

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

MINUTES OF THE MEETING OF MARCH 9, 2010

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MARCH 9, 2010.

PRESENT: Commissioner Joseph Rutch, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Daniel Ortega
David F. Sivella, Executive Director
E. Carter Corrison, Sr., Esq., Counsel
Domingo Senande Deputy Director
Stephanie Sutera, Deputy Director
William Katchen, Fee Accountant
Joyce Kashwick, Finance
Lynn Bartlett, Director of Development
Richard Goddin, Field Supervisor (North Zone)
James Giel, Field Supervisor (South Zone)
Esther Gatria, Executive Administrative Assistant
Carmen Medina, Receptionist

ABSENT: Commissioner Shirley Finn
Commissioner James Rotundo
Commissioner Andrew Rudman

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 8, 2010, 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 Rutch called the meeting to order at 5:13p.m.

APPROVAL OF MINUTES

On motion by Commissioner Rotundo, seconded by Commissioner Ortega, the minutes of the meeting of February 16, 2010, were approved.

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

DIRECTORS REPORT

Mr. Sivella reported on the following subjects:

Riverside Ave. Building (Lyndhurst): Mr. Sivella reported that the Leader Newspaper did a very favorable story in the Riverside Project. He had a meeting on March 8th with the Daibes Organization to clarify the terms of the lease. Daibes has agreed to pay the utilities and to renovating the space of the support offices on the first floor of the building.

Project-Based Voucher Program: Based on the funding this year, Mr. Sivella reported that the HABC is below budget about \$250,000/month; therefore, there is a surplus of a quarter of a million dollars every month. Mr. Sivella expressed that he, Domingo Senande and Bill Katchen were concerned that if the monies were not allocated, there will be an issue with future funding. Mr. Sivella stated that he, Mr. Senande and Mr. Katchen will be meeting on this issue and have a proposal ready for the Board on allocating these funds.

Tenant Meetings: Mr. Sivella introduced Rich Goddin and James Giel to the Board. Mr. Sivella reported that he has been holding tenant meetings at the HABC buildings and that the tenants were very complimentary. He attributes this success to the fact that Mr. Goddin and Mr. Giel now have a much more active role in how the building are run in their zones. The tenants were especially pleased with the snow removal this year, which was done in house, thanks to the Board approving the purchase of trucks and snow removal equipment. At this point he thanked both Mr. Goddin and Mr. Giel for their leadership and the great job their team had done.

HABC Organizational Chart: Mr. Sivella informed the Board that the HABC will be undergoing a reorganization and at the April meeting he expects to present the Board with a reorganization chart.

South Hackensack: Mr. Sivella commended Lynn Bartlett for her work with this project and stated that it was nearly at completion.

ATTORNEY'S REPORT

Mr. Corrison Sr. informed the board that the Development Agreement with Demarest was almost complete and by the next meeting it should be ready for approval.

BUDGET REPORT

Mr. Katchen pointed out that in the Board packet for the meeting; there was a copy of the 2010-2011 budget encompassing all of the HABC programs. He stated that this was a preliminary budget, which was being sent to the State for review and approval. He expects that there will be some changes to the budget, especially due to the anticipated changes in the organizational chart. He stated that he believes it is a solid budget with realistic numbers, reflective of actual projections as well as the management of all HABC projects.

PUBLIC COMMENTS

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Finn, Rotundo and Rudman (3)

There were no public comments.

CONSENT AGENDA

Mr. Sivella requested that Resolutions 2010-42 and 2010-43 be pulled from the consent agenda.

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Finn, Rotundo and Rudman (3)

A. Resolution 2010-23

Resolution ratifying the list of bills for the HABC for the period of 02/10/10 – 03/02/10.

B. Resolution 2010-24

Resolution ratifying the list of bills for the HDC for the period of 02/10/10 – 03/02/10.

C. Resolution 2010-25

Resolution executing five year scavenger/garbage removal services at Grove Gardens with Gaeta Recycling Co.

- D. **Resolution 2010-26**
Resolution executing an agreement with E. Carter Corriston for legal services.
- E. **Resolution 2010-27**
Resolution executing a contract with Alliance Commercial Pest Control for exterminating services at eighteen locations.
- F. **Resolution 2010-28**
Resolution executing a contract with A.C.I. Electric for minor electrical upgrades.
- G. **Resolution 2010-29**
Resolution executing a contract with Landmark Fire Protection for the installation of Fire Sprinklers at Boiling Springs Gardens (ARRA project).
- H. **Resolution 2010-30**
Resolution approving annual budget and capital funding for the HABC for the fiscal year beginning April 1, 2010 and ending March 31, 2011.
- I. **Resolution 2010-31**
Resolution approving the Housing Choice Voucher Program budget for 3,586 vouchers, effective April 1, 2010 through March 31, 2011.
- J. **Resolution 2010-32**
Resolution approving the late filing of the 2011 Budget.
- K. **Resolution 2010-33**
Resolution approving the write-off of uncollected rents as stated in the HUD Handbook.
- L. **Resolution 2010-34**
Resolution ratifying the contract with the New Jersey State Health Benefits Program, effective May 1, 2010.
- M. **Resolution 2010-35**
Resolution ratifying the Purchasing Agent's selection and execution of the purchase of two (2) copiers through the State Contract.
- N. **Resolution 2010-36**
Resolution ratifying the Purchasing Agent's selection and execution of maintenance contracts on two (2) copiers.
- O. **Resolution 2010-37**
Resolution authorizing the replacement of the boilers at Boiling Springs and Brookside Gardens.

P. Resolution 2010-38

Resolution authorizing the pre-payment of HABC bills for the period of 03/03/10 – 03/17/10.

Q. Resolution 2010-39

Resolution authorizing the pre-payment of HDC bills for the period of 03/03/10 – 03/17/10.

R. Resolution 2010-40

Resolution authorizing the issuance of 40 Project Based Vouchers to Lyndhurst Residential Communities, LLC.

S. Resolution 2010-41

Resolution authorizing the issuance of a total of 149 Project Based Vouchers to the HDC.

T. Resolution 2010-44

Resolution amending Resolution 2010-20 *nunc pro tunc* to reflect revised contract amount.

U. Resolution 2010-45

Resolution amending Resolution 2010-21 *nunc pro tunc* to reflect revised contract amount.

Commissioner Rotundo moved that the meeting be adjourned. Commissioner Ortega seconded the motion.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Finn, Rotundo and Rudman (3)

Meeting adjourned at 5:32 p.m.

Minutes prepared by Esther Gatria