

**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 10:00 AM on May 17, 2023 in the conference room of the Jacobs Landing building, 800 Bunns Lane, Woodbridge, NJ.

The meeting was called to order by Commissioner Rainwater at 10 AM.

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 April 18, 2023 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 emailed to the Home News Tribune and Star Ledger.

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

PRESENT

Commissioners:

Raysa Martinez, Commissioner
William Malloy, Commissioner
William Rainwater, Chair
Evelyn Sedehi, Commissioner

ABSENT

Commissioners:

Gail Chonoles, Commissioner

Council Liaison:
Tara Canavera

Authority General Counsel :
Terrence Corrison, Esq., Breslin &
Breslin

Administration:

Donna Brightman, Executive Director
Runi Sriwardena, Housing Director
Lawrence Stecker, Maintenance Director (WHA)
Elizabeth Noll, Section 8 Administrator (WHA)

Other:

Deborah Hurley, Executive Director of Edison, NJ, Housing Authority

A motion to approve the minutes of the regular scheduled meeting held of April 13, 2023 was made by Commissioner Sedehi and seconded by Commissioner Martinez and upon roll call the vote was as follows:

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

Public Comment: none

New Business:

Executive Director Brightman introduced Deborah Hurley, Executive Director of Edison, to the Board of Commissioners as a potential replacement to a shared service agreement to manage HPHA. Ms. Hurley distributed her resume and spoke about her prior jobs and how she came to Edison five years ago. She went on to highlight some of her achievements.

The BOC asked questions related to Edison's capacity to manage an additional authority.

The BOC inquired about the transition schedule.

Executive Director Brightman stated that she had a transition plan but had to revisit it as Housing Director Sriwardena is leaving earlier than expected. She stated that she would present a Plan B in the near future.

Deborah Hurley then left the meeting.

Executive Director Brightman stated that a new Board member was appointed by Council. Her name is Rita Polos and we are waiting for her to get sworn in.

Commissioner Sedehi stated that she referred a candidate, as well.

Executive Director Brightman stated that she will follow-up with Councilwoman Canavera on Commissioner Chonoles' removal and Ruby Hope's reappointment.

Housing Director Sriwardena stated that PNC was coming to do a physical inspection this month.

Commissioner Rainwater asked if there were concerns.

Executive Director Brightman answered, yes, the balconies and the curbing.

Executive Director Brightman informed the BOC that the A&E firm was coming to assess the balcony situation and write specifications. She stated that this is going to be a \$100,000 plus repair but it has to get done.

Maintenance Director Stecker expressed a concern about the balconies due to Verizon

drilling cable lines. We already did one repair and he hopes there are not additional issues.

Communications:

Executive Director Brightman reported that PNC was still performing the 4th stabilization test.

Commissioner Malloy asked what she felt regarding this test.

Executive Director Brightman stated that she felt positive but we will see.

There was no Kronman or HPAHC meeting in May.

Attorney's Report:

Housing Director Sriwardena reported that the judgement against the Park Terrace tenant was in progress and the garnish amount was being decided by the Judge along with Council Corrison.

Accountant's Report: none

Executive Director Brightman's report:

Executive Director Brightman stated that the BOC should be proud of Ruby Hope and all of her hard work on the Fuller Build in Romania.

Staff Reports: none

Committee reports:

The Personnel Committee met to discuss staff increases. It was decided to increase salaries by \$1,500.00.

Resolutions:

a) Reso #2023-14 – Designate Official Newspapers 5/11/23 – 5/10/24

Motion moved by Commissioner Sedehi and seconded by Commissioner Malloy to adopt Resolution #2023-14.

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

The Chair thereupon declared said motion approved.

b) Reso #2023-15 – Authorizing an Annual Salary Increase of \$1,500 Effective for the Time Period 4/1/23 to 3/31/24 for all Employees

Motion moved by Commissioner Malloy and seconded by Commissioner Martinez

to adopt Resolution #2023-15.

Discussion

Executive Director Brightman stated that only Jeff Marder was entitled to the increase as the other employees have not been there for one year, per the personnel policy.

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

The Chair thereupon declared said motion approved.

c) Reso #2023-16 – Adopting Monthly Bill List for May 2023

Motion moved by Commissioner Sedehi and seconded by Commissioner Malloy to adopt Resolution #2023-16.

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

The Chair thereupon declared said motion approved.

d) Reso #2023-17 – Establishing the Payment Standards for the HCV Program

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2023-17.

Discussion

Executive Director Brightman explained that we need to increase the payment standards as tenants cannot lease apartments as the landlord rents are higher than the standards. This is a big problem in NJ, as more and more PHA's are having difficulty leasing units due to high rents. In addition, the voucher program requires participants to lease in the jurisdiction for one-year before porting out to another area. We are in the process of opening the waiting list. The leasing issue may affect our SEMAP score and drop the HPHA from a high performer to satisfactory.

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

The Chair thereupon declared said motion approved.

e) Reso #2023-18 – FY 2022 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Sedehi and seconded by Commissioner Malloy to adopt Resolution #2023-18.

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

The Chair thereupon declared said motion approved.

f) Reso #2023-19 – Award Auditing Services for YE 3/31/23 to Giampolo & Assoc. for the Sum of \$13,695.00

Motion moved by Commissioner Sedehi and seconded by Commissioner Martinez to adopt Resolution #2023-19.

Discussion

Commissioner Martinez asked if the bid should include the HPAHC.

Executive Director Brightman responded, yes.

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

The Chair thereupon declared said motion approved.

Old Business:

The BOC asked for a list of contracts and when they expire.

There was a concern raised of who would negotiate a contract with the Edison Housing Authority as Council Corrison represents both PHA's.

Executive Director Brightman stated that she would discuss the matter with Council Corrison.

Public Comment II: none

Comments: none

ADJOURNMENT

Motion by Commissioner Sedehi and seconded by Commissioner Malloy to adjourn at 11:21 AM. All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary