

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 6:30 PM on June 10, 2015, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman Reh.

Housing Director Blaha 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

Commissioners:

Morgan Chen, Commissioner  
Steve Chudnick, Commissioner  
Charlotte Quaintance, Commissioner  
Diane Reh, Chairwoman  
Evelyn Sedehi, Commissioner  
Amanda Thomas, Vice Chair  
Burton Weltman, Commissioner (resigned)

Council Liaison:

Joshua Fine

Administration:

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

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Minutes:

A motion to approve the minutes of the regular meeting held on May13, 2015 was made by Commissioner Sedehi and seconded by Commissioner Chen.

ROLL CALL: Chen Chudnick Quaintance Reh Sedehi Thomas  
AYES: Chen Chudnick Quaintance Reh Sedehi Thomas  
NAYS: None  
Abstain: None  
Absent: None

The Chair thereupon declared said motion approved.

Public Comment:

Juan Ratliff, 219 South Sixth, stated that he sent Executive Director Brightman a letter asking to meet with her.

Executive Director Brightman stated that she called him and left a message and he never called her back.

Mr. Ratliff acknowledged that but said he then sent a letter to her at the Woodbridge address and it was sent back to him.

Diane Reh stated that perhaps he could speak with her after the meeting.

New resident, Fathy Mekhal, 3D, was welcomed.

M.P. asked if we heard any news on the RAD program.

Executive Director Brightman said the program is on hold awaiting the publication of new regulations.

Dee Donnelly, 1H, asked if the notice about the Physical Needs Assessment inspection would be cancelled.

Housing Manager Sriwardena said, no, it was already done.

Communications:

Chairwoman Reh congratulated Lauren Adams on passing the Housing Specialist exam.

Commissioner Sedehi asked if she would be doing this work.

Executive Director Brightman stated that she will fill in.

Commissioner Chen asked Executive Director Brightman to explain the Lou's Electric proposal.

Executive Director Brightman explained that the fire signal panel at the family site was malfunctioning and AFA, our service provider, did not have a solution as the system is antiquated. Rather than replace the panel the Executive Director has suggested that we install fire and CO detectors in each apartment. This is what the code requires. Currently, on-call staff has to respond to the false signals and it is not a good use of their time.

Executive Director Brightman stated that the price can be lowered if the Authority purchases the detectors. She stated that this solution has been approved by the building department.

Chairman Reh asked that the Executive Director speak with the fire official as well.

SEMAP – Executive Director Brightman stated the commissioners voted on this last month and this is the actual finding.

Executive Director Brightman stated that the Authority had a boiler inspection and was cited for an undersized expansion tank. We installed a larger one and are now in compliance.

Commissioner Chen asked if we knew the law had changed.

Executive Director Brightman stated that we were not informed.

Executive Director Brightman explained that with the proposal from Life Station tenants would wear an alert button and press it for medical emergency and with this system we could eliminate the pull cords and the panel. Currently, if the tenant resets the emergency pull cord, personnel cannot tell where the call came from. This system would be monitored by a central station and not send emergency personnel out unless there was a need. She stated that this is just a concept and that we would have to obtain prices from several vendors. Members thought this was a good idea to pursue.

Reports:

Executive Director's Report: no comment

Attorney's Report: no comment

Accountant's Report: no comment

Staff Reports:

Runi Sriwardena's report:

Commissioner Sedehi asked how the garbage problem was going.

Housing Manager Sriwardena said better and that it was discussed today again at the tenant meeting.

Executive Director Brightman asked Josh Fine if he would ask the Borough to pick up the garbage twice a week instead of once.

Commissioner Chen asked about the elevators.

Executive Director Brightman stated it will be back on-line by the end of June.

Commissioner Chen asked about the problem tenant.

Housing Manager Sriwardena stated it was being handled by the attorney.

Section 8 Report: none

Committee Reports: none

RESOLUTIONS

a) Reso #2015-22 – Approve a Four Day Workweek for the Months of July and August 2015  
Motion moved by Commissioner Sedehi and seconded by Commissioner Chen.

Discussion:

Commissioners Reh and Chen asked if this was the same as the Borough’s schedule.

Executive Director Brightman responded that it was.

ROLL CALL:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
AYES:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
NAYS:	None					
Abstain:	None					
Absent:	None					

The Chair thereupon declared said motion approved.

b) Reso #2015-26 – Appointing Housing Authority of the Borough of HP Commissioners to Serve on the HPAHC

Motion moved by Commissioner Thomas and seconded by Commissioner Chen to adopt Resolution #2015-26.

Discussion

Executive Director Brightman gave an explanation as to why we need this corporation for the RAD program.

Mr. Fine asked that he be sent the by-laws.

Executive Director Brightman stated that she needs to assign officers as follows:  
Commissioner Sedehi, President; Chairwoman Reh, Vice President and Commissioner Chen, Treasurer.

ROLL CALL:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
AYES:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
NAYS:	None					
Abstain:	None					
Absent:	None					

The Chair thereupon declared said motion approved.

c) Reso #2015-27 – Adopting Monthly Bill List for May 2015

Motion moved by Commissioner Sedehi and seconded by Commissioner Chen to adopt Resolution #2015-27.

Discussion

Commissioner Chudnick asked what check #13020 was.

Executive Director Brightman stated that it is an employee's garnishment

ROLL CALL:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
AYES:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
NAYS:	None					
Abstain:	None					
Absent:	None					

The Chair thereupon declared said motion approved.

d) Reso #2015-28 – Designate RAD Financial Consultant to Susan V. Lenz for \$25,000

Motion moved by Commissioner Sedehi and seconded by Commissioner Chen to adopt Resolution #2015-28.

Discussion

Commissioner Chen asked about the Concourse Group and how the determination was made.

Executive Director Brightman stated that it was determined by the average time to complete and Lenz would be cheaper. Also, having a New Jersey person was a plus as they have a knowledge base with NJ's quirky rules and a better knowledge base of NJ programs. She stated that she worked with Susan Lenz before and she was very competent.

ROLL CALL:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
AYES:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
NAYS:	None					
Abstain:	None					
Absent:	None					

The Chair thereupon declared said motion approved.

e) Reso #2015-21 – Award Contract for Banking Services to Unity Bank

Motion moved by Commissioner Chen and seconded by Commissioner Sedehi to adopt Resolution #2015-21.

Discussion

Commissioner Thomas asked if they would inform us how they invest our dollars.

Executive Director Brightman said currently there is little to invest as we only get monthly draws.

ROLL CALL:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
AYES:	Chen	Chudnick	Quaintance	Reh	Sedehi	Thomas
NAYS:	None					
Abstain:	None					

Absent: None

The Chair thereupon declared said motion approved.

f) Reso #2015-29 – Award RAD Physical Condition Assessment Contract to Keres Consulting, Inc. for \$6,480.89

Motion moved by Commissioner Sedehi and seconded by Commissioner Thomas to adopt Resolution #2015-29.

Discussion

Executive Director Brightman said the RAD requires additional information in the physical needs assessment. Keres did the Green CNA and since they had knowledge of our buildings, they were cheaper.

ROLL CALL: Chen Chudnick Quaintance Reh Sedehi Thomas  
AYES: Chen Chudnick Quaintance Reh Sedehi Thomas  
NAYS: None  
Abstain: None  
Absent: Weltman

The Chair thereupon declared said motion approved.

New Business

Joshua Fine spoke about the Mayor’s Wellness Campaign. He stated that Highland Park is trying to become the first Heart Safe municipality. He had inquired at the Housing Authority as to how many staff members had a CPPR certification as he was interested in placing a defibrillator in the building which would be monitored by Dr. Lacy.

Commissioner Sedehi stated that this may be a problem with training people and also the liability.

Executive Director Brightman stated that the Good Samaritan Act does not hold people responsible for helping others. She said we should try to participate as this would be a nice distinction for Highland Park.

Commissioner Thomas asked about the training.

Commissioner Sedehi asked about the need.

Mr. Fine said he would keep the board posted as he receives information. He stated that he has asked the Executive Director to attend the Council meeting on August 11 to explain RAD to the Council members. He went on to say that the Borough has a new COAH need of 359 units.

Executive Director Brightman stated that the new HPAHC could be instrumental in helping the Borough to meet its housing need.

## Second Public Comment

Karin Jackson, 3P, stated that she knows someone who has a medical necklace that knows where he is at all times and it's a clip-on device.

M.P. stated that she hopes that RAD is not delayed too long as the building needs an endoscopy to look at the plumbing in the building. She also said Heart Healthy is good but the Borough should do more to promote no smoking.

Mr. Fine stated that the Mayor sponsors Walking Wednesdays. He also informed the board and tenants that the Council just passed a no sale of cigarettes and vapors to anyone under 21.

## **ADJOURNMENT**

Motion by Commissioner Thomas and seconded by Commissioner Chen to adjourn at 7:40 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary