

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 [GoToMeeting.com/join/288498949](https://www.gotomeeting.com/join/288498949) or by calling 1-408-650-3123, code 288-498-94949 at 6:30 PM on January 14, 2021, the hour and date duly established for the holding of said meeting.

The meeting was called to order by the Chair Martinez.

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 the link above was provided on the website on January 4, 2021.

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

PRESENT

Commissioners:

Ruby Hope, Commissioner
Raysa Martinez, Chair
Jason Postelnik, Commissioner
William Rainwater, Commissioner
Diane Reh, Commissioner
Evelyn Sedehi, Commissioner

ABSENT

Commissioners:

Regis Methven, Commissioner

Council Liaison:

Tara Canavera

Counsel:

Terrence Corrison, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director
Runi Sriwardena, Housing Director

Other:

William Katchen, Accountant

Minutes:

A motion to approve the minutes of the regular meeting held on December 10, 2020 was made by Commissioner Sedehi and seconded by Commissioner Postelnik.

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

The Chair thereupon declared said motion approved.

Public Comment I: none

New Business: none

Communications:

Executive Director Brightman stated that we received a letter from JIF increasing our deductible.

Commissioner Postelnik asked if our losses were stable.

Executive Director Brightman replied, yes, not like a few years ago when we had two floods.

Commissioner Rainwater asked what this covers.

Executive Director Brightman answered just, Park Terrace, as Kronman is not eligible to be in the JIF as technically we do not own it..

Executive Director's report: none

Staff report:

Commissioner Rainwater asked Housing Director Sriwardena how the snow removal went.

Housing Director Sriwardena responded, smoothly.

Commissioner Sedehi asked who did the maintenance report.

Executive Director Brightman replied, Joe Thurston.

Attorney's Report:

Counsel Corrison stated that each commissioner must take the JIF training regarding maintaining a Safe Environment for Children which is related to the recent policy the BOC passed. It's a two hour class.

Commissioner Reh stated that she took it.

Commissioner Postelnik asked about a time frame.

Counsel Corrison responded as soon as possible.

Commissioner Martinez reminded the BOC to take the JIF training to get the \$100 credit on our policy.

Counsel Corrison stated that the courts are not hearing evictions, the moratorium is through the end of January; therefore, cases will not be heard until the end of March. The courts have a huge backlog so it will be much longer than that.

Counsel Corrison also stated that NJ passed new legislation that requires entities to accept credit cards for rent payments so we need to gear up.

Accountant's Report:

William Katchen, accountant for HPHA, stated that the two budgets are in your packet. They are for the period of 4/1/21 to 3/31/22. There is the former HUD budget which covers Park Terrace and the state budget covering the voucher program. Kronman has its own budget. The Park Terrace budget covering the 24 units projects a surplus of \$10,880. This is the first year after the RAD conversions that the budgets stand alone.

The State budget projects a surplus of \$45,232.

Salaries are \$180,760.

The budget, on page F8, shows the proceeds from the sale of Kronman; however, this is not readily available and is paid over 15 years.

The budget is based on last year's actuals and current projections. There was a slight increase in rents. If accepted tonight, the budget will be sent to the State for review and then adopted in March.

Commissioner Rainwater asked if surpluses can be co-mingled.

Mr. Katchen answered, not really; however, you do have some wiggle room with the voucher administrative funds in the percentages of salaries allocated. Most of voucher program is for landlords' rents and there is about \$200,000 for administrative fees. Park Terrace has some flexibility but the surplus is not a lot. Kronman is really governed by PNC and you must have their permission to use the money.

Commissioner Postelnik asked Mr. Katchen if he should be listed as a public employee as he is lead counsel for the office of Legislative Services, State of NJ.

Mr. Katchen said, yes, that you need your most recent W2 and Commissioner Martinez as well. Commissioners Rainwater, Sedehi and Reh were listed with the same income, as there was no change.

Commissioner Postelnik stated that our website is not compliant with the budget certification as we are missing years.

Executive Director Brightman said she would address the situation.

Committee Reports - none

Resolutions:

c) Reso #2021-1 – Adopting Monthly Bill List for December 2020

Motion moved by Commissioner Sedehi and seconded by Commissioner Hope to adopt Resolution #2021-1.

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

The Chair thereupon declared said motion approved.

d) Reso #2021-2 – Reso Approving the Operating Budget

Motion moved by Commissioner Sedehi and seconded by Commissioner Hope to adopt Resolution #2021-2.

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

The Chair thereupon declared said motion approved.

e) Reso #2021-3 – Reso Approving the State Budget

Motion moved by Commissioner Sedehi and seconded by Commissioner Hope to adopt Resolution #2021-3.

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

The Chair thereupon declared said motion approved.

Old Business: none

Public Comment II: None

Comments:

Commissioner Sedehi asked Executive Director Brightman to explain the gas and electric chart attached to her report.

Executive Director Brightman stated that Commissioner Sedehi had asked, during the BOC meeting last month, whether or not the HPHA achieved any energy savings as a result of the RAD improvements. The chart goes from 2014 to the present and it shows that we have achieved considerable savings.

Commissioner Sedehi asked about the COVID cases at Kronman.

Housing Director Sriwardena replied there are two but we are not sure where they contracted it as they are in a rehab facility. If they had it before they went, we may have more cases in the building as one served as an aide to the tenants.

Commissioner Martinez welcomed Tara Canavera.

Councilwoman Canavera stated that she would pass along any vaccine information. She is also happy to be assigned to the HPHA.

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Postelnik to adjourn at 7:03 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary