

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 May 14, 2014, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Commissioner Sedehi.

Kathy Blaha read a 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 December 17, 2013, 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 flag was saluted.

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

PRESENT

ABSENT

Commissioners:

Charlotte Quaintance, Commissioner
Diane Reh, Commissioner
Evelyn Sedehi, Chairwoman
Amanda Thomas, Commissioner
Burton Weltman, Commissioner

Mary Barnes, Commissioner
Morgan Chen, Commissioner

Council Liaison:

Susan Welkovits

Administration:

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

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Minutes

A motion to approve the minutes of the regular meeting held on April 9, 2014 was made by Commissioner Reh and seconded by Commissioner Weltman.

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

The Chair thereupon declared said motion approved.

Executive Director Brightman introduced Runi Sriwardena, Housing Manager and Gustavo Patino, Maintenance Manager to the Board of Commissioners and each told a little about themselves.

Public Comment

The resident of 2P asked about the kitchen backsplash project and when it was starting.

Executive Director Brightman stated very soon.

MP reminded Executive Director Brightman that they were going to be installed from the bottom floor up.

The resident also asked about medicine cabinets and new vanities.

Executive Director Brightman stated that this will not happen unless we receive the RAD award.

Karin Jackson, 3P, asked if you have to get a backsplash.

Executive Director Brightman responded that you do.

Pat Novitt, 4K, asked that the new Housing Manager inspect the building for cleanliness.

Executive Director Brightman said it will be done every Tuesday morning. She also reminded tenants to call if they see something that needs to be addressed.

Joanne Rogers, 1C, stated that it should be done randomly not every Tuesday.

Dee Donnelly, 1H, asked how many apartments will be inspected on June 12 with the HUD inspection.

Executive Director Brightman stated that we do not know as it is all random.

MP asked if the inspection will take place if you are not at home.

Executive Director Brightman stated that it will.

Joanne Rogers, 1C, asked if the tenants can put out things they no longer wanted on a table in the community room. They would be put out on a Friday and thrown away on Monday if no one claimed the items.

Executive Director Brightman said she did not see a problem if they wanted to do so.

Executive Director Brightman thanked Joanne Rogers for planting a lovely flower garden by the gazebo.

Communications:

- Dumpster Notice
- Compactor Notice – Commissioner Weltman asked how things were going. Executive Director Brightman responded that she had a meeting with the tenants and they agreed to follow the notice until the REAC Inspection is over. Then, all parties will put their heads together to come up with a more permanent solution.
- Runi's Notice
- Grant renewal for Jani's position – Commissioner Reh asked if this was additional funding. Executive Director Brightman responded that it's not as the funding is the same \$5,000 per year. The letter is worded in such a way that you would come to that conclusion.
- RAD email – Commissioner Weltman commented that there was movement in the process. Executive Director Brightman stated that she submitted the additional information requested.

Reports:

- Executive Director Brightman's report – no comments
- Attorney report – Counsel Corrison reported he processed two evictions for non-payment of rent.
- Accountant report – Commissioner Sedehi stated that Commissioners Weltman, Reh and Thomas were meeting with Bill Katchen on Friday to discuss staffing and payroll.
- Staff reports:
 - ✓ Finance report – Executive Director Brightman stated that contract costs were high due to the flooring at the family site, RAD application and the GPNA report.
- No comment on the other reports.

RESOLUTIONS

a) Reso #2014-21 – FYE13 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Thomas and seconded by Commissioner Reh to adopt Resolution #2014-21.

Discussion

Commissioner Weltman commented that the resolution should not say the BOC “certified” as it is acknowledging – not certifying.

Executive Director Brightman stated that the language would be changed.

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

The Chair thereupon declared said motion approved.

b) Reso #2014-22 – Authorizing a Salary Increase Effective 4/1/14 for all Employees

Motion moved by Commissioner Weltman and seconded by Commissioner Reh to adopt Resolution #2014-22.

Discussion

Chairman Sedehi asked if the names should be on the resolution.

Executive Director Brightman responded that the personnel policy covers who receives the increase.

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

The Chair thereupon declared said motion approved.

c) Reso #2014-23 – Adopting the Monthly Bill List

Motion moved by Commissioner Reh and seconded by Commissioner Thomas to adopt Resolution #2014-23.

Discussion

Chairman Sedehi noted that the bill lists were very clear in that the BOC knows exactly what is being paid.

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

The Chair thereupon declared said motion approved.

New Business – none

Second Public Comment

MP asked if the balconies were going to be power washed or just the building.

Executive Director Brightman responded that this will be for both the building and balconies.

Nancy Bernstein, 5R, stated that the fire alarm went off after midnight and woke people up and this was the fourth time. She asked why someone is cooking at 11:20 PM and that she couldn't get back to sleep.

Ms. Sriwardena stated that she will look into the matter.

Counsel Corrison stated that there is a stove part that shuts off the stove to prevent fires.

Ms. Bernstein asked what was done about the letter that was left on the Executive Director's door.

Executive Director Brightman stated that the person apologized and the matter is closed.

Ms. Bernstein, 5R, stated that the person should apologize to everyone.

ADJOURNMENT

Motion by Commissioner Weltman and seconded by Commissioner Thomas to adjourn at 7:05 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary