

**MINUTES OF THE ANNUAL REORGANIZATION/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 Reorganization 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 May 9, 2019, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairman Chudnick and the pledge of allegiance was recited.

Runi Sriwardena read a 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 April 16, 2019, a copy of the notice of this meeting setting forth the date, time and location of this reorganization 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.

Upon roll call, those present and absent were as follows:

PRESENT

ABSENT

Commissioners:

Commissioners:

Steve Chudnick, Commissioner
Raysa Martinez, Commissioner
Regis Methven, Commissioner
Bill Rainwater, Commissioner
Evelyn Sedehi, Chairwoman

Diane Reh, Commissioner

Administration:

Authority General Counsel:
Terrence Corriston, Esq., Breslin & Breslin

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

Motion to designate Executive Director Brightman to be temporary Chairperson for the reorganization meeting was moved by Commissioner Sedehi and seconded by Commissioner Methven and upon roll call, the vote was as follows:

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

Executive Director Brightman opened the floor to nominations for Chairperson.

Motion to nominate Commissioner Martinez for Chairperson to the Housing Authority of the Borough of Highland Park for the ensuing fiscal year moved by Commissioner Sedehi and seconded by Commissioner Rainwater.

There were no more nominations for Chairperson.

Motion to close nominations for Chairperson was moved by Commissioner Sedehi and seconded by Commissioner Chudnick.

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

Roll call to elect Commissioner Martinez for Chairperson was as follows:

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

Executive Director Brightman returned the meeting to Chairwoman Martinez.

Chairwoman Martinez called for nominations for Vice Chair.

Motion to nominate Commissioner Rainwater for Vice Chairperson to the Housing Authority of the Borough of Highland Park for the ensuing fiscal year moved by Commissioner Chudnick and seconded by Commissioner Sedehi.

There were no more nominations for Vice Chairperson.

Motion to close nominations for Vice Chairperson was moved by Commissioner Sedehi and seconded by Commissioner Methven.

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

Roll call to elect Commissioner Rainwater to be Vice Chairperson was as follows:

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

Remarks:

Vice Chairman Rainwater said to Chairwoman Martinez that he hopes she doesn't miss any meetings and that he is looking forward to the challenge and working with the Authority.

Chairwoman Martinez stated that she looks forward to serving the Authority in her new role. She noted that it's nice that the commissioners work together and rotate the Chair responsibilities.

Executive Director Brightman thanked Commissioner Chudnick for all of his hard work and enjoyed working with him.

ADJOURNMENT

Motion by Commissioner Methven and seconded by Commissioner Rainwater to adjourn at 6:40 PM.

All commissioners present voted in favor.

The regular BOC meeting was called to order at 6:45 PM.

Upon roll call, those present and absent were as follows:

PRESENT

Commissioners:

Steve Chudnick, Commissioner
Raysa Martinez, Chair
Regis Methven, Commissioner
Bill Rainwater, Vice Chair
Evelyn Sedehi, Chairwoman

Administration:

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

Council Liaison:

Matt Hale (7 PM)

ABSENT

Commissioners:

Diane Reh, Commissioner

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Minutes:

A motion to approve the minutes of the regular meeting held on March 14, 2019 was made by Commissioner Sedehi and seconded by Commissioner Methven and upon roll call the vote was as follows:

Discussion

Commissioner Sedehi noted the following changes:

- Under public comment, 3rd line, Commissioner should be plural – Commissioners.
- Under new business, last line, it is Joan not Jean Hullings.
- Under staff reports, add to Commissioner Sedehi statements “and commented on the amount of work she does.”

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

The Chair thereupon declared said motion approved.

Public Comment I:

Juan Ratliff, apt. #219, commented that the landscapers did a horrible job on the lawn at Park Terrace.

Commissioner Methven responded that the grass was too high due to all the rain and that they need to sharpen their mowing blades.

Mr. Ratliff stated that they need to edge the grass.

Commissioner Methven said that he will keep an eye on their work.

Mr. Ratliff stated that summer is coming and we need to send letters to the parents to remind them to supervise their children.

Housing Director Sriwardena stated that she will take care of it.

Raymond Jones, apt. # 6D, stated that he wants the tenant meetings recorded.

The Board members responded that tenants’ permission may be required.

Executive Director Brightman stated that this is a meeting conducted four times a year, by staff, and that it might not be a bad idea to record them.

Commissioner Sedehi agreed.

Housing Director Sriwardena stated that she will record them going forward.

New Business: none

Communications: none

Attorney’s Report: None

Account's Report: none

Executive Director's Report:

Executive Director Brightman stated that all the contractors now have their insurance and the letters to proceed have been issued. There will be a construction meeting the week of May 20th, so we are ready to begin.

Executive Director Brightman asked the BOC if they read her memo regarding the off-line unit at Park Terrace and the need to put it back on-line as Park Terrace needs more income. All commissioners acknowledged that they did not have any problem with putting the unit back on-line.

Executive Director Brightman further informed the BOC that the new PHA conversion regulations state that you must have a 12 percent vacancy rate and that since we have a zero vacancy rate, we would not have been able to participate.

Commissioner Rainwater and Chudnick inquired as to what a fire watch was.

Executive Director Brightman explained that there was a snafu with Verizon and they shut-off the phones to the Fire Dept. and in the elevators. She stated that whenever the fire alarm does not go directly to the Fire Dept., you are required to perform a fire watch.

Commissioner Rainwater asked if the hallways are actually patrolled.

Executive Director Brightman responded that they are, every 20 minutes.

Commissioner Rainwater inquired if there was any update on replacing Don Monk.

Commissioner Chudnick responded, almost.

Councilman Hale stated that the Mayor is meeting with the replacement and that he will change his teaching schedule in the fall to be free on Thursdays.

Commissioner Chudnick reported that he spoke to Teri Jover, the business administrator, about our problem of disposing the vanities and toilets from the Park Terrace renovation. He explained that the dump at Highland Park does not hold storage; debris is taken directly to the dump in East Brunswick.

Commissioner Chudnick stated that he will ask her if we can go directly to that site with the debris.

Chairwoman Martinez stated there may be an issue of disposing of construction materials and that we should check prior to doing so.

Commissioner Methven suggested that we get a container.

Executive Director Brightman stated that we do not have the funds as money is tight; let's see what Commissioner Chudnick finds out.

Executive Director Brightman informed the BOC that we did receive about \$140,000 in Capital Funds for this year but the money can only be spent at Kronman.

Staff Reports:

Chairwoman Martinez asked Housing Director Sriwardena how Ana Veliz was doing with the LIHTC tax credit certifications.

Housing Director Sriwardena stated that we are getting ready to submit files to Spectrum, then PNC and then to HMFA.

Commissioner Rainwater asked about the BOC committee assignments.

Chairwoman Martinez stated that she will have them for next month.

Chairwoman Martinez commented that Kettly Giles' report is impressive.

Commissioner Sedehi asked what PRAB is.

Housing Director Sriwardena explained that it is an energy assistance program run by the Puerto Rican Action Board. She noted that with RAD, tenants are no longer eligible for this assistance as they no longer pay excess utilities.

Committee Reports:

Commissioner Sedehi reported that there was a tenant meeting held today. It was a good meeting and there was a lot of discussion about the hot water. She stated that she was also able to meet Elizabeth Noll and Ana Veliz.

Building & Grounds: none

RESOLUTIONS

a) Reso #2019-21 – Resolution Adopting Monthly Bill List for April 2019

Motion moved by Commissioner Sedehi and seconded by Commissioner Chudnick to adopt Resolution #2019-21.

Discussion

Commissioner Methven commented that the electric bill was high and that he is going to contact PSE&G to see if they have any energy saving education materials.

Chairman Martinez asked if the RAD improvements had any energy saving components.

Executive Director Brightman replied, yes, PTAC units, lighting and the windows and doors.

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

The Chair thereupon declared said motion approved.

b) Reso #2019-22– Resolution of the BOC of the HPHA to Amend the By-laws

Motion moved by Commissioner Sedehi and seconded by Commissioner Methven to adopt Resolution #2019-22.

Discussion

Chairman Martinez summarized the changes

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

The Chair thereupon declared said motion approved.

c) Reso #2019-23 – FY 2019 Annual SEMAP Certification Form #52648

Motion moved by Commissioner Chudnick and seconded by Commissioner Rainwater to adopt Resolution #2019-23.

Discussion

Chairman Martinez asked if the BOC had seen anything on this.

Executive Director Brightman responded that she thought she gave them the score at the last meeting. However, HUD will send a formal letter and she will be sure to give it to the BOC.

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

The Chair thereupon declared said motion approved.

Reso #2019-24 - Reso for Professional Audit Services (this resolution was pulled)

d) Reso #2019-24 – Award Change Order #1 for the RAD Improvements at Samuel J. Kronman in the Amount of \$50,307.58

Motion moved by Commissioner Chudnick and seconded by Commissioner Rainwater to adopt Resolution #2019-24.

Discussion

Chairman Martinez asked Executive Director Brightman to explain this resolution.

Executive Director Brightman stated that the original contract price is over two years old and that price increase occurred for materials, Davis Bacon wages and insurance totaling

\$50,307.58. The A/E approved the change order. The other two contractors will have change orders as well.

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

The Chair thereupon declared said motion approved.

e) Reso #2019-25 – Establishing the Date and Time of Meetings

Motion moved by Commissioner Rainwater and seconded by Commissioner Sedehi to adopt Resolution #2019-25.

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

The Chair thereupon declared said motion approved.

Old Business:

Chairman Martinez stated that we have previously discussed old business, landscaping, water heaters, picnic tables, etc.

Housing Director Sriwardena stated that the summer at Park Terrace presents challenges with children, grills and the tables.

Public Comment II

Raymond Jones stated that at one time he could have received a free pool table but we did not want it and wanted to know if the opportunity arose again would we consider it.

Executive Director Brightman responded that the community room is too small to have a pool table and suggested that once RAD is completed, we can see if we can free up some office space.

Debbie Bradley, apt. 6F, inquired about the picnic tables at Park Terrace stating that we said we would permanently secure them.

Housing Director Sriwardena replied that we will but have not had the time yet.

Angela Perrone, 1J, asked if they were getting new doors.

Executive Director Brightman clarified that they will be new sliding glass doors not apartment doors.

Ms. Bradley asked if we would consider changing the door locks as there seems to be some issues with the locks getting stuck.

Executive Director Brightman stated that she would review the work order logs to see how big the problem is and if it warrants, they can be changed.

Mr. Ratliff asked Executive Director Brightman why she did not follow the chain of command in letting him speak with her instead of Housing Director Sriwardena.

Executive Director Brightman responded that she and Housing Director Sriwardena work as a team and divide tasks.

Ms. Perrone stated that someone was ringing the main doorbell.

Executive Director Brightman stated that tenants need to call the police when something like that happens.

Mr. Jones stated that he has brought things to their attention but it falls on deaf ears.

Commissioner Methven asked if he could be more specific.

Mr. Jones stated that he wanted security cameras on the maintenance doors and at the end of the hallways.

Chairman Martinez stated that the time for public comment was up and thanked Mr. Jones for his suggestion.

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Chudnick to adjourn at 7:45PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary