

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**6900 Broadway, Community Room**

**Monday, April 16, 2018 (6PM)**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Roll Call
4. Pledge of Allegiance
- 5. Reorganization**
6. Executive Director's Report
7. Financial Report
8. Payment of Bills
9. Approval of Minutes
10. Old Business
11. New Business
12. Resolutions

**2018-13:** Resolution authorizing the approval of a No-Smoking Policy and revisions to the Admissions and Continued Occupancy Policy, Tenant Handbook, and Tenant Lease Agreement.

13. Public Comment
14. Adjournment

**(THE BOARD MAY CONVENE TO CLOSED SESSION DURING THE MEETING)**

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## MEETING MINUTES

This meeting of the Board of Commissioners was held on March 19, 2018 in the Community Room at 136 69th Street, Guttenberg, New Jersey. The 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 on January 12, 2018 by posting the meeting date at the Guttenberg Town Hall on January 17, 2018 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 on January 17, 2018.

Following the Pledge of Allegiance, roll call was taken.

### ROLL CALL:

X Chairperson Zitt  
X Commissioner Malave

X Vice Chairperson Habermann  
X Commissioner Montanez

X Commissioner Steele  
X Commissioner Mack

### EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on the status of the installation of the new camera system throughout all 4 buildings. In addition, the Executive Director informed the Commissioners about new washers and dryers being leased for Macaluso Towers and roll out of the new website by the end of April. The Board was also informed about the successful training and change over to the PHA software system.

### FINANCIAL REPORT:

The financial report was distributed and reviewed. Most of the details and issues were addressed at the Board Meeting 2 weeks earlier as the submission of the annual budget was discussed and submitted.

### PAYMENT OF BILLS:

A motion was made to accept and pay all bills for February 28, 2018 to March 19, 2018. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	1	X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The motion to accept and pay all bills for February 28, 2018 to March 19, 2018 is adopted.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the November 20, 2017 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	1	X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE	2	X			
JUSTIN MACK				X	
MARISOL MONTANEZ				X	

The Board of Commissioners approved the minutes of the November 20, 2017 meeting.

A motion was made to approve the minutes of the January 24, 2018 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	1	X			
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE		X			
JUANA MALAVE				X	
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners approved the minutes of the January 24, 2018 meeting.

A motion was made to approve the minutes of the February 28, 2018 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR				X	
LINDA HABERMANN, VICE CHAIR	1	X			
DOROTHY STEELE				X	
JUANA MALAVE	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners approved the minutes of the February 28, 2018 meeting.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Executive Director discussed the implementation of having employees use accumulated vacation time and the policy not allowing for more than 2 years carried time. In addition, the board discussed and approved changing the office hours to end at 4PM each day to coincide with most local/regional Housing Authorities and public offices. Lastly, a discussion and approval was granted by the board to close the Public Housing Waiting List beginning in April.

**RESOLUTIONS:**

**2018-11:** Resolution approving and authorizing the Executive Director to award a contract for kitchen upgrades to the lowest responsive and responsible bidder. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	1	X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners adopted Resolution 2018-11.

**2018-12:** Resolution approving and authorizing the Executive Director to enter into a contract with a duly qualified vendor with a State Contract for the purchase of a vehicle for an amount not to exceed \$20,000.00. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	1	X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners adopted Resolution 2018-12.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR	1	X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE	2	X			
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The meeting was adjourned at 6:30 p.m.

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Carl S. Czaplicki Jr., Executive Director/Secretary

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Wayne Zitt, Chairperson

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

**Resolution No. 2018-13**

**RESOLUTION AUTHORIZING THE APPROVAL OF A NO-SMOKING POLICY AND  
REVISIONS TO THE ADMISSIONS AND OCCUPANCY POLICY, TENANT  
HANDBOOK, AND TENANT LEASE AGREEMENT**

**Date Introduced: April 16, 2018**

**Date Adopted: April 16, 2018**

**WHEREAS**, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a New Jersey Public Entity organized and existing pursuant to Title 24 of the U.S. Code of Federal Regulations of the United States Department of Housing and Urban Development and the New Jersey Local Redevelopment and Housing Law at N.J.S.A. 40A:12A-1 et. seq., and formed for the purpose of assuring that decent, safe, affordable low and moderate-income housing is created, and operated for the purpose of providing affordable housing to citizens of low and moderate income households under affordability controls set forth by the U.S. Department of Housing and Urban Development (“HUD”), and

**WHEREAS**, on December 5, 2016, HUD issued Final Rule 81 FR 87430 which became effective on February 3, 2017; and

**WHEREAS**, HUD Final Rule 81 FR 87430 mandates that all public housing authorities implement a smoke-free policy, banning the use of prohibited tobacco products in all public housing living units, indoor common areas in public housing, and in public housing authority administrative office buildings by July 30, 2018; and

**WHEREAS**, the Board of Commissioners of the Housing Authority recognizes that a smoke-free policy improves indoor air quality in housing, benefits the health of public housing

residents, visitors and Housing Authority staff, reduces the risk of catastrophic fires; and lowers overall maintenance costs;

**WHEREAS**, given the aforementioned HUD Final Rule, the Housing Authority has determined that the Housing Authority should adopt a No-Smoking Policy, and revise its Admissions and Occupancy Policy, Tenant Handbook, and Tenant Lease Agreement; and,

**WHEREAS**, in assisting the Housing Authority in this matter, counsel for the Housing Authority prepared a No-Smoking Policy and undertook a review of the Admissions and Occupancy Policy, Tenant Handbook, and Tenant Lease Agreement and made recommendations to the Housing Authority to revise various policies and provisions contained therein, in accordance with HUD Final Rule 81 FR 87430, and;

**WHEREAS**, the Housing Authority considered and evaluated counsel's recommendations, and determined the final revisions which should be made to the Admissions and Occupancy Policy, No-Smoking Policy, Tenant Handbook, and Tenant Lease Agreement and recommended to the Board of Commissioners for approval; and,

**WHEREAS**, the No-Smoking Policy and the revisions to the Admissions and Occupancy Policy, Tenant Handbook, and Tenant Lease Agreement will aid the Housing Authority in achieving its goal of effectuating its policies in a clear and efficient matter and will bring the Housing Authority into compliance with all governing laws and regulations;

**WHEREAS**, the No-Smoking Policy, revised Admissions and Occupancy Policy, revised Tenant Handbook, and No-Smoking Lease Addendum must be posted for the appropriate notice and comment period prior to adoption by the Board of Commissioners, pursuant to governing Federal Regulations;

**NOW THEREFORE,**

**BE IT RESOLVED**, that the Housing Authority of the Town of Guttenberg Board of Commissioners hereby approves the No-Smoking Policy, revised Admissions and Occupancy Policy, revised Tenant Handbook, and No-Smoking Lease Addendum; and;

**BE IT FURTHER RESOLVED**, that the No-Smoking Policy, revised Admissions and Occupancy Policy, revised Tenant Handbook, and No-Smoking Lease Addendum shall be posted for the appropriate notice and comment period, pursuant to governing Federal Regulations.

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

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					
LINDA HABERMANN, VICE CHAIR					
DOROTHY STEELE					
JUANA MALAVE					
JUSTIN MACK					
MARISOL MONTANEZ					

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Wayne Zitt, Chairperson

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Carl Czaplicki, Secretary

Counsel Review and Approval:

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Joseph A. Manfredi, Esq.