

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 14, 2018, 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 December 20, 2017, 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
Raysa Martinez, Commissioner
William Rainwater, Commissioner
Diane Reh, Chairwoman
Evelyn Sedehi, Commissioner

Council Liaison:
Matthew Hersh

Administration:
Donna Brightman, Executive Director
Mike Yannuzzi, Maintenance Manager - WHA

ABSENT

Commissioners:

Regis Methven, Commissioner
Donald Monk, Commissioner

Authority General Counsel:
Terrence Corriston, Esq., Breslin & Breslin
(6:35 pm)

Administration:
Runi Sriwardena, Housing Director

Minutes:

A motion to approve the minutes of the regular meeting held on February 14, 2018 was made by Commissioner Reh and seconded by Commissioner Martinez and upon roll call the vote was as follows:

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

The Chair thereupon declared said motion approved.

Comments:

Commissioner Reh requested that the minutes be clarified on page 6 under New Business.

Housing Director Sriwardena mentioned that the waiting list for Kronman was brought up at the borough department head meeting. There was confusion as to why some applicants moved up quicker on the list than others. Runi explained the residency preference and point system to the group.

Commissioner Rainwater asked that on page five, the minutes be changed under Reso 2018-7 to reflect that Commissioner Monk asked for an explanation of how appointments to the HPAHC are made.

Public Comment I:

None

Communications:

Commissioner Chudnick reminded the BOC that the Administrative Plan was on the HPHA Web Site. The Executive Director reminded the BOC that they should be prepared to vote on its adoption at April's meeting.

Director's Report:

Executive Director gave an update on RAD

- Park Terrace should close in April. HUD is allowing us to use our reserves to fund the FHLB work until the funding is available. Once the funds come in, they will be put back into the reserve pot to use on the Kronman project.
- Kronman is on target to close on the tax credits in April. We did receive bids for the ventilation project and now have all of the final numbers to submit a budget to HMFA. Also, everyone is aware there is new leadership in Trenton and specifically at NJHMFA. HMFA is reviewing the 4% tax credit program and may make some changes. Susan Lenz is not sure at this time what if any effect it will have on the project.

- Commissioner Rainwater asked about the meeting with Conifer. Director Brightman stated that she just received their proposal this afternoon. They are asking \$1,000 per unit to perform the initial tax credit certifications which would amount to \$100,000 for the entire building. We only budgeted \$50,000 so we are looking at alternatives such as other companies or doing it ourselves with a final overseer certification.
- Director Brightman stated that the window contractor installed a demo at Park Terrace and she went to look at it earlier. The windows are really nice and the tenant also loved them.
- Commissioner Sedehi said that she also went along and was happy with the product and the installation.
- Commissioner Reh brought up the installation of the model window and sliding glass doors at Kronman. She stated that the frame on the sliding door is too high. Director Brightman stated that she did not approve the model and instructed the contractor to replicate the same specification we have now, which is 1½ inches not 2½ inches. He said he would comply if approved by the A/E.
- Commissioner Reh stated that she felt the window should have a full screen not a half screen. She noted that the screen in the demo was loose. Commissioner Reh stated that she was going to check the multi dwelling code to see what was required.

Attorney's Report:

Attorney Corrison stated that we are waiting on the court for a tenant lock out.

Account's Report:

Director Brightman stated that she handed out a budget to actual report from Bill Katchen through 12/31/2018 and that the close of the year is March 31.

Staff:

Commissioner Chudnick asked Housing Director Sriwardena if there were any issues during the recent snow storms. Runi responded that clearance was difficult but we made it through with no claims.

Commissioner Martinez noted that we were getting new recycling containers courtesy of the CDBG and sustainable HP.

Council Liaison Hersh noted that the CDGB was slated to be eliminated in the President's proposed budget.

Commissioner Chudnick commented on Kettly's report and the amount of residents she serves in just two days.

Housing Director Sriwardena stated that it was due to being more organized with appointments rather than allowing tenants to pop in at any time.

Committee Reports:

Tenant Relations: Commissioner Sedehi stated a tenant meeting was held earlier today. Smoking was discussed as well as the intercom system. It seems whenever FIOS comes, the intercom wires get crossed.

Housing Director Sriwardena is going to keep a log of providers coming in and out in an attempt to find the responsible party as we are paying for the repairs currently. She commented that Kettly has office visits confined to 30 minutes in the morning and then house visits in the afternoon.

Commissioner Sedehi went on to note that Bonnie's time in the Easter Seals program is nearing an end.

Housing Director Sriwardena made a pitch to the residents to keep the SK program going by volunteering their efforts.

Personnel: Commissioner Sedehi stated that the Personnel Committee is recommending the increase in resolution #2018-10 and noted that staff evaluations were completed.

Commissioner Sedehi inquired to the building and ground committee if they would address the two chipped planters in front of the building by perhaps removing them or getting them painted.

Commissioner Reh, building and grounds committee, stated that the committee met prior to the meeting to discuss the windows and door and the vent and bathroom modifications.

RESOLUTIONS

a) Reso #2018-9 – Designating Official Newspapers – 4/1/18 – 3/31/19

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2018-19.

Discussion

Commissioner Rainwater asked if we were adding the Star Ledger as the bids seemed to be advertised only in the Tribune.

Counsel Corrison stated that two newspapers were required to comply with OPRA but only one newspaper is required for placing bid announcements.

Commissioner Reh asked if the same was true for opening and closing the waiting lists.

Counsel Corrison stated that is different as usually it's done by a display ad. The process you follow should be noted in your Administrative Plan.

Executive Director Brightman stated that the Plan requires that we inform non-profits when we open and close the list as not everyone reads the local paper.

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

Abstain: None
Absent: Methven Monk

The Chair thereupon declared said motion approved.

- b) Reso #2018-10 – Authorizing an Annual Salary Increase of \$1,000 effective 4/1/18 to 3/31/19 for all Employees

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-10.

Discussion

Commissioner Rainwater asked when the last increase was.

Commissioner Sedehi responded last year.

Commissioner Rainwater asked how many employees will receive this.

Executive Director Brightman responded that it will be three.

Commissioner Rainwater asked if there was money in the budget allocated for this.

Executive Director Brightman replied, yes.

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

The Chair thereupon declared said motion approved.

- c) Reso # 2018-11 –Adopting the Monthly Bill List for February 2018

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2018-11.

Discussion

Commissioner Martinez inquired about the A/E bill.

Executive Director Brightman said it was for the bathroom modifications specifications.

Commissioner Sedehi inquired about 4232 O.S. Dunigan in the amount of \$1,252.00.

Housing Director Sriwardena and Maintenance Manager Yannuzzi responded that this was for several clean-outs.

Maintenance Manager Yannuzzi went on to say that our plumbing equipment cannot address this issue as the clogs were packed with grease. Speciality snakes were needed to get through the clogs.

Commissioner Sedehi asked if the unit causing the clog could be identified.

Maintenance Manager Yannuzzi responded, no.

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

The Chair thereupon declared said motion approved.

d) Reso # 2018-12 –Award Landscaping Contract to D’Onofrio & Son for 2018 Season.

Motion moved by Commissioner Rainwater and seconded by Commissioner Martinez to adopt Resolution #2018-12.

Discussion

Commissioner Sedehi noted that this was a two year contract.

Commissioner Chudnick asked if Commissioner Methven’s complaints about the company were being addressed.

Executive Director Brightman responded, yes, the company was informed of the issues we would like corrected.

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

The Chair thereupon declared said motion approved.

e) Reso #2018-13 – Award Flooring Contract to Aleman Carpet.

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-13.

Discussion

Board members noted the large gap in pricing between the bids.

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

The Chair thereupon declared said motion approved.

f) Reso # 2018-14 - Adopt State Budget

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2018-14.

Discussion:

Executive Director Brightman noted that the State approved our budget as submitted in January.

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

The Chair thereupon declared said motion approved.

g) Reso # 2018-15 – Reapproving Terms of Property Leasing & Management Agreement

Motion moved by Commissioner Reh and seconded by Commissioner Rainwater to adopt Resolution #2018-15.

Discussion

Executive Director Brightman stated that this agreement was approved prior but the contract has been updated. It will be put on the HPAHC agenda for approval at its next meeting.

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

The Chair thereupon declared said motion approved.

h) Reso # 2018-16 – Omnibus Resolution (RAD)

Motion moved by Commissioner Reh and seconded by Commissioner Martinez to adopt Resolution #2018-16.

Discussion

Executive Director Brightman stated that this just reiterates what actions we have taken to close the Park Terrace RAD.

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

The Chair thereupon declared said motion approved.

i) Reso # 2018-17 – Bathroom Vents

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-17.

Discussion

Commissioner Rainwater noted that the price in title was wrong and should read \$1,091,000.

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

The Chair thereupon declared said motion approved.

New Business – none

Public Comment II

Karin Jackson, 3P, asked if the window will have screens on both sides of the window. She thanked the staff for doing a good job in cleaning the snow and the parking lot.

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Reh to adjourn at 7:20 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary