

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

**MINUTES OF THE MEETING OF JUNE 18, 2012**

*THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JUNE 18, 2012.*

**PRESENT:**

Commissioner James Rotundo, Chairman  
Commissioner Kay Nest, Vice Chairman  
Commissioner Junior Hernandez, Treasurer (tardy)  
Commissioner Lauren Marie Zyriek  
Commissioner Joseph Rutch  
Terrence Corriston, Esq., Counsel  
Domingo Senande, Executive Director  
Eileen Black, Finance Director  
Lynn Bartlett, Director of Housing and Development  
Julia Orlando, Director Bergen County HHH Center  
Charlotte Vandervalk, Director of Development  
Esther Gatria, Executive Assistant

**ABSENT:**

Commissioner Danielle Peterson  
Commissioner Andrew Rudman

**NOTICE OF MEETING**

Ms. 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 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 5:06p.m.

## APPROVAL OF MINUTES

On motion by Commissioner Zyriek, seconded by Commissioner Rutch, the minutes of the meeting of May 21, 2012, were approved.

VOTE:           AYES:           All Present Commissioners (4)  
                  ABSENT:       Commissioners Hernandez, Peterson and Rudman (3)

## EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

**HHH Center:** Mr. Senande asked Ms. Julia Orlando to report on the HHH Center. Ms. Orlando reported that NAHRO awarded the HABC/HHH Center a national merit award and a regional outstanding award. In addition, the HABC/HHH Center has been nominated for the Award of Excellence. Mr. Senande added that 98 other organizations are also competing for the Award of Excellence and 16 will be granted; Ms. Orlando will be travelling to San Francisco in July to present at the NAHRO Conference. Ms. Orlando also reported that an employment pilot program has been started with the Workforce Investment Board (WIB). Prescreening took place for five HHH Center guests and 4 have already been hired. The Bergen Record will be doing a story on the program. Ms. Orlando reviewed the process and explained that jobs were carefully matched to the applicant. Ms. Orlando also reported that her trip to Washington, D.C. was a success. Ms. Orlando also reported that she and Lynn Bartlett were working together on Shelter+Care and that there were new partners for the program, which will be helpful in filling those vouchers. In addition, she stated that close to 300 people have been housed and they are averaging 73,000 meals/year. Lynn Bartlett added that the funds for HPRP have been expended and that a fantastic job was done to prevent homelessness for many residents. Ms. Bartlett also added that the Emergency Solutions Grant (ESG) has been reengineered to take over the activities funded by HPRP, which is expected to be available in September.

**Financials:** Mr. Senande asked Ms. Black to review financials. Ms. Black reviewed the reports and compared last year to the current year. She reported that revenues increased this year due to lower vacancies and slightly increased rents and expenses were down \$230K and she noted that the net income for all the AMPS was \$355K. (Please Note: Commissioner Hernandez arrived) Ms. Black reviewed the income statements for Section 8 and noted a loss of \$821K overall. The Administrative loss for the year was

\$125K, which was close to the estimate, but she added there was still a healthy reserve. Commissioner Rutch asked about COAH; Mr. Senande replied that the only town the HABC was still administrating was for Teterboro, due to the unique relationship with the town, but it was being phased out. Ms. Black also reported that HUD had recaptured from \$485K the Section 8 reserves; she explained the recapture process to the Board and a discussion ensued. Ms. Black informed the Board that vouchers were being issued, but that on average it was taking 4 – 7 months from the time the applicant is notified to lease-up. Commissioner Rutch inquired about the voucher issuance process and Ms. Bartlett explained it to the Board and a discussion ensued. Ms. Black added that the plan is to issue 55 additional vouchers for this year (in addition to any issued through attrition). Ms. Black also added that the HABC as absorbed all of the tenants that have ported-in to the program and that currently the HABC has 119 people that have ported-out and have not been absorbed by the receiving PHA. If those PHA are absorbed, the HABC’s voucher count will drop again.

**Development:** Mr. Senande introduced the new Director of Development, Ms. Charlotte Vandervalk and the Board welcomed her. Mr. Senande asked Ms. Vandervalk to report on development. Ms. Vandervalk reported that she has been focusing on joint ventures with municipalities with COAH Trust Fund monies in various municipalities and is working on possible Housing Development Corporation (HDC) projects in Saddle Brook, Oakland, Montvale and Demarest. She also reported on her visit to MLK Senior Center and that the title to the project is in the process of being transferred. She also suggested doing a brochure to inform the public of the HABC/HDC.

Other: Mr. Senande asked if the Board would be interested in changing the properties to smoke-free buildings. A discussion ensued and the Board agreed to research the process and report the findings. Mr. Senande also reported that the County asked the HABC to help house the WIB at headquarters. Mr. Senande asked if the Board would make a motion allowing the WIB to move-in to the current HABC headquarters until the lease was up.

A motion to allow the WIB to use office space at the HABC’s current headquarters was made by Commissioner Rutch and seconded by Commissioner Zyriek.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson and Rudman (2)

**ATTORNEY’S REPORT**

Mr. Corriston stated there were three items for closed session; two real estate

matters and the Executive Director's contract.

### **PUBLIC COMMENTS**

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson and Rudman (2)

A motion to go into closed session for matters of real estate and personnel was made by Commissioner Rutch and seconded by Commissioner Zyriek.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson and Rudman (2)

A motion to go into open session was made by Commissioner Nest and seconded by Commissioner Zyriek.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson and Rudman (2)

### **CONSENT AGENDA**

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Peterson and Rudman (2)

### **RESOLUTIONS: CONSENT AGENDA (AMENDED)**

- A. **Resolution 2012-61**  
Resolution approving the routine expenditures for the HABC for the period of 05/10/2012 – 06/11/2012.
  
- B. **Resolution 2012-62**  
Resolution approving the routine expenditures for the HDC for the period of 05/10/2012 – 06/11/2012.
  
- C. **Resolution 2012-63**  
Resolution authorizing Chairman/Executive Director to execute a contract with LAN Associates for A/E services for the replacement of natural gas fired boiler and domestic hot water holding tank at Lehmann Gardens.
  
- D. **Resolution 2012-64**

Resolution authorizing Change Order #3 for the boiler replacement project at Carucci Apartments.

- E. **Resolution 2012-65**  
Resolution authorizing Change Order #3 for the boiler replacement project at David F. Roche Apartments.
- F. **Resolution 2012-66**  
Resolution authorizing the Chairman/Executive Director to execute a contract with W.B. Mason Co., Inc. for office supplies catalog sales.
- G. **Resolution 2012-67**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Interline Brands d/b/a Sexauer and to HD Supply Facilities Maintenance for catalog sales.
- H. **Resolution 2012-68**  
Resolution authorizing Change Order #1 for window washing services at David F. Roche Apartments.
- I. **Resolution 2012-69**  
Resolution authorizing the Chairman/Executive Director to execute a contract with George A. Koteen Associates, Inc., for consulting and evaluation services of utility consumption rates.
- J. **Resolution 2012-70**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Michael J. Malpere Co., Inc. for masonry façade repairs at Highland Views Apartments.
- K. **Resolution 2012- 71**  
Resolution authorizing the Chairman/Executive Director to execute a contract with Arcari & Iovino Architects for exterior waterproofing, brick pointing and restoration at Ridgecrest Apartments.
- L. **Resolution 2012- 72**  
Resolution authorizing Change Order #1 for the water infiltration project at Carucci Apartments.
- M. **Resolution 2012- 74**  
Resolution authorizing a Lease Agreement with the County of Bergen for office space at the County Administration Building.
- N. **Resolution 2012- 77**  
Resolution accepting transfer of property title from Martin Luther King Jr. Senior Center, Inc.
- O. **Resolution 2012- 78**  
Resolution authorizing the write-off of tenant balances for Brookside Gardens.
- P. **Resolution 2012- 79**

