

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

MINUTES OF THE MEETING OF JUNE 25, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JUNE 25, 2015.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer
Commissioner Mark DiPisa (*arrived at 5:30 p.m.*)
Commissioner Kay Nest
Commissioner Danielle Peterson
Commissioner Bob Taschler

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

ABSENT:

Esther Gatria, Human Resources 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 5:10 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Kopf to approve the minutes of the meeting of April 23, 2015. Motion was seconded by Commissioner DiPisa.

VOTE: AYES: All Present Commissioners (7)
 ABSENT: None

EXECUTIVE DIRECTOR'S REPORT

A motion to go into closed session to discuss the terms of employment of the Executive Director was made by Commissioner Kopf and seconded by Commissioner English Rollieson at 5:14 P.M.

VOTE: AYES: All Present Commissioners (7)
 ABSENT: None

A motion to open to the public was made by Commissioner DiPisa and seconded by Commissioner Nest at 5:30 P.M.

VOTE: AYES: All Present Commissioners (7)
 ABSENT: None

Director Bartlett stated unless there were questions, she would briefly give highlights of what was already provided in the reports provided.

RAD

Director Bartlett reported that the conversion continues to move forward. Ongoing monthly conference calls have been scheduled with office staff and HUD to ensure deadlines are being met.

An RFP has been placed in the paper for a consultant to assist with Phase 2 of the process which entails identifying capital improvements necessary and financing.

Property Management

Director Bartlett reported that vacancy and turnover rates are exceptionally low.

She further reported that current projects consist of the Lyndhurst roof replacement and the East Rutherford water infiltration and brick repointing.

BCHHH

Lease up numbers for HCV vouchers at the shelter has been exceptionally successful considering the time it usually takes a shelter guest to find suitable housing. All Shelter Plus Care vouchers have been fully lease up.

Personnel

Director Bartlett reported that the interview process for a new Regional Property Manager continues with the top 2 candidates having been selected. Based on the relationship as the property manager to Ridgecrest, two of their Board members will be included in the final interview process.

Development

Emerson and Northvale – both are in the final stages of funding completion and have been scheduled to close soon.

River Vale - Progress of construction continues.

Saddle Brook - in the final stages of organizing documents for the tax credit application.

Woodcliff Lake and Little Ferry – possible developments; still in early discussion stages.

Finance

HABC cash increased by \$465,765. This was mainly due to:

- Operating subsidies were received for the first 5 months of the year in May.

COCC cash has increased by \$330,305

- Reimbursed for the pension payment by all properties.

HHH cash has increased by \$21,194 because of funds received from NJ through BCBSS for shelter usage.

HCV cash has decreased by \$172,792 due to a request being submitted to HUD for reimbursement of HAP expenses from HUD held reserves. Additional funds should be remitted with July 1st HAP payment.

HDC cashed decreased by \$67,440 due to development costs –

- Emerson \$ 25,636.45
- Saddle Brook \$ 8,750.00
- Franklin Lakes \$ 0.00
- Hackensack \$ 1,690.57
- Northvale \$ 0.00

HDC Properties cash increased by \$7,138 due to normal swing.

Attorney's Report

Mr. Corrison reported that he working on the logistics of an Agreement with the Clara Maass Foundation through its Clara Cares Program to provide health services to our tenants at Carucci Apartments in Lyndhurst. The agreement should be on July's

agenda.

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 (7)
 ABSENT: None

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 (7)
 ABSENT: None

Consent Agenda

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

VOTE: AYES: All Present Commissioners (7)
 ABSENT: None

- A. **Resolution 2015-32**
Resolution approving the routine expenditures for the HABC for the period of 04/16/2015 - 05/19/2015.
- B. **Resolution 2015-33**
Resolution approving the routine expenditures for the HDC for the period of 04/16/2015 - 05/19/2015.
- C. **Resolution 2015-34**
Resolution authorizing execution of a contract with Mazteck IT, LLC for a period of one year for CCTV System maintenance and repair services on an "as needed" basis.
- D. **Resolution 2015-35**
Resolution authorizing execution of Change Order #3 with ACI Electrical Contractors, Inc. for the replacement of an emergency generator at Boiling Springs Gardens, East Rutherford.
- E. **Resolution 2015-36**
Resolution accepting a donation of clothing from UNIQLO to be distributed to emergency shelter guests at the BCHHH.

- F. **Resolution 2015-37**
Resolution approving the routine expenditures for the HABC for the period of 05/20/2015 - 06/17/2015.
- G. **Resolution 2015-38**
Resolution approving the routine expenditures for the HDC for the period of 05/20/2015 - 06/17/2015.
- H. **Resolution 2015-39**
Resolution authorizing execution of a contract with Norman Staffing Services for temporary staffing services.
- I. **Resolution 2015-40**
Resolution authorizing execution of contracts with Clifton Elevator Co., Inc., and Elevator Maintenance Corp for elevator maintenance & repair service and Bolling Springs Gardens, Carucci Apts., David F. Roche Apt., and Highland View Apts.
- J. **Resolution 2015-41**
Resolution authorizing execution of a contract with Build Rite, LLC for the roof replacement at Carucci Apts.

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: None

Meeting adjourned at 5:55 p.m.
Minutes prepared by: Heather Wei