

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 April 9, 2014, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Commissioner Reh.

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:

Morgan Chen, Commissioner
Charlotte Quaintance, Commissioner
Diane Reh, Commissioner
Amanda Thomas, Commissioner
Burton Weltman, Commissioner

Mary Barnes, Commissioner
Evelyn Sedehi, Chairwoman

Council Liaison:
Susan Welkovits

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

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

Minutes

A motion to approve the minutes of the regular meeting held on March 12, 2014 was made by Commissioner Weltman and seconded by Commissioner Chen.

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

The Chair thereupon declared said motion approved.

Public Comment

Juan Ratliff, 219 South 6th, asked what the policy is regarding dogs.

Kathy Blaha responded that one dog is permitted per household. They cannot exceed 40 lbs. and cannot be of specific breeds, i.e. pit bull, doberman, or other breeds that may be perceived as dangerous.

Mr. Ratliff stated that there are pit bulls in the compound and he doesn't want to be afraid to go outside or be stepping in dog dirt because no one picks it up. He then went on to express that he is sick of the noise at night and that you can only call the police so many times. He thinks that the Housing Authority should send a letter out with some bite. He went on to say that Diane Boyle wants complaints in writing.

Counsel Corrison stated that he was bringing up two separate issues. He advised regarding the unit numbers where the unauthorized pets are harbored and that the Housing Authority staff can knock on the door of those units, stating that a complaint has been received about their dog. However, complaints about disturbance of the peace will need to be substantiated and the best way for that is to have a police report. He advised that the date and time be relayed to the office whenever the police come to the complex.

Mr. Ratliff said that disclosing his name puts him in danger and that maintenance should walk the complex to stop the behavior.

Delores Van Lieu, 4H, thanked whoever cleaned up the gazebo as it was so pleasant to sit in.

Executive Director Brightman stated that Regis Methven cleaned it.

Communications

Commissioner Reh asked Executive Director Brightman to review the communication section of the packet as follows:

- A notice was sent to tenants about keeping the gazebo clean and litter free.
- A notice was sent to S.J. Kronman residents about having a Resident Council election and that to date no one has expressed any interest.

Nancy Bernstein said no one was interested except for her.

Commissioner Reh said there are two parts:

- There is a need for two residents to monitor the election.
- Petitions for office

Dolores Van Lieu volunteered to be an election monitor but not an officer.

- A notice to tenants about the upcoming REAC inspection and a self-inspection list.
- A letter to Commissioner Barnes stating that moving out of town would jeopardize her appointment to the Board.
 - Executive Director Brightman stated that she did not receive a resignation letter.
- A letter to the residents about Gus Patino's hire.
- Donuts and Discussion notice.
 - Executive Director Brightman stated that it was held this afternoon and was well attended. She introduced Gus, took work orders and Vinnie Sammartino explained how integrated pest management works.

Reports

Executive Director Brightman's report – Commissioners Reh and Weltman questioned why Bill Snyder was being put on the H.P. payroll.

Executive Director Brightman stated that this action was recommended by the accountant and that she would arrange for him to meet with the BOC/personnel committee to explain his rationale.

Staff Reports

Commissioner Weltman asked what re-run the wait list means.

Kathy Blaha stated that an annual update is required for all on the wait list – letters are sent out and must be returned and then the list is updated, excluding all who did not respond.

Executive Director Brightman mentioned that we did a Section 8 briefing session today to put more people on the Section 8 program.

Councilwoman Welkovits asked how we decide to put people on the list.

Counsel Corrison stated that it is from the waiting list and that we must balance the funding as to whether we put people on or cut back.

Commissioner Reh asked if you had to take the voucher when offered.

Kathy Blaha stated that you do.

Committee Reports

Commissioner Reh asked Commissioner Thomas to report. Commissioners' Reh and Thomas reviewed the two proposals that were submitted, weighing their responses to the criteria set forth in the R.F.P. It was determined that Hymanson, Parnes and Giampolo were the most qualified as well as the lowest price.

Commissioner Reh asked Commissioner Quaintance to report on the Personnel Committee. Commissioner Quaintance reported that she, Commissioners Reh and Sedehi met with the Executive Director to meet the Executive Director's choice of applicants for the maintenance manager position. Gus Patino was introduced and asked questions by the committee. Mr. Patino was a good choice for the position.

RESOLUTIONS

a) Reso #2014-13 – Adopting Monthly Bill List

Motion moved by Commissioner Chen and seconded by Commissioner Weltman to adopt Resolution #2014-13.

Discussion

Commissioner Weltman asked if there was anything unusual.

Executive Director Brightman replied that there was not.

Commissioner Reh asked about the \$1.99 water cooler rental.

Executive Director Brightman stated that this is a nominal fee as we buy the water bottles.

Commissioner Reh noted the positive comments about the handrails.

Commissioner Thomas asked what PNA stood for.

Executive Director Brightman responded that it is Physical Needs Assessment – a HUD requirement.

Executive Director Brightman asked the BOC if they would consider allowing small business to be added to the list of bills to be paid prior to the BOC meeting.

Commissioner Weltman asked why this was being requested.

Executive Director Brightman stated that purchasing agent, Christina Smolder, wants to use local business in Highland Park to purchase items but they want to be paid at purchase and not wait 30-45 days for payment as they have to pay upon purchase to their suppliers.

All commissioners felt positive about supporting local business; however, Commissioner Weltman felt strongly that there should be a limit to the amount that could be released without approval. He felt that \$250.00 was fair. Commissioner Chen disagreed and felt that setting a limit defeated the purpose.

A motion was made by Commissioner Weltman and seconded by Commissioner Thomas to approve paying up to \$250 to small business without waiting for the BOC meeting. Commissioner Chen abstained from the vote.

Counsel Corrison stated that purchases have already been made when the bill list is submitted for approval.

Resolution #2014-20

Authorizing the Executive Director to Release Payment to Small Businesses Prior to BOC Approval in Amounts not to Exceed \$250.00

WHEREAS, the Board of Commissioners of the Borough of Highland Park is desirous of supporting small business; and

WHEREAS, small businesses are reluctant to engage in transactions with the Authority as payment for services and supplies can take up to 45 days; and

WHEREAS, in order to allow small businesses to more freely participate in the purchasing process, the Board of Commissioners has agreed to release payment to said vendors prior to the bill list approval; and

WHEREAS, said payment shall not exceed \$250.00.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to release payments to small businesses prior to bill list approval in an amount not to exceed \$250.00 per vendor.

Motion to adopt Resolution #2014-20 moved by Commissioner Weltman and seconded by Commissioner Thomas and upon roll call, the vote was as follows:

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

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 April 9, 2014.

Donna F. Brightman, Secretary

Approved as to legal form:

Terrence Corrison, Esq.

Roll Call regarding the bill list – Reso #2014-13:

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

The Chair thereupon declared said motion approved.

b) Reso #2014-14 – Flooring Contractor

Motion moved by Commissioner Chen and seconded by Commissioner Weltman to adopt Resolution #2014-14.

Discussion

Commissioner Weltman asked what kind of bid this was.

Counsel Corrison stated that it is a sealed bid whereby you select the lowest responsible bid.

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

The Chair thereupon declared said motion approved.

c) Reso #2014-15 – Authorizing the Submission of the HPHA’s Capital Fund Program Formula Grants Amendment

Motion moved by Commissioner Weltman and seconded by Commissioner Chen to adopt Resolution #2014-15.

Discussion

Commissioner Weltman said to change the fourth paragraph to HP not WHA.

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

The Chair thereupon declared said motion approved.

d) Reso #2014-16 – Adopt Changes to Employee Pay Periods and Withhold One Week (5 Days) Pay for all Employees

Motion moved by Commissioner Weltman and seconded by Commissioner Quaintance to adopt Resolution #2014-16.

Discussion

Executive Director Brightman explained that currently Highland Park employees are paid to date and that she feels it's in the Authority's best interest to withhold one week's pay as it would help to ensure that an employee was not overpaid in the event of a termination or not having enough sick or vacation days.

Commissioner Weltman asked if there was another way to accomplish this, i.e., changing pay dates.

Executive Director Brightman responded not that she was aware of.

Commissioner Thomas stated that it was paying in arrears as opposed to withholding.

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

The Chair thereupon declared said motion approved.

e) Reso #2014-17 – Revision of Flat Rents

Motion moved by Commissioner Chen and seconded by Commissioner Thomas to adopt Resolution #2014-17.

Discussion

Executive Director Brightman explained that this was a HUD regulation change from establishing flat rents based on the market to a percentage of the FMR.

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

The Chair thereupon declared said motion approved.

f) Reso #2014-18 – Adopt State Budget

Motion moved by Commissioner Weltman and seconded by Commissioner Chen to adopt Resolution #2014-18.

Discussion

Commissioner Reh stated that the State has approved our budget with no changes.

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

Abstain: None
Absent: Barnes Sedehi

The Chair thereupon declared said motion approved.

g) Reso #2014-19 – Award Auditing Services

Motion moved by Commissioner Chen and seconded by Commissioner Thomas to adopt Resolution #2014-19.

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

The Chair thereupon declared said motion approved.

Second Public Comment

Nancy Bernstein, 5R, stated that the Hamilton School is vacant and is there any way to make it into a senior building.

Councilwoman Welkovits stated that it is privately owned and doesn't belong to the Housing Authority or the Borough.

Nancy Bernstein asked if there is any way this building can be made into a senior only building.

Executive Director Brightman and Counsel Corrison explained that the Fair Housing Act requires that the elderly and disabled be housed equally and since this is the only site we have there are no other resources to accommodate the younger disabled population; therefore, HUD would not approve an elderly only designation.

Juan Ratliff stated that the Borough has not done a good job with cleaning up the leaves or with snow removal and that the private contractor did a better job.

Dolores Van Lieu asked if we ever found out who took the afghans.

Executive Director Brightman stated that we did not.

Karin Jackson stated that she is making a new one.

ADJOURNMENT

Motion by Commissioner Weltman and seconded by Commissioner Thomas to adjourn at 7:35 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary

