

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

MINUTES OF THE MEETING OF JULY 16, 2012

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF JULY 16, 2012.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Danielle Peterson
Commissioner Joseph Rutch
Commissioner Lauren Marie Zyriek
Terrence Corriston, Esq., Counsel
William Katchen, Accountant
Tony Polcari, Polcari and Co.
Mike Maurice, Polcari and Co.
Domingo Senande, Executive Director
Eileen Black, Finance Director
Lynn Bartlett, Director of Housing and Development
Charlotte Vandervalk, Director of Development
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Junior Hernandez, Treasurer
Commissioner Andrew Rudman

NOTICE OF MEETING

Mr. Domingo 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 5:07p.m.

APPROVAL OF MINUTES

On motion by Commissioner Zyriek, seconded by Commissioner Rutch, the minutes of the meeting of June 18, 2012, were approved.

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

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

Draft Audit Report: Mr. Senande welcomed Mike Maurice and Tony Polcari from Polcari and Company (Auditors) and Mr. William Katchen (Fee Accountant); whom were there to present the draft audit report. Mike Maurice reviewed the draft audit report. He noted that the report for the HABC contained three parts: the Independent Auditors Report, the Yellow Book Report and the OMB Circular 133 Report. There were no findings. He reported that there were additional lease-ups for the Housing Choice Voucher Program, which explains why the operating income was significantly less than the previous year. He noted that the HPRP (Homeless Prevention and Rapid Re-Housing Program) grant for the audit year was also less than the previous year. He also added that the due date for the report to be submitted was Dec. 31, 2012. Mr. Maurice also reviewed the HDC's draft audit report. He noted that this report was also "unqualified" meaning that there were no findings to report. He stated that the HDC (Housing Development Corporation) had a positive cash flow for the year, due to operations. The two major items of note were donations to Vantage Housing for \$150K for the property in Closter and \$950K to 176 Paris Ave., in Northvale. Ms. Eileen Black noted that this audit report contained comparables to the previous year, whereas prior reports did not contain that information. Mr. Maurice stated that the final draft audit report he would review was the CHRB Report. He noted that this entity had a profit of approximately \$62K for the year and that there was positive cash flow, even after the mortgage payments were made. He also noted that Brookside Gardens report was consolidated into the HDC report and that there were no findings. Mr. Polcari added that there were unrestricted net assets (current assets minus current liabilities) of \$4.6M versus operating expenses (excluding HAP) of \$9M, which indicated that the HABC is very financially stable. Mr. Polcari also reviewed the process and requirements of a government audit and added that it was

a clean audit report, there were no findings and the systems of internal control and compliance met all requirements and were satisfactory. Mr. Polcari commended the HABC's staff for all their work and cooperation. Mr. Senande thanked Mr. Polcari and Mr. Maurice and thanked Ms. Black and her staff.

Cash Report: Mr. Senande asked Ms. Black to please review the Cash Reports with the Board. Ms. Black stated that there was an increase of \$250K from the previous month; \$72K of that amount is in the Voucher program. The cash for HDC was down \$42K, which was to be expected due to the construction in Fairview. The rest of the increase was in the COCC (Central Office Cost Center).

Developments: Mr. Senande requested Ms. Vandervalk to update the Board on pending Developments. Ms. Vandervalk reported that the governing body of Saddle Brook was interested in building 30 units and possibly another 20 (pending funding). In Oakland, one parcel was purchased by the governing body and there are an additional two that might also be purchased. The governing body of Oakland has passed a resolution to form their own development corporation, as a way to maintain their own funds. Demarest is willing to enter into an agreement; there is a lot across from Borough Hall for which we have a grant for \$55K. Northvale is almost 90% completed. Mr. Senande added that the wait list had opened up for Northvale and occupancy is expected for October 1st. Ms. Vandervalk reported that the HABC was in the process of taking over the MLK project and getting the contractor to the site to finish the work. Old Tappan was also interested in working with the Housing Authority. They have some land and she will be meeting with them that week to review the sites. Franklin Lakes had purchased land (14 to 16 acres) which included some wetlands and steep slopes. She has been told there are 5 usable acres and Kevin Boswell was working with Mr. John Biale (HDC Board President) to gather the technical papers to review what can be done and return with a proposal to the Mayor and Council. Montvale Commons were awarded the tax credits, therefore the project will proceed. There is also the possibility of another project in Montvale, at a site known as School No# 2 and she was working on the specifics of the proposal. Finally, she reported that there might also be a development opportunity in Glen Rock and she will report further once she has more information.

