

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

MINUTES OF THE MEETING OF SEPTEMBER 26, 2013

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF SEPTEMBER 26, 2013.

PRESENT:

Chairman Bruce Walenczyk  
Commissioner Steven Kopf  
Commissioner Mark DiPisa  
Commissioner Kay Nest  
Commissioner Joanne English Rollieson (late)  
Domingo Senande, Executive Director  
Lynn Bartlett, Deputy Director  
Kevin McCann, Accounting Manager  
Julia Orlando, Director, BC Housing, Health & Human Services Center  
Charlotte Vandervalk, Director of Development  
Donald Caminiti, Esq.  
Heather Wei, Executive Assistant

ABSENT:

Commissioner Andrew Rudman  
Terrence Corrison, Esq., Counsel

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 January 19, 2013, 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 5:05 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Nest to approve the minutes of the meeting of

July 25, 2013. Motion was seconded by Commissioner DiPisa.

VOTE:           AYES:           All Present Commissioners (4)  
                  ABSENT:       Commissioners English Rolleison and Rudman (2)

**EXECUTIVE DIRECTOR'S REPORT**

Domingo Senande reported on the following subjects:

**Bergen County Housing Health and Human Services Center (HHH):**

Ms. Orlando reported that the negative impact off Hackensack's Quality of Life Initiative on Shelter residents has diminished since the Board's last meeting. There is a more open line of communication between all parties involved.

Ms. Orlando explained that the shelter residents had been issued ID Cards to be carried on their person at all times. The ID cards are being reissued weekly and have the name of the resident as well as an active date of residency.

Ms. Orlando reported that the HHH had its first Department of Community Affairs audit. There were two findings; fire drills needed to be held at all different times of the day and the emergency evacuation for handicapped people policy needed to be reworded. Otherwise, the audit went very well and the DCA was very pleased with how the Center was run.

**Housing Choice Voucher Program:**

Lynn Bartlett reported that the 45 day review period for the Administrative Plan had passed with no questions or concerns from the Public. A resolution approving the Administrative Plan is on for resolution.

Ms. Bartlett reported on the performance measures implemented in the HCV Department for the Assisted Housing Specialists in order to keep track of the workload, timeliness, and quality of the work being completed by each Specialist. Each Specialist is scored and ranked. Ms. Bartlett reported that since the performance measures have been implemented the quality of the work and thus scores have increased tremendously.

Ms. Bartlett further explained that the recertification process has changed. The Specialists now meet with their tenants in person.

Ms. Bartlett reported that SEMAP (Section Eight Management Assessment Program) scores came back at 100%.

*Commissioner Joanne English Rolleison joined the meeting at 5:19 p.m.*

## Financials:

Kevin McCann reviewed the cash report and reported that cash dropped by over \$1M. The main reason being that the Housing Choice Voucher Program decreased by almost \$831,000 as a direct result of the cut in funding.

Mr. McCann further reported that financial statements for the 1<sup>st</sup> quarter showed that all HABC properties performed better than budget as a result of maintenance and utility costs being down.

Mr. Senande reported that the HABC recently hired another senior accountant who is working with Mr. McCann to implement monthly financial statements. Mr. Senande also stated that a CFO has not yet been hired and commended Mr. McCann on a job well done.

## Development:

Ms. Vandervalk reported on several developments that were going on within the HABC.

**Northvale** – Ms. Vandervalk reported that the project received the 9% tax credit award. However before the project can start they must close with the HMFA, which should take place in January 2014.

**Ridgefield** – While the project did not receive the 9% tax credit award, the HABC is still working with the municipality to get a lease signed in hopes of seeking 4% tax credits.

**Franklin Lakes** – The Township has selected HDC & The Alpert Group as developer of 40 units of special needs housing.

**Martin Luther King Jr. Senior Center** – The project is a few weeks away from being issued a CO. The 4 units will be ready for occupancy, however, the Center itself is in question given the MLK non-profit is in disarray.

**River Vale** – Funding for the project has been awarded and construction is anticipated to start in March 2014. HABC will be the property manager.

**Montvale Commons** – The 28 unit project is 3 weeks away from being issued a CO.

Finally Ms. Vandervalk reported that she attended the state inspection for Clinton Terrace Condominium Association. She continues to stress to the Association the need for a meeting and to follow the bylaws.

Mr. Senande reported to the Board that the Admission and Continuing Occupancy Plan (ACOP) was now in the process of being revised. The Plan guides how the public housing program is run in compliance with HUD regulations as well as HABC discretionary regulations.

Similar to the Housing Choice Voucher Administrative Plan, the Plan would go through a

45 day review period at which time the public has the right to read, review, and question the Plan.

**ATTORNEY'S REPORT**

There was no attorneys report this month.

**PUBLIC COMMENTS**

A motion to open the meeting to the public was made by Commissioner English Rolleison and seconded by Commissioner DiPisa.

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

No Public Comments

A motion to close the meeting to the public was made by Commissioner Kopf and seconded by Commissioner Nest.

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

**CONSENT AGENDA**

A motion to approve the consent agenda was made by Commissioner DiPisa and seconded by Commissioner Nest.

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

**RESOLUTIONS: CONSENT AGENDA**

- A. **Resolution 2013-75**  
Resolution approving the routine expenditures for the HABC for the period of 07/19/13 – 09/18/13.
  
- B. **Resolution 2013- 76**  
Resolution approving the routine expenditures for the HDC for the period of 07/19/13 – 09/18/13.
  
- C. **Resolution 2013-77**  
Resolution authorizing to execute a Shared Services Agreement and associated budget with the County of Bergen for the management, maintenance and coordination of health and human services at the Bergen County Housing, Health and Human Services Center (HHH Center).

- D. **Resolution 2013-78**  
Resolution authorizing an agreement with the County of Bergen for the use of CDBG funding for the remediation at David F. Roche Apartments, 2 Aladdin Avenue, Dumont, NJ.
- E. **Resolution 2013-79**  
Resolution authorizing an agreement with the County of Bergen for the use of CDBG funding for emergency generators at Boiling Springs Gardens, 147 Hackensack, Street, East Rutherford, NJ and Carucci Apartments, 281 Stuyvesant Avenue, Lyndhurst, NJ.
- F. **Resolution 2013-80**  
Resolution authorizing an agreement with the County of Bergen for a CDBG Grant for the Bergen County Housing, Health and Human Services Center.
- G. **Resolution 2013-81**  
Resolution authorizing the Chairman/Executive Director to execute a contract with TSJU Corp. for electrical panel & breaker upgrades in tenant apartments at Ridgecrest Apartments, Ridgewood, NJ.
- H. **Resolution 2013-82**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Care Plus NJ, Inc., for laundry services at the Bergen County Housing, Health and Human Services Center (HHH Center).
- I. **Resolution 2013-83**  
Resolution authorizing the Chairman/Executive Director to execute a contract with T.M. Brennan Contractors, Inc., for HVAC Services for annual maintenance contract and hourly labor rates for routine repairs.
- J. **Resolution 2013-84**  
Resolution authorizing the Chairman/Executive Director to revise Resolution 2012-239 to authorize Change Order #1 for A/E Professional Services for roof replacement at Mahwah Public Housing.
- K. **Resolution 2013-85**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Monarch Housing Associated for implementation of the RAD Program for five (5) HABC AMPS.
- L. **Resolution 2013-86**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Better Image Landscapes, Let It Grow, Inc., and Ascape Landscape & Construction Corp. for snow plowing and snow removal services at various locations on an "as needed" basis.

- M. **Resolution 2013-87**  
Resolution authorizing the Chairman/Executive Director to revise Resolution 2012-11 to authorize Change Order #2 for the monthly pest control/extermination service at various locations.
- N. **Resolution 2013-88**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Slade Elevator for elevator maintenance service at the Martin Luther King Senior Center.
- O. **Resolution 2013-89**  
Resolution authorizing the Chairman/Executive Director to adopt a *nunc pro tunc* resolution revising Resolution #2013-59 to authorize Change Order #1 for the seal coating of the driveway and parking lot at Lehmann Gardens.
- P. **Resolution 2013-90**  
Resolution authorizing the Chairman/Executive Director to approve the purchase of 153 Hackensack Street, East Rutherford, NJ.
- Q. **Resolution 2013-91**  
Resolution authorizing the Chairman/Executive Director to revise Resolution 2013-40 to authorize Change Order #1 for Mahwah Public Housing Roof Replacement.
- R. **Resolution 2013-92**  
Resolution amending and updating the Housing Choice Voucher (Section 8) Administrative Plan.
- S. **Resolution 2013-93**  
Resolution authorizing the Chairman/Executive Director to execute a contract with TSUJ Corp., for an electrical service contract.
- T. **Resolution 2013-94**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Jason Mazzer Plumbing & Heating for plumbing maintenance service.
- U. **Resolution 2013-95**  
Resolution authorizing the Chairman/Executive Director to execute a contract with LAN Associates for A/E Services for the replacement of emergency generators at Boiling Springs Gardens.

Commissioner DiPisa moved that the meeting be adjourned. Commissioner English Rolleison seconded the motion.

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

Meeting adjourned at 6:03 p.m.  
Minutes prepared by: Heather Wei