

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

MINUTES OF THE MEETING OF JANUARY 22, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JANUARY 22, 2015.

PRESENT:

Commissioner Bruce Walenczyk, Chairman  
Commissioner Steven Kopf, Vice Chairman  
Commissioner Joanne English Rollieson, Treasurer  
Commissioner Mark DiPisa  
Commissioner Bob Taschler

Lynn Bartlett, Executive Director  
John Biale, Director of Development  
Kevin McCann, Accounting Manager  
Vincent Bufis, Field Operations Manager  
Terrence Corrison, Esq., Counsel  
Trustee Diane Scriveri, President HDC Board  
Trustee Michael Apicella, Treasurer, HDC Board  
William Katchen, CPA  
Esther Gatria, Human Resources Manager  
Heather Wei, Executive Assistant

ABSENT:

Commissioner Danielle Peterson  
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 regular meeting was provided to The Record and the Jersey Journal on December 29, 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 5:24 p.m.

## PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

## REORGANIZATION

Commissioner Kopf moved on a motion nominating Commissioner Bruce Walenczyk as Chairman, the motion was seconded by Commissioner English Rollieson.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

Commissioner DiPisa moved on a motion nominating Commissioner Steven Kopf as Vice Chair, the motion was seconded by Commissioner English Rollieson.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

Commissioner DiPisa moved on a motion nominating Commissioner English Rollieson as Treasurer, the motion was seconded by Commissioner Kopf.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

## HDC BOARD APPOINTMENTS

Commissioner Kopf moved on a motion appointing Commissioners Walenczyk, DiPisa, and English Rollieson as Trustees on the Housing Development Corporation Board, the motion was seconded by Commissioner DiPisa.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

## CHRB BOARD APPOINTMENTS

Commissioner English Rollieson moved on a motion appointing Commissioners DiPisa, Kopf, and English Rollieson as Trustees on the Community Housing Resource Board of Southern Bergen County, the motion was seconded by Commissioner Taschler.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

## PERSONNEL COMMITTEE

Chairman Walenczyk moved on a motion appointing Commissioners DiPisa, Kopf, and Peterson as members of the Personnel Committee, the motion was seconded by Commissioner English Rollieson.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

**FINANCE, BUDGET & AUDIT COMMITTEE**

Chairman Walenczyk moved on a motion appointing Commissioners DiPisa, English Rollieson and Walenczyk as members of the Finance, Budget & Audit Committee, and the motion was seconded by Commissioner Taschler.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

**APPROVAL OF MINUTES**

A motion was made by Commissioner Taschler to approve the minutes of the meeting of December 18, 2014. Motion was seconded by Commissioner DiPisa

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

**EXECUTIVE DIRECTOR'S REPORT**

**HHH Center**

Executive Director Lynn Bartlett reported that the County reached out to the Housing Authority regarding the fire at the Avalon complex in Edgewater which displaced over 400 people. Center Director Julia Orlando and Social Worker, Jodi Goffredo were dispatched to the scene to assist and address any homelessness issues which due to the fire.

Ms. Bartlett further reported that the Sit-Up shelter is full and on some nights over capacity due to the freezing temperatures.

Also, The HHH is participating in Zero: 2016. It is a federal program targeted to end veteran homelessness by 2016.

**Vacancies**

Director Bartlett reported that there were four vacancies in senior public housing, one of which was a transfer to another unit.

Also, Ms. Bartlett explained that one of the vacancies in Bergenfield is expected to take some time to fill. The potential tenant is trying to relocate from Bergen Regional. All of his documentation is in order; however, getting his supportive services in order has proven difficult in his last two attempts to fill other vacancies.

## Buildings

Ms. Bartlett reported that East Rutherford had a flood issue when a 5<sup>th</sup> floor bathroom pipe burst which affected a vacant unit.

Ms. Bartlett commended the field staff on the handling of the ice storm. She reported there was one slip and fall at the Northvale property, however no injuries occurred and the gentlemen complemented the team on how quickly they resolved the matter and came to his assistance.

## Contract Status

Ms. Bartlett reported that the water filtration project was awarded \$150,000 in CDBG money. The contract was recently sent to Community Development with hopes to move forward with bidding and to award a contract by spring.

The Ridgewood boiler project has been completed. There are only a few items left to work on as far as the generators at Lyndhurst and East Rutherford go. The ramp at Northvale continues to be a problem and is still unacceptable to the Borough. Lastly, the Lyndhurst roof project is set to bid and be out in February.

## Human Resources

Ms. Bartlett reported that the social worker currently at the HHH will be moving to the field operations side. After completing tenant meetings at the buildings a need for a social worker there was apparent. The tenants are very excited to know that a service coordinator as well as a social worker will now be on site. The open clinical coordinator position at the HHH has now been advertised for and interviews have begun.

## Development

Northvale Senior project - continues to move forward although the closing has not occurred. The investor is still waiting for certain documents before closing. In addition an oil tank was discovered and after doing an excavation it did turn out to have a leak. Currently working on the environmental process with project partner Domus who through the Archdiocese has their own hazmat team.

Emerson – The additional work being required by the municipality to get site approval as well as the bat situation have caused costs to go up. Working with NJHMFA in order to try to close the gap on those additional expenses.

Franklin Lakes – Met with Joe Alpert, Sharon Levy and the service provider at West Bergen mental health in order to finalize the tax credit application. Trying to ensure the maximum numbers of points are met. The only foreseeable issue may be if NJ Transit does not agree to add a bus stop for access link which will reduce the transportation points.

River Vale – is still under construction.

Saddle Brook – Sharon Levy, John Westervelt and John Biale met to make sure all municipal approvals are up to date. It is anticipated the application will be resubmitted in the next round.

Still In the very early discussion stages with Little Ferry, Paramus, and Hackensack regarding potential sites for affordable housing.

### **Attorney's Report**

Mr. Corrison reported that the closing on the Franklin Street project occurred and is presently working on getting it purchased. Also, the Shared Service Agreement with the county for procurement services has been finalized and is on the Consent Agenda for tonight's meeting. Lastly, he went to court on standard evictions.

### **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 (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

No Public Comments

A motion to close the meeting to the public was made by Commissioner English Rollieson and seconded by Commissioner Kopf.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

### **Consent Agenda**

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

- A. **Resolution 2015-01**  
Resolution approving the routine expenditures for the HABC for the period of 12/11/14 – 1/14/15.
  
- B. **Resolution 2015-02**  
Resolution approving the routine expenditures for the HDC for the period of 12/11/14 – 1/14/15.

- C. **Resolution 2015-03**  
Resolution appointing three Commissioners to serve as Trustees on the Board of the Housing Development Corporation of Bergen County.
- D. **Resolution 2015-04**  
Resolution appointing three Commissioners to serve as Trustees on the Board of the Community Housing Resource Board of Southern Bergen County.
- E. **Resolution 2015-05**  
Resolution appointing three Commissioners to serve as Trustees on the Personnel Committee.
- F. **Resolution 2015-06**  
Resolution appointing three Commissioners to serve as Trustees on the Finance/Budget & Audit Committee.
- G. **Resolution 2015-07**  
Resolution authorizing an agreement with the County of Bergen for a HOME Grant for the Security Deposit Assistance.
- H. **Resolution 2015-08**  
Resolution authorizing an agreement with the County of Bergen for a HOME Grant for the Tenant Based Rental Assistance.
- I. **Resolution 2015-09**  
Resolution authorizing a Shared Services Agreement with the County of Bergen for the purposes of utilizing County Division of Purchasing for bid solicitation and preparation.
- J. **Resolution 2015-10**  
Resolution approving a contract with Fallon & Larson, LLP for the annual audit services for YE 2015.
- K. **Resolution 2015-11**  
Resolution approving a contract with Aris Painting Company for the painting of occupied and vacant apartment interiors at various locations.
- L. **Resolution 2015-12**  
Resolution introducing the Annual Budget and Capital Budget for the FY 04/01/15 – 03/31/16.
- M. **Resolution 2015-13**  
Resolution approving the AMP Budget.
- N. **Resolution 2015-14**  
Resolution authorizing the submission to the Local Finance Board of NJ the HABC audit.
- O. **Resolution 2015-15**  
Resolution adopting the Cash Management Plan.
- P. **Resolution 2015-16**  
Resolution authorizing Change Order No. 1 with Unicorn HRO for the provision of purchase an additional Biometric Hand Recognition Unit to be installed at the Bergen County Housing, Health & Human Services Center

A motion to go into closed session to discuss potential litigation at 6:34 P.M. was made by Commissioner Kopf and seconded by Commissioner DiPisa.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

A motion to open to the public at 6:46 P.M. was made by Commissioner Kof and seconded by Commissioner Taschler. **Upon opening session to the public, Counsel noted there were no members of the public present.**

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Peterson and Nest (2)

Meeting adjourned at 6:48 p.m.  
Minutes prepared by: Heather Wei