

**HOUSING AUTHORITY OF BERGEN COUNTY**  
**One Bergen County Plaza, Hackensack, New Jersey**

**MINUTES OF ZOOM VIRTUAL MEETING OF APRIL 23, 2020**

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

**PRESENT:**

Commissioner Peter Caminiti, Sr.	Al Restaino III, Accounting Manager
Commissioner Angelo D’Arminio, Jr.	Esther Gatria, HR Manager
Commissioner Joanne English-Rollieson	Julia Orlando, BCHHH Director
Commissioner Junior Hernandez	Shahin Rahvar, Asst. Dir. Rental Pgm
Commissioner Daniel Ortega	Terrence Corriston, General Counsel

Lynn Bartlett, Executive Director  
Vincent Bufis, Field Operations Director

**ABSENT:** Commissioner Danielle Peterson

**CALL TO ORDER**

The meeting to order at 5:38pm. 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 virtual meeting schedule of the HABC Board of Commissioners setting forth the date, time and hyperlink information was posted by The Record on April 21, 2020. The same notice was posted on the Authority website and provided to the County Clerk for posting at the County Administration Building on April 17, 2020. The minutes of the regular meeting will be available following the next regularly scheduled meeting.

**PLEDGE OF ALLEGIANCE**

Executive Director Bartlett led all in the pledge of allegiance.

**ROLL CALL**

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

**MINUTES**

The Chairman asked for a motion to approve the regular meeting minutes of the March 2020 meeting of the HABC Board of Commissioners. Motion was made by Commissioner D’Arminio and seconded by Commissioner English-Rollieson; motion carried unanimously.

**ROLL CALL VOTE:**

Caminiti – YES  
D’Arminio – YES  
English-Rollieson – YES  
Hernandez – YES  
Ortega – YES

Absent: Peterson

## **EXECUTIVE DIRECTOR REPORT**

Director Bartlett provided the following updates to the Executive Director Report previously circulated.

### COVID19 OPERATIONS UPDATE:

- Field Operations

There are currently 20 tenants with confirmed cases of COVID19.

9 Active

4 Recovered

7 Deceased

7 Buildings Affected – 4 Buildings with current active cases

Considering size of portfolio – 26 buildings/1112 units – Ms. Bartlett recognized the exceptional efforts of maintenance and property management team. She praised their outstanding work under the heightened cleaning protocols, as well as working with tenants in lockdown and supporting those residents in quarantine.

Ms. Bartlett also reported that 90% of staff that were out with COVID19 related issues have returned to work, citing that the Authority's maintenance workforce is almost back to at full operational staffing levels.

- BCHHH

Homeless shelter transitioned to motel placement stay for all homeless shelter guests. This is the current state and national model that has been recognized approved as a best practice for this time.

A Christ Church CDC employee has tested positive for the virus which escalated efforts to ensure the small remaining number of guests in shelter were moved to motel placement. All homeless shelter guests that have transitioned are still being provided supportive services, mental health supports and meals.

- Systems/Operations

Rental assistance programs have transitioning exceptionally well. The issues that remain and are being addressed are those regarding mailing recertification packets to those that do not have computer capabilities. Ms. Bartlett reported that HUD has issued a policy notice identifying program waivers for the housing choice voucher and public housing programs. She informed everyone that staff are reviewing the possible waivers and identifying those that would be most beneficial to HABC operations to insure continued operational fluidity and streamlining.

### DEVELOPMENT

The Director pointed out that the Upper Saddle River project design change reported is only an administrative change for the USR planning board and does not require the project to go back before the planning board.

### HUMAN RESOURCES

#### New Hires:

The new Regional Property Manager for Zone 2 will start on Monday 4/27. Director Bartlett explained that onboarding will rely on virtual and remote processes as well as a Zone tour of all the properties that adheres to social distancing requirements.

#### Training:

Ms. Bartlett reported that Exec Staff participated in FEMA webinar this week that addressed FEMA application processes and eligibility activities to be funded or reimbursed by the disaster recovery agency.

HABC department directors participated in a HUD conference call/webinar highlighting the recently issued waiver provisions and all maintenance staff participated in a virtual training “COVID19 Awareness”. Information from this last training has identified a greater need for face shields and PPE Tyvek suits.

#### GRANT PROGRAMS

Ms. Bartlett reported that earlier in the afternoon she received confirmation that HUD CPD had approved HABC’s application for mega-waivers for the CoC and ESG programs. Consequently, the Authority is in great shape relative to programs and waivers that HUD has made possible for the HABC to continue to operate under present circumstances.

#### NOTEABLE

- Director Bartlett reported a on-going check-in by Representative Gottheimer’s office regarding he needs of senior buildings. Based on information learned in today’s maintenance training she will share that there is a need for face shields and additional PPE Tyvek suits that she is hopeful he will be able to assist with.
- 20 meal packages have been distributed to date between Lyndhurst and Saddle Brook. Several residents have left voice mail messages thanking us for the way HABC has been taking care of them.

Commissioner Ortega inquired – all things considered – is there a timeline for construction for Upper Saddle River. Ms. Bartlett responded construction documents were originally expected by May. She reported the development team is hoping this will remain on track to be followed by pricing and contracting, though all are expecting a minimum 3-month delay to original projections given the current business working conditions.

#### **ATTORNEY REPORT**

Terry Corriston complimented HABC for all the work the Authority is doing to support operations, participants and residents in this time. He recognized the work of the Authority this past month.

Mr. Corriston reported HUD has implemented a moratorium on evictions. Presently, we don’t have a report on the number of residents not paying or paying late. He commented that HABC residents do consistently pay rent on time; the majority of residents being senior citizens that pay rent timely. He does not expect problem, none the less the moritoium provides 120 days for rent payments.

#### **PUBLIC MEETING**

Chairman Ortega then requested a motion to open the meeting to the public. Commissioner D’Arminio made the motion and was seconded by Commissioner Caminiti to open the meeting to the public that carried unopposed.

Seeing there was no one from the public wishing to address the Commissioners, a motion was made by Commissioner D’Arminio and seconded by Commissioner Caminiti to close the meeting to the public that carried unopposed.

#### **CONSENT AGENDA**

Chairman Ortega asked for a motion to approve the consent agenda, resolutions 2020-32 through 2020-37. Motion was made by Commissioner D’Arminio and seconded by Commissioner Caminiti.

#### **A. Resolution 2020-32**

Resolution approving the routine expenditures for the HABC for the period of 3/19/19 – 4/15/20

**B. Resolution 2020-33**

Resolution approving the routine expenditures for the HDC for the period of 3/19/19 – 4/15/20

**C. Resolution 2020- 34**

Resolution authorizing the adoption of the HABCs approved budget for the 2020-21 fiscal year

**D. Resolution 2020-35**

Resolution approving an amendment to the employee personnel manual reflecting changes by the New Jersey State Health Benefits program to enrollment and termination of benefits

**E. Resolution 2020-36**

Resolution approving the Personnel Committees recommendations for changes in the HABC Organizational Chart

**F. Resolution 2020-37**

Resolution approving implementation of program waivers under the Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136) establishing alternative requirements for numerous statutory and regulatory requirements for the Housing Choice Voucher Program, Multi-Family Housing Program, Emergency Solutions Grant Program and Continuum of Care Program.

**ROLL CALL VOTE:**

Caminiti - YES

D'Arminio – YES

English-Rollieson – YES

Hernandez – YES

Ortega – YES

Absent: Peterson

Chairman Ortega asked if there was any new business to discuss.

Commissioner English-Rollieson asked for clarification on the meeting time. Ms. Bartlett confirmed that all virtual meetings are at the same time as the Authority's regular meetings – 5:30pm.

Ms. Bartlett thanked the Board for their support and patience on this meeting. She then congratulated Vincent Bufis on the change of title and retroactive promotion to Director of Operations. Commissioners Hernandez, Caminiti and Ortega along with Mr. Corriston echoed the congratulations. Chairman Ortega thanked everyone for their hard work during this time.

Chairman Ortega stated his expectation that it was likely that the Board would meet virtually next month and was hopeful that there would be a return to meeting in person by summer.

Seeing no further discussion Commissioner D'Arminio moved to adjourn the meeting and Commissioner English- Rollieson seconded. The meeting unanimously adjourned at 6pm

Prepared by: Lynn Bartlett