

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, MAY 9, 2016

The 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 and the Bergen Record, 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, Steele, Matulewicz, Tessler, Zitt (by phone)

PRESENT: Commissioners: Azcue, Schwarz, Habermann, Steele, Matulewicz, Zitt (by Phone)

ABSENT: Commissioners: Tessler

ALSO PRESENT: Interim Executive Director Zinnerford Smith; Mr. Robert Graham, Principal APM Property Management and Consultants (present by phone); and Guttenberg Housing Authority General Legal Counsel, Attorney Joseph A. Manfredi.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for April 2016. The following vote ensued:

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

Nays: none

Abstain: none

CLOSED SESSION:

Attorney Manfredi requests a motion from the Board to go into closed session at 6:15 p.m. to discuss personnel and attorney-client privileged matters. The following vote ensued:

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

Nays: none

Abstain: none

The Board enters into closed Session at 6:16 p.m.

The Board reentered into open session at 7:00 p.m. by vote of all Commissioners present

EXECUTIVE DIRECTOR REPORT:

The Interim Executive Director reported to the Board on various matters.

THE RESOLUTIONS:

Resolution approving and authorizing the temporary extension of the Authority's existing contract for modernization coordinator services pending its review and material revision of the specifications

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

Nays: none

Abstain: none

Resolution to ratify award of contract to Modernfold Styles, Inc. for the annual inspection of smoke guard barrier doors at NJ36-2, NJ36-3 and NJ36-4 in the amount of \$2,191.20

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

Nays: none

Abstain: none

Resolution approving and authorizing change order #3 to T. Slack Environmental Services for additional services required for the underground storage tank closure and removals at Macaluso Towers in the amount of \$3,952.29

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

Nays: none

Abstain: none

PUBLIC COMMENT:

None.

ADJOURNMENT:

Chairwoman Azcue made a motion to adjourn the meeting at 7:30 pm. The following vote ensued:

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

Nays: none

Abstain: none

The meeting was adjourned at 7:30 pm

RESOLUTION NO. 2016-

**RESOLUTION APPROVING AND AUTHORIZING THE TEMPORARY EXTENSION
OF THE AUTHORITY'S EXISTING CONTRACT FOR MODERNIZATION
COORDINATOR SERVICES PENDING ITS REVIEW AND MATERIAL REVISION
OF THE SPECIFICATIONS**

(5/09/2016)

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 previously determined that it was in need of procuring a modernization coordinator; and

WHEREAS, to this end, the Authority published a Request for Proposals ("RFP") for such services; and

WHEREAS, following the issuance of the RFP, the Housing Authority discovered that substantial material changes were required to the RFP's specifications; and

WHEREAS, in accordance with state and federal procurement regulations, and in particular, N.J.S.A. 40A:11-13, the Authority decided to reject all proposals received and conduct a detailed review and revision of the required services; and

WHEREAS, in accordance with N.J.S.A. 40A:11-15, the term of an existing contract for services can be extended temporarily pending the Authority's review of its required services and anticipated reissuance of the RFP; and

WHEREAS, the Authority has an existing contract with Mr. Shung Chiu to serve as the Authority's modernization coordinator through May 31, 2016; and

WHEREAS, the Authority wishes to extend Mr. Chiu's contract for up to an additional ninety (90) days pending the Authority's review, revision and anticipated reissuance of the RFP; and

WHEREAS, Mr. Chiu's services during this extended time would be billed at its current monthly rate of \$2,166.67; and

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

WHEREAS, upon consideration of all of the above, 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 low-income seniors to temporarily extend its existing contract with Mr. Shung Chiu for modernization coordinator services for up to an additional ninety (90) days pending the Authority's review and material revision of the specifications;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the extension of the Authority's existing contract with Mr. Shung Chiu for modernization coordinator services for up to an additional ninety (90) days pending the Authority's review and material revision of the required specifications; and

BE IT FURTHER RESOLVED, that Mr. Chiu's compensation for the extension of such services shall remain the same as under his existing contract; 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 execute said contract and take any and all administrative actions necessary to implement this resolution.


Zinnerford Smith, Secretary

RESOLUTION NO. 2016-

**TO RATIFY AWARD OF CONTRACT TO MODERNFOLD STYLES, INC.
FOR THE ANNUAL INSPECTION OF SMOKE GUARD BARRIER
DOORS AT NJ36-2,NJ36-3 AND NJ36-4 IN THE AMOUNT OF TWO
THOUSAND ONE HUNDRED NINETY ONE AND 20/100 DOLLARS
(**\$2,191.20**)
(5/9/2016)**

WHEREAS, The Fire Inspector of the Town of Guttenberg mandates that the smoke guard barrier doors be inspected by annually,

WHEREAS, Modernfold Styles is the only company that is factory trained to inspect the Smoke Guard brand of barrier doors installed in the buildings,

WHEREAS, Modernfold Styles has been performing the annual inspection of the Smoke Guard Barrier doors since they have been installed,

WHEREAS, The Fire Inspector of The Town of Guttenberg has found the inspection reports submitted by Modernfold Styles Inc. in the past to be compliant,

WHEREAS, The Guttenberg Housing Authority has confirmed there are sufficient funds available in our operating budget for this annual inspection,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Guttenberg does hereby ratify award of contract to ModernfoldStyles, Inc. located at 15 Empire Boulevard, South Hackensack, N.J. 07606 in the amount of Two Thousand One Hundred Ninety One and 20/100 dollars (\$2,191.20)


Zinnerford Smith, Secretary

RESOLUTION 2016-

APPROVING AND AUTHORIZING CHANGE ORDER #3 TO T. SLACK ENVIRONMENTAL SERVICES FOR ADDITIONAL SERVICES REQUIRED FOR THE UNDERGROUND STORAGE TANK CLOSURE AND REMOVALS AT MACALUSO TOWERS IN THE AMOUNT OF THREE THOUSAND NINE HUNDRED AND FIFTY-TWO AND 29/100 DOLLARS (\$3,952.29)

Board Meeting Date: May 9, 2016

Date Adopted: May 9, 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 additional environmental cleanup 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, T. Slack Environmental Services has been hired by the GHA to perform the removal of said tanks; and

WHEREAS, the previously approved contract amount was \$40,018.06 comprised of the original contract amount of \$27,275.00 plus two change orders totaling \$12,743.06; and

WHEREAS, upon review, it has been found that additional unforeseen services are required to properly contain and secure evacuated, impacted soil from the site in the amount of \$3,952.29; and

WHEREAS, upon review of the proposed change order by the Authority’s A/E firm on this project, LAN Associates, LAN Associates has found that the services 1) were not a part of the original scope of the contract; 2) are necessary to protect the health and safety of the building’s residents; and 3) have been proposed for a fair and reasonable cost; and

WHEREAS, as a result of the above, LAN Associates recommends the award of a change order to T. Slack Environmental Services in the amount of \$3,952.29; and

WHEREAS, the total new contract amount will be \$43,970.35; and

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

WHEREAS, upon consideration of all of the above, 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 all of its residents to approve change order #3 to T. Slack Environmental Services for this project in the amount of \$3,952.29;

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 #3 to T. Slack Environmental Services, located at 180 Market Street, Kenilworth, New Jersey 07033, for additional environmental cleanup services required for the removal of three underground storage tanks at Macaluso Towers in the total amount of Three Thousand Nine Hundred and Fifty-Two and 29/100 Dollars (\$3,952.29).


Zinnerford Smith, Secretary