

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 at 6:30 PM on December 8, 2022.

The meeting was called to order by Commissioner Rainwater at 6:30 PM.

Housing Director Sriwardena read the Notice of Compliance with the Open Public Meetings Act P.L. 1975, C.231 which provided that adequate 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 17, 2022 a copy of the notice of this meeting setting forth the date, time and location of this regular meeting was posted on the Highland Park website and Housing Authority's official designated bulletin board located at 242 South Sixth Avenue, Highland Park, NJ, and sent to Borough Hall for posting. It was also faxed to the Home News Tribune and Star Ledger.

The pledge of allegiance was recited.

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

PRESENT

Commissioners:

Ruby Hope, Commissioner
William Malloy, Commissioner
Jason Postelnik, Commissioner
William Rainwater, Chair
Evelyn Sedehi, Commissioner

ABSENT

Commissioners:

Gail Chonoles, Commissioner
Raysa Martinez, Commissioner

Council Liaison:

Tara Canavera

Authority General Counsel :

Terrence Corrison, Esq., Breslin &
Breslin

Administration:

Donna Brightman, Executive Director
Runi Sriwardena, Housing Director
Miguel Tapia, Maintenance
Kettly Gilles, Resident Services

A motion to approve the minutes of the regular scheduled meeting held on November 10, 2022 was made by Commissioner Sedehi and seconded by Commissioner Hope and upon roll call the vote was as follows:

ROLL CALL: Chonoles Hope Malloy Martinez Postelnik Rainwater Sedehi
AYES: Hope Malloy Postelnik Rainwater Sedehi
NAYS: None
Abstain: None
Absent: Chonoles Martinez

Public Comment:

Ms. Medinets, 5F, asked what Reso #2022-32, Conflict of Interest, is about.

Executive Director Brightman explained that the auditor wanted the authority to expand its conflict of interest policy from the JIF policy to the HUD policy.

New Business:

Commissioner Hope asked if the BOC had any interest in amending the by-laws to start the meetings at 6 PM as opposed to 6:30 PM.

Commissioner Sedehi asked that she email everyone and it would be considered in January.

Communications: none

Attorney's Report: none

Accountant's Report: none

Executive Director's report:

Executive Director Brightman reported that the audit was conducted and there were no findings.

Commissioner Sedehi asked if the audit will be posted when completed.

Executive Director Brightman responded, yes.

Housing Director's report:

Housing Director Sriwardena noted the 100% rent collection at Kronman due to Marissa's hard work.

Resident Services report: none

Section 8 report: none

Committee reports:

Executive Director Brightman reported that the Personnel Committee met to review the new employees' performance and recommended an increase for both.

Commissioner Rainwater stated that we approved the bills at the Kronman meeting.

Resolutions:

a) Reso #2022-30 – Authorizing the Payment of Bills for the Month of November 2022

Motion moved by Commissioner Sedehi and seconded by Commissioner Malloy to adopt Resolution #2022-30.

Discussion

Commissioner Sedehi asked about the phones.

Housing Director Sriwardena stated that we are in the process of obtaining a new provider.

ROLL CALL: Chonoles Hope Malloy Martinez Postelnik Rainwater Sedehi
AYES: Hope Malloy Postelnik Rainwater Sedehi
NAYS: None
Abstain: None
Absent: Chonoles Martinez

The Chair thereupon declared said motion approved.

b) Reso #2022-31 – Authorizing the Submission of the HPHA PHA Streamlined Annual PHA Plan 2023

Motion moved by Commissioner Sedehi and seconded by Commissioner Hope to adopt Resolution #2022-31.

Discussion

Commissioner Rainwater asked if there was anything new in the plan.

Executive Director Brightman responded, no.

ROLL CALL: Chonoles Hope Malloy Martinez Postelnik Rainwater Sedehi
AYES: Hope Malloy Postelnik Rainwater Sedehi
NAYS: None
Abstain: None
Absent: Chonoles Martinez

The Chair thereupon declared said motion approved.

c) Reso #2022-32 – Reso to Adopt the Policy and Procedures for Conflicts of Interest to be Included in the Personnel Policy and Employee Handbook

Motion moved by Commissioner Postelnik and seconded by Commissioner Sedehi to adopt Resolution #2022-32.

Discussion

Commissioner Sedehi asked if this will be distributed to the employees.

Executive Director Brightman responded, yes, and that she would appreciate help with a form.

ROLL CALL: Chonoles Hope Malloy Martinez Postelnik Rainwater Sedehi
AYES: Hope Malloy Postelnik Rainwater Sedehi
NAYS: None
Abstain: None
Absent: Chonoles Martinez

The Chair thereupon declared said motion approved.

d) Reso #2022-33 – Annual Update of HCV Allowances

Motion moved by Commissioner Sedehi and seconded by Commissioner Postelnik to adopt Resolution #2022-33.

Discussion

Commissioner Rainwater asked who requires this.

Executive Director Brightman responded that HUD requires it.

Commissioner Sedehi asked if this is an annual event.

Executive Director Brightman stated that it is reviewed annually but does not always change. This pertains to Section 8 as we pay the utilities for the PBV tenants.

ROLL CALL: Chonoles Hope Malloy Martinez Postelnik Rainwater Sedehi
AYES: Hope Malloy Postelnik Rainwater Sedehi
NAYS: None
Abstain: None
Absent: Chonoles Martinez

The Chair thereupon declared said motion approved.

Old Business:

Commissioner Rainwater responded that he spoke to the Town about the sidewalk repair. Hopefully, we will be involved in next year’s plan.

Executive Director Brightman stated that we really have to do it in the spring.

We also spoke about the lack of cooperation with the bulk pickup.

Matt Hersh is going to follow-up; very discouraging.

Public Comment II:

Joy Carroll, apt. 1E, stated that the garbage lids are not secured and garbage blows all over when it is windy.

Commissioner Sedehi stated that perhaps we could use bungee cords.

Mr. Tapia stated that he will.

Karin Jackson, 3P, stated that the laundry room floors are never cleaned and that they are very dirty.

Commissioner Sedehi asked if she reported this to the office.

Ms. Jackson responded, no.

Mr. Tapia stated that the staff cleans them every two days.

Executive Director Brightman responded to Ms. Jackson that the next time she should call in a work order.

Beleria Tatum, 3B, stated that someone is smoking and it's coming in through the vents and making her ill.

Housing Director Sriwardena stated that she will issue a memo.

Angela Perone, 1J, stated that the first floor bathrooms were not done during the RAD conversion and that her bathroom needs repair.

Executive Director Brightman stated that she will send Mr. Tapia to see what he can do.

Ms. Perone also stated that the curbs need to be repaired as she fell.

Commissioner Rainwater stated that we are addressing this with the Town.

Juan Ratliff, apt. #219, stated that there are illegal live-ins at Park Terrace.

Commissioner Rainwater asked if he reported it.

Mr. Ratliff answered, no, as he does not have proof. He also stated that there are people who sit in the parking lot.

Commissioner Rainwater stated that if it's during the day to call the office and at night call the police.

Mr. Ratliff then stated that his blind does not work.

Housing Director Sriwardena asked that he call in a work order.

Jill Medinets, 5F, stated that we are supposed to receive Truth in Renting booklets every year and we haven't received them.

Executive Director Brightman answered that we will check into it.

Joanne Rogers, 1C, mentioned that last year Commissioner Sedehi and Commissioner Reh got us food and it was so appreciated.

Commissioner Sedehi stated that they did and that she will work on that after the holidays.

Joy Carroll, 1E, stated that we need the Truth and Renting booklet.

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Hope to adjourn at 7:15 PM. All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary