

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

MINUTES OF THE MEETING OF JULY 25, 2013

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JULY 25, 2013.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Steven Kopf
Commissioner Mark DiPisa (late)
Commissioner Kay Nest
Commissioner Joanne English Rollieson
Domingo Senande, Executive Director
Lynn Bartlett, Deputy Director
Terrence Corriston, Esq., Counsel
Kevin McCann, Accounting Manager
Julia Orlando, Director, BC Housing, Health & Human Services Center
Charlotte Vandervalk, Director of Development
Esther Gatria, Human Resources Manager
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 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 5:09 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 June 2, 2013. Motion was seconded by Commissioner English Rollieson.

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

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

Financials: William Katchen, CPA reviewed the originally introduced budget that was on the Agenda for final approval. He explained that there was an adequate level of surplus budgeted for most programs. However, the HCV program was negatively impacted by federal sequestration.

Kevin McCann reviewed the cash report and stated that Public Housing cash increased by \$4,000 due to normal operational swings. COCC increased by approximately \$18,000 due to staff reductions. The Housing Choice Voucher Program decreased by almost \$233,000 as a direct result of the cut in funding.

Mr. McCann further reported that HDC cash increased by \$175,000 due to operational swings.

Housing Choice Voucher Program Administrative Plan: Lynn Bartlett explained that the HCV Administration Plan has been rewritten. The Plan identifies how the program is run in compliance with HUD regulations as well as HABC discretionary regulations.

Ms. Bartlett explained that the Plan was once a quarter of the size it is now and that is because it identifies all areas of the programs, in detail, so that Assisted Housing Specialists, as well as Tenants and Landlords, all have a full comprehensive understanding of the program, its rules, and regulations. Ms. Bartlett explained that the Plan was currently in a 45 day review period at which time the public has the right to read, review, and question the Plan.

Ms. Bartlett reviewed and explained the parts of the Plan which were updated and changed. She also reported that the Administrative Plan could be fully accessed by going to the HABC website.

Ms. Bartlett also reported that the Assisted Housing Specialists had full input into the plan. As the main operators of the program, they were an invaluable part of the editing and review process. Assisted Housing Specialists will receive continual training on the Plan. The Plan will, at minimum, be revised annually.

Commissioner Mark DiPisa joined the meeting at 5:33 p.m.

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

reported that she attended the National Alliance to End Homelessness Conference in Washington, DC.

Ms. Orlando also reported that she provided a tour to the Governor's office, who came to learn and understand more about the HHH's assessment process.

Finally, Ms. Orlando reported on the impact of the Hackensack Police Department's Quality of Life Initiative on Shelter residents. Ms. Orlando has met with and discussed the issue with the Director of the Hackensack Police Department.

Ms. Orlando is concerned that the issue with the Quality of Life Initiative may deter people from going to the Shelter for assistance.

Ridgefield/Northvale/Saddle Brook: Ms. Vandervalk reported that all three projects applied for 9% tax credit. The results for those projects would be announced August 1, 2013.

ATTORNEY'S REPORT

Mr. Corrison reported that he contacted the City of Hackensack to advise them of the HABC's ownership of MLK and requested the property be tax exempt.

PUBLIC COMMENTS

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

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

A member of the public, Theresa Yarlborough, addressed the Board regarding the purchase of her unit on Clinton Avenue, Hackensack. She explained that since the prior meeting she had met with Ms. Vandervalk who was helping her try to resolve the many issues the Condo Association were encountering. Ms. Vandervalk explained to Ms. Yarlborough that there needed to be a meeting of the members and that would be the only way things could change. Mr. Corrison also stated he would review the by-laws and try to give her an analysis of what changes needed to be made, however it was still up to the residents to get together and try to make the change.

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 English Rollieson and seconded by Commissioner DiPisa.

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

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2013-60**
Resolution approving the routine expenditures for the HABC for the period of 06/19/13 – 07/18/13.

- B. **Resolution 2013- 61**
Resolution approving the routine expenditures for the HDC for the period of 05/17/13 – 06/18/13.

- C. **Resolution 2013-62**
Resolution approving the routine expenditures for the HABC for the period of 07/19/2013 – 08/15/2013.

- D. **Resolution 2013-63**
Resolution approving the routine expenditures for the HDC for the period of 07/19/2013 – 08/15/2013.

- E. **Resolution 2013- 64**
Resolution authorizing the write-off of uncollected rents.

- F. **Resolution 2013- 65**
Resolution authorizing the execution of Domingo Senande's employment agreement to serve as Executive Director of the HABC.

- G. **Resolution 2013- 66**
Resolution authorizing executing a contract with Clifton Elevator Corp., for elevator maintenance service at Manor on Paris, Northvale, NJ.

- H. **Resolution 2013- 67**
Resolution authorizing executing a contract with Slade Elevator for elevator maintenance service at various locations.

- I. **Resolution 2013- 68**
Resolution approving the annual budget and capital budget/program for the FY starting 04/01/2013 ending 03/31/2014.

- J. **Resolution 2013- 69**
Resolution authorizing salary increases for the employees of the HABC for the fiscal year 2013.

- K. **Resolution 2013- 70**
Resolution authorizing the additional expenditure of up to \$50,000 of construction costs at the Martin Luther King Jr. Senior Center.

- L. **Resolution 2013- 71**
Resolution approving the amendment of Resolution 2011-61 to reflect additional CDBG dollars for the acquisition of 105 Main Street, East Rutherford, NJ.

- M. **Resolution 2013- 72**
Resolution authorizing executing a contract with Yannuzzi & Sons, Inc. for the demolition of structures and related site work at 105 Main Street, East Rutherford, NJ.

- N. **Resolution 2013- 73**
Resolution authorizing executing a contract with Montana Construction Corp., Inc., for site remediation at David F. Roche Apts., 2 Aladdin Avenue, Dumont, NJ.

- O. **Resolution 2013- 74**
Resolution by a two-thirds majority of the Commissioners authorizing the Executive Director to negotiate a contract with interested offerors for the completion of the installation of an emergency generator at Grove Gardens, South Hackensack, NJ.

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 6:37 p.m.
Minutes prepared by: Heather Wei