

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Friday, June 29, 2018 at 5:00 p.m.
7005 Boulevard East, 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

2018-18: Resolution approving and authorizing the Executive Director to issue a Request for Proposals for emergency medical monitoring services

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.

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

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 meeting of the Board of Commissioners was held on May 23, 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 June 23 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:

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

Commissioner Mack participated by phone.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on HUD REAC inspections, increased funding from HUD for capital improvements, and pull cord systems replacements for the residents. In addition, he also spoke of scheduling Resident Advisory Board meetings at each site and the creation of a community garden at 6900 and 7005 locations.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for April 17, 2018 to May 23, 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 April 17, 2018 to May 23, 2018 is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the April 16, 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 April 16, 2018 meeting.

OLD BUSINESS:

2018-14: Resolution ratifying the adoption of the annual budget for fiscal year ending March 31, 2019. 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 2018-14.

[Board Chairperson Wayne Zitt exits the meeting.]

NEW BUSINESS:

[Board Chairperson Wayne Zitt delivered his vote on the pending resolutions by way of phone]

2018-15: Resolution approving and authorizing the annual meeting schedule 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 adopted Resolution 2018-15.

2018-17: Resolution approving and authorizing the adoption of a Flat Rent schedule. 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 2018-17.

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

The motion to enter into closed session is adopted.

Executive/Closed Session

Executive Director Czaplicki and Joseph A. Manfredi Esq. reported to the Board of Commissioners on post-judgment matters for Guttenberg Housing Authority v. Guerra, Docket No. HUD-L-000378-16.

Executive Director Czaplicki recused himself.

Mr. Manfredi reported to the Board of Commissioners on the salary and contract for the Executive Director. The commissioners deliberated on the matter.

Upon conclusion of the discussion, Executive Director Czaplicki returned to the closed session.

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.

[Board Chairperson Wayne Zitt delivered his vote on the pending resolution by way of phone]

2018-16: Resolution approving and authorizing a one-year employment agreement between the Housing Authority and Carl Czaplicki for the position of Executive Director. 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 2018-16.

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 7:15 p.m.

Carl S. Czaplicki Jr., Executive Director/Secretary

Wayne Zitt, Chairperson

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

Resolution No. 2018-18

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO
ISSUE A REQUEST FOR PROPOSALS FOR EMERGENCY MEDICAL MONITORING
SERVICES**

Date Introduced: June 29, 2018

Date Adopted: June 29, 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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of emergency medical monitoring services; and

WHEREAS, pursuant to the New Jersey Local Public Contracts Law, the proper method of procuring emergency medical monitoring services is through a Request for Proposals; and

WHEREAS, Executive Director Carl Czaplicki is duly qualified to issue a Requests for Proposals for emergency medical monitoring services; 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 Executive Director to issue a Request for Proposals for emergency medical monitoring services;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the Executive Director to issue a Request for Proposals for emergency medical monitoring services; 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 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					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval: _____
Joseph A. Manfredi, Esq.

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

Resolution No. 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**

Date Introduced: June 29, 2018

Date Adopted: June 29, 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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, wishes to adopt the No-Smoking Policy; 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; and

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

WHEREAS, on April 16, 2018, the Board of Commissioners accepted a proposed No-Smoking Policy, revised Admissions and Occupancy Policy, revised Tenant Handbook, and Tenant Lease Addendum to post for the 30-day notice and comment period required by governing Federal Regulations; and

WHEREAS, such proposed No-Smoking Policy, revised Admissions and Occupancy Policy, revised Tenant Handbook, and Tenant Lease Addendum were posted for the required 30-day notice and comment period; and

WHEREAS, the 30-day notice and comment period has concluded; and

WHEREAS, the No-Smoking Policy and the revisions to the Admissions & 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;

NOW THEREFORE,

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

BE IT FURTHER RESOLVED, that the No-Smoking Policy shall be implemented at the Housing Authority, along with revised Admissions & Occupancy Policy, revised Tenant Handbook, and No-Smoking Lease Addendum; 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 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					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.

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

Resolution No. 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**

Date Introduced: June 29, 2018

Date Adopted: June 29, 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 Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of elevator maintenance and repair services; and

WHEREAS, pursuant to the New Jersey Local Public Contracts Law, a Request for Proposals is an appropriate method of procuring elevator maintenance and repair services; and

WHEREAS, Executive Director Carl Czaplicki is duly qualified to issue a Requests for Proposals for elevator maintenance and repair services; 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 Executive Director to issue a Request for Proposals or undertake other legally appropriate means to procure elevator maintenance and repair services;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the Executive Director to issue a Request for

Proposals or undertake other legally appropriate means to procure elevator maintenance and repair services; 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 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					

Wayne Zitt, Chairperson

Carl Czaplicki, Secretary

Counsel Review and Approval:

Joseph A. Manfredi, Esq.