

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 6:35 PM on April 11, 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 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

Commissioners:

Steve Chudnick, Commissioner
Regis Methven, Commissioner
Donald Monk, Commissioner (6:35 PM)
William Rainwater, Commissioner
Diane Reh, Chairwoman (6:40 PM)

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Council Liaison:

Matthew Hersh

Administration:

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

Other:

Bill Katchen, Accountant

ABSENT

Commissioners:

Raysa Martinez, Commissioner
Evelyn Sedehi, Commissioner

Minutes:

A motion to approve the minutes of the regular meeting held on March 14, 2018 was made by Commissioner Rainwater and seconded by Commissioner Methven and upon roll call the vote was as follows:

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

The Chair thereupon declared said motion approved.

Public Comment I:

None

Communications:

Executive Director Brightman noted that the PHAS score is advisory since we are converting to RAD but high performer none the less.

Director's Report:

Executive Director Brightman gave an update on the RAD conversion.

Park Terrace: All documents have been submitted to HUD and are under review. We are still on target to close the end of April or beginning of May.

Kronman: Executive Director Brightman informed the Board that PNC can no longer be the investor and purchaser of the bonds; therefore, we are in the NJHMFA Bond pool. This means we need to submit new construction documents and can no longer do some of the RAD work ourselves. Therefore, we are rescinding the vent and bathroom bid we approved last month in order to amend the bid specifications to include the work that the HPHA was going to perform. This will drive up the project cost. PNC did increase their pricing from 95 to 96 cents.

Last month there was some discussion about the new sliding glass doors and the height of the frame. The building code has changed and the requirement is now 2½ inches. The A/E is looking into obtaining a waiver to keep the height at 1¼.

We should close with NJHMFA in June and then we can proceed to the RAD closing.

Attorney's Report:

Counsel Corrison reported that there was a bid protest by one of the contractors who were disqualified from the bathroom/vent bid awarded last month. He stated although the bidder was informed verbally of the bid addendum, the statute requires that we have proof. Therefore, he thought it in our best interest to re-bid. At the same time, we were informed by NJHMFA that we needed to expand the scope of work in an existing bid to include the work items the

Authority was going to do; therefore, it would have to be re-bid anyway. He stated that perhaps we will get a better price.

Account's Report: none

Staff:

Maintenance Report:

Commissioner Rainwater inquired about the balcony issue.

Executive Director Brightman responded it is not a structural issue and will be addressed with the RAD funding.

Commissioner Rainwater inquired about the "hate notes" in the elevator as noted at the tenant meeting.

Housing Director Sriwardena stated it was left by a visitor not done by a tenant.

Committee Reports:

RESOLUTIONS

a) Reso #2018-18 – FY 2018 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Reh and seconded by Commissioner Rainwater to adopt Resolution #2018-18.

Discussion

Executive Director Brightman explained that we do this every year as it is required by HUD.

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

The Chair thereupon declared said motion approved.

b) Reso #2018-19 – Adopt the Revised Section 8 Admin. Plan

Motion moved by Commissioner Reh and seconded by Commissioner Monk to adopt Resolution #2018-19.

Discussion

Commissioner Reh asked what changed.

Executive Director Brightman explained that some of the former ACOP policies had to now be incorporated into the Admin. Plan such as the smoking and pet policies.

Chairman Chudnick commented that it was quite a larger document and must have required a lot of work.

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

The Chair thereupon declared said motion approved.

- c) Reso #2018-20 – Designate Auditor FYE 3/31/18 to Hymanson, Parnes & Giampolo for the Sum of \$7,050

Motion moved by Commissioner Rainwater and seconded by Commissioner Reh to adopt Resolution #2018-20.

Discussion

Commissioner Reh pointed out this was a renewal contract.

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

The Chair thereupon declared said motion approved.

- d) Reso #2018-21 – Adopting Monthly Bill List for March 2018

Motion moved by Commissioner Rainwater and seconded by Commissioner Methven to adopt Resolution #2018-21.

Discussion

Commissioner Rainwater asked why there were two PILOT payments.

Executive Director Brightman stated that the prior year was not paid. (our error)

Commissioner Rainwater also noted that there were two PSE&G bills.

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

The Chair thereupon declared said motion approved.

- e) Reso #2018-22 – Reso of the BOC of HPHA Approving an Intergovernmental Services Agreement (Park Terrace)

Motion moved by Commissioner Reh and seconded by Commissioner Rainwater to adopt Resolution #2018-22.

Discussion

Executive Director Brightman explained that the Management Agreement that the HPHA has with the WHA now has to be separated between Park and Kronman. It was determined that staff spends about 20% of their time on Park Terrace.

Bill Katchen noted that once the Kronman agreement is approved, the staff's time and bond and insurance price and time should also be pro-rated.

Counsel Corrison stated that the contract was alright to be approved now and amended when Kronman does its agreement.

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

The Chair thereupon declared said motion approved.

- f) Reso #2018-23 – Reso to Rescind Reso #2018-17 – Award Contract for the Bathroom Modifications at the Samuel J Kronman Building to Helios Construction for \$1,091,000.00

Motion moved by Commissioner Monk and seconded by Commissioner Reh to adopt Resolution #2018-23.

Discussion

Commissioner Monk asked Counsel Corrison if there will be another protest.

Counsel Corrison said he does not know but that the added work items is a change to the scope of work so it should not be an issue.

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

The Chair thereupon declared said motion approved.

New Business

Commissioner Rainwater noted that he will not be at the May meeting.

Public Comment II

Karin Jackson, 3 P, asked if we can have the landscaper do a better job of maintaining the backyard hill.

Commissioner Methven stated that it's really not part of their job; we should get the tenants together to do it.

Ms. Jackson stated that they do not trim the property very well.

Housing Manager Sriwardena stated that she addressed these issue with them.

Wanda Zelenski, apt. 3J, asked if they can move as a RAD PBV recipient.

Executive Director Brightman responded that this can be done after one year.

Ms. Zelenski asked if the new medicine cabinets will be an upgrade from what they have now.

Executive Director Brightman said that she did not have that information as yet.

ADJOURNMENT

Motion by Commissioner Rainwater and seconded by Commissioner Monk to adjourn at 7 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary