

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

**MINUTES OF THE MEETING OF JULY 20, 2010**

*THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JULY 20, 2010.*

PRESENT: Commissioner Joseph Rutch, Chairman  
Commissioner Kay Nest, Vice Chairman  
Commissioner Junior Hernandez, Treasurer  
Commissioner Daniel Ortega  
Commissioner James Rotundo  
Terrence Corriston, Esq., Counsel  
Domingo Senande Deputy Director  
Stephanie Sutera, Director of Transition  
Lynn Bartlett, Director of Housing & Development  
James Giel, Field Supervisor (South Zone)  
Richard Goddin (North Zone)  
Joyce Kashwick, Comptroller  
Esther Gatria, Executive Assistant  
Carmen Medina, Receptionist

ABSENT: Commissioner Shirley Finn  
Commissioner Rudman  
David F. Sivella, Executive Director

**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 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 5:05p.m.

## APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Rotundo, the minutes of the meeting of June 7, 2010, were approved.

VOTE:           AYES:           All Present Commissioners (5 )  
                  ABSENT:       Commissioners Finn and Rudman (2)

## EXECUTIVE DIRECTOR'S REPORT

Mr. Senande informed the Board he was sitting-in for Mr. David Sivella.

Mr. Senande reported on the following subjects:

**New Freeholder Liaison:** Mr. Senande informed the Board that the new Freeholder Liaison is Freeholder John S. Hogan.

**Summer Tenant Events:** Mr. Senande informed the Board that the summer tenant events have been scheduled and all were invited to attend, consisting mainly of Ice Cream Socials and Barbeques. The calendar would be emailed to all the Commissioners. He pointed out that the Mahwah BBQ would also include the grand opening of the Ramapo Brae Learning Center.

**Voucher Update:** Mr. Senande presented an update on the vouchers. He pointed out that so far, none of the months were over budget. He also added that HUD recommends that the HABC be at or above a 98% lease-up rate, and the current projection till the end of the year was 97% lease up, using 93% of the budget. Mr. Senande stated that for the next year (2011) he was projecting a reserve level of about \$2.7M, so even if the HABC is allocated only 95% of the current budget, there will be enough reserve to offset the decrease and there will be no impact on the people served. Chairman Rutch inquired as to the measures taken to prevent going over budget on the vouchers and Mr. Senande replied that the vouchers were reviewed on a monthly basis. Mr. Rutch requested that this report be provided to all the Commissioners in the monthly meeting packet.

**HABC Properties/Projects:** Mr. Senande reported that there were several projects under way at the HABC properties, thanks to stimulus funds or capital fund monies. At this point he introduced the Property Managers, Jim Giel and Rich Goddin, to provide an update on the projects. Mr. Goddin reported that the boiler replacements at East Rutherford and Bergenfield were 98% complete. He also reported that the stoves at the Public Housing buildings were being replaced, and added that the new stoves were already installed at Dumont and Palisades Park. Mr. Giel reported that the fire sprinkler installation project at

East Rutherford was complete and the roof replacement also at East Rutherford, was going to start the following week. Mr. Goddin also added that there were eight kitchen replacements left to be done at Dumont. He also informed the Board that a design issue was encountered with the kitchen replacements in the handicap units, but was being rectified. He also added that the tenants were very pleased with the new kitchens. Mr. Rutch asked if these projects were completed with ARRA funds and if the money was committed in the system. Mr. Senande replied that mostly ARRA money was used that it should all be spent by the end of the year.

**Northvale:** Mr. Senande reported that there was a resolution on the consent agenda for the demolition work at Northvale. Ms. Lynn Bartlett also added that the loan documents for the HOME program were being processed.

**South Hackensack:** Ms. Bartlett reported the Housing Authority forwarded all the documents requested by the NJHMFA to the State and that once the State returned the documents with the tenants found eligible for subsidy, the lease-up of the building could begin. She also added that the request by the tax-credit investors of the project to change the language of the HAP contract was refused by HUD. PNC informed her that they were going to re-present the deal to their loan committee, with the updated HAP contract reflecting the increase in number of units and rent.

**Demarest:** Ms. Bartlett informed the Board that the Developers Agreement had been executed with Demarest. She added that there has been an issue with timelines and nuance of using grant dollars at the site, but these were being worked out with the Town.

**River Vale:** Ms. Bartlett informed the Board that the Developers Agreement had been amended and executed with River Vale. The Town anticipates changes in COAH requirements, so it is proceeding a bit slower.

#### **ATTORNEY'S REPORT**

Mr. Corrison reported that there were a few routine notices to cease or to quit, and there was nothing out of the ordinary to report.

#### **PUBLIC COMMENTS**

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Finn and Rudman (2)

There were no public comments.

Mr. Rutch informed the Board that there was a request from the County Executive that the building in Park Ridge be renamed in honor of the late Tom Lehmann, one of the original residents of the building, who actually fought for the development of the building and also worked at the Office of the Disabled.

A motion to recommend to the Community Resource Board of Southern Bergen County that Woodland Gardens be renamed in honor of Tom Lehmann was made by Commissioner Nest and seconded by Commissioner Hernandez.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Finn and Rudman (2)

### **CONSENT AGENDA**

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

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Finn and Rudman (2)

### **Resolution 2010-70**

Resolution ratifying the list of bills for the HABC for the period of 05/19/10 – 07/14/10.

### **Resolution 2010-71**

Resolution ratifying the list of bills for the HDC for the period of 05/19/10 – 07/14/10.

### **Resolution 2010-72**

Resolution executing employment contract for Julia Orlando.

### **Resolution 2010-73**

Resolution authorizing a second change order due to unforeseen circumstances for the Community Garden at David F. Roche Apartments (ARRA Project).

### **Resolution 2010-74**

Resolution authorizing the Executive Director and/or Chairman to execute a contract with Vanore Electric Inc., for Routine Maintenance (Electric) at all HABC properties.

### **Resolution 2010-75**

Resolution authorizing the Executive Director and/or Chairman to execute a contract with Mazzer Plumbing, for Routine Maintenance (Plumbing) at all HABC properties.

**Resolution 2010-76**

Resolution authorizing the Executive Director and/or Chairman to execute a contract with Burlew Mechanical, for Routine Maintenance (HVAC) at all HABC properties.

**Resolution 2010-77**

Resolution authorizing the Chairman and/or Executive Director to execute a contract with T. Fiore Demolition, for demolition of existing structures and related site work at Northvale.

**Resolution 2010-78**

Resolution authorizing the Executive Director to certify the annual statement/performance and evaluation report for the Capital Fund Program.

**Resolution 2010-79**

Resolution authorizing the Chairman and/or Executive Director to execute a contract with CarePlus NJ, for laundry service at the B.C. Housing, Health and Human Services Center.

**Resolution 2010-80**

Resolution authorizing the Chairman and/or Executive Director to execute a contract with Alternative Professional Solutions, Inc., for temporary staffing services.

**Resolution 2010-81**

Resolution authorizing the Chairman and/or Executive Director to execute a contract with Nan McKay Associates for "In-House" HCV Specialist Training for staff.

**Resolution 2010-82**

Resolution adopting a drug testing policy as a condition for employment (new hires).

**Resolution 2010-83**

Resolution authorizing the submission of the Management Assessment for Public Housing (MASS) Certification.

**Resolution 2010-84**

Resolution authorizing the prepayment of routine bills for the HABC for the period of 07/15/10 – 09/15/10.

**Resolution 2010-85**

Resolution authorizing the prepayment of routine bills for the HABC for the period of 07/15/10 – 09/15/10.

A motion to authorize Mr. Sivella to work from home if necessary when his doctor releases him for work duty was made by Commissioner Rotundo. Commissioner Ortega seconded the motion.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Finn and Rudman (2)

A motion to authorize Mr. Sivella and/or Mr. Senande to sign and execute the Resolutions approved by the Board until further action from the Board was made was made by Commissioner Rotundo. Commissioner Ortega seconded the motion.

VOTE:           AYES:           All Present Commissioners (5)  
                  ABSENT:       Commissioners Finn and Rudman (2)

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

VOTE:           AYES:           All Present Commissioners (6)  
                  ABSENT:       Commissioners Finn and Rudman (2)

Meeting adjourned at 5:28 p.m.

Minutes prepared by: Esther Gatria