

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

MINUTES OF THE MEETING OF MARCH 26, 2015

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

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
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 Orlando, HHH Director
Terrence Corriston, Esq., Counsel
Esther Gatria, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT:

Commissioner Mark DiPisa
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 5:05 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Taschler to approve the minutes of the meeting of February 26, 2015. Motion was seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa, English Rollieson and Peterson (3)

EXECUTIVE DIRECTOR'S REPORT

Vacancies

Director Bartlett reported that while there had been a spike in vacancies at the time the Vacancy Report had been distributed, since then all but 2 of them have been scheduled for lease signings.

Personnel

Director Bartlett reported that Jeffrey Slater, the newly hired Program Coordinator for the shelter has started. Jodi Goffredo who was previously in that position has since transition to the Tenant Service Coordinator for the Housing Authority. Ms. Goffredo has already begun to meet and address tenant issues.

Director Bartlett further reported that the process to fill the open Regional Property Manager position has begun. In order to help with the vacancies compliance and quality control a Housing Choice Voucher Manager will be transitioning over to buildings.

Development

Northvale Senior project – There continues to be difficulty with the demolition contractor and his ability to finish. Reiner HVAC has completed the installation of the new HVAC system in the gymnasium.

Emerson – After receiving value engineering report, the savings came to a total of \$138,505, but was offset by \$32,500, because of electrical costs that were inadvertently omitted in the site plans.

Director Bartlett and John Biale met with Margaret Hickey, of Connolly & Hickey Historical Architects, to review and discuss the draft of the Historic Preservation Plan for the Debaun House. Because of the many extensive structural changes made to the building over the years, it would not qualify for historic status.

Franklin Lakes – Director Bartlett, John Biale and the entire team of professionals appeared before the Planning Board on March 26th to present the plans for planning board approval.

Questions were raised by both the public and the Board, related to the location of entrance to the project, recommending it should not be on Colonial Road but McCoy Road. Safety was the driving force behind the issue, based on the fact that Colonial Road is a 40 mile an hour road, while McCoy is a 25 mile an hour road.

River Vale – As soon as the weather breaks the project will also break out full scale.

Saddle Brook - The only documentation that needed to be updated and amended was the Ground Lease Agreement with the Borough, which is on for resolution with the HDC Board.

Paramus – Director Bartlett and John Biale met with Diane Marichal, the Paramus Housing Liaison and Rehab Coordinator, to discuss possibilities of affordable housing in Paramus and a possible development in New Milford.

Upper Saddle River – John Biale, Kurt VierHelig of DMR Architects, and Holly Schepisi met with the Mayor and Council at an Upper Saddle River Work Session. The purpose of the meeting was to share with them a vision of an affordable housing plan for a 7.8 acre parcel of Borough property located behind the Porcelanosa building in Upper Saddle River.

Other Business

Director Bartlett introduced Matthew Karrenberg, Esq. of DeCotiis, Fitzpatrick & Cole to discuss the bond payoff for Brookside Gardens in Bergenfield.

Mr. Karrenberg explained that redemption bonds were issued by HDC. The corporation purchased property from Bergenfield in an effort to construct affordable housing. The project was financed by issuing bonds in the amount of \$5.6 Million which will mature in 2020. The HDC secured a Note and Mortgage which was insured by HUD. Once that process occurred the Corporation leased property to the Housing Authority and the Authority makes lease payments equal to debt servicing. That is how the bonds are paid.

Mr. Karrenberg further explained that there is a provision within the Trust Indenture that allows HDC to pay off the bonds. In order to do so there are notice and publication requirements that have to be completed 30 days prior to the next principal payment due date of October 1st.

Mr. Karrenberg has been in discussion with US Bank, the Trustee of the bonds. They are prepared to move forward as soon as approval is granted by the Board to do so. The only outstanding issue would be receiving approval to pay off bonds and have the mortgage discharged from HUD, which may take some time.

The outstanding amount is \$1.84 Million. If the Bond can be paid off without interfering with cash flow operations then it is recommended.

Chairman Walenczyk approved and asked the other Commissioners for a motion to

move the same. Commissioner Nest made a motion to support the HDC and proceed with the repayment of the \$1.84 Million bond for Brookside Gardens, Bergenfield. Commissioner Kopf seconded.

VOTE: AYES: All Present Commissioners (4)
ABSENT: Commissioners DiPisa, English Rollieson and Peterson (3)

Finance

HABC cash increased. This was mainly due to:

- \$162,000 received in grants for shelter operations;
- \$18,000 received in grants for TBRA; and
- \$66,000 received in past due monies from HUD for the Housing Works II program.

Kevin McCann reported that the budget for snow plowing was \$304,000; to date the expenses were \$175,758. He reported a savings of almost \$60,000 from the previous year.

Attorney's Report

Mr. Corrison reported that a previous personnel matter has since been settled under a confidentiality agreement. He further reported that the month consisted of routine tenancy issues.

Public Comments

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

VOTE: AYES: All Present Commissioners (4)
ABSENT: Commissioners DiPisa, English Rollieson and Peterson (3)

No Public Comments

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

VOTE: AYES: All Present Commissioners (4)
ABSENT: Commissioners DiPisa, English Rollieson and Peterson (3)

Consent Agenda

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

VOTE: AYES: All Present Commissioners (4)
ABSENT: Commissioners DiPisa, English Rollieson and Peterson (3)

- A. **Resolution 2015-23**
Resolution approving the routine expenditures for the HABC for the period of 02/19/2015 - 03/17/2015.
- B. **Resolution 2015-24**
Resolution approving the routine expenditures for the HDC for the period of 02/19/2015 - 03/17/2015.
- C. **Resolution 2015-25**
Resolution approving an agreement for legal services with Breslin & Breslin, P.A., for the period beginning April 1, 2015 and ending on March 31, 2016.
- D. **Resolution 2015-26**
Resolution approving a contract with Arcari & Iovino Architects for professional A/E services for water infiltration and brick repointing at Boiling Springs Gardens.
- E. **Resolution 2015-27**
Resolution approving a contract to retain Joseph Wenzel, Esq. as special counsel in regards to employment and labor matters.
- F. **Resolution 2015-28**
Resolution approving the late filing of the budget for the fiscal year beginning April 1, 2015 and ending March 31, 2016.

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa, English Rollieson and Peterson (3)

Meeting adjourned at 5:50 p.m.
Minutes prepared by: Heather Wei