

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

MINUTES OF THE MEETING OF NOVEMBER 19, 2015

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF NOVEMBER 19, 2015.

PRESENT:

Commissioner Bruce Walenczyk, Chairman
Commissioner Steven Kopf, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer
Commissioner Bob Taschler

Lynn Bartlett, Executive Director
Kevin McCann, Finance Director
Vincent Bufis, Field Operations Manager
Terrence Corriston, Esq., Counsel
Heather Wei, Executive Assistant

ABSENT:

Commissioner Mark DiPisa
Commissioner Danielle Peterson
Commissioner Kay Nest
Julia Orlando, Director of HHH
John Biale, Director of Development
Esther Gatria, Human Resources Manager

NOTICE OF MEETING

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 regular meeting was provided to The Record and the Jersey Journal on December 29, 2014, 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 5:12 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Kopf to approve the minutes of the meeting of October 22, 2015. Motion was seconded by Commissioner English Rollieson.

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

Members of the public were present at the meeting. In order to accommodate them and the presenters from SecureCore, Chairman Walenczyk rearranged the Agenda to have the Public Question Period before the Executive Directors Report.

Public Comments

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

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

Katherine Esposito, a former shelter guest, came in to request access to her mail from the Shelter. She is concerned she will not be able to continue processing her application with the Hackensack Housing Authority since she does not have an address to access to her mail. Director Bartlett suggested she would meet with Ms. Esposito the following day and work on addressing her issues.

Paul Nickles met with the Health Department regarding the potential for The New Jersey Cancer Education and Early Detection (NJCEED) Program provides comprehensive outreach, education and screening services for breast, cervical, colorectal and prostate cancers to be provided to low and no income persons.

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

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

EXECUTIVE DIRECTOR'S REPORT

Ann Keough of Secure Core, Disaster Planning & Recovery Solutions presented to the Board. She explained that SecureCore provides clients with disaster planning tools, onsite disaster management and online disaster plans. Their customized, actionable plans are built around each individual business's requirements to provide the most up-to-date, accurate information when and where it's needed most.

Ms. Keough further explained that SecureCore combines disaster preparedness with proven technology to bring disaster planning into the digital age with a smartphone mobile app that provides detailed guidance, with or without an Internet connection.

She explained that in case of an emergency, i.e. a power outage, an employee, who may not be as familiar with that particular building, will still be able to find the circuit breaker because the app will show him where it is.

She explained that her team would go to each property and complete site surveys and inspections in order to customize each buildings plan. The plan for each building would then be downloaded onto the app. The app would then be uploaded onto each field employee's smartphone.

After the initial implementation, which should take about 4 – 6 weeks, SecureCore customers will continue to receive exclusive training sessions and benefit from ongoing support to always better prepare for and handle disaster situations.

BCHHH

Director Bartlett and Director Orlando presented at the Poverty and Affluence Panel: A tale of two Bergen Counties on November 10th. Each spoke about the services they provide, the demand for them, and the realities of each program. There was very positive feedback all around.

Additionally, the MOU with Felician College has been finalized by County Counsel and now signed by the College Admin. It is now with county counsel for the County Executive's signature.

Lastly, Zero 2016 continues on track to end chronic homelessness (at 138% of the target) by the close of 2016.

Personnel

Three full time Assisted Housing Specialist positions have been offered and accepted. They are now all in the pre-employment process. There are still 2 part time positions that need to be filled.

Director Bartlett reported that based upon the evaluation process, accessing skill sets, and additional performance measurements some staff has been reassigned to positions that are complimentary to their skill level.

RAD

A meeting was held between HABC and HDC members to discuss the consultant's proposal of having HDC fund the RAD improvements necessary to move forward. It was the consensus that it is not the right way to go. It would be far more expensive and not necessary for the conditions of the buildings.

Development

Northvale – Under construction and the foundation is in. The entire project is moving very

quickly. The next step is to discuss the lease up process.

River Vale –The project continues to move forward.

Closter – Director Bartlett and John Biale will be presenting to the Mayor and Council. The Board is very interested in discussing, moving forward, and working with the HABC on a potential project.

Emerson – The entire team has been working diligently in the hopes to close with NJHMFA by December.

Saddle Brook and Franklin Lakes – Both projects were not been awarded tax credits. The next discussion needed to be had is whether the money already spent on each project is worth moving forward with and applying again.

Finance

Public Housing: Cash has decreased by \$ 108,606
All Buildings charged with three payrolls this month.
Lyndhurst paid \$ 105,864.50 towards roof replacement. To be reimbursed by grants.

COCC & Community Dev: Cash has increased by \$361,171
COCC cash increased by \$223,618. Health insurance premiums, of \$270,000 are due pending password resets from State of New Jersey.

HHH Center: Cash has decreased by \$218,383 voucher submitted to County, funds expected early December.

Housing Choice Voucher: Cash has increased by \$ 65,177
Additional admin received from HUD due to voucher count reconciliation.

Grant Programs: Cash has decreased by \$ 91,242
Grant reimbursements have started coming in, expected to improve more over the next 60 days.

HDC General Acct: Cash decreased by \$ 72,601

Development Costs

Emerson	\$550
Saddle Brook	\$0
Franklin Lakes	\$74,863
Northvale	\$1,574
River Vale	\$0

Additional Payouts included the annual Audit fee of \$6,900,
Grove Street taxes of \$625

HDC Properties:

Cash increased by \$80,011

HDC Emergency Solutions cash decreased by \$4,960.

All other properties show normal positive cash flow.

Managed Properties:

Cash increased by \$44,223

All properties showed normal positive cash flows for the month.

Trust Account Activity:

Bergenfield made principle and interest payments totaling
\$322,100.

Meaningful expected future transactions:

HDC - Development Fee expected in July - Paris Avenue \$25,000

MLK Center - Escrow funds should be returned in July. \$22,929

Attorney's Report

Mr. Corriston reported that there were two tenant lockouts this month and one more is pending.

Consent Agenda

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

A. **Resolution 2015-75**

Resolution approving the routine expenditures for the HABC for the period of 10/14/2015 - 11/10/2015.

B. **Resolution 2015-76**

Resolution approving the routine expenditures for the HDC for the period of 10/14/2015 - 11/10/2015.

C. **Resolution 2015-77**

Resolution approving the holiday schedule for the calendar year 2016.

D. **Resolution 2015-78**

Resolution authorizing executing a contract with North Jersey Friendship House for vocational services at the Bergen County Health and Human Services Center.

E. **Resolution 2015-79**

Resolution approving Change Order #2 with Jones Masonry Restoration for the provision of supplying services, labor, material & equipment for repointing 1,200 linear feet at Boiling Springs Gardens, East Rutherford.

F. **Resolution 2015-80**

Resolution approving a contract with LAN Associates for A/E Services for the replacement of emergency generators at David F. Roche Apartments, Dumont.

G. **Resolution 2015-81**

Resolution to enter into a Grant Agreement with the County of Bergen for CDBG funds for the installation of ADA Compliant Smoke Detectors at David F. Roche Apartments, Carucci Apartments, Mahwah Family Housing, and Ramsey Family Housing.

H. **Resolution 2015-82**

Resolution authorizing executing a contract with Standard Elevator Corp for elevator maintenance and repair service at Martin Luther King Senior Center.

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

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

Meeting adjourned at 6:44 p.m.
Minutes prepared by: Heather Wei