

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

MINUTES OF THE MEETING OF FEBRUARY 25, 2016

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF FEBRUARY 25, 2016.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
Commissioner Mark DiPisa
Commissioner Danielle Peterson

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

ABSENT: Commissioner Joanne English Rollieson, Treasurer
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 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 5:08 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Peterson to approve the minutes of the meeting

of January 28, 2016. Motion was seconded by Commissioner Kopf.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson and Taschler

BCHHH

Director Bartlett reported that The Zero 2016 Team has reached their target for both Veteran Homelessness and Chronic Homelessness (a full year early). At this time Director Julia Orlando will begin vetting process for National recognition of achieving functional zero.

Director Bartlett acknowledged that Director Orlando was chosen to be the Bergen County recipient of the "Veteran Provider Distinguished Service Award" by SOSVETS Stakeholder Provider Groups.

Director Bartlett also reported that she and Director Orlando met with and gave a tour to the HUD Community Planning and Development Field staff.

Personnel

Director Bartlett reported that the field currently has an open Regional Property Manager position, for which advertisement has begun. The East Rutherford Resident Superintendent interviews are wrapping up and it is anticipated to be filled from within. Lastly, the River Vale Superintendent will be put up in a hotel until the building is completed.

She further reported that due to staff moving from headquarters to the HHH, the Receptionist position is vacant and being advertised for.

Field Operations

Director Bartlett reported that the Ridgewood wait list will be opening and the first 250 applications submitted will be accepted.

Development

Franklin Lakes – John Biale met with engineers to discuss nuances of the project in order to move forward.

Saddle Brook – Continued discussions have been had regarding financing possibilities for the project. Also, Director Bartlett and John Biale will be meeting again with the Mayor and Council along with a group of local seniors to address any concerns they still have and to educate them on the process.

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 process of submitting a request to HUD for the usage of the residual receipts from Bergenfield has begun.

Finance

Public Housing: Cash has decreased by \$ 342,713
Paid out \$77,141 in insurance premiums for the year.
Paid out \$ 346,895 for the water infiltration project in East Rutherford. Of that amount we received back \$208,000 in Capital Grant Funds; the balance is due back from the County in CDBG Grant Funds.
Lyndhurst paid out \$ 52,663.74 towards their roof replacement.

COCC & Community Dev: Cash has increased by \$ 190,401
\$65,899 received from the County which is a temporary increase as the funds were transferred out in Feb.
COCC saw an increase of \$ 145,000 which was planned as a partial deposit towards the pension payment due 4/1/16.

HHH Center: Cash has decreased by \$90,506 voucher submitted to County, funds expected late Feb.

Housing Choice Voucher: Cash has increased by \$ 87,317
Received additional Admin Fees for prior quarter of \$ 56,015

Grant Programs: Cash has decreased by \$ 22,129
Did not receive the normal prepayment of February HAP for TBRA in January.

HDC General Acct: Cash decreased by \$ 68,483

Development Costs

Emerson	\$36,114
Saddle Brook	\$344
Franklin Lakes	\$0
Northvale	\$0
River Vale	\$1,053

Additional decreases resulted from payment of annual insurance premiums of \$17,183

Other decreases resulted from normal payroll and operating expenses costs.

HDC Properties: Cash decreased by \$25,230
HDC Emergency Solutions cash decreased by \$ 1,915.
Fairview Gardens cash decreased by \$ 6,644 as a result of payment of re: Taxes of \$ 7,281.
Annual Insurance premiums for properties were paid in the amount of \$ 55,804

Managed Properties: Cash decreased by \$24,946

Ridgewood decreased by \$ 33,203 as a result of payment of Insurance (\$ 49,625).
Grove Street decreased by \$ 6,173 as a result of payment of Insurance (\$ 15,722).
All other properties showed positive cash flows.

Meaningful expected future transactions:

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

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

Other

Lastly, Director Bartlett reported the Tenmast software upgrade and conversion would be taking place within the next three weeks. The first two weeks the system will be completely down and converting. The third week will be staff training at our Dumont building.

Attorney's Report

Mr. Corrison reported that personnel issues were being addressed and resolved. He further reported that he would discuss further in closed session.

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 (4)
ABSENT: Commissioners English Rollieson and Taschler

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 English Rollieson and Taschler

Consent Agenda

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

VOTE: AYES: All Present Commissioners (4)
ABSENT: Commissioners English Rollieson and Taschler

- A. **Resolution 2016-14**
Resolution approving the routine expenditures for the HABC for the period of 01/21/16 – 02/17/16.
- B. **Resolution 2016-15**
Resolution approving the routine expenditures for the HDC for the period of 01/21/16 – 02/17/16.
- C. **Resolution 2016-16**
Resolution approving a contract with LAN Associates for A/E services for the replacement of smoke detectors in all public housing buildings.
- D. **Resolution 2016-17**
Resolution approving a Change Order #2 with EMG to update previously performed GPNA & Energy Audits for all public housing buildings.
- E. **Resolution 2016-18**
Resolution approving a contract with Christie Cleaning for window washing services at various locations.
- F. **Resolution 2016-19**
Resolution authorizing purchases under the State of New Jersey Cooperative Purchasing Program.
- G. **Resolution 2016-20**
Resolution approving a contract with Bed Bug Squad LLC d/b/a Mitebuster for monthly exterminating services and bed bud exterminating on an “as needed” basis at various locations.
- H. **Resolution 2016-21**
Resolution approving a contract with Total Fire Safety LLC for fire alarm & suppression systems testing, inspection & repairs and five (5) year internal piping and obstruction test at various locations.
- I. **Resolution 2016-22**
Resolution approving a contract with Breslin and Breslin, PA for legal services.
- J. **Resolution 2016-23**
Resolution approving a Shared Services Agreement with the County of Bergen to participate in their Employee Assistance Program.

A motion to go into closed session to discuss a potential litigation matter at 5:30 P.M. was made by Commissioner Kopf and seconded by Commissioner DiPisa.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson and Taschler

A motion to open to the public at 5:41 P.M. was made by Commissioner Kopf and seconded by Commissioner Taschler. **Upon opening session to the public, Counsel noted there were no members of the public present.**

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson and Taschler

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson and Taschler

Meeting adjourned at 5:42 p.m.
Minutes prepared by: Heather Wei