

**Guttenberg Housing Authority Board of Commissioners**

**Open Public Meeting Agenda**

**Monday, April 5, 2021 at 6:30 p.m.**

**Virtual Meeting**

**Call in number 571-748-4021 PIN: 233 2133#**

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

March 8, 2021 Board Meeting

8. Old Business
  
9. New Business
  - Reorganization of Board of Commissioners
  - Travel Request-NAHRO 2021 Annual Conference
  
10. Resolutions
  
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 March 8, 2021 as a virtual meeting as a result of the COVID-19 pandemic. 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 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:

X Chairperson Habermann-Ward      X Vice Chairperson Montanez      A Commissioner Perez  
X Commissioner Mantineo      X Commissioner Acosta      X Commissioner Popiel  
X 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:

The Executive Director updated the Board of Commissioners on the streamlining conversion process. The RAD process is moving along and is awaiting the completion of the physical needs assessment. The Executive Director is looking to revive the Resident Advisory Board which has one representative from each building. The residents talked about their needs when meeting with the Executive Director. The Authority is installing electronic parking arm in the parking lot at 7005 to prevent unauthorized parkers. This project should be completed by next week. In addition, the Authority is looking into upgrading the laundry rooms and entering into lease/profit share agreements with the 7005 facility being the first one upgraded.

### 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		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.

**APPROVAL OF MINUTES:**

A motion was made to approve the minutes of the February 1, 2021 meeting of the Board of Commissioners. 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 motion is adopted.

**OLD BUSINESS:**

The Executive Director discussed the updating of the COVID protocol guidelines. The quarantine guidelines have been reduced to 10 days. In addition, those employees who have been fully vaccinated do not have to submit to testing two weeks after receiving the second dose.

**NEW BUSINESS:**

The 2021-2022 Meeting Schedule calendar was discussed.

**RESOLUTIONS:**

Resolution 2021-05 approving and authorizing a contract to DBK Chain Enterprises for information technology services in the amount of \$14,760.00. 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 resolution is adopted.

Resolution 2021-06 approving and authorizing a contract to Peter Policari for accounting services in the amount of \$49,800.00. 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 2021-07 approving and authorizing a contract to Hymanson, Parnes & Giampaolo for auditing services in the amount of \$11,370.00. The following vote ensued:

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

The resolution is adopted.

Resolution 2021-08 approving and authorizing a contract to DeCotiis, FitzPatrick, Cole & Giblin, LLP 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		X			
MARISOL MONTANEZ, VICE CHAIR	2	X			
DR. GONZALO PEREZ					X
JOLENE MANTINEO		X			
REBECCA ACOSTA	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-09 approving and authorizing a contract to Remington & Vernick for general engineering services in the amount of not to exceed \$10,000.00. 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	1	X			
BLANCA POPIEL		X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-10 approving and authorizing the fiscal year 2021-2022 Budget. 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 resolution is adopted.

Resolution 2021-11 approving and authorizing the updated COVID protocol guidelines. 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		X			
REBECCA ACOSTA		X			
BLANCA POPIEL	2	X			
LUZ TORRES		X			

The resolution is adopted.

Resolution 2021-12 approving the 2021-2022 Board of Commissioners meeting schedule. 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 resolution is adopted.

**PUBLIC COMMENT:**

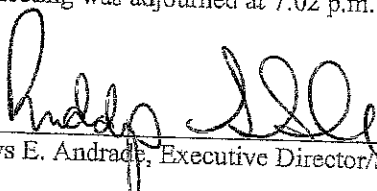
IT Consultant Jimmy Kontolios thanked the Board of Commissioners for approving his company as the Authority's IT Consultant and looks forward to working with the Authority in the year ahead.

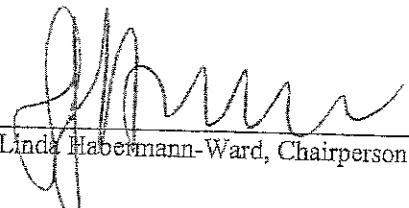
**ADJOURNMENT:**

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. 2021-13**

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO  
TRAVEL TO AND ATTEND THE 2021 NAHRO NATIONAL CONFERENCE &  
EXHIBITION**

**Date Introduced: April 5, 2021**

**Date Adopted: April 5, 2021**

**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’s Executive Director should continue to grow through professional development; and

