

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

MINUTES OF THE MEETING OF NOVEMBER 20, 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF NOVEMBER 20, 2014.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Mark DiPisa
Commissioner Joanne English Rollieson
Commissioner Steven Kopf
Commissioner Danielle Peterson
Commissioner Robert Taschler

Lynn Bartlett, Acting Executive Director
Vincent Bufis, Field Operations Manager
John Biale, Director of Development
Kevin McCann, Accounting Manager
Julia Orlando, Housing Health & Human Services Director
Terrence Corriston, Esq., Counsel
Diane Scriveri, HDC President
Esther Gatria, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT:

Commissioner Kay Nest

NOTICE OF MEETING

Executive Director Lynn Bartlett 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 rescheduled meeting was provided to The Record and the Jersey Journal on February 20, 2014 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 5:20 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Kopf to approve the minutes of the meeting of October 23, 2014. Motion was seconded by Commissioner English Rollieson.

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	Commissioner Nest (1)

EXECUTIVE DIRECTOR'S REPORT

HHH Center

Executive Director Lynn Bartlett reported on and invited the Board to attend Thanksgiving Day at the HHH. She also reported that comedian Vince August hosted a show in which Mr. August donated \$1,350.00 of his proceeds to the HHH.

Vacancies

Ms. Bartlett reported that there were 3 vacancies in Bergenfield since the date of the Vacancy report. She also stated that the wait list would be opening and the advertisement was to run in The Record from December 3rd through December 17th.

She reported that Ridgecrest Gardens had 2 vacancies and Silver Maples Gardens had none.

She further reported that Hasbrouck Heights had no vacancies. However, the wait list would be opening in hopes that more Hasbrouck Heights residents would apply which was part of the funding obligations. Ads would be placed in The Record and two of the Borough newspapers for a total cost upwards of \$7,000.

Discussions then took place on more cost effective ways to reach out to the Hasbrouck Heights community, as well as throughout the county, while following obligations given by HUD.

Ms. Bartlett told the Board that the Park Ridge REAC inspection would be on Tuesday, November 25th at 1:00 p.m. She reported that the Carpenters and all maintenance staff have been diligently working in preparation for the inspection.

Status of Contracts

Ms. Bartlett reported that Yardi has gone live.

Ms. Bartlett also reported that the Ridgewood boiler replacement has been completed and is waiting on all documents finalizing project.

Development

Franklin Lakes – The Alpert Group, Domus Corporation, and Enterprise (tax credit syndicators) would all be attending the December 4th HDC meeting in order to be introduced to the Board and answer any questions they may have regarding the projects they were working on.

Northvale – Closing on the project was anticipated to take place before the end of the year.

Emerson – Hopeful to be placed on NJHMFA's January agenda to receive a commitment for the project. However, one of their requirements is to have an executed AHAP prior to commitment. Problem therein is that in order to receive an executed AHAP the Newark HUD field office must complete a subsidy layering review which they will not complete until they receive a commitment letter from NJHMFA. The team will be working out all the details within the next month.

Saddle Brook – Working with consultants to make sure all the documents are up to date and that everything is completed in order to reapply for the coming year's tax credit application.

Finance

Ms. Bartlett reported that there were no significant changes this month.

Other Business

Finally, Ms. Bartlett reported that maintenance staff would all be attending training required by JIF on December 16th.

Attorney's Report

Mr. Corrison reported that on the agenda was Resolution 2014-86 memorializing the contract with the Executive Director.

Mr. Corrison also reported that he had received a Foreclosure complaint on a unit in Saddle River. He explained that if the foreclosure is to proceed and the HABC or HDC takes no action the unit will lose its affordability. HABC and HDC will have to come up with a plan on how to move forward with this unit.

Mr. Corrison stated he would discuss matters of litigation in closed session.

Consent Agenda

A motion to approve the consent agenda was made by Commissioner Taschler and seconded by Commissioner Kopf.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Nest (1)

Resolution: Consent Agenda

- A. Resolution 2014-81
Resolution approving the routine expenditures for the HABC for the period of 10/15/14 – 11/12/14.
- B. Resolution 2014-82
Resolution approving the routine expenditures for the HDC for the period of 10/15/14 – 11/12/14.
- C. Resolution 2014-83
Resolution authorizing contract with Better Image Landscapes for Ground Maintenance and Landscaping at various locations.
- D. Resolution 2014-84
Resolution authorizing executing a contract with Arcari & Iovino Architects PC for A/E Services for the roof replacement at Carucci Apartments, 281 Stuyvesant Avenue, Lyndhurst, NJ.
- E. Resolution 2014-85
Resolution authorizing Change Order #1 with ACI Electrical Contractors, Inc. for emergency generator replacement at Boiling Springs Gardens, 147 Hackensack Street, East Rutherford, NJ.
- F. Resolution 2014-86
Resolution authorizing the execution of Lynn Bartlett's employment agreement to serve as Executive Director of the HABC.
- G. Resolution 2014-87
Resolution authorizing the holiday schedule for the calendar year 2015.
- H. Resolution 2014-88
Resolution authorizing an agreement with the County of Bergen for the use of CDBG funding for the water infiltration at Boiling Springs Gardens, 147 Hackensack Street, East Rutherford.
- I. Resolution 2014-89
Resolution approving changes to the HABC organizational chart.

Closed Session

Mr. Corrison stated "In accordance with the Open Public Meetings Act the closed session is to discuss a matter in litigation in which we have just been served with and expect to be able to discuss the close session and release the minutes when the matter is resolved."

A motion to go into closed session at 6:16 P.M. was made by Commissioner Kopf and seconded by Commissioner DiPisa.

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	Commissioner Nest (1)

A motion to open to the public at 6:27 P.M. was made by Commissioner DiPisa and seconded by Commissioner Peterson. **Upon opening session to the public, Council noted there were no members of the public present.**

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	Commissioner Nest (1)

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

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	Commissioner Nest (1)

Meeting adjourned at 6:29 p.m.
Minutes prepared by: Heather Wei