

# 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 November 8, 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 September 18, 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  
Raysa Martinez, Commissioner  
Regis Methven, Commissioner  
Donald Monk, Commissioner  
William Rainwater, Commissioner

Administration:

Runi Sriwardena, Housing Director

## ABSENT

Commissioners:

Diane Reh, Commissioner  
Evelyn Sedehi, Commissioner

Council Liaison:

Matthew Hale

Authority General Counsel:

Terrence Corrison, Esq., Breslin & Breslin

Administration:

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

### Minutes:

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

### Discussion

Commissioner Martinez commented that the minutes of the October meeting were particularly well written and in a clearer format.

Chairman Chudnick noted a typo on page 2 that should read “accountant’s report” and not “accounts report”.

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

The Chair thereupon declared said motion approved.

A motion to approve the minutes of the executive session meeting held on October 11, 2018 was made by Commissioner Martinez 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	Martinez	Methven	Monk			
NAYS:	None						
Abstain:	Rainwater						
Absent:	Reh	Sedehi					

The Chair thereupon declared said motion approved.

Public Comment I: none

### New Business:

Housing Director Sriwardena reported that we obtained the HUD RCC and that the November 30<sup>th</sup> closing looks quite likely with PNC, the Attorney and Susan Lenz coming together with the final criteria pertaining to set asides, income averaging, etc. She explained the process that will most likely take place with regard to the end of participation with public housing and the new tax credit certification process. She said that Kathy Blaha and Elizabeth Noll will be working along with me to get everybody certified.

Housing Director Sriwardena briefed the Board on the recent PSE&G scam attempt on the HPHA.

Communications: None

Attorney’s Report: None

Account's Report: none

Executive Director's Report:

Chairman Chudnick asked about the Insurance attachment which was not attached.

Housing Director Sriwardena said that she would follow-up on this.

Staff Reports:

Housing Director's Report:

Chairman Chudnick commented on the 3 deaths. He asked about the 2 legal issues.

Housing Director Sriwardena replied that the lockout for 4M is being executed on Friday, November 9<sup>th</sup> and that the Estate ejection case for 208 South 7<sup>th</sup> is scheduled for November 28<sup>th</sup>.

Chairman Chudnick asked if the smoke alarms were fixed.

Housing Director Sriwardena replied that they were.

Maintenance Report:

Commissioner Martinez stated that she likes the new format on the maintenance report and the way the areas are separated.

Resident Services Report:

Commissioner Martinez commented that Kettly Gilles is servicing many residents.

Housing Director Sriwardena replied that Ms. Gilles is making the maximum use of her two days a week with HPHA.

Section 8 Report:

Commissioner Martinez inquired as to whether the Section 8 report, going forward, will include the Kronman RAD Section 8 units.

Housing Director Sriwardena explained that the current report shows our vouchers (HCV) units and the new units will be TBA and that she will follow-up with Elizabeth Noll on the type of reporting the Board will receive.

Committee Reports:

Building & Grounds: Commissioner Methven reported that he will be taking application forms to the new HP Youth Center to try and recruit some snow help.

Housing Director Sriwardena replied that it would be very welcome to have a few extra people on hand.

Housing Director Sriwardena mentioned that Jeff Marder will be on vacation for 3 weeks in November to the first week of December. She said a snow storm during that time could pose problems for us.

## RESOLUTIONS

a) Reso #2018–48 – Adopting Monthly Bill List for October 2018

Motion moved by Commissioner Rainwater and seconded by Commissioner Martinez to adopt Resolution #2018-48.

### Discussion

Commissioner Martinez asked about item #4510 (American Architectural Windows and Doors) in the amount of \$161,146.71.

Housing Director Sriwardena explained that we received two checks from the Community Loan Fund of NJ for R&R and Construction Escrow, both payable to HPHA. Therefore, we had to deposit them in the HPHA account and make the payment to the vendor.

Commissioner Monk asked how and where the bill list is generated and who types it.

Housing Director Sriwardena replied that the checks are processed, cut and generated in-house by Kathi DiTomasso, who also types the bill list.

Commissioners Monk and Chudnick commented that there were two typos in the name of Life Station and Current Elevator and that this report does not look like it is a ledger report but a manually typed list.

Housing Director Sriwardena said that she will follow-up with Kathi DiTomasso and provide more detail.

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

The Chair thereupon declared said motion approved.

### Old Business:

Commissioner Monk asked what happened to the new phone system he was working on with Christina Smolder.

Housing Director Sriwardena replied that the phones were temporarily installed already but that they are not yet activated until we undergo scheduled webinar training on November 15<sup>th</sup>.

Commissioner Monk replied that he was not aware that Ms. Smolder had finalized the contract because there were a couple of crucial items he would have liked to have had clarified with her before.

Housing Director Sriwardena said she will follow-up with Ms. Smolder and have her contact him.

### Public Comment II

Karin Jackson, 3P, asked why, under RAD tax credit rules, we had listed a divorce decree as an item tenants need to supply.

Housing Director Sriwardena explained that in certain instances a tenant may be getting alimony, child support, etc. after a divorce and that it may be necessary to determine when the divorce occurred and the terms attached but in general cases, an affidavit of estrangement should suffice.

### **ADJOURNMENT**

Motion by Chairman Chudnick and seconded by Commissioner Monk to adjourn at 6:50 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary