

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

MINUTES OF THE MEETING OF SEPTEMBER 20, 2012

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF SEPTEMBER 20, 2012.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer
Commissioner Mark DiPisa
Commissioner Danielle Peterson
Terrence Corrison, Esq., Counsel
Domingo Senande, Executive Director
Eileen Black, Finance Director
Lynn Bartlett, Director of Housing and Development
Julia Orlando, Director, Bergen County Housing, Health and Human Services Center
Charlotte Vandervalk, Director of Development
Thomas O'Malley, Special Assistant to the E.D.
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Andrew Rudman
Commissioner Joseph Rutch

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 September 7, 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.

SWEARING-IN OF NEW COMMISSIONERS

Mr. Terrence Corriston swore in Ms. Joanne English Rollieson and Mr. Mark DiPisa as Commissioners to the Board of the Housing Authority of Bergen County.

APPROVAL OF MINUTES

On motion by Commissioner Peterson seconded by Commissioner Nest, the minutes of the meeting of July 16, 2012, were approved.

VOTE: AYES: Commissioners Nest, Peterson and Rotundo (3)
 ABSTAIN: Commissioners DiPisa and English Rollieson (2)

 ABSENT: Commissioners Rudman and Rutch (2)

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

HUD: Mr. Senande reported that as of the fiscal year end (3/31/12) HUD graded the Housing Authority a "High Performer" (the highest designation a housing authority can receive for Public Housing) and a score of 100% on the SEMAP, which grades the Section 8 program. Mr. Senande attributed the high scores to the hard work and dedication of the staff. Mr. Senande reported that the Housing Authority staff was working on providing a SEMAP report to the commissioners. He added that this will help to keep the Section 8 program on track. He also reported that HUD wants vacancy losses to be under 2% (which is difficult to achieve) and the HABC has a 1% vacancy loss.

Bergen County Housing, Health and Human Services Center: Mr. Senande asked Ms. Julia Orlando to report on the Bergen County Housing, Health and Human Services Center (HHH). Ms. Orlando reported that the HHH was in the process of obtaining licensure to become an emergency shelter. The preliminary meeting went well. The only outstanding issue was the exemption for the sit-up shelter. According to the regulations, all guests must have a mattress and the sit-up shelter does not and she is in the process of obtaining an exemption to this requirement. Ms. Orlando also reported that she met with Bergen Care to provide home care into the HHH for people with advanced medical conditions. Ms. Orlando also reported that the Trenton Law Project visited the HHH to see if there is a way to redesign their program. Ms. Orlando also reported that there were two positive cases of scabies at the HHH, adding that this is not unusual for homeless shelters, but that it was the first case at this shelter. They were able to keep the outbreak under

control with the help of the Health Department and CarePlus and no new cases have been reported for a few weeks. Ms. Orlando reported that the HHH was leading the way in the 100K Homes Campaign. She also reported that she had been appointed to the Governor's Inter-Agency Council to End Homelessness and would be attending her first meeting. Mr. Senande informed the Board that on for Resolution was the Shared Services Agreement with the County to continue managing the HHH.

Financials: Mr. Senande asked Ms. Black to report on the financials. Ms. Black reported that new internal controls were in the process of being implemented at the HABC. Ms. Eileen reviewed the cash, financials, HDC and Section 8 reports with the Board; she noted that the County owed about \$350K in vouchers to the HABC and that the financial reports had been expanded. Ms. Black reported that HUD readjusted the FMR (Fair Market Rent) rates for 2013, which will be less than 2012, and that the HABC would be at the optimal level given current payment standards.

Commissioner English Rollieson inquired about the voucher process. Ms. Lynn Bartlett explained that 20% of vouchers are set aside for HHH guests and discussed how people come off the list and moving procedures.

Section 8 Program: Mr. Senande stated that one of the next projects that the HABC is going to undertake is to revamp the Section 8 Program, in order to increase productivity, efficiency and customer service. He added that one of the ways to accomplish this would be to issue an RFP for an outside consultant. He asked if the Board would be interested in the HABC pursuing this option and Chairman Rotundo stated that it should be explored and for Mr. Senande to report back at the next Board meeting.

Development: Mr. Senande requested that Ms. Charlotte Vandervalk report on Development. Ms. Vandervalk reported that the Northvale ribbon-cutting ceremony would be held on Thursday, September 27th. Ms. Black also reported on the MLK project. Commissioner English Rollieson inquired about the contractors that had been used on the project and if the HABC was going to use the same. Mr. Senande replied that \$170K was owed to the contractor and the project was largely completed. There are additional items, such as site work, that are not completed and for which the current contractor provided pricing. The HABC also obtained additional price quotes in order to obtain the best price. Ms. Vandervalk also discussed projects in Montvale, Saddle Brook, Old Tappan and River Vale; in addition to possible projects in Franklin Lakes, Oakland and two additional projects in Montvale and Mahwah.

Buildings: Mr. Senande reviewed the REAC scores with the new commissioners. Mr. Senande reported that he was establishing a peer review

inspection system among the property managers and explained the process. He also reported that tenant meetings were being scheduled. He reported that the HABC would be applying for CD (Community Development) grants to replace two generators (Lyndhurst and East Rutherford) and for brick repointing at East Rutherford. He added that the HABC would also be applying for TBRA (Tenant Based Rental Assistance) grant for temporary rental assistant, mainly for HHH guests, in addition to other grants for the HHH.

Mr. Senande also reviewed the resolutions on the consent agenda with the Board, possible training for staff on Senior Housing Issues through Rutgers University and researching a housing authority purchasing co-op with area authorities.

Mr. Senande asked Ms. Esther Gatria to report on the Making Strides Against Breast Cancer walk on October 21, 2012. Ms. Gatria reported that a group of volunteers from the HABC will be walking and raising donations as a team at the walk, which will take place at the new Overpeck Park.

Commissioner English Rollieson suggested that the HABC should look into establishing a facebook page, especially with the move to the County. Mr. Senande agreed.

Commissioner DiPisa inquired about the elevator contract and a discussion ensued. Mr. Corrison suggested meeting with them to ensure quality customer service.

ATTORNEY'S REPORT

Mr. Corrison reported that the MLK transfer was approved by the Freeholder Board. He also reported that the contract for the East Rutherford property that HABC was looking to purchase is over. The owner of the property is dealing with contamination issues and will contact the HABC once everything is resolved. Mr. Corrison also reported that in August there were three complaints filed against the Section 8 program. He discussed the complaints with the Board and said that all had been addressed. He noted and thanked Fenesha Holmes (Assisted Housing Supervisor) for helping him with the complaints.

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 Rudman and Rutch (2)

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

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

CONSENT AGENDA

A motion to approve the consent agenda as amended was made by Commissioner Peterson and seconded by Commissioner English Rollieson.

VOTE: AYES: All Present Commissioners (5)
 ABSENT: Commissioners Rudman and Rutch (3)

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2012-100**
Resolution approving the routine expenditures for the HABC for the period of 07/12/2012 – 09/11/2012.
- B. **Resolution 2012-101**
Resolution approving the routine expenditures for the HDC for the period of 07/12/2012 – 09/11/2012.
- C. **Resolution 2012-102**
Resolution approving the write-off of uncollected rents for HABC.
- D. **Resolution 2012-103**
Resolution approving the write-off of uncollected rents for Lehmann Gardens.
- E. **Resolution 2012-104**
Resolution approving the write-off of uncollected rents for HDC
- F. **Resolution 2012-105**
Resolution approving the write-off of uncollected rents for Brookside Gardens.
- G. **Resolution 2012-106**
Resolution executing a contract for snow plowing and ice removal services on an "as needed" bases for a period of one (1) year with Ascape Landscape & Construction Group for the following property: Mahwah Public Housing.
- H. **Resolution 2012-107**
Resolution executing a contract for snow plowing and ice removal services on an "as needed" bases for a period of one (1) year with Better Image Landscapes for the following properties: Old Tappan Commons and Vincent Place.

- I. **Resolution 2012-108**
Resolution executing a contract for snow plowing and ice removal services on an "as needed" bases for a period of one (1) year with Let it Grow, Inc. for the following properties: Fairview Gardens, Ridgecrest Apts., and Lehmann Gardens.

- J. **Resolution 2012-109**
Resolution executing a contract with Arcari & Iovino Architects PC, to provide A/E Professional Services for water infiltration project at Boiling Springs Gardens.

- K. **Resolution 2012-110**
Resolution executing a contract with Statewide Elevator LLC, for two (2) years for elevator maintenance and repairs at four (4) Public Housing Buildings.

- L. **Resolution 2012-111**
Resolution authorizing to execute Change Order #2 with Pritchard Industries for window washing services.

- M. **Resolution 2012-112**
Resolution authorizing the Executive Director to procure the services of Quadel Consulting to hold a three (3) day Assisted Housing Manager's Training & Examination Course for up to fifteen (15) participants.

- N. **Resolution 2012-113**
Resolution authorizing the Executive Director to file an application to become a participating member of the County of Bergen Cooperative Pricing System for Electricity Generation, Natural Gas Supply and Energy Efficiency and Renewable Energy Services.

- O. **Resolution 2012-114**
Resolution authorizing \$39,161.03 in computer upgrades.

- P. **Resolution 2012-115**
Resolution authorizing a contract with National Tenant Network (NTN) for the services of background check provider.

- Q. **Resolution 2012-116**
Resolution authorizing a contract with Fairview Insurance Agency, Inc. for Risk Management services.

- R. **Resolution 2012-117**
Resolution authorizing to execute a Shared Services Agreement and associated budget with the County of Bergen for the management, maintenance and coordination of health and human services at the Bergen County Housing, Health and Human Services Center (HHH

Center).

Commissioner Nest moved that the meeting be adjourned. Commissioner English Rollieson seconded the motion.

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

Meeting adjourned at 6:22p.m.

Minutes prepared by: Esther Gatria