

MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE BOROUGH OF
HIGHLAND PARK



The Commissioners of the Housing Authority of the Borough of Highland Park met in a Regular Session in the Community Room of the S.J. Kronman Apartments located at 242 South Sixth Avenue, Highland Park, NJ at 6:35 PM on December 9, 2015, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman Reh.

Housing Director Sriwardena read the Notice of Compliance with the Open Public Meetings Act P.L. 1975, C.231 which provided that notice of this meeting of the Board of Commissioners of the Housing Authority of the Borough of Highland Park was provided in the following manner:

On January 14, 2015, a copy of the notice of this meeting setting forth the date, time and location of this regular meeting was posted on the Housing Authority's official designated bulletin board located at 242 South Sixth Avenue, Highland Park, NJ, sent to Borough Hall for posting and was faxed to the Home News Tribune and Star Ledger and posted on the website.

The pledge of allegiance was recited.

Upon roll call, those present and absent were as follows:

PRESENT

ABSENT

Commissioners:

Commissioners:

Morgan Chen, Commissioner
Steve Chudnick, Commissioner
Diane Reh, Chairwoman
Donald Monk, Commissioner
Evelyn Sedehi, Commissioner

Raysa Martinez, Commissioner

Council Liaison:

Joshua Fine (7:00 PM)

Administration:

Donna Brightman, Executive Director
Runi Sriwardena, Housing Director-HP
Mike Yannuzzi, Maintenance Manager-WHA

Administration:

Kathy Blaha, Housing Director-WHA

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Minutes:

A motion to approve the minutes of the meeting held on November 4, 2015 was made by Commissioner Sedehi and seconded by Commissioner Chen.

Discussion

It was requested that the third paragraph be changed to Katchen, Donna Brightman.

ROLL CALL: Chen Chudnick Martinez Monk Reh Sedehi
AYES: Chudnick Monk Reh Sedehi
NAYS: None
Abstain: Chen
Absent: Martinez

The Chair thereupon declared said motion approved.

Minutes:

A motion to approve the minutes of the special meeting held on November 4, 2015 was made by Commissioner Sedehi and seconded by Commissioner Chen.

Discussion

It was requested that page 1, third paragraph be changed from regular meeting to special meeting.

ROLL CALL: Chen Chudnick Martinez Monk Reh Sedehi
AYES: Chudnick Monk Reh Sedehi
NAYS: None
Abstain: Chen
Absent: Martinez

The Chair thereupon declared said motion approved.

Public Comment:

Juan Ratliff wanted to know why the Holiday Party was in the afternoon instead of the evening so that Park Terrace can attend.

Housing Manager Sriwardena replied that the Community room is not large enough to hold everyone and the party was for the Samuel Kronman building. She extended an invitation to Juan to attend.

Mr. Ratliff stated that when the lady upstairs uses her shower it leaks in his bathtub.

Executive Director Brightman asked if Joe Thurston had been there to look at it.

Mr. Ratliff stated that he was but has not been back.

Housing Manager Sriwardena stated that she will ask Mr. Thurston to go tomorrow.

Chairwoman Reh stated that there will be a town-wide Holiday Party on December 25 at the Senior Center if Juan would like to attend.

Communications:

Lifestation: Chairwoman Reh asked how Lifestation was working out.

Housing Director Sriwardena answered great but we still have to de-commission the existing system.

Commissioner Sedehi asked about the Lifestation pendants.

Housing Director Sriwardena stated that they are on order and not too many tenants requested them.

Commissioner Monk asked who is removing the existing system.

Housing Director Sriwardena replied, it's being done in-house.

Snow removal: Commissioner Chen asked what prompted the Authority to decide to do their own snow removal as opposed to using the Borough.

Executive Director Brightman replied that the cost was a factor as well as having more control over the removal of cars from the lot.

Commissioner Monk asked if we own our own equipment.

Executive Director Brightman replied that we own snow blowers. She stated that Woodbridge will use their trucks and plows.

Commissioner Monk asked if there would be an additional cost for this.

Executive Director Brightman replied that she is not certain it depends on the demand.

Non-renewal of County Grant: Chairwoman Reh stated that the grant that funds Jani's salary was not renewed by the County.

Housing Director Sriwardena stated that there will be a farewell party for Jani on December 17 at 3PM and all are welcome. Also, a 100th Birthday celebration on December 22 for Ann Gory at 2 PM.

Executive Director Brightman's report:

Commissioner Sedehi stated that Commissioner Monk had asked for a RAD update.

Commissioner Monk said it's included in the monthly report and asked that next steps be added to the report.

Commissioner Sedehi questioned the meeting with the HP Council on 12/15/15 and if she could attend.

Executive Director Brightman referred the question to Councilman Fine.

Commissioner Monk asked about the PILOT.

Executive Director Brightman replied that we are waiting to see what the JIF decides about insuring RAD entities.

Attorney report - none

Accountant Report - none

Staff Reports:

Housing Manager Sriwardena's report – Commissioner Sedehi asked about the efficiency to one bedroom transfers. She thought we did not do this anymore.

Ms. Sriwardena replied that this is the last one and we will only do transfers in the future based on reasonable accommodations.

Commissioner Monk asked about the shed.

Ms. Sriwardena said she is waiting for the building department's approval.

Commissioner Monk asked if this was to store snow equipment.

Executive Director Brightman answered no; it's to replace the storage container in the Park Terrace parking lot.

Commissioner Sedehi asked why there was so much damage done to 213 and why we are not aware of it via the inspection process.

Counsel Corrison stated that this case was litigated.

Ms. Sriwardena responded that the damage occurred after the tenant found out about the legal proceedings.

Executive Director Brightman stated that all apartments are inspected at least once a year and during the pest control treatment process.

Commissioner Monk asked what the letter to residents was referencing.

Ms. Sriwardena responded it is the lease which states what the rules are for management and tenants.

Committee Reports:

Commissioner Chen stated that he reviewed the RFP's for Phase I, Electric and A/E roof services.

Commissioner Sedehi stated that she, Commissioners Chen and Chudnick met to discuss the RFP's prior to the meeting.

Chairwoman Reh stated that she would appoint committees next month and is thinking about a Good & Welfare Committee.

Commissioner Sedehi stated that it may require a by-law revision.

RESOLUTIONS

a) Reso #2015- 48 – Authorizing Bill List for November 2015

Motion moved by Commissioner Chudnick and seconded by Commissioner Sedehi to adopt Resolution #2015-48.

Discussion

Commissioner Chudnick questioned Lou's Electric bills.

Chairwoman Reh responded that it was for the alarm installation at Park Terrace.

ROLL CALL:	Chen Chudnick Martinez Monk Reh Sedehi
AYES:	Chen Chudnick Monk Reh Sedehi
NAYS:	None
Abstain:	None
Absent:	Martinez

The Chair thereupon declared said motion approved.

b) Reso #2015- 49 – Annual Notice of Regular Meetings 2016

Motion moved by Commissioner Monk and seconded by Commissioner Sedehi to adopt Resolution #2015-49.

Discussion

Commissioner Monk stated that he read the Bloustein Report on Capital Improvements and Infrastructure that was done for the Borough and in that report it said the HPHA meets every two months.

Executive Director Brightman stated that this is not correct.

Councilman Fine made a note of it.

Chairwoman Reh stated that the report did not include the HPHA.

Councilman Fine said it was general information not capital needs.

Commissioner Monk said it included data about the Authority.

Commissioner Chudnick noted that October 12 was Yom Kippur.

Motion moved by Commissioner Monk and seconded by Commissioner Chudnick to amend the calendar from October 12 to October 5, 2016

ROLL CALL:	Chen Chudnick Martinez Monk Reh Sedehi
AYES:	Chen Chudnick Monk Reh Sedehi
NAYS:	None

Abstain: None
Absent: Martinez

The Chair thereupon declared said motion approved.

c) Reso #2015- 50 – Award Phase I Environmental Site Assessment

Motion moved by Commissioner Chudnick and seconded by Commissioner Chen to adopt Resolution #2015-50.

Discussion

Executive Director Brightman asked that Keres Consulting Inc. be inserted into the resolution.

Commissioner Monk noted that the second paragraph contains Woodbridge buildings not Highland Park.

Executive Director Brightman noted that Keres did the PNA for Highland Park.

Commissioner Monk asked about why there is the large discrepancy in pricing.

Executive Director Brightman stated that she did not know.

Chairwoman Reh noted that the next lowest was only \$10 more – Hatch, Mott, McDonald

ROLL CALL: Chen Chudnick Martinez Monk Reh Sedehi
AYES: Chen Chudnick Monk Reh Sedehi
NAYS: None
Abstain: None
Absent: Martinez

The Chair thereupon declared said motion approved.

d) Reso #2015- 51 – Award Contract for Electrical Repair Services Contractor

Motion moved by Commissioner Chudnick and seconded by Commissioner Chen to adopt Resolution #2015-51.

Discussion

Executive Director Brightman asked that Mr. Electric be inserted.

Commissioner Monk noted that Mr. Electric has a lower price than Lou's Electric. He questioned as to whether or not the resolutions should contain a scoring.

Counsel Corrison responded that this resolution required taking the lowest price. However, professional service resolutions should have a scoring process.

Executive Director Brightman stated that they will be revised to include the scoring and that there were a lot of proposals for the Board to review in a short time.

Chairwoman Reh asked if we should wait to approve the resolutions.

