

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-14

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF 01/17/13 – 02/20/13.

WHEREAS, the attached listing of Accounts Payable for the period of 01/17/13 – 02/20/13, was reviewed and found acceptable; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of 01/17/13 – 02/20/13 in the amount of Seven Hundred, Ten Thousand and Two Hundred and Forty-One Dollars (\$710,241.11) and Eleven Cents.

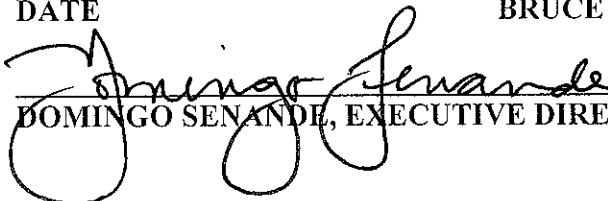
Resolution adopted as read on motion by Commissioner Nest
seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-15

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ACCOUNTS PAYABLE FOR THE PERIOD OF 01/17/13 - 02/20/13 FOR THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY.

WHEREAS, the attached listing of Accounts Payable for the period of 01/17/13 - 02/20/13 for the Housing Development Corporation of Bergen County, was reviewed and found acceptable; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of Bergen County do hereby approve payment of all checks identified on the attached listing for the period of 01/17/13 - 02/20/13 in the amount of Three Hundred, Five Thousand and Two Hundred and Eighty-Two Dollars (\$305,282.56) and Fifty-Six Cents.

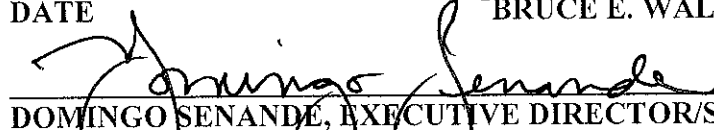
Resolution adopted as read on motion by Commissioner Nest
seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-16

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH POLCARI AND COMPANY, 2035 HAMBURG TURNPIKE, WAYNE, NEW JERSEY, TO CONDUCT THE AUDIT SERVICES FOR THE HOUSING AUTHORITY.

WHEREAS, the Department of Housing and Urban Development requires that an audit of all Housing Authority activities be performed by an independent public accountant; and

WHEREAS, the Office of Management and Budget of the Federal Government recommends OMB Circular A-133 and Generally Accepted Auditing and Generally Accepted Accounting Principles where applicable; and

WHEREAS, request for proposals were sent to independent public accountants asking for proposals to perform an audit in accordance with specifications as stated in the request for proposals; and

WHEREAS, two proposals were submitted and carefully evaluated by the Evaluation Committee utilizing the points system and it was determined that the proposal submitted by Polcari and Company is the most advantageous and in the best interest to the Authority; and

WHEREAS, Polcari and Company agrees to perform all services and provisions in accordance with OMB Circular A-133 and Generally Accepted Auditing and Generally Accepted Accounting Principles where applicable, within the time restrictions and other specifications as indicated in the Request for Proposal, for the total amount of \$18,933.00; and

WHEREAS, the Contracting Officer certifies sufficient funds are available to compensate the firm for the entire scope of the work, as confirmed by the attached certification of funds; and

WHEREAS, this contract is awarded pursuant to a fair and open procurement process.

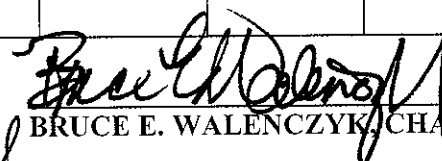
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of Bergen County do hereby authorize the Chairman and/or Executive Director to execute an agreement with Polcari and Company for the aforementioned sum, to conduct the annual audit for the Housing Authority of Bergen County.

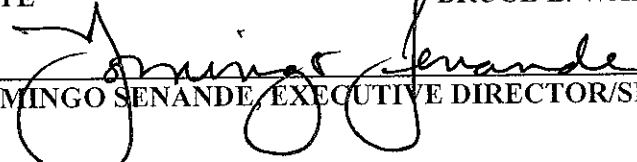
Resolution adopted as read on motion by Commissioner Nest, seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-17

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH WILLIAM KATCHEN, 596 ANDERSON AVENUE, SUITE 303, CLIFFSIDE PARK, NEW JERSEY FOR ACCOUNTING AND FINANCIAL ADVISORY SERVICES.

WHEREAS, on February 8, 2013, the Contracting Officer of the Housing Authority of Bergen County accepted proposals for accounting and financial advisory services; and

WHEREAS, two proposals were submitted and carefully evaluated by the Evaluation Committee; and

WHEREAS, the proposal submitted by William Katchen, CPA, in the amount of \$33,000.00 for a period of one (1) year received the highest score and is deemed the most advantageous proposal to the Authority; and

WHEREAS, should there be additional work requested of the firm outside of the scope of the work, the hourly rates are as follows: Principal Accountant \$150.00/HR; Senior Accountant \$100.00/HR and Junior Accountant \$75.00/HR; and

WHEREAS, after careful evaluation, the Contracting officer found the cost to be reasonable and acceptable; and

WHEREAS, William Katchen agrees to perform all services and provisions in accordance with the Request for Proposal Specifications dated January 2013; and

WHEREAS, this agreement is being awarded pursuant to a fair and open procurement process.

