

# 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 January 10, 2018, 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 20, 2017, a copy of the notice of this meeting setting forth the date, time and location of this rescheduled 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:

Steve Chudnick, Chairman  
Raysa Martinez, Vice Chair  
Regis Methven, Commissioner  
Donald Monk, Commissioner  
William Rainwater, Commissioner  
Diane Reh, Commissioner  
Evelyn Sedehi, Commissioner

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

Council Liaison:  
Matthew Hersh, Liaison (6:45 PM)

### Administration:

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

### Other:

William Katchen, Accountant

### Minutes:

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

### Discussion

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

The Chair thereupon declared said motion approved.

### Public Comment I - None

### Communications - None

### Executive Director's Report:

Executive Director Brightman stated that now that the Holidays are over we are moving full steam ahead on the RAD closings with Park Terrace going first; hopefully, sometime in February. She asked the BOC if they wanted her to investigate alternative financing on Park Terrace before closing as the NJCC interest rate is high.

Commissioner Martinez asked if anything has changed.

Executive Director Brightman answered, no, just the receipt of the Federal Home Loan Bank money.

Mr. Katchen stated that the going RAD interest rate is about 4% and cautioned that if the lender is changed the deal may have to be taken back to the Local Finance Board.

Commissioner Martinez stated that we had little interest from banks due to the small loan amount.

Commissioner Rainwater stated that the interest rate we have now is too high.

Commissioner Monk stated that the need to bond counsel is also a consideration.

The BOC directed the Executive Director as follows: If Local Finance Board approval was necessary, not to look for a lower rate. If it was not, then to call a couple of banks to see what their offer would be.

### Attorney Report - nothing to report

Accountant Report - nothing to report

Staff Reports:

Commissioner Sedehi noted that Housing Director Sriwardena's report should reflect that Kettly is present two days a week, not a month.

Commissioner Martinez asked about the windows at Park Terrace.

Housing Director Sriwardena stated it was resolved by the A/E.

Chairman Chudnick inquired about the recent snow storms.

Maintenance Manager Yannuzzi replied that there were no issues.

Commissioner Methven complemented Jeff Marder on a job well done.

Commissioner Reh asked if more mats could be purchased to help avoid the salt being carried into the building.

Housing Director Sriwardena responded that it was being looked into.

Commissioner Methven commented that the mats are expensive.

Chairman Chudnick asked if there was a resolve to the first floor flooring issues.

Housing Director Sriwardena responded that it was being handled by Aleman with the floor manufacturer.

Committee Reports: none

Resolutions

a) Reso #2018-1 – Adopting Monthly Bill List

Motion moved by Commissioner Rainwater and seconded by Commissioner Reh to adopt Resolution #2018-1.

Discussion

Commissioner Martinez asked why the insurance was so expensive.

Executive Director Brightman responded, not really, the JIF is much cheaper than private insurance and we usually get a year-end rebate.

Commissioner Reh stated that she likes having the bill frequency noted and inquired about the landscaping bill.

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 #2018-2 – HPHA Operating Budget Reso Approving the Budget for FY Beginning 4/1/18

Motion moved by Commissioner Sedehi and seconded by Commissioner Methven to adopt Resolution #2018-2.

### Discussion

Commissioner Monk asked that Mr. Katchen send him the budgets in excel.

Mr. Katchen said he would do it tomorrow.

Mr. Katchen went on to present the budget reminding the BOC that this was the introduction and it would later have to be adopted once the State approves it.

Mr. Katchen went on to point out that account number 3110 dwelling rents was the biggest line item based on actual collections. He pointed out that line 3120, excess utilities, will go away with RAD as we are not allowed to charge for this with a PBV. He pointed out that the staff and professional services were based on actual costs and utilities were based on a three year average cost. Maintenance costs are based on the previous year expenditures. He reported that there was no increase in health benefit costs.

