

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

MINUTES OF THE MEETING OF MARCH 23, 2017

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MARCH 23, 2017.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
Commissioner Mark DiPisa
Commissioner Joanne English Rollieson
Commissioner Danielle Peterson
Commissioner Bob Taschler
Commissioner Steven Weinstein

Lynn Bartlett, Executive Director
Kevin McCann, Director of Finance
Vincent Bufis, Field Operations Manager
John Biale, Director of Development
Terrence Corrison Esq., General Counsel

ABSENT:

Esther Gatria, Human Resources Manager
Julia Orlando, BCHHH Director

CALL TO ORDER

Chairman Walenczyk called the meeting to order at 5:30pm and asked that the open public meetings statement be read. Executive Director Lynn Bartlett read the following:

Consistent with the Bryon 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 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 this meeting will be available following the next regularly scheduled meeting.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk lead the Board in the Pledge of Allegiance.

ROLL CALL

Commissioner Walenczyk asked that roll be called. Commissioners DiPisa, English Rollieson, Kopf and Walenczyk were present. Commissioners Peterson, Taschler and Weinstein arrived later.

APPROVAL OF MINUTES

A motion was made by Commissioner Kopf to approve the minutes of the meeting of January 26, 2017. Motion was seconded by Commissioner DiPisa.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Taschler and Weinstein (3)

Commissioner Tashler arrived.

EXECUTIVE DIRECTOR REPORT

Bergen County Housing Health and Human Services Center (BCHHH)

Director Bartlett reminded everyone of the email announcing the press conference at the BCHHH on March 28, 2017. The purpose of the press conference is to recognize Bergen County as the first county in the Nation to end chronic homelessness. This is follow up to the letter HABC received from the US Interagency Council on Homelessness (USICH) which was circulated at last month's board meeting. There is confirmed participation from the U.S. Department of Housing and Urban Development as well as the County of Bergen.

The discussion on provision of nursing services at the shelter continues. The County has proposed that they will hire per diem nurses to be managed by the Bergen County Department of Human Services (BCDHS) under the oversight of BCDHS doctor at the Juvenile Detention Center. This would be for nursing services as identified by HABC and shared with BCDHS, the services as described would be provided 365 days a year.

The shelter is funded through several Continuum of Care (CoC) program grants. The requirements of CoC programs include implementation of a coordinated system of care to assess any homeless client or household with the intent of creating one service or wait list that is ranked in terms of a critical need and vulnerability index. Bergen County CoC has created and begun implementation of the coordinated assessment system. All homeless and at-risk of homelessness households that present in Bergen County at an emergency shelter or with any homeless provider will all go through the same intake and assessment process. Implementation of the coordinated assessment referral system has led to several program procedure changes at the HABC, most notably a reorganization of assisted housing staff. Families that are at-risk of homelessness will be assisted at the BCHHH. Rental assistance when available will be offered to those that are on the coordinated assessment system referral list and these clients will be assisted at HABC HQ.

This month there was an isolated issued with the heating system at BCHHH. Staff reported no heat in staff offices for an afternoon. The issue was quickly addressed and ameliorated. HABC was willing to rent large area space heaters but this was unnecessary due to contractor response.

Director Bartlett pointed out that the monthly board report on BCHHH expenditures is based on January 1 calendar year. Since contract negotiation is still underway what is provided to the Board is based on the presumption of level funding. Should contract finalization result in different numbers we will update at that time and make Board aware of specific changes.

HABC is currently working on semi-forensic analysis of HABC HQ staff time spent in support of BCHHH operations. This number will be used to substantiate any requested increase to the Administrative Fee line item of the budget.

Commissioners Peterson and Weinstein arrived.

Human Resources

Director Bartlett pointed out updates and new changes since the new Board report was circulated. Field operations has realized the loss of two maintenance assistants due to termination and a third that has been hospitalized for non-work related issue.

Field Operations

Vacancies – Director Bartlett pointed out a correction to the East Rutherford report of 5 vacancies, there were 4 and at present there are 3. She stated that vacancies will be improved by the wait list update that is underway for all RAD buildings. New wait list for these buildings will be completed before the end of April 2017. All zone offices will then receive the list for immediate implementation. Additionally, zone offices will have the responsibility for filing vacancies in their buildings, this will stream line processing of vacancies and result in shorter turnaround time to fill empty units.

RAD Escrow Report – Update through March 23rd is that an additional \$200,137.68 has been spent in addition to the report that was circulated for the meeting.

MLK – It was reported that the Senior Center is thriving and very successful. It is very well attended and there is an upcoming bus trip to the new African American Museum in Washington D.C.

Voucher Program

The Housing Authority is currently leasing up the Tenant Based Rental Assistance (TBRA) program and the Housing Opportunities for Persons with Aids (HOPWA) program, both are funded through grants from the Bergen County and Passaic County Community Development Offices. Current federal budget discussions have highlighted that the budget submitted by the President for consideration by the legislature includes eradication or drastic cuts to the funding sources for these programs. This will create tremendous competition for any funding that is left and to be competitive we need to show timely expenditure of these funds. Therefore, we are leasing up to meet expenditure targets for the current program years.

HABC received HUD correspondence this week in regards to the Section 8 Housing Choice Voucher Program and its funding through continuing resolution or actual budget approval. HUD has recommended that housing authorities undertake the budget process with the presumed projected funding levels at 97% pro-ration for HAP and 75 to 80% pro ration for Administrative Fees. Director Bartlett reminded the Board that the Budget which was reviewed, submitted and approved by the Board and the State used projections of 98% for HAP and 75% for admin fees, these projections are near HUDs recommendations. Based on this information current HCV utilization rates will remain without any lease up.

Development

Emerson – we are presently working on pricing property insurance in compliance with NJHMFA. JIF coverage had not approved by NJHMFA. Additionally, we are negotiating cost and payment with the general contractor for the loss in time and materials that he realized due to project delays to close financing. Director Bartlett noted John Biale and Holly Schepisi's outstanding work addressing the

difficulties presented throughout process with Belmont Construction. She also acknowledged the support of NJHMFA to HABC throughout construction. A ribbon cutting is tentatively expected for May.

Franklin Lakes – we received a 3/15/17 email awarding \$97k hardship credits to the project.

Saddle Brook – there is a scheduled call with FHLBNY to take next steps in financing requirements. The long-term property lease is to be approved by Borough Mayor and Council on April 6th. Once site control is final then we will be able to close with NJHMFA – the timing of the receipt of an executed lease moves the project's anticipated closing from April to May.

Upper Saddle River – there is an increased cost expected for re-design of the site to accommodate drainage for the adjacent Porcelanosa development. HABC Contracting/Procurement staff are working with Architect and Engineer to insure appropriate protocol is followed, resolution awarding additional funding can be expected at April HDC meeting.

Closter – the Borough is presently negotiating a sale price for the identified site. The Borough will bond for acquisition and is presently hopeful to negotiate sale with the seller responsible for and performing all environmental remediation prior to the transfer.

Northvale – the Franklin Street Villa interior design work has begun with furniture purchases. Wall design and art work to be started next week, completion is expected by April 15th. It is expected that we will hold an event on site and invite all Commissioners and Trustees to see the finished work.

Fort Lee – upon Borough request we have asked the engineer to maximize the number of units that could be built on-site under the premise of building being built to the height of the property's nearest neighbor. The re-engineered design came back with 90+ units which has been shared with municipal officials for their consideration and approval.

Finance

Director of Finance, Kevin McCann reported HCV budget has no major changes, the forecast tool shows finances and projections right where they should be.

HOPWA/TBRA analysis was also done for all the Continuum of Care funded grants and we are presently leasing them up as well.

Cash for RAD buildings increased by \$64,000 primarily due to the fact that we had no operating subsidy in January and received January and February together in February. Dumont is the only RAD building that has a negative cash flow which is primarily due to replacement of the generator. Capital subsidy which we are currently not receiving yet, is approximately \$35,000/mo and will not be available until late-April or early May.

CoCC increased by just over \$200,000 due to Community Development payments on several capital improvement grants.

BCHHH increase by almost \$300,000 we received the 2nd and 3rd quarter payments for 2016.

HCV increased slightly with receipt of \$25,000 in admin fees from fourth quarter reconciliation.

HDC received \$147,000 partial developer fee for Emerson and \$205,650 received in reimbursement for pre-development costs from NJHFMA funding. HDC properties cash increased by \$141,000, Edgewater was the only property with negative cash flow this month due to payment of quarterly tax payment.

Restricted accounts paid \$450,000 in bond payment for Ridgewood and \$90,000 in interest.

Commissioner Kopf questioned if there was a leaner way that HDC could upgrade the American Legion Building on the Emerson property. All agreed that the project partners were promised an upgrade this community space. Director Bartlett said that she and Director of Development, John Biale, have asked to meet with the BC Historic Preservation specialist, Elaine Gould, in the Department of Parks. She is currently out for medical reasons and has said she will meet with us as soon as she returns. All agree that the site not being historic is advantageous to lower cost to rehabilitate. HDC recommendations to renovate will be a much more cost efficient approach and we hope that the historic specialists will be supportive of our improvements.

PUBLIC COMMENT

Chairman Walenczyk then asked for a motion to open the meeting to the public. Motion was made by Commissioner Peterson and seconded by Commissioner Kopf.

VOTE: AYES: All Present Commissioners (7)

Chairman Walenczyk then asked if anyone present would like to address the Commissioners. The present members of the public stated that they had no need to address the Commissioners.

A motion was made by Commissioner Weinstein to close the public portion of the meeting. This was seconded by Commissioner Taschler.

VOTE: AYES: All Present Commissioners (7)

A motion to approved the consent agenda was made by Commissioner DiPisa and seconded by Commissioner Kopf.

VOTE: AYES: All Present Commissioners (7)

Consent Agenda

- A. Resolution 2017-22**
Resolution approving the routine expenditures for the HABC for the period of 02/11/17 – 03/10/17.
- B. Resolution 2017-23**
Resolution approving the routine expenditures for the HDC for the period of 02/11/17 – 03/10/17.
- C. Resolution 2017-24**
Resolution ratifying a contract with Delta Dental for the period of April 1, 2017 to March 31, 2019.
- D. Resolution 2017-25**
Resolution authorizing execution of a contract with A&A Painting.
- E. Resolution 2017-26**
Resolution authorizing execution of a contract with Arcari & Iovino PC for kitchen and bathroom

renovations at Boiling Springs, Highlandview Apartments, Ramapo Brae Housing and DeSimone Court Housing.

F. Resolution 2017-27

Resolution authorizing execution of a contract with Tumino's Towing for towing and storage of unauthorized vehicles at properties owned and/or managed by the HABC.

G. Resolution 2018-28

Resolution adopting the Annual Budget and Capital Budget Program for the fiscal year beginning April 1, 2017 and ending March 31, 2018.

ATTORNEY REPORT

General Counsel Terrence Corriston recommended close session to discuss a matter of litigation.

Chairman Walenczyk then asked for a motion to go into closed session at 6:00pm. Motion was made by Commissioner Weinstein and seconded by Commissioner Peterson.

VOTE: AYES: All Present Commissioners (7)

Chairman Walenczyk then asked for a motion to go back into public session. Motion was made by Commissioner Taschler and seconded by Commissioner Weinstein.

VOTE: AYES: All Present Commissioners (7)

Chairman Walenczyk then asked if there was any new business to discuss. Seeing there was no new business to discuss Commissioner Taschler moved that the meeting be adjourned. Commissioner English-Rollieson seconded the motion

VOTE: AYES: All Present Commissioners (7)

Commissioner Taschler asked for an update on the 2017 BCHHH contract with the County. Director Bartlett informed all that at least weekly she has had follow up telephone conversations or meetings with various County administrators. She stated next steps are for HABC to quantify actual HABC support costs that will be used in an actual expense budget to be circulated to both Commissioners and the County for consideration to finalized the 2017 budget. Once that is done then the Freeholders will need to pass resolution authorizing the contract. She cautioned that the contract language will require some word smithing to specifically define work hours under the contract as well as possible expenditure caps.

The meeting was adjourned at 6:31pm