

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

MINUTES OF THE MEETING OF JANUARY 24, 2013

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JANUARY 24, 2013.

PRESENT:

Commissioner Bruce Walenczyk
Commissioner Mark DiPisa
Commissioner Steven Kopf
Commissioner Joanne English Rollieson (tardy)
Commissioner Danielle Peterson
Terrence Corriston, Esq., Counsel
Domingo Senande, Executive Director
Eileen Black, Finance Director
Julia Orlando, Director, BC Housing, Health & Human Services Center
Lynn Bartlett, Deputy Executive Director
Charlotte Vandervalk, Director of Development
Esther Gatria, Executive Assistant/HR

ABSENT:

Commissioner Kay Nest
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 5:21p.m.

Swearing-in of New Commissioner

Steven Kopf was sworn-in as Commissioner to the Board.

REORGANIZATION

Commissioner DiPisa moved on a motion nominating Commissioner Bruce Walenczyk as Chairman, the motion was seconded by Commissioner Peterson.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson, Nest and Rudman
(3)

Chairman Walenczyk moved on a motion nominating Commissioner Kay Nest as Vice Chair, the motion was seconded by Commissioner DiPisa.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson, Nest and Rudman
(3)

Commissioner DiPisa moved on a motion nominating Commissioner English Rollieson as Treasurer, the motion was seconded by Chairman Walenczyk.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners English Rollieson, Nest and Rudman
(3)

HDC BOARD APPOINTMENTS

The following Commissioners have been appointed to the HDC Board of Trustees: Commissioner DiPisa, Commissioner Kopf and Commissioner Peterson.

BUDGET COMMITTEE

The following Commissioners have been appointed to the Budget Committee: Chairman Walenczyk, Commissioner DiPisa and Commissioner English Rollieson.

APPROVAL OF MINUTES

A motion was made by Commissioner Peterson to approve the minutes of the meeting of December 20, 2012. Motion was seconded by Commissioner Kopf.

VOTE: AYES: Commissioners Peterson and Walenczyk (2)
 ABSENT: Commissioners English Rollieson and Rudman (3)
 Abstain: Commissioners DiPisa and Kopf (2)

The minutes of the December 20, 2012 board meeting did not have sufficient votes for approval. Minutes will be presented again at the next regularly scheduled board meeting.

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

Bergen County Housing Health and Human Services Center (HHH): Mr. Senande asked Ms. Julia Orlando to report on the HHH. Ms. Orlando reported on the role of the HABC/HHH during Hurricane Sandy, especially at the shelter in Mahwah. The staff closed the shelter and transferred people to the HHH, which allowed for displaced people to find the support and assistance they needed. She stated that three displaced individuals were still at the HHH and that she was working with FEMA to assist them. Ms. Orlando reported that students from the Yavneh Academy of Paramus visited and handed out presents to the HHH guests the day before Thanksgiving. Ms. Orlando also reported visits from representative of Essex County and Arlington County (Virginia) to observe the model used at the HHH. Ms. Orlando reported meeting with Jack Doyle (CEO, Friendship House) to partner with in starting a vocation program at the HHH. Ms. Orlando announced that Project Homeless Connect would be held on January 30th, which is a day set aside to do a census on the county's homeless population and give out free coats, shoes, toiletries and haircuts at the HHH. Ms. Orlando also reviewed the HHH's progress with the 100K Homes Campaign, noting that Bergen County was leading in the nation for similar sized communities.

Commissioner English Rollieson arrived during Ms. Orlando's report.

Assisted Housing/Section 8: Mr. Senande asked Ms. Lynn Bartlett to report on Assisted Housing/Section 8. Ms. Bartlett reported that the HABC contracted the services of Bill Elias, a consultant specializing in Housing Authorities, to do an assessment of the Section 8 program's policies and procedures and make recommendations to improve and streamline the program. Among Mr. Elias' recommendations were to update and revise the current Housing Choice Voucher (HCV) Administrative Plan and to include staff input in the process. Mr. Elias also recommended reorganizing the Assisted Housing personnel into smaller teams to improve communication, motivate the staff thru friendly competition and to develop performance measurements based on quantitative analysis by identifying critical elements for each position. Mr. Elias recommends that the HABC undertake an annual planning process. He also had recommendations for planning the use for the budget authority, redefining a threshold for interims and establishing an effective date of change for interims and adding a line item for training to the budget.

Financials: Mr. Senande asked Ms. Eileen Black to review financials with the Board. Ms. Black reported on the following:

Payment Standards and Vouchers: Ms. Black reported that the HABC's payment standard, which is between 90% and 100% of Fair Market Rent (FMR) which is within the allowable range established by HUD. She reported that for the last year, 23 additional vouchers were issued (in addition to those issued due to attrition) and added that 840 letters were sent out in the effort to increase the number of vouchers issued. Mr. Senande added that it takes much longer to lease apartments in Bergen County since the HABC started counting the living room as a sleeping area; landlords have been reluctant to rent to tenants with multiple occupants. A discussion ensued regarding payments standards and bedroom size.

2013 Funding: Ms. Black explained that the earliest the HABC would know its budget would be in March, but could be as late as May or June. Ms. Black reported that currently there were reserves that could be used to cover any deficits, but cautioned that last year HUD recaptured \$485K of the HABC's reserves. Ms. Black reviewed voucher/funding projections with the Board and recommended issuing more than 18 new vouchers within the next six months. A discussion ensued about the funding process and the challenges faced by the HABC while awaiting the budget allocated by HUD.

