

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

MINUTES OF THE MEETING OF DECEMBER 17, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF DECEMBER 17, 2015.

PRESENT:

Commissioner Bruce Walenczyk, Chairman  
Commissioner Steven Kopf, Vice Chairman  
Commissioner Joanne English Rollieson, Treasurer  
Commissioner Bob Taschler

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

ABSENT:

Commissioner Mark DiPisa  
Commissioner Danielle Peterson  
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 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 5:20 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 November 19, 2015. Motion was seconded by Commissioner Taschler.

VOTE:           AYES:           All Present Commissioners (4)  
                  ABSENT:       Commissioners DiPisa and Peterson

Terrence Corrison, Esq. respectfully requested that his Attorneys Report be placed first on the Agenda as he had another meeting to attend. Chairman Walenczyk agreed.

### 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.

### BCHHH

Director Bartlett reported that a Functional Zero 2016 has been reached. Functional meaning that all participants are in the process of lease up. Zero 2016 should be completely accomplished by the end of January.

### Development

**Franklin Lakes** – In reversal of the previous decision, tax credits have been awarded to this project.

**Closter** – Director Bartlett and John Biale presented to the Mayor and Council whom are excited and looking into potential development sites.

**Saddle Brook** – Looking for financing outside of tax credit awards and will be putting together an alternative funding package.

### Finance

Public Housing:                   Cash has decreased by \$ 34,135  
Increased costs are mostly salt purchases and snowblower servicing for the winter, as well as slightly increased utility costs.

COCC & Community Dev:       Cash has increased by \$17,315  
Decrease is due to final payment on 3/31/15 audit in the amount of \$7,995 and payment to RAD consultants in the amount of \$8,380.

HHH Center:                      Cash has decreased by \$43,597 voucher submitted to County, funds expected early December.

Housing Choice Voucher: Cash has increased by \$ 105,253  
Additional admin received from HUD in the amount of \$44,672 plus salary savings for open staff positions.

Grant Programs: Cash has decreased by \$ 55,392  
Grant reimbursements have started coming in, expected to improve more over the next 30 days.

HDC General Acct: Cash decreased by \$ 39,135

Development Costs

Emerson	\$17,828
Saddle Brook	\$ 5,205
Franklin Lakes	\$ 0
Northvale	\$ 3,938
River Vale	\$ 0

Additional decreases resulted from normal payroll and other costs.

HDC Properties: Cash increased by \$107,537

HDC Emergency Solutions cash decreased by \$6,852.

All other properties show normal positive cash flow.

Managed Properties: Cash increased by \$15,967  
Ridgecrest decreased by \$14,698 due to payment in the amount of \$16,555 for kitchen upgrades.  
All other properties showed positive cash flows.

Trust Account Activity: Bergenfield made principle and interest payments totaling \$322,100.

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

**Other**

Lastly, Director Bartlett asked for a moment of silence in honor of the passing of Commissioner Kay Nest.

**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 and Peterson

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

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

### Consent Agenda

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

VOTE:           AYES:           All Present Commissioners (4)  
                  ABSENT:         Commissioners DiPisa and Peterson

**A. Resolution 2015-83**  
Resolution approving the routine expenditures for the HABC for the period of 11/11/2015 - 12/18/2015.

**B. Resolution 2015-84**  
Resolution approving the routine expenditures for the HDC for the period of 11/11/2015 - 12/18/2015.

**C. Resolution 2015-85**  
Resolution approving a contract with Execu-Tech for HQS services at various locations owned and/or managed by the HABC for two years.

**D. Resolution 2015-86**  
Resolution approving a contract with Slade Elevator for elevator maintenance and repair service at the Martin Luther King Senior Center.

**E. Resolution 2015-87**  
Resolution authorizing 30 consultants to be placed on a list of Qualified Professional Consultants for professional services.

**F. Resolution 2015-88**  
Resolution adopting the 2016 Board of Commissioners monthly meeting dates.

Commissioner Taschler moved that the meeting be adjourned. Commissioner English Rollieson seconded the motion.

VOTE:           AYES:           All Present Commissioners (4)  
                  ABSENT:         Commissioners DiPisa and Peterson

Meeting adjourned at 5:51 p.m.

Minutes prepared by: Heather Wei