

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

MINUTES OF THE MEETING OF JUNE 26, 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JUNE 26, 2014.

PRESENT:

Chairman Bruce Walenczyk  
Commissioner Steven Kopf  
Commissioner Joanne English Rollieson  
Commissioner Robert Taschler

Lynn Bartlett, Acting Executive Director  
Kevin McCann, Accounting Manager  
Vincent Bufis, Field Operations Manager  
Terrence Corrison, Esq., Counsel  
Diane Scriveri, HDC President  
Michael Apicella, HDC Trustee  
Joseph Rutch, HDC Trustee  
Esther Gatria, Human Resources Manager  
Heather Wei, Executive Assistant

ABSENT:

Commissioner Mark DiPisa  
Commissioner Kay Nest  
Julia Orlando, Housing Health & Human Services Director

NOTICE OF MEETING

Acting Executive Director Lynn Bartlett 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 5:15 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.



housing.

Mr. Bufis further reported that there was a delay on the emergency generator project in East Rutherford and Lyndhurst due to a manufacture delay. The project is expected to be completed in October instead of September.

Ms. Bartlett reported to the Board that 4 of the 6 REAC inspections had been completed and the scores were phenomenal. Palisades Park - 96.97%; Lyndhurst - 99.74%; East Rutherford - 97.93%; and Dumont - 99.17%. She explained to the Board that the HABC field staff put in considerable time and effort to ensure that each building was ready for inspection. Ms. Bartlett with Chairman Walenczyk individually acknowledged and presented the employees who put forth their talents, time, and effort to help achieve the high scores that each building received:

James Giel	Property Manager at Highland View, Palisades Park
Kathy Pisco	Front end office at Highland View, Palisades Park
Wayne Moe	Superintendent at Highland View, Palisades Park
Avelino Moura	Maintenance at Highland View, Palisades Park
Robert Moore	Property Manager at Boiling Springs, East Rutherford
Celia Soltis	Front end office at Boiling Springs, East Rutherford
Antonina Locascio	Front end at East Rutherford
Colin Burke	Superintendent at Carucci Apts., Lyndhurst
Juan Perez	Maintenance at David F. Roche, Dumont
Ireda Graziano	Front end office at David F. Roche, Dumont
Vito Pasquale	Maintenance at Lehmann Gardens, Park Ridge

Chairman Walenczyk thanked the entire staff on behalf of the Board for a job well done.

### **HHH CENTER**

In Julia Orlando's absence Ms. Bartlett reported that she and Ms. Orlando met with the now Acting Director of the Department of Human Services, Ronald Kistner. She reported that the meeting went very well and anticipates a supportive relationship.

### **FINANCIAL REPORT**

Kevin McCann reported on the financials.

Operating cash accounts decreased by almost \$428,000. Major changes occurred mainly due to:

- Landlord checking account decreased, as expected, due to the change in budget by \$363,881.

The Public Housing accounts decreased by \$174,173 due primarily to:

- Three payrolls as opposed to the normal two; and
- Significant maintenance and some overtime charges due to REAC.

The HHH Center decreased by \$68,000 mainly due to the fact that billing is done quarterly.

Kevin McCann reported that HDC cash increased by \$33,503 due mainly to operating increases.

HDC's general office fund main account decreased by \$70,595 due mainly to:

- \$5,000 Development costs;
- \$22,000 Payroll expenses; and
- \$42,000 transferred to the Emergency Solutions Grant (which will be refunded).

Mr. McCann further reported that the monthly Development Report would be redesigned for easier reading and understanding of the financial progress of each project.

## DEVELOPMENT

### Emerson

Ms. Bartlett reported that she met with Fairview Insurance to discuss insurance options for the property. The HDC does not own the property therefore has no insurable interest. Fairview suggested that the HDC continue paying the American Legion bill. In order to do so HDC would be added as an additional insured and held harmless.

Ms. Bartlett also reported that the sketches have been completed by the architect and will be used as part of the application to submit to the municipality for variance. She further reported that Catholic Charities would be providing the supportive services for the veterans. She also reported that the landscaping issues had been addressed.

### Franklin Lakes

Ms. Bartlett reported that as with Emerson, Project Based Vouchers were awarded to the project and waiting approval by HUD.

### Northvale

Ms. Bartlett reported that the Northvale Planning Board met and approved the site plan. She further reported that Community Development approved an extension for demolition. NJHMFA issued a mortgage commitment for the project. She explained that the last piece that has to be circulated is the AHAP which is the

agreement to enter into the Housing Assistance Payment Contract.

South Hackensack

Ms. Bartlett reported that she was in the process of applying for the third and fourth installments of the Low-Income Housing Tax Credit (8609) application which would bring another \$139,014 to the project.

**OTHER BUSINESS**

Finally, Ms. Bartlett reported that tablets were being purchased for all Commissioners, as well as the HDC Trustees. The packets would be made available on their tablets and paper would no longer be necessary. Each Commissioner and Trustees would also be provided with an HABC email account.

**ATTORNEY'S REPORT**

Mr. Corrison reported that he was recently contacted by the Owner of one of the affordable units in which the HDC built on Franklin Street in Hackensack. Mr. Corrison stated that the Owner was very anxious to sell it, but he would be restricted to an affordable price as per the Master Deed. He suggested the HDC Board discuss the property, whether they want to acquire the unit, and what they want to do with it after the fact.

**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 (4)
	ABSENT:	Commissioners DiPisa and Nest (2)

**RESOLUTIONS: CONSENT AGENDA**

- A. Resolution 2014-49  
Resolution approving the routine expenditures for the HABC for the period of 05/15/14 – 06/16/14.
  
- B. Resolution 2014-50  
Resolution approving the routine expenditures for the HDC for the period of 05/15/14 – 06/16/14.
  
- C. Resolution 2014-51  
Resolution approving a two year contract with HD Supply under a National Cooperative Purchasing Agreement for maintenance, operating, industrial & hardware supplies.

- D. Resolution 2014-52  
Resolution approving a one year contract with TSUJ Corp. for electrical services.
- E. Resolution 2014-53  
Resolution approving a one year contract with Mazzer Plumbing & Heating, LLC for plumbing services.
- F. Resolution 2014-54  
Resolution approving execution of Master Service Agreements for Telephone Tech Service, Vehicular Services, and Movers/Electricians/Locksmiths with the County of Bergen.
- G. Resolution 2014-55  
Resolution approving the issuance of 53 Project Based Vouchers to two special needs and veterans affordable housing projects in Bergen County.
- H. Resolution 2014-56  
Resolution approving the renewal agreement with Tenmast Software to provide computer software support services.
- I. Resolution 2014-57  
Resolution approving a two year contract with Reiner Group., Inc. for HVAC services for annual maintenance contract and hourly labor rates for routine repairs.
- J. Resolution 2014-58  
Resolution approving change order #1 for the contract with Christi Cleaning Services for window washing services at various locations.

Commissioner Kopf moved that the meeting be adjourned. Commissioner English Rollieson seconded the motion.

VOTE:	AYES:	All Present Commissioners (4)
	ABSENT:	Commissioners DiPisa and Nest (2)

Meeting adjourned at 6:35 p.m.  
Minutes prepared by: Heather Wei