

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

MINUTES OF THE MEETING OF JANUARY 28, 2016

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JANUARY 28, 2016.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer (*arrived at 5:26 pm*)
Commissioner Mark DiPisa
Commissioner Danielle Peterson
Commissioner Bob Taschler

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

ABSENT: Julia Orlando, Director of HHH

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 28, 2015, 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.

REORGANIZATION

Commissioner Kopf moved on a motion nominating Commissioner Bruce Walenczyk as Chairman, the motion was seconded by Taschler.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)

Commissioner DiPisa moved on a motion nominating Commissioner Steven Kopf as Vice Chair, the motion was seconded by Commissioner Taschler.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)

Commissioner DiPisa moved on a motion nominating Commissioner English Rollieson as Treasurer, the motion was seconded by Commissioner Kopf.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)

HDC BOARD APPOINTMENTS

Commissioner Taschler moved on a motion appointing Commissioners Kopf, DiPisa, and English Rollieson as Trustees on the Housing Development Corporation Board, the motion was seconded by Commissioner Peterson.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)

CHRB BOARD APPOINTMENTS

Commissioner Taschler moved on a motion appointing Commissioners DiPisa, Kopf, and English Rollieson as Trustees on the Community Housing Resource Board of Southern Bergen County, the motion was seconded by Commissioner Peterson.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)

PERSONNEL COMMITTEE

Chairman Walenczyk moved on a motion appointing Commissioners DiPisa, Kopf, and Peterson as members of the Personnel Committee, the motion was seconded by Commissioner Taschler.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)

FINANCE, BUDGET & AUDIT COMMITTEE

Chairman Taschler moved on a motion appointing Commissioners DiPisa, English Rollieson and Walenczyk as members of the Finance, Budget & Audit Committee, and the motion was seconded by Commissioner Peterson.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioner English Rollieson (1)

APPROVAL OF MINUTES

A motion was made by Commissioner Kopf to approve the minutes of the meeting of December 17, 2015. Motion was seconded by Commissioner Taschler.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: None

Personnel

Director Bartlett reported that the salary analysis has begun and documentation is being gathered to submit to Computation Resources, the company completing the analysis.

Director Bartlett also reported that the annual evaluation process has begun in hopes that they would be completed in time for the new fiscal year.

Finally, she reported that since the last meeting there has been one termination and two severances.

Field Operations

Director Bartlett reported that Field Operations Manager Vincent Bufis handled the first blizzard of the season exceptionally well considering how much snow there was and the rate that it was falling. She stated he also handled it well considering three out of five HABC trucks used for in-house removal were effected, losing one completely to an electrical fire in the engine.

(Record to reflect Commissioner Joanne English Rollieson arrived at 5:26 p.m.)

BCHHH

Director Bartlett reported that in the midst of the winter's first blizzard there was a water main break that affected both the BCHH and the County Jail. While attempting to address the problem, Suez (formerly United Water), broke the backflow preventer causing water to leak into the shelter. In addition, the HVAC system went down leaving areas of the shelter too cold for guests to sleep. The guests were assigned to the dining room for the night. Director Bartlett further reported that the County Director of Public Works and General Services were both incredibly helpful in

expediting and managing the situation.

Director Bartlett also reported that Project Homeless Connect took place and was very successful. Project Homeless Connect is a national count of how many homeless people are in the community. The BCHHH also uses this day as a day to extend all services to homeless. Many different services throughout the County had tables at the shelter that day. Services such as Bergen County Legal Aid in order to provide legal counseling, Horizon Blue Cross Blue Shield to provide flu shots and dental screenings, students from Parisian Beauty School to provide haircuts and manicures, and many others were provided to those who attended the point in time.

Development

Franklin Lakes – Met with Joe Alpert, the developer to discuss decisions needed to be made in connection with general contractors and environmental testing.

Saddle Brook – Attended a Mayor and Council meeting at the Borough of Saddle Brook and answered any and all questions both the Board and general public had. Both John Biale and Director Bartlett agreed that they left the meeting feeling there was more of an understanding of what the Housing Authority was trying to accomplish.

RAD

Director Bartlett reported that the RAD transaction continues to move forward. A finance plan is expected to be completed within the next several weeks. The hope is to be able to use the residual receipts from the Bergenfield bonds.

Budget

Fee Accountant Bill Katchen reported briefly to the Board on the 2016 proposed HABC budget. He reported that the budget summarizes the operation of the HABC and its related entities.

Mr. Katchen also reported to the Board that the resolution on the Agenda was to consider the budget, once signed off on it will be sent to the Department of Community Affairs. As long as DCA approves and there are no requests for changes it will be sent back to the HABC and will be on March's Agenda for final approval.

Upon approval by the DCA, the budget will be uploaded onto the HABC website (<http://habcnj.org/financial-reports/>).

Finance

Public Housing: Cash has increased by \$ 165,998

We received a reimbursement of Capital funds in the amount of \$ 55,360

We received CBDG Grant revenue for Lyndhurst's roof replacement of \$ 85,856

Utility costs were down due to the moderate weather so far this month.

PILOT Taxes were paid this month resulting in cash decreases in some properties.

COCC & Community Dev: Cash has decreased by \$ 374,986

Decrease is due to getting caught up on Medical premium payments after login password correction.

HHH Center: Cash has decreased by \$30,714

Voucher submitted to County, funds expected late January/Early Feb.

Housing Choice Voucher: Cash has decreased by \$ 279,907

Planned lease-ups got back on track in December. Prepaid rent for 3/1/15 through 2/28/16 of \$ 137,640

Grant Programs: Cash has decreased by \$ 27,391

Did not receive the normal prepayment of January HAP for HOPWA in December.

HDC General Acct: Cash decreased by \$ 24,793

Development Costs

Emerson	\$4,310
Saddle Brook	\$0
Franklin Lakes	\$0
Northvale	\$0
River Vale	\$0

Additional decreases resulted from pay-off of all interfund balances with COCC (\$ 15,823).

Other decreases resulted from normal payroll and operating costs.

HDC Properties: Cash decreased by \$29,034

HDC Emergency Solutions cash increased by \$13,445.

Brookside Gardens cash decreased by \$ 68,824

as a result of payment of 2015 PILOT (\$ 84,274).

All other properties show normal positive cash flow.

Managed Properties: Cash increased by \$39,840

Park Ridge decreased by \$ 3,987

As a result of payment of PILOT (\$ 14,266).

All other properties showed positive cash flows.

Trust Account Activity: Security accounts decreased as tenants were refunded interest earned during the year at the end of December.

Meaningful expected future transactions:

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

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

2015 JIF Insurance payment made in January - \$262,934

Other

Director Bartlett reported that on for resolution was the Annual and Five year plan which is regulatory and to be submitted to HUD.

Lastly, Director Bartlett reported that in the attempts of going green, paper copies of monthly packets will no longer be provided.

Attorney's Report

Mr. Corrison reported that personnel issues were being addressed and resolved. He further reported that there were a few routine landlord/tenant issues also being resolved.

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 (6)
 ABSENT: None

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

VOTE: AYES: All Present Commissioners (6)
 ABSENT: None

Consent Agenda

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

VOTE: AYES: All Present Commissioners (6)
 ABSENT: None

- A. **Resolution 2016-01**
Resolution approving the routine expenditures for the HABC for the period of 12/09/15 – 01/20/16.
- B. **Resolution 2016-02**
Resolution approving the routine expenditures for the HDC for the period of 12/09/15 – 01/20/16.
- C. **Resolution 2016-03**
Resolution appointing three Commissioners to serve as Trustees on the Board of the Housing Development Corporation of Bergen County.
- D. **Resolution 2016-04**
Resolution appointing three Commissioners to serve as Trustees on the Board of the Community Housing Resource Board of Southern Bergen County.
- E. **Resolution 2016-05**
Resolution appointing three Commissioners to serve as Trustees on the Personnel Committee.
- F. **Resolution 2016-06**
Resolution appointing three Commissioners to serve as Trustees on the Finance/Budget & Audit Committee.
- G. **Resolution 2016-07**
Resolution appointing Lynn Bartlett as Fund Commissioner for the NJ Public Housing Joint Insurance Fund.
- H. **Resolution 2016-08**
Resolution adopting the Cash Management Plan
- I. **Resolution 2016-09**
Resolution adopting the Annual and Five Year Agency plan for submission to HUD.
- J. **Resolution 2016-10**
Resolution authorizing a contract with Aris Painting Company for painting of occupied and vacant apartment interiors at various locations.
- K. **Resolution 2016-11**
Resolution authorizing a contract with Luxury Floors for carpeting and flooring installation on an "as needed" basis.

L. **Resolution 2016-12**

Resolution introducing the Annual Budget and Capital Budget for the FY 04/01/16 – 03/31/17.

M. **Resolution 2015-13**

Resolution approving the AMP Budget.

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

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	None

Meeting adjourned at 6:20 p.m.
Minutes prepared by: Heather Wei