

HOUSING AUTHORITY OF BERGEN COUNTY  
One Bergen County Plaza, FL 2  
Hackensack, NJ 07601

MINUTES OF THE MEETING OF APRIL 25, 2013

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF APRIL 25, 2013.

PRESENT:

Chairman Bruce Walenczyk  
Commissioner Steven Kopf  
Commissioner Kay Nest  
Commissioner Joanne English Rollieson (*via telephone conference*)  
Terrence Corrison, Esq., Counsel  
Domingo Senande, Executive Director  
Lynn Bartlett, Deputy Executive Director  
Eileen Black, Finance Director  
Julia Orlando, Director, BC Housing, Health & Human Services Center  
Charlotte Vandervalk, Director of Development

ABSENT:

Commissioner Mark DiPisa  
Commissioner Danielle Peterson  
Commissioner Andrew Rudman

NOTICE OF MEETING

Mr. Domingo 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, 2013, 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.

The meeting was called to order at 5:23p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

## APPROVAL OF MINUTES

A motion was made by Commissioner Nest to approve the minutes of the meeting of March 28, 2013. Motion was seconded by Commissioner Kopf.

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

## EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

**Cap on Rent Increases:** Mr. Senande reported that the HABC was still considering a cap on the percentage of rent increases that landlords could receive at the time of recertification.

Mr. Senande stated that he was recommending a 1.5% increase. He explained that many housing authorities were doing the same. Mr. Senande asked Ms. Black to present her analysis on the rent cap. Ms. Black explained that they were reviewing different scenarios, including rent freezes or caps and how they affected future projections. She explained that if all rents were frozen, the reserves, which are now approximately \$3.6M, would be reduced to \$1.5M. If a 1.5% cap is enforced, the reserves would drop to \$1.285M (currently rent increases average 3.6%). She stated that assuming sequestration will still be in effect next year, it was necessary to prepare and make sure that at least \$1M remained in reserves. She stated that the disadvantage of this was that some landlords may choose not to renew the leases and tenants would be forced to move, which is an administrative burden and has an impact on voucher count.

Mr. Corriston stated that he had prior experience with a housing authority that sent a letter to their landlords stating that there would be no increases and there was a strong negative reaction. It would be very problematic for families being forced to move, especially mid school year. Mr. Corriston explained that he thought there should have to be some exceptions made, especially for families with special needs children who could not move out of certain school districts because of special programs. Ms. Bartlett added that relocations would be a burden on the program as a whole and explained that Section 8 Department was in the process of revamping the entire recertification process. The Assisted Housing Specialists would now be meeting with the participants rather than mailing the documentation.

Ms. Black explained that if the 1.5% cap was implemented immediately there would still be a little less than half a million in reserves next August, rather than none at all if they continued to allow the landlords to receive the maximum increase allowed.

Chairman Walencyk asked the Board if they approved of the 1.5% cap on rent increases. Commissioner Kopf and Commissioner Nest both agreed. Chairman Walencyk told Mr. Senande to send the letters to the landlords and that they would discuss the responses/outcome at the next board meeting.

**Development:** Mr. Senande reported to the Board that they would be applying for a 9% tax credit award on May 31, 2013 for three projects: 650 Shaler Boulevard, Ridgefield, 15 Caldwell Avenue, Saddle Brook, and the St. Anthony site in Northvale.

**Ridgefield:** Mr. Senande reported to the Board that since the last meeting, the HABC went out to bid for a developer. The HDC along with the Alpert Group responded and were awarded the contract. The HDC and the Alpert Group will be the developers for the property but the lease will be with the HABC.

**Northvale:** Mr. Senande reported that the HDC was in discussions with Catholic Charities to develop the St. Anthony's grammar school site.

**Saddle Brook:** Mr. Senande reported that the HDC was now in talks with Domus Corporation, a nonprofit organization whose mission is to also provide affordable housing. Domus was very happy to be working with the HDC and as part of the deal was willing to accept that after 5 years HDC will take possession of Saddle Brook for the nominal amount of \$1, manage the property, and split the developer's fee.

**MLK:** Mr. Senande reported that he presented MLK with 7 candidates for the Director and Deputy Director positions. He interviewed all of them and believed they were all very qualified candidates. He also reported that he believed MLK would be up and running soon and self-sufficient soon after that; however in the meantime the HABC was managing their operations including revising their budget, grant writing, paying all of their bills, overseeing their staff and maintaining the building.

Mr. Corrison stated that he had received the deed for the property; however it could not be recorded without the Certification of Residency or the required tax documents. He believed he would be receiving them shortly.

**Mahwah/Ramsey:** Mr. Senande reported that on for resolution was the approval for the roof replacement for the Mahwah/Ramsey public housing buildings. He stated that in total the project would cost \$575,000, of which \$385,000 was being funded through CDBG and the remaining amount would come from the HA's capital funding.

**Bergen County Housing Health and Human Services Center (HHH):** Mr. Senande asked Julia Orlando to report on the HHH. Mrs. Orlando reported to the Board on the new project Teach for Life that was being funded by the Bergen One-Stop Career Center. The program is geared to prepare young people to leave the shelter and be able to obtain and maintain employment. Six students have been receiving one-on-one job counseling and have been getting help preparing their resumes. They will be receiving makeovers funded by the Parisian Beauty Academy in Hackensack and will also be given a new wardrobe. Graduation for these students will be on May 9<sup>th</sup>. Ms. Orlando stated that she was pursuing to have this program mandated for anyone under the age of 25.

Ms. Orlando also reported that a grant was awarded to Jewish Family Services to work with Shelter Our Sisters to provide more intensive services for victims of domestic violence and homelessness.

**Organizational Chart:** Mr. Senande presented to the Board an updated Organizational Chart. The reason for the change is to try to minimize the impact, from the cutbacks, on staff. The plan is to shift two employees from the Assisted Housing Department, which has been the most impacted department due to the sequestration, to the buildings. These employees would go to train the existing staff and to update the building files which have not received the attention they deserve. Mr. Senande also told the Board that he had met with the Personnel Committee who had already approved the Organizational Chart. He reported that a new full time HR position was being added to the chart, so that if additional cuts had to be made they would be made based on performance. Mr. Senande is also recommending that 40% of his salary be covered by the HDC budget, given the amount of time he has put into developing new HDC properties and also given the developer's fee the HDC will be receiving from those new properties.

**Staff Day:** Mr. Senande reported that Staff Day at Wallington Lanes was very successful.

**2013 HHH Budget:** Mr. Senande reported that the final 2013 budget was submitted to the County for approval.

#### ATTORNEY'S REPORT

Mr. Corriston reported that he had obtained the deed and title work for MLK and was now in discussions with the contractors to complete the job.

#### PUBLIC COMMENTS

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

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

There were no public comments.

A motion to close the meeting to the public was made by Commissioner Kopf and seconded by Commissioner Nest.

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

#### CONSENT AGENDA

A motion to approve the consent agenda was made by Commissioner Kopf and seconded by Commissioner Nest.

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

**RESOLUTIONS: CONSENT AGENDA**

- A. **Resolution 2013-35**  
Resolution approving the routine expenditures for the HABC for the period of 03/21/13 – 04/17/13.
- B. **Resolution 2013-36**  
Resolution approving the routine expenditures for the HDC for the period of 03/21/13 – 04/17/13.
- C. **Resolution 2013-37**  
Resolution authoring to enter into a lease with the Borough of Ridgefield for the construction and operation of affordable rental housing for senior citizens.
- D. **Resolution 2013-38**  
Resolution approving a contract with Aris Painting Company for the painting of vacant apartment interiors on an "as needed" basis.
- E. **Resolution 2013-39**  
Resolution approving a contract with Aris Painting Company for the painting of occupied apartment interiors at various locations.
- F. **Resolution 2013-40**  
Resolution approving a contract with P. Cipollini, Inc., for the roof replacement project at Mahwah/Ramsey Public Housing.
- G. **Resolution 2013-41**  
Resolution authorizing requesting the transfer of a certain Section 8 voucher to the NJ Dept. of Community Affairs Section 8 Program.
- H. **Resolution 2013-42**  
Resolution approving the changes made to the HABC Organizational Chart.
- I. **Resolution 2013-43**  
Resolution authorizing the Executive Director to enter into a Development Agreement with the Alpert Group, LLC and The Housing Development Corporation of Bergen County to co-develop & co-manage affordable housing at 650 Shaler Avenue, Ridgefield.

Commissioner English Rollieson moved that the meeting be adjourned. Commissioner Kopf seconded the motion.

VOTE:           AYES:           All Present Commissioners (4)

ABSENT: Commissioners DiPisa, Peterson, Rudman (3)

Meeting adjourned at 6:13p.m.

Minutes prepared by: Heather Wei