

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, March 2, 2020 at 6:30 p.m.  
136 69<sup>th</sup> 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 and Bill List
7. Approval of Minutes

February 3, 2020 Board Meeting

8. Old Business

Resolution adopting the FY20-21 budget.

9. New Business

10. Resolutions

**2020-05:** Resolution approving and authorizing the award of a contract for Information Technology Services.

**2020-06:** Resolution approving and authorizing the award of a contract for Accounting Services.

**2020-07:** Resolution approving and authorizing the award of a contract for Payroll Services.

**2020-08:** Resolution approving and authorizing the opening of the Section 8 Housing Choice Voucher Program waiting list

11. Public Comment
12. 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 February 3, 2020 in the Community Room at 400 68<sup>th</sup> 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     Vice Chairperson Montanez     Commissioner Mack  
 Commissioner Mantineo     Commissioner Acosta     Commissioner Popiel  
 Commissioner Torres

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

### EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reports on the status of personnel evaluations, continuing discussions with HUD on the RAD program, and pending capital projects. The Executive Director informs the Board that he will be making a recommendation on RAD in the coming months. He then reminds the Commissioners to sign up for their Public Housing Commissioner Courses.

### FINANCIAL REPORT / PAYMENT OF BILLS:

A motion was made to approve the Financial Report and to accept and pay all bills. The following vote ensued:

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

The motion is adopted.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the January 6, 2020 meeting of the Board of Commissioners. The following vote ensued:

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

The motion is adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

A motion is made to approve travel to the National Association of Housing and Redevelopment Officials (NAHRO) Annual Conference in Washington D.C. The following vote ensues:

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

The motion is adopted.

A motion is made to approve and authorize the Executive Director to issue a Request for Proposals for snow removal services. The following vote ensues:

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

The motion is adopted.

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

**RESOLUTIONS:**

2020-02: Resolution approving and authorizing the award of a contract to Decotiis for legal services in the amount of \$48,000.00. The following vote ensued:

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

The resolution is adopted.

2020-03: Resolution approving and authorizing the award of a contract to Scirocco Group for risk management services. The following vote ensued:

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

The resolution is adopted.

2020-04: Resolution approving and authorizing the award of a contract to Hymanson, Parnes & Giampaolo for auditing services in the amount of \$10,845.00. The following vote ensued:

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

The resolution is adopted.

The Board of Commissioners thanks Manfredi & Pellechio for its years of service.

**PUBLIC COMMENT:**

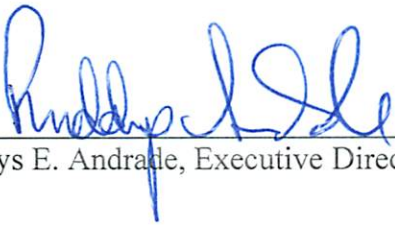
None.

**ADJOURNMENT:**

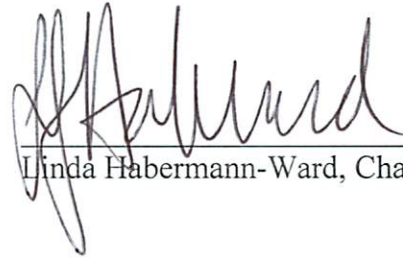
A motion was made to adjourn the meeting. The following vote ensued:

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			
BLANCA POPIEL		X			
LUZ TORRES		X			

The meeting was adjourned at 6:49 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

# 2020 (2020-2021) ADOPTION CERTIFICATION

## GUTTENBERG

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2020 TO: March 31, 2021

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Guttenberg Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 2nd day of March, 2020.

Officer's Signature:			
Name:	Ruddys Andrade		
Title:	Executive Director		
Address:	6900 Broadway, Guttenberg, NJ 07093		
Phone Number:	201-861-0900	Fax Number:	201-861-4521
E-mail address	Randrade@guttenbergha.org		

# 2020 (2020-2021) ADOPTED BUDGET RESOLUTION

## GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: April 1, 2020 TO: March 31, 2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 202 and ending March 31, 2021 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of March 2, 2020; and

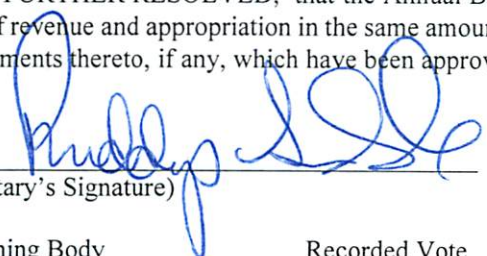
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,526,905, Total Appropriations, including any Accumulated Deficit, if any, of \$4,524,008 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 420,655 and Total Unrestricted Net Position planned to be utilized of \$ -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Guttenberg Housing Authority, at an open public meeting held on March 2, 2020 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 1, 2020 and, ending March 31, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.



(Secretary's Signature)

3.2.20  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Linda Habermann-Ward	✓			
Marisol Montanez	✓			
Justin Mack	✓			
Luz Torres	✓			
Jolene Mantineo	✓			
Blanca Popiel	✓			
Rebecca Acosta	✓			



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

**Resolution No. 2020-05**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO DBK CHIAN ENTERPRISES FOR INFORMATION TECHNOLOGY SERVICES IN  
THE AMOUNT OF \$14,760.00**

**Date Introduced: March 2, 2020**

**Date Adopted: March 2, 2020**

**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 Information Technology Services; and

**WHEREAS**, the cost of such services 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 January 30, 2020; and following a public bid opening, a total of three (3) bids were received from the following vendors (listed in alphabetical order):

1. Complete Document Solutions
2. DBK Chian Enterprises
3. Ocean Computer Group

and **WHEREAS**, following the review of all bids received, DBK Chian Enterprises, located at 912 Linden Ave. Ridgefield, NJ 07657, was found to be the lowest 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 DBK Chian Enterprises has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent and purchasing agent 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 service; and

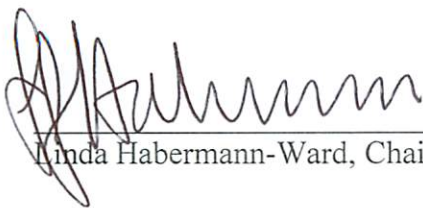
**WHEREAS**, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to DBK Chian Enterprises for Information Technology Services;

**NOW THEREFORE,**

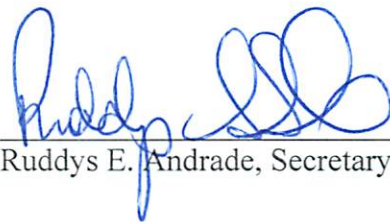
**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to DBK Chian Enterprises for Information Technology Services; and

**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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
BLANCA POPIEL					



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary

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

**Resolution No. 2020-06**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO PETER POLCARI FOR ACCOUNTING SERVICES IN THE AMOUNT OF  
\$48,300.00**

**Date Introduced: March 2, 2020**

**Date Adopted: March 2, 2020**

**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 Accounting Services; and

**WHEREAS**, the cost of such services 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 January 30, 2020; and following a public bid opening, a total of two (2) bids were received from the following vendors (listed in alphabetical order):

1. Garbarini & Co.
2. Peter Polcari

and **WHEREAS**, following the review of all bids received, Peter Polcari, located at 216 Sollas Court, Ridgewood, NJ 07450, was found to be the lowest 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 Peter Polcari has been reviewed and deemed by the Housing Authority’s Executive Director, qualified purchasing agent and purchasing agent 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 service; and

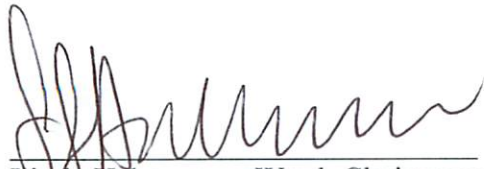
**WHEREAS**, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality affordable housing to its residents to approve and authorize the award of a contract to Peter Polcari for Accounting Services;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Peter Polcari for Accounting 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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
BLANCA POPIEL					



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Linda Habermann-Ward, Chairperson



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Ruddys E. Andrade, Secretary

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

**Resolution No. 2020-07**

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT  
TO ACTION DATA SERVICES FOR PAYROLL SERVICES IN THE AMOUNT OF  
\$2,550.00**

**Date Introduced: March 2, 2020**

**Date Adopted: March 2, 2020**

**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 Payroll Services; and

**WHEREAS**, the cost of such services 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 January 30, 2020; and following a public bid opening, a total of one (1) bid was received from the following vendor:

1. Action Data Services

and **WHEREAS**, following the review of the bid received, Action Data Services, located at 17 Sherwood Lane, Fairfield, NJ 07004, was found to be the lowest 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 Action Data Services has been reviewed and deemed by the Housing Authority's Executive Director, qualified purchasing agent and purchasing agent 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 service; 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 Action Data Services for Payroll Services;

**NOW THEREFORE**,

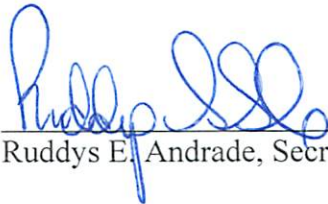
**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the award of a contract to Action Data Services for Payroll Services; and

**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	ABTAIN	ABSENT
LINDA HABERMANN, CHAIR					
MARISOL MONTANEZ, VICE CHAIR					
JUSTIN MACK					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
BLANCA POPIEL					

\_\_\_\_\_  
Linda Habermann-Ward, Chairperson

  
\_\_\_\_\_  
Ruddys E. Andrade, Secretary

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

**Resolution No. 2020-08**

**RESOLUTION APPROVING AND AUTHORIZING THE SECTION 8 HOUSING  
VOUCHER PROGRAM WAITING LIST TO BE OPENED TO THE GENERAL  
PUBLIC**

**Date Introduced and Adopted: March 2, 2020**

**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 Voucher Program; and

**WHEREAS**, the Housing Authority wishes to open the Section 8 Housing Voucher Program waiting list to the general public; and

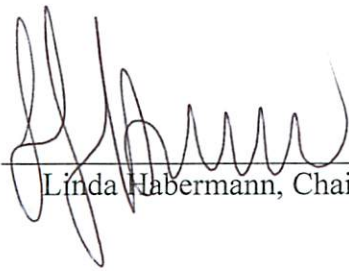
**WHEREAS**, the Housing Authority wishes to open said list for two days on March 17 and March 18, 2020

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the opening of the Section 8 Housing Voucher Program waiting list; 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					
JUSTIN MACK					
REBECCA ACOSTA					
JOLENE MANTINEO					
LUZ TORRES					
BLANCA POPIEL					




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Linda Habermann, Chairperson




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Ruddy Andrade, Executive Director