

MINUTES

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG HELD IN THE CONFERENCE ROOM AT 6900 BROADWAY, GUTTENBERG, NEW JERSEY ON MONDAY, APRIL 18, 2016

The rescheduled monthly Board of Commissioners Meeting was opened at 6:00 p.m. and the Open Public Meeting 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 Jersey Journal on April 2, 2016 and the Bergen Record on April 1, 2016, by posting the meeting date at the Guttenberg Town Hall, and by posting the meeting date on the Bulletin Board at the main office of the Guttenberg Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093.

ROLL CALL: Commissioners: Azcue, Schwarz, Habermann, Zitt, Tessler, Steele, Matulewicz

PRESENT: Commissioners: Azcue, Schwarz, Zitt (via telephone), Tessler, Steele, Matulewicz

ABSENT: Commissioners: Habermann

PAYMENT OF BILLS:

Attorney Manfredi requested a motion to accept and pay all bills for February and March 2016. Motion was made by Commissioner Tessler and seconded by Commissioner Steele. The following vote ensued:

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

SENIOR MANAGEMENT REPORT:

Senior Management informed the Board of the presence of former Chairperson Jose Perez, who was awarded a desk plaque in recognition of his years of dedicated service to the Guttenberg Housing Authority. Mr. Perez acknowledged and thanked everyone.

Senior Management reported to the Board on the condition of the GHA since the retirement of former Executive Director Barbara Criscione.

RESOLUTIONS:

The Board was reminded that Resolutions 2016-21 through 2016-33 were addressed at the March 18, 2016 meeting and that the Board voted to table all Resolutions except the following, which it voted to adopt:

2016-26: General Depository Agreement between the Guttenberg Housing Authority and GSL Savings Bank (Money Market)

2016-28: Award of contract for general legal services to Manfredi & Pellechio effective May 1, 2016 to April 31, 2017 in the amount of \$30,000.00

2016-29: Accept award of the 501-16 Capital Fund Program for the Guttenberg Housing Authority for the year of 2016 in the amount of \$385,660.00

2016-30: General Depository Agreement between the Guttenberg Housing Authority and Freedom Bank

Thereafter, the Board voted on the following Resolutions:

2016-21: Resolution to Void Resolution 2016-15 awarding contract to CSC Service Works for the purchase and installation of (3) washers, (2) dryers, (1) ESD Card Reader and (50) ESD Cards in the amount of Ten Thousand Seventy 00/100 Dollars (\$10,070.00).

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-22: Resolution to Award contract to CSC Service Works for the purchase and installation of (3) washers, (2) dryers, (1) ESD Card Reader and (50) ESD Cards in the amount of Eleven Thousand Nine-Hundred 00/100 Dollars (\$11,900.00).

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-23: Resolution to approve the write off for uncollectable debt of former tenant Maria Triana at NJ36-4 in the total amount of Seven Hundred Eleven 36/100 Dollars (\$711.36)

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-24: Resolution to Amend Resolution 2016-17 to open the Section 8 Waiting List for two (2) days March 15, 2016 and March 16, 2016

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-25: Resolution to Award Fee Accountant Services Contract to Peter J. Polcari, CPA for one (1) year Effective April 1, 2016 to March 31, 2017 in the amount of Forty Five Thousand Nine Hundred Sixty 00/100 Dollars (\$45,960.00).

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-27: Resolution to Approve Purchase of Three (3) Workstations and One (1) Monitor for the Administration Office Camera System for the Guttenberg Housing Authority Office from Dell Computer Store in the Amount of Three Thousand Four Hundred Sixty Eight 51/100 Dollars (\$3,468.51).

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-31: Resolution to Award Contract to Silva's Mechanical Services, Inc, for the Replacement of Mixing Valve #2 at NJ36-2, Centennial Tower, in the Amount of \$3,294.00.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-32: Resolution to Award Contract to Celestial Air Heating & Cooling to Remove and Install One (1) New Carrier Air Conditioner Unit at the Administration Office in the Amount of \$6,200.00.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-33: Resolution Approving and Authorizing eviction or termination of tenancies of families who are over income.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-34: Resolution to appoint Representative and Alternate Representative to the New Jersey Public Housing Authority Joint Insurance Fund for the 2016 Calendar year.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-35: Resolution to Void Resolution 2016-19 to reflect correct contract amount to ADT Services Inc. for the installation of security cameras at NJ36-2 Administration Office and Parking Lot area in the account of \$1,335.10.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-36: Resolution to void Resolution 2016-20 to reflect correct contract amount to Scotts Security Systems for installation of security cameras at NJ36-4 in the amount of \$3,994.84.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-37: Resolution to Award contract to Chute Master Environmental Services for the annual cleaning, degreasing and deodorizing of the chutes, hopper doors, pans and compactor at NJ36-1, NJ36-2, NJ36-3 and NJ36-4 in the amount of \$2,200.00.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-38: Resolution to Award contract to Manhattan Welding Company Inc. for the Annual Cleaning and Inspections of the boilers at NJ36-1, NJ36-2, NJ36-3 and NJ36-4 in the amount \$5,100.00.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-39: Resolution to award contract to Metro Fire & Safety for the annual inspection and testing of the fire pump, sprinkler system, standpipe and fire alarm systems at NJ36-1, NJ36-2, NJ36-3 and NJ36-4 in the amount of \$6,300.00.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-40: Resolution to Adopt the State Budget for Fiscal year April 1, 2016 to March 31, 2017.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

CLOSED SESSION:

A motion is made to go into closed session at 7:10 p.m. to discuss personnel and attorney client privileged matters. Motion is made by Commissioner Tessler and seconded by Commissioner Steele.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

A motion is made to end closed session at 8:11 p.m. Motion is made by Commissioner Matulewicz and seconded by Commissioner Tessler.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

RESOLUTIONS:

2016-41: Resolution approving repayment of the sum of \$43,819.00 from Non-Federal Funds to the Guttenberg Housing Authority Operating Account

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-42: Resolution approving and authorizing the payment of all pending invoices from Summit Risk Services for Coinsurance owed to the Indian Harbor Insurance Company in the amount of \$11,152.44

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-43: Resolution to authorize payment to C3 Investigation for investigative services performed for the GHA for the period of November 2, 2015 thru January 15, 2016 in the total amount of \$375.00

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-44: Resolution approving and authorizing the abolishment of Employment Positions of Volunteer Security Guard and Temporary Facility Repairman

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-45: Resolution approving and authorizing the issuance of a payment of health benefits on behalf of former employee Diana Velez

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-46: Resolution appointing APM Property Management, Development & Consulting, LLC to provide Interim Executive Director and Consulting Services to the Guttenberg Housing Authority

Ayes: Commissioners: Azcue, Schwarz, Tessler, Steele, Matulewicz

Nays: none

Abstain: Commissioner Zitt

2016-47: Resolution approving and authorizing the issuance of a payment to Robert Haase for accumulated sick and vacation time in accordance with the Housing Authority's Personnel Policy in the amount of \$34,100.00

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-48: Resolution approving and authorizing Change Order #2 to LAN Associates for additional A/E services required for the removal of three underground storage tanks in the amount of Ten Thousand Six Hundred Dollars (\$10,600.00)

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-49: Resolution to approve Facility Service Director to use 13.5 vacations days for FYE 03/31/2016 at a later time in 2016

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

2016-50: Resolution Reiterating the Personnel Powers of the Board of Commissioners and Confirming and Directing Compliance with Board Policy

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

COMMISSIONER COMMENTS:

Commissioner Zitt voiced his concern about the leasing of machines. He explained that under a lease agreement, the revenues have to be shared with the company leasing the machines and that the GHA has no way of knowing whether it will receive the share of revenue it is entitled to under the lease agreement. If the GHA purchased its own equipment, however, it would be entitled to 100% of the revenue. Commissioner Zitt suggested that a cost-benefit analysis be performed to make leasing/purchasing decisions in the future. He then pledged to perform additional research on this matter and forward the information to the GHA.

PUBLIC COMMENT:

None.

ADJOURNMENT:

Commissioner Steele made a motion to adjourn the meeting at 9:35 p.m. The motion was seconded by Commissioner Matulewicz.

Ayes: Commissioners: Azcue, Schwarz, Zitt, Tessler, Steele, Matulewicz

Nays: none

Abstain: none

The meeting was adjourned at 9:35 p.m.

RESOLUTION NO. 2016-21

TO VOID RESOLUTION 2016-15 AWARDING CONTRACT TO CSC SERVICE WORKS FOR THE PURCHASE AND INSTALLATION OF THREE (3) WASHERS AND TWO (2) DRYERS, ONE (1) ESD CARD READER AND FIFTY (50) ESD CARDS AT NJ36-3, GOLDEN GARDENS, IN THE TOTAL AMOUNT OF TEN THOUSAND SEVENTY 00/100 DOLLARS

(\$10,070.00)

(04/18/2016)

WHEREAS, a fire occurred at NJ36-3, Golden Gardens,

WHEREAS, the fire consisted of two dryers,

WHEREAS, written proposals were solicited from three (3) companies,

WHEREAS, proposals were submitted as follows:

CSC Service Works	\$10,070.00
Fowler	\$10,572.50
Sebco	\$10,704.00

WHEREAS, CSC Service Works was the lowest and responsive proposal received,

WHEREAS, the Housing Authority CEO, Barbara P. Criscione, decided also to change the washer machines (old),

WHEREAS, the insurance company removed the two old dryers and painted entire laundry room,

WHEREAS, the insurance company reimbursed the Housing Authority \$7,200.00,

WHEREAS, total cost to replace (3) washers, (2) dryers, (1) ESD card reader is \$10,070.00 less \$7,200.00,

WHEREAS, the total cost for the Housing Authority after insurance reimbursement will be \$2,870.00,

WHEREAS, our Capital Fund Coordinator, Mr. Shung Chiu, assures that there are sufficient funds available in our Capital Fund Program to pay for these expenditures,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby void awarded contract to CSC Service Works located at 55 Madison Circle Drive in the city of East Rutherford, New Jersey 07073 in the total amount of Ten Thousand Eight Seventy 00/100 Dollars (\$10,070.00).

Mayra Azcue, Chairperson

RESOLUTION NO. 2016-22

TO AWARD CONTRACT TO CSC SERVICE WORKS FOR THE PURCHASE AND INSTALLATION OF THREE (3) WASHERS AND TWO (2) DRYERS, ONE (1) ESD CARD READER AND FIFTY (50) ESD CARDS AT NJ36-3, GOLDEN GARDENS, IN THE TOTAL AMOUNT OF ELEVEN THOUSAND NINE HUNDRED 00/100 DOLLARS

(\$11,900.00)

(04/18/2016)

WHEREAS, a fire occurred at NJ36-3, Golden Gardens,

WHEREAS, the fire consisted of two dryers,

WHEREAS, written proposals were solicited from two (2) companies,

WHEREAS, proposals were submitted as follows:

CSC Service Works	\$11,900.00
Fowler	\$14,915.00

WHEREAS, CSC Service Works was the lowest and responsive proposal received,

WHEREAS, the Housing Authority CEO, Barbara P. Criscione, decided also to change the washer machines (old),

WHEREAS, the insurance company removed the two old dryers and painted entire laundry room,

WHEREAS, the insurance company has reimbursed the Housing Authority \$8,217.57

WHEREAS, total cost to replace (3) washers, (2) dryers, (1) ESD card reader is \$11,900.00 less \$7,200.00,

WHEREAS, the total cost for the Housing Authority after insurance reimbursement will be \$3,682.43

WHEREAS, our Capital Fund Coordinator, Mr. Shung Chiu, assures that there are sufficient funds available in our Capital Fund Program to pay for these expenditures,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby award contract to CSC Service Works located at 55 Madison Circle Drive in the city of East Rutherford, New Jersey 07073 in the total amount of Eleven Thousand Nine Hundred 00/100 Dollars (\$11,900.00).

