

Guttenberg Housing Authority Board of Commissioners

Open Public Meeting Agenda

Wednesday, January 24, 2018

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
9. Old Business
10. New Business
11. Resolutions

2018-01: RESOLUTION RATIFYING THE AWARD OF A CONTRACT TO ACTION DATA SERVICES FOR PAYROLL SERVICES

2018-02: RESOLUTION RATIFYING THE AWARD OF A CONTRACT TO DBK CHIAN ENTERPRISES FOR INFORMATION TECHNOLOGY SERVICES

2018-03: RESOLUTION RATIFYING THE AWARD OF A CONTRACT TO SILVA'S MECHANICAL SERVICES, INC. IN THE AMOUNT OF \$10,500.00 FOR EMERGENCY BOILER REPAIRS AT MACALUSO TOWERS

2018-04: RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A SHARED SERVICE AGREEMENT FOR SECTION 8 SUPPORT AND TRAINING SERVICES WITH CLIFFSIDE PARK HOUSING AUTHORITY

2018-05: RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT FOR THE PURCHASE AND INSTALLATION OF A SECURITY CAMERA SYSTEM UNDER NJ STATE CONTRACT

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 rescheduled meeting of the Board of Commissioners was held on January 24, 2018 in the Community Room at 400 68th Street, Guttenberg, New Jersey. The meeting was opened at 6:10 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 January 12, 2018, by posting the meeting date at the Guttenberg Town Hall on January 17, 2018 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 January 17, 2018.

Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

X Chairperson Zitt X Vice Chairperson Habermann X Commissioner Steele
 Commissioner Malave X Commissioner Montanez X Commissioner Mack

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director reported to the Board of Commissioners on changes to the Housing Authority's Section 8 program and a potential shared service agreement with the Cliffside Park Housing Authority.

The Executive Director presented the financial report to the Board of Commissioners and a discussion of the financial report followed. The Executive Director stated that he would report back to the Board on the aspects of the report that pertain to maintenance and labor.

The Executive Director also reported to the Board of Commissioners on maintenance issues and upgrades to the phone system.

PAYMENT OF BILLS:

A motion was made to accept and pay all bills for December 15, 2017 to January 24, 2018. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK	1	X			
MARISOL MONTANEZ	2	X			

The motion to accept and pay all bills for December 15, 2017 to January 24, 2018 is adopted.

APPROVAL OF MINUTES:

A motion to approve the minutes of the November 20, 2017 meeting of the Board of Commissioners was tabled.

A motion was made to approve the minutes of the December 20, 2017 meeting of the Board of Commissioners. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR				X	
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK	1	X			
MARISOL MONTANEZ	2	X			

The motion to approve the minutes of the December 20, 2017 meeting of the Board of Commissioners is adopted.

OLD BUSINESS:

None (already addressed in the Executive Director’s Report).

NEW BUSINESS:

None (already addressed in the Executive Director’s Report).

RESOLUTIONS:

2018-01: Resolution ratifying the award of a contract to Action Data Services for payroll services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK	1	X			
MARISOL MONTANEZ		X			

The Board of Commissioners adopted Resolution 2018-01.

2018-02: Resolution ratifying the award of a contract to DBK Chian Enterprises for information technology services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK		X			
MARISOL MONTANEZ	1	X			

The Board of Commissioners adopted Resolution 2018-02.

2018-03: Resolution ratifying the award of a contract to Silva’s Mechanical Services, Inc. in the amount of \$19,800.00 for emergency boiler repairs at Macaluso Towers. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK	1	X			
MARISOL MONTANEZ	2	X			

The Board of Commissioners adopted Resolution 2018-03.

2018-04: Resolution approving and authorizing the Executive Director to negotiate a shared service agreement for Section 8 support and training services with Cliffside Park Housing Authority. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR	1	X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK		X			
MARISOL MONTANEZ	2	X			

The Board of Commissioners adopted Resolution 2018-04.

2018-05: Resolution approving and authorizing the Executive Director to enter into a contract for the purchase and installation of a security camera system under NJ State Contract. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR		X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK	1	X			
MARISOL MONTANEZ	2	X			

The Board of Commissioners adopted Resolution 2018-05.

A motion was made to enter into closed session to discuss confidential personnel matters and matters of attorney-client privilege. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK		X			
MARISOL MONTANEZ	1	X			

The motion to enter into closed session is adopted.

A motion was made to return to open session. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK	1	X			
MARISOL MONTANEZ		X			

The motion to return from closed session 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
WAYNE ZITT, CHAIR		X			
LINDA HABERMANN, VICE CHAIR	2	X			
DOROTHY STEELE		X			
JUANA MALAVE					X
JUSTIN MACK	1	X			
MARISOL MONTANEZ		X			

The meeting was adjourned at 7:10 p.m.

Carl S. Czaplicki Jr., Executive Director/Secretary

Wayne Zitt, Chairperson