

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 May 22, 2013, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman Sedehi and the Notice of Compliance with the Open Public Meetings Act P.L. 1975, C.231 was read by Kathy Blaha.

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

PRESENT

ABSENT

Commissioners:

Commissioners:

Mary Barnes, Commissioner  
Robert MacKinney, Commissioner  
Diane Reh, Commissioner  
Evelyn Sedehi, Chairwoman  
Burton Weltman, Commissioner

Morgan Chen, Commissioner  
Charlotte Quaintance, Commissioner

Council Liaison:

Susan Welkovits (6:45 PM)

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

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

Public Comment

Nancy Bernstein, 5R, thanked administration for the new washers and dryers. However, someone used too much detergent and it took 5 days for them to fix the washer.

MP wanted to know if they were getting new sinks and faucets along with the cabinets.

Executive Director Brightman responded that they were.

MP was also worried that the dust from taking out the cabinets would go through the vents and then they could be blocked.

Executive Director Brightman stated that she would notify contractors to cover the vents.

Karen Jackson, 3P, thanked the administration for the washers and dryers.

Juan Ratliff, 219, in the family unit stated that the staff was rude to tenants and treat the people like stepchildren. He stated that family unit tenants are not included in the senior building activities and they didn't have a Resident Council. Now that it's summer people will be playing loud music and there should be a time set for them to stop. When tenants have guests they need to tell them to respect the tenants, as they park their cars in the lot. Children play in the parking lots with their bikes and might get hurt. They also throw rocks.

Commissioner Reh responded that Title 39 allows the police to ticket cars parked in the lot if we authorize them and we should look into it.

Commissioner Weltman asked about their Resident Council.

Kathy Blaha said there was no interest.

Regis Methven, Resident Council President of the S.J. Kronman building volunteered to help Mr. Ratliff organize tenants.

Commissioner Reh also stated that there was a Town ordinance regarding noise after 10PM.

A motion to approve the minutes of the meeting held on April 10, 2013 was made by Commissioner Barnes and seconded by Commissioner MacKinney.

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

The Chair thereupon declared said motion approved.

#### COMMENTS ON COMMUNICATIONS

Chairwoman Sedehi directed the commissioners' attention to the unsigned complaint letter and stated that unsigned letters will not be considered by the commissioners. She further commented on the insurance settlement from the flood last August.

#### REPORTS

Executive Director Brightman stated that the Section 8 vouchers lease up was now down to 135 and we still need to go lower due to funding cuts.

## RESOLUTIONS

### a) Reso #2013-28 – FYE13 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Reh and seconded by Commissioner Barnes to adopt Resolution #2013-28.

#### Discussion

Commissioner Weltman questioned why the Board needed to certify the Executive Director's certification of SEMAP.

Council Corrison replied that it was required by HUD and the Board had to acknowledge that the Executive Director certified this within the required time limit.

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

The Chair thereupon declared said motion approved.

### b) Reso #2013-29 – Designate an Enterprise Income Verification Administrator

Motion moved by Commissioner MacKinney and seconded by Commissioner Weltman to adopt Resolution #2013-29.

#### Discussion

Commissioner Weltman stated that the word appoint should be changed to approve.

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

The Chair thereupon declared said motion approved.

### c) Reso #2013-30 – Award a Contract for Energy Audit Services

Motion moved by Commissioner MacKinney and seconded by Commissioner Reh to adopt Resolution #2013-30.

#### Discussion

Commissioner Weltman stated that he, Morgan Chen and Mary Barnes reviewed all four submissions with Larry Stecker and unanimously recommend Keres.

Mr. Stecker stated that the company will fly representatives to our location to obtain the necessary data to complete the audit. He further went on to say that he believed they were so much cheaper than the other firms because they were specifically set up to do these audits.

Commissioner Weltman stated that it was a good thing we advertised and they saw the RFP; otherwise, we would be spending twice the amount.

Executive Director Brightman stated this audit was a HUD requirement.

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

The Chair thereupon declared said motion approved.

d) Reso #2013-31 – Adopting Monthly Bill List

Motion moved by Commissioner Weltman and seconded by Commissioner Barnes to adopt Resolution #2013-31.

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

The Chair thereupon declared said motion approved.

e) Reso #2013-32 – Write-off Uncollectable Rent Balances

Motion moved by Commissioner Barnes and seconded by Commissioner MacKinney to adopt Resolution #2013-32.

### Discussion

Executive Director Brightman explained that these write-offs were for a two year period as they were not done last year.

Chairwoman Sedehi asked if this was required.

Executive Director Brightman responded, yes, otherwise it could negatively affect the audit.

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

The Chair thereupon declared said motion approved.

f) Reso #2013-33 – Approval of Table of Organization (RESO PULLED)

Motion moved by Commissioner Weltman and seconded by Commissioner MacKinney to adopt Resolution #2013-33.

Discussion

Commissioner Weltman said he did not want to approve the T/O because it did not reflect how the organization was being managed at this time.

Commissioner Weltman and Commissioner MacKinney withdrew their motions and the Resolution was withdrawn by the Executive Director.

g) Reso #2013-33 – Adopting the Job Description of Executive Director of the HPHA

Motion moved by Commissioner MacKinney and seconded by Commissioner Barnes to adopt Resolution #2013-33.

Discussion

Commissioner Weltman requested that the wording full time and contract be removed from the heading.

At this time, Council Liaison Welkovits asked if the Borough would be notified before new public housing is built as this was mentioned in the job description.

Executive Director Brightman responded that it is just listed as part of the job description and would not necessarily apply.

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

The Chair thereupon declared said motion approved.

h) Reso #2013-34 – Adopting the Job Descriptions of HPHA Employees

Motion moved by Commissioner Reh and seconded by Commissioner Barnes to adopt Resolution #2013-34.

Discussion

Commissioner Weltman asked how the job descriptions were written.

Executive Director Brightman responded that they were modeled after the Woodbridge Housing Authority's job description.

Commissioner Weltman had a concern about the physical requirements and why some tasks were necessary and whether or not it would lead to a legal problem.

Counsel Corrison ruled to the contrary as it would prevent issues from arising as the tasks are specified.

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

The Chair thereupon declared said motion approved.

i) Reso #2013-35 – Approve a Four Day Work Week for July & August

Motion moved by Commissioner Reh and seconded by Commissioner Barnes to adopt Resolution #2013-35.

#### Discussion

Commissioner Weltman asked that “but keeping it open on Monday – Thursday from 8 to 5:30 in the last sentence of the Now, Therefore, be added.

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

The Chair thereupon declared said motion approved.

j) Reso #2013-37 – Collection Agency (RESO PULLED)

Motion moved by Commissioner Reh and seconded by Commissioner MacKinney to adopt Resolution #2013-37.

#### Discussion

Commissioner Weltman asked about the specifics of the contract.

Executive Director Brightman was not sure if the time frame was 30 or 90 days before the 50/50 share began.

Commissioner Reh and Commissioner MacKinney withdrew the motion. Executive Director Brightman withdrew the resolution.

Executive Director Brightman asked the commissioners to please contact her prior to the meeting so that she can have the answers as they need to make informed decisions.

#### Reports

Attorney Report – none

Accountant Report – none

Committee Reports:

Chairman Sedehi stated that the by-laws were under review.

Commissioner Reh asked if we had a mission statement.

Executive Director Brightman replied, yes, a very simple one.

Old Business - none

New Business - none

Second Public Comment

Chairman Sedehi thanked Commissioner MacKinney for his many years of service as it was his last meeting.

Executive Director Brightman thanked Commissioner MacKinney for always being available for check signings.

Rich Sweeney thanked Commissioner MacKinney for all of his dedication.

Lauren Adams thanked Commissioner MacKinney for always coming when she called.

Juan Ratcliff stated the cameras are not working and should be fixed.

Maggie Ferber, 5L, concurred with Mr. Ratcliff that children do ride their bikes in the parking lot.

## **ADJOURNMENT**

Motion by Commissioner MacKinney and seconded by Commissioner Barnes to adjourn at 7:50 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary