

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

MINUTES OF THE MEETING OF MAY 16, 2011

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF MAY 16, 2011.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Danielle Peterson
Commissioner Joseph Rutch
Commissioner Lauren Marie Zyriek
Terrence Corriston, Esq., Counsel
Domingo Senande, Deputy Executive Director
Lynn Bartlett, Director of Housing & Development
Eileen Black, Director of Finance
Julia Orlando, Director BCHHHC
James Giel, Field Manager
Rich Goddin, Field Manager
Joyce Kashwick, Comptroller
Esther Gatria, Executive Assistant

ABSENT:

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 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 5:08p.m.

APPROVAL OF MINUTES

On motion by Commissioner Rudman, seconded by Commissioner Rutch, the minutes of the meeting of April 18, 2011, were approved.

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

Presentation

Vickie Schiavo and James Carroll of Concord Engineering Group made a presentation before the Board. The company specializes in providing energy management solutions and strategies. She reported that Passaic County was a customer and that they were saving approximately \$500,000/yr. She added that Concord acts as an energy Consultant on behalf of its customers and does not collect any fees upfront; their fees are part of the third-party supplier agreement and are paid by the supplier. She added that if they can't produce a minimum savings of 5%, the contract is not executed. The savings would be for the meters the HABC is responsible for, like common areas, not for individual tenants. Ms. Schiavo stated that they could review a copy of the natural gas/electric bills to see if there were any opportunities for savings and once the analysis is completed they can submit a report to the Board. She also reported that the Housing Authority would also qualify for a free energy audit, either through PSE&G or NJ Smart Start, and there were several State sponsored programs that would benefit the Authority. Mr. Carroll added that PSE&G also has money to help offset the costs of the issues that come up at the energy audits, for example, new boilers. A discussion ensued, and it was agreed for Domingo Senande to meet with Concord Engineering to explore all opportunities.

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following:

Website: Mr. Senande reported that the website was now compliant with the requirements of the proposed assembly bill.

NJHMFA Management Reviews: Ridgecrest's review was completed and a score of Superior was achieved (which is the highest score). He added that the next reviews were of Park Ridge & Bergenfield.

REAC: Physical inspection of the East Rutherford and Ridgewood buildings will take place on June 3rd.

CD Rates: The HABC went out for quotes on rates for the restricted assets and the best rates were at Bank of New Jersey (30 days at 1% and up to 180 days at 1.5%).

Voucher Distribution: The HABC has on a monthly basis between 10 – 20 vouchers available due to attrition. Mr. Senande reported that the goal is to keep a level

lease-up rate. The first priority goes to project-based vouchers, then the Section 8 wait list and the Bergen County Housing, Health and Human Services Center (HHH Center). Mr. Senande added that currently, there is no set allocation and he asked the Board if there was any preference as to how this should be handled moving forward. Commissioner Rutch stated that he favored allocating a percentage in an effort to be fair to all of the constituents served by the Housing Authority. Mr. Senande added that the Shelter + Care Vouchers were also available at the HHH Center and that an additional 20 were recently awarded, for a total of approximately 80 vouchers. However, meeting the criteria of chronic homelessness to award a Shelter + Care Vouchers is strict and many do not qualify. Commissioner Rutch suggested that the staff submit recommendations to the Board. He also added that the homeless population has programs that people on Section 8 do not qualify and the main goal should be to help people as fairly as possible. Commissioner Rotundo agreed and asked Mr. Senande to please put together a proposal for the Board's review.

HHH Center: Mr. Senande reported that the County had not yet approved the budget for the HHH Center, even though the contract expired 12/31/10. The HABC will be applying for an Emergency Solution Grant (ESG, formerly known as the Emergency Shelter Grant) which would provide additional funds for case management. At this point, Mr. Senande opened the floor to Julia Orlando. Ms. Orlando reported that her doctor had made a significant donation of supplies to the HHH Center and she distributed copies of a newspaper article on the donation. She also reported that Mike Gartland, reporter for The Record, was interested in possibly profiling some of the guests at the HHH Center. The reporter was interested in the new trends in homelessness occurring at the HHH Center. Commissioner Rutch inquired about work force development and Ms. Orlando replied that the One Stop works with a lot of the HHH Center's guests, though they are not onsite. She added that she was working on a new initiative, in partnership with Bergen Community College, to do work force development and training onsite at the HHH Center and she hoped to have more information in the coming weeks. She also reminded the Board that she did not yet have a Program Coordinator.

Ms. Orlando reported that representatives from Newark visited the HHH Center, since they are doing a safe haven in Newark, which is similar to the HHH Center, except that there is permanent housing available.

Ms. Orlando also reported that Representatives from the City of Hackensack's Welfare Department visited the HHH Center. They only saw six out of the twelve people that were waiting to meet with them. They are scheduled to return May 31st. She added that the goal is to have them onsite once a week, but that this was still in negotiation.

Ms. Orlando added that she was going to meet with the Health Department, to discuss how they can work at the HHH Center. The Health Department is responsible for mental health and substance abuse, which are two of the biggest

issues at the HHH Center.

Ms. Orlando informed the Board that on June 7th, Bonum Builders, a non profit construction company similar to Habitat for Humanity, will be onsite planting trees. They are partnering with employees at Goldman Sachs, that volunteer their time and it will not cost the HHH Center or the County any money.

