

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

**Tuesday, September 8, 2020 at 6:30 p.m.
Via Video/Audio Conference**

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

August 3, 2020 Board Meeting

8. Old Business
9. New Business
10. Resolutions

2020-18: Resolution approving and authorizing the conversion of certain public housing units to rental assistance demonstration funding, and the implementation and execution of relating documents.

2020-19: Resolution authorizing and ratifying the hiring of Dawn Rogers as a Cleaning Person.

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 August 3, 2020 as a virtual meeting as a result of the COVID-19 pandemic. The meeting was opened at 6:35 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 El Especialito 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 and by posting the meeting date on the official website of the Housing Authority of the Town of Guttenberg on April 1, 2020..

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

<u>X</u> Chairperson Habermann-Ward	<u>X</u> Vice Chairperson Montanez	<u>X</u> Commissioner Perez
<u>X</u> Commissioner Mantineo	<u>X</u> Commissioner Acosta	<u>X</u> Commissioner Popiel
<u>X</u> Commissioner Torres		

Also attending the meeting were Executive Director Ruddys E. Andrade, IT Consultant Jimmy Kontolios, and Anthony J. Arnone, Esq. of DeCotiis, FitzPatrick, Cole & Giblin, LLP (General Counsel).

EXECUTIVE DIRECTOR'S REPORT:

Newly appointed Commissioner Dr. Gonzalo Perez was administered the oath of office by General Counsel. The Executive Director reported that the HVAC units project at 7005 Boulevard East is now complete and the new cooling system has been installed under budget. The kitchen cabinets and countertops replacement at the 6900 location is 80 percent complete and the remaining 14 units will be completed within the next 30 to 45 days. There have been a number of issues with the elevators at all facilities. The Executive Director is trying to identify funding to replace or repair one elevator each year for the next five years. It will be a very expensive undertaking. A landscaping company has been retained to do landscaping at all of our facilities and flower planters have been purchased to beautify each facility. A RAD kickoff meeting has occurred, and the Executive Director is meeting with the architectural firm tomorrow to assess the physical needs of the authority. In addition, the Guttenberg Housing Authority is upgrading its IT technology. It will now have a PHA web-based work order system and everything will be done electronically. The goal is a completely paperless environment and all forms and applications will be online. This should launch August 17th. The Executive Director thanked the organization Save Latin America for providing Shop Rite \$25 gift cards to our residents. A total of \$24,000.00 in gift cards were given to 95% of our tenants. A family of four received a maximum of \$100 in gift cards.

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		X			
DR. GONZALO PEREZ		X			
JOLENE MANTINEO	2	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 July 6, 2020 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			
DR. GONZALO PEREZ				X	
JOLENE MANTINEO	2	X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The motion is adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

The Executive Director stated that it has been the authority's policy to provide rent reductions to the building superintendents who are part of the maintenance staff as part of their compensation. It was brought to his attention that Luis Valle who is part of the maintenance staff and is not a building superintendent does not get this benefit. Resolution 2020-17 will allow the Executive Director to give a credit of \$150 to Mr. Valle's rent per month as part of his compensation.

RESOLUTIONS:

Resolution 2020-13 approving and authorizing a Memorandum of Understanding with the Town of Guttenberg for Parking Enforcement Services. The following vote ensued:

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

The resolution is adopted.

Resolution 2020-14 appointing and authorizing a one-year employment agreement between the Housing Authority and Ruddys Andrade, for the position of Executive Director. The following vote ensued:

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

The resolution is adopted.

Resolution 2020-15 amending Section 4 of the personnel policies and procedures manual. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN-WARD, CHAIR		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ		X			

JOLENE MANTINEO	1	X			
REBECCA ACOSTA		X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2020-16 amending Section 5 of the personnel policies and procedures manual. The following vote ensued:

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

The resolution is adopted.

Resolution 2020-17 authorizing a rent reduction to members of the maintenance staff at the Guttenberg Housing Authority as part of their compensation. The following vote ensued:

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

The resolution is adopted.

