

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

MINUTES OF THE MEETING OF OCTOBER 27, 2016

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF OCTOBER 27, 2016.

PRESENT:

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

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

ABSENT:

Commissioner Mark DiPisa

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 September 22, 2016. Motion was seconded by Commissioner English Rollieson.

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

Executive Director's Report

Salary Analysis

Executive Director Bartlett introduced Diana Neelman and Mary Rizzuti of Compensation Resources, Inc (CRI). CRI completed a salary analysis for the Housing Authority which was presented at the meeting in order to go over key findings with the Board.

- Identified market values for benchmarked positions
- Defined Draft Compensation Philosophy Statement
 - Best practice to support ongoing administration
- Developed standard set of salary ranges
 - Based on a 40 hour workweek or a 35 hour workweek
 - Can be used to support future salary administration and hiring needs
- Evaluated current employee compensation – as compared with other PHA's
 - Bring to minimum results:
 - Concentrated among Assisted Housing Specialists
 - Superintendents also impacted
 - Inclusion of housing allowance eliminates bring to minimum
 - Increases are not mandated
 - Budget is overriding consideration

Finance

| | |
|------------------------|--|
| Public Housing | Cash has increased by \$ 161,499 <ul style="list-style-type: none">• Received \$157,307 in Capital Fund reimbursements.• Other differences normal operating expense swings. |
| COCC & Community Dev. | Cash has increased by \$287,620 <ul style="list-style-type: none">• Payroll was funded on 9/30 but not drawn by Payroll Company until 10/2/16 (\$160,004). |
| HHH Center | Cash has increased by (\$41,256) normal outlays prior to billing. <ul style="list-style-type: none">• 2nd quarter payment received on 9/27/16. |
| Housing Choice Voucher | Cash has increased by \$126,739 |

- Received additional Admin Fees from 2nd Qtr reconciliation. \$30,548.
- Staff shortage reduced payroll costs for the month.

Grant Programs

Cash has decreased by (\$20,057)

- CoC grants expired in March; renewals have been awarded but cannot be drawn yet.
- Supplied bank account info for deposits on new grants.

HDC General Acct

Cash increased by (\$160,235)

Development Costs

| | |
|----------------|---------|
| Emerson | \$3,374 |
| Saddle Brook | \$0 |
| Franklin Lakes | \$0 |
| Northvale | \$0 |
| River Vale | \$0 |

- Received \$169,527.81 from the purchase of the Franklin St Condo.

HDC Properties

Cash increased by \$181,291

- HDC Emergency Solutions cash decreased by (\$23,396).
- Montvale - Paid \$1,430 for apartment painting.
- Northvale incurred additional start-up costs. Not fully leased up.

Managed Properties:

Cash increased by \$ 5,691

- River Vale fully leased up but has not yet received HAP Payments.
- All other properties showed positive cash flows.

BCHHH

Director Julia Orlando has been working on improving protocol with regards to discharges and terminations from the Shelter have submitted for approval from the County. Changes have been made effective immediately.

Personnel

Salary Compensation analysis has been completed. Based upon the report, certain changes will be suggested and brought before the Board at November's meeting.

The Housing Choice Voucher Program Assessment has begun. A kick off meeting took place at which time requested documents were provided and questions were answered. CVR Associates is anticipated to start the onsite part of their assessment process sometime in

January.

RAD

In order to clear up some of the confusion as to the roles both the HABC and HDC will play in the RAD conversion; Executive Director Bartlett will be setting up an information session at DeCotiis FitzPatrick & Cole, LLP. Board members from both the HABC and HDC will be invited to join attorneys for both sides so they may ask any and all questions they have for a better understanding of the transaction.

Field

Executive Director Bartlett reported on press received at Bolling Springs Gardens in East Rutherford. A tenant reached out to The Record in regards to a bed bug issue in the building.

Executive Director Bartlett wanted to ensure the Board that the HABC has and continues to be incredibly proactive. Up to this point tenants have not been required to spend any money, as staff members of the HABC have been the ones to move and rearrange furniture for treatment in each unit. They have also been bagging clothes and food for tenants.

This particular tenant had an issue with having to live out of his bags while his unit was being addressed. Bed bugs is a tenant generated issue. Staff continues to meet with and attempt to educate tenants on the responsibilities of both the HABC and the tenant.

MLK Senior Center

The Center continues to thrive. Monthly meetings have been set up with staff to ensure support and to address any needs that may come up.

Development

Executive Director Bartlett reported that she is hoping to negotiate a Memorandum of Understanding with both the Borough of Closter and the County of Bergen for potential developments.

Attorney's Report

Terrence Corrison, Esq. reported that this month was routine with some notices having to go out to tenants regarding their behavior based on the lease.

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 DiPisa

Paul Nickels congratulated the Board on their new Facebook page. Mr. Nickels requested

that the HABC website be more accessible to those seeking homeless prevention. He further requested that the Resources' tab be easier to locate on the page.

Mr. Nickels further requested that the Board advocate more for Mental Health Awareness.

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

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

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 DiPisa

- A. **Resolution 2016-68**
Resolution approving the routine expenditures for the HABC for the period of 09/13/16 – 10/11/16.
- B. **Resolution 2016-69**
Resolution approving the routine expenditures for the HDC for the period of 09/13/16 – 10/11/16.
- C. **Resolution 2016-70**
Resolution approving a contract with New Orleans Teleport d/b/a Calls Plus for telephone answering service for a two year period.
- D. **Resolution 2016-71**
Resolution entering into a grant agreement with the County of Bergen for \$20,796 in CDBG Funds for operational expenses at the Bergen County Housing Health and Human Services Center.
- E. **Resolution 2016-72**
Resolution entering into a grant agreement with the County of Bergen for \$200,000 in HOME Funds for Tenant Based Rental Assistance.
- F. **Resolution 2016-73**
Resolution approving participation in the Financial Incentive PILOT Program granting financial incentives under the State Health Benefits Program.
- G. **Resolution 2016-74**
Resolution approving to enter into Bergen County's Cooperative Pricing Agreement for Aggregate Energy Procurement Cooperative Pricing System.
- H. **Resolution 2016-75**
Resolution approving a contract with TSUJ Corp. for emergency generator replacement at David F. Roche Apts., Dumont.

- I. **Resolution 2016-76**
Resolution approving a contract with Hackensack UMC Corporate Wellness to provide corporate wellness and health services to Housing Authority employees.

- J. **Resolution 2016-77**
Resolution authorizing the issuance and sale of Five Series of Housing Revenue Bonds in an aggregate principal amount not to exceed \$4,800,000 and authorizing and approving execution and delivery of any and all agreement related thereto.

- K. **Resolution 2016-78**
Resolution approving an agreement with the HDC for Section 8 Project Based Assistance Contract Administration.

- L. **Resolution 2016-79**
Resolution certifying review of the findings of the Local Finance Board in connection with the RAD conversion.

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

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

Meeting adjourned at 6:11 p.m.
Minutes prepared by: Heather Wei