

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/918057965 or by calling 1-408-650-3123 at 6:30 PM on April 8, 2021, 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 March 31, 2021, 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 with the goto meeting link provided.

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

PRESENT

ABSENT

Commissioners:

Commissioners:

Ruby Hope, Commissioner  
Raysa Martinez, Chair  
Regis Methven, Commissioner  
Diane Reh, Commissioner  
Jason Postelnik, Commissioner  
Evelyn Sedehi, Commissioner

William Rainwater, Commissioner

Councilwoman: Tara Canavera

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 Reh.

Roll Call: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

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

Counsel Corrison called for nominations for Chairperson.

Commissioner Reh nominated Commissioner Rainwater and this was seconded by Commissioner Sedehi. Commissioner Reh stated that Commissioner Rainwater is not here tonight but that they spoke and he agreed to serve.

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

There were no more nominations for Chairperson.

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

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

Roll call to elect Chair Rainwater was moved by all commissioners that were present.

Since the new Chair was absent Counsel Corrison continued to chair the meeting.

Counsel Corrison called for nominations for Vice Chair.

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

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

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

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

Absent: Rainwater

Roll call to elect Vice Chair Hope was moved by all commissioners that were present.

The meeting was then turned over to Vice Chair Hope.

Remarks:

Chair Rainwater and Vice Chair Hope were congratulated.

Executive Director Brightman and Housing Director Sriwardena thanked Commissioner Martinez for her leadership during the past two years and stated that it was a pleasure to work with her.

Commissioner Sedehi commented that we had some rough meetings and Commissioner Martinez handled them very professionally.

Vice Chair Hope continued to chair the regular meeting that followed the reorganizational meeting.

Minutes:

A motion to approve the minutes of the regular meeting held on March 11, 2021 was moved by Commissioner Sedehi and seconded by Commissioner Postelnik.

Discussion

Commissioner Sedehi pointed out an error on page 4 as it should read JIF courses not COVID.

Commissioner Sedehi inquired as to whether or not the letter went to the accountant.

Commissioner Hope responded that the issue was resolved before a letter went out.

Commissioner Sedehi asked if the tenants were vaccinated.

Housing Director Sriwardena responded, yes, today the County Health Dept. vaccinated 34 tenants with the J&J vaccine.

Counsel Corrison stated that he just received a pop-up on his phone that NJIT will be administering 9,600 vaccines over the weekend on a first-come, first-serve basis.

Commissioner Methven stated that News12 announces vaccine availability daily.

Roll Call: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

AYES: Hope Martinez Methven Postelnik Reh Sedehi

NAYS: None

Abstain: None

Absent: Rainwater

The Vice Chair thereupon declared said motion approved.

Public Comment: none

New Business:

Housing Director Sriwardena stated that Commissioner Postelnik dropped-off flyers today for the Park Terrace residents whereby they could get assistance in scheduling a vaccine appointment.

Communications: none

Attorney's Report:

Council Corrison stated that the eviction moratorium has been extended through June 30<sup>th</sup>.

Commissioner Hope asked for clarification on the process of noticing tenants.

Counsel Corrison stated that a notice to cease can be issued but no eviction. The tenant will owe the debt. He stated there are three notices on evictions which are federal, CDC and state. The state is not hearing cases where rent is not being paid. They are only hearing urgent cases as the courts are working remotely.

Account's Report: none

Executive Director's Report:

Commissioner Sedehi inquired as to when Ms. Sriwardena was taking vacation.

Housing Director Sriwardena responded, the last two weeks of April and the first two of May as her daughter is getting married.

The BOC congratulated her.

Commissioner Sedehi asked if the appliances were ordered for Park Terrace.

Executive Director Brightman responded, yes.

Commissioner Reh asked who the vendor was.

Executive Director Brightman said she would send the information to the BOC in the morning.

Commissioner Hope pointed out a typo on the Park Bill List as the post date is incorrect.

Housing Director's report:

Commissioner Sedehi stated that she did not recall seeing a rents collected report.

Executive Director Brightman stated it's new.

Commissioner Sedehi asked if Ana was thanked for her help with the tax credit recertifications.

Housing Director Sriwardena responded, yes.

Commissioner Sedehi stated to make sure she knows that we appreciate it as well.

Commissioner Hope asked about the tenant that has to move from a 2 to 1 bedroom unit.

Housing Director Sriwardena explained that it's a HUD standard as she is one person and only needs a one bedroom. She assured Commissioner Hope that the process was done in a thoughtful manner.

Commissioner Sedehi asked if the move was a tenant expense.

Housing Director Sriwardena answered, yes, but we helped where we could.

Committee reports: none

## RESOLUTIONS

a) Reso #2021-6 – Annual Notice of Regular Meetings 2021-2022

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2021-6.

### Discussion

Commissioner Martinez pointed out that the dates are wrong and should read 2021 and 2022. She also pointed out that the reorg was tonight 4/8, not 5/13.

Roll Call: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

AYES: Hope Martinez Methven Postelnik Reh Sedehi

NAYS: None

Abstain: None

Absent: Rainwater

The Vice Chair thereupon declared said motion approved.

b) Reso #2021-7 – Reso Authorizing a Rent Increase in the Amount of 2.8% for Kronman Effective 5/1/21

Motion moved by Commissioner Sedehi and seconded by Commissioner Postelnik to adopt Resolution #2021-7.

### Discussion

Commissioner Martinez pointed out that the increase is on the HUD side, in the rent to the authority, and the increases does not raise the tenants' portion.

Commissioner Reh asked if it is HUD or RAD?

Counsel Corrison responded RAD is the program and HUD pays the money via a Section 8 contract.

Roll Call: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

AYES: Hope Martinez Methven Postelnik Reh Sedehi

NAYS: None

Abstain: None

Absent: Rainwater

The Vice Chair thereupon declared said motion approved.

- c) Reso #2021-8 – Reso Authorizing a Rent Increase in the Amount of 2.43% for Park Terrace Effective 6/1/21

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2021-8.

Roll Call: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

AYES: Hope Martinez Methven Postelnik Reh Sedehi

NAYS: None

Abstain: None

Absent: Rainwater

The Vice Chair thereupon declared said motion approved.

- d) Reso #2021-9 – Adopting Monthly Bill List for March 2021

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2021-9.

Roll Call: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

AYES: Hope Martinez Methven Postelnik Reh Sedehi

NAYS: None

Abstain: None

Absent: Rainwater

The Vice Chair thereupon declared said motion approved.

- e) Reso #2021-10 – Designate General Counsel from 4/1/21 to 3/31/23

Motion moved by Commissioner Sedehi and seconded by Commissioner Reh to adopt Resolution #2021-10.

### Discussion

Commissioner Reh thanked Counsel Corrison for all of his work on behalf of the HPHA.

Counsel Corrison thanked the BOC for the contract.

Roll Call: Hope Martinez Methven Postelnik Rainwater Reh Sedehi

AYES: Hope Martinez Methven Postelnik Reh Sedehi

NAYS: None

Abstain: None

Absent: Rainwater

The Chair thereupon declared said motion approved.

- f) Reso #2021-11 – Add a Signer to Bank Accounts Reso

Motion moved by Commissioner Sedehi and seconded by Commissioner Methven to adopt Resolution #2021-11.

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

The Vice Chair thereupon declared said motion approved.

g) Reso #2021-12 – Information Technology Practice Policy

Motion moved by Commissioner Martinez and seconded by Commissioner Postelnik to adopt Resolution #2021-12.

Discussion

Commissioner Hope asked who is requiring this.

Executive Director Brightman stated that it was JIF.

Council Corrison stated that if you adopt this policy, you will receive a lower deductible.

Commissioner Hope asked if we can actually do all of this.

Executive Director Brightman stated that we can.

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

The Vice Chair thereupon declared said motion approved.

h) Reso #2021-13 – Authorizing an Annual Salary Increase of \$1,500 Effective for the Time Period 4/1/21 to 3/31/22 for all Employees and an Increase in the On-call Stipend from \$100 to \$150 per Pay Period

Motion moved by Commissioner Postelnik and seconded by Commissioner Sedehi to adopt Resolution #2021-13.

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

The Vice Chair thereupon declared said motion approved.

Old Business:

Commissioner Postelnik asked if the commissioners have HPHA emails.

Executive Director Brightman said that they can be set-up.

Counsel Corrison stated that they should have them and remember they are subject to OPRA requests.

Commissioner Hope asked if they can be set-up so the staff checks them.

Counsel Corrison answered, yes, either way.

Public Comment II: none

**ADJOURNMENT**

Motion by Commissioner Sedehi and seconded by Commissioner Reh to adjourn at 7:18 PM.

All commissioners present voted in favor.

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Donna Brightman, Exec. Director/Secretary