

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

MINUTES OF THE MEETING OF DECEMBER 19, 2011

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF DECEMBER 19, 2011.

PRESENT:

Commissioner James Rotundo, Chairman
Commissioner Kay Nest, Vice Chairman
Commissioner Junior Hernandez, Treasurer
Commissioner Danielle Peterson
Commissioner Joseph Rutch
Commissioner Lauren Marie Zyriek
Terrence Corriston, Esq., Counsel
Domingo Senande, Acting Executive Director
Eileen Black, Director of Finance
Julia Orlando, Director BCHHC
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Junior Hernandez
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 5:10p.m.

APPROVAL OF MINUTES

On motion by Commissioner Nest, seconded by Commissioner Peterson, the minutes of the meeting of November 21, 2011 were approved.

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

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

PROJECTS: Mr. Senande reported that the project at 176 Paris Avenue in Northvale had broken ground and foundation was already poured. He added that John Biale, (HDC Board President) has been very helpful and at virtually every meeting with the contractor. The brick façade project in Fairview was almost complete and Hasbrouck Heights roof/water infiltration project was completed.

SECTION 8: Mr. Senande stated that the new projections before the Board were based on the living room being considered as a bedroom only for new participants and relocations. Based on those projections, the funding would be depleted by July 2014. He added that this was a very conservative projection. He stated that with this approach, there were 180 less vouchers to offset the high per unit cost. He added that HUD doesn't want more than a month's worth of reserve for the Section 8 program (approx. \$3M). Mr. Senande also reported that HUD will be holding the reserves in their account and the HABC will have to request to use the reserves. Eileen Black added that HUD has committed to providing the funding levels by March 1, 2012, therefore new projections will be provided at the March meeting based on actual funding levels.

HHH CENTER: Mr. Senande asked Julia Orlando to report on the HHH Center (Center). Ms. Orlando reported that during November she presented to the Yavneh Academy Middle School and the students visited the Center before Thanksgiving to hand out toiletries to the guests. She was also invited to be a part of a group from Bergen Community College that participated in the Employment PAC Initiative, to increase employment and education opportunities for youth in Bergen County, which was sponsored by the Dept. of Labor. She added that this was an ongoing committee. Ms. Orlando reported that she was working with Project Homeless Connect and the Point in Time Survey, that she obtained a donation from the Giants Foundation and had she starting interviewing for summer interns. She stated that the EA billing has been maxed at the \$120K cap, and commended Margaret Rinckhoff for her work on that project. Ms. Orlando also reported that she was working on a three month residency cap, in preparation for licensure with the DCA, which the County is requiring. She added that some guests were upset with the three month cap. Ms. Orlando also reported that she was going over a grievance procedure. The United Way approached the Center to take part in a grant

application uniting Hudson, Passaic and Bergen Counties to serve 100 chronically homeless people. She concluded by inviting the Commissioners to attend Christmas at the Center at 1PM.

FINANCIALS: Mr. Senande asked Eileen Black to please review the financial reports with the Board. Ms. Black reviewed the budget and focused on key several issues. First, she reviewed the total AMPs. The total revenue of \$3.306M was up about \$116K from the original budget, showing a net income of \$277K (before depreciation). She said the ratios to determine high performer status will be stricter. She pointed out everything else was fairly consistent. The Section 8 revenues were \$38.501M (the subsidy projection is \$460K less than the original budget). The admin fees are about \$90K higher than the original budget. The salaries were lower, due to unfilled open positions. The anticipated HAP loss is \$1.144M. She added that the HABC was at the right spending levels, especially in comparison to other Housing Authorities. Ms. Black then reviewed the HDC budget totals. The total net income projected is \$579K, which is \$55K better than the original budget. Ms. Black noted that Park Ridge was showing a \$3K net income and Bergenfield a net income of \$341K. Mr. Senande added that the HABC was going to have to meet with HUD regarding the Bergenfield property to talk about the reserves and HAP. He added that technically the reserves belong to the HABC and that different rules might apply because it was built before 1979. Ms. Black reported that the County owes about \$200K for the HHH Center (July – November).

Mr. Senande reported that for the next meeting he would be presenting the organization chart, the official budget for the current year and the draft budget for the next fiscal year.

ATTORNEY'S REPORT

Mr. Corrison stated that there was a real estate matter that needed to be discussed during closed session. There was nothing else to report on at this time.

PUBLIC COMMENTS

A motion to open the meeting to the public was made by Commissioner Rutch and seconded by Commissioner Nest.

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

Donell Prince (did not state address): Mr. Prince was following up on his efforts to reinstate his voucher. Mr. Corrison informed Mr. Prince that he had not yet received his file for review. A discussion ensued. Mr. Corrison asked Mr. Prince to please contact Lynn Bartlett for follow-up and that he would review the file as soon as it was received. It was also established that Mr. Larry Yates will be representing Mr. Prince as his tenant advocate.

Selena Christmas 11 Bryant Court, Rutherford, NJ: Ms. Christmas had a question regarding the market rents. She stated that she was trying to move and would like to know how these rates are established. Mr. Senande responded that fair market rates are the standard set by HUD and the payment standard is the amount the Housing Authority actually pays. The payment standard was stated in the Administrative Plan and the Housing Authority has to be between 90% - 110% of the Fair Market Rate. Ms. Christmas stated that she was very confused and needed answers. A discussion ensued. Mr. Rutch requested that the moving instructions and rent be put in writing and forwarded to Mr. Christmas.

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

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

CONSENT AGENDA

A motion to approve the consent agenda was made by Commissioner Rutch and seconded by Commissioner Nest.

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

RESOLUTIONS: AMENDED CONSENT AGENDA

- A. **Resolution 2011- 100**
Resolution approving the routine expenditures for the HABC for the period of 11/16/11 – 12/13/11.
- B. **Resolution 2011- 101**
Resolution approving the routine expenditures for the HDC for the period of 11/16/11 – 12/13/11.
- C. **Resolution 2011- 102**
Resolution adopting the holiday schedule for 2012.
- D. **Resolution 2011- 103**
Resolution adopting the Board meeting schedule for 2012.
- E. **Resolution 2011- 104**
Resolution executing a contract with Better Image Landscapes for snow plowing/removal at various locations.
- F. **Resolution 2011- 105**
Resolution executing a contract with Let It Grow for snow plowing/removal at Mahwah Public Housing.

G. Resolution 2011- 106

Resolution authorizing change order 1 for the brick façade and roof replacement at Fairview Garden.

H. Resolution 2011- 107

Resolution agreeing that the Weatherization Department of the Bergen County Community Action Partnership, Inc., will execute a contract on behalf of the Housing Authority of Bergen County for Boiler Replacement at David F. Roche Apts.

I. Resolution 2011- 108

Resolution agreeing that the Weatherization Department of the Bergen County Community Action Partnership, Inc., will execute a contract on behalf of the Housing Authority of Bergen County for Boiler Replacement at Carucci Apts.

A motion to go into closed session was made by Commissioner Rutch and seconded by Commissioner Nest.

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

A motion to reopen the meeting was made by Commissioner Nest and seconded by Commissioner Rutch.

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

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

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

Meeting adjourned at 6:27p.m.

Minutes prepared by: Esther Gatria