

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

MINUTES OF THE MEETING OF MAY 23, 2013

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MAY 23, 2013.

PRESENT:

Chairman Bruce Walenczyk
Commissioner Steven Kopf
Commissioner Kay Nest
Commissioner Joanne English Rollieson
Terrence Corriston, Esq., Counsel
Domingo Senande, Executive Director
Lynn Bartlett, Deputy Director
Eileen Black, Finance Director
Julia Orlando, Director, BC Housing, Health & Human Services Center
Charlotte Vandervalk, Director of Development
Esther Gattia, Human Resources Manager
Heather Wei, Executive Assistant

ABSENT:

Commissioner Mark DiPisa
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 5:23p.m.

PLEDGE OF ALLEGIANCE

Chairman Walenczyk led the Board in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Commissioner Nest to approve the minutes of the meeting of April 25, 2013. Motion was seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa and Rudman (2)

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

Vacant Commissioner Spot: Mr. Senande reported that Ms. Peterson had been deemed ineligible to be a Commissioner since she did not complete her required coursework in the eighteen (18) months allotted. He explained that the County Executive would be looking into replacing her and until then the spot would be vacant.

Bergen County Housing Health and Human Services Center (HHH): Mr. Senande asked Julia Orlando to report on the HHH. Ms. Orlando reported that she had met with Dr. Feldman from Hackensack University Medical Center, Director Michael Mordaga from the Hackensack Police Department and Sheriff Michael Saudino in a collaborative effort to discuss methods to improve the quality of life in Hackensack, by expediting services to the homeless and improving police patrol on the streets.

Ms. Orlando also reported that she had met with the Oradell Rotary Club to talk about the services the HHH Center provides.

Ms. Orlando reported that she and Ms. Vandervalk presented at the "Fighting Poverty with Faith" conference held at the County building which gave her a great opportunity to discuss the youth homelessness issue at the shelter.

Ms. Orlando also reported that she had participated in the Over Peck sweep at Over Peck Park in Palisades Park with law enforcement to address the homeless issue occurring there.

Mr. Senande reported that the County Administrator has only approved a 1.5% increase in salaries for the HHH. According to Mr. Senande, the Administrator stated that any increase higher than that would have to come out of Housing Authority funds. However, the Housing Authority had budgeted a 2% increase in salaries. Mr. Senande explained that this would create the problem of having a different policy for a department within the Housing Authority. Chairman Walenczyk suggested a meeting with County Administration to see if they would reconsider and if not there would be further discussion at the next Board meeting.

Financials: Mr. Senande reported that it would be Ms. Black's last meeting as the Housing Authority's Director of Finance. He thanked her for her incredible service and hard work, as well as for modernizing the finance department and bringing it to where it

needed to be. Ms. Black thanked the Board.

Ms. Black reported that she had separated the cash reports for HABC and HDC because both Boards were meeting on a more regular basis thus making it easier to focus on each report individually. She reported that the cash flow was up about \$75,000 since last month, except in the COCC area which was to be expected with all the spending of funds on projects such as the MLK property and lending of money to the HHH.

Ms. Black reported that given our current HCV Funding levels to administer the program the Housing Authority is forced to use its HCV Administrative reserves. While there are sufficient funds in reserves and a decrease in spending has occurred, it hasn't decreased at the same rate as funding. Ms. Black explained that at the end of FY 2012 there was almost \$1.6M in reserves, at the end of FY 2013 almost \$1.2M and it is projected that by the end of FY 2014 there will be about \$600,000, which should last for about a year, depending on how much the Housing Authority's expenses are reduced. Mr. Senande added that those figures included the layoffs which would be taking place. The employees would be offered a month's severance, as well as one-on-one consulting to help with job search. However, even with the layoffs there would still be a \$381,000 projected deficit.

Mr. Senande explained that he was looking at other ways in which to reduce expenses, due to the fact that it was expected that sequestration would not be overturned any time soon, which could also potentially mean pulling participants off the program. Commissioner English Rollieson asked what criteria would be used to determine how participants are chosen to be pulled off the program. Mr. Senande explained that a lottery may be the fairest way in which to determine whom to take off the program. Commissioner English Rollieson then inquired whether it would subject the HABC to lawsuits. Mr. Corrison explained that if done fairly and correctly, no.

Cap on Rent Increases: Mr. Senande stated that since last month's meeting, letters had gone out to all landlords participating on the program stating that they would not be able to increase their rent more than 1.5%. HUD then responded with a letter to all Housing Authorities that they could not force a cap on rent increases, only ask landlords if they would. Mr. Senande reported that new letters would be going out to the landlords asking that they consider not taking an increase of more than 1.5%.

Development: Mr. Senande asked Ms. Vandervalk to report on the developments.

River Vale: Ms. Vandervalk reported that they should be ready to break ground in about a month. HABC will be managing the project for Domus.

Montvale Commons: Ms. Vandervalk reported that the "Montvale Commons" was under construction. HDC is a co-developer on the project.

Ridgefield/Northvale/Saddle Brook: The tax credit application deadline is coming up on May 31st for all three projects. The results for each should be announced by July 31, 2013.

Ms. Vandervalk also reported on several new potential projects that are all in different negotiation stages, such as two additional projects in Montvale, Old Tappan, Oakland and possibly two more in River Vale.

Mr. Senande also reported that he would be meeting with the owners of Teterboro Housing regarding units located at Vincent Place, which the Housing Authority manages. He stated that he would be discussing with them a strategy to transition out of managing the property in order to focus on more profitable opportunities.

Lastly, Chairman Walencyk reported that he, Mr. Senande and Freeholder Zur had discussed the possibility of placing a community vegetable garden in the back of the HHH Center for residents to plant and take care of. There seemed to be a genuine interest and Freeholder Zur would be trying to get a grant from Walmart to help supply the project.

ATTORNEY'S REPORT

Mr. Corrison reported that he is negotiating the final agreement to settle with the contractor for the MLK project.

Mr. Corrison also explained the *nunc pro tunc* (now for then) resolution that was on the consent agenda. He explained that since Ms. Peterson was no longer a Board member and hadn't been dating back to June 2012, any meeting where resolutions were adopted in which there was a bare quorum and she made the 4th and final vote were now invalid and those resolutions had to be readopted for the record.

PUBLIC COMMENTS

A motion to open the meeting to the public was made by Commissioner Nest and seconded by Commissioner Kopf.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa and Rudman (2)

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa and Rudman (2)

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 (4)
 ABSENT: Commissioners DiPisa and Rudman (2)

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2013-44**
Resolution approving the routine expenditures for the HABC for the period of 04/18/13 – 05/16/13.

- B. **Resolution 2013- 45**
Resolution approving the routine expenditures for the HDC for the period of 04/18/13 – 05/16/13.

- C. **Resolution 2013- 46**
Resolution authorizing the certification of the Section 8 Management Assessment Program (SEMAP) Certification for the period of April 1, 2012 through March 31, 2013.

- D. **Resolution 2013- 47**
Resolution authorizing the submission of the Executive Director's Certification of Compliance detailing the status of Commissioner training to the NJ Department of Community Affairs.

- E. **Resolution 2013- 48**
Resolution approving a contract with Mazteck Complete Solutions for the CCTV System Repairs and Service on an "as needed" basis for various locations.

- F. **Resolution 2013- 49**
Resolution authorizing to re-bid for HVAC Annual Maintenance Contract and Service on an "as needed" basis.

- G. **Resolution 2013-50**
Resolution authorizing the issuance of 18 Project Based Vouchers to three special needs affordable housing projects.

- H. **Resolution 2013-51**
Resolution approving Resolutions 2012-118 thru 2012-234, *nunc pro tunc*.

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners DiPisa and Rudman (2)

Meeting adjourned at 6:44 p.m.

Minutes prepared by: Heather Wei