

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 March 12, 2014, 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 December 17, 2013, 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 flag was saluted.

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

PRESENT

ABSENT

Commissioners:

Morgan Chen, Commissioner
Charlotte Quaintance, Commissioner
Diane Reh, Commissioner
Evelyn Sedehi, Chairwoman
Burton Weltman, Commissioner

Mary Barnes, Commissioner
Amanda Thomas, Commissioner

Council Liaison:
Susan Welkovits

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

Authority General Counsel:
Terrence Corriston, Esq., Breslin & Breslin

Minutes

A motion to approve the minutes of the regular meeting held on February 12, 2014 was made by Commissioner Reh and seconded by Commissioner Morgan.

Discussion

Chairwoman Reh commented that the budget section of the minutes was well done.

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

The Chair thereupon declared said motion approved.

Public Comment

Regis Methven, 3R, commented about the two huge potholes at the entrance into the back parking lot on Mansfield Road.

Councilwoman Welkovits stated that she would look into the matter.

Dolores Van Lieu, 4H, stated that the gazebo was a disgrace, littered with cigarette butts inside and outside the area. Cigarette butts are being extinguished on the benches as well.

Commissioner Weltman suggested that the Resident Council might come up with a plan to monitor the area and wanted to know if this was new litter or left over from the winter.

Counsel Corrison asked if there were any ashtrays.

Regis Methven stated that he has resigned as Resident Council President as he is going back to school. He will continue to help and aid in the transition of officers.

Commissioner Reh asked about the rule for the smoking distance from the building entrance.

Executive Director Brightman stated that it is 25 feet.

Commissioner Reh then asked if the gazebo was 25 feet away.

Executive Director Brightman stated not quite but it was the only possible location.

Commissioner Weltman asked Executive Director Brightman what she thought of the situation.

Executive Director Brightman stated that she doesn't feel it's the Authority's responsibility to clean-up after residents.

Commissioner Morgan asked if tenants could be cited for littering.

Councilwoman Welkovits stated that it is littering and is no different than someone discarding their lunch wrappings.

Counsel Corrison stated that the police would have to issue a ticket.

Counsel Corrison stated that tenants, as per their lease, have an obligation to maintain property both in and out of the building.

Executive Director Brightman stated that if the smokers do not clean-up after themselves then we will have to rethink allowing smoking in that area.

Dolores Van Lieu asked what happened to all of the afghans that used to be in the community room.

Executive Director Brightman stated that she had no idea.

M.P. said if the gazebo is removed we can put in a garden.

Clara O'Neil stated she is not a smoker but likes to sit in the gazebo.

Communications

Rich Sweeny's resignation – Executive Director Brightman advised the Board of Commissioners that there will be a farewell party for Rich on Friday at 2 PM. She stated that she has put a Woodbridge employee in Rich's place until someone is hired.

Commissioner Sedehi stated the Personnel Committee would like to meet the finalists.

Reports

Chairwoman Sedehi stated that Bill Snyder's report is missing.

Executive Director Brightman's Report – Executive Director Brightman stated that Mr. Snyder would be doing the Section 8 inspections that Rich Sweeny was doing on Saturday's. An additional day was added to his work schedule and that he would now be working 28 hours per week.

Chairwoman Sedehi asked how long it takes to complete an apartment turnover.

Executive Director Brightman stated that it depends on the condition it was left in and that under normal circumstances we like to do them in less than 10 days.

Commissioner Reh asked about the handrails.

Executive Director Brightman stated it was a request at the Donuts and Discussions meeting made by a handicapped tenant who needed them for easier access.

Joanne Rogers, 1C, stated that she requested it and she loves them and it helps her get around easier.

Attorney's Report – Counsel Corrison reported that two notices to quit for non-payment of rent and habitual late were issued.

Commissioner Chen asked about the process.

Counsel Corriston stated that a notice to cease must be issued first and then if the issue is not corrected a notice to quit is issued; then eviction.

RESOLUTIONS

a) Reso #2014-11 – Adopting Monthly Bill List

Motion moved by Commissioner Morgan and seconded by Commissioner Weltman to adopt Resolution #2014-11.

Discussion

Commissioner Weltman asked if there was anything unusual.

Executive Director Brightman replied that there was not.

Commissioner Chen asked how often the Authority pays for uniforms for the maintenance staff.

Executive Director Brightman responded that it was yearly.

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

The Chair thereupon declared said motion approved.

b) Reso #2014-12 – Write-Off Uncollectable Rent Balances

Motion moved by Commissioner Reh and seconded by Commissioner Morgan to adopt Resolution #2014-12.

Discussion

Chairwoman Sedehi asked if the write-off will be sent to the collection agency.

Executive Director Brightman responded that the person is deceased.

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

The Chair thereupon declared said motion approved.

Commissioner Weltman asked if there was a flooring award.

Executive Director Brightman responded that there is not as we went back out to bid since we had to clarify the bid specs according to what quantities we might need.

Second Public Comment

M.P. asked if we were getting new doors, windows and heaters.

Executive Director Brightman responded that only if we receive the RAD award and, if not, only as needed.

Clara O'Neil asked what RAD was.

Executive Director Brightman gave an explanation.

Joanne Rogers, 1C, thanked that Authority for the handrails. She stated that she doesn't like the exterminator checks her bed for bedbugs and that she doesn't know when he is coming. Also, he doesn't spray and now we have roaches.

Commissioner Weltman asked if the tenants received notice.

Executive Director Brightman responded that they do but there was a lot of rescheduling due to the snow.

Commissioner Reh wanted to know exactly what Vinnie Sammartino does.

Executive Director Brightman explained that he is both an exterminator and a UPCS inspector so he inspects for both areas in one inspection.

Commissioner Weltman remarked that he was efficient.

Counsel Corrison remarked to Ms. Rogers that it is not appropriate to use pesticides to spray unless there is a problem.

M.P. said that was good because we need to protect the environment.

Executive Director Brightman stated that she will schedule a Donuts and Discussions with Mr. Sammartino.

ADJOURNMENT

Motion by Commissioner Weltman and seconded by Commissioner Reh to adjourn at 7:12 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary