

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 December 13, 2017, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairman Chudnick.

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 January 24, 2017, a copy of the notice of this meeting setting forth the date, time and location of this rescheduled 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, Chairman  
Raysa Martinez, Vice Chair  
Regis Methven, Commissioner  
William Rainwater, Commissioner  
Diane Reh, Commissioner  
Evelyn Sedehi, Commissioner

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

Administration:

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

ABSENT

Commissioners:

Donald Monk, Commissioner

Council Liaison:  
Matthew Hersh, Liaison (6:45 PM)

Minutes:

A motion to approve the minutes of the rescheduled meeting held on November 15, 2017 was made by Commissioner Reh and seconded by Commissioner Rainwater.

Discussion

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

The Chair thereupon declared said motion approved.

Public Comment I - None

Communications - None

Executive Director's Report:

Executive Director Brightman reported that the Authority received two Federal Home Loan Bank awards - \$412,790 for Park Terrace and \$722,378 for Kronman. We can now proceed to close on Park Terrace. Kronman may be affected by the proposed Tax Bill as it may eliminate the 4 percent tax credit program.

Attorney Report - nothing to report

Accountant Report - nothing to report

Staff Reports:

Commissioner Sedehi asked how the tenant meeting went.

Housing Director Sriwardena replied it went well but was not as well attended as past meetings due to the holidays.

Chairman Chudnick inquired about Kettly Gilles and asked if tenants were signing up to see her?

Housing Director Sriwardena stated that the sign-up system was working.

Executive Director Brightman stated that Woodbridge is happy to have Kettly's services as it is needed.

Chairman Chudnick asked about the recent snow storm and how clean-up went.

Commissioner Methven stated that Jeff Marder did a good job.

Executive Director Brightman stated that Jeff Marder could have used more help.

Commissioner Reh asked who plows the lots.

Executive Director Brightman responded that Woodbridge covers it under the shared services agreement.

Committee Reports:

Building/Grounds:

Commissioner Reh reported that she and Commissioner Methven met with Executive Director Brightman prior to the meeting to discuss the proposals received in response to the RFP for A/E Services for the vent system at Kronman.

Personnel Committee:

Commissioner Sedehi reported that she and Chairman Chudnick reviewed sick payout policies and have made a recommendation to be considered tonight, 30 days or \$10,000.

Resolutions

a) Reso #2017-52 – Annual Notice of Regular Meetings for 2018

Motion moved by Commissioner Reh and seconded by Commissioner Martinez to adopt Resolution #2017-52.

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

The Chair thereupon declared said motion approved.

b) Reso #2017-53 – Appointment of a Fund and Alternate Fund Commissioner for 2018

Motion moved by Commissioner Sedehi and seconded by Commissioner Methven to adopt Resolution #2017-53.

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

The Chair thereupon declared said motion approved.

c) Reso #2017-54 – Adopting the Monthly Bill List for November 2017

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2017-54.

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

The Chair thereupon declared said motion approved.

d) Reso #2017-55 – Designate as Needed Professional Architectural and Engineering Services to LS Engineering (1/1/18 to 12/31/18)

Motion moved by Commissioner Reh and seconded by Commissioner Sedehi to adopt Resolution #2017-55.

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

The Chair thereupon declared said motion approved.

e) Reso #2017-56 – Award Contract for the Tub Replacements at the Park Terrace Apts. to Aero Plumbing and Heating for \$104,650

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2017-56.

Discussion

Counsel Corrison stated that the A/E had recommended the higher bidder, VMF, because they believed that the lowest bidder Aero's proposal was flawed as they did not check off the box that stated they were aware that the specs had an addendum.

Counsel Corrison stated that he did not deem that to be a fatal flaw; therefore, the lowest bidder should prevail.

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

The Chair thereupon declared said motion approved.

f) Reso #2017-57 – Award Contract for A/E Services for the Exhaust Fan Modifications at Samuel J. Kronman Building to TJD Engineering Associates, Inc. for an Amount not to Exceed \$26,600.00

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2017-57.

Discussion

Executive Director Brightman stated that three proposals were received which were discussed with the committee. One proposal was for \$180,000. L.S. Engineering submitted for \$21,000 and TJD for \$26,600. She stated that although TJD is more money than L.S. Engineering both she and Maintenance Director Stecker felt that the contract should be awarded to TJD based on their experience with mechanical systems.

Commissioner Reh and Methven concurred with the recommendation. Commissioner Methven stated that he actually met them at the pre-bid meeting and felt confident with their ability.

Commissioner Martinez asked about their track record.

Executive Director Brightman stated that Woodbridge did have a favorable experience with TJD.

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

The Chair thereupon declared said motion approved.

- g) Reso #2017-58 – Resolution to Amend the Housing Authority of the Borough of Highland Park’s Personnel Policy

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2017-58.

Discussion

Commissioner Rainwater asked what the policy was prior.

Counsel Corrison said it referred to the State policy and had no amount.

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

The Chair thereupon declared said motion approved.

## New Business

Commissioner Sedehi stated that January was the reorg meeting and asked if any professional contracts were up.

## Second Public Comment

Karin Jackson, 3P, stated that she heard that the squirrels were discussed at the tenant meeting and was wondering if she was mentioned.

Executive Director Brightman responded that it was a general discussion and no names were mentioned.

Wanda Zelenski, 3J, stated that the animals were here first and we took their space over so the squirrels have no place to go. She went on to say that the bears should not be hunted but instead put in a zoo.

Estelle Arrants, 5M, asked if there was a squirrel threat.

Executive Director Brightman responded, no, just a discussion about tenants feeding them.

Estelle Arrants went on to say that they could carry rabies because they interact with raccoons.

Chairman Chudnick wished all a happy holiday.

## **ADJOURNMENT**

Motion by Commissioner Sedehi and seconded by Commissioner Rainwater to adjourn at 7:10 PM.

All commissioners present voted in favor.

---

Donna Brightman, Exec. Director/Secretary