

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

MINUTES OF THE MEETING OF DECEMBER 18 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF DECEMBER 18, 2014.

PRESENT:

Chairman Bruce Walenczyk  
Commissioner Mark DiPisa  
Commissioner Joanne English Rollieson  
Commissioner Steven Kopf  
Commissioner Kay Nest  
Commissioner Robert Taschler (*arrived at 5:37 p.m.*)

Lynn Bartlett, Acting Executive Director  
Vincent Bufis, Field Operations Manager  
Kevin McCann, Accounting Manager  
Donald Camaniti, Esq., Counsel  
Diane Scriveri, HDC President  
Esther Gatria, Human Resources Manager  
Heather Wei, Executive Assistant

ABSENT:

Commissioner Danielle Peterson

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 5:17 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.



## REAC

Ms. Bartlett reported that due to the hard work and dedication of the entire staff, Park Ridge REAC score was 99.

## Vacancies

Ms. Bartlett reported that there was one (1) vacancy in senior public housing. Upon replacement of the carpet, lease up process will begin. Mahwah has one (1) vacancy which will be leased up soon, as the process of reviewing documentation has already begun.

Brookside Gardens had four (4) vacancies. The wait list for the building has been closed and 230 applications were returned by deadline, which provides a healthy wait list to start working off of.

## Status of Contracts

Ms. Bartlett reported that a grant was received for the East Rutherford water infiltration project. She further reported that Community Development Block Grant (CDBG) applications have been submitted to the County for a Dumont generator, as well as to extend the smoke detector protection into all of the bedrooms. These applications were based off of the review of the GPNA Reports and the need for certain capital improvements.

## Human Resources

Lee Kenworthy has been hired as the new East Rutherford Superintendent. The main office part time employees, Jeffery Moore and Chelsea Maxwell, have been promoted to full time status. Also, interviews were in process in order to fill those part time positions.

## Development

Emerson – A preconstruction meeting was held. There is currently an issue with the Emerson waterline since the Engineer did not put it on the plans, so now John Biale is in conversation with United Water to price running a line to development.

Franklin Lakes – Negotiations have begun for a land use attorney based upon conversations with the Borough and their recommendations.

Northvale – There is a push for closing, however documents still need to be finalized. A Management Agreement and addendum to property has been circulated for review. Ms. Bartlett asked the Board to consider a motion to allow the Executive Director to execute both documents subject to attorney review and approval.



Resolutions: Consent Agenda

- A. **Resolution 2014-90**  
Resolution approving the routine expenditures for the HABC for the period of 11/13/14 – 12/10/14.
- B. **Resolution 2014-91**  
Resolution approving the routine expenditures for the HDC for the period of 11/13/14 – 12/10/14.
- C. **Resolution 2014-92**  
Resolution authorizing executing a contract with North Jersey Friendship House for vocational services at the Bergen County Health and Human Services Center.
- D. **Resolution 2014-93**  
Resolution authorizing executing a contract with North Jersey Friendship House for janitorial, food, and seasonal “sit-up” services at the Bergen County Health and Human Services Center
- E. **Resolution 2014-94**  
Resolution authorizing executing a contract with Regional Risk Managers for professional risk management services.
- F. **Resolution 2014-95**  
Resolution authorizing the execution of a contract with Standard Elevator for elevator maintenance at Brookside Gardens, Franklin Heights, Hasbrouck Heights Senior Housing and Ridgecrest Apartments.
- G. **Resolution 2014-96**  
Resolution authorizing change order #3 to add Old Tappan Commons to the snow plowing contract with Better Images Landscapes for the 2014-2015 season.
- H. **Resolution 2014-97**  
Resolution authorizing change order #2 for the replacement of emergency generator at Boiling Springs Gardens.
- I. **Resolution 2014-98**  
Resolution authorizing change order #1 for cloud based and centralized web-based computer software system.
- J. **Resolution 2014-99**  
Resolution adopting the 2015 Board of Commissioner Meeting dates.
- K. **Resolution 2014-100**  
Resolution authorizing entering into a Leasehold Agreement with the Martin Luther King, Jr. Senior Center.

With changes in Paragraph 5.3 – “tenant rent shall be established each year, sixty (60) days prior to the annual date of the lease.” This is a five year lease so the lease will not renew annually, however, rent will b, as such new language shall read “Tenant rent shall be establish each year on November 1<sup>st</sup>.”

L. Resolution 2014-101

Resolution adopting the Annual Agency Plan for submission to the US Dept of Housing and Urban Development for approval.

Commissioner Kopf moved that the meeting be adjourned. Commissioner English Rollieson seconded the motion.

|       |         |                               |
|-------|---------|-------------------------------|
| VOTE: | AYES:   | All Present Commissioners (6) |
|       | ABSENT: | Commissioner Peterson (1)     |

Meeting adjourned at 5:59 p.m.  
Minutes prepared by: Heather Wei