

*HOUSING AUTHORITY OF BERGEN COUNTY
25 ROCKWOOD PLACE, SUITE 205
ENGLEWOOD, NEW JERSEY*

MINUTES OF THE MEETING OF FEBRUARY 23, 2011

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF FEBRUARY 23, 2011.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Joseph Rutch
Donald A. Caminiti, Esq., Counsel
David Sivella, Executive Director
Domingo Senande, Deputy Executive Director
Stephanie Sutera, Director of Transition
Lynn Bartlett, Director of Housing & Development
Eileen Black, Director of Finance
Rich Goddin, Field Manager
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Danielle Peterson
Commissioner Andrew Rudman
Commissioner Lauren Marie Zyriek

NOTICE OF MEETING

Mr. Sivella 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 17, 2011, 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.

Chairman Rotundo called the meeting to order at 5:10p.m.

APPROVAL OF MINUTES

On motion by Commissioner Rutch, seconded by Commissioner Nest, the minutes of the meeting of January 19, 2010, were approved.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

EXECUTIVE DIRECTOR'S REPORT

Mr. Sivella began the meeting by welcoming everyone to the new location for the Board Room, which was the space originally used as the Executive Director's office. He added that the room was large enough to hold the conference table and an audience and that this was a more efficient use of space. He added that the old Board Room space was to be used for repairing and organizing the files of the Assisted Housing Department.

Mr. Sivella stated that the repurposing of space was tied to the larger issue of reforming the management of the Assisted Housing Department. Mr. Sivella explained that the Assisted Housing Department had lingering issues related to the fact that departmental procedures have been amended numerous times in the past, creating misinformation, confusion and misunderstanding among the staff. Mr. Sivella added that he felt that the HABC should consider hiring an independent consultant, such as Quadel, to evaluate the operations, procedures and compliance of the department. In addition, Mr. Sivella reminded the Board that the last audit had a finding in terms of compliance with the Assisted Housing files and therefore he was recommending hiring an independent consultant to do an overall review and perhaps a temporary takeover of the department, should that be more cost effective.

ATTORNEY'S REPORT

Mr. Caminiti stated that Resolution 2011-15 should be pulled because it should go out to bid.

PUBLIC COMMENTS

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

There were no public comments.

CONSENT AGENDA

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2011-11**
Resolution approving the routine expenditures for the HABC for the period of 01-13-2011 – 02/16/2011.
- B. **Resolution 2011-12**
Resolution approving the routine expenditures for the HDC for the period of 01-13-2011 – 02/16/2011.
- C. **Resolution 2011-13**
Resolution executing an agreement for legal services with E. Carter Corriston.
- D. **Resolution 2011-14**
Resolution authorizing an agreement with Tenmast Software for one year.
- E. **Resolution 2011-15**
Resolution authorizing to enter into a grant agreement for the County of Bergen for the HOME Program funds for Security Deposit Assistance.

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

Meeting adjourned at 5:15 p.m.

Chairman Rotundo called the meeting to re-open to vote for Resolution 2011-15, which was mistakenly pulled, since it was for a grant agreement and not a bid. Therefore, Resolution 2011-15 should have passed on the consent agenda. Meeting was re-opened at 5:26.

A motion to approve Resolution 2011-15 was made by Commissioner Rutch and seconded by Commissioner Nest.

Commissioner Rutch moved that the meeting be adjourned. Commissioner Hernandez seconded the motion.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Peterson, Rudman and Zyriek (3)

Meeting Adjourned at 5:27

Minutes prepared by: Esther Gatria