

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-38

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE
PERIOD OF APRIL 15, 2020 THROUGH MAY 15, 2020.**

WHEREAS, the attached listing of Accounts Payable for the period of April 15, 2020 through May 15, 2020 was reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of April 15, 2020 through May 15, 2020 in the amount of Five Hundred Thirteen Thousand, Six Hundred Fourteen Dollars and Thirty-Six Cents (\$513,614.36).

Resolution adopted as read on motion by Commissioner D'Arminio
seconded by Commissioner Hernandez.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D'Arminio, Jr.	X			
Joanne English-Rollieson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

Daniel Ortega

DANIEL ORTEGA, CHAIRMAN

May 28, 2020

DATE



LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-39

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF APRIL 15, 2020 THROUGH MAY 15, 2020 FOR THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY.

WHEREAS, the attached listing of Accounts Payable for the period of April 15, 2020 through May 15, 2020 for the Housing Development Corporation of Bergen County, was reviewed and found acceptable.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of April 15, 2020 through May 15, 2020 in the amount of Two Hundred Fifty-Three Thousand, Seven Hundred Seventy-Seven Dollars and Forty-Seven Cents (\$253,777.47).

Resolution adopted as read on motion by Commissioner D'Arminio
seconded by Commissioner Hernandez.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D'Arminio, Jr.	X			
Joanne English Rollieson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

May 28, 2020
DATE

Daniel Ortega

DANIEL ORTEGA, CHAIRMAN



LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN
COUNTY ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020 – 40

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING AN ADDITIONAL THREE MONTH EXTENSION WITH FRIEND & WENZEL, LLC (JOSEPH M. WENZEL, ESQ., MANAGING MEMBER) FOR SPECIAL COUNSEL SERVICES REGARDING EMPLOYMENT AND LABOR MATTERS FOR A PERIOD OF THREE MONTHS BEGINNING JUNE 1, 2020 AND TERMINATING ON AUGUST 31, 2020.

WHEREAS, a certain Agreement between the **Housing Authority of Bergen County** and **Friend & Wenzel, LLC** as per Resolution 2020-20, expires on May 31, 2020; and

WHEREAS, the parties have mutually agreed and wish to extend and continue said Agreement and

WHEREAS, original Resolution #2018-20 contains a provision allowing the Authority, at its sole discretion, to extend the Agreement for One (1) additional year at the predetermined fees submitted with the original proposal; and

WHEREAS, the Authority has had a continued favorable working relationship with this Firm and that it is qualified and possesses the experience to satisfactorily complete these services; and

WHEREAS, said Agreement be extended for three months commencing on June 1, 2020, and shall now be due to expire on August 31 2020; and

WHEREAS, the Authority agrees to pay **Friend & Wenzel, LLC**, for the continued performance of the Agreement for which the total annual fee shall not exceed the amount of \$17,500.00 at an hourly rate of \$125.00 for the period beginning June 1, 2020 and terminating on August 31, 2020;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, or its designee, is hereby authorized to conclude, execute and deliver on behalf of the Housing Authority of Bergen County, an Agreement with Friend & Wenzel, LLC, for the provision of Special Counsel Services regarding Employment and Labor Matters at the aforementioned amounts.

Resolution adopted as read on motion by Commissioner D'Arminio seconded by Commissioner Hernandez.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D'Arminio, Jr.	X			
Joanne English-Rolliesson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

May 28, 2020
DATE

Daniel Ortega
Daniel Ortega

DANIEL ORTEGA, CHAIRMAN



LYNN BARTLETT, EXECUTIVE DIRECTOR

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-41

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH WILLIAM KATCHEN CPA, LLC, 596 ANDERSON AVENUE, SUITE 303, CLIFFSIDE PARK, NEW JERSEY FOR ACCOUNTING AND FINANCIAL ADVISORY SERVICES.

WHEREAS, on April 27, 2020, the Housing Authority of Bergen County accepted a proposal from William Katchen, CPA, LLC for accounting and financial advisory services; and

WHEREAS, William Katchen CPA, LLC is on the Authority's list of pre-qualified consultants; and

WHEREAS, the proposal submitted by William Katchen, CPA, LLC for a period of (2) years commencing June 1, 2020 and terminating May 31, 2022 for a fee of \$45,600.00 per year, payable at \$3,800.00 per month with the option, at the sole discretion of the Authority to extend agreement for one additional year at the same annual fee, is found to be responsive and advantageous to the Authority; and

WHEREAS, should there be additional work requested of the firm outside of the scope of the work, the hourly rates are as follows: Principal Accountant \$175.00/HR; Senior Accountant \$125.00/HR and Junior Accountant \$100.00/HR; and

WHEREAS, said services include but are not limited to assisting in preparation of Federal year-ed financial reports, provide advice on budgets, financial statements, forms and policies, attend meetings with Board of Commissioners, Auditors, HUD staff and others, evaluate and assist in the preparation of applications for grants/programs for affordable housing developments, and provide updates of regulatory changes and make strategic recommendations; and

WHEREAS, the Authority has had a favorable past working relationship with this Firm in similar services and that it is qualified and possesses the experience to satisfactorily complete said services; and

WHEREAS, sufficient funds are available to compensate the Firm for the entire scope of work and this agreement is being awarded pursuant to a fair and open procurement process.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby authorize the Chairman and/or Executive Director to execute an agreement with William Katchen, CPA LLC for the sum of Forty Five Thousand, Six Hundred Dollars (\$45,600.00) and Zero Cents for each year, for a period of two (2) years, for accounting and financial advisory services effective June 1, 2020, through May 31, 2022.

Resolution adopted as read on motion by Commissioner D'Arminio seconded by Commissioner Hernandez. Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D'Arminio, Jr.	X			
Joanne English-Rollieson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

Daniel Ortega

DANIEL ORTEGA, CHAIRMAN

May 28, 2020
DATE



LYNN BARTLETT, EXECUTIVE DIRECTOR

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-42

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING ADOPTION OF A SECURE ELECTRONIC SIGNATURE POLICY FOR HABC OPERATIONS AND PROCEDURES.

WHEREAS, the Housing Authority of Bergen County is required to maintain a cash management plan to ensure a clear understanding of the financial management that is essential to the Housing Authority’s business operations including fiscal staff responsibilities and roles, internal control, and segregation of duties; and

WHEREAS, the current cash management plan, approved by the Board of Commissioners on January 23, 2020, requires updating to include the use of secure electronic signatures; and

WHEREAS, policy will allow for the use of Adobe Acrobat Pro for digitally encrypted signatures that meets the requirements of the Federal Electronic Signatures in Global and National Commerce Act, 15 U.S.C.A sec. 7001, et seq. (“E-Sign”) and the New Jersey Uniform Electronic Transactions Act N.J.S.A. 12A:12-1, et. Seq (“UETA”).

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby authorizing the adoption of a Secure Signature Policy for all necessary HABC operations.

Resolution adopted as read on motion by Commissioner D’Arminio seconded by Commissioner Hernandez.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D’Arminio, Jr.	X			
Joanne English-Rollieson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

Daniel Ortega

DANIEL ORTEGA, CHAIRMAN

May 28, 2020
DATE



LYNN BARTLETT, EXECUTIVE DIRECTOR

**HOUSING AUTHORITY OF BERGEN COUNTY
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-43

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF
BERGEN COUNTY AUTHORIZING ELECTRONIC FUNDS TRANSFERS**

WHEREAS, the Housing Authority of Bergen County prepares and transfers by check multiple monthly payments to various related and unrelated organizations; and

WHEREAS, the Authority is desirous of implementing electronic funds transfer procedures in order to reduce the redundancy of effort, the number of checks to be generated and to create an efficient and reliable system of controls for the transfers to be made; and

WHEREAS, NJ LFN 2018-13 requires the Board of Commissioners approve and authorize electronic funds transfer procedures.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of the County of Bergen do hereby approve and authorize the Executive Director to implement the attached electronic funds transfer procedures.

Resolution adopted as read on motion by Commissioner D'Arminio seconded by Commissioner Hernandez.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D'Arminio, Jr.	X			
Joanne English-Rollieson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

Daniel Ortega

DANIEL ORTEGA, CHAIRMAN

May 28, 2020
DATE



LYNN BARTLETT, EXECUTIVE DIRECTOR



HOUSING AUTHORITY OF BERGEN COUNTY

ONE BERGEN COUNTY PLAZA, 2ND FLOOR

HACKENSACK, N.J. 07601

PHONE: 201-336-7600

FAX: 201-336-7630

WWW.HABCNJ.ORG

Electronic Funds Transfer Procedures

NJ LFN 2018-13 outlines requirements for the establishment of electronic funds transfer (EFT) procedures. The Notice provides that the governing body (Board of Commissioners) adopt a policy that provides for controls to be put in place to provide for adequate controls and approvals prior to initiating the transfer of funds. The implementation of these procedures does not change the requirements for advance approval by the Board of Commissioner of bill lists or other specific items.

The procedure establishes initiation and authorization roles in the creation of an EFT process. The Chief Financial Officer (CFO) is charged with the initiation of the EFT. At the direction of the CFO alternative staff members may be designated to initiate the transfer.

The Executive Director is charged with the authorization of the EFT. At the direction of the Executive Director alternative staff members may be designated to authorize the transfer.

Advance notification to the Executive Director and CFO are required if there is a substitution in the initiation and authorization processes. Under no uncertain times will one staff member be authorized to perform the initiation and authorization functions.

Specific requirements are:

1. Automatic debits from bank accounts are not permitted. Each proposed payment requires authorization.
2. Once each week a staff member designated by the Executive Director shall review activity reports on all EFT -based transactions. The review will verify that the initiation and authorization process has been consistently adhered to.
3. Bill lists considered by the Board of Commissioners shall indicate the type of technology utilized in meeting each payment (ACH or check).
4. Audit trails are to be created and maintained in order that transaction history, including documentation of demands for payment and payment initiation, authorization, and confirmation, can be independently tracked and detailed. EFT technology must allow verification that a payment is not being diverted to an individual or entity other than the one authorized to receive payment. In the context of a wire transfer or ACH debit description, the bank posting the name of the vendor based upon the transaction routing number provides an adequate audit trail.
5. Users authorized to generate ACH files shall neither have upload rights, nor access permitting editing of a vendor routing number or vendor account number. Each edit to vendor ACH information must be approved by a separate individual and be logged showing the user editing the date as well as the approval for the change.
6. The financial institution shall provide the Authority with the ability to recall ACH payments via NACHA files.