Mayra Azcue, Chairperson

RESOLUTION NO. 2016-23

**TO APPROVE THE WRITE OFF FOR UNCOLLECTABLE DEBT OF
FORMER TENANT, MARIA TRIANA AT NJ36-4 IN THE TOTAL
AMOUNT OF SEVEN HUNDRED ELEVEN 36/100 DOLLARS**

(\$711.36)
(04/18/2016)

WHEREAS, it is necessary for the Guttenberg Housing Authority to write-off uncollectable debt of former tenant at NJ36-4,

WHEREAS, tenant at Apt. 10-H has abandoned the unit of January 2016 with the rent in the sum of \$761.78 is due and owing,

WHEREAS, tenant had a security deposit plus interest of Fifty Dollars and 42/100 (\$50.42) that was used towards the rent due and owing,

WHEREAS, the Guttenberg Housing Authority has no means to collect unpaid amount from tenant's relatives or any assets of tenant,

WHEREAS, the amount owed to the Guttenberg Housing Authority is as follows:

NJ36-4, Apt, 10-H	
Maria Triana.....	\$711.36

WHEREAS, a total of \$ 711.36 in now owed to the Guttenberg Housing Authority due to uncollectable debt of former tenant at NJ36-4, Apt. 10-H,

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Guttenberg approve the write off of uncollectable debt of former tenant, Maria Triana, at NJ36-4 in the total amount of Seven Hundred Eleven and 36/100 Dollars (\$711.36) owed to the Guttenberg Housing Authority be written off the books.

Mayra Azcue, Chairperson

RESOLUTION NO. 2016- 24

**TO VOID RESOLUTION NO. 2016-17 AUTHORIZING SECTION 8 HOUSING
VOUCHER PROGRAM WAITING LIST TO BE OPENED TO THE GENERAL
PUBLIC FOR ONLY TWO DAYS**

(04/18/2016)

WHEREAS, the current waiting list only consist of 19 applicants willing to search for apartment in the town of Guttenberg,

WHEREAS, the entire waiting list consist of 43 applicants of which 24 live in Public Housing or have refused to relocate,

WHEREAS, all applicants that refused or did not find an apartment in Guttenberg within the time frame provided by HUD are required to be placed at the bottom of the waiting list,

WHEREAS, at this time the GHA requires to have a greater number of applicants in the Housing Choice waiting list selection process,

WHEREAS, the GHA would open the waiting list effect March 1, 2016 which will be advertised in the Jersey Journal and Bergen Record for one day on March 15, 2016 and March 16, 2016,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby approve the opening of Section 8 Choice Voucher Program list to allow Section 8 to have a large selection of applicants.

Mayra Azcue, Chairperson

RESOLUTION NO. 2016-25

**TO AWARD FEE ACCOUNTANT SERVICES CONTRACT TO
PETER J. POLCARI, C.P.A FOR ONE (1) YEAR
EFFECTIVE APRIL 1, 2016 TO MARCH 31, 2017 IN THE AMOUNT OF FORTY FIVE
THOUSAND NINE HUNDRED SIXTY 00/100 DOLLARS
(\$45,960.00)
(04/18/2016)**

WHEREAS, the Guttenberg Housing Authority of the Town of Guttenberg is in need of a Consultant for a Fee Accountant,

WHEREAS, the Housing Authority of the Town of Guttenberg has publicly advertised for proposal for Fee Accountant Services for the Fiscal year April 1, 2016 to March 31,2017 for Public Housing, Section 8 Housing Voucher, Modernization Programs and Resident Initiative Program,

WHEREAS, two (2) proposals submitted were evaluated, scored and ranked in accordance with the selection criteria in the solicitation as follows:

Firm	Score	Rank
Peter J. Polcari	99.34	1
Farber & Company	56	2

WHEREAS, the highest score and ranking was for Peter J. Polcari,

WHEREAS, this contract is award pursuant to fair a "fair and open process",

WHEREAS, Peter J. Polcari, CPA has offered to perform the services for Forty Five Thousand Nine Hundred Sixty 00/100 Dollars (\$45,960.00), payable in monthly installments of Three Thousand Eight Hundred Thirty (\$3,830.00),

WHEREAS, Peter J. Polcari. CPA has provided excellent service these past years,

WHEREAS, the contract is awarded without competitive bid because it is for professional services which is exemption from the bidding requirements of Local Public Law, and

WHEREAS, local Public Contract Law requires that the resolution authorizing the award contract and contract itself must be available for public inspection, and

WHEREAS, the Guttenberg Housing Authority assures that there are sufficient funds available in our Operating Budget to pay for such expenditures,

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg that a contract be issued to Peter, J. Polcari, C.P.A of 216 Sollas Court, Ridgewood, N.J. 07450 in the amount of Forty Five Thousand Nine Hundred Sixty 00/100 Dollars (\$45,960.00)

Mayra Azcue, Chairperson

RESOLUTION NO. 2016-27

TO APPROVE PURCHASE OF THREE (3) WORKSTATIONS AND ONE (1) MONITOR FOR THE ADMINISTRATION OFFICE CAMERA SYSTEM FOR THE GUTTENBERG HOUSING AUTHORITY OFFICE FROM DELL INC. COMPUTER STORE IN THE AMOUNT OF THREE THOUSAND FOUR HUNDRED SIXTY EIGHT 51/100 DOLLARS.

(\$3,468.51)
(04/18/2016)

WHEREAS, it is necessary for the Guttenberg Housing Authority to purchase (3) workstations and one (1) monitor for the administrative office camera in order to improve and facilitate the processing and handling of day to day operation more efficiently,

WHEREAS, written proposals were solicited from two (2) companies,

WHEREAS, proposals were submitted as follows:

Dell Inc.	\$3,468.51
TNTMAX	\$3,652.08

WHEREAS, Dell Inc. was the lowest and responsive proposal received,

WHEREAS, our Capital Fund Coordinator, Mr. Shung Chiu, assures that there are sufficient funds available in our Capital Fund Program to pay for these expenditures,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby award contract to Dell Inc. located at One Dell Way Mail Stop 8129 city of Round Rock, Texas 78662 in the total amount of Three Thousand Four Hundred Sixty Eight 51/100 Dollars (\$3,468.51).

Mayra Azcue, Chairperson

RESOLUTION NO. 2016-31

TO AWARD CONTRACT TO SILVA'S MECHANICAL SERVICES, INC. FOR THE REPLACEMENT OF MIXING VALVE #2 AT NJ36-2, CENTENNIAL TOWER, IN THE AMOUNT OF THREE THOUSAND TWO HUNDRED NINETY FOUR 00/100 DOLLARS (\$3,294.00) (04/18/2016)

WHEREAS, an emergency occurred at NJ36-2 and it was necessary to replace Mixing Valve #2 at Centennial Tower,

WHEREAS, the Guttenberg Housing Authority Maintenance staff is not authorized to install said equipment,

WHEREAS, the Guttenberg Housing Authority was obligated to solicit proposals from outside companies,

WHEREAS, proposals were submitted as follows:

Silva's Mechanical	\$3,294.00
Manhattan Welding	\$5,460.00

WHEREAS, Silva's Mechanical was the lowest and responsive proposal received,

WHEREAS, the scope of work includes isolate and drain domestic lines, install new parts, open valve and test,

WHEREAS, our Capital Fund Coordinator, Mr. Shung Chiu, assures that there are sufficient funds available in our Capital Fund Program to pay for these expenditures,

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby award contract to Silva's Mechanical Services, located at 171 Midland Avenue, Kearney, New Jersey 07032, in the amount of Three Thousand Two Hundred Ninety Four 00/100 Dollars (\$3,294.00)

Mayra Azcue,, Chairperson

RESOLUTION NO. 2016-32

TO AWARD CONTRACT TO CELESTIAL AIR HEATING & COOLING TO REMOVE AND INSTALL ONE (1) NEW CARRIER AIR CONDITIONER UNIT AT THE ADMINISTRATION OFFICE IN THE AMOUNT OF SIX THOUSAND TWO HUNDRED 00/100 DOLLARS

(\$6,200.00)
(04/18/2016)

WHEREAS, there is a need for the Guttenberg Housing Authority to replace a new Carrier Air Conditioner Unit in the Administration Office,

WHEREAS, it is not cost effective to repair the existing air conditioner unit,

WHEREAS, the Guttenberg Housing Authority has solicited proposals from (10) ten qualified firms,

WHEREAS, five (5) qualified firms responded as follows:

Celestial Air Heating and Cooling	\$6,200.00
Vanair Heating and Air Conditioning	\$7,200.00
Air Control Mechanical Contracting Inc.	\$9,500.00
GRC Mechanical Services	\$9,980.00
Aries Heating and Cooling Corporation	\$14,972.50

WHEREAS, Celestial Air Heating and Cooling, submitted the lowest proposal and is the most advantageous price to the Housing Authority,

WHEREAS, our Capital Fund Coordinator, Mr. Shung Chiu, assures there are sufficient funds available in our Capital Fund Program to pay for these expenditures,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg that Celestial Air Heating and Cooling be awarded a contract located at 296 22nd Avenue Paterson, New Jersey 07513 in the amount of Six Thousand Two Hundred 00/100 Dollars (\$6,200.00).

Mayra Azcue, Chairperson

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

Resolution No. 2016-33

**RESOLUTION APPROVING AND AUTHORIZING
EVICTION OR TERMINATION OF TENANCIES
OF
FAMILIES WHO ARE OVER INCOME**

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, 24 C.F.R. 960.261 permits the eviction or termination of tenancies for families who became over income while in Public Housing, unless they have a valid contract for participation in an FSS program under 24 C.F.R. Part 984, or the family receives earned income disallowance provided by 42 U.S.C. 1437a(d) and 24 C.F.R. 960.255,

WHEREAS, the Office of the Inspector General (OIG) published that audit findings in several cases where families had incomes that significantly exceeded the income threshold,

WHEREAS, HUD strongly encourages Housing Authority's to utilize discretion to remove those families with extremely high incomes from Public Housing to allow opportunities to needed people on the waiting list,

WHEREAS, HUD has permitted that PHA's utilize their discretion to define income that significantly exceeds the income threshold,

WHEREAS, the families that are in flat rent and 30% of their income is excessively higher than the flat rent in the amount of 1/2 of the flat rent.

WHEREAS, pursuant to HUD, [Docket No. FR-5904-A-01], families who have incomes that significantly exceed the income limit for a sustained period of time will be evicted or their tenancy will otherwise be terminated.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the eviction or termination of tenancy of families who have incomes that significantly exceed the income limit for a sustained period of time.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby amend the Admissions and Occupancy Policy to provide as follows consistent with Docket No. FR-5904-A-01:

“Families who have incomes that significantly exceed the income limit for a sustained period of time shall be evicted or their tenancy will otherwise be terminated.”

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby amends the Admissions and Occupancy Policy to provide as follows:

“Families that are in flat rent and 30% of their income is excessively higher than the flat rent in the amount of 1/2 of the flat rent.”

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes and directs the Chief Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

Mayra Azcue, Chairperson

RESOLUTION NO. 2016-34

**TO APOINT A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND FOR
THE 2016 CALENDAR YEAR**

(04/18/2016)

WHEREAS, the Housing Authority of the Town of Guttenberg is in need of appointing a Fund Commissioner and Alternate Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund,

WHEREAS, Chairperson Mayra Azcue will be the Guttenberg Housing Authority representative to the New Jersey Public Housing Authority Joint Insurance Fund and Vice-Chairperson Elsa Schwarz will be the Alternate Fund Commissioner,

NOW THEREFORE BE IT RESOLVED, that the Guttenberg Housing Authority Board of Commissioners hereby appoint Chairperson Mayra Azcue as Fund Commissioner and Vice-Chairperson Elsa Schwarz as Alternate Fund Commissioner to New Jersey Public Housing Authority Joint Insurance Fund for the 2016 Calendar Year.

Mayra Azcue, Chairperson

RESOLUTION 2016-35

**TO VOID RESOLUTION 2016-19 TO REFLECT CORRECT CONTRACT
AMOUNT TO ADT SERVICES INC. FOR INSTALLATION OF
SECURITY CAMERAS AT NJ36-2 ADMINISTRATION OFFICE AND
PARKING LOT AREA IN THE AMOUNT OF ONE THOUSAND THREE
HUNDRED THIRTY FIVE AND TEN DOLLARS**

(\$1,335.10)

(4/18/2016)

WHEREAS, the Guttenberg Housing Authority is in need of Security Cameras,

WHEREAS, the Guttenberg Housing Authority solicited proposals from outside companies,

WHEREAS, Resolution 2016-19 stated the contract amount of \$1,428.55 which included taxes,

WHEREAS, the Guttenberg Housing Authority is Tax Exempt,

WHEREAS, the correct amount without taxes is \$1,335.10,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby amend Resolution 2016-19 to reflect the correct contract amount for installation of security cameras at NJ36-2 Administration Office and Parking Lot area amount without taxes to ADT Services Inc. located at 20 Commerce Way, Totowa, New Jersey 07512 in the amount of One Thousand Three Hundred Thirty Five and Ten Dollars (\$1,335.10)

Mayra Azcue, Chairperson

RESOLUTION 2016-36

**TO VOID RESOLUTION 2016-20 TO REFLECT CORRECT CONTRACT
AMOUNT TO SCOTTS SECURITY SYSTEMS FOR INSTALLATION OF
SECURITY CAMERAS AT NJ36-4 IN THE AMOUNT OF THREE
THOUSAND NINE HUNDRED NINETY FOUR AND EIGHTY FOUR
DOLLARS
(\$3,994.84)
(4/18/2016)**

WHEREAS, the Guttenberg Housing Authority is in need of Security Cameras,

WHEREAS, the Guttenberg Housing Authority solicited proposals from outside companies,

WHEREAS, Resolution 2016-120 stated the contract amount of \$4,274.48 which included taxes,

WHEREAS, the Guttenberg Housing Authority is Tax Exempt,

WHEREAS, the correct amount without taxes is \$3,994.84

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby amend Resolution 2016-20 to reflect the correct contract amount for installation of security cameras at NJ36-4 without taxes to Scotts Security Systems located 37 Cinder Road, Edison, New Jersey 08820 in the amount of Three Thousand Nine Hundred Ninety Four and Eighty Four Dollars (\$3,994.84)

Mayra Azcue, Chairperson

RESOLUTION 2016-37

TO AWARD CONTRACT TO CHUTE MASTER ONDOOR ENVIRONMENTAL SERVICES FOR THE ANNUAL CLEANING, DEGREASING, DEODORIZING OF CHUTE, HOPPER DOORS, PANS AND COMPACTOR AT NJ36-1, NJ36-2, NJ36-3 & NJ36-4 IN THE TOTAL AMOUNT OF TWO THOUSAND TWO HUNDRED 00/100

DOLLARS

(\$2,200.00)

(04/18/2016)

WHEREAS, it is necessary for the Guttenberg Housing Authority to clean, degrease, hopper doors, pans and compactor at NJ36-1, NJ36-2, NJ36-3 & NJ36-4,

WHEREAS, proposals were solicited from four (4) companies,

WHEREAS, two (2) companies submitted proposals as follows:

Chute Master Environmental Services.....	\$2,200.00
Assured Environments.....	\$3,200.00

WHEREAS, Chute Master Environmental Services was the lowest responsible proposal received,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Housing Authority of the Town of Guttenberg do hereby award contract to Chute Master Environmental Services located at 1640 Vauxhall Road, Union, N.J. 07083 for Annual Cleaning, Degreasing, Deodorizing of Chutes, Hopper Doors, Pans and Compactor at NJ36-1, NJ36-2, NJ36-3, and NJ36-4 in the total amount of Two Thousand Two Hundred 00/100 Dollars (\$2,200.00).

Mayra Azcue, Chairperson

RESOLUTION 2016-38

TO AWARD CONTRACT TO MANHATTAN WELDING COMPANY. INC. FOR THE ANNUAL CLEANING AND INSPECTION OF BOILERS AT NJ36-1, NJ36-2, NJ36-3, AND NJ36-4 IN THE AMOUNT OF FIVE-THOUSAND ONE HUNDRED DOLLARS

(\$5,100.00)

(4/18/2016)

WHEREAS, it is mandatory for the Guttenberg Housing Authority to annually clean and inspect all boilers at NJ36-1, NJ36-2, NJ36-3, and NJ36-4,

WHEREAS, proposals were solicited from five (5) qualified companies,

WHEREAS, three (3) companies submitted proposals as follows:

Manhattan Welding Company Inc.....	\$ 5,100.00
Silva's Mechanical Services Inc.	\$19,712.00
GPH, Inc.	\$21,875.00

WHEREAS, Manhattan Welding Company Inc. was the lowest proposal received,

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg do hereby award the contract to Manhattan Welding Company Inc. located at 1434 Chestnut Avenue, Hillside, N.J. 07205 for the amount of Five Thousand One Hundred Dollars (\$5,100.00)

Mayra Azcue, Chairperson

RESOLUTION NO. 2016-39

**TO AWARD CONTRACT TO PERFORM ANNUAL INSPECTION AND TESTING OF
FIRE PUMP AND SPRINKLER SYSTEMS, STANDPIPE AND FIRE ALARM
SYSTEMS AT NJ36-1, NJ36-2, NJ36-3, AND NJ36-4 TO METRO FIRE & SAFETY
EQUIPMENT CO., INC. IN THE AMOUNT OF SIX THOUSAND THREE HUNDRED
FIFTY DOLLARS (\$6,350.00)
(04/18/2016)**

WHEREAS, the Town of Guttenberg Fire Inspector requires an annual inspection and testing for Fire Pump and Sprinkler Systems, and Standpipe and Fire Alarm Systems of all four buildings,

WHEREAS, proposals were solicited from five (5) qualified testing companies,

WHEREAS, only two (2) companies submitted proposals as follows:

Cerullo Fire Protection, Inc.....	\$6,300.00
Metro Fire & Safety Equipment Co. Inc.....	\$6,350.00

WHEREAS, Cerullo Fire Protection, Inc. was the lowest proposal received,

WHEREAS, Metro Fire & Safety Equipment Co. Inc. proposal is only \$50.00 higher,

WHEREAS, Metro Fire & Safety Equipment Co. Inc. has and continues to provide us with excellent services especially being available for emergency after hour calls and are very familiar with our fire alarm systems,

WHEREAS, it is most advantageous to award the contract to Metro Fire & Safety Equipment Co. Inc.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority Town of Guttenberg that contract for testing of Fire Pump and Sprinkler Systems, Standpipe and Fire Alarm Systems be awarded to Metro Fire & Safety Equipment Co., Inc. of 489 Washington Ave., Carlstadt, N.J. 07072 for amount of Six-Thousand, Three-Hundred, Twenty-Five Dollars and 00/100 (\$6,350.00).

Mayra Azcue, Chairperson

**2016 ADOPTED BUDGET RESOLUTION
GUTTENBERG HOUSING AUTHORITY
RESOLUTION 2016-40**

FISCAL YEAR: FROM: April 1, 2016 TO: March 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 2016 and ending March 31, 2017 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of April 18, 2016; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget; including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$4,349,090, Total Appropriations, including any Accumulated Deficit, if any, of \$4,408,472 and Total Unrestricted Net Position utilized of \$59,382; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$171,670 and Total Unrestricted Net Position planned to be utilized of \$-0-; and

NOW THEREFORE BE IT RESOLVED, by the governing body of Guttenberg Housing Authority, at an open public meeting held on April 18, 2016 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 1, 2016 and, ending March 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the director of the Division of Local government Services.

April 18, 2016

Mayra Azcue, Chairperson

Governing Body Member:	Recorded Vote:			
	Aye	Nay	Abstain	Absent
Mayra Azcue, Chairperson	x			
Elsa Schwarz, Vice-Chairperson	x			
Kenneth Tessler, Commissioner	x			
Dorothy Steele,, Commissioner	x			
Deborah Matulewicz, Commissioner	x			
Linda Habermann, Commissioner				x
Wayne D. Zitt, Commissioner	x			

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

Resolution No. 2016-41

Resolution approving repayment of the sum of \$43,819.00 from Non-Federal Funds to the Guttenberg Housing Authority Operating Account.

WHEREAS, the Housing Authority of the Town of Guttenberg (“GHA”), a New Jersey Quasi Public Entity organized and existing pursuant to New Jersey State Enabling Legislation set forth in the NJ Redevelopment and Housing Act, and Title 24 of the Code of Federal Regulations of the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey; and

WHEREAS, for the calendar year 2014 the GHA self-reported Executive Compensation information on the HUD-52725 pursuant to HUD PIH Notice 2015-14; and

WHEREAS, subsequent to the GHA’s self-report of its Executive Compensation information, HUD’s REAC Quality Assurance Team conducted an on site review and;

WHEREAS, HUD’s on site review determined that for the Calendar Year 2014 Executive Director Compensation from the GHA section Eight and Section Nine program exceeded the appropriations cap by \$43,819.00; and

WHEREAS, HUD has consented and agreed that the GHA will undertake repayment of the over-cap Executive Compensation to the Section Eight and Section Nine Program Fund out of non-federal funds and;

WHEREAS, HUD has agreed that Laundry Room fund shall constitute acceptable non-federal funds and accordingly repayment will be made from the GHA Laundry Room Funds and;

WHEREAS, in accordance with HUD's direction, there shall be a journal entry noting the repayment to the Programs; and

WHEREAS, a copy of the Journal Entry together with a copy of this duly adopted and executed Board Resolution shall be transmitted to the US Department of HUD with a copy contemporaneously maintained on file at the GHA ; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the GHA that the GHA shall undertake repayment of the over-cap Executive Compensation in the amount of \$43,819.00 to the Section Eight and Section Nine Program Fund out of non-federal funds; and

BE IT FURTHER RESOLVED by the Board of Commissioners that the repayment shall be extracted from the Laundry Room Funds in the amount of \$43,819.00 with a Journal entry documenting the repayment to the Program fund; and

BE IT FURTHER RESOLVED, that a copy of the Journal Entry and this Resolution shall be transmitted to the US Department of Housing and Urban Developments forthwith as confirmation that the action described herein has been undertaken and completed by the GHA; and

BE IT FURTHER RESOLVED, that the Board of Commissioner hereby authorizes and directs, GHA Senior Management employee Fatima Becerril, GHA Accountant Peter Polcari CPA to undertake any and all necessary administrative action to implement the directives contained in this resolution and to transmit a duly adopted and executed copy to the US Department of HUD

Mayra Azcue, Chairperson

Dated:

RESOLUTION NO. 2016-42
APPROVING AND AUTHORIZING THE PAYMENT OF ALL PENDING INVOICES FROM
SUMMIT RISK SERVICES FOR COINSURANCE OWED TO THE INDIAN HARBOR
INSURANCE COMPANY IN THE AMOUNT OF ELEVEN THOUSAND ONE HUNDRED
FIFTY-TWO AND 44/100 DOLLARS
(\$11,152.44)

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey is in need of paying its coinsurance obligation for expenses paid to date; and

WHEREAS, Summit Risk Services, as the Third Party Administrator for the Indian Harbor Insurance Company, submitted invoices #5, #6 and #7 in the amount of \$11,152.44 for the Housing Authority’s coinsurance obligation; and

WHEREAS, the Housing Authority has certified that it has available funds for such obligations; and

WHEREAS, upon review, it is recommended that the Guttenberg Housing Authority pay pending invoices #5, #6 and #7 submitted by Summit Risk Services in the total amount of \$11,152.44;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the payment of the invoices from Summit Risk Services for coinsurance owed to the Indian Harbor Insurance Company in the amount of Eleven Thousand One Hundred Fifty-Two and 44/100 Dollars (\$11,152.44).

Mayra Azcue, Chairperson

RESOLUTION 2016-43

TO AUTHORIZE PAYMENT TO C3 INVESTIGATIONS FOR INVESTIGATIVE SERVICES PERFORMED FOR THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG FOR THE PERIOD OF NOVEMBER 2, 2015 THRU JANUARY 15, 2016 IN THE TOTAL AMOUNT OF THREE HUNDRED AND SEVENTY-FIVE DOLLARS (\$375.00)

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey had determined there was a need for Investigative Services for the GHA vs. Gonzalez matter; and

WHEREAS, the Housing Authority hired C3 Investigations (“C3”) to perform such services; and

WHEREAS, C3 submitted an invoice for services performed for the period of November 2, 2015 thru January 15, 2016; and

WHEREAS, the Housing Authority has certified that it has available funds to pay for such services; and

WHEREAS, upon review, it is recommended that the Guttenberg Housing Authority issue payment to C3 Investigations for such services in the amount of its invoice of \$375.00 for the period of November 2, 2015 thru January 15, 2016;

NOW THEREFORE,

BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby approve payment to C3 Investigations, located at 20 Commerce Drive, Suite 135, Cranford, New Jersey 07016 for Investigative Services performed for the Housing Authority of the Town of Guttenberg in the amount of Three Hundred Seventy-Five Dollars (\$375.00).

Mayra Azcue, Chairperson

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

Resolution No. 2016-44

**RESOLUTION APPROVING AND AUTHORIZING THE ABOLISHMENT OF
EMPLOYMENT POSITIONS OF VOLUNTEER SECURITY GUARD AND
TEMPORARY FACILITY REPAIRMAN**

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity and body, corporate and politic, organized and existing pursuant to both Title 24 of the Code of Federal Regulations of the Department of Housing and Urban Development (“HUD”), and the NJ Redevelopment and Housing Act, has determined that for purposes of efficient and economy, it is necessary to abolish certain Housing Authority employment positions; and

WHEREAS, Senior Management of the Housing Authority, has recommended the elimination of the position of volunteer security guard and temporary facility repairman; and

WHEREAS, upon a review of all of the Housing Authority’s current positions, the Authority has found that the voluntary security guard is no longer needed and the position of temporary repairman, which was transitory in nature, is at a conclusion; and

WHEREAS, the Housing Authority has further found that the abolishment of the positions will result in improvement to the overall efficiency of the Housing Authority operations; and

WHEREAS, the Board of Commissioners has determined that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families and seniors to abolish the aforementioned employment positions.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the abolishment the position of volunteer security guard and temporary facility repairman; and

BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Interim Executive Director of the Housing Authority and Senior Management to take any and all necessary administrative actions to implement this resolution.

Mayra Azcue Chairperson

RESOLUTION 2016-45

APPROVING AND AUTHORIZING THE ISSUANCE OF A PAYMENT OF HEALTH BENEFITS ON BEHALF OF FORMER EMPLOYEE DIANA VELEZ

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to Title 24 of 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 a payment for benefits is due and payable to the State of New Jersey, Department of the Treasury, Divisions of Pension Benefits Retiree Division; and

WHEREAS, specifically, the NJ Administrative Code requires payment of health benefits for employees deemed retired by the NJ Divisions of Pension Benefits and;

WHEREAS, in accordance with the determination of the NJ Division of Pension Benefits, policy, former employee Diana Velez was deemed retired from the Guttenberg Housing Authority and;

WHEREAS, upon review, the Authority has determined to remit payment to the State of New Jersey, Department of Treasury, Division of Pension Benefits, Retiree Division in the total sum of \$69,955.15 in payment accumulated Health Benefits; and

WHEREAS, the Housing Authority has certified that it has available funds for this payment; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby approve payment to the State of New Jersey, Department of the Treasury, Division of Pension Benefits, Retiree Division in the amount of \$69,955.15 in full payment on behalf of former employee Diana Velez.

Mayra Azcue, Chairperson

**RESOLUTION
of the
HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG APPOINTING APM PROPERTY MANAGEMENT,
DEVELOPMENT AND CONSULTING LLC., TO PROVIDE INTERIM EXECUTIVE
DIRECTOR AND CONSULTING SERVICES TO THE GUTTENBERG HOUSING
AUTHORITY**

Resolution No. 2016-46

RESOLUTION

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public body corporate and politic organized and existing pursuant to New Jersey Enabling Legislation and Governed by the NJ Redevelopment and Housing Act, (LRHA) N.J.S.A.40A:12A-1 et. seq. and the United States Department of Housing and Urban Development, Chapter 24 of the Code of Federal Regulations; and

WHEREAS, pursuant to the LRHA, the Board of Commissioners shall conduct the Housing Authority’s business and exercise its powers. The LRHL states, “The powers of the authority shall be vested in the members thereof in office from time to time. Four members shall constitute a quorum of the authority for the purpose of conducting its business and exercising its powers and all other purposes. Action may be taken by the authority upon the affirmative vote of the majority, but not less than four of the members present, unless in any case the bylaws of the authority shall require a larger number.” N.J.S.A. 40A:12A-17.d.; and

WHEREAS, the LRHL further provides that the Board has the power to appoint an Executive Director, stating that the Board “shall employ an executive director, who shall be its secretary.” N.J.S.A. 12A:40A-17.d. The LRHL further states, “A housing authority shall appoint and may enter into a contract to employ an executive director as the authority may determine necessary for its efficient operations.” N.J.S.A. 12A:40A-18.a.; and

WHEREAS, the LRHL additionally provides that the Board of Commissioners may delegate certain personnel powers specifically to its Executive Director. The LRHL states, "The authority may provide that the executive director shall be the appointing authority for all or any portion of the employees of the authority." N.J.S.A. 40A:12A-18.c. Unless certain personnel appointing powers are specifically granted by the Board to its Executive Director, the Board of Commissioners retains said powers; and

WHEREAS, the Board of Commissioners has retained its personnel powers, and has not delegated any of its personnel powers, such as the power to appoint employees, to any of its staff; and

WHEREAS, since the recent retirement of its Executive Director, the Guttenberg Housing Authority requires the services of an Interim Executive Director and;

WHEREAS, the Board of Commissioners has undertaken to identify qualified firms to provide Interim Executive Director Services; and

WHEREAS, the Board has interviewed qualified firms and reviewed the qualifications , experience and price and determined that APM Property Management, Development and Consulting offers the best experience most suitable to the needs of the Guttenberg Housing Authority at this time and;

WHEREAS, designated Zinnerford Smith of APM is designated as the principal on site day to day Interim Executive Director and;

NOW THEREFORE BE IT RESOVED, the Board of Commissioners has hereby awards a contract to AMP Property Management, Development and Consulting; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes and directs the Legal Counsel to the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

Mayra Azcue, Chairperson

RESOLUTION 2016-47

**APPROVING AND AUTHORIZING THE ISSUANCE OF A PAYMENT TO ROBERT HAASE FOR ACCUMULATED SICK & VACATION TIME IN ACCORDANCE WITH THE HOUSING AUTHORITY'S PERSONNEL POLICY
(\$34,100.00)**

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg ("Housing Authority"), a public entity organized and existing pursuant to Title 24 of 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 a payment is owed to former employee Robert Haase for accumulated sick and vacation time; and

WHEREAS, specifically, the Housing Authority's personnel policy allows for the accumulation of certain earned sick and vacation time for its employees; and

WHEREAS, in accordance with the Authority's policy, former employee Robert Haase accumulated a total of 50 unused vacation days and 241 unused sick days as of the conclusion of his employment with the Authority; and

WHEREAS, upon review, the Authority owes Mr. Haase a total of \$34,100.00 in payment for the accumulated unused sick and vacation time; and

WHEREAS, the Housing Authority has certified that it has available funds to pay for such services; and

WHEREAS, upon review, it is recommended that the Guttenberg Housing Authority issue payment to Robert Haase for accumulated sick and vacation time in the amount of \$34,100.00;

NOW THEREFORE,

BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby approve payment to Mr. Robert Haase for accumulated unused sick & vacation time in accordance with the Housing Authority's personnel policy in the amount of Thirty-Four Thousand One Hundred Dollars (\$34,100.00).