Executive Director Brightman stated that she really needs them approved now due to RAD constraints.

ROLL CALL: Chen Chudnick Martinez Monk Reh Sedehi
AYES: Chen Chudnick Monk Reh Sedehi
NAYS: None
Abstain: None
Absent: Martinez

The Chair thereupon declared said motion approved.

e) Reso #2015- 52 – Designate RAD Tax Attorney

Motion moved by Commissioner Chen and seconded by Commissioner Sedehi to adopt Resolution #2015-52.

Discussion

Executive Director Brightman asked that DeCotiis be inserted into the resolution.

Commissioner Chudnick noted that the pricing for Pepper and DeCotiis were reversed.

Commissioner Monk asked if the RFP's were scored.

Commissioner Chudnick responded that he did this review and that the pricing was the greatest factor.

Counsel Corrison noted that it should be scored.

Commissioner Chudnick stated that he will do that.

Commissioner Sedehi stated that we have always had scoring.

Commissioner Monk stated that he does not agree with the way the resolution was done.

Chairwoman Reh stated that they are a local company from Teaneck as opposed to Maryland.

Executive Director Brightman stated that the committee will revise it and review the scoring.

ROLL CALL: Chen Chudnick Martinez Monk Reh Sedehi
AYES: Chen Chudnick Monk Reh Sedehi
NAYS: None
Abstain: None
Absent: Martinez

The Chair thereupon declared said motion approved.

f) Reso #2015- 53 – Award Contract for Professional A/E Services for the Roof Replacement at Samuel J. Kronman Building

Motion moved by Commissioner Sedehi and seconded by Commissioner Chen to adopt Resolution #2015-53.

Discussion

Executive Director Brightman asked that Element Architectual Group be inserted.

Commissioner Chen stated that he would score the RFP's.

Counsel Corrison stated that the way in which the most advantageous responder is selected is through the analysis of scoring.

ROLL CALL:	Chen Chudnick Martinez Monk Reh Sedehi
AYES:	Chen Chudnick Monk Reh Sedehi
NAYS:	None
Abstain:	None
Absent:	Martinez

The Chair thereupon declared said motion approved.

New Business

Executive Director Brightman asked Councilman Fine about the meeting with the Council on the 15th.

Councilman Fine said all are welcome as it's a public meeting and Mr. Katchen should prepare a RAD summary and the Council will ask questions.

Councilman Fine spoke about the Mayor's Wellness Campaign and the need to place defibrillators throughout the Borough. He stated that they are working on getting donations to purchase defibrillators. He asked if the Authority could purchase one for Samuel Kronman. He stated that a Doctor will oversee the program.

Commissioner Chen asked about the cost.

Councilman Fine stated that it is a couple of hundred dollars.

Commissioner Chudnick asked about our liability.

Councilman Fine stated that you are protected by the Good Samaritan Law.

Counsel Corrison stated that he would like to obtain an opinion from the JIF. He further stated that there had been an issue with equipment malfunctions.

Councilman Fine stated that they would like to get this done by mid-February as the Borough wants to be the First Heart Safe Municipality.

Commissioner Chudnick asked if Park Terrace is included.

Executive Director Brightman answered no; there is no public place for the equipment.

Councilman Fine stated that they are looking for public places with high concentrations of people.

Counsel Corrison stated that he will work on getting the opinion.

Maintenance Manager Yannuzzi asked about training.

Housing Director Sriwardena stated that when we did this years ago at Maple Tree we had to train the residents.

Executive Director Brightman stated that we will work on getting this done as we want to support the Borough in this effort.

Councilman Fine asked how often shared services were looked at.

Executive Director Brightman asked what he was thinking.

Councilman Fine stated that he did not have anything specific but maybe legal services.

Executive Director Brightman replied that we don't have any lawsuits and it's a specialized field.

Counsel Corrison stated in other Authorities they share gas tanks, equipment and do joint purchasing (salt.)

Executive Director Brightman brought to the Board Housing Manager Sriwardena's concern about the waiting list at Samuel Kronman. It was noted that out of 85 applicants only 13 were from Highland Park as they are being referred to Highland Park through Middlesex Welfare because our list is open.

Chairwoman Reh suggested that Housing Manager Sriwardena attend the Mayor's luncheon to discuss this.

Councilman Fine stated that he will talk to the Mayor to schedule her.

Counsel Corrison suggested the Borough newsletter.

Housing Manager Sriwardena will email Councilman Fine the criteria for eligibility at Kronman.

Second Public Comment

Dee Nolan asked if the meeting dates will be posted.

Executive Director Brightman stated that they will be on the bulletin board.

ADJOURNMENT

Motion by Commissioner Chen and seconded by Commissioner Chudnick to adjourn at 7:45 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary

