

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

MINUTES OF THE MEETING OF OCTOBER 24, 2013

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF OCTOBER 24, 2013.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Steven Kopf
Commissioner Mark DiPisa
Commissioner Joanne English Rollieson (late)
Domingo Senande, Executive Director
Lynn Bartlett, Deputy Director
Charlotte Vandervalk, Director of Development
Terrence Corriston, Esq., Counsel
Heather Wei, Executive Assistant

ABSENT:

Commissioner Kay Nest
Commissioner Andrew Rudman
Kevin McCann, Accounting Manager
Julia Orlando, Director, BC Housing, Health & Human Services Center

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 5:17 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner DiPisa to approve the minutes of the meeting of September 26, 2013. Motion was seconded by Commissioner Kopf.

Mr. Senande also reported that Finance is working on 2014 budgets.

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

Mr. Senande reported that Julia Orlando was absent because she was attending the Harvard University Next Practices Round Table and would report on same next month.

Mr. Senande also reported on Mr. James Brady, a former shelter guest who has since found employment and housing. He was awarded a proclamation by the City of Hackensack for finding money and returning it to the police. The money was returned to him once the six month period had passed and no one had claim the monies.

Development:

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

Montvale – School #2 – Ms. Vandervalk reported that after discussions with the Mayor of Montvale, the HABC has since been asked to submit plans for the property and present them at the Mayor and Council meeting. There is a potential for 2 buildings, each with 7 units of special needs housing.

Emerson – Ms. Vandervalk reported that she had met with 8 members of the American Legion and proposed demolishing the current building they were using and rebuilding a structure with 7 units of veteran housing and a community room large enough to hold the Legion’s meeting. The idea was well accepted and a proposal will be put in writing.

MLK- Ms. Vandervalk reported that after several failed inspections, the CO could be obtained as early as the following week, at which point the 4 units already have potential tenants.

She further reported that due to the disarray of the MLK non-profit, if approved by the County, Friendship House would come in to manage the Center. Friendship House is an established non-profit and the senior center operations would benefit from their expertise.

ATTORNEY’S REPORT

Mr. Corrison explained that due to Eileen Black’s departure from the HABC, William Katchen’s financial expertise has been needed more frequently and a Resolution had been added to the night’s Agenda for formalization of same.

He further reported on a case in which he went in front of the Administrative Law Court regarding a Section 8 recipient who had been unable to use her voucher within the time allotted and had it revoked. She has since sued the HABC under Fair Housing for discrimination due to her disabilities.

PUBLIC COMMENTS

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

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

No Public Comments

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

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

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 Nest and Rudman (2)

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2013-96**
Resolution approving the routine expenditures for the HABC for the period of 09/19/13 – 10/18/13.

- B. **Resolution 2013- 97**
Resolution approving the routine expenditures for the HDC for the period of 09/19/13 – 10/18/13.

- C. **Resolution 2013- 98**
Resolution authorizing an agreement with the County of Bergen for a HOME Grant for the Tenant Based Rental Assistance.

- D. **Resolution 2013- 99**
Resolution authorizing an agreement with the County of Bergen for a HOME Grant for the Security Deposit Assistance.

- E. **Resolution 2013- 100**
Resolution authorizing executing a contract with North Jersey Friendship House for janitorial and food handler services at the Bergen County Housing Health and Human Services Center.

- F. **Resolution 2013-101**
Resolution authorizing the addition of 13 consultants to the “list of qualified professional consultants” for A/E services for upcoming projects.
- G. **Resolution 2013- 102**
Resolution approving the Personnel Policies and Procedures Manual for Managers and Supervisors dated October 2013.
- H. **Resolution 2013- 103**
Resolution approving amendments to the Personnel Policy Manual for employees of the HABC dated October 2013.
- I. **Resolution 2013- 104**
Resolution approving travel to and from Atlantic City to attend the 2013 NJNAHRO Fall Conference and Trade Show on November 20-22, 2013.
- J. **Resolution 2013- 105**
Resolution authorizing the execution of a change order with William Katchen, CPA for services that were not included in the scope of his regular fee accountant duties.

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

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

Meeting adjourned at 6:37 p.m.
Minutes prepared by: Heather Wei