Mayra Azcue, Chairperson

RESOLUTION 2016-48

**APPROVING AND AUTHORIZING CHANGE ORDER #2 TO LAN ASSOCIATES FOR
ADDITIONAL A/E SERVICES REQUIRED FOR THE REMOVAL OF THREE
UNDERGROUND STORAGE TANKS IN THE AMOUNT OF TEN THOUSAND SIX
HUNDRED DOLLARS (\$10,600.00)**

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg ("Housing Authority"), a public entity organized and existing pursuant to Title 24 of 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 change order for A/E Services; and

WHEREAS, specifically, at NJ36-1, Macaluso Towers, tanks to be removed or abandoned in place include the following: an unregulated, out of service 1,000 gallon No. 2 diesel underground storage tank (UST); a 250 gallon diesel UST used to power the emergency generator, and an unregulated 7,500 gallon heating oil UST that previously stored No. 2 and possibly No. 4 and No. 6 oil;

WHEREAS, the previously approved contract amount was \$30,200.00 comprised of the original contract amount of \$23,000 and change order #1 of \$7,200.00; and

WHEREAS, upon review, it has been found that additional unforeseen services are required for the completion of this project in the amount of \$10,600.00; and

WHEREAS, the total new contract amount will be \$40,800.00; and

WHEREAS, the Housing Authority has certified that it has sufficient available funds to pay for such services; and

WHEREAS, upon review, it is recommended that the Guttenberg Housing Authority approve change order #2 to LAN Associates for this project in the amount of \$10,600.00;

NOW THEREFORE,

BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby approve and authorize the issuance of change order #2 to LAN Associates, located at 445 Godwin Avenue, Midland Park, New Jersey 07438, for additional A/E services required for the removal of three underground storage tanks in the total amount of Ten Thousand Six Hundred Dollars (\$10,600.00).

Mayra Azcue, Chairperson

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

Resolution No. 2016-50

**RESOLUTION REITERATING THE PERSONNEL POWERS OF THE BOARD OF
COMMISSIONERS AND CONFIRMING AND DIRECTING COMPLIANCE WITH
BOARD POLICY**

Board Meeting Date: April 18, 2016

Date Adopted: April 18, 2016

WHEREAS, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a Public Entity organized and existing pursuant to Title 24 of the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, is governed and granted powers by the Local Redevelopment Housing Law (“LRHL”) at N.J.S.A. 40A:12A-1 et seq.; and

WHEREAS, pursuant to the LRHL, the Board of Commissioners shall conduct the Housing Authority’s business and exercise its powers. The LRHL states, “The powers of the authority shall be vested in the members thereof in office from time to time. Four members shall constitute a quorum of the authority for the purpose of conducting its business and exercising its powers and all other purposes. Action may be taken by the authority upon the affirmative vote of the majority, but not less than four of the members present, unless in any case the bylaws of the authority shall require a larger number.” N.J.S.A. 40A:12A-17.d.; and

WHEREAS, the LRHL further provides that the Board has the power to appoint an Executive Director, stating that the Board “shall employ an executive director, who shall be its secretary.” N.J.S.A. 40A:12A-17.d. The LRHL further states, “A housing authority shall appoint and may enter into a contract to employ an executive director as the authority may determine necessary for its efficient operations.” N.J.S.A. 40A:12A-18.a.; and

WHEREAS, the LRHL additionally provides that the Board of Commissioners may delegate certain personnel powers specifically to its Executive Director. The LRHL states, “The authority may provide that the executive director shall be the appointing authority for all or any portion of the employees of the authority.” N.J.S.A. 40A:12A-18.c. Unless certain personnel appointing powers are specifically granted by the Board to its Executive Director, the Board of Commissioners retains said powers and moreover can retrieve and exercise those powers at any time by way of Resolution; and

WHEREAS, the Board of Commissioners has retained its personnel powers, and has not delegated any of its personnel powers, such as the power to appoint employees, to any of its staff; and

WHEREAS, unless and until directed by Resolution of the Board of Commissioners, no Housing Authority Employee shall unilaterally change their job title and/or responsibilities; and

WHEREAS, since the recent retirement of its Executive Director, the Board of Commissioners has not appointed anyone as its Executive Director, Secretary, Interim Executive Director, Acting Executive Director, Corporation Secretary or any similar position; and

WHEREAS, the Board of Commissioners has not appointed the Facility Service Director, Fatima Beccerill as its Executive Director, Secretary, Interim Executive Director, Acting Executive Director, Secretary or any similar position; and

IT IS THEREFORE RESOVLED, that the Board of Commissioners hereby directs Facility Service Director to cease use of the titles Interim Executive Director, Acting Director and/or Secretary including undertaking the functions and actions of the position of Executive Director, Secretary, Interim Executive Director, Acting Executive Director, or any similar position and

IT IS THEREFORE FURTHER RESOLVED, that the Facilities Service Director shall act only in her capacity as Facility Service Director and perform only those duties related to her position as Facility Service Director.

NOW THEREFORE BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby reiterates that is has retained its power to appoint employees and has not delegated that power to its staff, nor appointed any staff to assume any duties related to the Executive Director, Secretary, Interim Executive Director, Acting Executive Director, or any similar position; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes and directs the General Counsel of the Housing Authority of the Town of Guttenberg to oversee and report to the Board on compliance with this Resolution

Myra Azcue, Chairperson