

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

MINUTES OF THE MEETING OF NOVEMBER 26 2013

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF NOVEMBER 26, 2013.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Steven Kopf
Commissioner Mark DiPisa
Commissioner Joanne English Rollieson (tardy)
Domingo Senande, Executive Director
Lynn Bartlett, Deputy Director
Charlotte Vandervalk, Director of Development
Julia Orlando, Director, BC Housing, Health & Human Services Center
Terrence Corriston, Esq., Counsel
Esther Gatria, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT:

Commissioner Kay Nest
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 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 5:10 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 October 24, 2013. Motion was seconded by Commissioner Kopf.

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

EXECUTIVE DIRECTOR'S REPORT

Financials:

Kevin McCann reported on the HABC Financials. He explained that as long as HUD funds Housing Choice Voucher HAP in 2014 at 98% of what is actually spent in 2013, the HABC should have sufficient funds to cover HAP expenses. Mr. McCann further reported that the HABC was in much better condition financially than some other PHA's who have already had to request set aside allocations.

Mr. McCann also reported that on for resolution was the approval for Yardi Software. The Yardi program is intended to help make the Finance Department and the Field more efficient.

Human Resources:

Esther Gatria reported she had been attending a Human Resource Certificate Program. She explained her ongoing goal was to better the Human Resource Department at the HABC. Ms. Gatria also reported that she had been spending time reviewing and purging all personnel files and bringing them up to regulation.

Ms. Gatria reported that she had a meeting with the Chief of Human Resources from the Newark Housing Authority as well as their in-house council. Due to their large program, as well as the fact that they have already spent significant time and money modernizing their Human Resource Department, they are a good resource. She further reported that they made several good recommendations and, with Board approval, she will explore whether an ongoing Shared Services Agreement is appropriate.

Ms. Gatria also reported that HABC entered into a Shared Services Agreement with the County for their Employee Assistance Program. She explained that this program was for employees to confidentially use for any issues regarding work and home life and the balance of both, as well as substance abuse issues.

Finally, Ms. Gatria invited all Commissioners to the Housing Authority Holiday Bowling Party on December 20, 2013 at Wallington Lanes, which is being sponsored by HDC, our affiliated non-profit.

Commissioner Joanne English Rollieson joined the meeting at 5:22 p.m.

Housing Choice Voucher Program:

Lynn Bartlett reported that the Tenmast upgrade was still in process and moving slowly due to issues at Tenmast. She explained that Tenmast wanted to start the onsite training but without the proper data in the system it was moot at this point.

Ms. Bartlett also clarified that while the MLK Center was ready and that there were people committed to the units, without a CO tenants had not signed any leases or moved in. She further explained that at the discretion of the HABC, tenants were chosen from the top of the HCV wait list. She explained that to publicize and accept applications for 4 units would only create an unreasonably long wait list.

Development:

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

Northvale – Ms. Vandervalk reported that the construction would probably start in the spring once the closing with the NJHMFA took place.

Saddle Brook – Ms. Vandervalk reported that she and Mr. Senande would be attending the Planning Board meeting tonight to receive final site plan approval.

Franklin Lakes – Ms. Vandervalk reported that the HABC was chosen to develop 40 units of special needs housing on 14 acres. She also explained that West Bergen Mental Health Center would be a service provider.

Montvale/School #2 – Ms. Vandervalk reported that on December 10th she and Mr. Senande would be presenting before the Board to give their final presentation regarding the potential for 14 units of special needs housing.

Emerson – Ms. Vandervalk reported that many people were excited about the potential for veteran housing on the American Legion property. However, there is a 200 year old home that some people would like preserved. She further reported that the American Legion had agreed to give a long term lease.

MLK- Ms. Vandervalk reported that the CO should be issued soon, now that the issue with the Ansul system was addressed.

Union City – Ms. Vandervalk reported that she and Mr. Senande, along with an architect, went to go look at a site in Union City for 4 potential projects.

River Vale – Ms. Vandervalk reported that HABC was in early stages of discussion for 14 possible special needs units.

Ridgefield – Mr. Senande explained that counsel had sent correspondence to the Mayor and Council requesting they place the lease resolution back on their agenda that was previously tabled and was awaiting a response. If a lease is approved, construction could begin in 2014. The project has already received Planning Board approval.

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

Ms. Orlando reported that she had attended the Next Practices Round Table at Harvard University. She shared that youth homelessness was a huge topic of concern and the

necessary programs to help were discussed.

Ms. Orlando also reported that the "sit up" shelter is scheduled to open. She explained that from December to March, sit up is open for an additional 10-15 people.

Ms. Orlando further reported that the Jerry Somes Memorial Fund had raised almost \$20,000.

Finally, Ms. Orlando reported that United Way had received almost \$10,000 in donations to benefit Mr. James Brady, from people all over the world. She is now trying to help him find a way he can use these funds without jeopardizing anymore of his benefits.

ACOP:

Mr. Senande reported that the Admissions & Continued Occupancy Policy (ACOP) for the Public Housing Program had been rewritten, just as the HCV Administrative Plan had been a couple of months prior. The Plan identifies how the public housing program is run in compliance with HUD regulations as well as HABC discretionary regulations.

Mr. Senande explained that the ACOP would be entering a 45 day review period at which time the public has the right to read, review, and question.

ATTORNEY'S REPORT

Mr. Corriston reported that the Esposito tenant matter was put on hold by the New Jersey Administrative Law Court until further investigation by HUD.

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 2013-106**
Resolution approving the routine expenditures for the HABC for the period of 10/17/13 – 11/15/13.
- B. **Resolution 2013- 107**
Resolution approving the routine expenditures for the HDC for the period of 10/17/13 – 11/15/13.
- C. **Resolution 2013-108**
Resolution authorizing the additional expenditure of up to \$50,000 of construction costs at the Martin Luther King Jr. Senior Center.
- D. **Resolution 2013- 109**
Resolution authorizing the holiday schedule for the calendar year 2014.
- E. **Resolution 2013- 110**
Resolution authorizing extending the current contract with Fairview Insurance Agency for professional risk management services for an additional year.
- F. **Resolution 2013-111**
Resolution approving a contract with Yardi Systems, Inc. for cloud based and centralized web-based computer software system.
- G. **Resolution 2013- 112**
Resolution approving a contract with EMG for GPNA & Energy Audit for nine (9) buildings.
- H. **Resolution 2013- 113**
Resolution approving a contract with North Jersey Friendship House for vocational services at the Bergen County Housing, Health and Human Services Center.
- I. **Resolution 2013- 114**
Resolution authorizing change orders #1, 2, and 3 for site remediation at David F. Roche Apartments.
- J. **Resolution 2013- 115**
Resolution authorizing change orders #4 and 5 for site remediation at David F. Roche Apartments.
- K. **Resolution 2013- 116**

Resolution approving a contract with Unicorn HRO for payroll and HR Services.

Commissioner DiPisa moved that the meeting be adjourned. Commissioner English Rollieson 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