

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 February 11, 2015, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman Reh.

Housing Director 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 January 14, 2015, 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.

Upon roll call, those present and absent were as follows:

PRESENT

ABSENT

Commissioners:

Commissioners:

Steve Chudnick, Commissioner  
Charlotte Quaintance, Commissioner  
Diane Reh, Chairwoman  
Evelyn Sedehi, Commissioner  
Amanda Thomas, Vice Chair  
Burton Weltman, Commissioner (6:35 PM)

Morgan Chen, Commissioner

Council Liaison:

Joshua Fine (6:36 PM)

Administration:

Donna Brightman, Executive Director  
Kathy Blaha, Housing Director-WHA  
Runi Sriwardena, Housing Director-HP  
Mike Yannuzzi, Maintenance Manager-WHA

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Minutes:

A motion to approve the minutes of the reorganization meeting held on January 14, 2015 was made by Commissioner Sedehi and seconded by Commissioner Thomas.

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

The Chair thereupon declared said motion approved.

A motion to approve the minutes of the regular meeting held on January 14, 2015 was made by Commissioner Sedehi and seconded by Commissioner Chudnick.

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

The Chair thereupon declared said motion approved.

Public Comment:

Regis Methven, 3R, stated that the DPW cannot seem to place the garbage dumpsters back into the pad after emptying them.

Nancy Bernstein, 5R, stated that All Risk is fantastic and they have made a big difference in one month since the flood. She also stated that the DPW did not plow the parking lot very well.

Mr. Methven also added that they dropped excessive salt.

Joshua Fine said he would look into the matters.

M.P. stated that the water break was overwhelming. She then stated that when Woodbridge came to Highland Park there was talk about how much staff would be here but now feels relaxed that they have staff to handle everything. She mentioned that things could not be in better shape and that Gus Patino and Runi Sriwardena are also good.

Commissioner Weltman commented that Woodbridge's contract is on the agenda tonight and that the Board agrees with M.P.

M.P. stated that All Risk is great but other contractor's should clean up better. She would like to give them dust pans and brooms.

Juan Ratliff, #219, stated that when the DPW empties the dumpsters they do not empty all the garbage/recycling and that they leave some in the bottom.

Chairwoman Reh commented that garbage freezes so maybe that is the issue.

Maggie Ferber, 5T, felt that the floors should be mopped more often as people have COPD and dust can be bad for them. There is even dust powder on the door clips. We should not have to call Runi Sriwardena to get this done, it should be done regularly. The laundry room is dirty on the fifth floor.

Ms. Sriwardena stated that the laundry room was cleaned as soon as it was brought to our attention. There was a problem with a machine.

Commissioner Chudnick asked if there is a regular cleaning schedule.

Ms. Sriwardena stated yes, but it's a very irregular time with snow, All Risk, apartment turnovers and contractors. It's a herculean task.

Ms. Ferber, 5T, stated that this was last year too.

Chairwoman Reh stated that Ms. Sriwardena is correct as this is a trying time.

Commissioner Weltman stated that we should reassess the cleaning schedule after all the construction is completed.

#### Communications:

Chairwoman Reh pointed out a new listing of BOC numbers and committees and also noted the Borough Clerks letter and pointed out that information can be obtained at [highlandparkplanet.com](http://highlandparkplanet.com).

#### Reports:

Attorney's report – none

Accountant's report – none

Operating report – Commissioner Chudnick asked about the replacement of equipment.

Commissioner Weltman questioned the PILOT and the \$170,668 excess.

Executive Director Brightman's report - Commissioner Weltman asked why there were no banking RFP's.

Executive Director Brightman stated that Counsel Corrison suggested that we go back out for RFP's.

Commissioner Weltman then asked about call notifier.

Executive Director Brightman stated that we are in the process of obtaining tenant information.

Housing Manager Sriwardena's report – Commissioner Chudnick asked if the fire strobe equipment was replaced.

Ms. Sriwardena stated that it is in progress.

Commissioner Weltman asked who removes the sidewalk snow.

Ms. Sriwardena stated that the staff does it.

Jani's report – Chairwoman Reh stated that she did not know that Jani spoke Chinese.

Ms. Sriwardena stated that we used goggle translator.

Commissioner Sedehi asked how long would Kettly be at Highland Park.

Executive Director Brightman stated that the contract is for three years.

Committee reports - none

## RESOLUTIONS

a) Reso #2015-9 – Revision of Personnel Policy

Motion moved by Commissioner Sedehi and seconded by Commissioner Thomas to adopt Resolution #2015-9.

### Discussion

Commissioner Weltman asked if this was standard language.

Executive Director Brightman stated it was provided by and approved by our Labor Attorney.

Commissioner Sedehi asked if JIF sees the personnel policy.

Executive Director Brightman responded that they do.

Commissioner Chudnick asked who is an essential employee.

Executive Director Brightman responded that it is usually maintenance staff.

Executive Director Brightman then stated that next month the medical marijuana policy will be on the agenda.

Commissioner Weltman asked for an explanation.

Counsel Corrison explained that if an existing tenant is issued a medical marijuana credential they would not be evicted from public housing provided they did not smoke it per the no smoking policy. He directed the BOC to the website to review the policy.

ROLL CALL: Chen Chudnick Quaintance Reh Sedehi Thomas Weltman

AYES: Chudnick Quaintance Reh Sedehi Thomas Weltman

NAYS: None

Abstain: None

Absent: Chen

The Chair thereupon declared said motion approved.

b) Reso #2015-10 – Intergovernmental Services Agreement

Motion moved by Commissioner Sedehi and seconded by Commissioner Weltman to adopt Resolution #2015-10.

Discussion

Commissioner Sedehi thanked Woodbridge for their excellent staff and expressed appreciation for all their efforts.

Commissioner Weltman asked that a line be added stating the existing contract ending 3/31 will terminate without penalty.

Chairwoman Reh asked what the hours of operation are.

Housing Manager Sriwardena responded 8:30 to 4:30; however, Lauren Adams works 8 to 4.

Commissioner Weltman asked if there were any changes to the contract.

Executive Director Brightman responded that it increased by \$5,000.

Commissioner Chudnick asked if that was monthly or yearly.

Executive Director Brightman responded that it was yearly.

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

The Chair thereupon declared said motion approved.

c) Reso #2015-11 – Adopting Monthly Bill List

Motion moved by Commissioner Sedehi and seconded by Commissioner Thomas to adopt Resolution #2015-11.

Discussion:

Chairwoman Reh commented that the plumbing bills were high.

Executive Director Brightman responded that we have a lot of plumbing issues that were beyond the staff's capabilities.

Commissioner Chudnick asked if there were any insurance claims.

Executive Director Brightman responded that there were elevator payments.

Commissioner Chudnick asked how the new snow blower was working.

Maintenance Manager Yannuzzi responded, great.

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

The Chair thereupon declared said motion approved.

d) Reso #2015-12 – Proclamation Resolution

Motion moved by Commissioner Sedehi and seconded by Commissioner Chudnick to adopt Resolution #2015-12.

#### Discussion

Commissioner Weltman commented that small towns pull together.

Chairwoman Reh asked that the proclamation be distributed.

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

The Chair thereupon declared said motion approved.

New Business - none

#### Second Public Comment

M.P. stated that Jeff Marder was vacuuming and the vacuum was not picking up the debris. She also stated that new people moving in need to be instructed on how to operate the washing machines.

### **ADJOURNMENT**

Motion by Commissioner Weltman and seconded by Commissioner Sedehi to adjourn at 7:18PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary