

HOUSING AUTHORITY OF BERGEN COUNTY
One Bergen County Plaza, FL 2
Hackensack, NJ 07601

MINUTES OF THE MEETING OF DECEMBER 20, 2012

THESE MINUTES ARE NOT VERBATIM BUT ARE INSTEAD A CONDENSED VERSION OF WHAT TRANSPIRED AT THE REGULAR MEETING OF DECEMBER 20, 2012.

PRESENT:

Commissioner Kay Nest, Vice Chairman
Commissioner Joanne English Rollieson, Treasurer
Commissioner Bruce Walenczyk
Commissioner Joseph Rutch
Terrence Corriston, Esq., Counsel
William Katchen, Fee Accountant
Domingo Senande, Executive Director
Eileen Black, Finance Director
Lynn Bartlett, Director of Housing and Development
Charlotte Vandervalk, Director of Development
Thomas O'Malley, Special Assistant to the Executive Director
Esther Gatria, Executive Assistant

ABSENT:

Commissioner Mark DiPisa
Commissioner Danielle Peterson
Commissioner Andrew Rudman

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 December 15, 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.

Vice Chair Nest called the meeting to order at 5:12p.m.

Swearing-in of New Commissioner

Bruce Walenczyk was sworn-in as Commissioner to the Board.

APPROVAL OF MINUTES

On motion by Commissioner Rutch seconded by Commissioner English Rollieson, the minutes of the meeting of November 26, 2012, were approved.

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

EXECUTIVE DIRECTOR'S REPORT

Domingo Senande reported on the following subjects:

Bergen County Housing Health and Human Services Center (HHH): Mr. Senande reported that Julia Orlando (Director, HHH) was not able to attend the meeting because the HHH was hosting Homeless Persons Memorial Day, a national memorial day to remember homeless people that have passed. He stated that Ms. Orlando's report was included with the meeting packet. Mr. Senande added that the HHH budget has been submitted to the County for approval, which will take a few months to be approved. The only new item in the budget was funding for a Vocational Coordinator, whose main role will be helping the HHH guests find employment. The position will be partially funded thru Community Development's ESG funds.

Properties and Projects: Mr. Senande introduced Mr. Thomas O'Malley to the Board and asked him to report on the properties and projects. Mr. O'Malley reported that the boiler in Park Ridge and the roofing in Mahwah will be replaced and peer reviews have been implemented. Mr. O'Malley also reported that starting on April 1, 2013, the aim is to maintain a vacancy rate of no higher than 2%.

Development Projects: Mr. Senande asked Ms. Vandervalk to report on Developments. Ms. Vandervalk reported that nine applications for grants had been filed for small projects. She added that the grants will go towards helping the homeless.

Budget: Mr. Senande asked Mr. Katchen to review the budget with the Board. Mr. Katchen explained that the budget had been sent earlier in the year to the State for approval and that the State had approved it last November for adoption purposes. He added that the budget resolution on for adoption was the same as introduced.

Financials: Mr. Senande requested that Ms. Black review the financial reports with the Board. Ms. Black reviewed the following with the Board:

Cash Report: Ms. Black noted that the Cash had increased about \$50K from the previous month.

HABC Actual vs. Budget: Ms. Black reviewed the AMPs, noting the total income of \$205,024 for the past six months, exceeding the budget by over \$100K.

HABC Actual vs. Prior Year: Ms. Black reviewed the total AMPs income for the previous year was \$83,698, noting that there was an increase of about \$120K. Ms. Black also reviewed the Section 8 budget, noting that the loss was less than anticipated.

HDC Actual vs. Budget: Ms. Black reviewed the total income for the HDC properties, noting the actual amount was \$296,504, which was about \$84K over budget. For the Park Ridge property, the income was almost \$100K over budget and for Bergenfield, the income was about \$43K higher than budgeted.

HCV (Housing Choice Voucher) Program: Ms. Black reviewed the Per Unit Cost (PUC) paid to landlords per voucher, noting that in 2010, the costs were \$862 and the average in 2012 was \$897. Ms. Black reviewed the Annual Budget Authority (ABA), noting that the 2012 budget was \$36.7M, of which approximately \$1.3M had not been spent, due to a delay in receiving from HUD a voucher budget and slow voucher lease-up. Those funds would be put into the reserves (about 5 weeks' worth of funding). Ms. Black informed the Board that HUD may recapture part of the reserves. Ms. Black also stated that the HABC would not know the ABA for 2013 until about April. In addition, Mr. Katchen reviewed the HUD funding/budget process with the Board, adding that sources tell him that future reserves might be limited to no more than two weeks worth of funding. Mr. Katchen also noted that five years ago, the HCV Program was funded at \$12Billion and this year's funding needs were at \$19.5 Billion.

ATTORNEY'S REPORT

Mr. Corriston reported that there were a few evictions. He reported that there was no progress with the MLK project. Mr. Senande added that County Counsel informed him that MLK had hired a new director, even though a stipulation of the HABC's loan had been that they could not hire a new director without the Housing Authority's approval. A discussion ensued and Mr. Corriston gave a synopsis of the project and issues encountered.

PUBLIC COMMENTS

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

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

There were no comments from the public.

A motion to close the meeting to the public was made by Commissioner Rutch and seconded by Commissioner Walenczyk.

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

CONSENT AGENDA

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

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

RESOLUTIONS: CONSENT AGENDA

- A. **Resolution 2012-241**
Resolution approving the routine expenditures for the HABC for the period of 11/20/2012 – 12/14/2012.
- B. **Resolution 2012-242**
Resolution approving the routine expenditures for the HDC for the period of 11/20/2012 – 12/14/2012.
- C. **Resolution 2012-243**
Resolution appointing Domingo Senande as Fund Commissioner to represent the HABC at the NJ Public Housing Authority Joint Insurance Fund (JIF).
- D. **Resolution 2012-244**
Resolution authorizing the renewal of the HABC's membership in the JIF.
- E. **Resolution 2012-245**
Resolution authorizing contracts for Ground Maintenance and Landscaping at various locations.

F. **Resolution 2012-246**

Resolution adopting the Annual Budget for the FY 04/01/2012 - 03/31/2013.

Commissioner Walencyk moved that the meeting be adjourned.
Commissioner English Rollieson seconded the motion.

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

Meeting adjourned at 5:43p.m.

Minutes prepared by: Esther Gatria