

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

**MINUTES OF ZOOM VIRTUAL MEETING OF OCTOBER 28, 2021**

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF OCTOBER 28, 2021 – A ZOOM VIRUTAL MEETING OF THE HOUSING AUTHORITY OF BERGEN COUNTY BOARD OF COMMISSIONERS

PRESENT:

Chairman Daniel Ortega  
Commissioner Peter Caminiti, Sr.  
Commissioner Junior Hernandez  
Commissioner Danielle Peterson  
Commissioner Harvey Sohmer  
Commissioner Junior Hernandez

Lynn Bartlett, Executive Director  
Terrence Corrison, General Counsel  
Al Restaino, Finance Director  
Vincent Bufis, Director of Operations  
Shahin Rahvar, Housing Programs Dir.  
Esther Gatria, HR Manager  
John Biale, Director of Development  
Julia Orland, HHH Director  
Heather Wei, Commissioner Support

ABSENT:

Commissioner Angelo D'Arminio, Jr.  
Commissioner Joanne English-Rollieson

**CALL TO ORDER**

The meeting was called to order at 5:34pm. 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 January 2, 2021. The same notice was posted on the Authority website and provided to the County Clerk for posting at the County Administration Building on January 21,2021. The minutes of this 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 all Commissioners were present but Commissioners D'Arminio and English-Rollieson.

**MINUTES**

The Chairman asked for a motion to approve the regular meeting minutes of the July 22, 2021 meeting of the HABC Board of Commissioners. Motion was made by Commissioner Caminiti and

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seconded by Commissioner Hernandez; upon roll call the motion carried unanimously by all Commissioners present.

VOTE:

Caminiti – YES

D’Arminio – ABSENT

English-Rollieson - ABSENT

Hernandez – YES

Ortega – YES

Peterson – YES

Sohmer – YES

**EXECUTIVE DIRECTOR REPORT**

Jason Blumenstock of Novogradac presented the FYE March 2021 audits and financial statements for both the HABC and HDC. He informed the Board that Novogradac performed 4 audits: HABC, HDC, Brookside Gardens and Lehmann Gardens and explained that the audit opinion for all are an Unmodified Opinion which is the highest level of assurance possible by auditing standards. Further the independent audit of internal controls and compliance did not identify any deficiencies or findings for any of the entities audited.

After numerous tests all of the compliance requirements under the major programs, most especially the Housing Choice Voucher program, had no findings and there were no exceptions.

He illustrated by way of explanation, and simple formula ratio, a quick look at the consolidated statement of financial position. He indicated that the working capital of the HDC would fund 23 months of operations and compared this to the HUD requirement of 3 months shows the exceptionally strong financial position of the Development Corporation. Overall, the Income Statement shows the HDC to be an incredibly healthy corporation.

In regard to the HABC Mr. Blumenstock pointed out that all prior findings reported were cleared. He revealed that the Working capital of Authority is 9 months of operating reserves, which is more than double HUDs required levels. He reported that the net position of the Authority is growing and overall, given its large size, the HABC is in exceptional position with a notable integrity of files.

Lastly, he complimented HABC staff for the smoothness of the audit, especially given the new working electronic environment.

Commissioner Caminiti asked if this is a certified audit? Mr. Blumenstock confirmed that it is. Commissioner Caminiti inquired if the numbers came from another audit, Mr. Blumenstock explained that though there are independent audits of the Low-Income Housing Tax Credit projects none of those numbers or projects are reported in this audit nor are they required to be.

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Seeing no further questions, Ms. Bartlett thanked Mr. Blumenstock for attending and presenting the audits.

Ms. Bartlett complimented Shahin Rahvar for all his efforts and those of his department with their commitment and ability to make the tenant files accessible to the auditors while operating remotely with files in various places and different formats. She was grateful for their outstanding and timely performance for the audit.

She reported that the purchase of the Hackensack properties had been finalized. This site is to be the future home of both the Housing Authority and Housing Development Corporation.

Ms. Bartlett then shared correspondence from the Englewood Housing Authority Executive Director Domingo Senande thanking the HABC for the assistance the Authority provided to EHA in rehousing their displaced residents. Ms. Bartlett thanked the all-around effort from all levels of the Authority beginning with Julia Orlando and staff at the HHH during Hurricane Ida to the Property Management staff with the support of Vincent Bufis and John Martin in coordinating vacancy showings, to Shahin Rahvar and the Assisted Housing Department's willingness to assist with HCV reviews. It truly was an effort that showcased HABC's strength in teamwork.

Ms. Bartlett then proposed that the 2022 schedule of Board of Commissioner meetings would held on the 4<sup>th</sup> Thursday of the month and continue to be offered in a hybrid format, which was acceptable to all members present.

Finally, Ms. Bartlett reported that the HABC was a great success. Everyone enjoyed the day, the weather, the camaraderie, the food and the Mr. Softee truck.

### **ATTORNEY REPORT**

Terry Corrison reported there were two closing on affordable re-sale units. He reported that there are a few personnel matters that Labor Counsel is presently working on that have been presented to the Personnel Committee. Should the matters resolve or progress they will be presented to the larger Board.

### **CONSENT AGENDA**

Chairman Ortega asked for a motion to approve the consent. Motion was made by Commissioner Caminiti and seconded by Commissioner Hernandez.

#### **A. Resolution 2021-57**

Resolution approving the routine expenditures for the HABC for the period of 09/17/21 - 10/21/21.

#### **B. Resolution 2021-58**

Resolution approving the routine expenditures for the HDC for the period of 09/17/21 - 10/21/21.

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**C. Resolution 2021-59**

Resolution approving the 2022 Holiday schedule.

**D. Resolution 2021-60**

Resolution approving a contract with Calls Plus for telephone answering service for all properties owned and/or managed by the HABC.

**E. Resolution 2021-61**

Resolution approving a contract with Mazteck Inc for CCTV system repair and maintenance services.

**F. Resolution 2021-62**

Resolution approving a contract with Interstate Waste Services of NJ for scavenger services/garbage removal at Franklin St Villa, Lehmann Gardens, & River Vale Senior Residence.

**G. Resolution 2021-63**

Resolution authorizing 2-year renewal of membership in the PHA JIF

**H. Resolution 2021-64**

Resolution approving and adopting the updated Personnel Policies and Procedures Manual

VOTE:

Caminiti – YES

D’Arminio – ABSENT

English-Rollieson - ABSENT

Hernandez – YES

Ortega – YES

Peterson – YES

Sohmer – YES

OTHER BUSINESS

Commissioner Caminiti informed everyone that Paramus Affordable Housing has a three-bedroom vacancy for a disabled veteran household. Commissioner Sohmer and Terry Corriston shared that the Fort Lee Housing Authority has a two-bedroom unit vacancy for a veteran household. Both Ms. Bartlett and Ms. Orlando shared how difficulty it has been to find veteran families.

Seeing no further business to discuss Commissioner Caminiti motioned and Commissioner Sohmer seconded to adjourn the meeting at 6:11 pm which was unanimously approved by all Commissioners present.

Prepared by: Lynn Bartlett