

# 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 July 11, 2018, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairman Chudnick.

Executive Director Brightman 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

## ABSENT

Commissioners:

Steve Chudnick, Chairman  
Raysa Martinez, Commissioner  
Regis Methven, Commissioner (7 PM)  
Donald Monk, Commissioner  
Diane Reh, Commissioner  
Evelyn Sedehi, Commissioner  
William Rainwater, Commissioner

Council Liaison:

Matthew Hersh

Authority General Counsel:

Terrence Corrison, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director  
Mike Yannuzzi, Maintenance Mgr. WHA

Administration:

Runi Sriwardena, Housing Director

### Minutes:

A motion to approve the minutes of the regular meeting held on June 13, 2018 was made by Commissioner Rainwater and seconded by Commissioner Sedehi and upon roll call the vote was as follows:

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

The Chair thereupon declared said motion approved.

### Public Comment I (Agenda):

A resident from apt. 1J stated that the print on the agenda is too small and asked if it could be enlarged as she is visually impaired.

Executive Director Brightman responded, yes, of course.

Raymond Jones, 6D, asked if he could obtain access to the water spigot outside so that residents can water their gardens after hours and on weekends.

Executive Director Brightman responded, yes, and thanked him.

Karin Jackson, 3P, stated that a water key can be purchased at Home Depot or Walmart

M.P. asked that members speak into the microphone so she can hear what is being said.

Communications: None

### Director's Report:

Executive Director Brightman stated that she is still obtaining documentation for Kronman for NJHMFA. It seems to be never ending and some documents lead to additional questions as with the Environmental Phase I. NJHMFA requested that an operations and maintenance report be submitted for asbestos and lead paint. In addition, we may have to test for radon even though we are not in a radon zone and also test the soil from the oil tank removal. We have a permit for the removal but they want documentation that there was no leakage.

Commissioner Rainwater asked about the Park Terrace closing and the allocation of capital funds and their use.

Executive Director Brightman stated that the capital funds became available after the closing. She stated the matter is being handled by our attorneys. These funds would be used to maintain operations not to do additional construction work.

Commissioner Monk inquired as to whether or not this could have been handled prior to the closing.

Executive Director Brightman responded, no, as the Capital Grant was not yet awarded by HUD or available to use.

Commissioner Monk inquired as to whether or not there was a typo in the report referring to the Woodbridge DPW and did Executive Director Brightman mean Highland Park.

Executive Director Brightman stated this was not a typo. She stated that Housing Director Sriwardena inquired through the Highland Park Business Administrator for assistance from the DPW to cut down dangerous tree limbs. They could not assist with this.

Executive Director Brightman stated that since tree service is expensive she inquired via the Woodbridge Housing Authority's shared services agreement with the Township if they would do the job for us and they agreed.

Executive Director Brightman asked the BOC if they preferred that she did not use Woodbridge personnel and they responded favorably to the use of shared services as opposed to a vendor.

Commissioner Monk requested to be emailed the RAD closing documents.

Executive Director Brightman responded that she has not received them from the attorney.

Commissioner Monk asked that the committee be copied on RAD correspondence.

#### Attorney's Report:

Counsel Corrison reported that he went to court today on an eviction matter for a lease violation. The tenant agreed to move out in mid-September rather than to be heard by the Judge.

Commissioner Monk asked Counsel Corrison if the RAD tenant lease and the public housing leases were the same.

Counsel Corrison responded, no, but very similar.

#### Account's Report: none

#### Director of Housing's Report:

Commissioner Rainwater asked if there was an update on the landscaping.

Executive Director Brightman reported that we have yet to meet with them but the mulch was put down.

Commissioner Rainwater commented on the agenda of the tenants' meeting, specifically, tenants' loud talking and cursing, kids sneaking into the building to use the vending machines and the crumpled checks.

Commissioner Sedehi responded to the crumpled checks stating we use a check scanner and the checks should not be folded.

Commissioner Monk commented on Housing Director Sriwardena's wording "mix up" to describe the water bill increase stating that it was not a mix up as the rationale was outlined in the Borough letter that came with the bill.

### Maintenance Report:

Commissioner Reh requested that the maintenance report contain more detail.

### Committee Reports:

Commissioner Martinez spoke of the by-laws and stated that she consulted with Commissioners Rainwater and Monk concerning the changes to the by-laws and forwarded the comments to the Executive Director.

Commissioner Martinez stated that the section on conference calling may need further editing.

Commissioner Methven, Building and Grounds committee, reported that he is working with Housing Director Sriwardena on the back lawn issue.

Commissioner Monk, RAD committee, reported that the Executive Director sent the committee information regarding the Park Terrace closing which they will digest before convening a committee meeting. He questioned what effect the water bill increase might have on the ability to pre-pay the loan.

Commissioners questioned the water bill assessment (\$11,000) and could it be paid in installments.

Executive Director Brightman responded, no, as we would then have to pay interest.

### RESOLUTIONS

- a) Reso #2018-32 – Reso Amending the Personnel Policy & Employee Handbook as Required by the Municipal Excess Liability JIF

Motion moved by Commissioner Rainwater and seconded by Commissioner Sedehi to adopt Resolution #2018-32.

### Discussion

Commissioner Rainwater questioned which buildings would remain in the JIF.

Executive Director Brightman responded just Park Terrace. She stated that we are seeking private insurance for Kronman as it will no longer be eligible to remain in the JIF upon the RAD closing.

Commissioner Monk asked for a cost breakdown.

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 #2018-33 – Adopting Monthly Bill List for June 2018

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-33.

Discussion

Commissioner Sedehi inquired as to whether or not the phone bills reflect the new savings.

Commissioner Monk stated that we have not yet switched over.

Commissioner Rainwater asked when the BOC could expect to see separate bill lists for Kronman and Park Terrace

Executive Director Brightman stated after Kronman closes and converts to RAD; hopefully, in January.

Commissioner Reh asked if equipment purchases had to be pro-rated.

Executive Director Brightman responded, yes, every expense does.

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 #2018-34 – Authorizing the ED to Pay the July/August Invoices for 2018

Motion moved by Commissioner Rainwater and seconded by Commissioner Reh to adopt Resolution #2018-34.

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 #2018-35 – Reso by the HPHA to Amend the By-laws

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2018-35.

Discussion

A discussion ensued concerning Article V - Meetings, Section 5 – regular meetings, specifically the portion allowing participation by conference calling.

Commissioner Monk moved to amend the section to eliminate the last sentence “said means of participation shall not exceed two meetings per year.”

Commissioner Rainwater seconded the amendment.

Therefore, there was an amended motion moved by Commissioner Monk and seconded by Commissioner Rainwater to remove the last sentence of the by-laws regarding Article V – Meetings, Section 5 – regular meetings.

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

Commissioner Monk asked if a resolution was needed to amend the notice of meetings.

Counsel Corrison responded, yes.

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2018-35.

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.

e) Reso #2018-36 – Reso Authorizing the Allocation of the HUD Reserve Fund in the Amount of \$602,963

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-36.

### Discussion

Commissioner Monk asked the attorney to clarify the resolution to state that FHLB funds would be repaid prior to allocating them to Kronman. He also pointed out a typo in paragraph #6 \$602,000 should read \$602,963.

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.

f) Reso #2018-37 – Reso to Amend the Annual Schedule of Regular Meetings in Order to Comply with the Amended By-Laws

Motion moved by Commissioner Monk and seconded by Commissioner Rainwater to adopt Resolution #2018-37.

### Discussion

Executive Director Brightman stated that the Thursday meetings will begin in September and the Annual Reorganization meeting will not occur until April.

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

### New Business

Commissioner Methven stated that it would behoove the Authority to have a tree service on-call to handle emergencies since the Town cannot assist us as they do not have a bucket truck that goes that high.

Maintenance Manager Yannuzzi responded that it is more cost efficient to use shared services with Woodbridge.

### Public Comment II

M.P. has concerns about the new washers and dryers and the rooms being painted prior to installation.

Ms. Jackson, 3 P, spoke about the back hill and the leaves and the dirt.

Debbie Bradley, 2M, stated that even though the area is roped-off, people are ignoring the tape and walking below the branches anyway. She also pointed out that tree limbs are hanging by the 20 minute parking space.

Angela Perone, 1J, stated that Mr. Hersh resigned last night and inquired about a new liaison. She also stated that if you leave the washer door open, smells will not build up.

M.P. requested that all laundry rooms not be done at once.

Debbie Bradley, 2M, inquired as to whether or not the Authority has to obtain C.O.'s for apartment turnovers.

Counsel Corrison responded, no, but we do UPCS and HQS inspections.

Executive Director Brightman asked Ms. Bradley what her concern was.

Ms. Bradley responded that there might be mold in her bathroom.

Executive Director Brightman stated that Maintenance Manager Yannuzzi will go look at it right now.

## **ADJOURNMENT**

Motion by Commissioner Sedehi and seconded by Commissioner Reh to adjourn at 7:20 PM.  
All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary