

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

MINUTES OF THE MEETING OF OCTOBER 17, 2011

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF OCTOBER 17, 2011.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Joseph Rutch (late)
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 BCHHC
Joyce Kashwick, Comptroller
James Giel, Property Manager
Richard Goddin, Field Manager
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Danielle Peterson
Commissioner Andrew Rudman

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 5:17p.m.

APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Zyriek, the minutes of the meeting of September 19, 2011 were approved.

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

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

HHH Center: Mr. Senande asked Julia Orlando to please update the Board on the HHH Center. Ms. Orlando reported that Jodi Goffredo has accepted a position at the HHH Center. Ms. Goffredo is a licensed social worker and is also qualified to supervise interns, which is an integral part of the care management, as required by the County. She has worked at Bergen Regional, CarePlus and MHA in Morris County. Ms. Goffredo is scheduled to begin work on October 19.

Ms. Orlando reported that there had been a family of four that had been displaced as a result of Hurricane Irene and that the family was now housed; among others that were also being assisted due to Hurricane Irene.

Ms. Orlando reported that she met with staff from Bergen Regional, 262 Help, the Access Center and the Evergreen Detox and Social Work. The purpose of the meeting was to refine their collaboration in order to better assist their guests. In addition, Thursdays have been set aside for detox at Bergen Regional for HHH Center guests.

Ms. Orlando reported that she presented at the Active Police Chiefs meeting in Mahwah, to further establish relationships with local law enforcement.

Scores and Audit: Mr. Senande reported that there had been six public housing physical inspection scores and no score was under 94; therefore the HABC is a "high performer." The SEMAP score was 100, also a "high performer" rating. Mr. Senande reported that there were no findings in the audit this year. He then asked Ms. Black to please review the audit with the Board, which she did. Ms. Black noted that the previous year's findings had been corrected. There were no findings or recommendations for the fiscal YE March 31, 2011 and the auditor was very pleased. The auditors had a suggestion of an alternate calculation to bring in more management fees, which was done and increased the Section 8 fees to COCC by \$200K. Mr. Senande added that it was a challenging but very successful year.

Budget: Mr. Senande reported that the final budget would be presented to the

Board at the December meeting. In November the second quarter financials will be presented.

Financial Reports: Mr. Senande asked Ms. Black to review the HDC financial reports with the Board. Ms. Black reviewed the summary of the HDC properties. She noted that maintenance and general expenses were currently below budget. She reported that at the next meeting she will present HABC and HDC thru September year-to-date financials.

Section 8: Mr. Senande reported that in an effort to reduce the HABC's per unit cost, the possibility of reducing the vouchers size was being explored. This would be done by counting the living room as a sleeping room. He added that it will be on the Admin Plan for vote. He reviewed the projections with the Board and explained the expected budget cuts from the federal government. Mr. Corriston commented that it might be a good idea to explore a consideration for tenants with school age children, since it would be a hardship for many tenants to switch schools in the middle of the year.

Northvale: Mr. Senande stated that the groundbreaking ceremony was expected to take place in early November and the Board would be notified accordingly.

Consent Agenda: Mr. Senande noted that the Shared Services Agreement with the Cliffside Park Housing Authority was on the consent agenda and an hourly rate had been determined. Mr. Senande also referred to Resolutions 2011-86 and 1011-87; adding that replacing the boilers is part of a weatherization program by BergenCAP.

NJ NAHRO Conference: Mr. Senande reported that he, along with Lynn Bartlett and Commissioners Peterson and Zyriek will be attending the conference.

Organization Chart: Mr. Senande reported that he will present a new organizational chart to the Board at the next meeting.

ATTORNEY'S REPORT

There were no comments at this time.

PUBLIC COMMENTS

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

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

There were no public comments.

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: Commissioner Peterson, Rudman and Rutch (3)

RESOLUTIONS: AMENDED CONSENT AGENDA

- A. **Resolution 2011- 75**
Resolution authorizing a Shared Services Agreement with the Cliffside Park Housing Authority for management consulting services.
- B. **Resolution 2011- 83**
Resolution approving the routine expenditures for the HABC for the period of 09/15/11 – 10/11/11.
- C. **Resolution 2011- 84**
Resolution approving the routine expenditures for the HDC for the period of 09/15/11 – 10/11/11
- D. **Resolution 2011- 85**
Resolution authorizing the annual audit.
- E. **Resolution 2011- 86**
Resolution authorizing to a contract with ALSA Architecture LLC., for the A/E Services for the removal and replacement of the hot water boilers at Carucci Apts.
- F. **Resolution 2011- 87**
Resolution authorizing to a contract with ALSA Architecture LLC., for the A/E Services for the removal and replacement of the hot water boilers at David F. Roche Apts.
- G. **Resolution 2011- 88**
Resolution authorizing a contract with Hilt Construction for brick façade and roof replacement at Fairview Gardens
- H. **Resolution 2011- 89**
Resolution authorizing a contract with Michael J. Malpere Co. Inc., for A/E Services for water infiltrations and brick repointing at Carucci Apts.
- I. **Resolution 2011- 90**
Resolution authorizing a contract with Spartan Construction Co., for A/E Services for water infiltrations and brick repointing at Brookside Gardens.
- J. **Resolution 2011- 91**
Resolution authorizing a contract with Hilt Construction Inc., for water infiltration and roof replacement project at Hasbrouck Heights Senior Housing.

- K. **Resolution 2011- 92**
Resolution authorizing a contract with Suburban Generator Co., for emergency generator quarterly testing and full load bank test a various locations.
- L. **Resolution 2011- 93**
Resolution revising Resolution 2011-28 to authorize Change Order #1, for the sewage ejector pump station replacement project at Ridgecrest.
- M. **Resolution 2011- 94**
Resolution authorizing a contract to enter into a Section 8 PBV HAP with Riverside Plaza Residential Urban Renewal, LLC.
- N. **Resolution 2011- 95**
Resolution authorizing to amend a grant agreement for additional funds with the County of Bergen for the HRPR funds for the HHH Center.
- O. **Resolution 2011- 96**
Resolution authorizing to increase the bid threshold amount to the current QPA level of \$36,000.00 (as per LFN 2011-15 dated May 2, 2011).

Chairman Rotundo asked that the Board go into a closed session to discuss a personnel matter.

Commissioner Nest moved that the meeting go into a closed session to discuss a personnel matter. Commissioner Hernandez seconded the motion.

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

Please Note: Commissioner Rutch joined the meeting during closed session.

Commissioner Rutch moved that the meeting go into open session. Commissioner Nest seconded the motion.

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

Terry Corriston stated for the record that Domingo Senande waived his right to Rice notice. Mr. Senande confirmed that he did waive his right to Rice notice.

Chairman Rotundo stated that among the possible candidates interviewed for the executive director position was Mr. Senande. Based upon Mr. Senande's experience and credentials, the board decided he was the best candidate. Mr. Rotundo then asked for a motion to negotiate a contract with Mr. Senande.

Commissioner Rutch moved to enter into negotiations with Mr. Senande. Commissioner Nest seconded the motion.

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

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

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

Meeting adjourned at 6:16p.m.

Minutes prepared by: Esther Gatria