

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

MINUTES OF THE MEETING OF APRIL 28, 2016

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

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

ABSENT:

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 5:10 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 February 26, 2016. Motion was seconded by Commissioner Peterson.

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

BCHHH

Director Bartlett reported the 2016 BCHHH Budget is currently being prepared and she anticipates having it finalized for the next Board meeting.

Director Bartlett also acknowledged that Director Orlando has been asked to speak in Richmond, VA in June on the success of Bergen's team with the chronic homeless population.

Personnel

Director Bartlett reported that internal moves and promotions have been incredibly successful within the HABC. Productivity and moral has risen throughout the office.

Field Operations

Director Bartlett reported that the application for a Safety & Security Grant to replace the Mahwah CCTV system has been submitted. She further reported that the application for FEMA funds to reimburse staffing overtime, contractors, and equipment usage during Superstorm Jonas in January 2016 had been submitted.

Development

Emerson – After months of anticipation the closing finally took place. Now working towards scheduling a groundbreaking.

River Vale – Tenants are finally starting to move in and lease ups are occurring daily.

RAD

Director Bartlett reported that the RAD transaction continues to move forward. The request to HUD for the usage of the residual receipts from Bergenfield has been submitted.

Finance

Public Housing: Cash has increased by \$ 299,663

- We received \$281,869 in Capital Fund reimbursements.

- Paid the annual sewer bill of \$ 10,591.
- Utility costs were down due to the mild weather.

COCC & Community Dev: Cash has decreased by \$ 141,211

- \$143,357 was paid to bring all benefit cost up to date through 3/31/16

HHH Center: Cash has increased by \$263,349 as the County paid two quarters of vouchers.

Housing Choice Voucher: Cash has increased by \$ 177,970

- Salary's decreased as inspection services outsourced.
- Drop in HAP Expense due to terminated contracts.

Grant Programs: Cash has decreased by \$ 24,923

- Did not receive the normal prepayment of April HAP for HOPWA in March

HDC General Acct: Cash decreased by \$ 94,837

Development Costs

| | |
|----------------|----------|
| Emerson | \$27,500 |
| Saddle Brook | \$0 |
| Franklin Lakes | \$54,810 |
| Northvale | \$0 |
| River Vale | \$0 |

- Other decreases resulted from normal payroll and operating expenses costs.

HDC Properties: Cash increased by \$29,125

- HDC Emergency Solutions cash decreased by \$ 8,223
- Brookside Gardens cash dropped by \$ 9,747 as we paid \$ 19,964 to replace the hot water boilers.
- All other properties showed positive cash flows

Managed Properties: Cash increased by \$26,803

- All other properties showed positive cash flows.

Trust Account Activity:

Meaningful expected future transactions:

COCC - Annual Pension payment to be made in April \$(461,354.00)

Brookside Gardens Bond Pay-off \$(1,633,325.00)

| | |
|---|----------|
| HDC - Development Fee expected - Paris Avenue | \$25,000 |
| MLK Center - Escrow funds should be returned. | \$22,929 |

Other

Lastly, Director Bartlett reported that she and Kevin McCann had met with some of the board members from the Martin Luther King, Jr. Senior Center. The MLK Senior Center is currently struggling financially and they wanted to discuss the possibility of the HABC taking over operations. Terry Corriston, Esq. has been working with their attorney to iron out the details and draft an Agreement.

The next step would be to meet with the remaining Board members and some of the seniors who participate at the Center.

Attorney's Report

Mr. Corriston 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 (6)
 ABSENT: None

Paul Nickles discussed the current issues with Medicaid. He believes many people that depend on treatment and medications will not be able to receive them.

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 2016-24

Resolution approving the routine expenditures for the HABC for the period of 01/21/16 – 04/19/16.

- B. **Resolution 2016-25**
Resolution approving the routine expenditures for the HDC for the period of 01/21/16 – 04/19/16.
- C. **Resolution 2016-26**
Resolution approving the renewal of a contract with Delta Dental for the period of 04/01/16 through 03/31/17.
- D. **Resolution 2016-27**
Resolution approving the annual budget and capital budget/program for the FY starting 04/01/15 ending 03/31/16.
- E. **Resolution 2016-28**
Resolution approving the annual budget and capital budget/program for the FY starting 04/01/16 ending 03/31/17.
- F. **Resolution 2016-29**
Resolution authorizing adding River Vale Senior Residence to the contract with Better Image Landscapes for grounds maintenance and landscaping at various locations for the 2015 & 2016 season.
- G. **Resolution 2016-30**
Resolution authorizing a contract with HD Supply Facilities Maintenance and Interline Brands, Inc for open ended catalog pricing for services, supplies, and equipment orders at all locations owned and/or managed by the HABC.
- H. **Resolution 2016-31**
Resolution authorizing the renewal and execution of an Employment Agreement with Lynn Bartlett to serve as Executive Director.
- I. **Resolution 2016-32**
Resolution authorizing the use of Competitive Contracting Procedures in lieu of public bidding for the provision of procuring specialized goods and services which prices exceeds the bid thresholds.

A motion to go into closed session to discuss a potential litigation matter at 6:09 P.M. was made by Commissioner Kopf and seconded by Commissioner Taschler.

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

A motion to open to the public at 6:16 P.M. was made by Commissioner Kopf and seconded by Commissioner Taschler. **Upon opening session to the public, Counsel noted members of the public returned.**

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

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

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

Meeting adjourned at 6:17 p.m.
Minutes prepared by: Heather Wei