

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 March 20, 2013, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Vice Chair Reh and the Notice of Compliance with the Open Public Meetings Act P.L. 1975, C.231 was read.

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

PRESENT

ABSENT

Commissioners:

Morgan Chen, Commissioner  
Robert MacKinney, Commissioner  
Diane Reh, Commissioner  
Burton Weltman, Commissioner

Mary Barnes, Commissioner  
Charlotte Quaintance, Commissioner  
Evelyn Sedehi, Chairwoman

Council Liaison:  
Susan Welkovits

Authority General Counsel:  
Terrence Corriston, Esq., Breslin & Breslin

Administration:  
Donna Brightman, Executive Director  
Mike Yannuzzi, Maintenance Manager  
Kathy Blaha, Housing Director

A motion to approve the minutes of the meeting held on February 20, 2013 was made by Commissioner MacKinney and seconded by Commissioner Weltman.

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

Public Comment

Regis Methven, 3R, stated that he was working on setting up the Resident Council and was getting lots of support from Executive Director Brightman.

COMMENTS ON COMMUNICATIONS

Executive Director Brightman stated that a notice with instructions of what to do if the elevator gets stuck was posted in the elevators in several languages. Thankfully, they have been operational with no further issues.

Executive Director Brightman stated that there is an article in the packet that was in the Home News Tribune regarding the Parker House grant. This grant will provide a one day per week program and lunch to the residents of the S.J. Kronman building.

Executive Director Brightman referenced the Code of Ethics policy that was passed in 2000 and was included in the packet so that commissioners would be aware of what they can and can't do.

Vice Chair Reh introduced Attorney Terrence Corriston who gave his background information. He explained that another Board had changed their dates and; therefore, there is some conflict with Highland Park BOC meetings.

Council Corriston was asked if anyone else from his office could come to the meetings and he replied that he was the PHA expert. There was discussion about having the meeting earlier in the day. The residents felt that 6:30 PM was a better time. Since three commissioners were not present, the remaining board members did not want to commit to all the listed dates.

A motion was made by Commissioner MacKinney and seconded by Commissioner Chen to change the April meeting date to April 10, 2013.

- Reso #2013-21 – Resolution to Change the April BOC Meeting from April 17, 2013 to April 10, 2013

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

Councilwoman Welkovits stated that the Borough clerk should be informed.

Residents requested that the notice be put in the elevators as opposed to the Community Notice Bulletin Board.

Executive Director Brightman stated that the NJDCA sent a letter asking for all commissioners certifications regarding their completion of required courses.

Executive Director Brightman stated that the Resident Council held their first meeting and she included their By-laws and the MOU she signed with them stating each of their responsibilities.

Executive Director Brightman stated that she was going to lend the HP staff a vehicle to use for maintenance tasks. A resolution will be presented at the next meeting.

## RESOLUTIONS

- a) Reso #2013-14 – Approving an Acceptable Use Policy

Motion moved by Commissioner Weltman and seconded by Commissioner MacKinney to adopt Resolution #2013-14.

### Discussion

Executive Director Brightman explained that this was a recommendation of the Auditor at Woodbridge. The policy tightens up the computer usage policy.

Commissioner Weltman had some concerns and requested the resolution be tabled. Attorney Corrison will make the changes for April's meeting.

ROLL CALL TO TABLE: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

- b) Reso #2013-15 – Designate Auditor FYE 3/31/13

Motion moved by Commissioner Weltman and seconded by Commissioner MacKinney to adopt Resolution #2013-15.

### Discussion

Commissioner Weltman reminded the Executive Director that all notices are to be advertised in the Star Ledger as well as the Home News Tribune.

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

- c) Reso #2013-16 – Award Contract for the Cabinet Replacement at Highland Park

Motion moved by Commissioner Chen and seconded by Commissioner MacKinney to adopt Resolution #2013-16.

Discussion

Executive Director Brightman stated that the bids were reviewed by the A&E firm. She showed the Board the letter from LS Engineering as well as the bid specs and the winning bid.

Commissioner Weltman asked that the A&E letter be put in the packet in the future.

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

d) Reso #2013-17 – Elevator Upgrades at the HPHA Kronman Building

Motion moved by Commissioner MacKinney and seconded by Commissioner Weltman to adopt Resolution #2013-17.

Discussion

Executive Director Brightman stated that the A&E firm also reviewed this bid and made the recommendation for Current Elevator.

Commissioner Chen asked what this was about.

Executive Director Brightman explained that the elevators were not up-to-code and we recently spent \$18,000 to upgrade them. However, the drivers needed replacement and just to have a second opinion we had the elevator inspector from the Township of Woodbridge confirm that the replacement was needed.

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

e) Reso #2013-18 – Designate Laundry Service Provider

Motion moved by Commissioner Weltman and seconded by Commissioner MacKinney to adopt Resolution #2013-18.

Discussion

Commissioner Weltman asked why this didn't go out to bid.

Council Corrison stated that the contract doesn't exceed \$36,000.

Christina Smolder, at the WHA is a QPA and this is allowed.

A commissioner asked where the new source of funds would go.

Executive Director Brightman responded that this is not new as we always had laundry money.

Executive Director Brightman stated that the cost share is 50/50 and all machines will be extra-large to handle big loads. No cash will exchange hands as it is a smart card system. Residents in attendance expressed concern. Executive Director Brightman stated that everyone will receive instructions on how to use the smart card.

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

f) Reso #2013-19 – Adopting Monthly Bill List

Motion moved by Commissioner Weltman and seconded by Commissioner MacKinney to adopt Resolution #2013-19.

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

g) Reso #2013-20 – HPHA Resolution to Adopt the State Budget for FY 1/1/13 to 3/31/14 (including Capital Budget)

Motion moved by Commissioner Weltman and seconded by Commissioner Chen to adopt Resolution #2013-20.

### Discussion

Executive Director Brightman apologized for the last minute Reso but just received approval earlier in the day from the State.

ROLL CALL: Barnes Chen MacKinney Quaintance Reh Sedehi Weltman  
AYES: Chen MacKinney Reh Weltman  
NAYS: None  
Abstain: None  
Absent: Barnes Quaintance Sedehi

The Chair thereupon declared said motion approved.

## Reports

- Attorney Corrison reported on the squatter case in the family housing unit. He also spoke of the Ethics Policy, MOU with Parker House and the DCA report.
- Board members requested a detailed report from Jani and Kettly for the May BOC packet in addition to their job descriptions.
- Commissioner Weltman asked if it would be appropriate to reach out to the tenants in family housing. Regis Methven stated that he would try to get them involved.

## **ADJOURNMENT**

Motion by Commissioner Weltman and seconded by Commissioner MacKinney to adjourn at 7:50 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary