Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

Wednesday, February 28, 2018

- 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

2018-06: Resolution ratifying the award of a contract to Packetalk LLC for the purchase, installation, and maintenance of a security camera system.

2018-07: Resolution approving and authorizing the washer and dryer lease with CSC Serviceworks, Inc. for Macaluso Towers.

2018-08: Resolution approving and authorizing the shared service agreement for Section 8 support and training services with Cliffside Park Housing Authority.

2018-09: Resolution approving and authorizing the submission of the annual budget to the New Jersey Department of Community Affairs

- 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 meeting of the Board of Commissioners was held on <u>February 28, 2018</u> in the Meeting Room at 400 68th Street, Guttenberg, New Jersey. The meeting was opened at 6:35 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:

Chairperson Zitt	X Vice Chairperson Habermann	Commissioner Steele
X Commissioner Malave	X_ Commissioner Montanez	X Commissioner Mack

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on some of the improvements being made at the GHA including the upcoming training and implementation of a new Public Housing software system for the office at a more than 50% reduction in annual costs than the presently utilized system. In addition, the Executive Director informed the Board about the new phone/communications system coming online over the next month and the revamping of our website with is currently under construction and should be ready for implementation by April.

FINANCIAL REPORT:

Peter Polcari, CPA reports to the Board of Commissioners on the New Jersey state budget requirements and on the Capital Fund.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for January 25, 2018 to February 28, 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			05.89 90
JUSTIN MACK	2	X	15.000		
MARISOL MONTANEZ	1	X			

The motion to accept and pay all bills for January 25, 2018 to February 28, 2018 is adopted.

APPROVAL OF MINUTES:

A motion to approve the minutes of the November 20, 2017 meeting of the Board of Commissioners was tabled.

A motion to approve the minutes of the January 24, 2018 meeting of the Board of Commissioners was tabled.

None.

NEW BUSINESS:

None.

RESOLUTIONS:

2018-06: Resolution ratifying the award of a contract to Packetalk LLC for the purchase, installation, and maintenance of a security camera system. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					X
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE					X
Juana Malave		X			71
JUSTIN MACK	1	X			
MARISOL MONTANEZ		X			

The Board of Commissioners adopted Resolution 2018-06.

2018-07: Resolution approving and authorizing the washer and dryer lease with CSC Serviceworks, Inc. 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	2	X			21
JUSTIN MACK		X			
MARISOL MONTANEZ	1	X			

The Board of Commissioners adopted Resolution 2018-07.

2018-08: Resolution approving and authorizing the shared service agreement for Section 8 support and training services with Cliffside Park Housing Authority. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					v
LINDA HABERMANN, VICE CHAIR	1	X			Λ
DOROTHY STEELE		21			V
Juana Malave		Y			X
JUSTIN MACK		X			
Marisol Montanez	2.	X			

The Board of Commissioners adopted Resolution 2018-08.

2018-09: Resolution approving and authorizing the submission of the annual budget to the New Jersey Department of Community Affairs. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR					V
Linda Habermann, Vice Chair		X			Λ
DOROTHY STEELE		21			77
Juana Malave		X			X
JUSTIN MACK		X			
Marisol Montanez		X			

The Board of Commissioners adopted Resolution 2018-09.

2018-10: Resolution approving and authorizing the Executive Director to secure bids for kitchen upgrades at the 6900 Broadway and/or 400 68th Street properties. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR				1	V
LINDA HABERMANN, VICE CHAIR		X			Λ
DOROTHY STEELE		21			37
Juana Malave		Y			X
JUSTIN MACK		Y			
Marisol Montanez		X			

The Board of Commissioners adopted Resolution 2018-10.

A motion was made to enter into closed session to discuss confidential personnel matters and matters of attorney-client privilege. The following vote ensued:

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

The motion to enter into closed session is adopted.

A motion was made to return to open session. 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 return from	closed	session	is	adopted.
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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		2	
JUSTIN MACK		X			
MARISOL MONTANEZ		X			

The	meeting	was	adjourned	at	7:24	p.m.
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Carl S. Czaplicki Jr., Executive Director/Secretary	Wayne Zitt, Chairperson	