HHH Center: Mr. Senande reported that there had been an article on the employment/job training pilot program with the WIB (Workforce Investment Board) at the HHH Center in The Record. So far, one person obtained a position as a paralegal for \$48K, five people have been placed in the Bergen County CAP Weatherization Program training program and as a result of the article a uniform company called and offered two job openings for HHH

Center guests. Mr. Senande also reported that he was in the process of finalizing the HHH Center's budget and finding out how much funding there actually was for the vocational program. Mr. Senande also reported that the HHH Center was being recognized at a national conference held by the National Alliance to End Homelessness, as one of the leaders in getting chronically homeless people housed. Unfortunately, there weren't enough funds to go to the conference and receive the award in person.

Move: Mr. Senande reported that the move-in date for the new headquarters at the County has moved to the beginning of December.

Mr. Senande introduced Thomas O'Malley to the Board. Mr. O'Malley is the new Special Assistant to the Executive Director and would be in charge of the entire Field operations.

ATTORNEY'S REPORT

Mr. Corriston noted that on the consent agenda was Mr. Senande's contract, which was basically the same format as the previous Director. There was an OPRA issue, Ms. Gatria collected all the documentation and the case was dismissed today. Selena Christmas has a hearing, where the Executive Director of Cliffside Park served as Hearing Officer. Based on his opinion, there has been a slight revision (reduction) to the amount of money she owes under her failing to report income and a notice was sent to her advising her of the reduction.

PUBLIC COMMENTS

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

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

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

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

Chairman Rotundo announced that Lynn Bartlett had been promoted to Deputy Director of the Housing Authority.

(Commissioner Rutch stepped out of the meeting)

CONSENT AGENDA

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

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

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2011-96A**
Resolution retaining Domingo Senande for the position of Executive Director of the HABC, pending approval by the NJDCA. (As per the October 17, 2011 Board Meeting)
- B. **Resolution 2012- 81**
Resolution authorizing the execution of Domingo Senande's employment agreement to serve as Executive Director of the HABC.
- C. **Resolution 2012-82**
Resolution approving the routine expenditures for the HABC for the period of 06/12/2012 – 07/11/2012.
- D. **Resolution 2012-83**
Resolution approving the routine expenditures for the HDC for the period of 06/12/2012 – 07/11/2012.
- E. **Resolution 2012-84**
Resolution approving the routine expenditures for the HABC for the period of 07/12/2012 – 09/11/2012.
- F. **Resolution 2012-85**
Resolution approving the routine expenditures for the HDC for the period of 07/12/2012 – 09/11/2012.
- G. **Resolution 2012-86**
Resolution authorizing salary increases for the employees of the HABC for the fiscal year 2012, retroactive to April 1st, 2012.
- H. **Resolution 2012-87**
Resolution authorizing the Chairman/Executive Director to execute a contract with TenMast Corp. to provide computer support services to the HABC.

- I. **Resolution 2012-88**
Resolution authorizing the Chairman/Executive Director to execute a contract with Care Plus for laundry services at the HHH Center.
- J. **Resolution 2012-89**
Resolution authorizing Change Order #2 for the water infiltration project at Carucci Apartments.
- K. **Resolution 2012-90**
Resolution authorizing the Chairman/Executive Director to execute a contract with TSJU Corp. for routine maintenance and repairs on an 'as needed" basis for electrical services.

- L. **Resolution 2012-91**
Resolution authorizing the Chairman/Executive Director to execute a contract with William J. Guarini for routine maintenance and repairs on an 'as needed" basis for plumbing services.
- M. **Resolution 2012- 92**
Resolution authorizing the Chairman/Executive Director to re-bid for HVAC service and maintenance.
- N. **Resolution 2012- 93**
Resolution authorizing to supplement the "Qualified List" of professional consultants for A/E Services.
- O. **Resolution 2012- 94**
Resolution authorizing the Chairman/Executive Director to execute a contract with Bogota Savings Bank for banking services and Money Management Systems.
- P. **Resolution 2012- 95**
Resolution authorizing Change Order #1 for the A/E Professional Services for the water infiltration project at Carucci Apartments.
- Q. **Resolution 2012-96**
Resolution approving the write-off of uncollected rents for HABC.
- R. **Resolution 2012-97**
Resolution approving the write-off of uncollected rents for Lehmann Gardens.
- S. **Resolution 2012-98**
Resolution approving the write-off of uncollected rents for HDC
- T. **Resolution 2012-99**

Resolution approving the write-off of uncollected rents for Brookside Gardens.

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

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

Meeting adjourned at 5:37p.m.

Minutes prepared by: Esther Gatria