

**Highland Park Housing Authority
Board of Commissioners**

Regular Meeting

AGENDA

September 21, 2011

1. Statement of Publication
2. Call to Order – Salute to the Flag
3. Roll Call
4. Public Comment
5. Approval of Previous Minutes:
Reorganization Meeting – July 20, 2011
6. Bills and Communications
Vouchers for Payment to be reviewed
7. Report of Secretary/Executive Director
8. Consent Agenda Resolutions:
None
9. Resolutions Requiring a Reading:
If Necessary: Resolution No. 2011-17 -- Closed Session
10. Attorney's Report
11. Accountant's Report
12. Report of Committees
Finance; Personnel; Policy; Tenant Relations; Building and Grounds
13. Unfinished Business
14. New Business
15. Public Comment
16. Adjournment

**MINUTES OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
REORGANIZATION MEETING HELD ON SEPTEMBER 21, 2011**

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
Vice Chairman MacKinney
Commissioner Quaintance
2nd Vice Chairlady Sedehi
Chairman Garlatti

Commissioner Reh arrived at 4:30 pm

Also present were:

Sandra L. Niemiec, Secretary
Michael Keefe, Attorney
William Katchen, CPA
Regis Methven, Resident –Samuel Kronman Apts.

Gayle Brill-Mittler, Liaison arrived at 5:00 pm

Absent were:

Commissioner Dworeck

APPROVAL OF PREVIOUS MINUTES:

The minutes of July 20, 2011 were presented. Commissioner Sedehi made a motion to approve the minutes, seconded by Commissioner Barnes, and upon a roll call vote the minutes were unanimously approved.

PUBLIC COMMENT:

Regis Methven, resident of Samuel Kronman Apts. commented "Everything is great, keep it up".

BILLS AND COMMUNICATION:

The bill list was presented. Commissioner Sedehi questioned several items including balcony door replacement, Gilson Software quarterly maintenance fee, costs associated with Apt. 6-N and costs incurred due to REAC inspection. The Director explained each item. Commissioner Sedehi made a motion to approve the bill list, which was seconded by Commissioner McKinney, and upon a roll call vote unanimously approved.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director, Sandra Niemiec, discussed the REAC inspection report which was included with the pre-meeting packet. Commissioner Sedehi questioned some of the minor deficiencies and observations by the inspector. Bill Katchen assisted with the explanation of the scoring of the report and noted a score of 91 was excellent and considered a high performer.

Also in the pre-meeting packet was the Director's memo to Susan Thomas and Fadil Bicaj congratulating them for their proficiency in reporting to the HUD Enterprise Income Verification System. HUD acknowledged housing authorities nationwide who had zero deficiencies. Out of the 82 housing authorities in New Jersey only 11 were congratulated by HUD. Highland Park and Sayreville Housing Authorities were on the list of that 11. The staff is well trained and doing a great job.

Capital Fund Program 2009 has been fully obligated and will be spent according to HUD's schedule.

Registration forms for the November Conferences were distributed. Commissioner Barnes will be attending the NJ/NAHRO Conference and Diane Reh will be attending the NJ League of Municipalities. Any Commissioner interested in attending please contact me or Susan Thomas.

The Director met with Steve Rivera from the Puerto Rican Action Board to discuss funding for the Weatherization Program. Also in attendance were Susan Thomas and Fadil Bicaj. We discussed needs of the Highland Park Housing Authority such as hot water heater replacement, emergency generator transition, energy efficient refrigerators, window replacement and insulation. Mr. Rivera was very interested in our needs and will schedule a visit with his technicians to further evaluate our list of needs and conduct an audit.

The Cerebral Palsy Grant application was approved for a total of \$240,000. The grant will provide the Authority with a Tenant Services Coordinator for a three-year period commencing in October.

In August an Arts and Crafts Gallery presentation was held at Samuel Kronman Apartments. Tenants had the opportunity to show their talent. Items on display included paintings, crocheted and tapestry articles, jewelry and model kits. Sparkling apple cider, cheese and crackers were served as refreshments. Spectators were awed by the talent their neighbors exhibited. Jani Masur coordinated the event and the staff participated in the planning. The staff did a wonderful job and everyone enjoyed themselves.

Chairman Garlatti congratulated the Director on her good work with getting grants and training for the staff. He noted if the Commissioners can be of any assistance do not hesitate to ask.

CONSENT AGENDA RESOLUTIONS:

None

ATTORNEY'S REPORT:

Michael Keefe deferred comments until Closed Session.

FINANCIAL REPORT:

Accountant, William Katchen, informed the Commissioners of the NJ Health Benefits Reform. Employees are now required to contribute 1.5% of their salary for health benefits and beginning October 1, 2011 the employee pension contribution will increase an additional 1%. He further elaborated on what contributions will be in the future. The quarterly financial reports will be included for the next scheduled meeting.

RESOLUTIONS TO BE READ IN FULL:

None

REPORT OF COMMITTEES:

Tenant Relations:

Commissioner Reh suggested the new Tenant Services Coordinator develop the Newsletter for the residents. Apartment 2-K is the office space for the coordinator. The Director mentioned the plan for the Coordinator is the Newsletter, event planning, book club, exercise program, assisting residents with forms that require help with, transportation arrangements, etc.

Personnel:

None

Policies:

Discussion on Personnel Policy for Closed Session

Grounds and Buildings:

Commissioner MacKinney reported extensive work is being done on the fire sprinkler system. Due to its age several of the valves were in need of replacement. Prior to requesting quotes of this work pictures were taken and each aspect of the job was so noted.

Finance:

None

NEW BUSINESS:

None

UNFINISHED BUSINESS:

The Personnel Policy which will be discussed in closed session.

CLOSED SESSION:

Resolution No. 2011-16 Commissioner Sedehi made a motion to enter into closed session which was seconded by Commissioner Barnes, and unanimously approved on a roll call vote

Commissioner Barnes made a motion to reopen the public meeting, which was seconded by Commissioner Sedehi and unanimously approved.

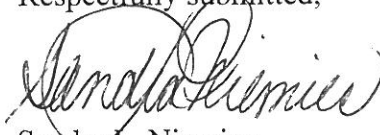
PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, Commissioner Sedehi made a motion, which was seconded by Commissioner Reh, and unanimously approved. The meeting was adjourned at 5:50 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sandra L. Niemiec", written over a circular stamp or seal.

Sandra L. Niemiec
Secretary/Executive Director

**Highland Park Housing Authority
Board of Commissioners**

Regular Meeting

AGENDA

November 22, 2011

1. Statement of Publication
2. Call to Order – Salute to the Flag
3. Roll Call
4. Public Comment
5. Approval of Previous Minutes:
September 21, 2011
6. Bills and Communications
Vouchers for Payment to be reviewed
7. Report of Secretary/Executive Director
8. Consent Agenda Resolutions:
Resolution No. 2011-17 Audit Submission
9. Resolutions Requiring a Reading:
If Necessary: Resolution No. 2011-18 -- Closed Session
10. Attorney's Report
11. Accountant's Report
12. Report of Committees
Finance; Personnel; Policy; Tenant Relations; Building and Grounds
13. Unfinished Business
14. New Business
15. Public Comment
16. Adjournment

**MINUTES OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
REORGANIZATION MEETING HELD ON NOVEMBER 22, 2011**

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
Vice Chairman MacKinney
Commissioner Dworeck
Commissioner Quaintance
2nd Vice Chairlady Sedehi
Commissioner Reh
Chairman Garlatti

Also present were:

Sandra L. Niemiec, Secretary
Michael Keefe, Attorney
William Katchen, CPA
Venus Majeski, NJID-Supervisor
Kettley Gilles, NJID-Tenant Services Coordinator
Nancy Bernstein, Resident –Samuel Kronman Apts.
Gayle Brill-Mittler, Liaison

The Executive Director asked the Commissioners permission for the invited guests from the NJID to speak prior the Agenda. With approval, the Director introduced Venus Majeski, Supervisor of the program recently approved for residents of the Housing Authority. Venus gave an orientation of how the program, which assists with the quality of life for the elderly and the disabled, began and how it has expanded over the years. Kettly Gilles spoke about the planned activities for residents of Samuel J. Kronman Apartments and how she will incorporate programs with Park Terrace residents. A discussion with the Commissioners followed. Chairman Garlatti and the Commissioners thanked Venus and Kettly for attending the meeting.

APPROVAL OF PREVIOUS MINUTES:

The minutes of September 21, 2011 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. commented on several topics she thought the Commissioners should be aware of. Chairman Garlatti thanked her for her time.

