

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

MINUTES OF THE MEETING OF JULY 28, 2016

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JULY 28, 2016.

PRESENT:

Commissioner Bruce Walenczyk, Chairman  
Commissioner Joanne English Rollieson, Treasurer  
Commissioner Mark DiPisa  
Commissioner Danielle Peterson  
Commissioner Bob Taschler

Lynn Bartlett, Executive Director  
Kevin McCann, Finance Director  
Vincent Bufis, Field Operations Manager  
John Biale, Director of Development  
Terrence Corriston, Esq., Counsel  
Esther Gatria, Human Resource Manager  
Heather Wei, Executive Assistant

ABSENT:

Commissioner Steven Kopf, Vice Chairman

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 28, 2015, 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 5:20 p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

## APPROVAL OF MINUTES

A motion was made by Commissioner Taschler to approve the minutes of the meeting of June 23, 2016. Motion was seconded by Commissioner DiPisa

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Kopf

## Executive Director's Report

### BCHHH

Executive Director Lynn Bartlett acknowledged correspondence the HHH received from the United States Interagency Council on homelessness congratulating the County on ending veterans' homelessness. She recognized and thanked members of the staff for their efforts to help reach this point.

### Personnel

Director Bartlett reported that the Martin Luther King Jr. Senior Center is open and operating. It is open 8:30 am to 3:00 pm every day. Lunch is being served and classes are being offered. Both the City of Hackensack and its residents are very happy. The Director is Janel Johnston, a former Section 8 Assisted Housing Assistant.

### Development

**Emerson** – Both Chairman Walenczyk and Commissioner Kopf attended the Emerson Groundbreaking. The event was well attended by both the Veteran community as well as public officials.

**River Vale** – 47 of the 49 units have been leased up. The remaining 2 will be filled in the next 30 days.

**Northvale** – Received Certificate of Occupancy. Director Bartlett acknowledged John Biale's efforts in getting the project to this point.

**Little Ferry** – The land is developable but there are some constraints in regard to the fact that it was a former landfill and in a flood zone. There may be additional costs in order to build and be in compliance with regulations.

**Closter** – Still in discussions with the Mayor and Council. They have picked out a site that is former school.

**Hackensack** – Met with a developer regarding the possibility of developing in Hackensack. Still in the discussion stages.

## Finance

- Public Housing: Cash has increased by \$ 34,457
- Lyndhurst paid balance on roof replacement (\$53,472).
  - Other cash increases normal seasonal changes.
- COCC & Community Dev: Cash has increased by \$ 50,915
- COCC received payment on two months of carpentry invoices.
- HHH Center: Cash has decreased by \$85,520 normal outlays prior to billing.
- 1<sup>st</sup> quarter billing was submitted and PO received 7/11/16.
- Housing Choice Voucher: Cash has decreased by \$ 39,105
- Expenses lower due to open positions and training reimbursement from NJ.
  - Increase payments to landlords by \$99,770.
- Grant Programs: Cash has decreased by \$15,088
- S + C grants expired in March; renewals have been awarded but are not yet available for draw-downs. Draw-downs should be available in August.
- HDC General Acct: Cash decreased by \$ 120,720
- Development Costs
- |                |           |
|----------------|-----------|
| Emerson        | \$8,712   |
| Saddle Brook   | (\$1,150) |
| Franklin Lakes | \$0       |
| Northvale      | \$3,452   |
| River Vale     | \$0       |
- Purchase of 50 Leonard Place in Ridgewood - \$97,910
- HDC Properties: Cash increased by \$86,749
- HDC Emergency Solutions cash decreased by \$5,029.
  - Hasbrouck Heights replaced common area carpets for \$19,723.
- Managed Properties: Cash increased by \$83,735
- River Vale rent was deposited as account was set-up.
  - All other properties showed positive cash flows.

## RAD

Director Bartlett reported that as of today the following is a list of documents for each property that have been submitted to the RAD Resource Desk, reviewed and approved by our transaction manager at HUD as well as his supervisors:

- Physical Needs Assessment including narrative and excel workbook. The workbook contains worksheets showing rehabilitation work which needs to be completed in 12-18 months of closing as well as schedules showing what will need to be replaced or updated over the next 20 years as well as a plan showing how it will be paid for
- Part 58 Environmental Review was completed for each property
- Fair Housing Plan
- Development Budget
- Financing Plan
- 20 year Cash Flow Projection
- HUD Newark Field Office approval of the annual plans
- Initial Year funding Tool
- Affirmative Fair Housing Marketing Plan
- Prior 3 years Historical Financials

As of this date all Plans have been approved by the HUD transaction team and HUD has issued a RAD Conversion Commitment (RCC) agreement for each property to be executed.

Next Steps are as follows:

- Engage attorney for both HABC and HDC to handle closing and Loan documents.
- Do appropriate title searches for each property
- Get updated and current ALTA surveys for each property
- Obtain approval's of the Financing Plans by both HABC & HDC Boards
- Select Financial Consultant to apply and obtain financing plan approval by Local Finance Board
- Authorize Execution of RCCs
- Prepare Loan Documents
- Prepare Mortgages
- Schedule closing with HUD
- Review and schedule Rehab work to begin once closing is complete

### Other

Director Bartlett reported that on the Agenda was a resolution amending and updating the Housing Choice Voucher Administrative Plan. The Admin Plan is the way in which the Housing Authority intends to use some of the discretionary policies that HUD allows when administering the HCV program. Most updates are regulatory driven.

### Attorney's Report

Terrence Corriston Esq. reported that a resolution approving the Shared Service Agreement with the County for the HHH is on the agenda. He further reported that he reached out to the County and asked to have the agreement amended to correctly read that the County maintains the grounds, not the HABC.

### Public Comments

A motion to open the meeting to the public was made by Commissioner DiPisa and seconded by Commissioner Taschler.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Kopf

No public comments.

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Kopf

### **Consent Agenda**

A motion to approve the consent agenda was made by Commissioner Peterson and seconded by DiPisa.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Kopf

- A. **Resolution 2016-44**  
Resolution approving the routine expenditures for the HABC for the period of 06/15/16 – 07/14/16.
- B. **Resolution 2016-45**  
Resolution approving the routine expenditures for the HDC for the period of 06/15/16 – 07/14/16.
- C. **Resolution 2016-46**  
Resolution pre-approving list of bills for the HABC for the period of 07/17/2016 - 08/17/2016.
- D. **Resolution 2016-47**  
Resolution pre-approving list of bills for the HDC for the period of 07/17/2016 - 08/17/2016.
- E. **Resolution 2016-48**  
Resolution approving a contract with D&L Paving Contractors, Inc. for asphalt and crack repairs, milling, resealing, line & markings restriping and concrete sidewalk repairs at various sites.
- F. **Resolution 2016-49**  
Resolution approving a Shared Services Agreement with the County of Bergen for managerial and administrative oversight at the Bergen County Housing, Health and Human Services Center.
- G. **Resolution 2016-50**  
Resolution approving a contract with Novogradac and Company, LLP for Annual Audit services for FYE March '16, March '17, and March '18.

- H. **Resolution 2016-51**  
Resolution amending and updating the Housing Choice Voucher Administrative Plan.
- I. **Resolution 2016-52**  
Resolution approving the execution of 5 RAD Conversion Commitments.
- J. **Resolution 2016-53**  
Resolution approving a contract with DeCotiis, Fitzpatrick, & Cole, LLP for legal services in connection with the RAD transaction.
- K. **Resolution 2016-54**  
Resolution approving a contract with NW Financial Group, LLC for finance consultation services in connection with the RAD transaction.
- L. **Resolution 2016-55**  
Resolution approving submission of an application to the Local Finance Board in connection with the RAD transaction.
- M. **Resolution 2016-56**  
Resolution authorizing negotiations of a loan from HDC in an amount not to exceed \$4.8 Million Dollars to finance and convert its public housing units into HCV Units pursuant to the RAD transaction.
- N. **Resolution 2016-57**  
Resolution authorizing the Executive Director to execute and submit all required closing documents in connection with the RAD transaction.

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioner Kopf

Meeting adjourned at 6:11 p.m.  
Minutes prepared by: Heather Wei