

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**February 3, 2025 at 5:00 p.m.
7005 Blvd East, Guttenberg, NJ**

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 6, 2025 Board Meeting

8. Old Business

9. New Business

10. Resolutions

Resolution 2025-04 Authorizing the award of a contract for Legal Services

Resolution 2025-05 Authorizing the award of a contract for Auditing Services

Resolution 2025-06 Authorizing the award of a contract for Risk Management Services

Resolution 2025-07 Authorizing the award of a contract for Accounting Services

Resolution 2025-08 Authorizing the award of a contract for IT Services

Resolution 2025-09 Authorizing the award of a contract for Flooring Purchase and Installation

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 in-person on January 6, 2025. 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	
JOLENE MANTINEO, VICE CHAIR	X	
DR. GONZALO PEREZ	X*	
BLANCA POPIEL	X	
LUZ TORRES	X	
NANCY RIVERA	X	
JORGE DEARMAS	X	

**ARRIVED AT 5:12 P.M.*

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

PLEDGE OF ALLEGIANCE

EXECUTIVE DIRECTOR'S REPORT:

1. The Executive Director reported that the flooring projects are completed at 7005 Boulevard East and 136 69th Street. The residents of both buildings are very happy. The Authority is also working on the canopy installation for 7005 Boulevard East.
2. The Executive Director has issued a change order for flooring at 136 69th Street and for several floors at 400 68th Street. The Authority will be advertising for flooring installation at 6900 Broadway.
3. The Executive Director reported on the intercom system being installed at 136 69th Street and 400 68th Street. All residents will get access to the intercom systems via smartphone. Residents will be able to open doors using their phone or by key fob.

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		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 December 2, 2024, meeting of the Board of Commissioners. 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.

OLD BUSINESS:

None.

NEW BUSINESS:

A motion was made to approve the 2025-26 Board of Commissioners Schedule of Meetings.

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		X			
NANCY RIVERA	1	X			
JORGE DEARMAS		X			

The motion is adopted.

RESOLUTIONS:

Resolution 2025-01 Authorizing introduction and submission of FY 26 Annual Budget to DCA.

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	2	X			
NANCY RIVERA		X			
JORGE DEARMAS		X			

Fee Accountant, Peter Polcari made a presentation regarding the Annual Budget.

The motion is adopted.

Resolution 2025-02 Appointment of JIF Fund Commissioner

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

The motion is adopted.

Resolution 2025-03 Authorizing removal of uncollectable debt

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		X			
NANCY RIVERA	1	X			
JORGE DEARMAS		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 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 meeting was adjourned at 5:31 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

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

Resolution No. 2025-04

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

Date Introduced: February 3, 2025

Date Adopted: February 3, 2025

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 16, 2025; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Decotiis

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 Decotiis 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
LIND HABERMANN-WARD, CHAIR	1	X			
JOLENE MANTINEO VICECHAIR		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA		X			
JORGE DEARMAS		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. 2025-05

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO GIAMPAOLO & ASSOCIATES FOR AUDITING SERVICES IN THE AMOUNT OF
\$13,950.00**

Date Introduced: February 3, 2025

Date Adopted: February 3, 2025

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 16, 2025; 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
LIND HABERMANN-WARD, CHAIR		X			
JOLENE MANTINEO VICECHAIR		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA	1	X			
JORGE DEARMAS		X			
LUZ TORRES		X			
BLANCA POPIEL	2	X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2025-06

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

Date Introduced: February 3, 2025

Date Adopted: February 3, 2025

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 \$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 16, 2025; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Scirocco Group
2. Alamo Insurance

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
LIND HABERMANN-WARD, CHAIR		X			
JOLENE MANTINEO VICECHAIR		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA		X			
JORGE DEARMAS	1	X			
LUZ TORRES		X			
BLANCA POPIEL	2	X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2025-07

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO PETER POLCARI FOR ACCOUNTING SERVICES IN THE AMOUNT OF
\$60,480.00**

Date Introduced: February 3, 2025

Date Adopted: February 3, 2025

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 16, 2025; 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
LIND HABERMANN-WARD, CHAIR	1	X			
JOLENE MANTINEO VICECHAIR		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA	2	X			
JORGE DEARMAS		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. 2025-08

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO DBK CHIAN ENTERPRISES FOR INFORMATION TECHNOLOGY SERVICES IN
THE AMOUNT OF \$14,760.00**

Date Introduced: February 3, 2025

Date Adopted: February 3, 2025

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 Information Technology Services; and

WHEREAS, the cost of such services was not expected to exceed the Housing Authority’s bid threshold of \$45,000.00 under the New Jersey Local Public Contracts Law; and

WHEREAS, the Housing Authority requested quotes for Information Technology Services as these services fall below the Housing Authority’s bid threshold; and

WHEREAS, following the review of all quotes received, DBK Chian Enterprises, located at 912 Linden Ave. Ridgefield, NJ 07657, was found to be the best in regard to pricing and servicing; and

WHEREAS, the bid submitted by DBK Chian Enterprises at a price of \$14,760.00 for one year service has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent and purchasing agent to be reasonable for the services provided; 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 DBK Chian Enterprises for Information Technology 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 DBK Chian Enterprises for Information Technology Services in the amount of \$14,760.00 for a period running from April 1, 2025 until March 31, 2026; 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
LIND HABERMANN-WARD, CHAIR	2	X			
JOLENE MANTINEO VICECHAIR		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA		X			
JORGE DEARMAS	1	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. 2025-09

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO TGG FLOORS FOR PURCHASE AND INSTALLATION OF FLOORING IN THE
AMOUNT OF \$57,500.**

Date Introduced: February 3, 2025

Date Adopted: February 3, 2025

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 common area flooring at 6900 Broadway and 400 68th Street; and

WHEREAS, the purchase and installation cost of flooring 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 called for bids; and

WHEREAS, in accordance with the Housing Authority’s procurement policy, a total of three (3) bids were received;

and **WHEREAS**, following the review of all bids received, TGG Floors, located at 5 Chris Court, Suite G, Dayton, NJ 08810 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 TGG Floors has been reviewed and deemed by the Housing Authority's Executive Director, Qualified Purchasing Agent, and General Counsel 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 bids; 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 TGG Floors;

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 TGG Floors; 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
LIND HABERMANN-WARD, CHAIR	2	X			
JOLENE MANTINEO VICECHAIR		X			
DR. GONZALO PEREZ		X			
NANCY RIVERA		X			
JORGE DEARMAS		X			
LUZ TORRES		X			
BLANCA POPIEL	1	X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary