

## MINUTES

### **REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG HELD IN THE CONFERENCE ROOM AT 6900 BROADWAY, GUTTENBERG, NEW JERSEY ON MONDAY, APRIL 17, 2017**

The monthly Board of Commissioners Meeting was opened at 6:18 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, by posting the meeting date at the Guttenberg Town Hall, 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.

Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL:** Commissioners: Zitt, Habermann, Steele, Malave, Mack, Marrero

**PRESENT:** Commissioners: Zitt, Habermann, Steele, Malave, Mack, Marrero

**ABSENT:** None

#### **PAYMENT OF BILLS:**

A motion was made to accept and pay all bills for March 2017. The following vote ensued:

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave, Mack, Marrero

**Nays:** none

**Abstain:** none

#### **CERTIFIED PUBLIC ACCOUNTANT'S REPORT:**

The Certified Public Accountant presented on the amendment to the Capital Fund Budget to Housing and Urban Development and the adoption of the Guttenberg Housing Authority's Annual Budget.

#### **CLOSED SESSION:**

The Board entered into closed session to discuss various confidential and attorney-client privileged matters at 6:48 p.m. and returned to open session at 7:37 p.m.

#### **RESOLUTIONS:**

**2017-11:** Resolution ratifying the amendment of the 2015 Capital Fund Budget to reallocate money from other line items to line 1460 for the completion of fuel tank remediation and the painting of dwelling units.

A motion to adopt this Resolution was made by Chairperson Zitt and seconded by Vice Chairperson Habermann. The following vote ensued.

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave, Mack, Marrero

**Nays:** none

**Abstain:** none

**2017-12:** Resolution ratifying the award of a contract to A&A Painting and Contracting in the amount of \$113,877.00 for the painting of dwelling units at Macaluso Towers, Centennial Towers, and Golden Gardens.

A motion to adopt this Resolution was made by Chairperson Zitt and seconded by Vice Chairperson Habermann. The following vote ensued.

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave, Mack, Marrero

**Nays:** none

**Abstain:** none

**2017-13:** Resolution to adopt annual budget for fiscal year ending March 2018.

A motion to adopt this Resolution was made by Chairperson Zitt and seconded by Vice Chairperson Habermann. The following vote ensued.

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave, Mack, Marrero

**Nays:** none

**Abstain:** none

**2017-14:** Resolution to extend offer to Carl S. Czaplicki, Jr. for the position of Executive Director of the Housing Authority of the Town of Guttenberg

**Ayes:** Commissioners: Zitt, Habermann, Steele, Malave, Mack, Marrero

**Nays:** none

**Abstain:** none

**ADJOURNMENT:**

There was a brief intermission at 8:18 p.m.

The meeting resumed for a public comment period at 8:23 p.m.

The meeting was adjourned at 8:48 p.m.

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

**Resolution No. 2017-11**

**RESOLUTION RATIFYING THE AMENDMENT OF THE 2015 CAPITAL FUND  
BUDGET TO REALLOCATE MONEY FROM OTHER LINE ITEMS TO LINE 1460  
FOR THE COMPLETION OF FUEL TANK REMEDIATION AND THE PAINTING OF  
DWELLING UNITS**

**Board Meeting Date: April 17, 2017**

**Date Adopted: April 17, 2017**

**WHEREAS**, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to Title 24 of 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 reallocating its 2015 Capital Fund Budget; and

**WHEREAS**, specifically, the Housing Authority wishes to reduce Line 1408 (Management) in the amount of \$18,099.76; and

**WHEREAS**, the Housing Authority wishes to reduce Line 1430 (Modernization Coordinator) in the amount of \$4,500.02; and

**WHEREAS**, the Housing Authority wishes to reduce Line 1475 (Non-Dwelling Equipment) in the amount of \$1,617.03; and

**WHEREAS**, the Housing Authority wishes to reduce Line 1460 (Upgrade Air Handling Unit) in the amount of \$30,000.00; and

**WHEREAS**, the Housing Authority wishes to increase Line 1460 (Painting Dwelling Units) in the amount of \$53,876.62; and

