

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

MINUTES OF THE MEETING OF SEPTEMBER 19, 2011

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF SEPTEMBER 19, 2011.

PRESENT:

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

ABSENT:

Commissioner Andrew Rudman
Commissioner Joseph Rutch

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 5:06p.m.

APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Hernandez, the minutes of the meeting of July 18, 2011 were approved.

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

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande introduced and welcomed Freeholder Mitchell, the Freeholder Board liaison to the HABC.

Hurricane Irene: Mr. Senande reported that the only major damage was a flood in the basement of Boiling Springs, which serves as storage for many of the HABC's files. He stated that the damage was being documented and the HABC was following procedure to dispose of the damaged files. He added that the HABC had already been working with the County to find better storage. Other sites were surrounded by water, but water did not enter the property. A generator also failed and tree damage was reported. Park Ridge issued a mandatory evacuation and the tenants at Lehmann Gardens were evacuated. Park Ridge helped the HABC in arranging space at a nearby assisted living facility, and the tenants were bused to that facility by Bergen Community College transportation. The HABC also assisted the County in finding housing for people temporarily housed at Bergen Community College. He added that Lynn Bartlett took an especially active role in helping house people, working with the Board of Social Services, United Way and the County Administration, especially Rose Iguanti. A total of 44 people were housed.

Financials: Mr. Senande stated that the full year audited financials were still pending from the auditor and that it should be ready for the next meeting. HDC financials would also be ready by the next meeting. For the Oct/Nov meetings, the final HABC budget would be presented for approval. Mr. Senande asked Eileen Black to please report on the financial reports included in the commissioner's meeting packet. Ms. Black explained the various reports. She noted that utilities would be on budget by the end of the year and contract costs were currently a little under budget (should increase during the snow season). COCC budget was also on target, expenses were slightly lower due to vacant positions and disabilities. Subsidies were very high during the 3rd Quarter; this was due to the delay in Congress to pass funding. Starting in September approximately \$400K/month in reserves will be used. COAH costs approximately \$10K/month to run. Mr. Senande added that the HABC was authorized to terminate the COAH program. In addition, the HABC is still anticipating a \$500M budget deficit. Mr. Senande stated that the HABC is exploring ways to reduce expenses. Freeholder Mitchell put him in contact with Mr. Joseph Crifasi, head of Public Works and there is a potential space at the County Administration Building which might suit the HABC at a substantially reduced rent.

Section 8: Mr. Senande reported that the HABC per unit cost has been increasing every month for 14 months in a row and Congress is providing less funding. If this continued, the HABC would be below its recommended reserve by the end of the year. In order to cut costs, Mr. Senande recommended that the HABC explore

ceasing issuance of any new vouchers (including no absorption of any tenants moving to Bergen County) and not filling the attrition. In addition, the voucher size could be reduced, counting the living room as a sleeping room and if allowed by HUD, freezing rents. Mr. Senande said that in the coming months, the various options will be presented to the Board for approval. Ms. Black added that the options will also take time to be implemented and phased in, approximately one year or more. A discussion ensued and it was agreed that all options should be explored and presented to the Board.

HHH Center: Mr. Senande asked Julia Orlando to report on the HHH Center. Ms. Orlando reported that the HHH Center took in nine people from the Hurricane Irene Red Cross Shelter, including a family of four (which was unprecedented) and that they were working to place those individuals. The HHH Center also became a location site for "D-SNAP" which is the Disaster Food Stamp Program and on the last day of the Hurricane, the HHH Center processed 260 people. Ms. Orlando reported that a candidate for the Program Coordinator has been identified and will hopefully be hired soon. She added that Margaret Rinckhoff has done a great job with the EA billing. She also reported that she was working on obtaining more services for the center guests, particularly for aging-out youth. She also added that her goal for the 2nd anniversary of the HHH Center is to place 200 individuals by October 1st. Chairman Rotundo inquired about the funding issues on the HHH Center and confirmed that any new programs would be reviewed by Mr. Senande. Ms. Orlando responded that most of the programs she was hoping to implement would not cost additional funds and that if costs were involved it would be reviewed by Mr. Senande. She also added that the majority of the organizations she has reached out to currently receive County funding and therefore, they should help the County through the HHH Center. Chairman Rotundo commended Ms. Orlando for her efforts and leadership in running the HHH Center.

HPRP: Mr. Senande requested that Lynn Bartlett update the Board on HPRP. Ms. Bartlett reported that the HABC was awarded \$2.5M in HPRP funding and met or exceeded all the benchmarks set by the federal government. The local administrator for HPRP has informed the HABC that due to such high performance, the HABC would be awarded an additional \$500K from agencies that were not able to meet their goals, which translates to an additional six months of the program.

Bergen County CAP: Domingo Senande reported that the HABC was working with Bergen County CAP to obtain weatherization funds to upgrade some of the properties, especially Carucci (Lyndhurst) and David F. Roche (Dumont). He added that Rich Goddin was in charge of this effort.

Tenant Meetings: Mr. Senande reported that tenant meetings were being scheduled for the Fall and that a full schedule will be emailed once finalized.

Consent Agenda: Mr. Senande stated that Resolution 2011-75 was being pulled

since the details of the agreement had not been finalized. There are also three resolutions for maintenance which do not specify the do not exceed amount (amounts are specified in bid specs). They are as follows: \$50K for Resolution 2011-67 and \$150K for Resolutions 2011-72 and 2011-80.

Chairman Rotundo addressed Resolution 2011-74 (HHH Center Shared Services Agreement). He noted that this agreement would be retroactive to January 2011 and that through this time the HABC has been funding the program. After extensive negotiations throughout the year, the budget was recently agreed upon. However, it was his understanding that the latest amount had yet again been decreased. Mr. Senande added that for G&A was negotiated to be a fixed amount of \$59K, however, G&A vouchers were being processed at 10% of expenses on the HHH Center grant from the County. Therefore, the HABC's funding could fall well below \$59K. Mr. Rotundo expressed his displeasure at this new amount and added that the HABC has been borrowing to pay the expenses of the HHH Center and managing in good faith. He added that he was unsure as to how the HABC would continue to fund and manage the HHH Center. Chairman Rotundo also stated that the HHH Center is a model for the country and has been beautifully and efficiently managed by the HABC and that \$59K doesn't fully cover the expenses incurred and added that the HHH Center does not belong to the HABC, it belongs to the County. He stressed that it was imperative to resolve this issue as soon as possible. A discussion ensued and Freeholder Mitchell agreed to look into this issue and report back to Mr. Senande. Mr. Corriston recommended taking the resolution off the consent agenda and voting for it separately, amending it with the caveat that the agreement would be executed only if funding was \$59K for G&A .

Commissioner Zyriek took the opportunity to commend the HABC and the County for helping residents in need during Hurricane Irene.

ATTORNEY'S REPORT

Mr. Corriston reported that the real estate acquisition in East Rutherford has run into a glitch with a fuel oil tank found during the inspection, which shows signs of possible leakage. He reported that an affordable housing property in Leonia was foreclosed and the bank had listed it for sale for market rate. He contacted the bank and informed them of the deed restriction. The bank is now looking for the HABC to help them find a buyer. He also reported that a few routine evictions occurred and that the HABC was being more aggressive with repayment agreements and evictions.

PUBLIC COMMENTS

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

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

There were no public comments.

A motion to table Resolution 2011-75 was made by Commissioner Nest and seconded by Commissioner Hernandez.

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

A motion to remove Resolution 2011-74 from the consent agenda was made by Commissioner Zyriek and seconded by Commissioner Nest.

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

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 (5)
 ABSENT: Commissioner Rudman and Rutch (2)

RESOLUTIONS: AMENDED CONSENT AGENDA

- A. **Resolution 2011- 65**
Resolution approving the routine expenditures for the HABC for the period of 07/19/11 – 09/14/11.
- B. **Resolution 2011- 66**
Resolution approving the routine expenditures for the HDC for the period of 07/19/11 – 09/14/11
- C. **Resolution 2011- 67**
Resolution authorizing a contract with T&R Alarm Systems, Inc., for routine maintenance and repairs on an “as needed” basis for fire alarm system services.
- D. **Resolution 2011- 68**
Resolution authorizing to reject the bid and re-bid for routine maintenance and repairs on an “as needed’ basis for HVAC services.
- E. **Resolution 2011- 69**
Resolution approving a contract with Mazteck, Inc., for the installation of CCTV cameras at Mahwah Public Housing.
- F. **Resolution 2011- 70**
Resolution authorizing to reject the bid and re-bid for routine maintenance

and repairs on an “as needed’ basis for roofing services.

- G. **Resolution 2011- 71**
Resolution authorizing a contract with TSUJ Corp., Inc., for routine maintenance and repairs on an “as needed” basis for electrical services.
- H. **Resolution 2011- 72**
Resolution authorizing a contract with H2M Architects & Engineers for the A/E services for the remedial investigation for environmental issues at David F. Roche Apts.
- I. **Resolution 2011- 73**
Resolution authorizing change order#1, for the asphalt and crack repairs, resealing and line re-striping at Mahwah Public Housing.
- J. **Resolution 2011- 76**
Resolution executing a contract with Montana Construction for snow plowing/removal services at various locations.
- K. **Resolution 2011- 77**
Resolution executing a contract with Ascape Landscape & Construction for snow plowing/removal services at various locations
- L. **Resolution 2011- 78**
Resolution authorizing the disposition of flood damaged records at Boiling Springs.
- M. **Resolution 2011- 79**
Resolution authorizing the Senior/Disabled and Family Public wait lists to be closed.
- N. **Resolution 2011- 80**
Resolution authorizing a contract with Jason Mazzer Plumbing & Heating for routine maintenance and repairs on an ‘as needed” basis for plumbing services.
- O. **Resolution 2011- 81**
Resolution authorizing to reject the bid and re-bid for the purchase of natural gas.
- P. **Resolution 2011- 82**
Resolution authorizing to reject the bid and re-bid for the purchase of electricity.

A motion to approve Resolution 2011-74 as amended, to enter into a shared services agreement with the HHH Center provided that the HABC receive confirmation from the County that the fee to the HABC would be \$59K and if that was not the case, the HABC would not enter in to the agreement at this time was made by Commissioner Hernandez and seconded by Commissioner Nest.

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

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

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

Meeting adjourned at 6:08p.m.

Minutes prepared by: Esther Gatria