

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

MINUTES OF THE MEETING OF JULY 27, 2017

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JULY 27, 2017.

PRESENT: Chairman Daniel Ortega
Commissioner Joanne English Rollieson
Commissioner Junior Hernandez
Commissioner Danielle Peterson
Lynn Bartlett, Executive Director
Kevin McCann, Director of Finance
Esther Gatria, Human Resources Manager
John Biale, Director of Development
Terrence Corrison Esq., General Counsel

ABSENT: Commissioner Steven Kopf
Commissioner Bob Taschler
Commissioner Steven Weinstein
Vincent Bufis, Field Operations Manager
Julia Orlando, BCHHH Director

CALL TO ORDER

Chairman Ortega called the meeting to order at 5:44 pm 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 Ortega lead the Board in the Pledge of Allegiance.

ROLL CALL

Chairman Ortega asked that roll be called. Commissioners English-Rollieson, Peterson and Hernandez were present. Commissioners Kopf, Taschler and Weinstein were absent.

APPROVAL OF MINUTES

A motion was made by Commissioner English-Rollieson to approve the regular minutes of the meeting of June 22, 2017. Motion was seconded by Commissioner Hernandez.

ROLL CALL VOTE:

Chairman Ortega – AYE

Commissioner English-Rollieson – AYE

Commissioner Peterson – AYE

Commissioner Hernandez - AYE

ABSENT: Commissioners Kopf, Taschler and Weinstein (3)

A motion to accept the minutes of the closed session of the June 22, 2017 meeting was tabled for consideration at a later meeting to provide time for Commissioners to read the minutes.

COMMISSIONER TABLE UPGRADE

Executive Director Bartlett informed all Commissioners that the HABC would be upgrading the tablets provided to Commissioners. All would need to identify if they wished to receive the tablet, or upgrade their current tablet, or decline the tablet. Additionally, Ms. Bartlett informed all that HABC business cards are available for all Commissioners, they need only complete the form to identify if they want HABC business cards, providing the contact information and telephone numbers they wished to be on the card. Both tablets and business cards are optional.

MLK STAFF RECOGNITION

The HABC Board of Commissioners and Executive Director recognized HABC MLK staff Shanice Wyche, Desiree George and Domenico Palaia for their leadership and exemplary response to an active shooter crisis in a neighboring property that resulted in the lock down of the Senior Center in late afternoon well into evening hours.

EXECUTIVE DIRECTOR REPORT

Ms. Bartlett reminded all of the upcoming September NJAHRA conference in Atlantic City. Conference agenda had been circulated in a prior email. She also informed all that information on the annual NJNAHRO conference in November that is run the same week as the NJ League of Municipalities would be coming out soon and she would share the information with anyone who would be interested in attending.

HUMAN RESOURCES

Executive Director Bartlett reported that JIF Sensibility Training for all staff has been scheduled. Due to staff size two dates for the same training are being offered, one in September and another in October.

ASSISTED HOUSING

Director Bartlett explained that continued federal budget talks indicate some form of program cut. Projections continue to swing between small and large cuts but overall every industry discussion anticipates some form of program funding cut.

FIELD OPERATIONS

Ms. Bartlett reminded all that the HABC is presently working on policy development for Snowplow Operations and a Parking Policy for all buildings. She is hopeful that these may be completed and on the October agency for consideration and approval.

FINANCE

In response to Board questions on the Rental Assistance Demonstration (RAD) program Ms. Bartlett and Director of Finance, Kevin McCann created and circulated a RAD Primer Memo for all Commissioners, a “cheat sheet” of sorts, explaining the HABC transaction. Simplified, the RAD program allows public housing authorities to remove their buildings from shrinking public housing fund resource and move them to a Section 8 based rental assistance contract – in essence, moving funding sources for building operations while also make the opportunity for capital improvements with private market funds. She pointed out that RAD applies to only 6 of the buildings in the portfolio: Lyndhurst, East Rutherford, Palisades Park, Dumont, Ramsey and Mahwah.

Director Bartlett reported that staff are working with funding partners on one HDC owned building to approve a payable to former development partner for the South Hackensack building. The HDC Board would have to consider and approve the payment, which is anticipated once the project funders approve the payment.

Mr. McCann reported that RAD program cash has increased by \$203,000 half for reimbursement of expenses of the conversion transaction. Operating subsidies of \$65,000, for the first six months of the year, have been received for these properties.

COCC and Community Development cash increased by \$121,000 which is a reimbursement of last month’s expenditure for payment of medical premiums.

BCHHH cash decreased by \$112,000 mostly due to normal monthly operational expenses the supplementary reason being that there were three pay periods this month.

HCV program cash increased by \$117,000 due to lower HAP expenses this month and

lower program administration costs.

Continuum of Care grants expended \$22,000 due to time delays on reimbursement of renewal funds; funds are there, we just are unable to draw the funds.

HDC cash decreased by \$15,000 relative to the development costs outlined in Board reports. HDC properties cash increased by \$21,000 which is less than expected due to a transfer error from the incorrect account. The error has since been corrected. HDC managed properties cash increased by \$50,000.

Mr. McCann pointed out that there are no major changes from the Board reports that had been previously circulated. The HCV program is performing better than budget. Ms. Bartlett pointed out that program efforts to clean up reporting data, and correctly reporting units that are on the HOLD List are expected to effect budget projections for 4th quarter 2017. As a result of the cleanup and expense reporting the HABC is anticipated to have a program shortfall, where program expenses exceed budget, in December 2017. Staff have applied for shortfall funding and are presently working the HUDs Shortfall Prevention Team to determine the specific amount of shortfall.

A result of this shortfall funding and data cleanup is that HUDs Quality Assurance Division will be on-site in August to undertake a Voucher Management System (VMS) program monitoring review and provide technical assistance.

DEVELOPMENT

Updated photos of all projects under construction were provided by Director of Development, John Biale. Director Bartlett highlighted the following notables:

Emerson – lease up continues to move forward with lease signings expected once we receive the Certification of Occupancy. Punch list items are being addressed, not without their fair share of expected issue but all is expected to be resolved for CO by September.

Saddle Brook – finalization of the funding package continues to be priority. Demolition will be completed in the coming month, the demolition contractor has been selected and the Borough has provided funding for this activity.

Woodcliff Lake – a tour of our Emerson development by borough elected officials has resurrected talks of developing veteran housing.

Fort Lee – work needs to be done on executing an MOU with the Borough. Next step is to finalize design and begin identifying development resources.

OTHER

Ms. Bartlett took time to welcome back Field Operations Manager, Vincent Bufis, from his leave of absence for the birth of a child. Ms. Bartlett publicly acknowledged

Regional Property Managers Jim Giel and Robert Moore thanking them for their dependability, willingness and responsiveness to insure all areas of Field Operations ran smoothly during Vincent's absence. She stated her deep gratitude for their commitment to their jobs and agency operations.

Chairman Ortega inquired if JIF Sensibility Training was required for Commissioners. Ms. Bartlett informed all that it was required for staff only.

Chairman Ortega reflecting on the Board reports noted that all executive staff should be present to address further any questions that Commissioners may have regarding the reports. Given that this is the only opportunity that Board members have to talk to or address specific questions to staff he emphasized the importance of Executive Staff attendance at Board meetings.

Commissioner Hernandez asked if there is a calendar of tours of the BCHHH and if Commissioners can be made aware of them so as to participate. Ms. Bartlett explained that at present there is only one scheduled, with Osceola County Florida and the Chairman has been invited to participate. Ms. Bartlett stated that it is standard procedure to inform all Commissioners and invite their participation/attendance at noteworthy BCHHH tours.

Commissioner Ortega stated that he intends to reach out to all Commissioners with the intent of discussing the creation of sub-committees to engage the residents and promote Commission interaction with clients and authority activities.

ATTORNEY REPORT

Mr. Corrison informed all that there were 7 eviction matters addressed in court this month, 3 warrants for non-payment have been issued. The month has been busy but routine, nothing specific to report.

Commissioner English-Rollieson asked how many times can you go to court to evict someone before they lose their housing? Mr. Corrison said it depends on the grounds for eviction – it could be as few as once. Specific to non-payment of rent, and habitual non-payment Mr. Corrison explained that you have to establish habitual late payment – more than once and on a regular basis is late. They must be sent notice informing them to cease being late. If they pay on time after the notice may start the process all over before moving to a notice to quit.

Commissioner English-Rollieson then inquired regarding HCV participant eviction. Ms. Bartlett clarified for all that Mr. Corrison does not represent any HCV clients and his monthly reports on evictions is relative only to HABC/HDC owned properties. Ms. Bartlett explained that HCV tenants must seek their own counsel in tenant/landlord matters. Mr. Corrison further explained that if an HCV tenant is evicted, then the Authority must terminate assistance; he clarified that a participant can be also be

terminated from program participation/assistance for program violations without being evicted.

Commissioner Hernandez asked if there is provision of services to educate program participants a proactive eviction prevention assistance? Mr. Corriston informed him that there are agencies that do provide this service, it is not a service HABC is required to provide though the Authority does exceptional work in educating our program participants and making referral to other programs for their assistance.

PUBLIC MEETING

A motion was made to open the meeting to the public by Commissioner Hernandez and seconded by Commissioner Peterson.

Jim Giel, HABC Regional Property Manager, commented that while on vacation in Florida he saw a television report on Osceola County seeking assistance from Bergen County NJ in addressing their homeless population and successful shelters. He stated that it makes the point well of being one of the best operated shelters in the nation.

Ms. Bartlett acknowledged that BCHHH Director, Julia Orlando, had been made aware of the Florida news story after it appeared but shared the information with both HABC and County of Bergen contract administrators. Follow up to the story is that the shelter tour that is scheduled is with the very same folks – Osceola County officials. Commissioner Ortega further clarified that the County Executive’s office had extended the invitation to the Chairman to participate in the tour. He explained that the purpose of the tour is to witness first person what we are doing at the shelter and how they may be able to replicate these same practices in Osceola County to combat the recent spike in homeless households in Florida.

A motion was made to close the public portion of the meeting by Commissioner English-Rollieson and seconded by Commissioner Peterson.

AMENDED CONSENT AGENDA

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

A. Resolution 2017-49

Resolution approving the routine expenditures for the HABC for the period of 6/9/17 – 7/13/17

B. Resolution 2017-50

Resolution approving the routine expenditures for the HDC for the period of 6/9/17 – 7/13/17

C. Resolution 2017-51

Resolution pre-approving the routine expenditures for the HABC for August 2017

- D. **Resolution 2017-52**
Resolution pre-approving the routine expenditures of the HDC for August 2017
- E. **Resolution 2017-53**
Resolution authorizing additional legal services in connection with the RAD transaction
- F. **Resolution 2017-54**
Resolution awarding a contract with Nan McKay for Quality Control Assurance Consulting Services
- G. **Resolution 2017-55**
Resolution awarding a contract with DRS Group for data warehousing system for electronic content management and archival conversion services
- H. **Resolution 2017-56**
Resolution awarding a contract for routine electrical maintenance service and repairs on an as needed basis and, when necessary, alteration or replacement of existing systems to TSUJ Corp.
- I. **Resolution 2017-57**
Resolution awarding a contract for asphalt, concrete and curbing repairs, installation and resurfacing as needed to D&L Paving Contractors
- J. **Resolution 2017-58**
Resolution awarding a contract for interior design services to John Celio, LLC for the interior design / renovation of common areas, lobbies, and hallways at Carucci Apartments
- K. **Resolution 2017-59**
Resolution awarding a contract to Spartan Construction for the David F. Roche Apartment building envelope rehabilitation
- L. **Resolution 2017-60**
Resolution awarding a contract for elevator maintenance and repair services at Carucci, David F. Roche and Highlandview Apartments to Clifton Elevator Service Co. Inc.
- M. **Resolution 2017-61**
Resolution awarding a contract for elevator maintenance and repair services at Boiling Springs Gardens to Slade Elevator Corporation
- N. **Resolution 2017-62**
Resolution awarding a contract for elevator maintenance and repair

services at Grove Gardens and The Manor on Paris to Clifton Elevator Service Co. Inc.

O. Resolution 2017-63

Resolution awarding a contract for the provision of routine plumbing maintenance service and repairs on an as needed basis and, when necessary, alteration or replacement of existing systems to Jason Mazzer Plumbing and Heating LLC

The vote upon roll call was:

ROLL CALL VOTE:

Chairman Ortega – AYE

Commissioner English-Rollieson – AYE

Commissioner Peterson – AYE

Commissioner Hernandez - AYE

ABSENT: Commissioners Kopf, Taschler and Weinstein (3)

Chairman Ortega asked if there were any questions or additional comments. Commissioner Hernandez stated he wanted to encourage everyone to watch the television show “And Just For All”. He stated that he finds it very important relative to the job that Commissioners do, that he finds it very interesting and insightful.

Seeing there was any new or additional business to discuss the meeting was unanimously adjourned at 6:30pm.