

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

MINUTES OF THE MEETING OF OCTOBER 19, 2010

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF OCTOBER 19, 2010.

PRESENT: Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner James Rotundo
Commissioner Andrew Rudman
Terrence Corriston, Esq., Counsel
Domingo Senande Deputy Director
Stephanie Sutera, Director of Transition
Lynn Bartlett, Director of Housing & Development
Julia Orlando, Director, BC Housing, Health & Human Services Center
Richard Goddin (North Zone)
Joyce Kashwick, Comptroller
Esther Gatria, Executive Assistant
Carmen Medina, Receptionist

ABSENT: Commissioner Joseph Rutch, Chairman
Commissioner Daniel Ortega
Commissioner Shirley Finn
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.

Vice-Chairwoman Nest called the meeting to order at 5:13p.m.

APPROVAL OF MINUTES

On motion by Commissioner Rotundo, seconded by Commissioner Hernandez, the minutes of the meeting of September 21, 2010, were approved.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Rutch, Finn and Ortega (3)

EXECUTIVE DIRECTOR'S REPORT

Deputy Director Domingo Senande, sitting in for Mr. David Sivella, started the meeting by asking Julia Orlando for an update on the Bergen County Housing, Health and Human Services Center (The Center).

Ms. Orlando handed out copies of an article from The Record on bed bugs. The article stated that The Center did not have bed bugs. Ms. Orlando reported that this was thanks to the design of the building, careful monitoring and rules pertaining to donations. She also added that The Record was working on another articles pertaining to non profits at The Center, she estimates that the article would be published within a few weeks. Ms. Orlando also reported that she would be speaking on suburban homelessness at a statewide teen conference on homelessness called "Bridges." She also reported that in December, she will be presenting at the Supportive Housing Conference in Edison, NJ.

Ms. Orlando also reported that to date, they have housed 112 people and The Center is full. She also added that The Center is now on a shared services contract with the County Jail for meals. The contract is with ARAMARK and they will now be providing the approximate 8,000 meals served during breakfast and lunch monthly.

Northvale: Mr. Senande reported that the demolition in Northvale was starting at the end of the week and a press conference would be held on October 21st.

Dumont: Mr. Senande reported that an analysis of the soil was done at the Dumont property and some contamination was found during this initial study. A more in-depth study will be conducted to ascertain the extent and severity of the contamination and the remediation. He added that the lot adjacent belongs to Dumont and that the Housing Authority was working with the town on this issue.

Voucher Update/HPRP/Vacancies: Mr. Senande asked Stephanie Sutera to report on the vouchers/vacancies. Ms. Sutera reported that there were 31 vacancies in the buildings. She added that the Housing Authority was going to advertise for the vacancies at Lehmann Gardens in an effort to reach out to wheelchair bound residents. She also added that on the consent agenda was a Resolution to allow the Housing Authority to ask HUD to change the wait list from the current combined

list to a site based list. Ms. Sutera also reported that for the month, 5 vouchers were given to The Center, some project based vouchers were given to the HDC buildings and she projects that by the end of the year to be leased up to 97% (HUD requires 95%). Ms. Sutera stated that South Hackensack is projected to have 15 units filled by November 1st, with the expectation that the building will be 100% occupied by January 1, 2011.

Commissioner Hernandez inquired as to the progress the HPRP program. Ms. Sutera responded that the program was going well. Currently there are three staff members dedicated to this program at The Center and between \$120,000 – \$140,000 a month has been given in assistance.

Development: Mr. Senande asked Ms. Lynn Bartlett for a report on Developments. Ms. Bartlett reported that the pre-bid construction meeting for the Northvale project was very well attended and funding was all in place. The permanent funding was in the process of being finalized with the NJHMFA, and this will be completely done once a contractor is selected. The bid-opening is scheduled for October 29th. Ms. Bartlett also reported that half of the applications for South Hackensack were at the State being reviewed and that applications for next year's grant will be submitted to Community Development, pending HDC Board approval

ATTORNEY'S REPORT

Mr. Corrison stated he had 2 issues to be discussed during Closed Session.

PUBLIC COMMENTS

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Rutch, Finn and Ortega (3)

There were no public comments.

CONSENT AGENDA

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Rutch, Finn and Ortega (3)

A. Resolution 2010-100

Resolution ratifying the list of bills for the HABC for the period of 09/16/2010 – 10/13/2010.

- B. **Resolution 2010-101**
Resolution ratifying the list of bills for the HDC for the period of 09/16/2010 – 10/13/2010.
- C. **Resolution 2010-102**
Resolution authorizing a grant contract HOME-TBRA-13-10, with the County of Bergen for \$300,000.00, for use of the Home Investment Partnership Program Funds for Tenant Based Rental Assistance Program.
- D. **Resolution 2010-103**
Resolution authorizing the Chairman and/or Executive Director to execute a grant agreement with the County of Bergen for use of \$171,681.00 in 2010-2011 Emergency Shelter Grant Funds for the BCHHH Center.
- E. **Resolution 2010-104**
Resolution authorizing the Chairman/Executive Director to award a contract to Arcari & Iovino Architects for an independent review and opinion on the contractor's workmanship of the roof replacement at Boiling Springs Gardens.
- F. **Resolution 2010-105**
Resolution approving work order #1 for the electrical panel and switchgear replacement project at Highland View Apartments, thus revising Resolution 2010-66.
- G. **Resolution 2010-106**
Resolution authorizing the Executive Director to request HUD for permission to change the current Senior/Disabled wait list from combined to site based.
- H. **Resolution 2010-107**
Resolution authorizing the Chairman/Executive Director to execute an agreement with Polcari and Co. for the annual audits for: HABC, HDC, Lehmann Gardens and Masonicus Run.
- I. **Resolution 2010-108**
Resolution authorizing the Chairman/Executive Director to execute an agreement with Philadelphia Insurance Companies for the insurance coverage at the BCHHH Center
- J. **Resolution 2010-109**
Resolution authorizing the Chairman/Executive Director to execute an agreement with Advanced Contracting Enterprises for snow removal at 3 locations.
- K. **Resolution 2010-110**
Resolution authorizing the Chairman/Executive Director to execute an agreement with Better Image Landscapes for snow removal at 3 locations.

Commissioner Rudman moved that the meeting go into a closed session to discuss a potential real estate acquisition and potential litigation. Commissioner Hernandez seconded the motion.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Rutch, Finn and Ortega (3)

Commissioner Rudman moved the Board come out of closed session and back into public session. Commissioner Rotundo seconded the motion.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Rutch, Finn and Ortega (3)

Commissioner Rudman moved to approve the acquisition of the property in East Rutherford in accordance to the terms discussed during the closed session. Commissioner Rotundo seconded.

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Rutch, Finn and Ortega (3)

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

VOTE: AYES: All Present Commissioners (4)
 ABSENT: Commissioners Finn, Nest and Rudman (3)

Meeting adjourned at 6:18 p.m.

Minutes prepared by: Esther Gatria