

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

MINUTES OF THE MEETING OF APRIL 23, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF APRIL 23, 2015.

PRESENT:

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

Lynn Bartlett, Executive Director
John Biale, Director of Development
Vincent Bufis, Field Operations Manager
Julia Orlando, HHH Director
Donald Caminiti, Esq., Counsel
Esther Gatria, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT:

Commissioner Danielle Peterson
Kevin McCann, Accounting Manager

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 Nest to approve the minutes of the meeting of March 26, 2015. Motion was seconded by Commissioner Kopf.

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

EXECUTIVE DIRECTOR'S REPORT

Director Bartlett made the Board aware of the re-engineering of some of the current reports and the addition of others that had not been previously made available to them.

BCHHH

Director Bartlett reported that she and HHH Director, Julia Orlando met with Sarah Onello and Su Nottingham of the Department of Human Services in order to identify expectations of the HABC under County contract to manage the BCHHH.

Director Bartlett also reported that moving further the monthly reports would be more in depth and include the number of guest, meals served, how many were housed and how. Further, an expense report would be included so that the Board could see real time expenses to manage the Shelter.

Personnel

Director Bartlett introduced the Human Resources report. The report would include all matters pertaining to personnel, training, benefits, etc., for the month.

Property Management

Director Bartlett introduced the revamped vacancy report which now included the occupancy rates and the number of applicants on the wait list for that particular building. To be added for May reporting will be the number of units per building.

Another new report under Property Management is the Accounts Receivable Summary report which shows the rent collections per building.

Development

Emerson – All the tree work and removal has been completed. Also submitted for the project was an updated application for \$300,000 CDBG HOME funds. HDC will finance the funds and will then be refunded by the grant.

Franklin Lakes – Testimony before the Planning Board concluded. The only request being made is for the location of the entrance to be placed on Colonial Road and not 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 – Now that the weather is nice the project construction is expected to move quickly.

Finance

HABC cash decreased by \$220,954. This was mainly due to:

- \$323,785 is owed in operating subsidy

COCC cash is down by \$37,158 due to

- \$16,690 due to pay out of unused time off for a departing employee;
- \$18,176 for a normal transfer of funds received from a CDBG grant.

HHH cash has increased by \$84,612 because of funds received for Emergency Solutions Grant.

HCV cash has decreased by \$119,216 due to a payout related to last year's lease up of the program.

HDC cashed decreased by \$29,770 due to

- \$8,892 normal cash flow;
- Development costs for Emerson and Northvale in the amount of \$13,096.12

HDC properties cash decreased by \$7,280.

Attorney's Report

Mr. Caminiti stated there was nothing new to report for the month.

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 (6)
 ABSENT: Commissioner Peterson (1)

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 (6)
 ABSENT: Commissioner Peterson (1)

Consent Agenda

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

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

A. Resolution 2015-29

Resolution approving the routine expenditures for the HABC for the period of 03/18/2015 - 04/15/2015.

B. Resolution 2015-30

Resolution approving the routine expenditures for the HDC for the period of 03/18/2015 - 04/15/2015.

C. Resolution 2015-31

Resolution authorizing execution of a contract with Delta Dental of NJ for the dental insurance of the employees of the Housing Authority.

A motion to go into closed session to discuss a personnel matter at 6:12 P.M. was made by Commissioner Kopf and seconded by Commissioner DiPisa.

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

A motion to open to the public at 6:24 P.M. was made by Commissioner Kopf 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 (6)
 ABSENT: Commissioner Peterson (1)

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

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

Meeting adjourned at 6:25 p.m.
Minutes prepared by: Heather Wei