

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, December 16, 2019 at 6:30 p.m.
6900 Broadway Ave, Guttenberg, NJ Community Room**

1. Call to Order
2. Reading of the Open Public Meetings Act Notice
3. Swearing-in of New Commissioners
4. Roll Call
5. Pledge of Allegiance
6. Executive Director's Report
7. Financial Report
8. Payment of Bills
9. Approval of Minutes

November 4, 2019 Board Meeting

10. Old Business
11. New Business

- Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Information Technology Services.
- Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Accounting Services.
- Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Insurance Consultancy Services.

12. Resolutions

2019-37: Resolution approving and authorizing the award of a contract for the acquisition of 39 Kitchen Cabinet and Countertop sets for 6900 Broadway Ave.

2019-38: Resolution approving and authorizing the adoption of Collateral Sources of Assistance requirement for the Section 8 Housing Choice Voucher program and the amendment of the Section 8 Administrative Plan.

2019-39 Resolution approving and authorizing the adoption of Collateral Sources of Assistance requirement for the Public Housing program and the amendment of the Admissions and Continued Occupancy plan.

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 regular meeting of the Board of Commissioners was held on November 4, 2019 in the Community Room at 136 69th Street, Guttenberg, New Jersey. The meeting was opened at 6:30 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 May 16, 2019 and May 17, 2019, by posting the meeting date at the Guttenberg Town Hall on October 4, 2019, and by posting the meeting date on the Bulletin Board at the main office of the Housing Authority at 6900 Broadway, Guttenberg, New Jersey 07093 on May 13, 2019.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

 Chairperson Habermann-Ward X Vice Chairperson Montanez X Commissioner Mack (by phone)
 X Commissioner Mantineo X Commissioner Acosta

Also attending the meeting were Executive Director Ruddys E. Andrade and Alberto L. Camacho, Esq. of Manfredi & Pellechio (General Counsel).

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Andrade defers his report as it only contains items which will be already addressed in the agenda.

FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills for October 7, 2019 to November 4, 2019. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR		X			
JUSTIN MACK		X			
JOLENE MANTINEO	2	X			
REBECCA ACOSTA	1	X			

The motion is adopted.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the October 7, 2019 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK	2	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

The Executive Director introduces a slate of new items for consideration before the Board of Commissioners.

A motion was made to approve and authorize the Executive Director to issue a Request for Proposals for Risk Management Services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			

The motion is adopted.

A motion was made approving and authorizing the Executive Director to issue an invitation for bids for the purchase and installation of a boiler at 400 68th Street.

The commissioners discuss the current boiler replacement and how this additional issue was found following further inspection. The estimated cost of the boiler should be around \$90,000.00

The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	2	X			

The motion is adopted.

A motion was made approving and authorizing out-of-state travel for training conducted by Nan McKay and by the Public Housing Authorities Directors Association.

Executive Director Andrade explains that Sean Alfred of HUD suggested certain staff members attend training both in and out of state training. According to Authority policy, all out of state training must be approved by the board.

Commissioner Mack asks about coordinating the training with other items in the office but the Executive Director does not believe there should be any issue and will ensure it does not conflict with vacations, etc.

The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			

The motion is adopted.

2019-34: Resolution approving and authorizing the award of a contract to Binsky & Snyder Service, LLC in the amount of \$225,000.00 for the installation of two rooftop air handling units.

Executive Director Andrade and Counsel provide the Board with a summary of the bid process and the bid opening which resulted in a total of 4 bids. Following a review of the bids the top two lowest bids were voided for different reasons: the lowest apparent bidder withdrew their bid due to an error in calculating the final proposed price and the second bidder was rejected for non-compliance with the bid requirements. As a result, Counsel and the Executive Director recommend the award of the contract to the third apparent bidder, Binsky & Snyder, as the lowest responsive bidder. Binsky & Snyder was the contractor chosen for the purchase of the equipment on the project and they are ahead of schedule with their work to date.

The commissioners discuss the bid price and whether 2 acceptable bids are enough. Counsel indicates that this is enough so long as the cost is reasonable (which is supported by the proximity of the other bids received).

The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	2	X			

The resolution is adopted.

Executive Director Andrade indicates that the Housing Authority is no longer using the Jersey Journal to advertise for bids due to the high costs. The Housing Authority will instead use El Especialito which has been effective so far to date.

2019-35: Resolution approving and authorizing the award of a contract to CJ Vanderbeck & Son, Inc. in the amount of \$54,000.00 for the purchase and installation of a boiler at 136 69th Street.

Executive Director Andrade explains that there were 5 bids received for this project and, upon review, all bids were compliant with the bid requirements. The lowest 2 bids were separated by \$2,500.00. The recommendation is for the award of a contract to the lowest responsive bidder, CJ Vanderbeck & Sons, for their bid of \$54,000.00.

The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			

The resolution is adopted.

2019-36: Resolution certifying the review of the annual audit and approving and authorizing the submission of the annual audit to the New Jersey Local Finance Board.

