

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**February 2, 2026 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 12, 2026 Board Meeting

8. Old Business

9. New Business

10. Resolutions

-Resolution 2026-04 Approving Auditing Contract

-Resolution 2026-05 Approving Legal Services Contract

-Resolution 2026-06 Approving Risk Management Contract

-Resolution 2026-07 Approving Accounting Services Contract

-Resolution 2026-08 Approving Information Technology Services Contract

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 January 12, 2026, in person at 136 69th Street, Guttenberg, NJ 07093. The meeting was opened at 5:00 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	
LUZ TORRES	X	
JORGE DEARMAS	X	
JORGE GOMEZ	X	
MARISOL MONTANEZ	X	

Joined at 5:10pm

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

PLEDGE OF ALLEGIANCE

EXECUTIVE DIRECTOR’S REPORT:

1. The Executive Director reported that, as part of the RAD conversion process, Community Meetings with the residents have been scheduled for the first week in February.
2. The Executive Director reported that the Real Estate Assessment Center (REAC) has notified the Authority of its inspection, which will take place on February 9th. The Maintenance Department is ready. Once RAD is complete, the REAC inspections will go away.
3. The Executive Director and the Authority Fee Accountant reported on the introduction of the Annual Budget.
4. The Executive Director reported that the Authority is still under directive from HUD not to issue any new vouchers.

5. The Executive Director reported that last month the public housing waitlist was opened. The Authority received over 500 applications for a handful of units.

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		X			
JOLENE MANTINEO, VICE CHAIR	1	X			
DR. GONZALO PEREZ		X			
LUZ TORRES					X
JORGE DEARMAS		X			
JORGE GOMEZ		X			
MARISOL MONTANEZ	2	X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the December 1, 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		X			
DR. GONZALO PEREZ		X			
LUZ TORRES					X
JORGE DEARMAS		X			
JORGE GOMEZ		X			
MARISOL MONTANEZ	1	X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

FY 2026-27 Board Meetings Dates and Times

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			

RESOLUTIONS:

Resolution 2026-01 Introduction of FY 26-27 Annual Budget

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

The resolution is adopted.

Resolution 2026-02 Emergency Contract for Fire Pump

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			

The resolution is adopted.

Resolution 2026-03 Authorizing a Contract for Architectural/Engineering Services for Bathroom Renovation Project

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

A question was raised by the Board whether a proposal was received from Remington & Vernick Engineers, Inc. The Executive Director informed the Board that no proposal was received from that firm.

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		X			
DR. GONZALO PEREZ		X			
LUZ TORRES		X			
JORGE DEARMAS		X			
JORGE GOMEZ		X			
MARISOL MONTANEZ	2	X			

The meeting was adjourned at 5:26 p.m.

Ruddys E. Andrade, Executive Director/Secretary

Linda Habermann-Ward, Chairperson

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

Resolution No. 2026-04

**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 2, 2026

Date Adopted: February 2, 2026

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 \$53,000.00 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 22, 2026; 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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR	2	X			
JOLENE MANTINEO, VICE CHAIR	1	X			
DR. GONZALO PEREZ		X			
JORGE GOMEZ					X
JORGE DEARMAS		X			
LUZ TORRES		X			
MARISOL MONTANEZ		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2026-05

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

Date Introduced: February 2, 2026

Date Adopted: February 2, 2026

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 \$53,000.00 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 22, 2026; 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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR					
JOLENE MANTINEO, VICE CHAIR					
DR. GONZALO PEREZ					
JORGE GOMEZ					
JORGE DEARMAS					
LUZ TORRES					
MARISOL MONTANEZ					

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

No need to
Sign

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

Resolution No. 2026-06

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

Date Introduced: February 2, 2026

Date Adopted: February 2, 2026

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 \$53,000.00 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 22, 2026; and following a public bid opening, a total of two (2) bid were received from the following vendors:

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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR	1	X			
JOLENE MANTINEO, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JORGE GOMEZ					X
JORGE DEARMAS		X			
LUZ TORRES		X			
MARISOL MONTANEZ	2	X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2026-07

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO PETER POLCARI FOR ACCOUNTING SERVICES IN THE AMOUNT OF
\$63,540.00**

Date Introduced: February 2, 2026

Date Adopted: February 2, 2026

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 \$53,000.00 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 22, 2026; 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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR	1	X			
JOLENE MANTINEO, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JORGE GOMEZ					X
JORGE DEARMAS	2	X			
LUZ TORRES		X			
MARISOL MONTANEZ		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary

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

Resolution No. 2026-08

**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 2, 2026

Date Adopted: February 2, 2026

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 \$53,000.00 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, 2026 until March 31, 2027; 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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR		X			
JOLENE MANTINEO, VICE CHAIR		X			
DR. GONZALO PEREZ		X			
JORGE GOMEZ					X
JORGE DEARMAS	1	X			
LUZ TORRES	2	X			
MARISOL MONTANEZ		X			

Linda Habermann-Ward, Chairperson

Ruddys E. Andrade, Secretary