

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 for a Regular Session on a [GoToMeeting.com/join/648660293](https://www.gotomeeting.com/join/648660293) or by calling 1-224-501-3412 at 6:00 PM on July 16, 2020, the hour and date duly established for the holding of said meeting.

On July 13, 2020, 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 meeting was called to order by the Chair, Raysa Martinez.

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

PRESENT

Commissioners:

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

ABSENT

Commissioners:

Diane Reh, Commissioner

Council Liaison:

Stephany Kim-Chohan

Authority General Counsel:

Terrence Corrison, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director
Runi Sriwardena, Housing Director

Minutes:

A motion to approve the minutes of the reorg/regular meeting held on May 14, 2020 was made by Commissioner Hope and seconded by Commissioner Sedehi.

Discussion

Commissioner Martinez noted that on page 4, under communications, there is a typing error as it should read – Chairwoman Martinez noted **the** resignation.

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

The Chair thereupon declared said motion approved.

A motion to approve the minutes of the regular meeting held on June 11, 2020 was made by Commissioner Sedehi and seconded by Commissioner Rainwater.

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

The Chair thereupon declared said motion approved.

Public Comment I: none

New Business:

Executive Director Brightman stated that your minutes were done by Maureen, as you may recall she retired in December. She agreed to come back one day a week to help me with the BOC packets.

The BOC extended their appreciation.

Housing Director Sriwardena reported that there was a COVID case at Park Terrace with two family members and one at Kronman.

Executive Director Brightman reported that staff was back to work full-time as of last Monday.

Communications: none

Attorney's Report:

Counsel Corrison informed the BOC that HUD has extended waivers for inspections, recertifications, etc.

Housing Director Sriwardena stated that we were up-to-date on inspections and almost caught up on tenant recertifications.

Counsel Corrison reported that the eviction moratorium for non-payment of rent expires on July 25th. However, the 14 day notice must be extended to a 30 day notice.

Chairwoman Martinez asked if we had tenants that did not pay rent.

Housing Director Sriwardena answered, no.

Housing Director Sriwardena inquired about processing evictions other than non-payment of rent.

Counsel Corrison stated that you can process them but know that the courts are just re-opening and there is a huge backlog of cases to be heard.

Accountant's Report: None

Executive Director's Report:

Executive Director Brightman said that she will address items under the resolution section.

Staff Reports:

Executive Director Brightman stated that now the staff is back full-time, the reports will resume.

Committee reports: none

Resolutions:

a) Reso #2020-24 — Adopting Monthly Bill List for June 2020

Motion moved by Commissioner Sedehi and seconded by Commissioner Rainwater to adopt Resolution #2020-24

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

The Chair thereupon declared said motion approved.

b) Reso #2020-25 – Award Auditing Services for Year End 3/31/20 to Hymanson, Parnes & Giampolo for the Sum of \$12,645

Motion moved by Commissioner Sedehi and seconded by Commissioner Hope to adopt Resolution #2020-25.

Discussion

Commissioner Sedehi asked if this could be a two-year contract.

Executive Director Brightman stated that it is usually just one year at a time.

Chair Martinez inquired if it was acceptable to have an RFP for HPHA and HPAHC, or should it be separated.

Executive Director Brightman stated that it was acceptable to combine them as a package.

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

The Chair thereupon declared said motion approved.

a) Reso #2020-26 – Award Contract for Pest Control Services to Pest-A-Cide Exterminating Co., Inc. from 7/15/20 through 7/14/22 for \$6,457.92

Motion moved by Commissioner Sedehi and seconded by Commissioner Hope to adopt Resolution #2020-26.

Discussion

The Board inquired if this was our current contractor.

Executive Director Brightman responded, no, the WHA staff was doing the pest control. However, due to a JIF building reassessment, our insurance premiums increased by \$300,000, therefore; these positions had to be eliminated: grounds keeper, maintenance manager and pest control manager. Contracted services are more cost effective. Therefore, both authorities had to bid the service.

The BOC asked that Executive Director Brightman extend their best wishes to Mike Yannuzzi and stated that he will be missed.

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

The Chair thereupon declared said motion approved.

a) Reso #2020-27 – Award Contract for Housing Voucher Software System to PHA-WEB for the sum of \$5,400.00

Discussion

Chair Martinez stated that the first sentence should read wishes **to** install.

Executive Director Brightman stated that currently the HPHA uses two software programs: HAPPY for tenant recerts and Sage for finances. This software is an all-in-one program. It also is fully remote so that staff can work entirely from home, if needed. Our current system does not allow full access. In addition, all tenant paperwork can be loaded into the program and tenants can complete it at home and send it electronically, the accountants will also be able to access avoiding office visits to obtain data.

Executive Director Brightman stated that she would not ordinarily spend money on replacing software but we received \$32,000 from HUD under the CARES Act to spend on COVID related activities. To date, we used the funding on sanitizing units, common areas and on upgrading the Kronman camera system as it was antiquated and not working effectively. There are remaining funds to cover this cost. Based on a potential surge in COVID cases, it's a prudent thing to do.

The BOC members asked if any other PHA was using this.

Counsel Corrison stated that his authority uses it in Fort Lee and the staff loves the system.

Executive Director Brightman also mentioned that the waiting list data can be obtained without taking staff time to answer placement questions.

The BOC questioned cost as compared to what is being paid now.
Executive Director Brightman responded that this software is less expensive.
Commissioner Sedehi questioned the firm's years in business.

Old Business:

Commissioner Sedehi inquired as to when Commissioner Chudnick's replacement would be approved.

Executive Director Brightman responded it's on the July 21, 2020 agenda.

Chair Martinez stated that she invited Jason Postelnik to listen in on this meeting but she stated that he was working and could not attend.

Public Comment II: None

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Rainwater to adjourn at 6:33 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary