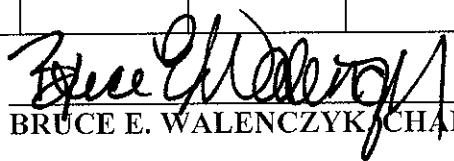
NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby authorize the Chairman and/or Executive Director to execute an agreement with William Katchen for the sum of Thirty-Three Thousand Dollars (\$33,000.00) and Zero Cents, for a period of one (1) year, for accounting and financial advisory services effective April 1, 2013, through March 31, 2014.

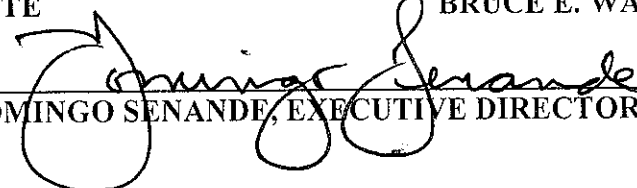
Resolution adopted as read on motion by Commissioner Nest,
seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-18

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF BERGEN COUNTY APPROVING THE LATE FILING
OF THE 2013 BUDGET.**

WHEREAS, the Housing Authority of Bergen County is required to submit the approved Budget sixty (60) days prior to the start of the fiscal year to the State of New Jersey; and

WHEREAS, the Budget preparation was delayed pending estimated expense forecasts including insurance and health benefit costs; and

WHEREAS, the 2013 estimates of expenses have been determined; and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby approve the late filing of the 2013 Budget.

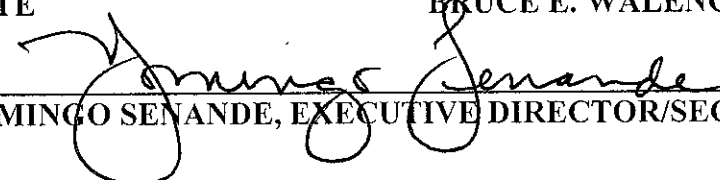
Resolution adopted as read on motion by Commissioner Nest,
seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-19

Demonstration of a Successful Conversion to Asset Management (Stop-Loss) Submission Kit

Board Resolution Approving the AMP Budgets
PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026 Approving
(exp. 10/31/2009)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of Bergen County PHA Code: NJ067

PHA Fiscal Year Beginning: 4/1/2013 Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budgets (*for COCC and all Projects*) approved by Board resolution on: 02/28/2013
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairman's Name: <u>Bruce Walenczyk</u>	Signature: 	Date: <u>2-28-13</u>
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**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-20

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AMENDING AND UPDATING THE PROJECT BASED VOUCHER ADDENDUM OF THE HOUSING CHOICE VOUCHER (SECTION 8) ADMINISTRATIVE PLAN.

WHEREAS, the Housing Authority of Bergen County (HABC) administers a Housing Choice Voucher (Section 8) program that requires the housing authority to adopt a written administrative plan that establishes local policies for administering the program, and

WHEREAS, the administrative plan, and any revisions to it must be formally adopted by the housing authority's Board of Commissioners, and

WHEREAS, a public hearing was advertised and held on November 13, 2012, and members of the public were heard; and

WHEREAS, the housing authority has updated the Addendum of the Administrative Plan addressing the administration of the HABC Project-Based Voucher program; this addendum outlines the Authority's policies and procedures specifically pertaining to the Project-Based Voucher program, and

WHEREAS, the Commissioners of the Housing Authority of Bergen County have reviewed said documents; and

WHEREAS, said update will be submitted to HUD for approval after review and approval by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby adopt the Amended Project Based Voucher Program Addendum of the Housing Choice Voucher Administrative Plan beginning with the year 2013, for submission to HUD for approval.

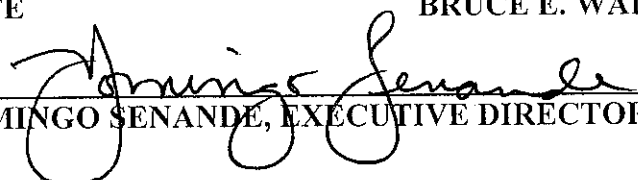
Resolution adopted as read on motion by Commissioner Nest,
seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rolliesson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK , NEW JERSEY**

RESOLUTION 2013-21

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY AUTHORIZING THE CHAIRMAN AND/OR EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH NORTH JERSEY FRIENDSHIP HOUSE, 125 ATLANTIC STREET, HACKENSACK, NEW JERSEY, FOR JANITORIAL AND FOOD HANDLER SERVICES FOR THE BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER.

WHEREAS, on February 15, 2013, the Housing Authority of Bergen County accepted bids and publicly opened same for janitorial and food handler services for the Bergen County Housing, Health and Human Services Center; and

WHEREAS, two bids were accepted and after careful evaluation, the bid submitted by Friendship House was the only one deemed responsive; and

WHEREAS, the Contracting Officer confirms that the Housing Authority has had an excellent working relationship with the contractor and that they are qualified and possess the experience to satisfactorily complete the project; and

WHEREAS, the Contracting Officer recommends that the Board of Commissioners approve a resolution awarding the contract to North Jersey Friendship House Inc., for the lump sum of \$175,021.00 for option 2 (11 hrs. for 3 workers and 1 supervisor) for janitorial services and a lump sum of \$18,615.00 for the food handler service (2 servers for 1.5hrs per server) for a period of 10 months, payable in monthly installments; and

WHEREAS; the Contracting Officer confirms that sufficient funds are available to compensate the firm for the entire scope of the work; and

WHEREAS, this contract is awarded pursuant to a fair and open procurement process; and

WHEREAS, said contract will be reviewed and approved by Counsel prior to its execution.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby authorize the Executive Director to execute a contract with North Jersey Friendship House for a term of ten (10) months starting on March 1, 2013 and ending on December 31, 2013, for the aforementioned amounts for said janitorial and food handler services for the Bergen County Housing, Health and Human Services Center.

Resolution adopted as read on motion by Commissioner Nest,
seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE Bruce E. Walenczyk
BRUCE E. WALENCZYK, CHAIRMAN

Domingo Senande
DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-22

**RESOLUTION BY THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF BERGEN COUNTY APPROVING THE ANNUAL
BUDGET AND CAPITAL BUDGET/PROGRAM FOR THE HOUSING
AUTHORITY OF BERGEN COUNTY FOR THE FISCAL YEAR
BEGINNING APRIL 1, 2013 AND ENDING MARCH 31, 2014.**

WHEREAS, the Annual Budget and Capital Budget for the Housing Authority of Bergen County for the fiscal year beginning April 1, 2013 and ending March 31, 2014, has been presented before the Commissioners of the Housing Authority of Bergen County at its open public meeting of February 28, 2013; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$44,915,525. Total appropriations, including any Accumulated Deficit if any, of \$45,956,398. and a Total Fund Balance utilized of \$1,040,873.; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$400,000. and a Total Fund Balance planned to be utilized as funding thereof, of \$0.; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues together with all other anticipated revenues to satisfy all obligations to holders of bonds of the Housing Authority, to meet operating expenses, capital outlays, debt service requirements and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to NJAC 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Housing Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County, at an open public meeting, including appended Supplemental Schedules and the Capital Budget/Program of the Housing Authority for the fiscal year beginning April 1, 2013 and ending March 31, 2014; is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of Bergen County will consider the annual budget and capital budget/program for adoption on June 27, 2013.

Resolution adopted as read on motion by Commissioner Nest
seconded by Commissioner DiPisa.

Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Mark DiPisa	✓			
Joanne English Rollieson	✓			
Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY

**HOUSING AUTHORITY OF BERGEN COUNTY
ONE BERGEN COUNTY PLAZA, FL 2
HACKENSACK, NEW JERSEY**

RESOLUTION 2013-23

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE APPOINTMENT OF THREE NEW TRUSTEES TO SERVE ON THE BOARD OF THE COMMUNITY HOUSING RESOURCE BOARD OF SOUTHERN BERGEN COUNTY.

WHEREAS, the Commissioners of the Housing Authority of Bergen County at their meeting of February 28, 2013, appointed the following persons to serve on the Board of Trustees of the Community Housing Resource Board of Southern Bergen County;

1. MARK DiPisa
2. Steven E. Kopf
3. Danielle Peterson

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of Bergen County do hereby approve the appointment of the aforementioned to serve on the Board of Trustees of the Community Housing Resource Board of Southern Bergen County.

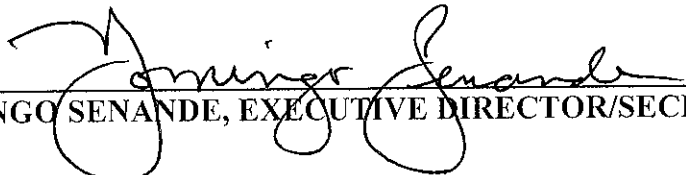
Resolution adopted as read on motion by Commissioner Nest,
seconded by Commissioner DiPisa.

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Steven E. Kopf	✓			
Kay Nest	✓			
Danielle Peterson	✓			
Andrew Rudman				✓
Bruce E. Walenczyk	✓			

February 28, 2013
DATE


BRUCE E. WALENCZYK, CHAIRMAN


DOMINGO SENANDE, EXECUTIVE DIRECTOR/SECRETARY