

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

MINUTES OF THE MEETING OF MARCH 21, 2011

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

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Danielle Peterson
Commissioner Andrew Rudman
Commissioner Joseph Rutch
Commissioner Lauren Marie Zyriek
Terrence Corriston, Esq., Counsel
David Sivella, Executive Director
Domingo Senande, Deputy Executive Director
Stephanie Sutura, Director of Transition
Lynn Bartlett, Director of Housing & Development
Eileen Black, Director of Finance
Joyce Kashwick, Comptroller
Rich Goddin, Field Manager
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Junior Hernandez, Treasurer

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 5:07p.m.

APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Zyriek, the minutes of the meeting of February 23, 2011, were approved.

VOTE: AYES: Commissioners Nest, Peterson, Rotundo, Rutch and Zyriek (5)
 ABSENT: Commissioner Hernandez (1)
 ABSTAIN: Commissioner Rudman (1)

EXECUTIVE DIRECTOR'S REPORT

Mr. Sivella reported on the following subjects:

Federal Funding for Section 8 and Administrative Fees: Mr. Sivella requested that Eileen Black inform the Board about the proposed HUD funding for Section 8 and administrative fees. Ms. Black reported that currently, the HABC's administrative fees are funded at 92.6% of the total allocation allowed. This percentage is across the board for all Public Housing Authorities (PHAs). The House of Representatives passed a resolution proposing 62% funding for PHAs. Ms. Black stated that this would represent a \$1.2million cut in administrative fees (currently the HABC is receiving \$3.3million). The consensus is that the proposed cut is expected to change in the Senate. While the Federal government deliberates and passes extensions, the HABC is funded at last year's rate. However, once a budget is passed, this year's funding will be retroactive to January. While this funding is adjusted, the HABC might not receive funding for approximately two (2) months. Ms. Black added that the HABC did have a little over \$1.5million in reserves and that the PHA could draw from those reserves. However, if the amount of funding is not known until half way through the year, the HABC could potentially have spent half of its reserves without any adjustments being made. Ms. Black suggested that the HABC start adjusting costs and budgets in anticipation of the reduction in funding.

Mr. Sivella added that the RFP discussed at the February board meeting to bring in a consultant to analyze the Assisted Housing Department would certainly help the HABC cut costs and streamline operations and lessen the impact of the anticipated cuts in funding. Mr. Sivella stated that the final draft of the RFP was going to be distributed among the Commissioners for their review and comments. He added that the RFP would be advertised within a month. Mr. Sivella stated that the Newark Housing Authority, under the direction of Quadel, processes approximately 400 files per Subsidy Specialist, where the HABC currently processes approximately 300. Therefore, if productivity of individual specialists can be maximized, the anticipated cuts in funding will be easier to control.

Headquarters – Lease: Mr. Sivella informed the Board that Ms. Black has suggested hiring a real estate consultant to renegotiate the Headquarters lease with the

Sterling Management (current landlord). Mr. Sivella stated that he felt this was a good suggestion since it would save the HABC money in the long-run and should be explored.

Re-organization: Mr. Sivella informed the Board that he was in the process of reorganizing the structure of the HABC so that it could run more efficiently and effectively.

Mr. Sivella ended his report by informing the Board that this was Stephanie Sutera's last Board meeting, since she was retiring at the end of the week. He and the Board thanked Ms. Sutera for her 27 years of dedication and service to the HABC.

ATTORNEY'S REPORT

Mr. Corrison reported on the following subject:

HVAC Project at Highland View: Mr. Corrison reported that the contractor awarded the project, GMT, advised the HABC that they felt the specifications were deficient and that our consultant had not properly designed the job. The HABC brought in a third-party consultant to review the specifications and the contractor's claims. The consultant provided the HABC with a report and this was forwarded to the GMT's attorneys. GMT's attorney has responded that the contractor will return to Highland View to finish the balancing on the job, which was held up due to their concerns about the design. The third-party consultant reported that they did not find any problems with the design and there was nothing that would prevent the contractor from completing the job. The consultant also reported that many of the change orders submitted by GMT were not issues and should be included with the contract.

PUBLIC COMMENTS

A motion to open the meeting to the public was made by Commissioner Rudman and seconded by Commissioner Rutch.

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

There were no public comments.

CONSENT AGENDA

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

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

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2011-16**
Resolution approving the routine expenditures for the HABC for the period of 02/17/2011 – 03/13/2011.
- B. **Resolution 2011-17**
Resolution approving the routine expenditures for the HDC for the period of 02/17/2011 – 03/13/2011.
- C. **Resolution 2011-18**
Resolution executing a contract with H2M Architects for an independent evaluation and report of the HVAC system installation project at Highland View.
- D. **Resolution 2011-20**
Resolution authorizing the FY2010 salary increases.

A motion to approve Resolution 2011-19 was made by Commissioner Rutch and seconded by Commissioner Nest.

VOTE: AYES: Commissioners Nest, Peterson, Rotundo, Rutch and Zyriek (5)
 ABSENT: Commissioner Hernandez (1)
 ABSTAIN: Commissioner Rudman (1)

Resolution 2011-19
Resolution authorizing an agreement for carpet and flooring installation on an “as needed” basis at various locations.

A motion to go into closed session to discuss personnel matters was made by Commissioner Rutch and seconded by Commissioner Rudman.

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

A motion to return to public session was made by Commissioner Rudman and seconded by Commissioner Nest.

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

Chairman Rotundo stated for the record that the Board had received formal notice of Mr. Sivella's intention to resign as Executive Director of the HABC and a Personnel Committee had been formed to review the resumes of applicants. The Committee members are: Commissioners Rotundo, Rudman and Rutch.

A motion directing Terrence Corriston to run an ad to solicit for a new executive director was made by Commissioner Rudman and seconded by Commissioner Nest.

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

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

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

Meeting adjourned at 5:43 p.m.

Minutes prepared by: Esther Gatria