The Authority makes regular and normal transfers between properties on an ongoing basis. The purpose of the transfers are to reimburse the applicable accounts for expense allocations, management, bookkeeping and asset management fees in accordance with approved budgeted amounts.

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-44

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING PURCHASES UNDER VARIOUS COOPERATIVE PURCHASING ENTITIES.

WHEREAS, the Housing Authority of Bergen County, pursuant to N.J.S.A 40A:11-12(a) and N.J.A.C. 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under SOURCEWELL AND OMNIA BUSINESS PARTNERS for any cooperative contracts; and

WHEREAS, the Housing Authority of Bergen County has the need on a timely basis to procure goods or services utilizing these cooperative; and

WHEREAS, the Housing Authority of Bergen County intends to enter periodically into contracts with those available from Sourcewell or Omnia Partner vendors which shall be subject to all the conditions applicable to law.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, of the Housing Authority of Bergen County authorize the purchase of certain goods and services from those approved cooperative contract vendors available through Sourcewell or Omnia Partner, pursuant to all the conditions of the individual contracts.

BE IT FURTHER RESOLVED by the Board of Commissioners, that, the Executive Director and/or her designees are hereby authorized to execute appropriate agreements with these cooperatives.

BE IT FURTHER RESOLVED by the Board of Commissioners, pursuant to N.J.A.C. 5:30-5.5(b), at such time as the goods or services are called for, prior to placing the order, a certification of available funds of funds will be provided via an authorized Purchase Order.

BE IT FURTHER RESOLVED that the duration of this authorization shall be effective immediately and valid until terminated by the Housing Authority of Bergen County.

Resolution adopted as read on motion by Commissioner D'Arminio , seconded by Commissioner Hernandez .

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D'Arminio, Jr.	X			
Joanne English-Rolliesson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

Daniel Ortega

DANIEL ORTEGA, CHAIRMAN

May 28, 2020
DATE



LYNN BARTLETT, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2020-45

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACTS WITH JG PAINTING & CONTRACTING LLC FOR PAINTING OF OCCUPIED APARTMENT INTERIORS, COMMON AREAS AND VACANT APARTMENT INTERIORS “AS NEEDED”

WHEREAS, the Authority identified a need for Painting of Occupied Apartment Interiors, Common Areas and Vacant Apartment Interiors “As Needed”; and

WHEREAS, Solicitation No. **HABC 2020.04.05** dated **April 2020** was drawn up according to established procedures, and was properly advertised in **The Record newspaper on April 28, 2020** and on the Authority's website requesting sealed bids; and

WHEREAS, two Firms responded to the solicitation by submitting a bid on May 15, 2020:

WHEREAS, **JG Painting & Contracting LLC** has been identified as the lowest responsible bidder whose bid meets all the requirements of the bid specifications, complies with the requirements of N.J.S.A. 10:5-3.1 et seq. and N.J.S.A. 17:27 et seq., and is the most advantageous to the Authority; and

WHEREAS, the Authority has had prior favorable working relationship with this contractor and they are qualified and possess the experience to satisfactorily complete these services; and

WHEREAS, it is recommended that a Contract be awarded to **JG Painting & Contracting LLC** for a period of **Two (2) years with a Third (3) year option, or until such necessary time as needed to fully complete the scope of work.**

WHEREAS, the Accounting Manager has certified that sufficient funds are available in the budget to cover these services on a case by case and on an as needed basis which shall be encumbered from the operating budget at such time as the services are rendered, as allowed under N.J.A.C. 5:30-5 (b)-2.; and

WHEREAS, the Authority reserves the right to add or delete sections of the work from the contract after the award of the bid has been made, due to funding or other reasons.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners, authorizes the Executive Director is hereby authorized to conclude, execute and deliver on behalf of the Housing Authority of Bergen County a contract with **JG Painting & Contracting LLC** for the provision of Painting of Occupied Apartment Interiors & Common Areas and Vacant Apartment Interiors “As Needed” for each of the years outlined above.

Resolution adopted as read on motion by Commissioner D'Arminio, seconded by Commissioner Hernandez. Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	X			
Angelo D'Arminio, Jr.	X			
Joanne English-Rollieson				X
Junior Hernandez	X			
Daniel Ortega	X			
Danielle Peterson				X

Daniel Ortega

DANIEL ORTEGA, CHAIRMAN

May 28, 2020

DATE



LYNN BARTLETT, EXECUTIVE DIRECTOR

Signature: 
 Daniel Ortega (Sun, 15, 2020 11:43 EDT)

Email: danielorteganj@gmail.com






HABC Resolution 2020-38 through 2020-45

Final Audit Report

2020-06-15

Created:	2020-06-10
By:	lynn bartlett (Bartlett@habcnj.org)
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