

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 September 13, 2018, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairman Chudnick.

Housing Director 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 August 8, 2018, 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, Chairman
Regis Methven, Commissioner
Donald Monk, Commissioner
Diane Reh, Commissioner
Evelyn Sedehi, Commissioner
William Rainwater, Commissioner

Administration:

Donna Brightman, Executive Director
Runi Sriwardena, Housing Director
Mike Yannuzzi, Maintenance Mgr. WHA

ABSENT

Commissioners:

Raysa Martinez. Commissioner

Council Liaison:

Matthew Hale

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Minutes:

A motion to approve the minutes of the regular meeting held on July 11, 2018 was made by Commissioner Sedehi and seconded by Commissioner Rainwater and upon roll call the vote was as follows:

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

The Chair thereupon declared said motion approved.

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

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

The Chair thereupon declared said motion approved.

Commissioner Sedehi noted that Matt Hersh was not the liaison at this time.

Public Comment I:

Angela Perrone, 1J, stated that her PTAC units were old and inquired as to when they would be replaced.

Executive Director Brightman responded when we close on the RAD program.

New Business:

Chairman Chudnick noted that both Donald Monk and William Rainwater's terms were renewed by the Borough Council through 9/23.

Communications:

Chairman Chudnick commented on the SEMAP score.

Commissioners Sedehi and Reh asked how the score is derived.

Executive Director Brightman stated that the scores are calculated through the PIC system and the HUD office calculates the score using that information.

Attorney's Report:

Executive Director Brightman stated that Counsel Corrison is absent due to a family obligation.

Account's Report: none

Executive Director's Report:

Executive Director Brightman reviewed her report noting that the work on Park Terrace will start shortly as the windows are being delivered next week. She went on to speak about Kronman stating that we are scheduled on the NJHMFA agenda for 9/20. All paperwork has been submitted.

Commissioner Rainwater asked if Aparri signed the waiver.

Executive Director Brightman responded, yes.

Executive Director Brightman stated that the financing plan has been submitted to HUD and it's under review. She informed the Board that the new CNA tool was required and completed by a firm in Virginia.

She stated that Susan Lenz is working on the paperwork required by PNC bank. They requested that we have all the lateral and vertical plumbing stacks inspected with a camera.

Executive Director Brightman then handed the results to the Board members, noting that the lines were in good shape.

She reported that the HPAHC hired Spectrum to oversee the tenant certification process.

Commissioner Monk asked if the RAD budget anticipated the water expense increase. He asked if we paid the water assessment or asked for a payment plan.

Executive Director Brightman replied that we paid the assessment in full as interest would be charged with a payment plan.

Commissioner Monk asked if we knew how much more we will have to pay and that he could review the bills to get an idea of what to expect.

Staff Reports:

Commissioner Reh noted that Joe's report was much more detailed and inquired as to whether or not we could design a standard reporting form.

Housing Director Sriwardena stated that she will discuss it with Joe Thurston.

Committee Reports:

Tenant Relations:

Commissioner Sedehi stated that a tenant meeting was held earlier today. The big topics were garbage and the washing machines. It was a good meeting with a lot of tenant participation.

Commissioner Methven stated that the resolution for the washers noted that a load would cost \$1.35; however, there are various settings and the price increases if you use anything other than a regular load cycle.

Executive Director Brightman stated that she will discuss this with Christina Smolder and review the paperwork submitted by the vendor.

Building and Grounds:

Commissioner Methven reported that the area behind Kronman was cleaned up but he suggests waiting to plant until the spring. He stated that he would seek his sister's input on what to plant as she is a master gardener.

HPAHC

Commissioner Reh reported that the HPAHC met on Monday. She stated that the Board hired Spectrum to oversee the LITC certification process and that the Board approved two bill lists.

Executive Director Brightman stated that she will be providing the Board with a report showing what action was taken at the HPAHC meetings.

RESOLUTIONS

- a) Reso #2018–38 – Revised Annual Notice of Regular Meetings for October 2018 through April 2019

Motion moved by Commissioner Sedehi and seconded by Commissioner Monk to adopt Resolution #2018-38.

Discussion

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

The Chair thereupon declared said motion approved.

- b) Reso #2018–39 – Establishing the Payment Standards for the HCV Program

Motion moved by Commissioner Sedehi and seconded by Commissioner Methven to adopt Resolution #2018-39.

Discussion

Executive Director Brightman stated that the FMR's went up so the rents needed to be revised.

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

Absent: Martinez

The Chair thereupon declared said motion approved.

c) Reso #2018-40 – Annual Update of HCV Utility Allowance

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-40.

Discussion

Commissioner Rainwater asked if these were increased.

Executive Director Brightman answered, no.

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

The Chair thereupon declared said motion approved.

d) Reso #2018-41 – Adopting Monthly Bill List for August 2018

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2018-41.

Discussion

Commissioner Sedehi inquired about the CMS check.

Executive Director Brightman stated that the check was reissued as he must have misplaced the prior one. She reminded the Board that they had questioned this bill prior as it only noted that they did the dumpster pad but, in fact, there was much more cement work done than noted.

Commissioner Reh asked if we ever received any additional insurance money for the dumpster damages caused by the Borough.

Executive Director Brightman stated that she does not believe so but will check. She stated that since the pad was widened there have not been any more damage issues.

Commissioner Monk asked about the bills and what is being paid by Park Terrace RAD and by Kronman.

Executive Director Brightman reported that Park Terrace RAD is paying actual expenditures related to Park Terrace and that Kronman is still absorbing the staff costs. She went on to say that this is a work in progress as well as a new program so we are learning as we go along. She noted that she is taking direction from the accountant regarding this matter and that once the entire Authority is converted to RAD it will be a lot easier to track the bills.

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

The Chair thereupon declared said motion approved.

e) Reso #2018-42 – Reso of the HPHA Authorizing & Approving the First Amendment to Option to Lease Given by the Authority to Kronman Affordable Housing LP

Motion moved by Commissioner Reh and seconded by Commissioner Sedehi to adopt Resolution #2018-42.

Discussion

Executive Director Brightman handed out a revised resolution. She stated that this has been adopted previously but the numbers have changed necessitating a re-adoption.

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

The Chair thereupon declared said motion approved.

Old Business – Resolution #2018-37

Public Comment II

Juan Ratliff reported that the picnic tables were moved by the tenants.

Housing Director Sriwardena stated that she will have maintenance put them in their proper place.

Dee Donnelly, 1H, stated that she would like to thank Joe Thurston and Jeff Marder for their hard work and asked what PNC gets from the RAD program.

Executive Director Brightman replied that they receive a tax break from the IRS.

Karin Jackson, 3P, stated that there are still branches in the back of the building.

Housing Director Sriwardena said that she will have maintenance address the situation.

Debbie Bradley, 2M, asked if the same rules that are applied to Park Terrace have to be abided by Kronman tenants.

Executive Director Brightman responded, yes.

Ms. Bradley asked if fire pits were permissible as there are two at Park Terrace.

Housing Director Sriwardena said she will look into the matter.

Sam Serio, 4F, stated that he hears the kids screaming late at night at Park Terrace having parties, running around and making noise.

Housing Director Sriwardena stated that she is aware of one incident and the matter was addressed.

The Board instructed him to call the Police.

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Monk to adjourn at 7:30 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary