

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 6:42 PM on January 11, 2017, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman Reh.

Runi 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 December 19, 2016, 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:

Steve Chudnick, Commissioner  
Matthew Hersh, Commissioner  
Raysa Martinez, Commissioner  
Donald Monk, Commissioner  
Evelyn Sedehi, Commissioner  
Diane Reh, Chairwoman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Council Liaison:

Joshua Fine

Administration:

Donna Brightman, Executive Director  
Runi Sriwardena, Housing Manager  
Mike Yannuzzi, Maintenance Director (WHA)

Minutes:

A motion to approve the minutes of the regular meeting held on December 14, 2016 was made by Commissioner Sedehi and seconded by Commissioner Martinez.

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

The Chair thereupon declared said motion approved.

Public Comment:

Ellen Rosner, Apt. 1G, stated that a tenant that lives on her floor screams at the top of his lungs and yells curse words. She is angry and shock up for having to deal with this. She expressed her concern that he walks around the building and the neighborhood passing the school and she fears that something may happen. She would feel awful if something did happen and she did not say anything.

Commissioner Sedehi asked her if she spoke to management about this.

Ms. Rosner stated that she has not.

Chairman Chudnick stated that informing and talking to staff is the first step in the process.

Ms. Rosner asked if there was an advocacy group for tenants' rights as at times tenant issues conflict with managements. She asked what role does the Borough have in this.

Housing Manager Sriwardena stated that tenants have the resident council to bring up issues.

Ms. Rosner asked if tenants gave up their rights when they live in public housing.

Executive Director Brightman stated that both tenant and management rights are outlined in the lease.

Council Corrison stated to Ms. Rosner that she has a landlord/tenant relationship with the authority which ultimately could end up in court.

Executive Director Brightman stated that HUD is also her advocate in terms of fair housing.

Commissioners Hersh and Monk stated that tenant advocacy groups vary by state.

Commissioner Hersh informed Ms. Rosner that the Mayor is out of town and but he forwarded her e-mail to her.

Commissioner Hersh told Ms. Rosner that he would follow-up with her.

Ms. Rosner thanked the Board for their time.

Dee Donnelly, Apt. #1H, asked why do we have to wait until this man does something violent before something is done with him.

Housing Manager Sriwardena stated that she had no knowledge of the incident and that she would look into it and act accordingly.

Karin Jackson, Apt. #3P, stated that she hears him too.

Executive Director Brightman stated that she felt uncomfortable discussing this matter at a public meeting and encouraged the tenants with information to talk to Ms. Sriwardena.

Communications – none

Executive Director's Report/RAD

Chairman Chudnick noted that the Kronman roof was out to bid and that the FONSI had been published.

Commissioner Sedehi asked if there was WI-FI in the community room yet.

Housing Manager Sriwardena said it has been ordered and we will have it shortly.

Commissioner Sedehi asked if the WHA was going to lend Park Terrace money.

Executive Director Brightman stated that she was hopeful that this was going to be likely. However, just this evening she received a legal opinion from DeCotis that this was not possible.

Council Corrison stated that he would review the opinion.

Chairman Chudnick asked about the fire alarm line.

Ms. Sriwardena stated that it was malfunctioning and was repaired.

Commissioner Reh stated that she thought these phone lines were separate.

Housing Manager Sriwardena stated that they were but the wires were crossed causing it to malfunction.

Commissioner Reh asked about the roof replacement and if solar was a consideration.

Executive Director Brightman answered, yes, that solar was looked into; however, the A&E firm just issued a letter stating that they did not feel solar was cost effective.

Executive Director Brightman handed out the report from LS Engineering.

Commissioner Reh asked if we looked into the programs' offered by sustainable Highland Park.

Executive Director Brightman responded, no.

Commissioner Hersh stated that he would obtain the information as there is an emphasis on putting solar panels on government buildings.

Commissioner Monk stated that he was concerned about the timing of the bids and receiving the funding.

Council Corrison stated they are good for 60 days.

Attorney Report – none

Accountant Report

Bill Katchen, accountant, directed the Board's attention to the budget-to-actual report that was handed out.

Commissioner Monk noted that Executive Director Brightman's report said that the PILOT numbers were transposed.

Mr. Katchen said that as of 12/31/16 Highland Park was in good shape projecting a \$116,241 surplus. There were no cost overruns.

Commissioner Monk asked how we were earning interest.

Mr. Katchen responded from a CD.

Commissioner Monk stated that he was concerned how the Authority budget was going to be reflected with RAD.

Mr. Katchen stated that Ms. Lenz has these budgets and cash flows.

Commissioner Monk stated that he was concerned about getting large cash influx when we close with RAD.

Mr. Katchen stated that with tax credits money it is requisitioned as needed and there is no cash influx up front.

Mr. Katchen stated that the Authority will not see any funds until they receive the developer's fee.

### Staff Reports

Chairman Chudnick commented that the bulk trash non-pickup was just a mix-up.

Commissioner Sedehi asked if the tenants were working with the senior center in lieu of Kettly's departure.

Ms. Sriwardena responded that the tenants prefer to work with Kettly and that they have been informed of her departure and that maybe as the date gets closer they will gravitate more to the senior center.

Executive Director Brightman stated that she may have a plan and she would discuss it with Commissioner Sedehi after the meeting.

Executive Director Brightman wanted to go back to RAD and questioned whether or not money could be used among projects.

Executive Director Brightman, Council Corrison and Bill Katchen responded, yes.

Executive Director Brightman asked the Board if they wanted consultant Susan Lenz to apply for HOME Funds since we did not receive the FHLB award.

The Board responded in the affirmative.

Mr. Katchen noted that the County's open space program has housing funding as well.

### Committee Reports

Commissioner Monk stated that we already heard the RAD report.

Chairman Chudnick stated that he would be assembling committees and that Commissioner Reh agreed to Chair the buildings and grounds committee.

Executive Director Brightman asked Chairman Chudnick to give her the committee assignments. She also requested that Commissioner Hersh provide the Council information appointing the Liaison.

### RESOLUTIONS

Executive Director Brightman requested that the Board decide on the April meeting date.

The commissioners decided to move the April BOC date from April 12<sup>th</sup> to April 13<sup>th</sup> due to Passover and Resolution #2016-47 was amended to reflect this new date as provided by the resolution below:

**RESOLUTION #2017-6**

**ANNUAL NOTICE OF REGULAR MEETINGS FOR 2017 (AMENDED)**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Borough of Highland Park, New Jersey that the Regular Meetings of the Board during the period of January 1, 2017 through December 31, 2017 shall be held as follows:

Wednesday, Jan. 11, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, Feb. 8, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, March 8, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Thursday, April 13, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, May 10, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, June 14, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, July 12, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, Sept. 13, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, Oct. 11, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, Nov. 8, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ
Wednesday, Dec. 13, 2017	Samuel J. Kronman Bldg.	242 South Sixth Ave., Highland Park, NJ

Regular Meetings shall commence at 6:30 PM prevailing time within the Community Room of the aforesaid location. The Annual Reorganization Meeting for January 11, 2017, shall be held at 6:30 PM and followed immediately by the regularly scheduled meeting.

Agenda Sessions, Work Sessions, Special Meetings and Emergency Meetings of the Board will be scheduled at the call of the Chair at a date, time and place to be determined by the Chair.

This Annual Notice shall be posted at Borough Hall, the Administration office and on the website, and published in the Authority newsletter. The Home News Tribune and The Star Ledger newspapers will be provided with a copy of this Notice.

Motion to adopt Resolution #2017-6 moved by Commissioner Monk and seconded by Commissioner Reh and upon roll call, the vote was as follows:

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

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular Meeting of January 11, 2017.

*Donna F. Brightman*

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Donna F. Brightman, Secretary

a) Reso #2017-1 – Adopting Monthly Bill List for December 2016

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2017-1.

Discussion

Commissioner Sedehi questioned the two assist with maintenance duties checks.

Executive Director Brightman responded the checks are issued to a tenant that assists with snow removal.

Commissioner Sedehi asked if we educate tenants about water and electric savings.

Executive Director Brightman responded, no, we do not and said she would ask Bonnie Bonanno to engage speakers to educate the tenants on savings.

Commissioner Monk stated that he was concerned about Susan Lenz's charges. Executive Director Brightman stated that Ms. Lenz's fee was based on a fee per project not an hourly rate and the only extra costs were to do the FHLB applications which the BOC authorized.

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

The Chair thereupon declared said motion approved.

b) Reso #2017-2 – Award Contract for RAD Financing for Park Terrace to Community Loan Fund of NJ, Inc., D/B/A NJ Community Capital in an Amount Not to Exceed \$500,000

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2017-2.

Discussion

Executive Director Brightman stated that she was asking the BOC to approve two loan awards for Park Terrace, one to NJCC and the other to ASB. She explained that she was still negotiating for the best deal and that she did not want to ask the Board to reconvene to select a lender. She further stated that whichever lender was not chosen would be rescinded at the February meeting.

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

The Chair thereupon declared said motion approved.

c) Reso #2017-3 – Housing Authority of the Borough of Highland Park Budget Reso for FY 4/1/17 to 3/31/18

Discussion

Commissioner Monk noted that the budget years were incorrect and he introduced an amendment to change 4/1/16 to 3/31/17 to 4/1/17 to 3/31/18. Commissioner Sedehi seconded this motion.

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

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2017-3 as amended.

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

The Chair thereupon declared said motion approved.

Mr. Katchen stated that there are two budgets: the State budget and the HUD budget. This resolution represents the State budget which gets introduced by the Board then sent to the State for approval then back to the Board to adopt. He stated that this budget is projecting a deficit of \$12,181. This budget anticipates that HUD will fund the Authority at 85%. Rental income has decreased by \$6,000 from last year. HUD subsidy is down by \$30,000 due to utilities as rates have decreased considerably. Whether or not there is actually a deficit will depend on HUD funding percentage which we do not know right now.

Commissioner Monk asked again about how RAD impacts the budget.

Mr. Katchen stated that the budget will need to be amended once the Authority converts. He explained that PBV conversions start on January 1 and until then HUD funds the Authority.

Mr. Katchen went over the budget figures represented on form F-2.

d) Reso #2017-4 – Housing Authority of the Borough of Highland Park Operating Budget Reso Approving the Budget for FY beginning 4/1/17

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2017-4.

Discussion

Mr. Katchen stated that this is the HUD budget which just reflects the public housing program.



Mr. Katchen asked that the member in PERS provide there W2 or 1099 as soon as possible.

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

The Chair thereupon declared said motion approved.

e) Reso #2017-5 – Award Contract for RAD Financing for Park Terrace to Atlantic Stewardship Bank (ASB) in an Amount not to Exceed \$500,000

Motion moved by Commissioner Monk and seconded by Commissioner Reh to adopt Resolution #2017-5.

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

The Chair thereupon declared said motion approved.

### New Business

Ms. Sriwardena stated that we need an additional hearing officer.

Commissioner Sedehi stated that she would email Ms. Sriwardena a potential name.

### Second Public Comment

Karin Jackson, Apt. #3P, stated that she was glad Commissioner Sedehi suggested tenant education on energy conservation because she always sees the TV on in the community room as well as the air conditioner.

Regis Methven, Apt. #3R, agreed.

Ms. Donnelly asked if there was a schedule of meetings.

Ms. Sriwardena said it's posted on the bulletin board.

Tom Nolan, apt. 3H, asked who sets the work items for RAD.

Executive Director Brightman explained that the work assessment has to be done by a private entity.

## **ADJOURNMENT**

Motion by Commissioner Sedehi and seconded by Commissioner Monk to adjourn at 7:55 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary