

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

MINUTES OF THE MEETING OF JUNE 26, 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JULY 24, 2014.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Mark DiPisa
Commissioner Steven Kopf
Commissioner Joanne English Rollieson
Commissioner Robert Taschler

Lynn Bartlett, Acting Executive Director
Kevin McCann, Accounting Manager
John Biale, Director of Development
Julia Orlando, Housing Health & Human Services Director
Vincent Bufis, Field Operations Manager
Donald Caminiti, Esq., Counsel
Diane Scriveri, HDC President
Michael Apicella, HDC Trustee
Esther Gatria, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT: Commissioner Kay Nest

NOTICE OF MEETING

Acting 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 February 20, 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 5:10 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 June 26, 2014. Motion was seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioners Nest (1)

EXECUTIVE DIRECTOR'S REPORT

FIELD REPORT

Acting Executive Director Lynn Bartlett reported that snow plow meetings have begun. She explained that Emerson, Ridgewood, Old Tappan and Park Ridge would be added to the list of properties that would be done in house.

Ms. Bartlett reported that the Mahwah/Ramsey public housing buildings REAC score was 96%. She explained that it was an exceptional score considering it was public housing and very different from their senior buildings. Ms. Bartlett with Chairman Walenczyk individually acknowledged and presented the employees who put forth their talents, time, and effort to help achieve the high scores that each building received:

Aldo Grimaldi	Superintendent, Saddle River
Carlos Perdomo	Superintendent, Mahwah
Antonio Vilanova	Carpenter, all properties

Chairman Walenczyk thanked the entire staff on behalf of the Board for a job well done.

HHH CENTER

Julia Orlando reported that she would be attending the NAEH (National Alliance to End Homelessness) Conference in Washington, D.C. She reported Bergen County was being recognized for having housed 2.5% of the most chronic and vulnerable homeless population in the 100,000 Homes Campaign.

HUMAN RESOURCES

Esther Gatria reported that changes to the personnel policy required by MEL were on for resolution. She also stated she was in the process of reviewing the policy in its entirety and making any necessary changes.

Ms. Gatria also reported that John Biale started as Director of Development of July 7th. She further reported that Jason Rooney, property manager for Zone 4 has resigned

and the position has been advertised for. In the meantime, Vito Pasquale was appointed interim manager for the zone. Further she reported that Margaret Rinckhoff has given notice as well.

Ms. Gatria informed the board that she was in the process of meeting with all managers and assessing staff. The reasons for the reviews are to identify those that bring value and added skills and to make sure they are recognized for it. As well as to identify those individuals who may need more training and ensure they receive it.

Finally, Ms. Gatria reported the search for Executive Director was moving along. On July 8th the Personnel Committee met to review all resumes and narrowed them down to the top four. The interviews for those four have been scheduled for August 6th and 7th. Once the final two candidates are chosen a special meeting will be scheduled for the entire Board to have an opportunity to meet with the candidates.

FINANCIAL REPORT

Kevin McCann reported on the financials.

Public Housing accounts decreased by \$98,204 predominately maintenance related expenditures due to REAC.

COCC increased by \$606,000 due mainly to \$412,000 being paid to the pension fund. The remainder is clean up and collection for the capital fund.

Section 8 dropped by \$1,219,000.00 - \$791,000 of it is recaptured by HUD.

Mr. McCann further reported that HDC cash was up \$106,000 for the month. He explained that maintenance costs were low, as most of the staff had been busy with REAC buildings.

Mr. McCann also reported that the Yardi implementation was moving along and the first conversion of date had begun.

Finally, Ms. McCann reported on a water bill he had received from the Borough of Saddle River for \$31,000 for an irrigation meter that had never been turned on and that the HABC had never been billed for. Mr. McCann spoke with the Borough and has since been able to reconcile the bill to \$4200.

DEVELOPMENT

Emerson

The land use application was approved by the Emerson Planning Board at a meeting on July 17th. Katie Brennan, Monarch Associates, is working on creating the fair housing and market plan.

Franklin Lakes

All documents for the project are in the process of being reviewed in order to resubmit for the next round of funding.

Northvale – St. Anthony's

Mr. Biale reported that the Borough planning board adopted a resolution for site plan approval. He further reported he was waiting on updated price quotes from Reiner for the heating and air conditioning systems.

Northvale - 176 Paris Avenue

Mr. Biale reported that 176 Franklin Avenue, Northvale has been deemed by the town non-compliant in regards to the transitional piece from the ADA walkway coming down onto the sidewalk. The issue should be completed within the next 2 weeks.

OTHER BUSINESS

Finally, Ms. Bartlett reminded the Board the bus tour of the HABC/HDC owned buildings was scheduled for Friday, August 8th.

ATTORNEY'S REPORT

Mr. Camaniti stated he had no report for the month.

CONSENT AGENDA

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

VOTE:	AYES:	All Present Commissioners (5)
	ABSENT:	Commissioners (1)

RESOLUTIONS: CONSENT AGENDA

- A. Resolution 2014-59
Resolution approving the routine expenditures for the HABC for the period of 06/17/14 – 07/15/14.
- B. Resolution 2014-60
Resolution approving the routine expenditures for the HDC for the period of 06/17/14 – 07/15/14.
- C. Resolution 2014-61
Resolution pre-approving the routine expenditures for the HABC for the period of 07/16/2014 – 08/15/2014.

- D. Resolution 2014-62
Resolution pre-approving the routine expenditures for the HDC for the period of 07/16/2014 – 08/15/2014.
- E. Resolution 2014-63
Resolution designating a Custodian of Records in compliance with N.J.S.A. 47:1A-1.
- F. Resolution 2014-64
Resolution approving the purchase of a 2015 Super Duty F250 4WD extended cab and snow plowing equipment.
- G. Resolution 2014-65
Resolution approving an amended HABC Organizational Chart.
- H. Resolution 2014-66
Resolution authorizing an agreement with the County of Bergen for Emergency Shelter Grant Funds for Operation Expenses at the Bergen County Housing, Health and Human Services Center.
- I. Resolution 2014-67
Resolution approving the Personnel Policies and Procedures Manual for employees dated July 2014.
- J. Resolution 2014-68
Resolution approving the Personnel Policies and Procedures Manual for Managers dated July 2014.

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

VOTE:	AYES:	All Present Commissioners (5)
	ABSENT:	Commissioners Nest (1)

Meeting adjourned at 6:06p.m.
Minutes prepared by: Heather Wei