

HOUSING AUTHORITY OF BERGEN COUNTY
One Bergen County Plaza – 4th Floor Learning Center
Hackensack, New Jersey

MINUTES OF MEETING OF JANUARY 23, 2020

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JANUARY 23, 2020 OF THE HOUSING AUTHORITY OF BERGEN COUNTY BOARD OF COMMISSIONERS

PRESENT: Commissioner Angelo D'Arminio, Jr.
Commissioner Joanne English-Rollieson
Commissioner Junior Hernandez
Commissioner Daniel Ortega
Commissioner Danielle Peterson

Vincent Bufis, Field Operations Manager
Kevin McCann, Director of Finance
Esther Gatria, HR Manager
Julia Orlando, BCHHH Director
Heather Wei, Communications/IT Specialist
Terrence Corrison, General Counsel

ABSENT: Commissioner Peter Caminiti, Sr.
Lynn Bartlett, Executive Director

CALL TO ORDER

The meeting to order at 5:41pm and Vincent Bufis, Director of Field Operations, read the following statement:

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 Bergen Record and posted on the Authority website on December 31, 2018 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.

PLEDGE OF ALLEGIANCE

Chairman Ortega led all in the pledge of allegiance.

ROLL CALL

Upon roll call Commissioners D'Arminio, English-Rollieson, Hernandez, Ortega, and Peterson were present. Commissioner Caminiti was absent.

SWEARING IN OF COMMISSIONER D'ARMINIO

HABC General Counsel, Terrence Corrison, lead the oath and swearing in of newly appointed Commissioner Angelo D'Arminio, Jr. who was then warmly welcomed by all in attendance.

REORGANIZATION

Commissioner Ortega then turned the meeting over to Terrence Corrison for the re-organization and election of officers for the 2020 year.

Mr. Corrison then requested nominations for Board Chair for the term. Commissioner Hernandez nominated Daniel Ortega, the motion was seconded by Commissioner Peterson. No other nominations were forwarded, upon roll call the vote passed unanimously.

VOTE:

D'Arminio – YES
English-Rollieson – YES
Hernandez – YES
Ortega – YES
Peterson – YES

Next, Mr. Corrison asked for nominations for Vice-Chair. Chairman Ortega nominated Peter Caminiti, the motion was seconded by Commissioner English-Rollieson. No other nominations were proffered. Upon roll call the vote passed unanimously.

VOTE:

D'Arminio – YES
English-Rollieson – YES
Hernandez – YES
Ortega – YES
Peterson – YES

Lastly, Mr. Corrison asked for nominations for Treasurer. Chairman Ortega nominated Commissioner English-Rollieson, seconded by Commissioner Peterson. No other nominations were made. Upon roll call the vote passed unanimously.

VOTE:

D'Arminio – YES
English-Rollieson – YES
Hernandez – YES
Ortega – YES
Peterson – YES

The next order of business to follow addressed the appointment of Commissioner members to serve as Trustees on the Board of the Housing Development Corporation of Bergen County (HDC) and on sub-committees of the HABC.

The following appointments were made:

1. HABC Commissioners to serve a one year term as a Trustee on the Board of the HDC:
D'Arminio, Caminiti, Ortega

Motion: Ortega Second: Hernandez

VOTE: Absent: Caminiti
D'Arminio – YES
English-Rollieson – YES
Hernandez – YES
Ortega – YES
Peterson – YES

2. HABC Commissioners to serve a one year term as a member of the Community Housing Resource Board of Southern Bergen County (CHRB):
English-Rollieson, Hernandez, Ortega

Motion: Ortega Second: Peterson

VOTE:

D'Arminio – YES
English-Rollieson – YES
Hernandez – YES
Ortega – YES
Peterson – YES
Absent: Caminiti

3. HABC Commissioners appointed to the Personnel Committee of the HABC:
Caminiti, Ortega

Motion: Ortega Second: English-Rollieson

VOTE:

D'Arminio – YES
English-Rollieson – YES
Hernandez – YES
Ortega – YES
Peterson – YES
Absent: Caminiti

MINUTES

The Chairman asked for a motion to approve the regular meeting minutes of the December 19, 2019 meeting of the HABC Board of Commissioners. Motion was made by Commissioner English-Rollieson and seconded by Commissioner Peterson; motion carried, Commissioner D'Arminio abstained.

EXECUTIVE DIRECTOR REPORT

Chairman Ortega explained the reason for Ms. Bartlett's absence was illness. In Ms. Bartlett's absence Mr. Bufis stated that there was very limited update to the report previously circulated by Ms. Bartlett. He reported:

- Vacancy report remains the same.
- Conference call earlier in the day with NJHMFA for closing permanent financing made clear that we were near approval and finalization of documents submitted and that it was likely that we would both meet and close by the deadline.

Mr. Bufis asked if there were any questions on the report provided, otherwise there was nothing further to report. There were no questions.

Chairman Ortega thanked Mr. Bufis, and Chairman Hernandez complimented the team work and effort. Mr. Bufis thanked everyone.

ATTORNEY REPORT

Terry Corriston reported that the HDC continues to purchase condo units to ensure on-going affordability controls in re-sales to income eligible purchasers. The re-sale of a unit at Ramapo Brae in Mahwah was completed and staff received a request for purchase of a unit in Ridgewood earlier in the week.

There were no questions.

PUBLIC MEETING

Chairman Ortega then requested a motion to open the meeting to the public. Motion was offered by Commissioner English-Rollieson, seconded by Commissioner Peterson.

Adnan Muhammad of Mahwah addressed the Board on behalf of his aunt who is attempting to purchase unit 1404 Ramapo Brae, Mahwah. There is apparently some confusion in the communications regarding the sale. The buyer has been in touch with the seller, and somewhere someone has been in communication with the Borough, and Mr. Muhammad would like to know the current status of the sale.

Mr. Corriston responded, explaining that he has no information on the sale of the unit being discussed. Though he has no specific information he did explain, in order to clarify, the process. When an owner of an affordable unit determines to sell, under the controlling documents for the unit it is first offered to the HDC under the "rights of first refusal". HDC determines – based on price and condition of the unit – if they will purchase and re-sell the unit to an eligible buyer.

Mr. Corriston inquired if Mr. Muhammad's aunt had been determined income eligible. Mr. Muhammad affirmed that she had, Mr. Corriston inquired which agency had determined her eligible, Mr. Muhammad stated that the town had determined her eligible two years previously.

Additional question and answers revealed that the seller had contacted the buyer directly regarding the sale from a list apparently maintained by the Borough of affordable and interested buyers. Mr. Corriston stated he would look into the matter to determine the best way to proceed since HDC had previously inspected the unit and what way would be the most expedient way to move forward.

There were no other members of the public that wished to address the board. A motion was made by Commissioner Peterson, seconded by Commissioner Hernandez and unanimously approved to close the meeting to the public.

CONSENT AGENDA

Chairman Ortega asked for a motion to approve the consent agenda, resolutions 2020- through 2020. Motion was made by Commissioner Hernandez and seconded by Commissioner Peterson.

A. Resolution 2019-74

Resolution approving the routine expenditures for the HABC for the period of 10/11/19 -11/26/19

B. Resolution 2019-75

Resolution approving the routine expenditures for the HOC for the period of 10/11/19 -11/26/19

C. Resolution 2019-76

Resolution to enter into a grant agreement with Bergen County for ADA improvements at Desimone Court Town homes

D. Resolution 2019-77

Resolution approving a one-year extension with Care Plus Workforce Solutions Inc. for laundry services at BCHHH

E. Resolution 2019-78

Resolution approving a one-year extension with North Jersey Friendship House Inc. for vocational coordinator at BCHHH

F. Resolution 2019-79

Resolution approving a one-year extension with CGI Federal Inc. for housing quality standard inspection services

G. Resolution 2019-80

Resolution authorizing a contract with H2M Architects & Engineers Inc. for professional services for DeSimone Court Townhomes ADA upgrades and parking lot expansion

ROLL CALL VOTE:

D'Arminio – YES

English-Rollieson – YES

Hernandez – YES

Ortega – YES

Peterson – YES

Absent: Caminiti

NEW BUSINESS

Fee Accountant Bill Katchen presented the proposed 2020 budget. He provided a brief overview of the budget explaining the budget begins April 1, 2020. The State requires that the budget be submitted 60 days (February 1) prior for review and approval. The budget submitted requires all operations of the Authority including all entities under the umbrella of the Housing Authority.

The budget includes \$56,675,803 of revenue, appropriations of \$57,814,861 the balance being surplus to provide increased housing assistance for clients in the amount of \$1,139,058. Additionally, \$409,690 will be spent from Reserves for Replacement for various capital improvements to the portfolio.

Next steps are submission to the State, address any questions, resolve any discrepancies and be back before the Board to Adopt the budget in March.

There were no questions of Mr. Katchen and no further business to address.

The meeting unanimously adjourned at 5:58pm

Prepared by: Lynn Bartlett