

*HOUSING AUTHORITY OF BERGEN COUNTY
25 ROCKWOOD PLACE, SUITE 205
ENGLEWOOD, NEW JERSEY*

MINUTES OF THE MEETING OF JANUARY 23, 2012

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JANUARY 23, 2012.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Danielle Peterson
Commissioner Joseph Rutch
Commissioner Lauren Marie Zyriek
Terrence Corriston, Esq., Counsel
Domingo Senande, Acting Executive Director
Lynn Bartlett, Director of Housing and Development
Eileen Black, Director of Finance
Julia Orlando, Director BCHHC
Joyce Kashwick, Comptroller
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Andrew Rudman

NOTICE OF MEETING

Mr. Senande 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 regular meeting was provided to The Record and the Jersey Journal on January 19, 2012, 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.

Chairman Rotundo called the meeting to order at 5:08p.m.

REORGANIZATION

Commissioner Rutch moved on a motion re-nominating Commissioner James Rotundo as Chairman, the motion was seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

Commissioner Rutch moved on a motion re-nominating Commissioner Kay Nest as Vice Chair, the motion was seconded by Chairman Rotundo.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

Chairman Rutch moved on a motion re-nominating Commissioner Junior Hernandez as Treasurer, the motion was seconded by Commissioner Rutch.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

APPROVAL OF MINUTES

On motion by Commissioner Rutch, seconded by Commissioner Zyriek, the minutes of the meeting of December 19, 2011 were approved.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

HHH CENTER: Mr. Senande reported that a draft budget had been submitted to the County for review. A meeting will be scheduled with the County to review the draft. The County has also asked the HABC to take a more active role with vendors/contracts. Mr. Senande also reported that the HHH Center submitted for an award of Merit to NAHRO for the work at the Center, and he reviewed the stats submitted. Mr. Senande asked Julia Orlando to report on Project Homeless Connect. Ms. Orlando reported that Project Homeless Connect was the day that the homeless were counted, and there would be various activities taking place such as free lunches, haircuts and items of new clothing.

VOUCHERS: Mr. Senande reported that the HABC is projecting to issue 30 less vouchers, which will help to ensure optimal levels of funding by the end of the year.

ADMINISTRATIVE PLAN: Mr. Senande noted that the Admin Plan was on the consent agenda. He noted that this plan would allow the use of the living room to be counted as a bedroom. This change would only apply to new tenants and

relocations.

WEBSITE: Mr. Senande reported that the County Executive has issued an executive order regarding what should be on websites. The HABC's website is compliant with about 90% of the order and should be fully compliant by the next Board Meeting.

NORTHVALE: Mr. Senande reported that the Northvale project was well underway. The foundation has been poured and elevator and stairway shafts are up. Due to the good weather, construction is ahead of schedule.

RIVER VALE: Mr. Senande reported that the demolition of the Kirk property was underway.

DOMUS PROJECT: Construction on the Sacred Heart Project in Lyndhurst should begin this year and the HABC will be the property managers of the site.

105 MAIN, EAST RUTHERFORD: Mr. Senande reported that due to an oil tank issue on the property, the HABC has been unable to close on the transaction.

BERGENCAP BOILER REPLACEMENT PROJECT: Mr. Senande reported that apparently the engineer hired by the HABC missed a portion of the design, specifically the stack (how it gets vented) and a change order needs to be approved for about \$40,000. BergenCAP can only cover 10% of the original grant and the HABC has to cover the rest. Overall, the grant was worth \$125K.

PUBLIC HOUSING WAIT LIST: Mr. Senande informed that Board that the Public Housing Wait list will be temporarily closed for maintenance starting in February.

Mr. Senande asked William Katchen to review the final budget with the Board.

BUDGET: Mr. Katchen reviewed the Resolutions 2012-13 and 2012-14 with the Board and noted that the total fund balance utilized was \$814,041.00. He added that the 2012 Budget would be reviewed at the next Board meeting. Mr. Rutch expressed concerns about HUD recapturing funds. Mr. Katchen assured Mr. Rutch that Public Housing surplus would not be recaptured, but that administrative funding would be reduced, and that it would probably be reduced by at least a quarter of a million dollars. Ms. Black added that she had reviewed the numbers and she estimated the figure would be closer to \$400K, due to less vouchers being issued and cuts over the last 2 years.

ATTORNEY'S REPORT

Mr. Corrison stated that there were a few evictions, but nothing out of the ordinary. He added that there were two real estate matters that needed to be discussed during closed session. There was nothing else to report on at this time.

PUBLIC COMMENTS

A motion to open the meeting to the public was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

There were no public comments.

A motion to close the meeting to the public was made by Commissioner Zyriek and seconded by Commissioner Rutch

VOTE: AYES: All Present Commissioners (6)
ABSENT: Commissioner Rudman (1)

CONSENT AGENDA

A motion to approve the consent agenda as amended was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2012- 01**
Resolution approving the routine expenditures for the HABC for the period of 12/14/11 – 01/10/12.
- B. **Resolution 2012- 02**
Resolution approving the routine expenditures for the HDC for the period of 12/14/11 – 01/10/12.
- C. **Resolution 2012- 03**
Resolution adopting the Cash Management Plan.
- D. **Resolution 2012- 04**
Resolution authorizing to reject the bid for carpeting and flooring installation on an “as needed” basis.
- E. **Resolution 2012- 05**
Resolution authorizing executing a contract with Standard Elevator Corp., for elevator maintenance service at Brookside Gardens.
- F. **Resolution 2012- 06**
Resolution authorizing executing a contract with Clifton Elevator Corp., for elevator maintenance service at various locations.

- G. **Resolution 2012- 07**
Resolution appointing Domingo Senande as the Fund Commissioner to represent the HABC at the NJ PHA JIF.
- H. **Resolution 2012- 08**
Resolution authorizing executing a contract with North Jersey Friendship House for janitorial and food handler services at the Bergen County Housing Health and Human Services Center.
- I. **Resolution 2012- 09**
Resolution adopting the Annual Agency Plan for submission to the US Dept of Housing and Urban Development for approval.
- J. **Resolution 2012-10**
Resolution authorizing the addition of 18 consultants to the “list of qualified professional consultants” for A/E services for upcoming projects.
- K. **Resolution 2012-11**
Resolution authorizing a contract with Alliance Commercial Pest Control Inc., for monthly exterminating services and bed bug extermination on an ‘as needed” basis at various locations.
- L. **Resolution 2012-12**
Resolution amending Resolution 2011-62, to correctly reflect the actual amount of the ESG from the County of Bergen.
- M. **Resolution 2012-13**
Resolution adopting the annual budget for the fiscal year ending March 31, 2012.
- N. **Resolution 2012-14**
Resolution amending the introduced budget.

A motion to go into closed session was made by Commissioner Rutch and seconded by Commissioner Zyriek. Mr. Don Diorio, Administrative Analyst with the Department of Public Works was asked to join the Board for the portion of the closed session pertaining to a real estate matter with the County.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

A motion to reopen the meeting was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

A motion to accept the terms of a lease at the County Administration Building, as

discussed with the County, subject to review by Counsel, was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

Commissioner Rutch moved that the meeting be adjourned. Commissioner Hernandez seconded the motion.

VOTE: AYES: All Present Commissioners (6)
 ABSENT: Commissioner Rudman (1)

Meeting adjourned at 5:53p.m.

Minutes prepared by: Esther Gatria