BILLS AND COMMUNICATION:

The bill list was presented. Commissioner Reh questioned the costs incurred for painting the Community Room. Commissioner Sedehi questioned the exterminator bill for treating an apartment for bed bugs. The Director gave a detailed explanation on the topic of bed bugs and what treatments are available should other problems arise. Commissioner Sedehi made a motion to approve the bill list, which was seconded by Commissioner Barnes, and upon a roll call vote unanimously approved.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director, Sandra Niemiec, discussed the activities and services Kettly has provided the first month of her position at the Housing Authority which have been helpful. The Director has also provided suggestions for programs that would be beneficial in the future. Kettly has also had conversations with Jani Masur, RN, possibly to expand services to residents Jani has had contact on a regular basis.

A Holiday Luncheon has been planned for the residents on December 9th. Susan, Lauren and Kettly have been making arrangements for the festivities. All Commissioners are welcome to attend.

NJAHRA and NJ/NAHRO will conduct a Holiday Business Meeting on December 2nd. The meeting will be held at the Carteret Holiday Inn at 1:00 pm and lunch will be served. Commissioners are invited to attend. A registration form was included in the packets.

Chief Golden and Detective Lancry recently visited the Director. The purpose of the visit was to request permission for the Highland Park Police Department, specifically the Detective Bureau, to have use of the Juvi Center for an extended period of time while Headquarters are being renovated. A discussion on how this would be an advantage or disadvantage to the Authority followed. It was agreed this would be advantageous for the Authority as to the added presence of Detectives at the family site and it shows the community relationship with the Borough. Commissioner Reh made a motion to approve moving forward with negotiations with the Borough Counsel and Police Department to allow the use of the Juvi Center for an extended period of time. The motion was unanimously approved. Michael Keefe said he would contact Ed Schmire, Esq. to discuss this matter.

ATTORNEY'S REPORT:

Michael Keefe deferred comments until Closed Session.

FINANCIAL REPORT:

Accountant, William Katchen, discussed the Draft Audit and noted he has reviewed it and it is complete. However, the GASB recently determined governmental agencies are required to include employee retirement benefits. Therefore, the Director requested proposals to hire an actuarial firm to prepare a report for the auditor to include in the Draft Audit. Commissioner Sedehi said the report noted no findings for both the 2011 and 2012 Audits. Bill replied that is correct. The Commissioners agreed to sign the Affidavit certifying they had received the Audit and reviewed the page specifically regarding “No Findings”. There being no further questions or comments on the Audit, Bill proceeded to give his financial report.

RESOLUTIONS TO BE READ IN FULL:

Resolution No. 2011-17 Approve Audit and Submit to the State of New Jersey and HUD
Commissioner Sedehi made a motion, which was seconded by Commissioner Reh and upon a roll call vote Resolution No. 2011-17 was unanimously approved.

Resolution No. 2011-18 Adopt Updated Personnel Policy
Commissioner Reh made a motion to adopt the Updated Personnel Policy, which was seconded by Commissioner Sedehi and on the roll call vote was recorded as follows:

Ayes: Commissioner Dworeck; Commissioner Reh; Commissioner Sedehi;
Commissioner Garlatti

Nays: Commissioner Barnes; Commissioner MacKinney; Commissioners Quaintance
Resolution No. 2011-18 was approved by a majority vote.

CONSENT AGENDA RESOLUTIONS:

None

REPORT OF COMMITTEES:

Tenant Relations:

Commissioner Reh was pleased to have representatives from the NJID attend the meeting and she will set an appointment to meet with Kettly to discuss future activities and offer suggestions.

Personnel:

None

Policies:

Discussion on Personnel Policy for Closed Session

Grounds and Buildings:

Commissioner MacKinney questioned one of the remarks made by Nancy Bernstein during the public session regarding the lighting on the street. It was noted there is lighting on our building but the side street is dark and Public Service is not provided additional street lighting, rather they are discontinuing such activity. Also the lack of parking spaces in our lot remains a problem.

Finance:

None

NEW BUSINESS:

None

UNFINISHED BUSINESS:

The Personnel Policy which will be discussed in closed session.

CLOSED SESSION:

Resolution No. 2011-19 – Closes Session

Commissioner MacKinney made a motion to enter into closed session which was seconded by Commissioner Reh, and unanimously approved on a roll call vote

Commissioner Reh made a motion to reopen the public meeting, which was seconded by Commissioner Sedehi and unanimously approved.

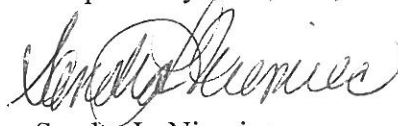
PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, Commissioner Sedehi made a motion, which was seconded by Commissioner Reh, and unanimously approved. The meeting was adjourned at 6:15 pm.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Sandra L. Niemiec", written in a cursive style.

Sandra L. Niemiec
Secretary/Executive Director

Highland Park Housing Authority
Board of Commissioners

Reorganization Meeting

AGENDA

January 31, 2012

1. Statement of Publication
2. Call to Order – Salute to the Flag
3. Roll Call
4. Nominations for Officers
5. Public Comment
6. Approval of Previous Minutes:
Regular Meeting – November 22, 2011
7. Bills and Communications
Vouchers for Payment to be reviewed
8. Report of Secretary/Executive Director
9. Consent Agenda Resolutions:
2012-03 Legal Counsel Agreement
2012-04 Accounting Services Agreement
2012-05 Auditing Services Agreement
2012-06 Cash Management Plan
2012-07 Designate Depositories
10. Resolutions Requiring a Reading:
2012-01 DCA Budget Submission
2012-02 HUD Budget Submission
11. Attorney's Report
12. Accountant's Report
13. Report of Committees
Finance; Personnel; Policy; Tenant Relations; Building and Grounds
14. Unfinished Business
15. New Business
16. Public Comment
17. Resolutions
18. Adjournment

**MINUTES OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
REORGANIZATION MEETING HELD ON JANUARY 31, 2012**

The Reorganization 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:

Chairman Garlatti
1st Vice Chairman MacKinney
Commissioner Barnes
Commissioner Dworeck
Commissioner Quaintance
Commissioner Reh
2nd Vice Chairwoman Sedehi

Also present were:

Susan Thomas, Project Manager/Acting Recording Secretary
Michael Keefe, Attorney
William Katchen, Accountant
Susan Welkovits, Liaison
Regis Methven, Resident
Marlene Perlmutter, Resident
Nancy Bernstein, Resident (arrived after Public Comment Session)

Absent were: Sandra Niemiec, Secretary

REORGANIZATION:

Susan Thomas, Acting Recording Secretary, opened the floor for nominations for Chairman. Commissioner Barnes made a motion to nominate Commissioner Garlatti, which was seconded by Commissioner MacKinney. There being no other nominations, the motion to appoint Commissioner Garlatti for Chairman was unanimously approved.

Chairman Garlatti opened the floor for nominations for 1st Vice Chairman. Commissioner Reh made the motion to appoint Commissioner Sedehi, which was seconded by Commissioner Barnes. There being no other nominations, the motion to appoint Commissioner Sedehi to 1st Vice Chairwoman was unanimously approved.

Chairman Garlatti opened the floor for nominations for 2nd Vice Chairman. Commissioner Sedehi made a motion to nominate Commissioner MacKinney, which was seconded by Commissioner Quaintance. There being no other nominations, the motion to appoint Commissioner MacKinney to 2nd Vice Chairman was unanimously approved.

APPROVAL OF PREVIOUS MINUTES:

The minutes of November 22, 2011 were presented. Commissioner Sedehi made a motion to approve the minutes, seconded by Commissioner Barnes, and upon a roll call vote the minutes were approved.

PUBLIC COMMENT:

Commissioner Sedehi noted there is a fifteen (15) minute limit for public comment in accordance with the revised By-Laws.

Regis Methven commented everything was good.

Marlene Perlmutter stated the Commissioners and Staff do a great job. She questioned Commissioner Reh as to why the Tenant Relations Committee no longer has Tenant Meetings that she thought were productive. Commissioner Reh commented the Housing Authority now has a Tenant Services Coordinator, Kettley Gilles, who can conduct the Tenant Meetings.

BILLS AND COMMUNICATION:

The bill list was presented. Commissioner Sedehi questioned the bills from Corbett Exterminating. Ms. Thomas explained in detail the bills in question were for bed bug treatment in a resident apartment at Samuel J. Kronman Apartments. Ms. Thomas also stated a presentation on bed bugs is scheduled for residents on February 15th. Commissioner MacKinney stated the Director's consideration to have all apartments inspected for bed bugs.

Commissioner Sedehi made a motion to approve the bill list, which was seconded by Commissioner Reh, and upon a roll call vote unanimously approved.

EXECUTIVE DIRECTOR'S REPORT:

None

Executive Director, Sandra Niemiec, was absent due to illness.

ATTORNEY'S REPORT:

Mr. Keefe reported briefly on a recent eviction case that was heard in Tenant Court in two sessions. Michael commented that Susan Thomas was well prepared with tenant documentation and was an excellent witness in court. Michael recommended the Authority not file a Civil Suit for money owed due to the cost to do so.

Michael Keefe asked that the balance of his report be held for Executive Session.

FINANCIAL REPORT:

Bill Katchen gave the Financial Report for the period ending December 31, 2011 according to the HUD Budget. Bill then discussed the 2013 Budget preparations in detail and answered Commissioners questions. Bill reported the Authority is financially sound with a small surplus.

Bill Katchen explained the Introduction of the 2013 Budgets to the Department of Community Affairs (“DCA”) and to the U.S. Department of Housing and Urban Development (“HUD”). Bill discussed the Budget Forms the Commissioners received in their pre-meeting packets in depth and answered questions of the Commissioners. Resolutions 2012-01 and 2012-02 will be voted upon.

REPORT OF COMMITTEES:

Tenant Relations:

None

Policy: Commissioner Sedehi stated she had reviewed the Personnel Policy adopted at the November meeting and has made the corrections discussed previously discussed. Commissioner Reh made a motion to approve Resolution 2012-08 to amend the Personnel Policy dated November 22, 2011, which was seconded by Commissioner Sedehi. Michael recommended this resolution be tabled and discussed in closed session.

Resolution No. 2012-09 – Closed Session Commissioner MacKinney made a motion, which was seconded by Commissioner Barnes and unanimously approved.

Commissioner Sedehi made a motion to exit closed session, seconded by Commissioner Quaintance, and unanimously approved.

Commissioner MacKinney made a motion to rescind the Personnel Policy adopted November 22, 2011, which was seconded by Commissioner Dworeck. A roll call vote was as follows:

Ayes: Commissioners Barnes, Dworeck, Quaintance, MacKinney

Nays: Commissioners Reh, Sedehi, Garlatti

The motion to rescind the Personnel Policy adopted November 22nd was approved by the majority vote.

Commissioner MacKinney made a motion to re-institute the original Personnel Policy, which was seconded by Commissioner Dworeck, a roll call vote was as follows:

Ayes: Commissioners Barnes, Dworeck, Quaintance, MacKinney

Nays: Commissioners Reh, Sedehi, Garlatti

The motion to re-institute the original Personnel Policy was approved by the majority vote.

Grounds and Buildings:

None

NEW BUSINESS:

Commissioner Dworeck announced Venus Majeski, NJID Supervisor, who attended our November meeting was recently honored at the White House for her dedication to the programs for person with disabilities.

UNFINISHED BUSINESS:

Chairman Garlatti will appoint committees at the March meeting.

CONSENT AGENDA RESOLUTIONS PRESENTED:

Resolution No. 2012-03 – Award Contract for Legal Counsel to Michael Keefe, Esq.
Resolution No. 2012-04 -- Award Contract for Accounting Services to William Katchen, CPA
Resolution No. 2012-05 -- Award Contract for Auditing to Hymanson, Parnes & Giampaolo
Resolution No. 2012-06 -- Approve Annual Cash Management Policy
Resolution No. 2012-07 -- Approve Signatures and Depositories

Commissioner Sedehi made a motion to approve Resolutions 2012-03 through Resolution No. 2012-07, which was seconded by Commissioner Barnes, and on a roll call vote unanimously approved.

RESOLUTIONS PRESENTED FOR INDIVIDUAL ROLL CALL VOTE:

Resolution No. 2012-01 -- Approval of the Introduction of the 2013 Budget for submission to the New Jersey Department of Community Affairs. Commissioner Reh made a motion, which was seconded by Commissioner MacKinney and on a roll call vote unanimously approved.

Resolution No. 2012-02 – Approval of the Introduction of the 2013 Budget for the submission to the U.S. Department of Housing and Urban Development. Commissioner Barnes made a motion, which was seconded by Commissioner MacKinney and on a roll call vote unanimously approved.

ADJOURNMENT:

There being no further business, Commissioner Sedehi made a motion, which was seconded by Commissioner MacKinney, and unanimously approved. The meeting was adjourned at 7:15 p.m.

Respectfully submitted,



Sandra L. Niemiec
Secretary/Executive Director