

HOUSING AUTHORITY OF BERGEN COUNTY  
One Bergen County Plaza, FL 2  
Hackensack, NJ 07601

MINUTES OF THE MEETING OF MARCH 27, 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MARCH 27, 2014.

PRESENT:

Chairman Bruce Walenczyk  
Commissioner Kay Nest  
Commissioner Steven Kopf  
Commissioner Mark DiPisa  
Commissioner Joanne English Rollieson

Domingo Senande, Executive Director  
Lynn Bartlett, Deputy Director  
Charlotte Vandervalk, Director of Development  
Terrence Corriston, Esq., Counsel  
Esther Gatria, Human Resources Manager  
Diane Scriveri, HDC President  
John Biale, HDC Trustee  
Joseph Rutch, HDC Trustee  
Michael Apicella, HDC Trustee  
Heather Wei, Executive Assistant

ABSENT:

Commissioner Andrew Rudman

NOTICE OF MEETING

Mr. Domingo Senande read the following statement:

Consistent with the Byron M. Baer Open Public Meetings Act: P.L.1975c231, all meetings of public bodies shall be open to the public at all times. Notice of the regular meeting was provided to The Record and the Jersey Journal on February 20, 2014, and was provided to the County Clerk for posting at the County Administration Building, at which time the date, time and place were set forth. The minutes of the regular meeting will be available following the next regularly scheduled meeting.

The meeting was called to order at 5:10 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

### New Board Commissioner

Chairman Walenczyk introduced Bob Taschler to the Board as the newest HABC Commissioner. As the appointment was just made, Mr. Taschler will be sworn in at April's meeting.

### APPROVAL OF MINUTES

A motion was made by Commissioner DiPisa to approve the minutes of the meeting of February 27, 2014. Motion was seconded by Commissioner Nest.

VOTE:	AYES:	All Present Commissioners (5)
	ABSENT:	Commissioner Rudman (1)

### EXECUTIVE DIRECTOR'S REPORT

#### **HHH:**

Julia Orlando was unable to attend the meeting. In lieu of her absence, Mr. Senande reported to the Board that the HHH budget has been submitted and approved by the County.

#### **Housing Choice Voucher:**

Lynn Bartlett reported that pending meeting space approval at the County Administration Building, the process of leasing up vouchers would begin Saturday, April 26<sup>th</sup>.

Ms. Bartlett reported that in terms of logistics and financing, she had been working with Mr. McCann to put together a budget for the entire initiative and has also identified all current staff members that have ability to do eligibility. She explained that the budget included the overtime costs for all HABC personnel and costs for outside staff that would be part of a shared service agreement with other housing authorities. After careful review, the estimated costs/investment would be approximately \$100,000. Three quarters of that are personnel costs and the rest would be used for all logistics of the initiative such as: printing, copying of packets, postage, and background checks.

Ms. Bartlett explained that the return on the \$100,000 investment would be helping about 300 additional families as well as the increase in revenue from the additional vouchers being administered.

#### **Human Resources:**

Esther Gatria reported that she had received over 800 applications for the Receptionist position and has since identified the top 20 applicants and hoped to start the interview process within the next two weeks.

Ms. Gatria also reported that the interview process for a part-time employee at

Ridgewood was still in process. In addition, she would also be advertising soon for the recent opening in the Finance Department.

Ms. Gatria further reported that the new Unicorn payroll system would take effect April 1<sup>st</sup>.

Ms. Gatria reported that she would be submitting amendments to the Personnel Policy Manual as per recent MEL requirements for the April Board meeting.

Finally, Ms. Gatria reported that the HABC was still waiting for William Katchen and Polcari & Co's. analysis for lifetime benefits and will hopefully have the analysis at the next Board meeting.

### **Financials:**

Kevin McCann reported on the HABC financials.

Operating cash accounts increased by almost \$800,000. Major changes occurred mainly due to:

- Additional funding for the HCV Program - \$500,000
- Grant reimbursement for the site remediation work at Dumont - \$300,000

HDC operating cash accounts had minor operational swings:

- \$2,600 spent on developmental costs

Mr. McCann further reported that he has completed an analysis for the potential acquisition of a new truck. He reported the estimated costs would be \$30,000 (one-time) for the vehicle, insurance about \$200 annually, fuel \$750 annually, and maintenance \$1,000 annually. The 3 year total cost estimate is therefore \$36,150. He explained that he arrived at that estimate by using a mild snow winter budget and added that by completing the plowing in-house with the new truck there would be an estimated snow plowing savings of \$14,814 annually; the truck could be paid off in less than 3 years.

Finally, Mr. McCann reported that the cost for outsourcing plowing services this winter was \$203,754, as well as an additional \$34,801 for in-house overtime. The total cost for this year's plowing services so far was \$238,556.

### **REAC:**

Mr. Senande introduced Vincent Bufis, Assistant to the Director of Property Management. Mr. Bufis addressed the Board regarding the upcoming REAC (Real Estate Assessment Center) physical inspection at six of the HABC owned or managed properties.

Mr. Bufis explained that inspections dates have been scheduled with HUD and they were now in the process of preparing the buildings for their inspections. Tenant meetings have been scheduled to review with them the importance of REAC and how they could assist in the process. He also reported that each building would be inspected in-house by at least three of the property managers.

Mr. Bufis explained that if the inspections yielded a high performing score for the property, HUD would not return to inspect for another three years. He further explained that the REAC scores were major components of why the HABC was considered a high performing agency.

Finally, Mr. Bufis reported that out of 950 units in our portfolio there were currently only six vacancies.

### **Development:**

Charlotte Vandervalk reported that the teams participating in the HUD "Innovation in Affordable Housing (IAH) Student Design and Planning" competition had flown in and visited the Emerson property so they could finalize their plans. Ms. Vandervalk added that it was a nice day with officials from HUD, the Borough, and members from the Emerson American Legion. She reported that the winning team would be decided in May and the award would be presented by HUD Secretary Shaun Donovan in Washington DC.

Ms. Vandervalk reviewed the River Vale Business Plan with the Board and explained that the project was very similar to the Emerson project in that there will be 14 units for disabled veterans. The site is a little less than an acre of land and is located on River Vale Road in River Vale. She reported that the Township is very interested in having the project move forward and would grant the HDC a 99 year lease for \$1 per annum, adding that with disabled veterans, they would also have to provide social services for the tenants. The intentions are to use the same agency currently used in Emerson, which is Catholic Charities.

Ms. Vandervalk explained that on the HDC agenda there were resolutions to approve various contractors including architect, engineer, and attorney for Emerson as well as the contract with Monarch Housing for both Emerson and River Vale for the Sandy CDBG-DR application.

Both HDC Trustees Scriveri and Rutch questioned the scope and cost of the Monarch Housing contracts. It was agreed upon to proceed with the Emerson contract and to table the River Vale contract so that further due diligence could be performed.

Lastly, due to the NJNAHRO conference and other conflicts with members of the Board, the April meeting dates for both the HABC and HDC board meetings would be moved to Tuesday, April 29<sup>th</sup>.

### **ATTORNEY'S REPORT**

Terrence Corriston, Esq. reported that he had reviewed a number of contract and documents for the HABC and HDC this month. He further reported that he had been working with Ms. Orlando to implement new policies at the HHH.

## CONSENT AGENDA

A motion to approve the consent agenda was made by Commissioner English Rollieson and seconded by Commissioner Kopf.

VOTE:            AYES:            All Present Commissioners (5)  
                     ABSENT:          Commissioner Rudman (1)

- A. Resolution 2014-27  
Resolution approving the routine expenditures for the HABC for the period of 02/19/14 – 03/18/14.
  
- B. Resolution 2014-28  
Resolution approving the routine expenditures for the HDC for the period of 02/19/14 – 03/18/14.
  
- C. Resolution 2014-29  
Resolution approving the Catalogue Sales Open Ended Contract for services, supplies, and equipment orders on an as needed basis for a period of two years.

Commissioner Kopf moved that the meeting be adjourned. Commissioner DiPisa seconded the motion.

VOTE:            AYES:            All Present Commissioners (5)  
                     ABSENT:          Commissioner Rudman (1)

Meeting adjourned at 6:22 p.m.  
Minutes prepared by: Heather Wei