Administrative Fees: Ms. Black explained that for every voucher issued, the housing authority is allocated a certain amount to cover the costs of administering the voucher, such as: salaries, rent, bookkeeping expenses, etc. She pointed out that by moving to the County Administration Building, the HABC would be saving about \$300K per year, but that there was still a funding gap. She added that the HABC does have Administrative Reserves, but there is also a fear that those will be recaptured. In 2010, each voucher was funded at \$1013.00 (AKA 92.8% proration) and currently funding per voucher is at \$860.00, while costs have increased and HUD has not streamlined procedures. Mr. Senande added that the reserve funds were \$1.5M (at the end of March 2012) and can only be used towards the administration of the Section 8 program.

Cash Report: Ms. Black noted that there was an increase in the total cash balances between the previous month and the current month, primarily because the Grove Gardens construction loan had been successfully closed.

Banking Transition: Ms. Black reported that the transition of the tenant

security deposits from Mariners Bank to Bogota Savings Bank has been completed.

Properties: Mr. Senande reported that the 5 year capital plan for all of the HABC properties was in the process of being updated. He added that there were a few major projects for the spring, such as: the soil remediation in Dumont, roof replacement in Mahwah, adding a generator at Grove Gardens, replacement of generator at Brookside Gardens and boiler replacement at Lehmann Gardens.

Development Projects: Mr. Senande asked Ms. Charlotte Vandervalk to report on Developments. Ms. Vandervalk reported that she has met with various officials from local municipalities and that the response has been positive, adding that the Northvale project has gone a long way in showing how beautiful affordable housing can be and how it benefits the community. Mr. Senande added that the HDC was potentially applying to do three or four tax credit projects, partnering with experienced developers. She also reported that she submitted an editorial piece which was published in the Bergen Record (01/19/13), in an effort to get the word out about affordable housing. Mr. Senande commended Ms. Vandervalk on the editorial.

MLK Project: Mr. Senande reported that the Management Agreement has been signed with MLK, which allowed the HABC to insure the property. He added that there were still pending issues with the property and once it is fully handed over to the HABC, it would take about three months to complete. He requested using surplus furniture from Englewood to help furnish the MLK offices; there were no objections from the Board.

HUD Score: Mr. Senande reported that HUD awarded the HABC a score of 97 out of 100, which means the authority is rated a "High Performer".

Resolutions: Mr. Senande reviewed the consent agenda with the Board.

ATTORNEY'S REPORT

Mr. Corrison reported that for the next Board meeting he will have a draft of the revised By-Laws, noting that the address of the authority needed to be updated, as well as the meeting dates. Mr. Corrison also reported that there were quite a few tenancy matters that he was working on and that the HABC was served with a complaint, which was forwarded to the insurance company.

PUBLIC COMMENTS

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

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioners Nest and Rudman (2)

There were no comments from the public.

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

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioners Nest and Rudman (2)

CONSENT AGENDA

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

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioners Nest and Rudman (2)

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2013- 01**
Resolution approving the routine expenditures for the HABC for the period of 12/15/12 – 01/16/13.
- B. **Resolution 2013- 02**
Resolution approving the routine expenditures for the HDC for the period of 12/15/12 – 01/16/13.
- C. **Resolution 2013- 03**
Resolution adopting the Cash Management Plan.
- D. **Resolution 2013- 04**
Resolution adopting the Annual Agency Plan for submission to the US Dept of Housing and Urban Development for approval.
- E. **Resolution 2013- 05**
Resolution authorizing Change Order #1 with Suburban Generator Company allowing The Manor on Paris to be included in the Contract for Emergency Generator Quarterly Testing/Inspection Services.
- F. **Resolution 2013- 06**
Resolution authorizing Change Order #1 with Cerullo Fire Protection allowing The Manor on Paris to be included in the Contract for Fire Suppression Testing/Inspection and Repair Services.

- G. **Resolution 2013- 07**
Resolution authorizing Change Order #1 with Total Fire Safety LLC., allowing The Manor on Paris to be included in the Contract for Fire Alarm Testing/Inspection and Repair Services.
- H. **Resolution 2013- 08**
Resolution authorizing Change Order #1 with Alliance Commercial Pest Control, Inc., allowing The Manor on Paris to be included in the Monthly Pest Control/Exterminating Services.
- I. **Resolution 2013- 09**
Resolution authorizing to extend the contract with Luxury Floors Inc., for one year for the Carpet and Flooring Installation on an "as needed" basis.
- J. **Resolution 2013-10**
Resolution adopting the Personnel Policy Manual Dated January 2013.
- K. **Resolution 2013-11**
Resolution authorizing an agreement with the County of Bergen for the use of CDBG funding for the Roof Replacement Project at Mahwah Public Housing.
- L. **Resolution 2013-12**
Resolution adopting the meeting dates for the Board of Commissioners.
- M. **Resolution 2013-13**
Resolution authorizing to enter into an agreement with Caspert Management Co., Inc., for the auction of surplus property.

Commissioner DiPisa moved that the meeting be adjourned. Commissioner Peterson seconded the motion.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioners Nest and Rudman (2)

Meeting adjourned at 6:43p.m.

Minutes prepared by: Esther Gatria