

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

MINUTES OF THE MEETING OF JULY 23, 2015

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

PRESENT:

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

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

ABSENT:

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 5:17 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 June 25, 2015. Motion was seconded by Commissioner Peterson.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Nest

EXECUTIVE DIRECTOR'S REPORT

RAD

Director Bartlett reported that the conversion continues to move forward. An RFP is out for a consultant to assist with Phase 2 of the process which entails addressing the necessary capital improvements and financing.

HCV

Director Bartlett reported that direct deposit for rental payments to landlords has been very successful.

Additionally, she reported on the new Adobe cloud system implemented to make the process of sending and receiving HAP Contracts to and from Landlords has made processing easier and timelier.

Property Management

Director Bartlett reported that vacancy and turnover rates are exceptionally low. There are two in East Rutherford, one in Family Public Housing and one in Lyndhurst. The unit in Lyndhurst will be used as the sample unit for the potential new flooring.

BCHHH

Director Bartlett reported that Julia Orlando, Director of HHH presented at the National Conference to End Homelessness in Washington DC on the effective partnership with the HABC in reducing homelessness here in the county. Director Orlando has also been asked to participate and present at a panel on best practices for The Mayor's Challenge on August 18th. County Executive Tedesco will also be in attendance and Hackensack Mayor John Labrosse has been invited.

Personnel

Director Bartlett reported that the Personnel Committee met to discuss the evaluation for the Executive Director. Key topics were identified and the wordsmithing of the evaluation was in process.

Director Bartlett further reported that a Regional Property Manager for the

Ridgecrest/Bergenfield zone was hired and would begin at the beginning of August. Also, a possible candidate had been identified for the Grants Coordinator position.

Development

Northvale – The closing has been completed.

River Vale – Marketing for the units will begin. Construction has begun and it is expected to be the site of the 5th HABC property zone.

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

Little Ferry – possible developments; still in early discussion stages, however Little Ferry recently passed a resolution to acquire funds for site work.

Finance

Public Housing: Cash has increased by \$ 465,765

- Capital Fund reimbursements totaled \$228,546.00
- Utility costs were down in June.

COCC & Community Dev: Cash has increased by \$433,807

- COCC cash increased by \$264,294 as we received \$105,729 from the Capital Fund Grant for grants management. Most interfund accounts were paid off - accounting for the additional increase in cash.
- Community Development cash increased by \$171,088 which represents a temporary increase grant funds were received at the end of June and transferred to other funds in early July.

HHH Center: Cash has decreased by \$77,134

- Normal monthly expenditures to be billed in July.

Housing Choice Voucher: Cash has increased by \$ 111,854

- Additional HAP received based on 1st quarter expenditures.

Grant Programs: Cash has decreased by \$ 15,096

- Interfund amounts due COCC were paid off. The balance of pay-offs is hoped to be completed in September.

HDC General Acct: Cash decreased by \$ 45,593

Development Costs

- Emerson	\$20,682
- Saddle Brook	\$10,050
- Franklin Lakes	\$11,587
- Hackensack	\$0
- Northvale	\$0

HDC Properties:

Cash increased by \$65,054

- HDC Emergency Solutions cash decreased by \$86,277.00. Received \$111,923 in reimbursements from the County in July.
- All other properties show normal positive cash flow.

Other

Director Bartlett reported on a meeting she had with Maria Iwano, Executive Director of the Englewood Housing Authority. She asked the Board to consider a motion to begin drafting a Memorandum of Understanding with the Englewood Housing Authority to benefit the low income households currently living in Englewood on the HABC wait list to be absorbed in the Englewood program for assistance and to help Englewood meet their voucher obligation.

A motion to start drafting the Memorandum of Understanding, with a resolution to be passed at a later date, with Englewood Housing authority was made by Commissioner English Rollieson and seconded by Commissioner Kopf.

Attorney's Report

Mr. Corrison reported that there were two tenant lockouts this month and one more is pending.

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 Nest

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 Nest

Consent Agenda

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

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Nest

- A. Resolution 2015-42
Resolution approving the routine expenditures for the HABC for the period of 06/18/2015 - 07/15/2015.
- B. Resolution 2015-43
Resolution approving the routine expenditures for the HDC for the period of 06/18/2015 - 07/15/2015.
- C. Resolution 2015-44
Resolution approving the amendments to the Housing Choice Voucher Administration Plan.
- D. Resolution 2015-45
Resolution authorizing execution of contracts with Clifton Elevator Co., Inc. for elevator maintenance & repair service at Grove Gardens and The Manor on Paris.
- E. Resolution 2015-46
Resolution authorizing renewal of the membership in the Joint Insurance fund (JIF).
- F. Resolution 2015-47
Resolution approving a contract with Gaeta Recycling Co., Inc., for scavenger and garbage removal services at Grove Gardens, South Hackensack.
- G. Resolution 2015-48
Resolution approving a contract with Jones Masonry Restoration Corp., for façade repairs at Boiling Springs Gardens, East Rutherford.
- H. Resolution 2015-49
Resolution approving a contract with Mazzer Plumbing & Heating LLC for plumbing maintenance & repair services on an as needed basis.
- I. Resolution 2015-50
Resolution approving a contract with TSUJ Corp for electrical maintenance and repair services on an as needed basis.
- J. Resolution 2015-51
Resolution approving an Agreement with the Clara Maass Foundation to provide health services to the residents at Carucci Apartments.
- K. Resolution 2015-52
Resolution approving a contract with Bogota Savings Bank for banking services for money management system.

- L. Resolution 2015-53
Resolution approving a Service Agreement with AXA Equitable for the provision of administrative and investment services.
- M. Resolution 2015-54
Resolution approving uncollected debts write-off.
- N. Resolution 2015-55
Resolution pre-approving list of bills for the HABC for the period of 07/16/2015 - 09/15/2015.
- O. Resolution 2015-56
Resolution pre-approving list of bills for the HDC for the period of 07/16/2015 - 09/15/2015.
- P. Resolution 2015-57
Resolution approving a contract with Compensation Resources, Inc., for comprehensive classification and compensation study.

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

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Nest

Meeting adjourned at 6:08 p.m.
Minutes prepared by: Heather Wei