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Housing Authority of Bergen County  
One Bergen County Plaza  
Hackensack, New Jersey

**MINUTES OF ZOOM VIRTUAL MEETING OF JANUARY 26, 2023**

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JANUARY 26, 2023 – A ZOOM VIRTUAL MEETING OF THE HOUSING AUTHORITY OF BERGEN COUNTY BOARD OF COMMISSIONERS

**PRESENT:**

Chairman Daniel Ortega  
Commissioner Joanne English Rollieson  
Commissioner Junior Hernandez  
Commissioner Danielle Peterson  
Commissioner Harvey Sohmer  
Assistance

Lynn Bartlett, Executive Director  
Al Restaino III, Finance Director  
Shahin Rahvar, Director of Vouchers  
Julia Orlando, BCHHH Director  
Heather Wei, Commissioner

Terrence Corriston, General Counsel

**ABSENT:**

Commissioner Peter Caminiti, Sr.

**CALL TO ORDER**

The meeting was called to order at 5:34pm. 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 January 17, 2023. The same notice was posted on the Authority website and provided to the County Clerk for posting at the County Administration Building on January 17, 2023. The minutes of this regular meeting will be available following the next regularly scheduled meeting.

**PLEDGE OF ALLEGIANCE**

Chairman Ortega led all in the pledge of allegiance.

**ROLL CALL**

Upon roll call Commissioner Caminiti, Sr. were absent.

**REORGANIZATION**

Commissioner Ortega turned the meeting over to Terrence Corriston for the re-organization and election of officers for the 2023 year.

Mr. Corriston then requested nominations for Board Chairman for the term. Commissioner Hernandez nominated Daniel Ortega; the motion was seconded by Commissioner English Rollieson. No other nominations were forwarded, upon roll call the vote passed unanimously.

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VOTE:

Caminiti, Sr. – ABSENT  
English-Rollieson - YES  
Hernandez – YES  
Ortega – YES  
Peterson – YES  
Sohmer – YES

Next, Mr. Corrison asked for nominations for Vice-Chairman. Chairman Ortega nominated Peter Caminiti, Sr.; the motion was seconded by Commissioner Peterson. No other nominations were proffered. Upon roll call the vote passed unanimously.

VOTE:

Caminiti, Sr. – ABSENT  
English-Rollieson - YES  
Hernandez – YES  
Ortega – YES  
Peterson – YES  
Sohmer – YES

Lastly, Mr. Corrison asked for nominations for Treasurer. Chairman Ortega nominated Commissioner English-Rollieson, seconded by Commissioner Sohmer. No other nominations were made. Upon roll call the vote passed unanimously.

VOTE:

Caminiti, Sr. – ABSENT  
English-Rollieson - YES  
Hernandez – YES  
Ortega – YES  
Peterson – YES  
Sohmer – YES

The next order of business to follow addressed the appointment of Commissioner members to serve as Trustees on the Board of the Housing Development Corporation of Bergen County (HDC) and on sub-committees of the HABC.

The following appointments were made:

1. HABC Commissioners to serve a one-year term as a Trustee on the Board of the HDC:  
Caminiti, Sr., Ortega, Sohmer

VOTE:

Caminiti, Sr. – ABSENT  
English-Rollieson - YES  
Hernandez – YES  
Ortega – YES  
Peterson – YES  
Sohmer – YES

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2. HABC Commissioners appointed to the Personnel Committee of the HABC: Caminiti, Sr., and Ortega

VOTE:

Caminiti, Sr. – ABSENT

English-Rollieson - YES

Hernandez – YES

Ortega – YES

Peterson – YES

Sohmer – YES

### **MINUTES**

Chairman asked for a motion to approve the regular meeting minutes of the December 22, 2023, meeting of the HABC Board of Commissioners. Motion was made by Commissioner Peterson and seconded by Commissioner English Rollieson upon roll call the motion carried unanimously by all Commissioners present.

VOTE:

Caminiti, Sr. – ABSENT

English-Rollieson - YES

Hernandez – YES

Ortega – YES

Peterson – ABSTAIN

Sohmer – YES

### **EXECUTIVE DIRECTOR REPORT**

Director Bartlett pointed out that she had previously circulated the report and has no updates.

She did make mention of the removal of Resolution 2023-09, contract with All Pro Management, LLC, from the Consent Agenda. Fatal errors with the local public contract law compliance.

Director Bartlett than introduced Fee Accountant, William Katchen to present the Budget for FY 2023-2024.

Mr. Katchen thanked the HABC staff for providing all the necessary documents required, in a timely manner, to create the budget.

He explained that the HABC is required to submit a budget annually to the State. This year it will be submitted electronically; through the NJDCA FAST (Financial Automation Submission Tracking) Portal.

Budget provides, for all programs, a revenue of \$67,943,368.00 and expenditures of \$67,355,516.00. With expected net revenue in excess of over 607,852.00. Additionally, budget provides an aggressive capital program of \$877,000 to be funded by CDBG and reserves for repairs and replacements.

The State of NJ will first review the analysis of unrestricted surplus. It is projected at the end of this fiscal year that the Public Housing, which converted to the RAD program, will have a surplus of \$3,135,120.00 and the Housing Choice Voucher program a surplus of \$4,121,986.00

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In final, Mr Katchen stated it is a healthy budget and should continue to grow.

Lastly Director Bartlett applauded Director Julia Orlando and the Staff at the HHH for the phenomenal job they did with the Point-In-Time County which is to count the homeless within Bergen County.

As there were no comments or questions, nothing further was added or discussed.

#### **ATTORNEY REPORT**

Terrence Corriston reported that tenant issues and personnel issues are being addressed but nothing to report on further.

#### **CONSENT AGENDA**

Chairman Ortega asked for a motion to approve the consent. Motion was made by Commissioner Hernandez and seconded by Commissioner Caminiti, Sr.

**A. Resolution 2023-01**

Resolution appointing 3 HABC Commissioners to serve as members of the Housing Development Corporation of Bergen County (HDC) Board of Trustees.

**B. Resolution 2023-02**

Resolution appointing 2 HABC Commissioners to serve as members of the HABC/HDC Personnel Committee.

**C. Resolution 2023-03**

Resolution approving the routine expenditures for the HABC for the period of 12/10/23 - 01/18/23.

**D. Resolution 2023-04**

Resolution appointing Lynn Bartlett as Fund Commissioner in the NJ Public Housing Authority Joint Insurance for 2023.

**E. Resolution 2023-05**

Resolution approving the Annual Capital Budget of the HABC for the FY 2023-2024.

**F. Resolution 2023-06**

Resolution approving the HUD Budget submission for FY 2023-2024.

**G. Resolution 2023-07**

Resolution approving the Cash Management Plan for FY 2023-2024.

**H. Resolution 2023-08**

Resolution approving a contract with Regional Risk Managers, LLC for professional risk management services and insurance broker of record for a period of three years.

**I. Resolution 2023-09**

Resolution a contract with All Pro Management LLC for asbestos remediation and complete demolition of structures located at 3-7 Jackson Avenue, 18 Lodi Street, 155 Hudson Street.

**J. Resolution 2023-10**

Resolution approving the purchase of property located at 1401 Ramapo Brae Lane, Mahwah.

**K. Resolution 2023-11**

Resolution approving the wrote-off of uncollected rents.

**VOTE:**

Caminiti, Sr. – YES

English-Rollieson - ABSENT

Hernandez – YES

Ortega – YES

Peterson – YES

Sohmer – ABSENT

**PUBLIC COMMENTS**

As there were no members of the public in attendance, a motion to open the meeting to the public was not necessary.

Seeing no further business to discuss Commissioner Peterson motioned and Commissioner Caminiti, Sr. seconded to adjourn the meeting at 5:51 pm which was unanimously approved by all Commissioners present.

Prepared by: Heather Wei