**WHEREAS**, the Housing Authority wishes to increase Line 1460 (Fuel Tank Remediation) in the amount of \$340.19; and

**WHEREAS**, the Board of Commissioners of the Housing Authority was unable to meet prior to HUD's deadline of April 12, 2017 for the allocation of 2015 Capital Funds; and

**WHEREAS**, a vote was taken by the Board of Commissioners on April 11, 2017 via electronic mail to approve and authorize the reallocation of the 2015 Capital Fund Budget to reallocate money from other Line Items to Line 1460 for the completion of fuel tank remediation and the painting of dwelling units; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that ratifying the amendment of the 2015 Capital Fund Budget to reallocate money from other Line Items to Line 1460 for the completion of fuel tank remediation and the painting of dwelling units is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby ratifies the amendment of the 2015 Capital Fund Budget to reallocate money from other Line Items to Line 1460 for the completion of fuel tank remediation and the painting of dwelling units, retroactive to April 11, 2017; 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.

---

Wayne Zitt, Chairperson

  
Zinnerford Smith, Secretary

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

**Resolution No. 2017-12**

**RESOLUTION RATIFYING THE AWARD OF A CONTRACT TO A&A PAINTING  
AND CONTRACTING IN THE AMOUNT OF \$113,877.00 FOR THE PAINTING OF  
DWELLING UNITS AT MACALUSO TOWERS, CENTENNIAL TOWERS, AND  
GOLDEN GARDENS**

**Board Meeting Date: April 17, 2017**

**Date Adopted: April 17, 2017**

**WHEREAS**, the Housing Authority of the Town of Guttenberg (“Housing Authority”), a public entity organized and existing pursuant to Title 24 of 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 painting services for its dwelling units; and

**WHEREAS**, the cost of the painting services was expected to exceed the bid threshold of \$17,500 under the New Jersey Local Public Contracts Law; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, the Housing Authority published a public advertisement for bids on March 31, 2017; and

**WHEREAS**, in accordance with the public advertisement, bids were to be received by 10 a.m. on April 11, 2017; and

**WHEREAS**, following a public bid opening and subsequent review of all bids received, A&A Painting and Contracting, doing business at 111 Columbia Street, Highland Park, New Jersey 08904, with a total submitted bid of one hundred thirteen thousand eight hundred seventy seven dollars (\$113,877.00), which includes the base bid of \$39,400.00 and the sum of \$74,477.00 for additional units, 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 A&A Painting and Contracting has been reviewed and deemed by the Housing Authority and 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 specifications; and

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

**WHEREAS**, a vote was taken by the Board of Commissioners on April 11, 2017 via electronic mail to approve and authorize the award of a contract to A&A Painting and Contracting in the amount \$113,877.00 for the painting of dwelling units at Macaluso Towers, Centennial Towers, and Golden Gardens; and

**WHEREAS**, the Board of Commissioners of the Housing Authority has found that ratifying the award of a contract to A&A Painting and Contracting in the amount of \$113,877.00 for the painting of dwelling units at Macaluso Towers, Centennial Towers, and Golden Gardens is in the best interests of the Housing Authority and its overall goal of providing quality affordable housing;

**NOW THEREFORE,**

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Guttenberg hereby ratifies the award of a contract to A&A Painting and Contracting in the amount of \$113,877.00 for the painting of dwelling units at Macaluso Towers, Centennial Towers, and Golden Gardens, retroactive to April 11, 2017; 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.

\_\_\_\_\_  
Wayne Zitt, Chairperson

  
\_\_\_\_\_  
Zimmerford Smith, Secretary

# 2017 ADOPTED BUDGET RESOLUTION

## GUTTENBERG HOUSING AUTHORITY

FISCAL YEAR: FROM: APRIL 1, 2017 TO: MARCH 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 1, 2017 and ending, March 31, 2018 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of April 17, 2017; 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 \$ 4,223,640, Total Appropriations, including any Accumulated Deficit, if any, of \$4,203,126 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$136,679 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 April 17, 2017 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 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)

\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Linda Habermann  
Dorothy L. Steele

✓  
✓

Wayne D. Zitt  
Juana Malave  
Justin Mack  
Brenda Marrefo

✓  
✓  
✓  
✓



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

**Resolution No. 2017-14**

**RESOLUTION AUTHORIZING AN OFFER OF EMPLOYMENT TO CARL S.  
CZAPLICKI, JR. FOR THE POSITION OF EXECUTIVE DIRECTOR OF THE  
HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**

**Board Meeting Date: April 17, 2017**

**Date Adopted: April 17, 2017**

**WHEREAS**, the Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations, including but not limited to Title 24 of the Code of Federal Regulations, U.S. Department of Housing and Urban Development (“HUD”) Handbook 7460.8 (“Procurement Handbook for Public Housing Agencies”), New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*), and the New Jersey Administrative Code (N.J.A.C. 5:34-1.1 *et seq.*), as well as to assure the efficient and harmonious performance of the Housing Authority, it is in need of Executive Director Services; and

**WHEREAS**, Housing Authority undertook a search for qualified Executive Director Candidates under the mandates set forth in N.J.S.A. 40A:12A-18 and N.J.A.C. 5:44-3.1; and

**WHEREAS**, pursuant to N.J.A.C. 5:44-3.1(b)(3) an advertisement specifying the location, key responsibilities and requisite qualifications for the position of Executive Director was placed in the Star Ledger, on December 1, 2016 for a thirty (30) day period, and was subsequently extended to allow additional time for submission with a revised closing date of January 18, 2017; and

**WHEREAS**, with the assistance of APM Property Management & Consulting, an independent consultant hired by this Board of Commissioners, a screening criteria, review process,

vetting and interview process was established to ensure that a lawful, objective and exhaustive search was performed for a well-qualified Executive Director; and

**WHEREAS**, the Housing Authority formed a Board Selection Committee, who along with the Interim Executive Director, undertook interviews of all Executive Director Candidates; and

**WHEREAS**, a thorough search for a qualified Executive Director was conducted in accordance with both N.J.S.A. 40A:12-18 and N.J.A.C. 5:44-3.1; and

**WHEREAS**, APM Property Management & Consulting, together with Housing Authority Legal Counsel, performed a due diligence review of the qualifications of all applicants, including an independent review and ranking of all applicants based on each their qualifications and interview performance; and

**WHEREAS**, based on their findings, APM Property Management & Consulting and the Board Selection Committee has determined that Mr. Carl S. Czaplicki, Jr. is the most qualified candidate for the position; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-18(b)(1) and N.J.A.C. 5:44-3.1(c), the Board Selection Committee has found that Carl S. Czaplicki, Jr., meets and well exceeds the statutory requirements for employment as an Executive Director, and has determined, after due deliberation and consideration, that it is in the best interest of the Housing Authority to extend an offer of employment to him under the terms and conditions of a typical Executive Director in this area; and

**WHEREAS**, in accordance with N.J.A.C. 5:44-3.1(d)(1), the Housing Authority has submitted the qualifications of Executive Director Candidate Carl S. Czaplicki, Jr. to the New Jersey Department of Community Affairs for certification; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-18(b)(1) and N.J.A.C. 5:44-3.1(c), the Department of Community Affairs has certified the qualifications of Carl S. Czaplicki, Jr., as having met all of the New Jersey Statutory Requirements to be eligible to serve as a New Jersey Public Housing Authority Executive Director; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12-18 and N.J.A.C. 5:44-3.1, the Housing Authority has both the discretion and full authority to extend an offer of employment to Executive Director Candidate Carl S. Czaplicki, Jr.;

**NOW THEREFORE**,

**BE IT RESOLVED**, that the Board of Commissioners hereby approves the extension of an offer of employment to Executive Director Candidate Carl S. Czaplicki, Jr., for the position of Executive Director of the Housing Authority of the Town of Guttenberg, in accordance with the terms and conditions of a typical Executive Director of a Public Housing Authority; and

**BE IT FURTHER RESOLVED** that the Board directs the Interim Executive Director of the Housing Authority and General Counsel of the Guttenberg Housing Authority to take any and all necessary administrative actions to implement this resolution.

---

Wayne Zitt, Chairperson

  
Zinnerford Smith, Secretary