

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

May 6, 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

April 1, 2024 Board Meeting

8. Old Business

9. New Business

10. Resolutions

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

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 April 1, 2024, at 136 69th Street, Guttenberg, New Jersey. 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	
DR. GONZALO PEREZ	X	
JOLENE MANTINEO	X	
BLANCA POPIEL	X	
LUZ TORRES	X	
NANCY RIVERA	X	
JORGE DEARMAS	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

SWEARING IN OF COMMISSIONER, JORGE DEARMAS.

Following the Pledge of Allegiance, newly appointed Commissioner, Jorge DeArmas, was sworn in by General Counsel.

REORGANIZATION OF OFFICERS

A motion was made to approve the nomination of Linda Habermann-Ward for Chairwoman. The following vote ensued:

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

The motion is adopted.

A motion was made to approve the nomination of Joleen Mantineo for Vice-Chairwoman. The following vote ensued:

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

The motion is adopted.

EXECUTIVE DIRECTOR’S REPORT:

1. The Executive Director has been notified that the Authority will receive an FSS Grant, in the amount of \$112,000/year for three (3) years. An offer has been extended for the position of FSS Coordinator, with a start date of April 29, 2024. They are in the process of preparing space for meeting with residents.
2. The Executive Director is rolling out a new security guard program. There will be security in every building, and the schedule would be 3pm-9pm Monday-Friday and 8am-9pm Saturday and Sunday. There will be two security guards, one per entrance, at 6900 Broadway (Centennial Towers). The Town will be assisting with the cost of this enhanced security program.

The Executive Director is working on a sign in process and continues to communicate with the police department to have regular check-ins at the buildings.

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

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the March 4, 2024 meeting of the Board of Commissioners. The following vote ensued:

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

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

A motion was made to approve travel requests for the following national conferences: PHADA and NAHRO. The following vote ensued:

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

The motion is adopted.

RESOLUTIONS

Resolution 2024-08- Authorizing and approving an Amended and Restated Employment Agreement, dated August 5, 2024, with Ruddys Andrade as Executive Director.

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

The resolution is adopted.

ENTERED EXECUTIVE SESSION AT 5:25 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	2	X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			
NANCY RIVERA		X			
JORGE DEARMAS		X			

EXECUTIVE SESSION ENDED/ REGULAR SEESION REOPENED AT 5:35 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			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			
NANCY RIVERA	2	X			
JORGE DEARMAS		X			

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

The meeting was adjourned at 5:41 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

**RESOLUTION OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG
RESOLUTION NO. 2024-09**

**RESOLUTION AUTHORIZING AND APPROVING A REVISED PERSONNEL
POLICIES AND PROCEDURES MANUAL OF THE HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG**

Date Introduced: May 6, 2024

Date Adopted: May 6, 2024

WHEREAS, the Housing Authority of the Town of Guttenberg (the “Authority”) adopted a Personnel Policies and Procedures Manual by way of Resolution No. 2019-14, adopted on March 19, 2019, as further revised by Resolution No. 2021-20 adopted on June 7, 2021; and

WHEREAS, the Authority desires to further amend its Personnel Policies and Procedures Manual.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Authority’s Personnel Policies and Procedures Manual, in the form attached hereto as Exhibit A, is hereby authorized and approved as of this date.

BE IT FURTHER RESOLVED, that no further action is necessary.

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary