

# 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 December 13, 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 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  
Donald Monk, Commissioner  
William Rainwater, Commissioner  
Diane Reh, Commissioner  
Evelyn Sedehi, Commissioner

Authority General Counsel:

Terrence Corrison, Esq., Breslin & Breslin  
(6:35 PM)

Administration:

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

## ABSENT

Commissioners:

Raysa Martinez, Commissioner  
Regis Methven, Commissioner

Council Liaison:

Matthew Hale

Administration:

Runi Sriwardena, Housing Director

Minutes:

A motion to approve the minutes of the regular meeting held on November 8, 2018 was made by Commissioner Rainwater and seconded by Commissioner Monk and upon roll call the vote was as follows:

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

The Chair thereupon declared said motion approved.

Public Comment I:

Angela Perone, 1J, asked why the heat was not on in the hallways.

Executive Director Brightman stated that she would check on it.

Raymond Jones, 6D, said the draft might be coming from the back door.

Karin Jackson, 3P, stated that the heat gets turned on and off depending on the temperature and she has done this herself.

New Business: None

Communications:

Chairman Chudnick read a holiday greeting from a tenant in 3P.

Attorney's Report: None

Account's Report: none

Executive Director's Report:

Executive Director Brightman went over the outstanding items from the November meeting as follows:

She noted that the insurance information was attached.

She reminded the BOC that Kronman will no longer be eligible to remain in the JIF and that we needed to seek quotes and the least expensive quote is attached.

Park Terrace will remain in the JIF and we will still be eligible to get the workman's comp and the Director's errors and omissions policies.

The premium for Kronman is higher than we pay now but the premium will reduce in time as once construction finishes we will not need the builder's risk policy.

Another item was the bill list:

Executive Director Brightman directed the BOC's attention to her report whereby she provided three examples of computer generated bill lists, as she was under the impression that the BOC was not happy with the bill list as is. The list is done by hand as prior BOC members wanted additional information included that the computer cannot generate, such as frequency of payment.

Commissioner Monk stated that he was the one that commented on the bill list and stated that list provided is fine as is. His question/concern was about how the information was generated. Did it come from the accountant?

Executive Director Brightman answered, no, that is not the accountant's responsibility and it's done by the staff.

Commissioner Monk stated that it was helpful to see all the lists the computer can generate.

Executive Director Brightman asked Commissioner Monk if he spoke with Christina Smolder about the phone system and were his concerns addressed.

Commissioner Monk explained that the Authority is switching over to a voice-over IP computer system and that we should save a substantial amount of money off the Verizon bill each month. He stated that his only concern was not having a phone in the conference room.

Commissioners Sedehi and Reh thanked Commissioner Monk for working on this and asked that Executive Director Brightman extend a thank you to Ms. Smolder.

Executive Director Brightman went on to say that the windows at Park Terrace have been completed and that the bathroom renovations will start right after the holidays.

Executive Director Brightman stated that Kronman is scheduled to close the end of January. All the loan documents are close to being finalized. However, we are still waiting to hear from HUD as to whether or not we can pledge the reserve fund.

Commissioner Rainwater asked what the repercussions would be for not closing January 1<sup>st</sup>.

Executive Director Brightman stated we will just get less rental income as the project based voucher rents will be effective until 1/1/20.

Chairman Chudnick asked when the landscaper contract was up as we are not pleased with their service.

Executive Director Brightman stated that she will check as to when it ends.

#### Staff Reports:

Commissioner Sedehi commented that Kettly Gilles does so much for the tenants in the two days that she is at Highland Park and to please let her know we appreciate it.

Housing Director's Report: none

Maintenance Report: none

Resident Services Report: none

Section 8 Report: none

Committee Reports: none

Building & Grounds: none

## RESOLUTIONS

- a) Reso #2018–49 –Reso Amending the Personnel Policy & Employee Handbook as Required by the State of NJ

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-49.

### Discussion

Executive Director Brightman mentioned that the sick leave was expanded to include leave for family members.

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

The Chair thereupon declared said motion approved.

- b) Reso #2018–50 –Appointment of a Fund and Alternate Fund Commissioner for 2019

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2018-50.

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

The Chair thereupon declared said motion approved.

- c) Reso #2018-51 – Reso of the HPHA Authorizing & Approving an Amendment to the Cooperation Agreement Providing for the Continuation of Payments in Lieu of Taxes for Samuel J. Kronman Senior Apts. Affordable Housing Property, Currently Owned by the HPHA, and are the Subject of a RAD Conversion

Motion moved by Commissioner Reh and seconded by Commissioner Rainwater to adopt Resolution #2018-51.

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

Absent: Martinez Methven

The Chair thereupon declared said motion approved.

- d) Reso #2018-52 – Low Income Housing Credit Program/Kronman Affordable Housing, LP – RAD Conversion Project HMFA #03161

Motion moved by Commissioner Reh and seconded by Commissioner Monk to adopt Resolution #2018-52.

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

The Chair thereupon declared said motion approved.

- e) Reso 2018-53 – Adopting Monthly Bill List for November 2018

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2018-53.

#### Discussion

There were questions/concerns regarding bills paid to AFA, Dunigan and PSE&G – check numbers 14531, 14538 and 14553.

Executive Director Brightman stated that she will look into the matter and provide explanations.

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

The Chair thereupon declared said motion approved.

- f) Reso 2018-54 – Increase the Payment Standards for HCV – 1 Bedroom Units

Motion moved by Commissioner Rainwater and seconded by Commissioner Sedehi to adopt Resolution #2018-54.

#### Discussion

Executive Director Brightman explained that Edison just absorbed 12 vouchers which will put us at risk in obtaining high performer regarding the SEMAP score as we must maintain a 97% spending rate. This will be difficult as our year closes on 3/31/19 and this leaves us very little time to lease 12 vouchers.

Executive Director Brightman explained that Ms. Noll will do the best she can. Raising the payment standard for the one-bedroom units will help tenants lease more quickly, as when it was set in October we were being precautionary with our funding levels.

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

The Chair thereupon declared said motion approved.

#### Old Business:

Executive Director Brightman asked if we can change this to new business as there are two items she needs to discuss:

1. The BOC of WHA gave the WHA staff off on 12/24/18 and asked if HPHA wish to do the same.

After a short discussion, the BOC decided not to grant the additional day.

2. Executive Director Brightman informed the BOC that she will not be available to attend the March 14<sup>th</sup> meeting. Did they want to proceed without her or change the date?

The BOC decided to reschedule the 3/14/19 date to 3/12/19.

#### Public Comment II

Dee Donnelly, apt. 1H, asked about the 2019 meeting schedule.

Executive Director Brightman stated that the schedule is set through April, and then at the reorganization meeting, the remaining year's schedule will be set.

Raymond Jones, apt. 6D, inquired about the PSE&G scam.

Executive Director Brightman explained that a person pretending to work at PSE&G stated we did not pay our bill and threatened to shut the electric off.

Mr. Jones then inquired about a resident council.

Executive Director Brightman stated that she would have Housing Director Sriwardena ascertain the residents' interest in starting one.

Mr. Jones stated that he gave Executive Director Brightman an OPRA request.

Council Corrison stated that he would review it and make a determination as to whether his request was in-fact public.

Ms. Donnelly asked when the RAD conversion was going to occur.

Executive Director Brightman stated that it will be the end of January or February.

### **ADJOURNMENT**

Motion by Commissioner Monk and seconded by Commissioner Reh to adjourn at 7:35 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary