

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-96

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE
PERIOD OF 09/19/13 – 10/16/13.**

WHEREAS, the attached listing of Accounts Payable for the period of 09/19/13 – 10/16/13, was reviewed and found acceptable; and

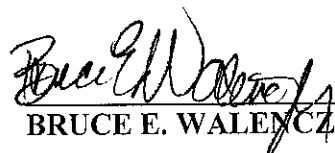
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of 09/19/13 – 10/16/13 in the amount of Three Hundred Nineteen Thousand Six Hundred Thirty-Nine Dollars (\$319,639.78) and Seventy Eight Cents.

Resolution adopted as read on motion by Commissioner English Rollieson
seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE



BRUCE E. WALENCZYK, CHAIRMAN



DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-97

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF 09/19/13 – 10/16/13 FOR THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY.

WHEREAS, the attached listing of Accounts Payable for the period of 09/19/13 – 10/16/13 for the Housing Development Corporation of Bergen County, was reviewed and found acceptable; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of 09/19/13 – 10/16/13 in the amount of Two Hundred Eleven Thousand Three Hundred Forty Nine Dollars (\$211,349.09) and Nine Cents.

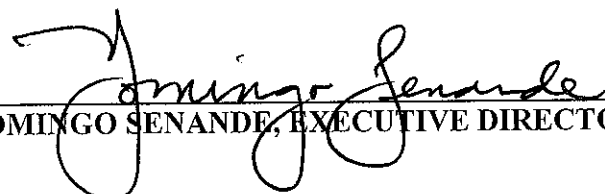
Resolution adopted as read on motion by Commissioner English Rollieson seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman	✓			✓
Bruce E. Walenczyk				

October 24, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-98

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY TO ENTER INTO A GRANT AGREEMENT WITH THE COUNTY OF BERGEN FOR A FOR THE PURPOSE OF USING \$350,000.00 IN HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM FUNDS FOR TENANT BASED RENTAL ASSISTANCE (TBRA).

BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Bergen County (HABC) wishes to enter into a grant agreement with the County of Bergen for the purpose of using \$350,000.00 in Fiscal Year 2013-2014 Home Investment Partnerships (HOME) Program funds for TENANT BASED RENTAL ASSISTANCE (TBRA); and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the Executive Director or Commissioner Chair to be a signatory to the aforesaid grant agreement; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the Executive Director, Deputy Executive Director, Director of Finance or Commissioner Chair to sign all County vouchers submitted in connection with the aforesaid project; and

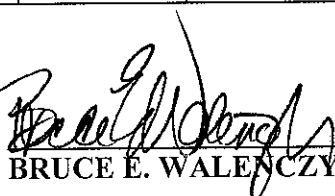
BE IT FURTHER RESOLVED, that the Board of Commissioners recognizes that the Housing Authority of Bergen County (HABC) is liable for any funds not spent in accordance with the Grant Agreement; and that liability of Board members is in accordance with N.J.S.A. 2AL53A-7 et. seq.

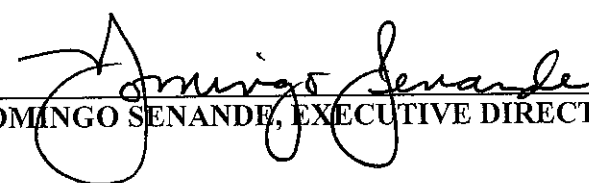
Resolution adopted as read on motion by Commissioner English Rollieson seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-99

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY TO ENTER INTO A GRANT AGREEMENT WITH THE COUNTY OF BERGEN FOR A FOR THE PURPOSE OF USING \$25,000 IN HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM FUNDS FOR SECURITY DEPOSIT ASSISTANCE.

BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Bergen County (HABC) wishes to enter into a grant agreement with the County of Bergen for the purpose of using \$25,000.00 in Fiscal Year 2013-2014 Home Investment Partnerships (HOME) Program funds for SECURITY DEPOSIT ASSISTANCE; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the Executive Director or Commissioner Chair to be a signatory to the aforesaid grant agreement; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the Executive Director, Deputy Executive Director, Director of Finance or Commissioner Chair to sign all County vouchers submitted in connection with the aforesaid project; and

BE IT FURTHER RESOLVED, that the Board of Commissioners recognizes that the Housing Authority of Bergen County (HABC) is liable for any funds not spent in accordance with the Grant Agreement; and that liability of Board members is in accordance with N.J.S.A. 2AL53A-7 et. seq.

Resolution adopted as read on motion by Commissioner English Rollieson

seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walencyk	✓			

October 24, 2013
DATE



BRUCE E. WALENCZYK, CHAIRMAN



DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK , NEW JERSEY**

RESOLUTION 2013-100

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH NORTH JERSEY FRIENDSHIP HOUSE, 125 ATLANTIC STREET, HACKENSACK, NEW JERSEY, FOR JANITORIAL AND FOOD HANDLER SERVICES FOR THE BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER.

WHEREAS, on October 3, 2013, the Housing Authority of Bergen County accepted bids and publicly opened same for janitorial and food handler services for the Bergen County Housing, Health and Human Services Center; and

WHEREAS, one bid was accepted and after careful evaluation, the bid submitted by Friendship House was deemed responsive; and

WHEREAS, the Contracting Officer confirms that the Housing Authority has had an excellent working relationship with the contractor and that they are qualified and possess the experience to satisfactorily complete the project; and

WHEREAS, the Contracting Officer recommends that the Board of Commissioners approve a resolution awarding the contract to North Jersey Friendship House Inc., for the lump sum of \$227,836.00 for option 1 (11 hrs. for 3 workers and 1 supervisor) for janitorial services and a lump sum of \$23,871.00 for the food handler service (2 servers for 1.5hrs per server) for a period of 1 year, payable in monthly installments; and

WHEREAS; the Contracting Officer confirms that sufficient funds are available to compensate the firm for the entire scope of the work; and

WHEREAS, this contract is awarded pursuant to a fair and open procurement process; and

WHEREAS, said contract will be reviewed and approved by Counsel prior to its execution.

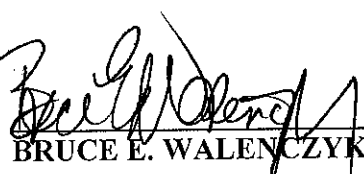
NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby authorize the Executive Director to execute a contract with North Jersey Friendship House for a term of one (1) year starting on January 1, 2014 and ending on December 31, 2014, for the aforementioned amounts for said janitorial and food handler services for the Bergen County Housing, Health and Human Services Center.

Resolution adopted as read on motion by Commissioner English Rollieson, seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-101

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF BERGEN COUNTY AUTHORIZING CONSULTANTS TO BE PLACED ON
THE "LIST OF QUALIFIED PROFESSIONAL CONSULTANTS" FOR A/E
SERVICES FOR UPCOMING PROJECTS, AS THEY BECOME AVAILABLE.**

WHEREAS, the Contracting Officer of the Housing Authority of Bergen County accepted requests for qualifications and publicly opened same on October 10, 2013, for professional A/E services for upcoming projects; and

WHEREAS, at the aforementioned public bid opening, a total of thirteen (13) proposals were received and carefully reviewed and all consultants were deemed qualified to perform professional architectural and engineering services for the Housing Authority in their respective fields of expertise on upcoming projects, as they become available; and

WHEREAS, it is the recommendation of the Contracting Officer that the Board of Commissioners award a resolution authorizing all thirteen (13) firms, listed as attached hereto, to be placed on the "list of qualified professional consultants" to be valid for a period of two (2) years from the date of award.

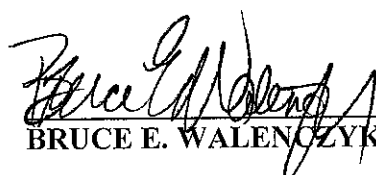
NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby authorize the aforementioned firms to be placed on the "list of qualified professional consultants" for A/E services for upcoming projects as set forth above.

Resolution adopted as read on motion by Commissioner English Rollieson
seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-102

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR MANAGERS AND SUPERVISORS OF THE HOUSING AUTHORITY OF BERGEN COUNTY.

WHEREAS, the Municipal Excess Liability Joint Insurance Fund has requested that each of its member Public Housing Authorities adopt a personnel policies and procedures manual for managers and supervisors, setting forth the policies for employees of the Authority; and

WHEREAS, the Housing Authority of Bergen County has created a personnel policies and procedures manuals to serve as a guide to the managers and supervisors of the Authority, adapting the Municipal Excess Liability Joint Insurance Fund's model manual to the Housing Authority of Bergen County.

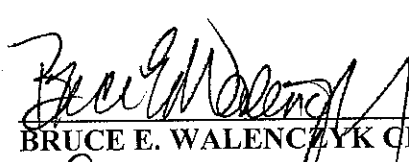
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Bergen County hereby adopts the Personnel Policies and Procedures Manual for Managers and Supervisors to serve as the general descriptions and guidelines concerning the Authority's personnel policies and practices and hereby authorizes the Executive Director of the Authority to distribute such Personnel Policies and Procedures Manual dated October 24, 2013, to all managers and supervisors of the Housing Authority of Bergen County.

Resolution adopted as read on motion by Commissioner English Rollieson, seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE


BRUCE E. WALENCZYK CHAIRPERSON


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-103

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING AMENDMENTS TO THE PERSONNEL POLICY MANUAL FOR THE EMPLOYEES OF THE HOUSING AUTHORITY OF BERGEN COUNTY.

WHEREAS, the Municipal Excess Liability Joint Insurance Fund has requested that each of its member Public Housing Authorities adopt a personnel manual, setting forth the policies for employees of the Authority; and

WHEREAS, the Housing Authority of Bergen County has revised and improved its Personnel Manual to serve as a guide to employment with the Authority, adapting the Municipal Excess Liability Joint Insurance Fund's model manual to the Housing Authority of Bergen County, incorporating approved policies and procedures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Bergen County hereby adopts the amended Personnel Manual to serve as the general descriptions and guidelines concerning the Authority's personnel policies and practices and hereby authorizes the Executive Director of the Authority to distribute such Personnel Manual dated October 24, 2013, to all employees of the Housing Authority of Bergen County.

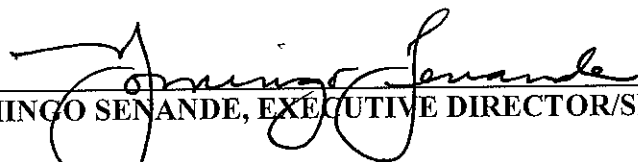
Resolution adopted as read on motion by Commissioner English Rollieson, seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE


BRUCE E. WALENCZYK, CHAIRPERSON


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK , NEW JERSEY**

RESOLUTION 2013-104

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING OFFICIAL TRAVEL TO AND FROM ATLANTIC CITY, NEW JERSEY BY NO MORE THEN THREE COMMISSIONERS AND THE EXECUTIVE DIRECTOR TO ATTAND THE 2013 NJNAHRO FALL CONFERENCE & TRADE SHOW NOVEMBER 20-22, 2013.

WHEREAS, NJNAHRO will be holding their Fall Conference & Trade Show in Atlantic City, New Jersey November 20-22, 2013; and

WHEREAS, the conference will be beneficial to the Commissioners and the Executive Director; and

WHEREAS, all attendees are required to provide a written report per the HABC travel policy; and

WHEREAS, all expenses for registration and travel will be provided by the HABC in accordance with existing personnel policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Bergen County hereby approve official travel to and from Atlantic City, New Jersey by no more than three Commissioners and the Executive Director to attend the 2013 NJNAHRO Fall Conference and Trade Show November 20-22, 2013.

Resolution adopted as read on motion by Commissioner English Rolleson,
seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rolleson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE



BRUCE E. WALENCZYK, CHAIRMAN



DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-105

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY 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.

WHEREAS, as a result of the resignation of the finance director, the Authority requires additional services of fee accountant William Katchen, CPA; and

WHEREAS, the agreement for services with William Katchen, CPA provides for additional services to be provided at the rate of \$150.00 per hour; and

WHEREAS, the Executive Director has determined that the Authority requires more than 20 additional hours of additional accounting services per month; and

WHEREAS, William Katchen has agreed to perform all additional work at the flat rate of \$3000.00 per month;

WHEREAS, in light of the hourly rate provided for in the agreement for accounting services and the amount of additional services which are and will be performed by William Katchen, CPA, the Executive Director has found the additional sum of \$3000.00 per month to be fair and reasonable and in the best interest of the Authority; and

WHEREAS, at the June 2013 meeting the Board of Commissioners of the Housing Authority of Bergen County agreed to increase the fees to William Katchen, CPA for a period of three months (July through October, 2013) for additional services for the flat rate sum of Three Thousand Dollars (\$3,000) per month; and

WHEREAS, the three month period is now over and the Executive Director has determined that additional services shall be required for three more months commencing November 1, 2013 and ending January 31, 2014; and

WHEREAS, it is necessary to issue a change order to the agreement for accounting services for the additional services rendered from July 2013 through January, 2014.

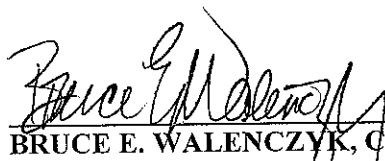
NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Bergen County does hereby approve Change Order No. 1 to the agreement for accounting services with William Katchen, CPA for a period of six months, commencing July, 2013 and ending January, 2014 at the additional cost of \$3000.00 per month.

Resolution adopted as read on motion by Commissioner English Rollieson, seconded by Commissioner Kopf.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest				✓
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

October 24, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY