

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 14, 2016, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman Reh.

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 January 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

ABSENT

Commissioners:

Commissioners:

Steve Chudnick, Commissioner
Raysa Martinez, Commissioner
Donald Monk, Commissioner
Evelyn Sedehi, Commissioner
Diane Reh, Chairwoman

Matthew Hersh, Commissioner

Council Liaison:

Joshua Fine

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin
(6:40 PM)

Administration:

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

Minutes:

A motion to approve the minutes of the regular meeting held on November 9, 2016 was made by Commissioner Sedehi and seconded by Commissioner Martinez.

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

The Chair thereupon declared said motion approved.

Commissioner Sedehi inquired about the Buck Woods resolution.

Commissioner Monk answered stating he will work on it with Commissioner Hersh.

Public Comment:

M.P. stated that Commissioner Sedehi has a note from her that she is passing around thanking the commissioners for their time and kindness. She asked for an update on the RAD program.

Executive Director Brightman responded that they were still looking for financing.

Chairwoman Reh asked if the Board would consider the resolutions as she has to leave at 7:30 PM.

RESOLUTIONS

a) Reso #2016-46 – Adopting Monthly Bill List for November 2016

Motion moved by Commissioner Sedehi and seconded by Commissioner Chudnick to adopt Resolution #2016-46.

Discussion

Commissioner Chudnick asked for clarification on the All Risk bill.

Executive Director Brightman responded it's our deductible.

Chairwoman Reh stated the big ticket item was the computer tech support for HAPPY Software at \$5,630.00

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

The Chair thereupon declared said motion approved.

b) Reso #2016-47 – Annual Notice of Regular Meetings 2017

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2016-47.

Discussion

Chairwoman Reh noted that next month was the reorganization meeting and that the regular meeting would immediately follow.

Commissioner Chudnick questioned the April 12 date and its potential conflict with Passover.

Executive Director Brightman suggested the BOC pass the Reso as is and check their calendar's for another April date.

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

The Chair thereupon declared said motion approved.

c) Reso #2016-48 – Appointment of a Fund and Alternate Fund Commissioner - 2017

Motion moved by Commissioner Sedehi and seconded by Commissioner Chudnick to adopt Resolution #2016-48.

Discussion

Commissioner Martinez stated that this was done last year.

Executive Director Brightman stated that it needs to be done annually.

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

The Chair thereupon declared said motion approved.

d) Reso #2016-49 – Designate as Needed Professional Architectural & Engineering Services to LS Engineering from 11/1/17 to 12/31/17

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2016-49.

Discussion

Chairwoman Reh stated that the proposals were reviewed by Commissioners Monk and Chudnick.

Executive Director Brightman stated also by Maintenance Manager Stecker.

Commissioner Monk asked if we had experience working with LS Engineering.

Executive Director Brightman responded, yes, and added that we also worked with Element.

Commissioner Martinez asked if LS Engineering was familiar with RAD and housing authorities.

Executive Director responded, yes.

Counsel Corrison added that RAD is a program and their work with housing authorities was considered.

Commissioner Monk stated that he looked for firms with renovation experience as opposed to design experience such as OCA.

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

The Chair thereupon declared said motion approved.

Communications - none

Executive Director Brightman's Report and RAD Update:

Executive Director Brightman informed the BOC that there was an issue with a floor at the Kronman building which was separating and that the masons from Woodbridge Township repaired the problem.

Commissioner Sedehi asked for an explanation of Lauren Adams' duties.

Executive Director Brightman explained that Lauren was being trained gradually and is doing the Section 8 lease-ups and recertifications and now the portable vouchers will be added to her duties.

Chairwoman Reh asked for a RAD update.

Executive Director Brightman informed the BOC that she received the DOI for the Kronman building and that it would be funded as soon as the State receives its volume cap for 4% tax credits. She stated that the RAD Committee was still deciding on the lender for Park Terrace and that the information was included in the packet. She further stated that the committee was looking at loan pre-payment terms, interest rates and loan terms.

Counsel Corrison stated that he is aware of cases where the bank terms increased prior to closing and put the deals in jeopardy of closing.

Commissioner Monk stated that one of the deals with Atlantic Stewardship would require bond counsel and that they were awaiting the costs.

Executive Director Brightman stated that she was hopeful that a decision for a recommendation to the Board would be done before the end of the year.

Commissioner Monk asked about the closing schedule.

Executive Director Brightman stated that HUD sets the closing date after the financing plan is uploaded to the RAD site.

Counsel Corrison stated that he is aware of cases where bank counsel costs were \$70,000 based on a 3 million dollar loan, not inclusive of the PHA bond counsel costs.

Commissioner Martinez asked what effect not receiving the FHLB award had on the RAD.

Executive Director Brightman stated it does not affect the RAD as the FHLB work items were "extra" work items and not items required by the RPCA.

Counsel Corrison stated that he was aware of a situation where a PHA received an RCC in July but HUD did not close until November and it was not a complicated deal. HUD is backlogged.

Executive Director Brightman stated that she has been waiting for over a month for an RCC in Woodbridge.

Counsel Corrison stated this may be due to HUD's mandatory vacation policy of use it or lose it.

Attorney Report – none

Accountant Report - none

Staff Reports:

Commissioner Martinez noted that the Resident Council received their \$1,500 budget – great news.

Commissioner Chudnick asked where supplies are stored.

Executive Director Brightman responded, the maintenance shop (former DARE building.)

Commissioner Martinez commented about the water leak asking if an inspection of the unit could have prevented the problem.

Executive Director Brightman responded that units are inspected yearly and that the leak was in the wall making it impossible to detect.

Committee Reports

The RAD Committee meet via a telephone conference to review bank RFP's.

Commissioners Chudnick and Monk rated the A&E proposals along with Maintenance Director Stecker.

Commissioner Sedehi reported on the Tenant Committee, specifically, management held a tenant meeting today and about 50 tenants attended and the meeting went well. There are still ongoing complaints about smoking and spills. I have been here 8 years and this has been the only group that engaged tenants with the management. She stated that both Ms. Sriwardena and Ms. Bonanno have a lot of patience and a big thank you to Bonnie Bonanno for her work with the tenants.

Bonnie Bonanno spoke about the Holiday Party scheduled for 12/15/16 and that it should go off without a hitch. In fact, Chuck Lacaillade is baking as we speak. I am trying to delegate as much as possible. The SK Café made little gifts and we will play games.

Commissioner Sedehi added that kosher food will be served and there will be music and dancing.

Commissioner Monk asked if we could go back to the staff reports, specifically, the budget-to-actual report and asked why the PILOT is at 127%.

Executive Director Brightman stated that she would look into the matter.

Commissioner Monk asked when the RFP for the accountant will be issued as he would like more notice and that he would like additional time to review the budget as well.

Executive Director Brightman stated that she would speak with the accountant.

Chairwoman Reh stated that we expect him to come to the budget meeting.

Commissioner Sedehi asked that both the accounting and legal contracts be for a two year period this time around.

Executive Director Brightman stated that it is her intention to do so.

Commissioner Monk inquired about how the HPHA will interact with the HPAHC.

Counsel Corrison responded through a management agreement, basically the HPAHC role is that of a pass through. Their role can be as small or as large as the HPHA wishes it to be. It is much like the relationship between Section 8 and the landlord.

Chairwoman Reh asked to see a sample management agreement.

Executive Director Brightman stated that she will provide a sample to the Board.

Chairwoman Reh left the meeting at 7:25 PM and Commissioner Chudnick took over.

Commissioner Sedehi thanked Chairwoman Reh for being a good Chairperson as this was her last meeting as such.

New Business

Commissioner Martinez noted that she read that the NYC PHA went smoke free.

Counsel Corrison commented that this is now a HUD requirement.

Commissioner Martinez asked what we needed to do.

Counsel Corrison responded that our authority is already smoke free.

Second Public Comment

Karen Jackson, 3P, stated that she was once a big smoker and she feels bad for the smokers since it's cold outside and asked if we could put plastic around the gazebo.

Executive Director Brightman stated that she tried this and it caused nicotine to drip all over the gazebo. It was a bad idea.

Tom Nolan, 3H, asked what RAD stood for.

Counsel Corrison responded Rental Demonstration Program.

Mr. Nolan stated that he thought the buildings would get demolished.

Executive Director Brightman responded that was Hope VI. RAD is a conversion of funding from public housing to project based Section 8 with the capacity to borrow money for capital improvements.

Dee Donnelly, apt. 1H, asked when the next meeting was.

Commissioner Monk responded that it is January 11, 2017.

Commissioner Martinez asked if the meeting dates were going to be published.

Executive Director Brightman responded, yes, in the newspaper and posted on the bulletin board.

Mr. Nolan asked when the windows will be replaced.

Executive Director Brightman responded maybe by the summer.

Raymond Jones, 6D, stated that he lives on the 6th floor and doesn't get enough hot water.

Executive Director Brightman stated that she would look into the matter.

Mr. Nolan asked if it was true that you lose money if it's not spent.

Counsel Corrison replied, yes, but that is not a problem in Highland Park as we spend our money.

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Monk to adjourn at 7:35 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary