

**MINUTES OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK  
REGULAR MEETING HELD ON MARCH 21, 2012**

The Regular Meeting of the Highland Park Housing Authority was held at 4:15 pm in the Conference Room of the S.J. Kronman Apartments at 242 South Sixth Avenue, Highland Park, New Jersey.

Chairman Garlatti called the meeting to order and the Statement of Compliance was read. Upon roll call, the following answered present:

Commissioner Barnes  
2<sup>nd</sup> Vice Chairman MacKinney  
Commissioner Dworeck  
Commissioner Quaintance  
Commissioner Reh  
Chairman Garlatti

Also present were:

Sandra L. Niemiec, Secretary  
Michael Keefe, Attorney  
William Katchen, CPA  
Nancy Bernstein, Resident –Samuel Kronman Apts.  
Regis Methven, Resident - Samuel Kronman Apts.  
Susan Welkovits, Liaison

Absent:

1st Vice Chairlady Sedehi

**APPROVAL OF PREVIOUS MINUTES:**

The minutes of January 31, 2012 were presented. Commissioner Barnes made a motion to approve the minutes, seconded by Commissioner MacKinney, and upon a roll call vote the minutes were unanimously approved.

**PUBLIC COMMENT:**

Nancy Bernstein, resident of Samuel Kronman Apts., thanked the Authority for the new vanity installed in her apartment and commented on several items in her apartment needing repair or replacement. The Director explained work orders need to be reported to the office and major improvements are completed when capital funds are available. Chairman Garlatti thanked her for her time.

Regis Methven, resident of Samuel Kronman Apts., commented on the new refrigerators being installed at the senior complex and said the tenants are appreciative of new appliances.

**BILLS AND COMMUNICATION:**

The bill list was presented. There being no questions or comments Commissioner MacKinney made a motion to approve the bill list, which was seconded by Commissioner Barnes, and upon a roll call vote unanimously approved. Director commented Susan Thomas had prepared a new list of contracts and vendor which was included in the pre-meeting packet.

**EXECUTIVE DIRECTOR'S REPORT:**

Executive Director, Sandra Niemiec, reminded Commissioners the Financial Disclosure forms must be completed and returned to either the borough clerk or this office on or before April 5<sup>th</sup>. The Civil Rights Discrimination case by one of the senior residents was dismissed as no grounds to support the accusation were found. Parking remains an issue as the Borough has once again sent a notice disallowing residents to park in their Senior Center lot. The Authority is in the process of issuing new parking permits to the families and seniors who own cars, one permit per family is allowed. Items provided by the Puerto Rican Action Board through the federal weatherization program included the installation of energy efficient hot waters heaters, energy efficient refrigerators, water saving aerators and showerheads, weatherproofing of doors and windows and insulating hot water heaters and furnaces in the family units. The approximate total for this work was \$155,000. The Tenant Services Coordinator has been serving many residents in the senior building and has become familiar with many supportive organizations in Middlesex County. Annual inspections of both senior and family units will be completed in April. The inspections will assist us in determining what items can be funded through the Capital Fund Program. Mary Beth Lonergan, Affordable Housing Consultant to the Borough of Highland Park, requested information from the Authority on rehabilitation work completed on our properties since April of 2000. Ms. Lonergan also spoke with Bill Katchen on this matter. We have complied with the providing this information in a timely manner. Commissioner Reh questioned tenant participation for the Capital Fund Program. The Director explained, as required by HUD, a public hearing is advertised in newspapers and posted on bulletin boards when the Authority prepares its Five Year Plan. The public and residents are invited to attend. It was noted Resident Regis Methven has participated in this process. Chairman Garlatti included a memo with the pre-meeting packet which included a list of appointments to committees. He appointed one Commissioner per Committee and asked that appointment choose one other Commissioner to serve with them. He asked that no Commissioner serve on more than one Committee. A brief discussion followed on this subject.

**ATTORNEY'S REPORT:**

Michael Keefe deferred comments until Closed Session.

**FINANCIAL REPORT:**

Accountant, William Katchen, discussed the financial report included in the pre-meeting packet. Bill reported the DCA had approved our submission of the Annual Budget for the FYE 3/31/2013.

(Commissioner Reh left the meeting at this time)

**RESOLUTIONS READ IN FULL:**

Resolution No. 2012-10 Adopt the Annual Budget for the FYE 3/31/2013

Commissioner Barnes made a motion to adopt the annual budget, seconded by Commissioner Dworeck and on a roll call vote Resolution No. 2012-10 was unanimously approved.

Resolution No. 2012-11 Approve Salary Increases for the FYE 3/31/2013

Commissioner Barnes made a motion, which was seconded by Commissioner Quaintance and upon a roll call vote Resolution No. 2012-11 was unanimously approved.

Resolution No. 2012-12 Approve the Capital Fund Annual Statement and ACC Amendment  
Commissioner MacKinney made a motion, which was seconded by Commissioner Quaintance  
and upon a roll call vote Resolution No. 2012-12 was unanimously approved.

Resolution No. 2012-13 Write Off Tenant Accounts Receivable  
Commissioner Barnes made a motion, which was seconded by Commissioner Quaintance and  
upon a roll call vote Resolution No. 2012-13 was unanimously approved.

**CONSENT AGENDA RESOLUTIONS:**

None

**REPORT OF COMMITTEES:**

**Tenant Relations:**

None.

**Personnel:**

None

**Policies:**

None

**Grounds and Buildings:**

Commissioner MacKinney reported on his oversight of the installation of the hot water heaters at Samuel Kronman Apts. His opinion was that the contractor doing the work was competent and answered all questions asked in a satisfactory manner.

**Finance:**

None

**NEW BUSINESS:**

None

**UNFINISHED BUSINESS:**

None

**CLOSED SESSION:**

None

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

There being no further business, Commissioner Barnes made a motion, which was seconded by Commissioner MacKinney, and unanimously approved. The meeting was adjourned at 5:30 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sandra L. Niemiec", is written over a faint, circular blue stamp.

Sandra L. Niemiec  
Secretary/Executive Director