

HOUSING AUTHORITY OF BERGEN COUNTY
Franklin Street Villa
188 Franklin Street
Northvale, NJ 07647

MINUTES OF THE MEETING OF DECEMBER 20, 2016

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF DECEMBER 20, 2016.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Mark DiPisa
Commissioner Bob Taschler
Commissioner Steven Weinstein

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 Steven Kopf, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer
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 change of location for the regular meeting was provided to The Record and the Jersey Journal on December 15, 2016, 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 5:54 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Taschler to approve the minutes of the meeting of November 22, 2016. Motion was seconded by Commissioner Weinstein.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson, Peterson, & Kopf (3)

Executive Director's Report

Chairman Walenczyk began the meeting by welcoming all the Northvale tenants to the December Board of Commissioners meeting. Chairman explained that there would be an Agenda of Regular Business to be discussed first.

Executive Director Bartlett started the meeting by thanking those Commissioners who attended the HABC/HDC Holiday Party at Bacari Grill. It was a fun and successful day for all.

Assisted Housing

The department assessment has begun. Employees have been asked to respond to an anonymous survey in regards to HABC operations. CVR (the contractor) has been on site at the main office and will continue to be as they will begin to shadow staff and their daily activities.

BCHHH

Executive Bartlett reported that the 2016 Contract to manage the HHH with the County has still not yet been signed. Typically, the HABC distributes money for the HHH the 1st and 2nd quarters, and then the Contract gets signed and reimbursement is received. Moving forward the HABC will not be in the position to continue doing so. Discussions have been and will continue to be had with the County in order to work towards a resolution.

Personnel

Executive Bartlett reported that three separate offers for an assisted housing specialist position were made and all three were turned down due to the proposed salary. With the salary analysis complete, it is anticipated that the recommended salary changes will take effect the first pay period of the year for current employees. It will increase the HABC minimum starting salary affording a more competitive position when hiring new employees.

A Regional Property Manager has been hired and her start date is anticipated for early January.

RAD

The RAD transaction has closed. However, funding for these buildings will be from PH sourced through 2017. The RAD ACC will commence January 1, 2018.

Field

The cleanup of the wait list for all Senior and/or Public housing buildings has begun. Prior to cleanup, an applicant would be given one application for a number of

buildings. Upon clean up, applicants will have the option to pick and choose which building wait list(s) they would like their application to remain in.

Development

Little Ferry – Met with Little Ferry to discuss developing a site and working towards a Memorandum of Understanding.

Upper Saddle River - Project attorney continues to work on an Agreement with Porcelanosa to share the costs of the Engineering work that has started.

Closter – Municipality is negotiating the purchase of a site which was formerly a school. Looking for recommendation from HABC/HDC on how to properly use the site.

Saddle Brook – Closing documents to be executed for all sources but is fully funded. Looking forward to getting the shovel in the ground in 2017.

East Rutherford – Negotiations with the homeowners of the lot the HABC was interested in purchasing has come to a complete stop. However, another property owner has reached out regarding a potential project.

FINANCE

Public Housing	Cash has decreased by (\$139,474). Ramsey - Paid \$52,725 for smoke alarms. Dumont - Paid \$49,308 for smoke alarms. Other funds are down primarily due to increased utility costs.
COCC & Community Dev	Cash has increased by \$39,908.
HHH Center	Cash has decreased by (\$67,840) normal outlays prior to billing. Normal monthly swing; waiting for Quarterly reimbursement.
Housing Choice Voucher	Cash has decreased by (\$236,770). Prepaid office rent for 2017 for \$137,460. Paid six months of postage totaling \$20,251.
Grant Programs	Cash has decreased by (\$62,942). Advance rent payments for Continuum of Care Grants expect reimbursement Early January.
HDC General Acct	Cash decreased by (\$162,851).

Development Costs	
Emerson	\$550
Saddle Brook	\$0
Franklin Lakes	\$146,392
Northvale	\$0
River Vale	\$0

HDC Properties Cash increased by \$161,294 due to normal operating swings.

Managed Properties Cash increased by \$ 39,345.

Other

Director Bartlett reported to the Board that a companywide update of the Microsoft program has successfully been completed. Meeting with vendors in order to scan and convert all paper files into digital by the end of 2017 have been promising. The goal for 2017 is to expand the IT and Communications Department in order to make the HABC more technologically friendly, as well as more accessible to its participants and the general public.

Attorney's Report

Terrence Corriston, Esq. clarified that the Resolution for write-offs are for non-payment of rent. The dollar amount of write-offs is nothing in comparison to the number of units the HABC owns. The Finance Department does an excellent job at collecting rent and staying on top of late payments.

Public Comments

Chairman Walenczyk opened the meeting to the public.

Tiana Payne, a former Housing Choice Voucher participant, came to speak to the Board in hopes of some guidance and help. She voluntarily took herself off the program in 2008. Unfortunately, circumstances have since changed and she was hoping to be reinstated.

Director Bartlett asked if she could follow up with her personally as she did not have any background information on her case and would have to look into it.

Chairman Walenczyk closed the meeting to the public.

Consent Agenda

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson, Peterson, & Kopf (3)

- A. **Resolution 2016-88**
Resolution approving the routine expenditures for the HABC for the period of 11/11/16 – 12/9/16.
- B. **Resolution 2016-89**
Resolution approving the routine expenditures for the HDC for the period of 11/11/16 – 12/9/16.
- C. **Resolution 2016-90**
Resolution supporting S-2663 and A-4234 which will enable JIF's to increase investment income by at least \$10 Million.
- D. **Resolution 2016-91**
Resolution approving the Cooperative Pricing agreement with the County of Union.
- E. **Resolution 2016-92**
Resolution approving Change Order #1 with ACI Electrical Contractor to relocate smoke detectors in various Boiling Spring Garden apartments in order to be compliant with code.
- F. **Resolution 2016-93**
Resolution approving the appointment of Lynn Bartlett as JIF Fund Commissioner for the 2017 Fund Year.
- G. **Resolution 2016-94**
Resolution approving the write off of uncollected debts.
- H. **Resolution 2016-95**
Resolution approving Competitive Contracting for nursing services at the BCHHH

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson, Peterson, & Kopf (3)

Meeting adjourned at 6:31 pm
Minutes prepared by: Heather Wei