

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

MINUTES OF THE MEETING OF FEBRUARY 26, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF FEBRUARY 26, 2015.

PRESENT:

Commissioner Bruce Walenczyk, Chairman  
Commissioner Steven Kopf, Vice Chairman  
Commissioner Mark DiPisa  
Commissioner Bob Taschler  
Commissioner Kay Nest

Lynn Bartlett, Executive Director  
John Biale, Director of Development  
Kevin McCann, Accounting Manager  
Vincent Bufis, Field Operations Manager  
Julia Orland, HHH Director  
Terrence Corrison, Esq., Counsel  
Esther Gatria, Human Resources Manager  
Heather Wei, Executive Assistant

ABSENT:

Commissioner Joanne English Rollieson, Treasurer  
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 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 5:12 p.m.

## **PLEDGE OF ALLEGIANCE**

Chairman Walenczyk led the Board in the Pledge of Allegiance.

## **APPROVAL OF MINUTES**

A motion was made by Commissioner DiPisa to approve the minutes of the meeting of January 22, 2015. Motion was seconded by Commissioner Nest

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

A motion was made by Commissioner DiPisa to replace the appointment of Chairman Walenczyk to Commissioner Kopf as a trustee of the Housing Development Corporation Trustee Board. Motion was seconded by Commissioner Nest.

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

## **EXECUTIVE DIRECTOR'S REPORT**

### **HHH Center**

Executive Director Lynn Bartlett congratulated the HHH Shelter on their average length of stay for guests being 56 days, the normal is 90 days. She further reported that the Housing Authority is working with the Shelter to issue TBRA vouchers as well as Section 8 vouchers.

Ms. Bartlett further reported that the Shelter has been working with the County trying to obtain onsite storage pods during sit up months. It had been discovered that the street homeless have been refusing shelter because they were scared of losing their possessions.

### **Vacancies**

Director Bartlett reported that there were 2 vacancies in senior public housing. In both cases tenants have been identified and the lease signing process will be starting. She further reported that there were 2 vacancies in Bergenfield both in the process of being filled as well.

### **Contract Status**

Dumont remediation - project has been completed and awaiting the deed notice for finalization.

Ridgewood boiler replacement - payment is on the approved bills list and has been

completed.

East Rutherford/Lyndhurst emergency generator – in East Rutherford the full load test has been completed successfully as well as all the wiring. In Lyndhurst, the installation has been completed and the project passed the town’s final inspection.

Northvale/Manor on Paris - Maser did not accept the new ramp and will not certify it. The contractor has agreed to return in the spring to rip up the sidewalk and re-pour the ramp correctly.

Audit Services – the contract with Fallon & Larson has been executed.

Legal Services – bid responses have been received and the scoring panel has met. The decision and resolution will be on for March’s meeting.

### **Development**

Northvale Senior project - continues to move forward toward closing. Demolition has begun.

Emerson – The additional work being required by the municipality to get site approval, as well as the environmental situation, have resulted in increased development coats. We are working with NJHMFA in order to try to close the gap on these additional expenses. Also, Ms. Bartlett and John Biale met with the County to discuss possible grant funding for the project.

Franklin Lakes – Met with Joe Alpert, Sharon Levy and Michael Tozzoli of West Bergen Mental Health in order to finalize the tax credit application. Ms. Bartlett, John Biale and others will be presenting to the Planning Board on March 18<sup>th</sup> to seek site plan approval.

River Vale – is still under construction.

Saddle Brook – John Biale met with the new Mayor and Council who are in support of the project. All documents have been updated in anticipation of a summer/fall tax credit application submission.

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

### **Other Business**

Ms. Bartlett reported that commissioner education is still being research and an agenda and schedule was being worked on. The HABC will have to go out to bid.

Lastly, Ms. Bartlett reported that on the agenda for the night was a resolution regarding changes to the organizational chart. She explained that they had been approved by the personnel committee and included reassignments of positions, some from headquarters to the field and vice versa, and the addition of a Grant Coordinator.

## Finance

Kevin McCann reported that the budget for snow plowing was \$304,000; to date the expenses were \$86,000. The low costs were due to the fact that many of the properties were now being plowed in house.

HABC cash increased by \$268,000; even after a payout to JIF of \$268,000. This was mainly due to:

- \$306,000 received in reimbursed capital funds for public housing buildings; and
- \$188,000 received in interfund paybacks.

HDC cash decreased by \$7,000 due to:

- an equity transfer between HDC and Fairview of \$200,000;
- \$53,600 payment to JIF; and
- higher utility costs.

## Attorney's Report

Mr. Corrison reported that an OPRA issue had been resolved. He also reported that he filed answers to 3 separate complaints, mainly previous Section 8 participants suing over their termination.

Mr. Corrison further reported that he had been handling personnel matters which would be discussed further at a further meeting. He also requested that the Board consider obtaining special council on a consulting basis for certain time sensitive labor issues.

A motion was made by Commissioner DiPisa to for approval to seek quotes for special council on a consulting basis as regards labor issues not to exceed the threshold. Motion was seconded by Commissioner Kopf.

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

## Public Comments

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

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

No Public Comments

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

VOTE:           AYES:           All Present Commissioners (5)

ABSENT: Commissioners English Rollieson and Peterson (2)

**Consent Agenda**

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

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

- A. **Resolution 2015-17**  
Resolution approving the routine expenditures for the HABC for the period of 01/15/2015 - 02/18/2015.
- B. **Resolution 2015-18**  
Resolution approving the routine expenditures for the HDC for the period of 01/15/2015 - 02/18/2015.
- C. **Resolution 2015-19**  
Resolution approving a contract with National Tenant Network for background check services.
- D. **Resolution 2015-20**  
Resolution approving a contract with VIP Special Services, LLC for window washing services at various locations.
- E. **Resolution 2015-21**  
Resolution approving a Hardware Service Agreement with Unicorn for an Annual Service Agreement for the remote hand punch time clock for the HHH.
- F. **Resolution 2015-22**  
Resolution approving changes to the organizational chart.

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

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

Meeting adjourned at 6:02 p.m.  
Minutes prepared by: Heather Wei