Executive Director Andrade explains that there were no findings in this year's audit and asks the Board members if they had any questions on it. He further explains that upon approval, each commissioner is required to sign an affidavit certifying they review the report.

The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	2	X			
JUSTIN MACK		X			
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			

The resolution is adopted.

PUBLIC COMMENT:

Former Commissioner and current Councilwoman and resident Juana Malave comments on political flyers which were left on the doors of every resident at 136 69th Street. Executive Director Andrade indicates that this political activity was not approved or authorized by the Housing Authority and the security camera footage will be reviewed to determine who is responsible for placing the flyers.

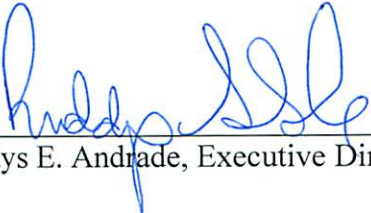
Commissioner Mack asks about the new boiler replacement project and if the Authority has adequate funds to move forward with this project in the next 6 months or so. Executive Director Andrade indicates the Authority has been working with the accountant to identify available funds and were successful in doing so. As they have deemed the replacement of the boiler essential, the kitchen upgrades project will be performed in phases (Phase 1 this fiscal year and Phase 2 next year) to allow for available funding for the boiler replacement.

ADJOURNMENT:

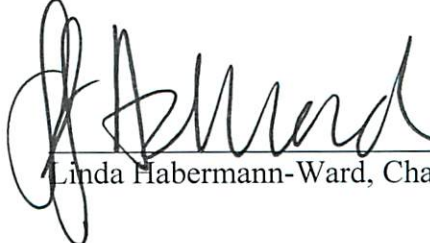
A motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR					X
MARISOL MONTANEZ, VICE CHAIR	1	X			
JUSTIN MACK	2	X			
JOLENE MANTINEO		X			
REBECCA ACOSTA		X			

The meeting was adjourned at 6:53 p.m.



 Ruddys E. Andrade, Executive Director/Secretary



 Linda Habermann-Ward, Chairperson

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

Resolution No. 2019-37

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT
TO OCEAN CONTRACTORS INC. FOR THE PURCHASE OF KITCHEN CABINETS
IN THE AMOUNT OF \$87,750.00**

Date Introduced: December 16, 2019

Date Adopted: December 16, 2019

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 purchasing new kitchen cabinets for thirty-nine (39) units at 6900 Broadway, Guttenberg, New Jersey 07093; and

WHEREAS, the cost of the kitchen cabinets was expected to exceed the Housing Authority’s bid threshold of \$40,000.00 under the New Jersey Local Public Contracts Law; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4 and prevailing federal procurement regulations, the Housing Authority published a public advertisement for bids; and

WHEREAS, in accordance with the public advertisement, bids were due by 11:00 a.m. on November 26, 2019 and following a public bid opening, a total of eight (8) bids were received from the following contractors (listed in alphabetical order):

- 1) A/B Design Construction Corp.
- 2) IPEX Home Surplus (Home Surplus of North Bergen LLC)
- 3) M&N Construction Services Inc.
- 4) NDP Construction LLC
- 5) Northeastern Interior Services LLC
- 6) Ocean Contractors Inc.
- 7) Premier Group Inc.
- 8) Salazar Associates

WHEREAS, following the review of all bids received, Ocean Contractors Inc., located at 291 Herbertsville Road, Brick, NJ 08724, with a total submitted bid of \$87,750.00, was found to be the lowest responsive and responsible bidder pursuant to N.J.S.A. 40A:11-4 and N.J.S.A. 40A:11-2; and

WHEREAS, the contract is being awarded pursuant to a “fair and open” process in accordance with N.J.S.A. 19:44A-20.5; and

WHEREAS, the bid submitted by Ocean Contractors Inc. has been reviewed and deemed by the Housing Authority’s architectural and engineering firm, qualified purchasing agent and legal counsel to be responsive and conforming with all requirements as set forth by federal procurement law, New Jersey Local Public Contracts Law, the public advertisement for bids, and the bid package; and

WHEREAS, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned project; and

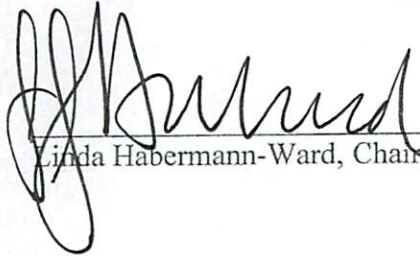
WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Ocean Contractors Inc. for the purchase of kitchen cabinets for thirty-nine (39) units at 6900 Broadway, Guttenberg, NJ in the total amount of \$87,750.00;

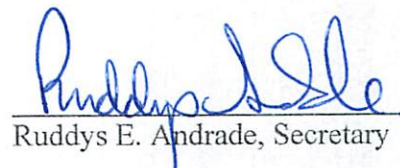
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Ocean Contractors Inc. for the purchase of kitchen cabinets for thirty-nine (39) units at 6900 Broadway, Guttenberg, NJ in the total amount of \$87,750.00; and

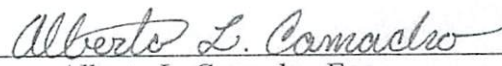
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR	1	✓			
MARISOL MONTANEZ, VICE CHAIR		✓			
JUSTIN MACK		✓			
JOLENE MANTINEO		✓			
REBECCA ACOSTA		✓			
BLANCA POPIEL	2	✓			
LUZ TORRES		✓			


 Linda Habermann-Ward, Chairperson


 Ruddy E. Andrade, Secretary

Counsel Review and Approval:


 Alberto L. Camacho, Esq.

RESOLUTION
of the
HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG

Resolution No. 2019-38

**RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF
COLLATERAL SOURCES OF ASSISTANCE REQUIREMENT FOR THE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND THE
AMENDMENT OF THE SECTION 8 ADMINISTRATIVE PLAN**

Date Introduced and Adopted: December 16, 2019

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 demand for Section 8 Housing Choice Vouchers is greater than the number of available vouchers; and

WHEREAS, the Housing Authority wishes to ensure that its Section 8 Housing Choice Vouchers are used to provide decent, safe, and affordable housing to citizens in the greatest need; and

WHEREAS, therefore, the Housing Authority wishes to ensure that applicants and voucher recipients exhaust all collateral forms of assistance available to them, including but not limited to alimony and child support; and

WHEREAS, the 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 approve and authorize the adoption of collateral sources of assistance requirements for the Section 8 Housing Choice Voucher Program and the amendments of the Section 8 Administrative Plan;

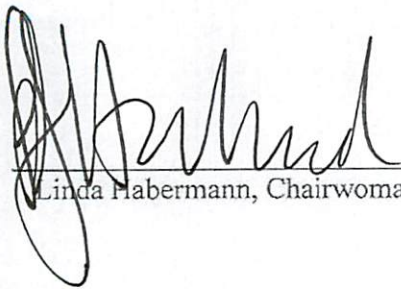
NOW THEREFORE,

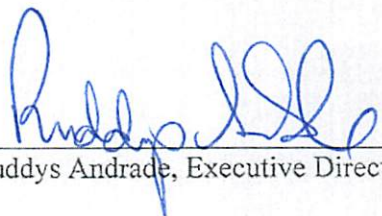
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the adoption of collateral sources of assistance requirement for the Section 8 Housing Choice Voucher Program; and

BE IT FURTHER RESOLVED that the Board hereby approves and authorizes the amendment of the 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 to take any and all necessary administrative actions to implement this resolution.

COMMISSIONER	MOTION/SECOND	YES	NO	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR	2	✓			
MARISOL MONTANEZ, VICE CHAIR		✓			
JUSTIN MACK	1	✓			
REBECCA ACOSTA		✓			
JOLENE MANTINEO		✓			
LUZ TORRES		✓			
BLANCA POPIEL		✓			


 Linda Habermann, Chairwoman


 Ruddys Andrade, Executive Director

Counsel Review and Approval: 
 General Counsel

RESOLUTION
of the
HOUSING AUTHORITY OF THE
TOWN OF GUTTENBERG

Resolution No. 2019-39

**RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF
COLLATERAL SOURCES OF ASSISTANCE REQUIREMENT FOR THE
PUBLIC HOUSING PROGRAM AND THE AMENDMENT OF THE ADMISSIONS
AND CONTINUED OCCUPANCY PLAN**

Date Introduced and Adopted: December 16, 2019

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 demand for Public Housing is greater than the number of available dwelling units; and

WHEREAS, the Housing Authority wishes to ensure that its Public Housing Program provide decent, safe, and affordable housing to citizens in the greatest need; and

WHEREAS, therefore, the Housing Authority wishes to ensure that applicants and residents exhaust all collateral forms of assistance available to them, including but not limited to alimony and child support; and

WHEREAS, the 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 approve and authorize the adoption of collateral sources of assistance requirements for the Public Housing Program and the amendments of the Admissions and Continued Occupancy Policy;

NOW THEREFORE,

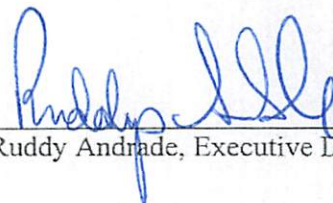
BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the adoption of collateral sources of assistance requirement for the Public Housing Program; and

BE IT FURTHER RESOLVED that the Board hereby approves and authorizes the amendment of the Admissions and Continued Occupancy Policy; and

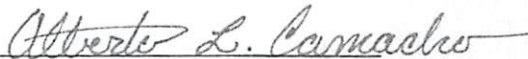
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

COMMISSIONER	MOTION/SECOND	YES	No	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR		✓			
MARISOL MONTANEZ, VICE CHAIR	2	✓			
JUSTIN MACK		✓			
REBECCA ACOSTA	1	✓			
JOLENE MANTINEO		✓			
LUZ TORRES		✓			
BLANCA POPIEL		✓			


 Linda Habermann, Chairperson


 Ruddy Andrade, Executive Director

Counsel Review and Approval:


 General Counsel