

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

MINUTES OF THE MEETING OF SEPTEMBER 25, 2014

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A SYNOPSIS OF WHAT TRANSPIRED AT THE REGULAR MEETING OF SEPTEMBER 25, 2014.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Mark DiPisa
Commissioner Steven Kopf
Commissioner Kay Nest
Commissioner Danielle Peterson
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
Terrence Corriston, Esq., Counsel
Diane Scriveri, HDC President
Esther Gatria, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT: Commissioner Joanne English Rollieson

Terrence Corriston, Esq. re-swore in Danielle Peterson who will carry out the remainder of her term until December 31, 2014.

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 5:33 p.m.

HHH CENTER

Ms. Bartlett acknowledged Julia Orlando's efforts and hard work in creating and maintaining the relationships for the HHH as well as risk managing the hard day to day decisions.

Ms. Bartlett also reminded the Board that the HHH would be celebrating their 5 year anniversary October 6th and was looking for to seeing them all there.

CONTRACT STATUS'

Ms. Bartlett reported that the metes and bounds for the Dumont remediation project were being completed. Upon completion a Deed would be executed.

Ms. Bartlett also reported that the water filtration project in East Rutherford received a \$150,000 grant from Community Development. The project itself would cost about \$350,000. She stated that she and Kevin McCann were reviewing the capital budget to determine if there are enough funds to complete project right now.

Ms. Bartlett reported that the purchase of 105 Main Street, East Rutherford was complete. A meeting has also been scheduled to meet with a contractor to receive a parking lot estimate.

Ms. Bartlett further reported that the implementation of Yardi was moving forward and anticipated going live with the program in December.

Ms. Bartlett reported that the GPNA audits have been completed. She explained they are being distributed and reviewed for further discussion in relations to any of findings.

Lastly, Ms. Bartlett reported that she was in discussions with the County for the possibility of a Shared Services Agreement for procurement. She explained the County was open to the idea and she was working on a proposal with Mr. Corriston to bring forth to the County for negotiations.

HUMAN RESOURCES

Ms. Bartlett reported the Department of Community Affairs has review and certified her qualifications for the Executive Director position allowing for the negotiation stage to commence.

She further reported that as of September all open positions in the Finance department have been fulfilled.

Ms. Bartlett also reported that the Superintendent in East Rutherford had resigned from his position. She further reported that interview process to fill the Regional Manager position has begun. She reminded the Board that once River Vale and the

new Northvale projects were completed a need for a 5th zone and an additional Regional Property Manager would be needed.

Finally, Ms. Bartlett reported that Natalie Ruiz would be promoted to Julia Orlando's assistant and her position at the shelter would be advertised for.

DEVELOPMENTS

Emerson

Project is moving forward. John Biale will be going before the Borough Planning Board on October 2nd for site plan approvals.

Franklin Lakes

Architectural/engineering proposals have been received from Kitchen and Associates and are being reviewed.

Northvale - 176 Paris Avenue

Ms. Bartlett 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.

Ms. Bartlett further reported that River Vale, Oakland, and Little Ferry held possibilities for development opportunities.

FINANCIAL REPORT

Ms. Bartlett reported that the only significant expense was in Bergenfield. The \$35,000, higher than normal cash flow, was partially due to a pest management problem in the building. Ms. Bartlett explained to the Board that she, along with Vincent Bufis, was working on identifying the source of the problem, as well as a more comprehensive solution.

ATTORNEY'S REPORT

Mr. Corrison stated he would discuss personnel matters in closed session.

A motion to go into closed session at 6:01 P.M. was made by Commissioner Kopf and seconded by Commissioner Peterson.

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	Commissioner English Rollieson (1)

A motion to open to the public at 6:28 P.M. was made by Commissioner Taschler and seconded by Commissioner Kopf. **Upon opening session to the public, Council noted**

H. **Resolution 2014-77**

Resolution authorizing an agreement with the County of Bergen for a CDBG Grant for the Bergen County Housing, Health and Human Services Center.

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

VOTE:	AYES:	All Present Commissioners (6)
	ABSENT:	Commissioners English Rollieson (1)

Meeting adjourned at 6:29 p.m.
Minutes prepared by: Heather Wei