

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Wednesday, May 23, 2018 at 6:00 p.m.
136 69th Street, 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

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

2018-15: Resolution approving and authorizing the annual meeting schedule of the Board of Commissioners

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

2018-17: Resolution approving and authorizing the revision of the Housing Authority's flat rent schedule.

12. Public Comment
13. Adjournment

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

HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG

MEETING MINUTES

The annual meeting of the Board of Commissioners was held on April 16, 2018 in the Community Room at 6900 Broadway, 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 Vice Chairperson Habermann X Commissioner Steele
X Commissioner Malave X Commissioner Montanez X Commissioner Mack

Commissioners Habermann, Mack, and Malave participated by phone.

ELECTION OF OFFICERS:

The floor was opened to nominations for the position of Chairperson of the Board of Commissioners. Wayne Zitt was nominated to continue as Chairperson. Hearing no other nominations, the floor was closed and 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			

Wayne Zitt was elected to the position of Chairperson

The floor was then opened to nominations for the position of Vice Chairperson of the Board of Commissioners. Linda Habermann was nominated to continue as Vice Chairperson. Hearing no other nominations, the floor was closed and 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			

Linda Habermann was elected to the position of Vice Chairperson

EXECUTIVE DIRECTOR’S REPORT:

The Executive Director reported to the Board of Commissioners on the fully installed camera system and that it has been successfully utilized already by way of the Guttenberg Police. The Director relayed that the new washing machines and dryers for 400 are tentatively scheduled for late May. He went on to discuss that the NJDCA has approved our budget. In addition, the Director indicated that the GHA will be holding quarterly (RAB) Residents’ Advisory Board meetings for each building beginning in May. Lastly, there was a brief discussion of Summer Events and scheduling.

FINANCIAL REPORT:

Being that the budget was discussed and submitted to DCA and approved the financial report and that discussion were one in the same.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for March 20, 2018 to April 16, 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 March 20, 2018 to April 16, 2018 is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the March 19, 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 March 19, 2018 meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

See Executive Director's Report above.

RESOLUTIONS:

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. 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 2018-13.

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

Joseph A. Manfredi Esq. reported to the Board of Commissioners on the settlement of claims by former employee Vidya Chaudhari.

Executive Director Carl Czaplicki reported to the Board on a shooting that occurred near Housing Authority property. He indicated that the GHA surveillance system was used to identify the perpetrator.

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.

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 6:30 p.m.

Carl S. Czaplicki Jr., Executive Director/Secretary

Wayne Zitt, Chairperson

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

Resolution No. 2018-14

**RESOLUTION RATIFYING THE ADOPTION OF THE ANNUAL BUDGET FOR
FISCAL YEAR ENDING MARCH 31, 2019**

Date Introduced: May 23, 2018

Date Adopted: May 23, 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 ratifying the adoption of the annual budget for fiscal year ending March 31, 2019; and

WHEREAS, on April 16, 2018, the annual budget for fiscal year ending March 31, 2019 was presented to the Housing Authority’s Board of Commissioners (“Board”) at an open public meeting; and

WHEREAS, the purpose of the presentation was to secure Board approval for the adoption of the annual budget; and

WHEREAS, copies of the annual budget, including the resolution to adopt the annual budget, were distributed to members of the Board at the April 16, 2018 meeting; and

WHEREAS, the Housing Authority now wishes to formalize the Board’s vote on the resolution to adopt the annual budget; and

WHEREAS, the Housing Authority’s 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 its residents to ratify the adoption of the annual budget for fiscal year ending March 31, 2019;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby ratifies nunc pro tunc the adoption of the annual budget for fiscal year ending March 31, 2019, retroactive to April 16, 2018; 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. 2018-15

**RESOLUTION APPROVING AND AUTHORIZING THE ANNUAL MEETING
SCHEDULE OF THE BOARD OF COMMISSIONERS**

Date Introduced: May 23, 2018

Date Adopted: May 23, 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 an annual meeting schedule for the Board of Commissioners (“Board”); and

WHEREAS, the Board has determined that its regular meetings shall generally be held on the third Monday of each month at 6:00 p.m.; and

WHEREAS, the Board meetings shall be held at various locations in order to maximize participation by Housing Authority residents; and

WHEREAS, the Housing Authority’s 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 its residents to approve and authorize the annual meeting schedule;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the following meeting schedule:

<u>DATE</u>	<u>Location</u>
June 18, 2018	7005 Blvd. East (Community Room)
July 16, 2018	400 68 th Street (Community Room)

August 20, 2018	6900 Broadway (Community Room)
September 17, 2018	7005 Blvd. East (Community Room)
October 15, 2018	400 68 th Street (Community Room)
November 19, 2018	136 69 th Street (Community Room)
December 17, 2018	6900 Broadway (Community Room)
January 23, 2019	7005 Blvd. East (Community Room)
February 20, 2019	400 68 th Street (Community Room)
March 18, 2019	136 69 th Street (Community Room)
*April 15, 2019	6900 Broadway (Community Room)

*Reorganization

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. 2018-16

**RESOLUTION APPROVING AND AUTHORIZING A ONE-YEAR EMPLOYMENT
AGREEMENT BETWEEN THE HOUSING AUTHORITY AND CARL CZAPLICKI
FOR THE POSITION OF EXECUTIVE DIRECTOR**

Date Introduced: May 23, 2018

Date Adopted: May 23, 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 an obligation to employ an Executive Director for the efficient operation of the agency; and

WHEREAS, Carl Czaplicki currently serves as the Housing Authority’s Executive Director under an employment agreement which expires on June 14, 2018; and

WHEREAS, the Board of Commissioners (“Board”) has found that Mr. Czaplicki has admirably and effectively performed as the Housing Authority’s Executive Director; and

WHEREAS, pursuant to N.J.S.A. 40A:12-18 and N.J.A.C. 5:44-3.1, the Board has also found that Mr. Czaplicki meets the legal requirements to continue employment as the Executive Director of the Housing Authority for a term of one (1) year; and

WHEREAS, the Board wishes to enter into a one-year employment agreement with Mr. Czaplicki to secure his continued employment as Executive Director; and

WHEREAS, Mr. Czaplicki has also expressed a desire to continue to serve as the Housing Authority’s Executive Director and enter into said employment agreement with the Housing Authority; and

WHEREAS, the Housing Authority’s 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 its residents to approve and authorize a one-year employment agreement between the Housing Authority and Carl Czaplicki for the position of Executive Director;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes a one-year employment agreement between the Housing Authority and Carl Czaplicki for the position of Executive Director; and

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman of the Board, with the advice and legal counsel of the Housing Authority’s General 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					

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. 2018-17

**RESOLUTION APPROVING AND AUTHORIZING THE REVISION OF THE
HOUSING AUTHORITY'S FLAT RENT SCHEDULE**

Date Introduced: May 23, 2018

Date Adopted: May 23, 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 operated for the purpose of providing affordable housing to citizens of low and moderate income households under affordability controls set forth by HUD; and

WHEREAS, Federal law and the attendant Federal Regulations require that Public Housing Authorities (“PHAs”) use a flat rent schedule, which contains a fixed rental amount for each size unit at the PHA, to offer tenants a choice between their income-based rent and the flat rent for their unit size; and

WHEREAS, on January 17, 2014 President Obama signed the Department of Housing and Urban Development Appropriations Act, 2014 (“2014 Appropriations Act”) and Section 210 of that act amended the United States Housing Act of 1937 to create new rules for flat rents for public housing residents; and

WHEREAS, the 2014 Appropriations Act requires PHAs to establish flat rents at no less than 80% of the HUD Fair Market Rents for their area (“FMRs”); and

WHEREAS, on May 19, 2014, HUD issued Notice PIH-2014-12 to clarify HUD's interpretation of the 2014 Appropriations Act's amendment to the federal statutes regarding flat rents; and

WHEREAS, the Department of Housing and Urban Development Appropriations Act, 2015 (2015 Appropriations Act) amended the 2014 Appropriations Act to require that flat rents be set at no less than the lower of 80% of the FMRs or 80% of HUD's new Small Geographical Area Fair Market Rents ("SAFMRs"); and

WHEREAS, on September 8, 2015 HUD issued PIH-2015-13 to provide further guidance on the options for setting flat rents under the 2015 Appropriations Act; and

WHEREAS, on November 20, 2017 HUD issued PIH-2017-23, providing further clarification on establishment of flat rents; and

WHEREAS, in order to comply with the above HUD Notices, PHAs must review their flat rents annually and compare the flat rent schedule to the new HUD FMRs and SAFMRs for the current year and must adjust their flat rents accordingly, to ensure that they remain in compliance with Federal Law; and

WHEREAS, the Executive Director has undertaken the required review of the HUD FMRs and SAFMRs and compared them against the existing flat rent schedule for the Housing Authority and has determined that changes should be made to the flat rent schedule;

WHEREAS, the Housing Authority's 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 its residents to approve and authorize the revision of the Housing Authority's flat rent schedule;

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the revision of the Housing Authority's flat rent schedule as follows:

	CURRENT FLAT RENTS	NEW FLAT RENTS
1 Bedroom Unit -	\$	\$
2 Bedroom Unit -	\$	\$
3 Bedroom Unit -	\$	\$

BE IT FURTHER RESOLVED, that the revised flat rents will be offered to new admissions and at annual reexamination to tenants presently paying flat rents commencing immediately upon adoption and continuing thereafter until the next adjustment; 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.