**WHEREAS**, the NAHRO 2021 National Conference & Exhibition is being held in Phoenix, Arizona on October 7<sup>th</sup> -9<sup>th</sup> 2021 (“NAHRO”); and

**WHEREAS**, NAHRO provides an opportunity for housing professionals to exchange ideas and develop best practices to bring back to the Housing Authority; 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 attendance of the Executive Director at NAHRO,

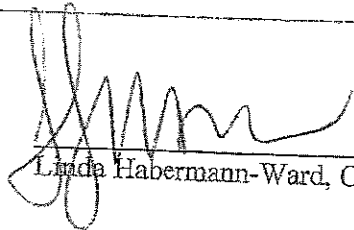
**NOW THEREFORE,**

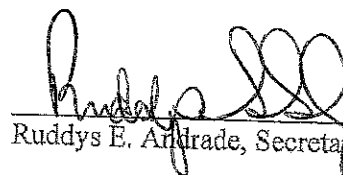
**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the Executive Director to attend NAHRO 2021 National Conference & Exhibition which is being held in Phoenix, Arizona on October 7<sup>th</sup> - 9<sup>th</sup> 2021; and



**BE IT FURTHER RESOLVED** that the Board hereby authorizes and directs that all reasonable conference fees and travel expenses for the Executive Director to attend NAHRO shall be paid by the Housing Authority.

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

  
 Linda Habermann-Ward, Chairperson

  
 Ruddys E. Andrade, Secretary

# National Conference



2021 NAHRO National Conference & Exhibition  
October 7-9

PHOENIX CONVENTION CENTER | PHOENIX, AZ

Save the date for **NAHRO's 2021 National Conference & Exhibition**. With the uncertainty around COVID-19, NAHRO is tentatively planning for a hybrid conference in Phoenix (in-person plus a limited virtual component) and is still determining what that might look like. More details will be available soon!

Share your experience as a housing and community development professional by submitting a session proposal for the 2021 NAHRO National Conference! The **call for session proposals** is now open and will close on June 4. Click **HERE** for more information.

For more information on **exhibit and sponsorship opportunities** at the 2021 National Conference & Exhibition, contact NAHRO Exhibits/Sponsorship Account Manager:  
Pat Price, Sales Manager  
pprice@townsend-group.com | 202-367-2462

**Questions?** Please e-mail us at [conferenceregistration@nahro.org](mailto:conferenceregistration@nahro.org) so we can assist you!

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

**Resolution No. 2021-14**

**RESOLUTION APPROVING AND AUTHORIZING A SETTLEMENT WITH A CIT  
GROUP IN THE AMOUNT OF \$35,000.00**

**Date Introduced: April 5, 2021**

**Date Adopted: April 5, 2021**

**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, entered into a contract with CIT Group in January 2018 to provide phone services to the Housing Authority for a period of five years; and

**WHEREAS**, the Executive Director and IT Consultant reviewed the costs and services provided under this contract and determined that the costs were high and the services were less than adequate and subsequently cancelled the contract and returned all equipment in May 2020; and

**WHEREAS**, a new vendor has agreed to provide these services at a much lower cost to the Housing Authority; and

**WHEREAS**, CIT Group demanded that the contract be honored in its entirety and that the full amount of the contract was immediately due and payable; and

**WHEREAS**, the Executive Director authorized General Counsel to resolve this dispute with CIT Group;

**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

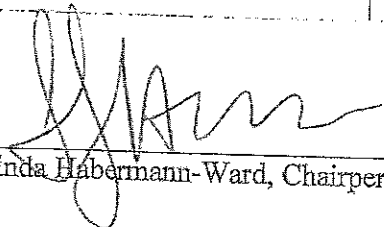
approve and authorize a settlement in the amount of \$35,000.00 to resolve all matters regarding its contract with CIT Group,

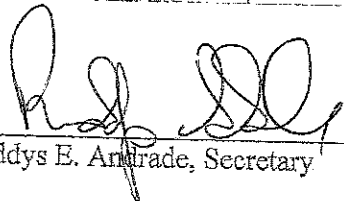
**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby approves and authorizes the payment of \$35,000.00 paid in two installments of \$17,500.00 and paid in full by April 30, 2021 to resolve any claims regarding its contract with CIT Group; and

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

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

  
 Linda Habermann-Ward, Chairperson

  
 Ruddy E. Antrade, Secretary