

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

MINUTES OF THE MEETING OF NOVEMBER 10, 2010

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF NOVEMBER 10, 2010.

PRESENT:

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

ABSENT:

Commissioner Daniel Ortega
Commissioner Shirley Finn
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 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.

Chairman Rutch called the meeting to order at 5:10p.m.

APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Rotundo, the minutes of the meeting of October 19, 2010, were approved.

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

EXECUTIVE DIRECTOR'S REPORT

Deputy Executive Director Domingo Senande, reported on the following subjects:

Section 8 Vouchers: Mr. Senande reported that the Housing Authority was projecting for the end of the calendar year a leased-up rate on average of 96% and have used the budget up to 93% utilization, which is well within the budget numbers.

Vacancy Report: Mr. Senande reported that currently the Housing Authority has 28 vacancies.

HHH Center: Mr. Senande asked Julia Orlando report on the HHH Center. Julia reported there was a positive article in The Record. She stated that she was working on a letter to update and thank all of the HHH Center partners. Ms. Orlando also reported that the HHH Center has served approximately 90,000 meals to date and housed 112 people. Ms. Orlando added that the HHH Center has also received national press through the National Alliance to End Homelessness. Ms. Orlando reported that she has enrolled the HHH Center in the 100,000 Homes Campaign, which is an international campaign to house the most vulnerable populations. She added that Bergen County was the first community to be enrolled in this effort. She also added that the presentation at Summit High School themed "Teens Tackling Homelessness" went very well and that Dept. of Human Services Commissioner, Jennifer Velez, was in attendance. Ms. Orlando reported that Thanksgiving at the HHH Center would be from 1PM-4PM and Senator Menendez, Congressman Rothman and the County Executive have all been invited and she proceeded to invite all of the HABC Board Commissioners.

Development: Mr. Senande asked Lynn Bartlett to report on Developments. Ms. Bartlett informed the Board that she and Esther Gatria were working on a Grand Opening celebration for South Hackensack. Mr. Bartlett reported on the following:

- River Vale and Demarest projects: Ms. Bartlett stated both projects were on hold, pending agreements to obtain predevelopment money.
- North Vale: Ms. Bartlett stated that the prior structure on the property was demolished and the issues regarding pests and compliance have been addressed.
- East Rutherford: Ms. Bartlett reported that the possible acquisition in East Rutherford was being handled by Terry Corriston.

Mr. Senande asked Rich Goddin and Jim Giel to report on current projects.

Mr. Giel reported on the following:

- Highland View: Mr. Giel reported that the electrical panel replacement project was almost complete. He added that there had been issues with the HVAC, but he expects for it to be resolved.
- Boiling Springs: Mr. Giel reported that the electrical panel replacement project was almost complete. He reported that there were some issues with the boiler that still had to be resolved. Mr. Giel reported that the roof project still had problems was currently on hold pending an assessment on how to proceed.

Mr. Goddin reported on the following:

- Boiling Springs: Mr. Goddin stated that the sprinkler project was in the final stages of paperwork completion, the job went extremely well and the town officials were pleased.
- Dumont: Mr. Goddin reported that the kitchen project is almost completed and the tenants were happy with the new kitchens. Chairman Rutch inquired about the soil contamination issue in Dumont. Mr. Goddin replied that the area has been fenced off and the Housing Authority was working with the town and will be seeking bids to remediate the soil.

Mr. Senande introduced Eileen Black, the new Senior Accountant, to the Board.

Mr. Senande advised the Board that the current date for the December meeting had to be changed. After discussion, it was decided the meeting would be moved to December 15.

Chairman Rutch inquired about the Ridgecrest management agreement.

Domingo said that the Housing Authority and the Ridgecrest Board had been operating on an on-going basis. The plan presented before the Board would ensure that the HABC would at the very least break even. The Ridgecrest Board is also requesting for a full-time onsite Asset Manager.

ATTORNEY'S REPORT

Mr. Corrison stated there was nothing new to report.

PUBLIC COMMENTS

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

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

There were no public comments.

CONSENT AGENDA

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

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

- A. **Resolution 2010-111**
Resolution pre-approving the routine expenditures for the HABC for the period of 10/14/2010 – 12/21/2010.
- B. **Resolution 2010-112**
Resolution pre-approving the routine expenditures for the HDC for the period of 10/14/2010 – 12/21/2010.
- C. **Resolution 2010-113**
Resolution authorizing a contract with J. Kurpiel, Inc. for asphalt and crack repairs, resealing and line re-striping at six locations.
- D. **Resolution 2010-114**
Resolution authorizing a contract with SCS Contracting, Inc. for asphalt and crack repairs, resealing and line re-striping at four locations.
- E. **Resolution 2010-115**
Resolution authorizing the use of competitive contracting for the procurement of legal services pursuant to N.J.S.A. 40A:11-4.1 ET SEQ.
- F. **Resolution 2010-116**

Resolution authorizing the amendment of the Personnel Policy Manual health insurance benefits start/end dates to coincide with the SHBP policy

G. Resolution 2010-117

Resolution authorizing to amend a grant agreement with the County for the BCHHH Center

H. Resolution 2010-118

Resolution authorizing the management agreement with Ridgecrest Senior Citizens Corp.

Chairman Rutch requested that the Board authorize the Executive Director to determine raises, pending the availability of sufficient funds, and the Executive Director will report to the Board on the new salary recommendations.

Commissioner Rotundo moved on authorizing the Executive Director to issue raises, pending on the availability of funds. Commissioner Nest seconded the motion.

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

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

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

Meeting adjourned at 5:33 p.m.

Minutes prepared by: Esther Gatria