

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**November 3, 2025 at 5:00 p.m.
136 69th Street, 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

October 6, 2025 Board Meeting

8. Old Business

9. New Business
 - Swearing in of new Commissioner

10. Resolutions
 - Resolution 2025-14 Accepting and approving FY2025 Audit

 - Resolution 2025-15 Authorizing and approving the award of a contract for Special RAD Counsel Services

 - Resolution 2025-16 Authorizing and approving the award of a contract for RAD Technical Consulting Services

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 October 6, 2025, in person at 7005 Boulevard East Community Room. 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	
JOLENE MANTINEO, VICE CHAIR		X
DR. GONZALO PEREZ	X	
BLANCA POPIEL	X	
LUZ TORRES		X
JORGE GOMEZ	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

EXECUTIVE DIRECTOR’S REPORT:

1. The Executive Director reported that the Authority’s audit is now complete. The audit is clean and has no findings. It is, however, unofficial until the Board approves.
2. The Executive Director reported that the Authority has secured funding for the elevator at the 400 68th Street building, but work is holding off while the government is shutdown.
3. The Executive Director wants to open the public housing waiting list. The residency preference remains in place.
4. The Executive Director reported that the Authority is moving forward with a paperless environment. Both Public Housing and Section 8.

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					
DR. GONZALO PEREZ		X			
BLANCA POPIEL		X			
LUZ TORRES					
JORGE DEARMAS					
JORGE GOMEZ	2	X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the October 6, 2025, 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					
DR. GONZALO PEREZ		X			
BLANCA POPIEL	1	X			
LUZ TORRES					
JORGE DEARMAS					
JORGE GOMEZ		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

RESOLUTIONS:

2025-13 – Resolution Rejecting Bids for the Bathroom Renovation Project

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

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

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG
TRANSMITTAL FORM**

LOCAL AUTHORITIES BOARD RESOLUTION

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended March 31, 2025 has been completed and filed with the Housing Authority of the Town of Guttenberg pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Town of Guttenberg hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended March 31, 2025, and specifically has reviewed the sections of the audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON _____

Secretary

Resolution 2025-14

Date

RESOLUTION

**HOUSING AUTHORITY OF THE TOWN OF
GUTTENBERG
RESOLUTION NO. 2025-15**

**RESOLUTION AUTHORIZING AND APPROVING THE AWARD OF A CONTRACT
TO DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP FOR SPECIAL RAD
COUNSEL SERVICES**

MOTIONED BY:

SECONDED BY:

WHEREAS, the Housing Authority of the Town of Guttenberg (the “Authority”) is a public body corporate and politic, constituting an agency and instrumentality of the State of New Jersey, created by the Town of Guttenberg in the County of Hudson, within the State pursuant to the provisions of the Housing Authorities Law, Chapter 67 of the Pamphlet Laws of 1950, codified at N.J.S.A. 55:14A-1 *et seq.*, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented, and codified at N.J.S.A. 40A:12A-1 *et seq.*; and

WHEREAS, the Authority desires to retain the services of Special RAD Counsel to assist the Authority in the conversion of its public housing units under the U.S. Department of Housing and Urban Development’s Rental Assistance Demonstration program (“RAD”); and

WHEREAS, the Authority issued a Request for Proposals for Special RAD Counsel (the “RFP”) by posting the RFP on the Authority’s website on October 9, 2025, and publishing notice of the RFP in the paper on October 14, 2025, and

WHEREAS, on October 29, 2025, the Authority received two proposals as follows:

DeCotiis, FitzPatrick, Cole & Giblin, LLP \$225.00/hr.

McManimon Scotland & Bauman \$395.00/hr., and

WHEREAS, the Authority’s Evaluation Committee has reviewed the proposals submitted and has ranked the proposal submitted by DeCotiis, FitzPatrick, Cole & Giblin, LLP as the highest ranked proposal, price and other factors considered and the Evaluation Committee finds DeCotiis, FitzPatrick, Cole & Giblin, LLP to be qualified to provide the Special RAD Counsel services set forth in the RFP; and

WHEREAS, the Authority desires to award a contract for Special RAD Counsel to DeCotiis, FitzPatrick, Cole & Giblin, LLP.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG, that a contract for Special RAD Counsel Services is hereby awarded to DeCotiis, FitzPatrick, Cole & Giblin, LLP at the rates set forth in their proposal; and

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to take all necessary administrative actions to implement the terms of this Resolution, including but not limited to the preparation and execution of a contract for Special RAD Counsel in a form approved by General Counsel.

BE IT FURTHER RESOLVED, that no further action shall be necessary.

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

RESOLUTION

**HOUSING AUTHORITY OF THE TOWN OF
GUTTENBERG
RESOLUTION NO. 2025-16**

**RESOLUTION AUTHORIZING AND APPROVING THE AWARD OF A CONTRACT
TO EXECU-TECH, INC. FOR RAD TECHNICAL CONSULTING SERVICES**

MOTIONED BY:

SECONDED BY:

WHEREAS, the Housing Authority of the Town of Guttenberg (the “Authority”) is a public body corporate and politic, constituting an agency and instrumentality of the State of New Jersey, created by the Town of Guttenberg in the County of Hudson, within the State pursuant to the provisions of the Housing Authorities Law, Chapter 67 of the Pamphlet Laws of 1950, codified at N.J.S.A. 55:14A-1 *et seq.*, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented, and codified at N.J.S.A. 40A:12A-1 *et seq.*; and

WHEREAS, the Authority desires to retain the services of a technical consultant to assist the Authority in the conversion of its public housing units under the U.S. Department of Housing and Urban Development’s Rental Assistance Demonstration program (“RAD”); and

WHEREAS, the Authority issued a Request for Proposals for RAD Technical Consulting Services (the “RFP”) by posting the RFP on the Authority’s website on October 9, 2025, and publishing notice of the RFP in the paper on October 14, 2025, and

WHEREAS, on October 29, 2025, the Authority received one proposal from Execu-Tech, Inc., in an amount not to exceed \$85,000; and

WHEREAS, the Authority’s Evaluation Committee has reviewed the proposal submitted by Execu-Tech, Inc. and finds Execu-Tech, Inc. to be qualified to provide the technical consulting services set forth in the RFP; and

WHEREAS, the Authority desires to award a contract for RAD Technical Consulting Services to Execu-Tech, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG, that a contract for RAD Technical Consulting Services is hereby awarded to Execu-Tech, Inc in an amount not to exceed \$85,000.00; and

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to take all necessary administrative actions to implement the terms of this Resolution, including but not limited to the preparation and execution of a contract for RAD Technical Consulting Services in a form approved by General Counsel.

BE IT FURTHER RESOLVED, that no further action shall be necessary.

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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