

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

MINUTES OF THE MEETING OF SEPTEMBER 24, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF SEPTEMBER 24, 2015.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer
Commissioner Danielle Peterson

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

ABSENT:

Commissioner Mark DiPisa
Commissioner Kay Nest
Commissioner Bob Taschler

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 5:15 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 July 23, 2015. Motion was seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa, Nest and Taschler

EXECUTIVE DIRECTOR'S REPORT

BCHHH

Director Bartlett reported that Julia Orlando, Director of HHH is working closely with security to ensure safety of guests and staff at HHH. Also, Director Bartlett and Director Orlando met with Friendship House staff and with Jack Doyle to discuss expectations of new vocational counselor and improving collaboration at HHH.

Personnel

Director Bartlett reported that the Personnel Committee had a conference call to finalize the evaluation process for the Executive Director. A full report will be ready for the October meeting.

RAD

Director Bartlett introduced Robert Powell and Gerry Doherty from Nassau Capitol Advisors, the consultant's for the RAD project.

Mr. Powell discussed the three stages in which Nassau Capitol Advisors will go through in order to complete the RAD conversion for the HABC.

- Analysis. Nassau will review in great detail the portfolio's income and operating expenses in order to create a financial model.
- Advisory. Nassau will suggest various programs in order to raise the most capital for the Housing Authority.
- Implementation. Once a program is chosen the process of converting will begin.

Mr. Powell further explained that due to the portfolio being geographically scattered there may be several different loans and transactions. He anticipates that the conversion process could be completed by the 2nd quarter of 2016.

HCV

Director Bartlett reported that in order to meet lease up numbers on time the decision was made that extensions will no longer be granted with the hopes that it would

encourage participants to lease in place. Director Bartlett also reported that in order to reach lease up goals she was contemplating an RFP to continue affordability for nonprofit developers. As well as possible opening up the wait list and specifically target low income veterans for a period of time.

Development

Northvale – Under construction and the foundation is in.

River Vale – The building was advertised and 536 applications were received for a 50 unit building. The lottery was held and lease up has begun as there is an obligation to have 4 units occupied by December.

Emerson – The entire team has been working diligently in the hopes to close with NJHMFA by December.

Saddle Brook and Franklin Lakes - tax credit applications have been submitted.

Upper Saddle River – Holly Schepisi met with the Borough attorney and is working on a development agreement.

Finance

Public Housing: Cash has increased by \$ 17,096 due to normal operating swings

COCC & Community Dev: Cash has increased by \$180,164
COCC cash increased by \$180,126; Most interfund accounts were paid off accounting for the additional increase in cash.

HHH Center: Cash has decreased by \$85,785 due to normal monthly expenditures to be billed in July.

Housing Choice Voucher: Cash has increased by \$ 66,174
Additional HAP received based on 2nd quarter expenditures.

Grant Programs: Cash has decreased by \$ 101,677
Grant reimbursements have been slow due to new reporting guidelines required by HUD.

HDC General Acct: Cash increased by \$ 54,889
Received cash from closing on Northvale in the amount of \$87,075

Development Costs	
Emerson	\$18,606
Saddle Brook	\$2,500
Franklin Lakes	\$0

Hackensack \$0
Northvale \$0

HDC Properties: Cash increased by \$66,312
HDC Emergency Solutions cash decreased by \$ 98,495
Received \$111,923 in reimbursements from the County in July
All other properties show normal positive cash flow.

Managed Properties: Cash increased by \$ 27,984
All properties showed normal positive cash flows for the month.

Trust Account Activity: Ridgecrest Bond Account made a semi-annual interest
payment of \$105,566

Meaningful expected future transactions:

HDC - Development Fee expected in July - Paris Avenue
\$25,000

MLK Center - Escrow funds should be returned in July. \$22,929

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 English Rollieson.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa, Nest and Taschler

Paul Nickels discussed the street homeless in and around Hackensack and strategies for developing housing solutions for them. Mr. Nickels also noted his concerns for senior and people with certain disabilities that should not be in the shelter but have nowhere to go.

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa, Nest and Taschler

Consent Agenda

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa, Nest and Taschler

- A. **Resolution 2015-58**
Resolution approving the routine expenditures for the HABC for the period of 06/18/2015 - 07/15/2015.
- B. **Resolution 2015-59**
Resolution approving the routine expenditures for the HDC for the period of 06/18/2015 - 07/15/2015.
- C. **Resolution 2015-60**
Resolution authorizing a contract with Luxury Floors for carpet installation at Carruci Apartments, Hasbrouck Heights Senior Apartments & Highland View Apartments.
- D. **Resolution 2015-61**
Resolution to enter into a Grant Agreement with the County of Bergen for CDBG funds for the installation of an emergency generator at David F. Roche Apartments, Dumont.
- E. **Resolution 2015-62**
Resolution to authorizing a contract with Suburban Generator co for emergency generator quarterly testing, inspection and repairs & full load bank testing for 2015 & 2016.
- F. **Resolution 2015-63**
Resolution authorizing the renewal contract with Tenmast Software to provide software support services to the HABC.
- G. **Resolution 2015-64**
Resolution authorizing a contract with Better Images Landscapes and Let It Grow, Inc. for snow plowing and snow removal at various locations on an "as needed" basis.
- H. **Resolution 2015-65**
Resolution authorizing an agreement with the County of Bergen for a CDBG Grant for the Bergen County Housing, Health and Human Services Center.
- I. **Resolution 2015-66**
Resolution approving Change Order #1 with Jones Masonry Restoration for the supply of services, labor, material & equipment for window caulking at Boiling Springs Gardens, East Rutherford.

J. Resolution 2015-67

Resolution authorizing a contract with Nassau Capitol Advisors, LLC for technical consulting services for the RAD program conversion.

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

VOTE:	AYES:	All Present Commissioners (4)
	ABSENT:	Commissioners DiPisa, Nest and Taschler

Meeting adjourned at 5:59 p.m.

Minutes prepared by: Heather Wei