Mr. Katchen said the budget is based on receiving 90% of the projected amount from HUD. The budget reflects a loss of \$10,920 which in reality will be made-up during the year from other line items.

Chairman Chudnick asked what changes in the budget will there be after the RAD conversion?

Mr. Katchen stated that a replacement reserve would be established in lieu of a capital grant, we would have a loan payment for Park Terrace and no excess utility line item. He stated that this budget could be amended after the RAD closing.

Commissioner Sedehi commented why wouldn't we.

Mr. Katchen went on to say that any remaining capital money would be added to the budget.

Executive Director Brightman commented if not, it gets returned to HUD.

Commissioner Monk asked if this budget will still be a requirement after the RAD closes.

Mr. Katchen replied, yes, only for Park Terrace as Kronman will be owned by the tax credit investor.

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 #2018-3 – HPHA Budget Reso for FY 4/1/18 to 3/31/19

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-3.

#### Discussion

Mr. Katchen stated that the budget is reviewed by the State and if there is a difference there must be a surplus to cover it. He noted that if any line item changes by plus or minus 10%, it must have an explanation. He stated that this is more of an internal document as opposed to a financial one. The State uses the information provided to review and check for financial disclosures for public employees/retirees.

Section F-4 is the appropriations schedule and noted that next year the voucher column will substantially increase and a management fee will be added.

Section F-8 projects that the Authority will have a surplus of \$554,993.00.

Mr. Katchen then left the meeting at 7:15 PM.

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 #2018-4 – Designate Computer Repair Tech to Intrep Solutions from 2/1/18 to 1/31/20

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-4.

#### Discussion

Chairman Chudnick noted that the resolution originally sent was revised to reflect a new scoring sheet.

Commissioner Reh asked if this could be covered by shared services.

Councilman Hersh replied that the Borough contracts out for these services as well so it is not a staff person.

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

Executive Director Brightman explained why she issued a snow policy memo to the staff. She also stated that the revised sick pay-out was distributed and signed-off by the staff.

Commissioner Methven asked if the Authority could purchase a leaf blower to assist in snow removal.

Maintenance Manager Yannuzzi replied that the purchase was authorized.

### Second Public Comment

Karin Jackson, 3P, stated that they started cutting down the trees at the corner lot (Buck Woods.)

Councilman Hersh stated that the residents should have received a notice. He said that soil samples were being taken but the future of the site is not known.

Commissioner Methven stated that he hopes whatever is built has plenty of parking.

Councilman Hersh stated that the development would have to meet the parking requirement and the site is zoned for 24 single family homes.

Chairman Chudnick asked how big the site is.

Councilman Hersh stated that it is 4½ acres.

Ms. Jackson replied there is no place for the deer to go.

Juan Ratliff stated that he sent Councilman Hersh several emails and did not receive a response.

Dee Donnelly, 1H, stated that she can't get to the mailbox because of the snow.

Housing Director Sriwardena stated that she would have Jeff Marder clean it.

Maggie Ferber, 5C, stated that the elevator keeps getting stuck, she got stuck and so did her friend.

Maintenance Manager Yannuzzi replied that it has been unusually cold and that thickens the oil which may affect operations.

Commissioner Rainwater asked if there were incident reports.

Ms.Ferber said it happens often.

Housing Director Sriwardena stated that she would review the reports.

Commissioner Martinez stated that she wanted to know how long the response time to assist was.

Commissioner Reh stated that the panic alarm goes directly to the Fire Dept.

Commissioner Martinez stated that she did not want this to escalate and that we need to find out why the elevator is not functioning and how long is the response for help.

Ms. Jackson stated that a lot of people don't understand how to use the alarm.

The BOC directed Housing Director Sriwardena to post an informational sheet on how to use the panic button to call for help in different languages.

## **ADJOURNMENT**

Motion by Commissioner Sedehi and seconded by Commissioner Rainwater to adjourn at 7:40 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary