

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 11, 2013, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman 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 February 27, 2013, a copy of this regular meeting setting forth the date, time and location of this 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

Commissioners:

Mary Barnes, Commissioner
Morgan Chen, Commissioner
Charlotte Quaintance, Commissioner
Diane Reh, Commissioner
Evelyn Sedehi, Chairwoman
Amanda Thomas, Commissioner
Burton Weltman, Commissioner

Council Liaison:

Susan Welkovits

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin
(6:45 PM)

Administration:

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

Minutes

A motion to approve the minutes of the meeting held on November 13, 2013 was made by Commissioner Barnes and seconded by Commissioner Reh.

Executive Director Brightman handed out a new page two that had a typo on it.

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

The Chair thereupon declared said motion approved.

Public Comment - none

Comments

Executive Director Brightman stated that she may have interfered with tonight's meeting by having Donuts and Discussions earlier in the afternoon.

Commissioner Weltman asked what Donuts and Discussions was.

Executive Director Brightman explained that about 3 or 4 times a year she goes to each building and has coffee and donuts with the tenants and they can feel free to talk about what's on their minds.

Commissioner Weltman asked what topics came up.

Executive Director Brightman replied the laundry rooms not being clean. She stated that she went to every floor and the rooms were clean but the floor is old making it appear dirty.

A tenant suggested that the first floor have railings on both sides of the wall as this floor has the handicapped units and also that the exit door at the end of the hall was being left open. Tenants said they liked the new kitchen floor and were looking forward to the backsplashes. They asked about RAD and stated that they wanted new medicine cabinets and also that the yellow lines need to be salted better in the parking lot.

Communications

Commissioner Sedehi asked Executive Director Brightman to explain PHAS reports.

Executive Director Brightman stated the PHA's score was 94 in 2012 and 96 for 2013 and that she believes the score increased due to tenant accounts in the management score. She explained that there was not a physical inspection this year but the other areas are updated and rated by HUD annually.

Chairwoman Sedehi noted the \$63,043.88 insurance check.

Chairwoman Sedehi thanked the Executive Director for including the Section 8 Inspection Form.

Commissioner Reh asked if all these items were part of the building code.

Executive Director Brightman answered, yes, but there were also other items included as well.

Chairwoman Sedehi asked if tenants had Holiday lights up.

Kathy Blaha replied yes, on the balconies.

Reports

Executive Director Brightman's Report:

Commissioner Reh asked if the fire violations were abated.

Executive Director Brightman responded that they were.

Commissioner Weltman asked if there was a RAD update.

Executive Director Brightman said that there is no word yet.

Comments:

Commissioner Weltman asked about the Habitat grant.

Executive Director Brightman deferred this to Councilwoman Welkovits.

Councilwoman Welkovits explained that the Township had a piece of land that they were in the process of deeding to Habitat.

Executive Director Brightman said that she and the Director of Greater Plainfield Habitat wrote a grant and received \$133,919 from the State of NJ, DCA, to construct a home.

Public Housing Report:

Executive Director Brightman handed out the current report as the previous month's was in the packet.

Commissioner Reh asked what the tenant listing was about.

Executive Director Brightman explained that it showed the month's activity, i.e., who moved, who left, etc.

Tenant Services Report:

Councilwoman Welkovits commented on the assistance given with open enrollment for Medicare. She further commented that Congressman Pallone had come to assist residents with Affordable Health Care enrollment.

RESOLUTIONS

- a) Reso #2013-55 – Appointment of a Fund and Alternate Fund Commissioner

Motion moved by Commissioner Weltman and seconded by Commissioner Barnes to adopt Resolution #2013-55.

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

The Chair thereupon declared said motion approved.

- b) Reso #2013-56 – Adopting Monthly Bill List

Motion moved by Commissioner Reh and seconded by Commissioner Weltman to adopt Resolution #2013-56.

Discussion

Chairwoman Sedehi asked about the payment to HAPPY software.

Executive Director Brightman stated that this is an annual license fee.

Commissioner Chen asked about the payment of oil for the generators.

Executive Director Brightman responded it was an emergency but Rich was instructed to go through purchasing next time.

Chairwoman Sedehi asked about all the phone bills and could we please prepare an explanation for the next meeting.

Commissioner Weltman asked if there was anything unusual on the list.

Executive Director Brightman responded that there was not.

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

The Chair thereupon declared said motion approved.

- c) Reso #2013-57 – Annual Notice of Regular Meetings for 2014

Motion moved by Commissioner Barnes and seconded by Commissioner Thomas to adopt Resolution #2013-57.

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

The Chair thereupon declared said motion approved.

At this time Counsel Corrison reported that there were two court evictions, one of which was in breach and a lock-out was ordered.

Executive Director Brightman stated that the lock-out would not occur until after the Holiday's.

Second Public Comment

Dolores Van Lieu stated that the tenants started a Bingo and a game night and they were enjoying themselves.

Regis Methven stated that the council was waiting for their charity registration.

Chairwoman Sedehi asked about the Parker House enrollment.

Executive Director Brightman said she would check.

Regis Methven mentioned that FIOS was coming to Highland Park.

New Business

Executive Director Brightman stated that the RFP for the Fee Accountant is due on January 9.

Chairwoman Sedehi formed a review committee to rate the RFP's. The committee consists of Commissioners Reh and Thomas.

Commissioner Weltman asked if we have to do this every year.

Counsel Corrison replied that if you pass a resolution stating that professional services contracts will be multi-year, you could extend the term, but we do not have an approved resolution to that effect.

Executive Director Brightman handed out the snow policy to the commissioners.

Councilwoman Welkovits said there are some dates of interest coming up:

12/21 – National Homeless Day

12/26 – Kwanza Celebration

1/20 – Martin Luther King, Jr. Day

ADJOURNMENT

Motion by Commissioner Weltman and seconded by Commissioner Barnes to adjourn at 7:22 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary