

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 for an Annual Reorganization/Regular Session on a GoToMeeting.com/join/670505645 at 6:30 PM on May 14, 2020, the hour and date duly established for the holding of said meeting.

The meeting was called to order by the Chair, Raysa Martinez.

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 May 8, 2020, a copy of the notice setting forth the date, time and location of this reorganization/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.

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

PRESENT

Commissioners:

Ruby Hope, Commissioner  
Raysa Martinez, Chair  
Regis Methven, Commissioner  
William Rainwater, Commissioner  
Diane Reh, Commissioner  
Evelyn Sedehi, Commissioner

Councilwoman: Stephanie Kim-Chohan

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director  
Runi Sriwardena, Housing Director

Motion to designate Counsel to be temporary chairperson for the Reorganization moved by Commissioner Sedehi and seconded by Commissioner Rainwater.

Roll Call: Hope Martinez Methven Rainwater Reh Sedehi  
AYES: Hope Martinez Methven Rainwater Reh Sedehi

NAYS: None  
Abstain: None  
Absent: None

Counsel Corrison called for nominations for Chairperson.

Commissioner Sedehi nominated Commissioner Martinez and this was seconded by Commissioner Reh.

Roll Call: Hope Martinez Methven Rainwater Reh Sedehi  
AYES: Hope Martinez Methven Rainwater Reh Sedehi  
NAYS: None  
Abstain: None  
Absent: None

There were no more nominations for Chairperson.

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

Roll Call: Hope Martinez Methven Rainwater Reh Sedehi  
AYES: Hope Martinez Methven Rainwater Reh Sedehi  
NAYS: None  
Abstain: None  
Absent: None

Roll call to elect Chair Martinez was moved by all commissioners.

Counsel Corrison returned the Chair to Chairperson Martinez.

Chair Martinez called for nominations for Vice Chair.

Commissioner Sedehi nominated Commissioner Rainwater and this was seconded by Commissioner Reh.

Roll Call: Hope Martinez Methven Rainwater Reh Sedehi  
AYES: Hope Martinez Methven Rainwater Reh Sedehi  
NAYS: None  
Abstain: None  
Absent: None

Motion to close nominations for Vice Chair was moved by Commissioner Sedehi and seconded by Commissioner Reh.

Roll Call: Hope Martinez Methven Rainwater Reh Sedehi  
AYES: Hope Martinez Methven Rainwater Reh Sedehi  
NAYS: None  
Abstain: None  
Absent: None

Roll call to elect Vice Chair Rainwater was moved by all commissioners.

Remarks:

Chair Martinez and Vice Chair Rainwater thanked the commissioners.

Minutes:

A motion to approve the minutes of the regular meeting held on March 12, 2020 was moved by Commissioner Hope and seconded by Commissioner Sedehi.

Roll Call: Hope Martinez Methven Rainwater Reh Sedehi

AYES: Hope Martinez Methven Reh Sedehi

NAYS: None

Abstain: Rainwater

Absent: None

The Chair thereupon declared said motion approved.

Public Comment: none

New Business:

Commissioner Methven stated that the building has been relatively quiet, some grumbling about why we have to do some things, like not being able to gather.

Commissioner Sedehi asked how are the tenants reacting to those who are ill.

Commissioner Methven replied that there is really no conversation about it.

Housing Manager Sriwardena stated that we remind tenants to social distance and wear face coverings. We also do not disclose who is sick, we respect their privacy.

Executive Director Brightman stated that HAPPY software was extended so that staff could do some work at home. She went on to say that she is in regular contact with the Mayor and Emergency Management.

The Housing Authority received \$32,212 from the CARES Act to spend on COVID-19 relief.

We do not have any reported cases from Park Terrace.

Maintenance is only performing emergency work orders and sanitizing the building.

Councilwoman Kim-Chohan asked what protocols were being used.

Executive Director Brightman responded those issued from the CDC.

Commissioner Sedehi asked how the staff was holding up.

Housing Director Sriwardena responded they have good attitudes.

Executive Director Brightman stated that they use a questionnaire and take tenant temperatures before entering a unit.

Commissioners extended their appreciation to the staff.

Communications:

Chairwoman Martinez noted that resignation of Commissioner Chudnick and asked Councilwoman Kim-Chohan if a replacement was being sought.

Councilwoman Kim-Chohan replied that there is a process whereas an interested volunteer must fill out an application. If anyone knows of an interested party, please have them fill it out.

Attorney's Report:

Council Corrison reported that the CARES Act prohibits evictions at this time.

Account's Report: none

Executive Director Brightman commented that new budgets will be available in January.

Executive Director's Report:

Executive Director Brightman responded that Park Terrace is not completed and staff was doing close-out paperwork on Kronman.

Commissioner Sedehi asked how often staff was communicating with tenants.

Housing Director Sriwardena responded on a daily basis by phone.

Committee reports: none

RESOLUTIONS

- a) Reso #2020-13 – Resolution of Annual Notice of Regular Meetings June 1,2020 – April 30, 2020

Motion moved by Commissioner Rainwater and seconded by Commissioner Sedehi to adopt Resolution #2020-13.

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

The Chair thereupon declared said motion approved.

- b) Reso #2020-14 – Reso to Designate Official Newspaper 5/14/20 – 3/31/21

Motion moved by Commissioner Hope and seconded by Commissioner Rainwater to adopt Resolution #2020-14.

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

The Chair thereupon declared said motion approved.

c) Reso #2020-15 – Reso to Adopt Monthly Bill List for March 2020

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2020-15.

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

The Chair thereupon declared said motion approved.

d) Reso #2020-16 – Reso Authorizing Annual Salary Increase

Motion moved by Commissioner Sedehi and seconded by Commissioner Hope to adopt Resolution #2020-16.

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

The Chair thereupon declared said motion approved.

e) Reso #2020-17 – Reso to Submit 5 Year Plan and Annual Plan 2020

Motion moved by Commissioner Methven and seconded by Commissioner Reh to adopt Resolution #2020-17.

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

The Chair thereupon declared said motion approved.

f) Reso #2020-18 – Reso to Establish Additional Preference Points for Homeless and Disabled Residents

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2020-18.

Discussion

Executive Director Brightman stated that this will become effective July 1<sup>st</sup>.

Commissioner Rainwater asked how many are on the waiting list at Kronman.

Housing Director Sriwardena responded about 350.

Commissioner Sedehi asked if this applies to Section 8 as well.

Housing Director Sriwardena responded, yes.

Counsel Corrison stated that this is a State of NJ regulation, not a HUD regulation.

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

The Chair thereupon declared said motion approved.

- g) Reso #2020-19 – Reso Terminating the Public Housing Annual Contributions Contract with HUD and Urban Dev. and Confirming all Closeout Requirements of the RAD program have been met

Motion moved by Commissioner Sedehi and seconded by Commissioner Methven to adopt Resolution #2020-19.

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

The Chair thereupon declared said motion approved.

- h) Reso #2020-20 – Reso Authorizing a Rent Increase in the Amount of 3.10% for Samuel J. Kronman Building Effective May 1, 2020

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2020-20.

Discussion

Council Corrison stated this does not increase the tenant’s portion of rent.

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

The Chair thereupon declared said motion approved.

- i) Reso #2020-21 – Reso Authorizing a Rent Increase in the Amount of 2.67% for Park Terrace Effective June 1, 2020

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2020-21.

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

The Chair thereupon declared said motion approved.

Old Business:

Commissioner Methven reported that his cancer is responding to treatment.

Public Comment II: none

Comments:

Executive Director Brightman asked the Board of Commissioners how they felt about filling vacancies as we have a number of them.

Commissioner Reh responded that they should have a doctor's note stating they do not have COVID.

Counsel Corrison and Councilwoman Kim-Chohan stated the areas should be sanitized (lobby/elevator.)

Commissioner Methven stated that the moving company should be screened.

Commissioner Rainwater stated Emergency Management should be consulted and the tenants should be reassured.

Commissioner Hope stated that there should be a four hour window in which to move-in.

**ADJOURNMENT**

Motion by Commissioner Sedehi and seconded by Commissioner Hope to adjourn at 7:58 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary