

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

MINUTES OF THE MEETING OF JUNE 23, 2016

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JUNE 23, 2016.

PRESENT:

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

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

ABSENT:

Commissioner Danielle Peterson  
Lynn Bartlett, Executive Director  
Esther Gatria, Human Resource Manager

NOTICE OF MEETING

Finance Director Kevin McCann 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 5:12 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 May 26, 2016. Motion was seconded by Commissioner Kopf.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson

## Executive Director's Report

Executive Director Lynn Bartlett was unable to attend tonight's Board meeting. In her absence Finance Director, Kevin McCann, reported the following:

### BCHHH

Executive Director Lynn Bartlett and Center Director Julia Orlando met with County Administration to discuss the challenges with the mentally ill shelter guests and possible solutions to emolliate the issue.

Director Orlando has been invited to speak at the National Conference in Washington DC to discuss the County's successful model on running a homeless shelter.

Director Orlando also noted that for the first time she had to take a restraining order against a former guest who has threatened her life.

### Personnel

A new part time clerical position has opened in the Finance department. The summer part time position in the field has been filled and is set to begin next week.

### Development

**Emerson** – The Groundbreaking has been scheduled for June 29<sup>th</sup> at Noon. HUD and County representatives will be in attendance.

**River Vale** – 47 of the 49 units have been leased up. The remaining 2 will be filled in the next 30 days.

**Northvale** – The walk through went well. Currently in the process of reviewing eligibility applications and documentation in order to begin the lease up process.

### Finance

Public Housing:                   Cash has increased by \$ 48,755

- Operating Funds not drawn down in April paid in May \$131,427.
- Lyndhurst paid balance on roof replacement (\$ 53,472)
- Palisades Park common area carpet replacement (\$36,871)

COCC & Community Dev: Cash has increased by \$ 294,484

- COCC received reimbursement for pension payments.

HHH Center: Cash has decreased by (\$85,520) normal outlays prior to billing.

Housing Choice Voucher: Cash has increased by \$ 6,719

- Received additional Admin Fees for prior quarter of \$138,672
- Additional fees offset by increased payments to landlords of (\$135,920)

Grant Programs: Cash has decreased by (\$38,948)

- S + C grants expired in March, renewals have been awarded but are not yet available for drawn-downs. Drawdown's should be available in July.

HDC General Acct: Cash decreased by (\$ 36,076)

Development Costs

Emerson	\$27,006
Saddle Brook	\$0
Franklin Lakes	\$12,954
Northvale	(\$18,678)
River Vale	\$0

Other decreases resulted from normal payroll and operating expenses costs.

HDC Properties: Cash increased by \$179,316

- HDC Emergency Solutions cash increased by \$76,267
- Bergenfield showed an increase of \$43,001 due primarily to bonds being paid off.

Managed Properties: Cash decreased by (\$7,058)

- River Vale start-up costs incurred of \$12,807
- Ridgecrest showed a decrease of \$ 23,983
- All other properties showed positive cash flows.

Also, confirmation was received from HUD that the Bergenfield bonds payoff has been recorded.

### Attorney's Report

Mr. Corriston reported that additional resolutions were added to tonight's Agenda relating to the Martin Luther King Jr., Senior Center. The County substituted the former MLK Board with the HABC on the grants. The funds will allow the HBAC to move forward with operation of the Senior Center.

The Center will be opening for meals beginning Monday, June 17<sup>th</sup> between 10 am and 2 pm. Easter Seals will be providing clerical, janitorial and kitchen aide help.

### Other

Chairman Walenczyk recognized correspondence received from Ian C. Doris, Esq. commending staff on their assistance and knowledge in helping him to prepare a case in which he was to defend the HABC. He states that because of the excellent work by Lynn Bartlett, Vincent Bufis, James Giel, and Michael Pasquale he was able to settle the case for an amount much lower than a case like this usually settles for.

### 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 (5)  
                  ABSENT:       Commissioner Peterson

Paul Nickles discussed his concerns for the people that depend on treatment and medications that will no longer be able to receive them any longer. He is concerned it will render people homeless causing an impact on the shelter.

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson

### Consent Agenda

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson

- A. **Resolution 2016-37**  
Resolution approving the routine expenditures for the HABC for the period of 05/18/16 – 06/15/16.
- B. **Resolution 2016-38**  
Resolution approving the routine expenditures for the HDC for the period of 05/18/16 – 06/15/16.
- C. **Resolution 2016-39**  
Resolution approving a two year contract with Normann Staffing Services for temporary staffing services for a period of two years on an as needed basis.
- D. **Resolution 2016-40**  
Resolution approving a contract with ACI Electrical Contractor, Inc. for installation of smoke & carbon monoxide alarms at various locations.
- E. **Resolution 2016-41**  
Resolution authorizing adding Northvale Senior Residence to the contract with Better Image Landscapes for grounds maintenance and landscaping at various locations for the 2015 & 2016 season.
- F. **Resolution 2016-42**  
Resolution authorizing the execution of a Lease Termination Agreement with the Martin Luther King, Jr. Senior Center.
- G. **Resolution 2016-43**  
Resolution authorizing an agreement with Bergen County Senior Services for administration and operation of the Martin Luther King Jr. Senior Center.

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson

Meeting adjourned at 5:38 p.m.  
Minutes prepared by: Heather Wei