

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 10, 2017, 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 19, 2016, 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, Chairman
Raysa Martinez, Commissioner
Regis Methven, Commissioner
Donald Monk, Commissioner (6:33 PM)
William Rainwater, Commissioner
Diane Reh, Commissioner
Evelyn Sedehi, Commissioner

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin
(6:35 PM)

Council Liaison:

Matthew Hersh, Liaison

Administration:

Donna Brightman, Executive Director
Runi Sriwardena, Housing Manager
Mike Yannuzzi, Maintenance Director (WHA)

Commissioner Regis Methven was welcomed by Chairman Chudnick and sworn in as the first Resident Commissioner.

Chairman Chudnick and the other members congratulated him on his appointment.

Minutes:

A motion to approve the minutes of the regular meeting held on April 13, 2017 was made by Commissioner Martinez and seconded by Commissioner Sedehi.

Discussion – changes on April minutes:

Commissioner Sedehi noted that there was a correction on page 6, under new business, as it was Diane Reh that mentioned the shredding truck and it's in May not April.

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

The Chair thereupon declared said motion approved.

Public Comment I

Executive Director Brightman informed the Board that she received news today that former board member, Al Garlatti, passed away.

Juan Ratliff, 219 South Sixth Ave., stated that Park Terrace needed new “no trespassing” signs as they are faded and people are loitering and the no loitering needs to be enforced.

Counsel Corrison asked if the loitering occurred at any specific time of the day.

Mr. Ratliff replied that it's all times of day and it's kids that don't live here and they are swinging from the clothes lines and porches. They should be supervised by their parents.

Housing Manager Sriwardena stated that she sent letters to the parents.

Donna Haring, Apt. 6H, stated that people should display common courtesy when someone is being attended to by the police or first aid in the lobby area and they should go along their way and give them privacy and show some respect.

Counsel Corrison stated that this type of behavior is best handled by word of mouth rather than handling it as a lease violation.

Ms. Haring said, yes, lead by example.

Counsel Corrison suggested that Ms. Sriwardena address the topic in the newsletter.

Communications - none

Executive Director's Report

Chairman Chudnick noted that we now have a tenant commissioner.

Chairman Chudnick acknowledged that Kettly's employment has been extended to Nov. 30, 2017.

Executive Director Brightman gave a RAD update. She stated that both projects have been moved into closing status and assigned a closing manager. She informed the Board that Park Terrace did not receive HOME funding. She then thanked Councilman Hersh for arranging a phone call with the County HOME representatives to speak about the importance of preserving units in addition to creating new housing units.

Councilman Hersh stated that he will continue to keep the pressure on the County.

Commissioner Rainwater stated that the time to do that would be when they create their HOME plan so that they give some weight to preserving units as opposed to creating new units.

Counsel Corrison stated they serve more people when new units are created.

Executive Director Brightman informed the Board that she commissioned Susan Lenz to resubmit the Federal Home Loan Bank grant requests. Atlantic Stewardship has agreed to sponsor both applications. She stated that Ms. Lenz attended a FHLB information session and based on what she was told our applications should score very well.

Commissioner Monk inquired about the loan commitment from NJCC as they made HOME money a condition of the loan.

Executive Director Brightman said the HOME money did not affect our loan status and that NJCC put that wording in their letter to help us as they thought it would aid us in getting the funding.

Executive Director Brightman then shifted the focus to Kronman stating that even though we received a tax credit award, our project is having difficulty moving forward. HUD requires that we fund a reserve for repairs and tax credits and require an additional reserve for operations. We do not have enough funding for both reserves.

Executive Director Brightman stated that Ms. Lenz was working with PNC Bank to see if they would work with us.

Commissioner Rainwater asked if we were getting a developer's fee.

Executive Director Brightman responded, yes, and that was part of what PNC was being asked to consider – waiting for the fee to fund the reserve.

Executive Director Brightman asked the Board if they wanted her to competitively solicit for tax credit purchases. She went on to say that Perth Amboy just did a solicitation and PNC had the highest offer.

Commissioner Monk asked how much?

Executive Director Brightman stated that it is 95 cents on the dollar.

Executive Director Brightman stated that she would ask Ms. Lenz to see how much Enterprise would pay but she felt it was more advantageous to stay with a direct purchaser such as PNC.

Executive Director Brightman stated that she was working with legal, DeCotiis, to close the RAD deals by November as the project based vouchers only become effective on January 1. Otherwise, we have to exist on operating subsidy.

Commissioner Sedehi asked about the problem in PIC.

Executive Director Brightman said the building data was entered incorrectly.

Commissioner Sedehi asked if they should have known.

Executive Director Brightman said, no, the Board does not have PIC access.

Attorney Report - nothing to report

Accountant Report - nothing to report

Housing Manager Sriwardena's Report

Chairman Chudnick asked if the income limits had an effect on us.

Housing Manager Sriwardena said, no, but she is hoping to attract new people based on the higher limits.

Maintenance Report

Commissioner Reh asked if the 8 fire alarms were caused by the same tenant.

Housing Manager Sriwardena said, no, it was 8 different tenants.

Resident Services Report

Commissioner Rainwater asked how many tenants receive meals on wheels.

Housing Manager Sriwardena stated that she wasn't sure.

Commissioner Sedehi said the number Borough-wide is 16 or 17.

Housing Manager Sriwardena said she was concerned about not only cuts in the meals on wheels program but in Easter Seals as it funds Bonnie's programs.

Committee Reports

Building and Grounds:

Commissioner Reh reported that she was in the process of setting up a meeting with Joe Thurston to go through the buildings. She also reported that Officer Panichella recommended that we install a sign that says "private property no U-turn" to curtail the U-turn activity in front of the building.

Housing Manager Sriwardena stated that she would order the sign.

Commissioner Reh asked who would install it.

Executive Director Brightman stated that we could do that.

Commissioner Methven commented that it was mostly the medical transport companies that parked in front, waiting for the tenants.

Councilman Hersh stated that he would see if he could get the mobile sign out front to inform people not make U-turns in front of our building. We need enforcement.

Commissioner Monk asked why they use our area.

Councilman Hersh replied that the end of the street is used for parking making it difficult to make a U-turn whereby our turnaround is convenient.

Commissioner Sedehi asked about the letter to legislators.

Commissioner Martinez stated that Executive Director Brightman sent her some sample letters from other organizations. She said that right now the year goes through September 30th and she is keeping an eye out to see about next year's fiscal allocations as that's when we may want to write letters to our Senators and Congress people to state the need for full funding.

Counsel Corrison stated that it would also be effective to have residents write letters as they get a lot of attention from legislators.

Resolutions

a) Reso #2017-25 – Adopting Monthly Bill List for April 2017

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2017-25.

Discussion

Commissioner Methven stated that the cost of repairing the snow blowers was very high.

Maintenance Manager Yannuzzi stated that they required a lot of work to repair them.

Commissioner Sedehi asked what “hood power to Park Terrace” was.

Executive Director Brightman stated that it was as a result of your tenant meeting whereby some residents stated their exhaust hoods above the stove were not connected.

Commissioner Sedehi also stated that the gas and electric bills should be posted in the newsletter.

Housing Manager Sriwardena stated that she does do that.

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

The Chair thereupon declared said motion approved.

b) Reso #2017-26 – Award Contract for Window Replacements at Samuel J. Kronman Building & Park Place Apts. to American Architectural Window and Door for \$506,916

Motion moved by Commissioner Rainwater and seconded by Commissioner Reh to adopt Resolution #2017-26.

Discussion

Executive Director Brightman stated that she worked with this company and they were very good with the tenants.

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

The Chair thereupon declared said motion approved.

- c) Reso #2017-27 – Award Two Year Contract for Elevator Maintenance & Repair Services to Current Elevator Technology from 6/1/17-5/31/19

Motion moved by Commissioner Reh and seconded by Commissioner Rainwater to adopt Resolution #2017-27.

Discussion

Commissioner Reh asked if they service other companies in Highland Park.

Executive Director Brightman responded that she did not know.

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

The Chair thereupon declared said motion approved.

- d) Reso #2017-28 – Designate Auditor FYE 3/31/17 to Hymanson, Parnes & Giampolo for the sum of \$7,050

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2017-28.

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

The Chair thereupon declared said motion approved.

- e) Reso #2017-29 – Award Two Year Contract for HQS Inspection Services to Home Stat Inspections, Inc. 6/1/17 to 5/31/19

Motion moved by Commissioner Reh and seconded by Commissioner Methven to adopt Resolution #2017-29.

Discussion

Executive Director Brightman said we cannot do HQS inspections on the building we own when we convert to RAD.

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

The Chair thereupon declared said motion approved.

f) Reso #2017-30 – Award Contract for Samuel Kronman Roof Replacement at Highland Park to VMG Group for \$227,000

Motion moved by Commissioner Rainwater and seconded by Commissioner Reh to adopt Resolution #2017-30.

Discussion

Commissioner Reh asked if we worked with them before.

Executive Director Brightman responded that we have not.

Commissioner Methven asked if we had specs on the materials.

Executive Director Brightman responded that we do.

Commissioner Reh asked about the solar panels.

Executive Director Brightman said they are not cost effective to install and we can't find someone to do it for free. She reminded the Board of the memo issued by the A&E.

Councilman Hersh stated that he would check with Terry again to see if there was any new information.

Commissioner Rainwater commented that there were a lot of variations on the price of the roof drains.

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

The Chair thereupon declared said motion approved.

e) Reso #2017-31 – FY 2016 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Martinez and seconded by Commissioner Sedehi to adopt Resolution #2017-31.

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

The Chair thereupon declared said motion approved.

New Business

Commissioner Monk asked when the financial disclosures are due.

Executive Director Brightman said, today, and you will get a fine if you do not file it.

Housing Manager Sriwardena stated that she and Executive Director Brightman attended a shared services meeting with the Borough and the Board of Education. She stated that we may be able to do joint snow removal and purchasing. Steve Nolan is heading the committee and she will share the meeting summary with the Board.

Commissioner Martinez asked if the Wi-Fi is working in the community room.

Executive Director Brightman said, no, not yet.

Commissioner Martinez asked if the tenants were using the computer.

Executive Director Brightman stated that it has not been set-up yet.

Commissioner Monk informed the Board about the Rehabilitation Committee the Borough has started. It is a group of people that review and advise applicants prior to seeking Planning board approval. It's non-binding and provides guidance to the applicants. His wife, Judy, is a member. Commissioner Monk was inquiring as to whether or not the Housing Authority might have a place on the committee to perhaps advise on affordable housing.

Second Public Comment

Hope Tomko, 2K, stated that it would be a good idea to have affordable meals for people who do not like to cook or are disabled as not everyone qualifies for meals on wheels. She stated that the senior center is offering kosher meals twice a week and that she was going to avail herself of them.

Karin Johnson, 3P, stated that she remembered when the senior center served breakfast.

Executive Director Brightman said she would ask Kettly to look into alternative meal programs.

Raymond Jones, 6D, asked why we were paying someone if the WI-FI is not working.

ADJOURNMENT

Motion by Commissioner Reh and seconded by Commissioner Methven to adjourn at 7:35 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary