

HOUSING AUTHORITY OF BERGEN COUNTY
One Bergen County Plaza, Hackensack, New Jersey

MINUTES OF ZOOM VIRTUAL MEETING OF MAY 28, 2020

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MAY 28, 2020 – A ZOOM VIRUTAL MEETING OF THE HOUSING AUTHORITY OF BERGEN COUNTY BOARD OF COMMISSIONERS

PRESENT:

Commissioner Peter Caminiti, Sr.
Commissioner Angelo D’Arminio, Jr.
Commissioner Junior Hernandez
Commissioner Daniel Ortega
Terrence Corrison, General Counsel

Lynn Bartlett, Executive Director
Vincent Bufis, Field Operations Director
Al Restaino III, Accounting Manager
Esther Gatria, HR Manager
Julia Orlando, BCHHH Director
Shahin Rahvar, Asst. Dir. Rental Pgm

ABSENT:

Commissioner Danielle Peterson
Commissioner Joanne English-Rollieson

CALL TO ORDER

The meeting to order at 5:46pm. 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 virtual meeting schedule of the HABC Board of Commissioners setting forth the date, time and hyperlink information was posted by The Record on April 21, 2020. The same notice was posted on the Authority website and provided to the County Clerk for posting at the County Administration Building on April 17, 2020. The minutes of the regular meeting will be available following the next regularly scheduled meeting.

PLEDGE OF ALLEGIANCE

Executive Director Bartlett led all in the pledge of allegiance.

ROLL CALL

Upon roll call Commissioners Caminiti, D’Arminio, Hernandez, and Ortega were present. Commissioners English-Rollieson and Peterson were absent.

MINUTES

The Chairman asked for a motion to approve the regular meeting minutes of the April 2020 meeting of the HABC Board of Commissioners. Motion was made by Commissioner D’Arminio and seconded by Commissioner Hernandez; motion carried unanimously.

ROLL CALL VOTE:

Caminiti – YES
D’Arminio – YES
Hernandez – YES
Ortega – YES

Absent: English-Rollieson, Peterson

EXECUTIVE DIRECTOR REPORT

Director Bartlett provided the following updates to the Executive Director Report previously circulated.

COVID19 Responses:

Operational innovations, reinventing and office re-occupancy efforts

- HABC headquarters main reception area window was replaced with a microphone system. There already is a slot for submission of documents. The microphone will protect both clients and staff and enhances social distancing when the main office is regularly re-occupied and One Bergen permits visitors to the building.
- HABC is working on a plexiglass order for all Field Zone Offices. Current backlog wait time for this product exceeds 17 weeks with Home Depot, the HABC has found an alternative vendor who will be able to provide product by mid June.
- Lynn Bartlett and Julia Orlando participated in a re-occupancy conference call with the County of Bergen regarding One Bergen County Plaza and 120 South River Street. The County is working with a consultant to identify and address all necessary social distancing and hygiene protocols for both staff and the public to appropriately interact in office spaces.
- HABC continues to clean and disinfect all 26 buildings daily, larger buildings 2x/day – 7 days a week.
- The County of Bergen in partnership with New Bridge Medical Center has made mobile COVID19 testing available; the schedule has been circulated to staff

Development:

Final site plan approval hearing for the project has been scheduled with Closter. The application completeness review is June 2nd and final site plan approval hearing is June 17th – both meetings will be virtual.

The application for site plan amendment for Upper Saddle River was submitted to the Borough on Tuesday the 26th. Municipal officials will review the application and provide a hearing date to approve the amendment.

Housing Health and Human Services Center:

The BCHHH 2020 budget deliberations are being scheduled with the County, first meetings are expected the first week in June. HABC has asked for partial approval for expenditures since half the year has already passed.

Shelter staff are presently working on moving all motel placements to permanent housing. The goal is to avoid moving any motel placements back to HHH.

Human Resources:

Both new hires during remote working procedures have started, and the BCHHH Clinical Coordinator has submitted resignation effective June 3.

Ms. Bartlett pointed out long time HABC employee Ann Stein has given notice of her resignation. After working for the Authority for 40 years she has decided to spend time more time with her family and grandchildren. Lynn expressed how grateful she is for the time she has had to work with Ann; she praised Ann's work ethic, assistance, dedication and reliability commenting that even as a part-timer in these recent years Ann produced similarly and sometimes more than a full-timer. Ann will be missed.

IT/Communications:

Given the \$700,00+ allocation of CARES Act funds to address Authority responses to COVID19 Ms. Bartlett outlined all the improved work processes the agency has implemented including new payroll service, new time management accountability software for remote working employees, expanded telephone and fax services for all assisted housing specialists and field specialists, introduction of ACH payment process for all Authority and HDC business, laptop purchases for all remote working personnel and the first virtual bid opening to award the painting contract.

Additionally Ms. Bartlett highlighted new innovations the HABC is presently working toward. These are .. custom touch screen kiosks to improve both interaction with clients while reducing and possibly eliminating the need for person to person interaction/contact. The kiosks also make efficient receipt of documents from participants and tenants possible. Though she was unable to share the power point presentation during the meeting for better understanding – more information on the product can be found at www.gotokiosk.com.

Other innovations include Victory Electrostatic Sprayers www.victorycomplete.com. These backpack like sprayers give better control of disinfection applications for greater infection control and reduce. Workpuls which makes it possible to monitor remote working employee hours, track time and time map productivity. This reinvention of work hour accountability provides needed information for the Authority to monitor, track, analyze and optimize employee use of their work time. Lastly, the approval of electronic signatures improves workflow processes for remote working to approve requisitions, vouchers, purchase orders and contracts.

Capital Improvements

The Mahwah CCTV upgrades have been implemented and is up and running. All cameras can be viewed remotely on a smart phone

Leasing vacant units

Assisted Housing

Inspections re-start

Allocation of 11 additional Mainstream vouchers targeting non-elderly, disabled, homeless households.

Commissioner Hernandez asked if the HABC is utilizing any software products to meet and support workflow processes for sharing information and reporting as well as maximizing accessibility of staff while working remotely. Ms. Bartlett informed all that both Office 365 and Microsoft Teams are being utilized. Commissioner Hernandez extolled the virtues of both products accessibility features and was pleased that improved work processes were in place for staff utilization.

Commissioner Caminiti asked the about the purchase of a \$5000 copier listed on the bills list for an HDC building. Ms. Bartlett said she would need to research in order to identify the building or Zone to provide details to provide to the Commissioner. Operations Director Vincent Bufis stated that is most likely the Bergenfield copier. He explained the purchase was made two months ago or so because the former copier was old and new scanner capacity was needed to be able to scan tenant recert packets. Commissioner Caminiti followed up by asking if these machines go on-site? Ms. Bartlett confirmed that they go directly to a Zone office; she further explained that a typically zone office is responsible for 200+ units. She stated that she would confirm the details of the purchase and provide him the specific information.

ATTORNEY REPORT

Terry Corriston informed everyone that the moratorium on evictions continues through July 27th. He held a conference with the court regarding a few holdover cases filed prior to the moratorium that should be proceeding but aren't. The court informed him that nothing is being done but this is typically owing to a misunderstanding relative to cases that are not for non-payment.

The is to provide him update relative to these non-payment matters once they have understanding for the judges availability.

Commissioner Hernandez asked regarding protocols HABC proactive sending information on how to proceed when tenants can't pay the rent. Is the HABC being clear in its expectations of tenants paying rent. Notices have been provided to all tenants informing them that there are no late fees at this time and that they can report incomes loses to have their rent portion

PUBLIC MEETING

Chairman Ortega then requested a motion to open the meeting to the public. Commissioner D'Arminio made the motion and was seconded by Commissioner Caminiti to open the meeting to the public that carried unopposed.

Seeing there was no one from the public wishing to address the Commissioners, a motion was made by Commissioner D'Arminio and seconded by Commissioner Caminiti to close the meeting to the public that carried unopposed.

CONSENT AGENDA

Chairman Ortega asked for a motion to approve the consent agenda, resolutions 2020-32 through 2020-37. Motion was made by Commissioner D'Arminio and seconded by Commissioner Hernandez.

A. Resolution 2020-38

Resolution approving the routine expenditures for the HABC for the period of 4/15/20 -5/15/20

B. Resolution 2020-39

Resolution approving the routine expenditures for the HDC for the period of 4/15/20 -5/15/20

C. Resolution 2020- 40

Resolution authorizing a 3 month contract extension for Special Labor Counsel with Joseph M. Wenzel, Esq

D. Resolution 2020-41

Resolution authorizing a contract for financial and accounting services with William Katchen, CPA

E. Resolution 2020-42

Resolution approving an amendment to the HABC approved Cash Management Plan authorizing utilization of electronic signature

F. Resolution 2020-43

Resolution approving and authorizing an electronic funds transfer policy

G. Resolutions 2020-44

Resolution authorizing purchases under the Sourcewell and Omnia Business Partners cooperative purchasing agreement

H. Resolution 2020-45

Resolution authorizing a contract for painting services with JG Painting and Contracting LLC

ROLL CALL VOTE:

Caminiti - YES

D'Arminio – YES

Hernandez – YES

Ortega – YES

Absent: English-Rolleso, Peterson

Seeing no further business or discussion Chairman Ortega thanked the staff for their hard work during this time, the meeting unanimously adjourned at 6:12pm

Prepared by: Lynn Bartlett