

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

**MINUTES OF THE MEETING OF OCTOBER 22, 2012**

*THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF OCTOBER 22, 2012.*

PRESENT:

Commissioner James Rotundo, Chairman  
Commissioner Joanne English Rollieson, Treasurer  
Commissioner Mark DiPisa  
Commissioner Danielle Peterson  
Terrence Corriston, Esq., Counsel  
Domingo Senande, Executive Director  
Eileen Black, Finance Director  
Lynn Bartlett, Director of Housing and Development  
Julia Orlando, Director, BC Housing, Health & Human Services Center  
Charlotte Vandervalk, Director of Development  
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Kay Nest, Vice Chairman  
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 October 12, 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 5:37p.m.

## **APPROVAL OF MINUTES**

A motion to table the meeting minutes of September 20, 2012 was made by Commissioner Peterson and seconded by Commissioner DiPisa.

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

## **EXECUTIVE DIRECTOR'S REPORT**

Domingo Senande reported on the following subjects:

**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 DCA visited the Center again and the Fire Marshall confirmed the usage of the sit-up shelter in the dining room and she reviewed the requirements for the sit-up shelter. Ms. Orlando reported that she attended the first two meetings of the Governor's Inter-Agency Council to End Homelessness and that the HHH is being used as the model for NJ, especially in reference to handling intake and triage. Ms. Orlando reported that she and Ms. Bartlett attending the Governor's Conference in Atlantic City and met with various government officials, toured the Atlantic City Rescue Mission and met with other housing authority officials.

Mr. Senande reported that he was starting to work on the 2013 budget for the HHH.

**Financials:** Mr. Senande asked Ms. Black to report on the financials. Ms. Black reviewed the month end cash balanced with the Board. She noted that \$344K was reimbursed from the County for the HHH. Ms. Black also reported on the progress of the transfer of accounts from Mariner's Bank to Bogota Savings Bank. She estimated that the transfer should be completed by early November.

**Mahwah Public Housing:** Mr. Senande reported that the roof system at Mahwah Public Housing was failing. He added that the Housing Authority is pursuing grants through CDBG and other funding sources. The estimated cost is projected at \$400K.

**Development:** Mr. Senande reported that he, Charlotte Vandervalk and Commissioner English Rollieson met with the Board of MLK and were working

on restarting the construction on the property and dealing with the various liens on the property. Commissioner English Rollieson reported that she had also met with Mr. Perkins from the MLK Board and that they were working on finding a new point person for the project and were open to recommendations from the Housing Authority.

Mr. Senande asked Ms. Vandervalk to report on other development projects. Ms. Vandervalk reported on a possible project in Old Tappan and the successful ribbon cutting ceremony in Northvale.

**Assisted Housing:** Mr. Senande reported that he and Ms. Bartlett were working on ways to improve the Assisted Housing program and met with William Elias, a consultant with many years of experience and a former HUD employee. Mr. Senande would like for Mr. Elias to conduct a study of the program at the Housing Authority for an amount not to exceed \$4,000.00; there were no objections from the Board.

**Move to the County Building:** Mr. Senande reported that the moving date was confirmed for Saturday, December 8<sup>th</sup> and first day of business is expected to be Monday, December 10<sup>th</sup>. He reported that the Housing Authority would be shut-down to the public for approximately 3 to 5 days in preparation for the move and set-up at the new location.

**Board Meetings:** Mr. Senande reported that there was quorum for the November 26<sup>th</sup> meeting. He noted that the December meeting will be held at the County Administration building and the tentative date was Thursday, December 20<sup>th</sup>.

**Consent Agenda:** Mr. Senande reviewed the consent agenda resolutions with the Board.

### **ATTORNEY'S REPORT**

Mr. Corrison reported that he worked on the following: revised the Teterboro Management Agreement; prepared all the documentation for MLK, including the assumptions of the County contracts; submitted a proposed project agreement for Saddle Brooke; resolved a bid protest for Ridgewood and finalized lease provisions for the Northvale project.

### **PUBLIC COMMENTS**

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

VOTE:           AYES:           All Present Commissioners (4)

ABSENT: Commissioners Nest, Rudman and Rutch (3)

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

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

### **CONSENT AGENDA**

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

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

### **RESOLUTIONS: CONSENT AGENDA**

- A. **Resolution 2012-118**  
Resolution approving the routine expenditures for the HABC for the period of 09/12/2012 – 10/15/2012.
- B. **Resolution 2012-119**  
Resolution approving the routine expenditures for the HDC for the period of 09/12/2012 – 10/15/2012.
- C. **Resolution 2012-120**  
Resolution authorizing an agreement with the County of Bergen for a CDBG Grant for the Bergen County Housing, Health and Human Services Center.
- D. **Resolution 2012-121**  
Resolution authorizing an agreement with the County of Bergen for a CDBG Grant for the replacement of hot water heater and boiler at Lehmann Gardens.
- E. **Resolution 2012-222**  
Resolution authorizing an agreement with the County of Bergen for a HOME Grant for the Tenant Based Rental Assistance.
- F. **Resolution 2012-223**  
Resolution authorizing an agreement with the County of Bergen for a HOME Grant for the Security Deposit Assistance.
- G. **Resolution 2012-224**  
Resolution authorizing an agreement with the County of Bergen for an ESG Grant for the Bergen County Housing, Health and Human Services Center for HPRP (FY2011).

- H. **Resolution 2012-225**  
Resolution authorizing an agreement with the County of Bergen for an ESG Grant for the Bergen County Housing, Health and Human Services Center for HPRP (FY2012).
- I. **Resolution 2012-226**  
Resolution authorizing the submission to the Local Finance Board of NJ the HABC audit.
- J. **Resolution 2012-227**  
Resolution revising Resolution 2011-72 with H2M authorizing Change Order #1.
- K. **Resolution 2012-228**  
Resolution revising Resolution 2011-72 with H2M authorizing Change Order #2.
- L. **Resolution 2012-229**  
Resolution executing a contract with Gaeta Recycling for scavenger service/garbage removal at Mahwah Public Housing for a period of five years.
- M. **Resolution 2012-230**  
Resolution executing a contract with Miele Sanitation Company for scavenger service/garbage removal at various locations for a period of five years.
- N. **Resolution 2012-231**  
Resolution executing a contract with Future Sanitation, Inc. for scavenger service/garbage removal at Lehmann Gardens for a period of five years.
- O. **Resolution 2012-232**  
Resolution revising Resolution 2012-116 with Fairview Insurance Agency.
- P. **Resolution 2012-233**  
Resolution authorizing the establishment of a Cooperative Purchasing System.
- Q. **Resolution 2012-234**  
Resolution authorizing the adoption of revisions to the Statement of Procurement and Purchasing Policy.

Commissioner Peterson moved that the meeting be adjourned.  
Commissioner DiPisa seconded the motion.

VOTE:           AYES:           All Present Commissioners (4)

ABSENT: Commissioner Nest, Rudman and Rutch (3)

Meeting adjourned at 6:14p.m.

Minutes prepared by: Esther Gatria