

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Monday, October 7, 2019 at 6:30 p.m.
400 68th Street, Guttenberg, NJ 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

September 3, 2019 Board Meeting

9. Old Business
10. New Business
 - Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Legal services.
 - Resolution approving and authorizing the Executive Director to issue a Request for Proposals for Auditing services.
11. Resolutions
 - 2019-33: Resolution approving the removal of all uncollectable debt
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 regular meeting of the Board of Commissioners was held on October 7, 2019 in the Community Room at 400 68th Street, Guttenberg, New Jersey. The meeting was opened at 6:36 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 August 10, 2019, by posting the meeting date at the Guttenberg Town Hall on August 10, 2019, 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 August 10, 2019.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

 Chairperson Habermann-Ward X Vice Chairperson Montanez X Commissioner Mack
 X Commissioner Mantineo X Commissioner Acosta

Also attending the meeting were Executive Director Ruddys E. Andrade and Joseph A. Manfredi, Esq. of Manfredi & Pellechio (General Counsel) (by phone).

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported that Edward Robinson and Liza Torres-Munoz resigned from the Board of Commissioners.

The Executive Director reported to the Board of Commissioners on the boiler replacement bid, the HVAC installation bid, the kitchen cabinets bid, emergency work on a hot water heater, and the implementation of the employee evaluation system. Commissioner Mantineo commented on the use of the State contract list for the boiler replacement. Commissioner Mack commented on the specifications for the replacement boilers.

FINANCIAL REPORT:

None.

PAYMENT OF BILLS:

The bill list could not be prepared in time for the meeting due to the vacation schedule of the Fee Accountant and the responsible Housing Authority staff member. The Executive Director indicates that he has the authority to pay the bills until the next Board meeting.

APPROVAL OF MINUTES:

A motion was made to approve the minutes of the September 3, 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		X			
JUSTIN MACK		X			
JOLENE MANTINEO	2	X			
REBECCA ACOSTA	1	X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

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

RESOLUTIONS:

2019-33: Resolution approving and authorizing the Executive Director to issue Requests for Proposals for professional services. The following vote ensued:

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

The Board is adopted.

2019-34: Resolution approving and authorizing the Housing Authority to write off \$23,000.00 in uncollectible debt. 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	1	X			
REBECCA ACOSTA		X			

The Board is adopted.

PUBLIC COMMENT:

None.

ADJOURNMENT:

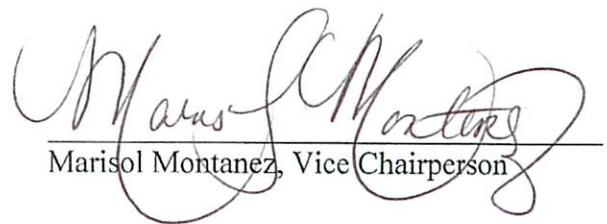
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 7:00 p.m.



 Ruddy E. Andrade, Executive Director/Secretary



 Marisol Montanez, Vice Chairperson

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

Resolution No. 2019-33

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO
ISSUE REQUESTS FOR PROPOSALS FOR PROFESSIONAL SERVICES**

Date Introduced: October 7, 2019

Date Adopted: October 7, 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 professional services, including auditing and legal services; and

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

WHEREAS, Executive Director Ruddys E. Andrade is duly qualified to issue Requests for Proposals for professional services; and

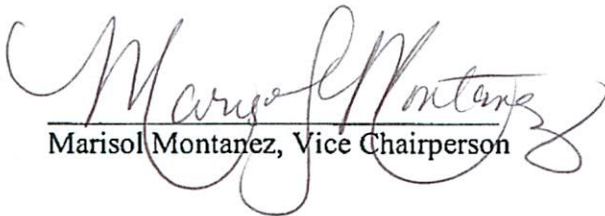
WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the Executive Director to issue Requests for Proposals for professional services;

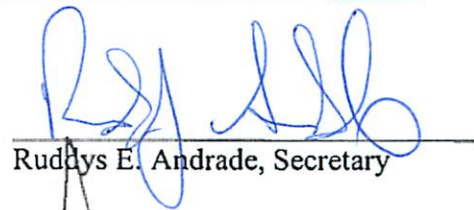
NOW THEREFORE,

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 Requests for Proposals for the following professional services: auditing and legal services; and

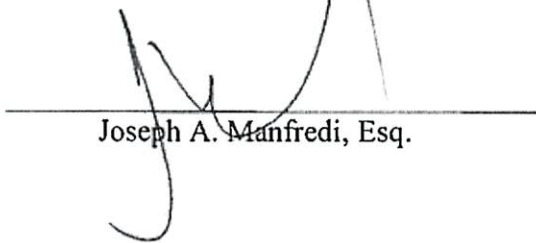
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

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


 Marisol Montanez, Vice Chairperson


 Ruddys E. Andrade, Secretary

Counsel Review and Approval:


 Joseph A. Manfredi, Esq.

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

Resolution No. 2019-34

**RESOLUTION APPROVING AND AUTHORIZING THE HOUSING AUTHORITY TO
WRITE OFF \$23,000.00 IN UNCOLLECTIBLE DEBT**

Date Introduced: October 7, 2019

Date Adopted: October 7, 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 writing off certain debts; and

WHEREAS, specifically, the Housing Authority has determined that it has \$23,000.00 in uncollectible debt; and

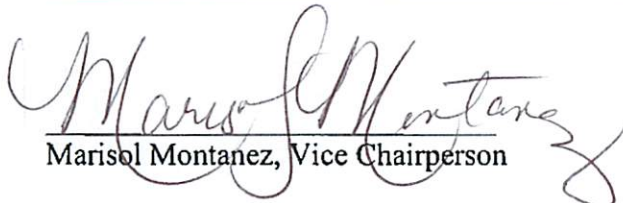
WHEREAS, the Board of Commissioners has found that it is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing to approve and authorize the Housing Authority to write off \$23,000.00 in uncollectible debt;

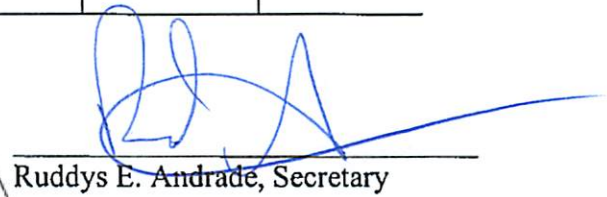
NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the Housing Authority to write off \$23,000.00 in uncollectible debt; and

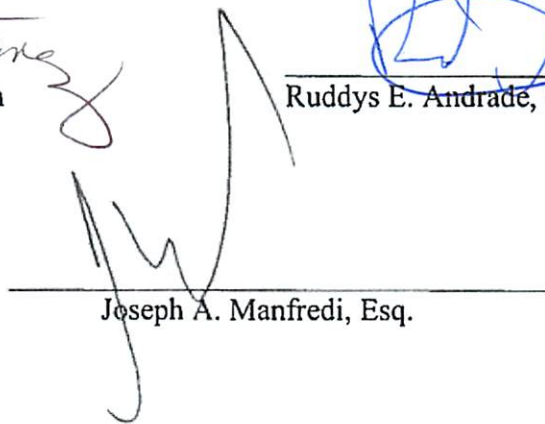
BE IT FURTHER RESOLVED that the Board hereby authorizes and directs the Executive Director of the Housing Authority of the Town of Guttenberg to take any and all necessary administrative actions to implement this resolution.

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


 Marisol Montanez, Vice Chairperson


 Ruddys E. Andrade, Secretary

Counsel Review and Approval:


 Joseph A. Manfredi, Esq.