

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

MINUTES OF THE MEETING OF SEPTEMBER 22, 2016

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF SEPTEMBER 22, 2016.

PRESENT:

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

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

ABSENT:

Commissioner Danielle Peterson

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 5:25 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walencyk 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 July 28, 2016. Motion was seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (5)

ABSENT: Commissioner Peterson

Executive Director's Report

Chairman Walenczyk began the meeting by welcoming all the Lyndhurst tenants to the September Board of Commissioners meeting. Chairman explained that there would be an Agenda of Regular Business to be discussed. After which he would open the meeting to the public so any questions may be asked and any comments can be made.

RAD

Director Bartlett reported that she went before the Local Finance Board for their approval to finance the transaction. It went exceptionally well and the request for financing was approved.

Finance

Public Housing: Cash has increased by \$116,412

- Received two months of Operating Subsidy this month.
- Dumont cash decreased due to carpet replacements of \$14,576 and an AC repair of \$ 9,248.

COCC & Community Dev: Cash has decreased by \$217,058

- COCC made two months payments on medical and dental premiums this month - \$148,402.
- Advances to S + C Funds for HAP Payments - \$34,639.

HHH Center: Cash has decreased by \$30,439 due to normal outlays prior to billing.

- 1st quarter payment received on 9/13/16.

Housing Choice Voucher: Cash has decreased by \$84,815

- Increased payments to landlords of \$99,770.

Grant Programs: Cash has decreased by \$787

- S + C grants expired in March; renewals have been awarded but are not yet available for draw-downs. Draw-downs should be available in September.

HDC General Acct: Cash decreased by \$112,655

Development Costs	
Emerson	\$7,500
Saddle Brook	\$0
Franklin Lakes	\$0
Northvale	\$0
River Vale	\$0

Purchase of 50 Leonard Place, Ridgewood resale schedule for September. \$97,910

HDC Properties: Cash increased by \$181,291

- HDC Emergency Solutions cash decreased by \$26,078.
- Hasbrouck Heights received reimbursement from HDC for 50 Leonard Place \$ 97,910.
- Brookside Gardens Cash increased by \$53,516 since bond payments are no longer required.
- Montvale & Fairview made quarterly RE Tax payments resulting in cash decreases.

Managed Properties: Cash increased by \$ 5,691

- Ridgewood cash decreased by \$ 37,116 as a result of Quarterly tax payment.
- All other properties showed positive cash flows.

Assisted Housing

The Housing Authority has suspended issuance of vouchers at the present time.

Staff members have been identified to participate in a three day training course followed by an exam for the Housing Choice Voucher Certification. The training will take place Monday, November 14th through the 16th in Atlantic City.

Personnel

The second draft of the Salary Compensation analysis has just been received. Based upon review of the analysis, there will be certain changes suggested and made before the Personnel Committee which will be brought to the Board at the October meeting.

BCHHH

Bergen County was confirmed by our National Partners USICH/HUD/VA as officially ending homelessness among Veterans (confirmation letter was sent with last month's report). HABC senior staff participated in congratulatory phone call from Secretary of HUD Julien Castro. The Bergen Team continues to work towards ending homelessness through participating in the Zero 2016 Initiative. We have been invited to be one of the first two communities in the nation to be vetted by USICH and HUD for achieving functional zero in chronic homelessness. The process should take approximately 6-8 weeks.

MLK Senior Center

The Center is thriving. The temporary Director position has been replaced by the Fulltime Senior Center Director, Shanice Wyche. An activity coordinator was also hired whom was already familiar with the center and its daily activities.

Development

Director Bartlett reported that she met with Tax Credit Consultant to decide what 2017 projects the Housing Authority would be applying for.

She further reported that the most exciting prospect is a piece of property located at 133 River Street, formerly the County probation center which was heavily affected during Hurricane Sandy. A discussion with County Council, Julien Neals was had regarding the possibility of the Housing Authority being part of the project.

Currently a Memorandum of Agreement between the HA and the County is being drafted in order to be partners in the development. The potential site would be a 6-7 story structure with the ground level being an expansion of the bus terminal. On top of the terminal would be two levels of parking, one level of residential units, and a permanent office space for the HABC headquarters.

Other

Director Bartlett reminded the Commissioners of the deadline date to register for the NJNAHRO Conference in conjunction with the League of Municipalities. Each will be taking place in Atlantic City November 14 – November 16.

Director Bartlett also reported that Ribbon Cuttings have been scheduled for River Vale and Northvale and invitations will be going out within the week.

Attorney's Report

Terrence Corriston, Esq. reported he was in court on two potential evictions. He further reported that the closings for 50 Leonard Place, Ridgewood and 23A Franklin Street, Hackensack will be scheduled within the next two weeks. Purchasers have been identified as participants of the Fort Lee Family Self Sufficiency (FSS) Program. They are participants who have completed the program and will be using the escrow they made while on the program to purchase the units.

Mr. Corriston further reported that there is a potential litigation matter he would discuss during a closed session.

Public Comments

A motion to open the meeting to the public was made by Commissioner DiPisa and seconded by Commissioner Taschler.

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

James Arkills, Unit #2U, commented that the same carpet should have been used throughout the building and not just the hallways. It was explained to Mr. Arkills that carpet tile was chose for heavy traffic areas such as the main lobby. Carpet tile makes it easier to replace, if need be.

Ella Dale, Unit #3B, would like to know if anything can be done about the cigarette smells that go throughout her apartment and the hallways. Director Bartlett explained that HUD is working on a policy to make all buildings smoke free; although it will be a while before implemented. When the time comes tenant meetings will be set up to address how to move forward.

Harriet Dinsky, Unit #5C, asked if there was a legal question about the rights of smokers that is holding HUD up from making a decision. Terry Corriston responded that HUD had just simply not adopted any final rules. If HABC was to go and change procedure before HUD adoption they could be in compliance depending on HUD decision and the changes made. It is best to wait for the final decision.

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

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

Consent Agenda

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

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

- A. **Resolution 2016-58**
Resolution approving the routine expenditures for the HABC for the period of 07/15/16 – 09/12/16.
- B. **Resolution 2016-59**
Resolution approving the routine expenditures for the HDC for the period of 07/15/16 – 09/12/16.
- C. **Resolution 2016-60**
Resolution approving a contract with North Jersey Friendship Housing for janitorial services, food handler services & seasonal “sit up” services at the Bergen County Housing Health & Human Services Center.
- D. **Resolution 2016-61**
Resolution approving a contract with North Jersey Friendship Housing for vocational services at the Bergen County Housing Health & Human Services Center.
- E. **Resolution 2016-62**
Resolution approving a contract with Regional Risk Managers LLC for professional risk management services.
- F. **Resolution 2016-63**
Resolution approving a contract with Better Image Landscaping and Raymond Brothers Landscaping Inc for snow plowing and snow removal services at various locations on an “as needed” basis for the 2016-2017 snow season.
- G. **Resolution 2016-64**
Resolution approving Change Order #1 with LAN Associates for the replacements of the emergency generator at David F. Roche Apartments, Dumont.
- H. **Resolution 2016-65**
Resolution approving a contract with CVR Associates for an operational assessment of the Section 8 Housing Choice Voucher program.

I. Resolution 2016-66

Resolution approving a contract with Buldo Container & Disposal Inc. and Interstate Waste Services of NJ for scavenger service/garbage removal.

J. Resolution 2016-67

Resolution approving amendments to the personnel policy manual in accordance with the NJ MEL.

A motion to go into closed session to discuss a potential litigation matter at 6:19 P.M. was made by Commissioner Taschler and seconded by Commissioner DiPisa.

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

A motion to open to the public at 6:30 P.M. was made by Commissioner DiPisa and seconded by Commissioner Taschler. **Upon opening session to the public, Counsel noted members of the public returned.**

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

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

Meeting adjourned at 6:31 p.m.
Minutes prepared by: Heather Wei