

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, August 20, 2018 at 6:00 p.m.  
6900 Broadway, Community Room**

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
7. Payment of Bills
8. Approval of Minutes
9. Old Business
10. New Business
11. Resolutions

**2018-23:** Resolution approving and authorizing the opening of the Public Housing Program Waiting List to accept applications from local veterans

**2018-24:** Resolution approving and authorizing the adoption of "elderly" and "disabled" as separate preferences for the Section 8 Housing Choice Voucher Program and the amendment of the Housing Authority's Section 8 Administrative Plan

**2018-25:** Resolution approving and authorizing the adoption of "elderly" and "disabled" as separate preferences for the Public Housing Program and the amendment of the Housing Authority's Admissions and Occupancy Policy

12. Public Comment
13. Adjournment

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

# HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

## MEETING MINUTES

This rescheduled regular meeting of the Board of Commissioners was held on June 29, 2018 in the Community Room at 7005 Boulevard East, Guttenberg, New Jersey. The meeting was opened at 5:00 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 June 23rd and June 25th, 2018 by posting the meeting date at the Guttenberg Town Hall on June 23, 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 June 23, 2018.

Following the Pledge of Allegiance, roll call was taken.

### ROLL CALL:

Chairperson Zitt  
 Commissioner Malave

Vice Chairperson Habermann  
 Commissioner Montanez

Commissioner Steele  
 Commissioner Mack

### EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on the kitchen cabinet replacement work and bid, the Housing Authority's Five-Year Plan and the Housing Authority's Capital Improvement Plan. In addition, the Executive Director discussed the Community Programs to potentially occur in GHA community rooms, and handicap ramp installation to be done at 400.

The Executive Director reports that Head Start wants to use the Community Center at 6900 Broadway for a preschool program and pay rent to the GHA.

### FINANCIAL REPORT:

The Executive Director reported on the financial position and attached document of the Housing Authority.

**PAYMENT OF BILLS:**

A motion was made to accept and pay all bills for May 24, 2018 to June 29, 2018. The following vote ensued:

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

The motion to accept and pay all bills for May 24, 2018 to June 29, 2018 is adopted.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the May 23, 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		X			
DOROTHY STEELE				X	
JUANA MALAVE				X	
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The Board of Commissioners approved the minutes of the May 23, 2018 meeting.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Executive Director introduced the slate of resolutions before the Board of Commissioners.

**RESOLUTIONS:**

**2018-18:** Resolution approving and authorizing the Executive Director to issue a Request for Proposals for emergency medical monitoring services. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2018-18.

**2018-19:** Resolution adopting No Smoking Policy, Lease Addendum incorporating No-Smoking Policy, revisions to the Admissions and Occupancy Policy, and revisions to the Tenant Handbook. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2018-19.

**2018-20:** Resolution approving and authorizing the Executive Director to issue a Request for Proposals or undertake other legally appropriate means to procure elevator maintenance and repair services. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2018-20.

**2018-21:** Resolution approving and authorizing the opening of the Section 8 Housing Choice Voucher Program Waiting List to accept applications from local veterans. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2018-21.

**2018-22:** Resolution approving and authorizing the adoption of a disabled veteran’s preference for the Section 8 Housing Choice Voucher Program and the amendment of the Housing Authority’s Section 8 Administrative Plan. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2018-22.

**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		X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE					X
JUANA MALAVE					X
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The meeting was adjourned at 5:17 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. 2018-23**

**RESOLUTION APPROVING AND AUTHORIZING THE OPENING OF THE PUBLIC  
HOUSING PROGRAM WAITING LIST TO ACCEPT APPLICATIONS FROM LOCAL  
VETERANS**

**Date Introduced: August 20, 2018**

**Date Adopted: August 20, 2018**

**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 United States Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, administers a Public Housing Program; and

**WHEREAS**, the Housing Authority’s Waiting List for the Public Housing Program has been closed; and

**WHEREAS**, the Housing Authority has identified a need to provide decent, safe, and affordable housing for local veterans and wishes to fulfill that need; and

**WHEREAS**, the Housing Authority wishes to open its Waiting List for the Public Housing Program in order to accept applications from local veterans; and

**WHEREAS**, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the opening of the Public Housing Program Waiting List to accept applications from local veterans;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the opening of the Public Housing Program Waiting List to accept applications from local veterans; and

**BE IT FURTHER RESOLVED** that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg, together with the assistance of the Housing Authority’s Legal Counsel, 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.



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

**Resolution No. 2018-24**

**RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF ELDERLY  
AND DISABLED PREFERENCES FOR THE SECTION 8 HOUSING CHOICE  
VOUCHER PROGRAM AND THE AMENDMENT OF THE HOUSING AUTHORITY'S  
SECTION 8 ADMINISTRATIVE PLAN**

**Date Introduced: August 20, 2018**

**Date Adopted: August 20, 2018**

**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 United States Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, administers a Section 8 Housing Choice Voucher Program; and

**WHEREAS**, the Housing Authority has identified a need to provide decent, safe, and affordable housing for disabled senior citizens and wishes to fulfill that need; and

**WHEREAS**, pursuant to HUD regulations, specifically 24 C.F.R. 982.207, the Housing Authority is authorized to develop, adopt and utilize preferences for the selection of applicants to participate in the Housing Authority’s Section 8 Housing Choice Voucher Program; and

**WHEREAS**, the Housing Authority currently offers a preference for “elderly or disabled” applicants; and

**WHEREAS**, in light of the identified need, the Housing Authority has decided to establish separate elderly and disabled preferences; and

**WHEREAS**, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and

authorize the adoption of elderly and disabled preferences for the Section 8 Housing Choice Voucher Program and the amendment of the Housing Authority’s Section 8 Administrative Plan;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the adoption of separate elderly and disabled preferences for the Section 8 Housing Choice Voucher Program; and

**BE IT FURTHER RESOLVED** that the Board hereby approves and authorized the amendment of the Housing Authority’s Section 8 Administrative Plan; and

**BE IT FURTHER RESOLVED** that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg, together with the assistance of the Housing Authority’s Legal Counsel, 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.

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

**Resolution No. 2018-25**

**RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF ELDERLY  
AND DISABLED PREFERENCES FOR THE PUBLIC HOUSING PROGRAM AND  
THE AMENDMENT OF THE HOUSING AUTHORITY'S ADMISSIONS AND  
OCCUPANCY POLICY**

**Date Introduced: August 20, 2018**

**Date Adopted: August 20, 2018**

**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 United States Department of Housing and Urban Development ("HUD"), and the laws of the State of New Jersey, administers a Public Housing Program; and

**WHEREAS**, the Housing Authority has identified a need to provide decent, safe, and affordable housing for disabled senior citizens and wishes to fulfill that need; and

**WHEREAS**, pursuant to HUD regulations, specifically 24 C.F.R. 960.206, the Housing Authority is authorized to develop, adopt and utilize preferences for the selection of applicants to participate in the Housing Authority's Public Housing Program; and

**WHEREAS**, the Housing Authority currently offers a preference for "elderly or disabled" applicants; and

**WHEREAS**, in light of the identified need, the Housing Authority has decided to establish separate elderly and disabled preferences; and

**WHEREAS**, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and

authorize the adoption of elderly and disabled preferences for the Public Housing Program and the amendment of the Housing Authority’s Admissions and Occupancy Policy;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the adoption of separate elderly and disabled preferences for the Public Housing Program; and

**BE IT FURTHER RESOLVED** that the Board hereby approves and authorized the amendment of the Housing Authority’s Admissions and Occupancy Policy; and

**BE IT FURTHER RESOLVED** that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg, together with the assistance of the Housing Authority’s Legal Counsel, 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.