive Director/Secretary

 Linda Habermann-Ward, Chairperson

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

Resolution No. 2024-10

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO CJ VANDERBECK AND SONS, INC. FOR PURCHASE AND INSTALLATION OF
A BOILER IN THE AMOUNT OF \$81,660.**

Date Introduced: July 1, 2024

Date Adopted: July 1, 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 a boiler at 6900 Broadway; and

WHEREAS, the purchase and installation cost of the boiler was expected to exceed the Housing Authority’s bid threshold of \$44,000.00 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 requested quotes; and

WHEREAS, in accordance with the Housing Authority’s procurement policy, a total of two (2) bids were received;

and **WHEREAS**, following the review of all bids received, CJ Vanderbeck & Son, Inc., located at 240 Marshall Street, Paterson, NJ 07503, was found to be the lowest responsible bid 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 CJ Vanderbeck & Son, Inc. has been reviewed and deemed by the Housing Authority's Executive Director, qualified purchasing agent, the Engineer and purchasing agent to be responsive and conforming with all requirements as set forth by federal procurement law, New Jersey Local Public Contracts Law, and the request for quotes; 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 CJ Vanderbeck & Son, Inc.;

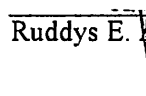
NOW THEREFORE,

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 CJ Vanderbeck & Son, Inc.; 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		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
BLANCA POPIEL	2	X			

 Linda Habermann-Ward, Chairperson

 Ruddys E. Andrade, Secretary