

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

*MINUTES OF THE MEETING OF FEBRUARY 28, 2013*

*THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT  
TRANSPIRED AT THE REGULAR MEETING OF FEBRUARY 28, 2013.*

PRESENT:

Commissioner Bruce Walenczyk  
Commissioner Mark DiPisa  
Commissioner Steven Kopf  
Commissioner Kay Nest  
Commissioner Danielle Peterson  
Commissioner Joanne English Rollieson  
Terrence Corrison, 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  
William Katchen, Fee Accountant  
Esther Gatria, Executive Assistant/HR

ABSENT:

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 5:10p.m.

### PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

### PRESENTATION OF PLAQUES

Chairman Walenczyk presented plaques to former Commissioners Hernandez, Rotundo, Rutch and Zyriek for their dedication and service to the HABC and the Board of Commissioners.

### APPROVAL OF MINUTES

A motion was made by Commissioner Nest to approve the minutes of the meeting of December 20, 2012 and January 24, 2012. Motion was seconded by Commissioner English Rollieson.

VOTE:	AYES:	Commissioners Nest, Peterson, English Rollieson and Walenczyk (4)
	ABSENT:	Commissioner Rudman (1)
	ABSTAIN:	Commissioners DiPisa and Kopf (2)

### EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

**Budget:** Mr. Senande introduced William Katchen to the Board. Mr. Senande reported that he met with the Budget Committee twice. Mr. Senande reported that one of the biggest hurdles facing the budget was the potential sequestration. He asked Mr. Katchen to elaborate on the funding issues. Mr. Katchen stated that the HABC was looking at a potential 6% decrease on HAP payments; 6% decrease on Administrative fees (on top of the 25% decrease); 11% decrease on Public Housing operating subsidy and there was no word yet on funding for a Capital Fund program. Mr. Katchen explained to the Board that the budget presented for FYE 03/2014 is an introductory budget, which complies with HUD and NJ requirements and he recommended that the Board consider the introductory budget with the caveat that it can be amended once the Authority has a better idea of funding. Mr. Senande asked Eileen Black to review the budget with the Board. Ms. Black reviewed the budget with the Board, noting the following:

Total AMPs: Ms. Black stated that with operating subsidy at current funding level (92%) the Authority does slightly better than break even. If sequestration does occur and there are additional cuts, reserves will have to be used.

COCC: Ms. Black noted that with sequestration, there may be a shortfall of approximately \$50K. If sequestration does not occur, the COCC does slightly better than break even.

Section 8 HAP & Administrative: Ms. Black reported that with 99% of funding for HAP there would be a deficit of about \$850K, but that the HABC's reserves were at about \$3M. However, if sequestration occurs, the loss could be of about \$2.6M. For Administrative, the budget assumed 80% proration and shows a loss of \$200K, which would leave the HABC with about \$1M in reserves. Ms. Black reported that at 75% funding, there would be approximately \$850K in reserves and if the worst case scenario occurs and funding is at 69% or even less, about \$600K in reserves would have to be used this year.

Mr. Senande reported that at the next Board meeting he would present the organizational chart, along with the raises for the staff. He added that there would not be an increase in the number of employees and therefore, it would be a flat org chart. He also stated that quarterly financials and projections for the fiscal year end will be presented at the next Board meeting. Chairman Walenczyk added that the Board has until June to adopt the budget, which gives time for adjustments, if necessary, to be made.

Mr. Senande briefly reviewed the HDC and CHRB budgets with the Board.

Development Projects: Mr. Senande reported that there might be an opportunity for the HABC to develop an office building in Hackensack, with a potential anchor tenant that would lease about 60,000 sq. ft. The property is currently known as the "probation site" on River Street and the profits could be used to help fund programs. Mr. Senande also reported that there were potential projects in Old Tappan, Saddle Brook, Ridgefield, Northvale, Franklin Lakes and Oakland. Mr. Senande asked Charlotte Vandervalk to update the Board. Ms. Vandervalk reported that there were various municipalities that were interested in tax credit projects. She stated that the applications that would be ready by the June deadline would be for Saddle Brook, Old Tappan and Ridgefield and added that if all the projects come to fruition, there would be about 230 new units. Mr. Senande added that that the HDC would look to partner with other developers that have the expertise and experience that appeal to investors. Mr. Senande added that the Authority would be issuing an RFP for Project Based Vouchers, with a focus on special needs and homeless housing. Chairman Walenczyk inquired (in reference to the project in Saddle Brook, Old Tappan and Ridgefield) if the sites had been identified and approved by zoning/planning Boards. Mr. Senande responded that the sites had been identified and the process for approval had begun.

Properties: Mr. Senande reported that vacancies were down to 0.5%, which is a great achievement and he commended the Property Managers for the accomplishment. Mr. Senande reported on the soil contamination project in Dumont and that the cost estimate for remediation from the engineer was \$360,000. He added that the Authority would be applying for Community Development grants to help fund the project, but that those funds were very limited since it is also funded

by HUD. Terrence Corriston added that because it was a public housing building, it was ineligible for State funds. A discussion ensued in reference to the project. Mr. Senande reported that the Property Managers had attended the Rutgers Certificate Program in Senior Housing Issues. Mr. Senande also informed the Board that the price of doing a load of laundry at the properties will be increased from \$1.00 to \$1.25.

**Administrative Plan:** Mr. Senande asked Lynn Bartlett to review the proposed changes to the Administrative Plan. Ms. Bartlett explained that any award of Project Based Vouchers that the Housing Authority is a partner, has to be approved by the local HUD field office. Once reviewed, HUD sends the request to Fair Housing and Equal Opportunity for review. As a result, Fair Housing requires language changes to the Section 8 Administrative Plan to the section that addresses Project Based Vouchers. The major change is to create a level playing field for people with disabilities and not identify a specific disability to be assisted. For example, in the case of the Montvale Commons project, the services provided onsite are primarily for multiple sclerosis, but anyone with a disability can apply. It is permitted to put together a service package for people with a specific disability, but you cannot advertise the project for a specific disability.

**Bergen County Housing Health and Human Services Center (HHH):** Mr. Senande asked Julia Orlando to report on the HHH. Ms. Orlando reported that January and February were very busy months at the HHH. She added that there were still people at the HHH that were affected by Hurricane Sandy. She added that Freeholders Zur and Voss toured the HHH and Freeholder Zur visited during Project Homeless Connect. Ms. Orlando also reported that Kim Kopp from the Homeless Trust Fund Board spoke to the guests, as someone who had been homeless and was able to turn her life around as is currently practicing law. Ms. Orlando reported that the HHH was officially licensed for a year, which means that lengths of stay are limited to 90 days. She explained that she does have discretion for special cases, but the request has to be made in writing by the caseworker. Ms. Orlando reported that she has been working with Alex Morales (consultant for the Board of Social Services) to improve the relationship between the Board and the HHH. Mr. Senande added that Mr. Morales is a former PHA Executive Director and has already proven to be a valuable partner for the HABC and HHH. Ms. Orlando reported that she continues to attend the meetings for the Governor's Interagency Council on Homelessness and has been assigned to the Housing Model Subcommittee, which is the committee responsible for looking at best practices for ending homelessness. Ms. Orlando also reported that the One Stop was at the HHH, doing screenings for employment and met with 15 guests. Ms. Orlando reported that the HHH was now on the fully committed list for the 100K Homes Campaign and in the 2.5% Club, which means that the HHH is a leader in ending homelessness.

**CHRB:** Mr. Senande requested for volunteers to serve as Trustees on the Community Housing Resource Board of Southern Bergen County (CHRB), which is the Board for the Lehmann Gardens building. Commissioners DiPisa and Kopf volunteered to be on the Board.

**Staff Day:** Mr. Senande reported that the Staff Day would take place on Friday, April 5<sup>th</sup>, at 12:30pm at Wallington Lanes and will be hosted by the HDC. All Commissioners were invited.

**Move:** Mr. Senande reported that the move out from the previous HQ location had been completed and the premises were cleaned.

**Commissioner Classes:** Mr. Senande reminded the new Board members that registration had begun for the spring semester and if they had any questions to contact Esther Gatria.

**Financial Disclosure Forms:** Mr. Senande informed the Board that Financial Disclosure forms would be due in April. The County mails the forms directly to the Commissioners.

**Conferences:** Mr. Senande requested permission to attend the Council of Large Public Housing Authorities (in March) and added that a free ticket had been provided to the HABC and the only cost to the Authority would be the hotel and travel. Mr. Senande also requested to attend the NJ NAHRO Conference (in April) in Atlantic City. Chairman Walenczyk stated that it made sense for Mr. Senande and other staff to attend conferences (in general) and Commissioner DiPisa added that he felt that conferences were necessary and a huge benefit to the Authority as a whole.

**Service Coordinator:** Mr. Senande reported that the Authority had applied for a Residential Opportunities and Self Sufficiency (ROSS) Grant from Easter Seals. The grant would help fund a Tenant Services Coordinator for the public housing buildings.

**MLK:** Mr. Senande reported that he met with the County and they have approved the HABC taking title of the property and have also approved the forming of a new nonprofit, which would essentially mimic the function of the original MLK organization. He added that this was still in the beginning stages and that several more meetings with the County needed to take place. He estimates lease-up will begin by July 1<sup>st</sup>. He added that grants to run the senior center program will be applied for directly and hopes to obtain \$142K to start the program and to hire a part-time director whose primary function will be to fundraise and to serve as the Senior Center Manager. The program will be started at the United Center within a few months and then transferred to the MLK building, once the CO is received. He added that once the organization is up and running, the Housing Authority will take a step back and maintain a seat on the Board, mainly to ensure the organization is complying with its fiduciary responsibilities.

**Fairview Insurance:** Mr. Senande informed the Board that Fairview Insurance would like a letter of recommendation from the HABC, adding that in the short amount of time they have been the Authority's risk manager, they have done a very good job. Chairman Walenczyk asked if this had been done in the past and Mr. Senande

replied that it had not. Chairman Walenczyk asked the Board for their opinion and the Board was not comfortable with the request and it was denied. Mr. Corrison added that Fairview Insurance could always follow the regular route of obtaining a reference, which is the standard procedure at the HABC.

FEMA: Mr. Senande reported that the Authority was working with FEMA to try to recover some of the cost associated with Hurricane Sandy. He estimates that the Authority will receive under \$100K.

ATTORNEY'S REPORT

Mr. Corrison reported there were quite a few tenant matters; a few that required the staff's assistance. He commended the Property Managers with all their help and due diligence and explained that it is burdensome to document tenant behavioral issues and he appreciated the staff's help. He also reported that there was a potential litigation pertaining to a person that was banned from the HHH and the County Administration Building. Mr. Corrison also reviewed the proposed amendments to the Bylaws.

PUBLIC COMMENTS

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

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

Former Commissioner Hernandez took the opportunity to thank the Board of Commissioners, commending the HABC staff for their hard work and encouraged the Board to continue working together for the betterment of the community.

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

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

CONSENT AGENDA

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

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

RESOLUTIONS: CONSENT AGENDA

- A. Resolution 2013-14  
Resolution approving the routine expenditures for the HABC for the period of 12/15/12 – 01/16/13.
- B. Resolution 2013- 15  
Resolution approving the routine expenditures for the HDC for the period of 12/15/12 – 01/16/13.
- C. Resolution 2013- 16  
Resolution approving a contract with Polcari & Co., CPA, for the annual audit services for YE 2013.
- D. Resolution 2013- 17  
Resolution approving a contract with William Katchen, CPA LLC, for the accounting and financial advisory services for the period of one year.
- E. Resolution 2013- 18  
Resolution approving the late filing of the 2013 Budget.
- F. Resolution 2013- 19  
Resolution approving the AMP Budgets.
- G. Resolution 2013- 20  
Resolution to approve amendments and updates to the Project Based Voucher addendum of the Housing Choice Voucher Administrative Plan.
- H. Resolution 2013- 21  
Resolution authorizing executing a contract with North Jersey Friendship House for janitorial and food handler services at the Bergen County Housing Health and Human Services Center.
- I. Resolution 2013- 22  
Resolution approving the annual budget and capital budget/program for the FY starting 04/01/2013 ending 03/31/2014.
- J. Resolution 2013- 23  
Resolution appointing three new trustees to serve on the Board of the Community Housing Resource Board of Southern Bergen County.

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

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

Meeting adjourned at 6:13p.m.

Minutes prepared by: Esther Gatria