PUBLIC COMMENT:

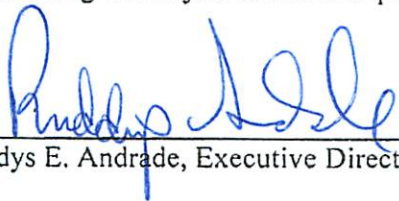
None.

ADJOURNMENT:

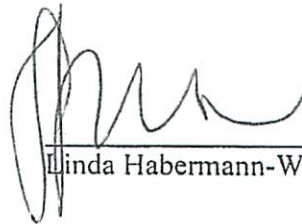
A motion was made to adjourn the meeting. The following vote ensued:

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

The meeting was adjourned at 7:02 p.m.



Ruddys E. Andrade, Executive Director/Secretary



Linda Habermann-Ward, Chairperson

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

Resolution No. 2020 – 18

**RESOLUTION AUTHORIZING THE CONVERSION OF CERTAIN
PUBLIC HOUSING UNITS TO PROJECT-BASED VOUCHERS AND
THE IMPLEMENTATION AND EXECUTION OF VARIOUS
DOCUMENTS IN CONNECTION THEREWITH**

WHEREAS, the Housing Authority of the Town of Guttenberg (the “**Authority**”) is a public body corporate and politic of the State of New Jersey (the “**State**”), constituting an agency and instrumentality of, and created by, the Town of Guttenberg (the “**Town**”) pursuant to the provisions of the Housing Authorities Law, Chapter 67 of the Pamphlet Laws of 1950, codified at *N.J.S.A. 55:14A-1 et seq.*, repealed and replaced by the Local Redevelopment and Housing Law, under Chapter 79 of the Pamphlet Laws of 1992, as amended and supplemented, and codified at *N.J.S.A. 40A:12A-1 et seq.* (the “**Redevelopment Law**”); and

WHEREAS, the Authority is the fee simple owner of certain affordable residential public housing projects located at:

(i) 400 68th Street, commonly known as Joseph P. Macaluso Towers consisting of 42 units, and identified as Block 16, Lot 24;

(ii) 6900 Broadway, commonly known as Centennial Towers consisting of 72 units, and identified as Block 30, Lot 1;

(iii) 136 69th Street, commonly known as Golden Gardens consisting of 36 units, and identified as Block 30, Lot 36; and

(iv) 7005 Boulevard East, commonly known as Herman G. Klein Towers consisting of 99 units, and identified as Block 40, Lot 1

(collectively, the “**Housing Units**”); and

WHEREAS, the U.S. Department of Housing and Urban Development (“**HUD**”) offers various public housing repositioning options to provide Public Housing Authority’s (“**PHA**”) greater flexibility to respond to the needs of their community and allow PHA’s to pursue private financing in order to provide greater housing choice and mobility to assist households; and

WHEREAS, Section 22 of the United States Housing Act of 1937, (42 U.S.C. 1437t) – Streamlined Voluntary Conversions of Last Remaining Projects of Small Housing Agencies (“**Streamlined Voluntary Conversion**”) permits PHAs to convert Section 9 public housing

projects (or a portion hereof) to housing choice vouchers or project-based voucher (“**PBV**”), and in connection therewith is required to establish a conversion plan and enter into PBV Housing Assistance Payment contracts for the converted units; and

WHEREAS, under the Rental Assistance Demonstration Program (“**RAD Conversion**”), P.L. 112-55 (2012), permits PHAs to convert some of its public housing inventory to project-based voucher or project-based rental assistance in order to allow for more stable funding sources (RAD Conversion and Streamlined Voluntary Conversion each a program, and together, the “**HUD Programs**”); and

WHEREAS, the HUD Programs seek to shift the current status of the Housing Units from tenant-based assistance to some form of voucher support which is beneficial to the Authority and the residents alike; and

WHEREAS, the Authority desires to utilize the best option to reposition its Housing Units and therefore authorizes all actions necessary to administer one of the HUD Programs, including, among other options, RAD Conversion or Streamlined Voluntary Conversion, and any post-conversion compliance as required by HUD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Guttenberg as follows:

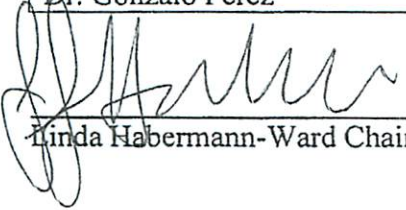
Section 1. The above recitals are incorporated herein by reference.

Section 2. The Chair, Vice Chair and the Executive Director of the Housing Authority of the Town (each an “**Authorized Officer**”) are hereby authorized to approve, execute and deliver on behalf of the Authority all loan, financing, regulatory and other agreements, commitments, certificates, notices and other documents (collectively, the “**Documents**”) required in order to facilitate the RAD Conversion or Streamlined Voluntary Conversion as contemplated by the Authority in order to implement and complete the repositioning of the Housing Units, in consultation with special counsel.

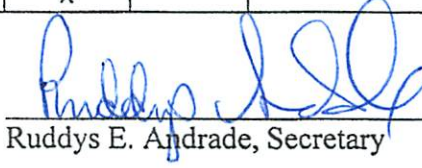
Section 3. The execution of the Documents by any such Authorized Officers shall be conclusive evidence of such approval and no further action for approval on the part of the Board of Commissioners of the Authority shall be required.

Section 4. This resolution shall take effect immediately.

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
Linda Habermann, Chair		X			
Marisol Montanez, Vice Chair		X			
Blanca Popiel	1	X			
Rebecca Acosta		X			
Jolene Mantineo		X			
Luz Torres	2	X			
Dr. Gonzalo Perez		X			



Linda Habermann-Ward Chairperson



Ruddys E. Andrade, Secretary

**RESOLUTION
OF THE HOUSING AUTHORITY
OF THE TOWN OF GUTTENBERG
RESOLUTION NO. 2020-19**

**RESOLUTION AUTHORIZING AND RATIFYING THE HIRING OF
DAWN ROGERS AS A MEMBER OF THE MAINTENANCE STAFF OF
THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG AT A
RATE OF FOURTEEN DOLLARS PER HOUR.**

Date Introduced: September 8, 2020

Date Adopted: September 8, 2020

WHEREAS, the Housing Authority of the Town of Guttenberg adopted a Personnel Policies and Procedures Manual by way of Resolution No. 2019-14 adopted on March 19, 2019; and

WHEREAS, the Housing Authority of the Town of Guttenberg adopted an amendment to the Personnel Policies and Procedures Manual allowing the Executive Director to fill a vacant position immediately subject to obtaining the ratification of the hiring by the Board of Commissioners by way of Resolution No. 2020-16 adopted on August 3, 2020; and

WHEREAS, there was a vacancy in the maintenance department for the position of a cleaning person; and

WHEREAS, the Executive Director hired Dawn Rogers to fill that position on August 3, 2020 at a rate of fourteen dollars (\$14.00) per hour; and

WHEREAS, the availability of funds has been established in the Housing Authority's Operating Subsidy Budget.

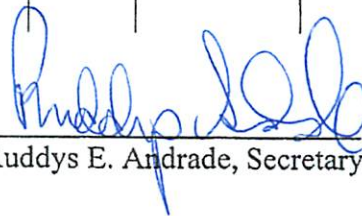
NOW, THEREFORE, it is

RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and ratifies the appointment of Dawn Rogers as a cleaning person in the maintenance department effective retroactively to August 3, 2020 at a rate of \$14.00 per hour.

COMMISSIONER	MOTION/SECOND	YES	NO	ABSTAIN	ABSENT
LINDA HABERMANN, CHAIR	1	X			
MARISOL MONTANEZ, VICE CHAIR		X			
BLANCA POPIEL		X			
REBECCA ACOSTA		X			
JOLENE MANTINEO		X			
LUZ TORRES		X			
Dr. GONZALO PEREZ	2	X			



Linda Habermann-Ward, Chairperson



Ruddys E. Andrade, Secretary