

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

MINUTES OF THE MEETING OF MARCH 19, 2012

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MARCH 19, 2012.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Lauren Marie Zyriek
Commissioner Joseph Rutch
Terrence Corrison, Esq., Counsel
Domingo Senande, Acting Executive Director
Lynn Bartlett, Director of Housing and Development
Eileen Black, Finance Director
Richard Goddin, Property Manager
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Junior Hernandez, Treasurer
Commissioner Danielle Peterson
Commissioner Andrew Rudman

NOTICE OF MEETING

Mr. 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, 2012, 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 5:08p.m.

APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Zyriek, the minutes of the meeting of February 22, 2012 were approved.

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

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

HHH CENTER: Mr. Senande discussed the incident that took place February 25th, where a County security guard was allegedly assaulted by a Center guest. The security was hospitalized on the 25th and is back to work. He added that a corrective action plan was submitted and approved by the County.

VANTAGE/VAN SCIVER PROJECT: Mr. Senande reported that eight Shelter + Care Vouchers were being processed. Ms. Lynn Bartlett added one person would be moving-in on March 20th, four would be moving-in on the 26th and the remaining would be moving-in by April 1st.

BUDGET: Mr. Senande stated that March 31st was the end of the fiscal year and that the accounting department was busy closing the books and preparing for the financial audit.

SECTION 8 FINANCIALS: Mr. Senande requested Eileen Black to please report on the financials. Ms. Black reported that the HABC was awarded \$452,000 (1.25%) more than was originally anticipated. In addition, HUD approved the Administrative Plan with the Payment Standards at 85%, if needed. Due to the extra funds, the HABC will be able to issue about 60 additional vouchers. Reserves are currently about \$3M and it is expected to remain at that level till the end of the year. Commissioner Zyriek inquired if the additional funds would be used up entirely by the 60 vouchers, and Ms. Black responded affirmatively. Mr. Senande clarified that the 60 vouchers discussed were in addition to the vouchers which were normally filled due to attrition. Mr. Senande added that the additional funds cover HAP payments and that the \$750K deficit on the administrative side remains.

FIELD: Mr. Senande reported that Bergenfield will undergo the REAC inspection in April and that Rich Goddin was in the process of doing an assessment of the property. Mr. Senande added that the board meeting packets contained a report with the status of all the projects.

ATTORNEY'S REPORT

Mr. Corrison stated that a condo in Saddle River was being foreclosed. Mr. Corrison added that the bank will acquire the property and offer it back to the HABC to either purchase or help find a qualified buyer. He also stated that he suggested to Ms. Bartlett that the list of potential buyers be updated. A discussion ensued and it was agreed to purchase the property if there is no other recourse.

Mr. Corrison also discussed the resolutions concerning the change orders for the Bergen County CAP weatherization project. Mr. Corrison stated that in both projects there were issues missed by the engineer. Because Bergen County CAP has a limit on change orders, the HABC has to pay for the difference. Mr. Senande reviewed the issues and added had they been included in the original specifications, Bergen County CAP would have paid for them, but they have a 10% limit on change orders.

PUBLIC COMMENTS

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

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

Larry Yates: Mr. Yates inquired about the status of Mr. Donell Prince's reinstatement. Ms. Bartlett replied that Mr. Prince has filed suit against the HABC. Mr. Yates then commented on Ms. Selena Christmas. He proceeded to state his displeasure at the treatment she has received by her caseworker, Ms. Marianne Hisen and added that she has given him power of attorney and added that Ms. Christmas was both mentally and physically disabled. He stated that her problems began in 2009, when she was evicted and he was disappointed that the Housing Authority did not get involved, and felt that some effort should have been made by the HABC to rectify the situation. Mr. Yates alleged that Ms. Christmas was being terminated from Section 8 assistance due to an overpayment (overpayment of the HAP paid by the HABC, due to Ms. Christmas allegedly not reporting earned income). Ms. Christmas was given an informal review, but the letter did not state it was a review or what would be discussed. He addressed the issue with Ms. Hisen and she, in his opinion, was between either accusing Ms. Christmas of fraud or of simply neglecting to report earned income. He inquired if Mr. Corrison saw the communication and Mr. Corrison responded that he had seen the communication and did not agree with Mr. Yates. Mr. Corrison replied that Ms. Christmas was given an informal review instead of an informal hearing and the informal review was offered prior to the termination based on the information presented. Mr. Yates stated that the letter does not state the meeting was an informal review and that the tenant was not prepared. Mr. Corrison stated that an informal review is the name given to the process and that is the terminology used.

He added that the letter was clear and she was given the opportunity to present information. Mr. Yates stated that he has written a letter for reconsideration and for an informal hearing, so that there would be a discovery process. He added that the HABC stated that they received anonymous information regarding Ms. Christmas' employment situation and that she was not entitled to know where that anonymous information originated. Mr. Yates added that Ms. Christmas has the right to face her accuser. He also added that he asked for a stay of the 30 day restitution period. Mr. Corrison replied that the stay was not granted. Mr. Yates asked if Mr. Corrison had received his correspondence where he stated that he would pay the funds owed by Ms. Christmas, with the stipulation that he was reimbursed by the Housing Authority, should it be found that the Housing Authority was wrong. Mr. Corrison replied that he had not received that letter. Ms. Bartlett stated that the HABC had received his correspondence addressing his questions pertaining to informal/formal reviews, hearings, etc. She added that he had been educated to the fact that there was no such thing as a formal review. In addition, she stated that the request had to originate from the tenant, once they had been moved into termination. She also stated that Ms. Christmas' assistance had not been moved into termination and no contract termination notice has been issued to Ms. Christmas and a conversation was had with her so that she understood the situation. A discussion ensued.

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

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

Mr. Rotundo reported to the Board that he had received a letter from the Department of Community Affairs, dated April 6, stating that Domingo Senande had been approved for the position of Executive Director. The Board congratulated Mr. Senande and Mr. Rotundo asked Mr. Corrison to please go ahead with contract negotiations.

CONSENT AGENDA

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

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

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2012-32**
Resolution approving the routine expenditures for the HABC for the period of 02/15/2012 – 03/14/2012.

- B. **Resolution 2012-33**
Resolution approving the routine expenditures for the HDC for the period of 02/15/2012 – 03/14/2012.
- C. **Resolution 2012-34**
Resolution authorizing to amend Res. No. 2011-55 to reflect revisions to the services contract with North Jersey Friendship House for the Janitorial, Food Handler and Sit-Up services at the BCHHH Center.
- D. **Resolution 2012-35**
Resolution authorizing the Chairman/Executive Director to execute a contract with Aris Painting Co., for the painting of vacant apartment interiors on an “as needed” basis.
- E. **Resolution 2012-36**
Resolution authorizing the Chairman/Executive Director to execute a split contract with Aris Painting Company and JG Painting and Contracting Co., for the painting of occupiers apartment interiors at various locations.
- F. **Resolution 2012-37**
Resolution approving the renewal of a Cooperative Pricing Agreement with the County of Bergen.
- G. **Resolution 2012-38**
Resolution revising Res. No 2012-22 with Polcari and Co., to reflect the audit fees for the HABC, Lehmann Gardens, Brookside and HDC.
- H. **Resolution 2012-39**
Resolution authorizing the Chairman/Executive Director to execute a contract with Mazteck, Inc., for CCTV System repair and services at the prevailing hourly wage for public housing sites.
- I. **Resolution 2012-40**
Resolution authorizing the Chairman/Executive Director to execute a contract with Tru-Vision Communications, LLC., for CCTV System repair and services at the non-prevailing hourly wage for non-public housing sites.
- J. **Resolution 2012-41**
Resolution authorizing the Chairman/Executive Director to execute a contract with Nora E. Muzio for Tenant Services Coordination at Grove Gardens.
- K. **Resolution 2012-42**
Resolution authorizing Change Order #1 for the boiler replacement project at David F. Roche Apartments.
- L. **Resolution 2012-43**
Resolution authorizing Change Order #2 for the boiler replacement project at David F. Roche Apartments.

M. **Resolution 2012-44**

Resolution authorizing Change Order #1 for the boiler replacement project at Carucci Apartments.

N. **Resolution 2012-45**

Resolution authorizing Change Order #2 for the boiler replacement project at Carucci Apartments.

O. **Resolution 2012-46**

Resolution approving changes to the HABC organizational chart.

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

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

Meeting adjourned at 5:45p.m.

Minutes prepared by: Esther Gatria