Introductory Budget & Funding: Mr. Senande informed that Board that they would be voting on the 2011 New Jersey/HUD budget for the HABC, which was developed in conjunction with William Katchen, the fee accountant. Mr. Senande stated that the HABC expects Section 8/HAP to be funded at about 100%, but still anticipates to be using \$1.3M of the HAP reserve this year, in order to maintain the current lease-up rates. The remaining reserve would be \$2.2M. However, if the HAP remains at the same funding level next year, there is a possibility that HABC would not be able to maintain the current lease-up rates. He added that a decision would have to be made in the Fall, when there will be a better projection.

Mr. Senande stated that in reference to the administration of the Section 8 program, the US Congress has allocated \$500K less than last year to administer the same program. Therefore, the HABC is projecting in the budget a \$420 – 450K shortfall in the administration of the program. HABC has administrative reserves of about \$2M, but measures need to be taken to reduce expenses given that the loss in funding is unsustainable. Mr. Senande suggested that a possible cost cutting option would be to renegotiate and reduce the amount of rent paid for the main office. The rent paid is nearly \$500K/year and the lease expires at the end of February 2013. He also suggested eliminating the COAH program since this is budgeted to be a \$50K loss to the Authority, and even though it's an important State program, it is not a core program of the HABC. Mr. Senande stated that he will continue to explore other cost cutting measures and that losing \$500K, going back to January of 2011, was a substantial loss. Commissioner Zyriek inquired about the possibility of moving to the County Administration Building in Hackensack. Mr. Senande replied that he had not heard anything from the County in this regard. Commissioner Rotundo suggested that Mr. Senande should meet with the landlord to renegotiate the lease and bring any proposals before the Board.

Public Housing Buildings: Mr. Senande stated that he expects the buildings to be funded at about 100%. The HABC received \$775K in capital funding in 2009, it is expected that the amount will be reduced to \$600K in 2010. He added that 10% of that amount goes towards administrative budgets.

HDC: Mr. Senande stated that the HDC budgets were also included in the packet. The only building with a deficit was Lehmann Gardens in Park Ridge. He added that this property will be under a close watch in order to eliminate the deficit.

Weatherization: Mr. Senande informed the Board that the HABC was working with Bergen County CAP to obtain weatherization funding. This funding will help upgrade

boilers, obtain new windows, etc.

Personnel Manual Changes: Mr. Senande stated that there were some proposed changes to the Personnel Manual and a copy of the changes would be given to the Commissioners for their review. He added that the Personnel Manual needs an overhaul, but that in the meantime, these were the most pressing changes needed.

Mr. Senande informed the Board that the HABC will be playing a softball game against the Passaic Housing Authority in June and all the Commissioners were invited to attend.

ATTORNEY'S REPORT

Mr. Corrison reported that there were still issues with the GMT, the contractors awarded the HVAC project at Highland View.

Mr. Corrison also reported issues with ER Barrett and the new roof installed at Boiling Springs, which is leaking substantially. The engineer determined the cause of the leak was a cut under the flashing, which should not have occurred. Mr. Corrison stated that there were several letters sent back and forth and the contractor has refused to acknowledge responsibility for the problem. He stated that the contract was still open and a new company submitted a quote of about \$20K to fix that portion of the roof. Mr. Corrison informed the Board that apparently the original contractors showed up unannounced at the building that day (day of the Board Meeting). Mr. James Giel added that allegedly a tenant had let them into the building; the contractor did not sign-in and used the panic door to access the roof. Commissioner Hernandez asked if this original contractor was the same that had dropped glue onto a tenant's car, to which Mr. Corrison affirmatively replied. Mr. Senande added that at least six corrective actions meetings have taken place with this contractor and that everything has been duly documented. Mr. Corrison recommended that the work be given to the new contractor and all Board members present agreed.

Mr. Corrison informed the Board that he had an issue with a Section 8 tenant that had to be discussed during the closed session.

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 (6)
 ABSENT: Commissioner Rudman (1)

There were no public comments.

CONSENT AGENDA

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

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

RESOLUTIONS: CONSENT AGENDA

Resolution 2011-33

Resolution approving the routine expenditures for the HABC for the period of 04/15/2011 – 05/11/11.

Resolution 2011-34

Resolution approving the routine expenditures for the HDC for the period of 04/15/2011 – 05/11/11.

Resolution 2011-35

Resolution authorizing a contract with William Katchen for accounting and financial advisory services.

Resolution 2011-36

Resolution authorizing Change Order #1 for the asphalt and crack repairs and re-striping at Boiling Springs (Res. 2010-114).

Resolution 2011-37

Resolution authorizing to certify the Section 8 SEMAP Certification for FY 2010.

Resolution 2011-38

Resolution authorizing to certify the PHAS Certification for FY 2010.

Resolution 2011-39

Resolution revising Resolution 2011-27 nunc pro tunc for Food Handler Services at the HHH Center to reflect the correct amount of \$21,900.00.

Resolution 2011-40

Resolution approving the late filing of the 2011 Budget.

Resolution 2011-41

Resolution approving the Annual Budget and Capital Budget/Program for the FY 2011.

Resolution 2011-42

Resolution approving the AMP Budgets.

Commissioner Rutch moved to go into closed session to discuss a matter of litigation. Commissioner Zyriek seconded the motion.

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

Commissioner Rutch moved to go out of closed session. Commissioner Nest seconded the motion.

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

Commissioner Rutch made a motion authorizing Domingo Senande to be the signatory on the bank cards. Commissioner Hernandez seconded the motion.

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

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

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

Meeting adjourned at 6:23p.m.

Minutes prepared by: Esther Gatria