

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 in a Regular Session in the Community Room of the S.J. Kronman Apartments located at 242 South Sixth Avenue, Highland Park, NJ at 6:30 PM on February 12, 2014, the hour and date duly established for the holding of said meeting.

The meeting was called to order by Chairwoman Sedehi.

Kathy Blaha read a 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 December 17, 2013, 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 flag was saluted.

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

PRESENT

ABSENT

Commissioners:

Charlotte Quaintance, Commissioner
Diane Reh, Commissioner
Evelyn Sedehi, Chairwoman
Amanda Thomas, Commissioner
Burton Weltman, Commissioner

Mary Barnes, Commissioner
Morgan Chen, Commissioner

Council Liaison:
Susan Welkovits

Administration:
Donna Brightman, Executive Director
Mike Yannuzzi, Maintenance Manager
Kathy Blaha, Housing Director

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

Accountant:
William Katchen

Minutes

A motion to approve the minutes of the reorganization meeting held on January 8, 2014 was made by Commissioner Reh and seconded by Commissioner Thomas.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

A motion to approve the minutes of the regular meeting held on January 8, 2014 was made by Commissioner Reh and seconded by Commissioner Thomas.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

Public Comment

Ms. Van Lieu, 4H, stated that a tenant's guests were arguing at 7 AM on a Sunday in the front of the building.

Executive Director Brightman asked if she informed staff.

Ms. Van Lieu stated that she did not.

Executive Director Brightman stated that she needed to as tenants are held responsible for their guests' behavior.

Ms. Johnson, Apt. #208, wanted to know why the extermination spraying has ceased.

Executive Director Brightman responded that we follow an integrated pest management system which only sprays if there is an issue.

Ms. Johnson went on to explain that we should spray as prevention. She also stated that the contractor who does the landscaping and snow removal leaves a lot to be desired. She stated that the light on the lamp post by 614 was out for a long time and mentioned that her neighbors put the garbage out whenever. She asked if we could please send a notice to them to follow the collection schedule.

Chairwoman Sedehi thanked her for coming as we do not get a lot of participation from the family units.

Communications

Commissioner Weltman commented that Highland Park is in a good position to receive RAD funding if additional units were authorized.

Reports

Executive Director Brightman's Report – no comments

Attorney's Report – Counsel Corrison reported that the Fair Housing Complaint was answered and sent to HUD. The complaint centered around a tenant's position on the transfer list.

Accountant's Report – William Katchen stated that there are three (3) budget resos for consideration: a late filing resolution (this can't be helped as we did not know our funding levels); a state budget and the HUD operating budget. He stated that HUD has increased its funding percentages from 82% to 88%, an increase of 6 percent. Voucher administration has increased and the HAP is funded at 99% which will allow us to lease more Section 8 tenants.

Mr. Katchen directed the BOC to page SS-10 and SS-11, the operating budget. He stated that these budget figures are based on 2012 actuals. The utilities are based on a three (3) year average. The budget allows for a slight increase in staff salaries. He noted that insurance costs have decreased slightly and that employee health benefits have increased by 10% and pension cost has decreased slightly.

He noted that the budget shows a deficit of \$14,270 because HUD is not fully funding PHA's. If we were 100% funded we would have a \$8,000 surplus!!

Despite all of the above the budget reserve surplus is \$386,854.

Staff Reports – no comments

Committee Reports – Chairwoman Sedehi referred to the letter she sent each commissioner assigning committee chairs as follows:

Commissioner Chen – Building & Grounds
Commissioner Thomas – Finance
Commissioner Weltman – Policy
Commissioner Quaintance – Personnel
Commissioner Barnes – Tenant Relations
Commissioner Reh – At Large

She noted that hearing officer Ray Nolan's wife passed away.

RESOLUTIONS

a) Reso #2014-4 – Award Contract for the Backsplash Installation

Motion moved by Commissioner Reh and seconded by Commissioner Weltman to adopt Resolution #2014-4.

Discussion

Executive Director Brightman noted that in the Now, therefore, part of the resolution it should read \$34,608 not \$25,000.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

b) Reso #2014-5 – Designate Fee Accountant

Motion moved by Commissioner Reh and seconded by Commissioner Thomas to adopt Resolution #2014-5.

Discussion

Commissioner Weltman asked who the evaluators were.

Chairwoman Sedehi answered Commissioners Reh and Thomas.

Commissioner Weltman asked that the evaluators be put in the Reso.

The Board of Commissioners congratulated William Katchen.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

c) Reso #2014-6 – Adopting Monthly Bill List

Motion moved by Commissioner Weltman and seconded by Commissioner Reh to adopt Resolution #2014-6.

Discussion

Commissioner Weltman asked about check #12478 (Aleman Carpet.)

Executive Director Brightman stated that this was for 76 kitchen floors and Apt. 1D had all linoleum installed as it is a handicapped apartment.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None

Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

d) Reso #2014-7 – Reso Approving the Late Filing of the 2014 Budget

Motion moved by Commissioner Reh and seconded by Commissioner Weltman to adopt Resolution #2014-7.

Discussion

Commissioner Weltman wanted to know about what was being approved. He stated that the word should be “acknowledge” as we are not “approving” anything.

Commissioner Reh asked if the late filing could have been avoided.

Mr. Katchen stated that it could not as we did not get the HUD funding levels until January when Congress adopted the budget.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

e) Reso #2014-8 – HPHA Budget Reso for FY 4/114 to 3/31/15

Motion moved by Commissioner Weltman and seconded by Commissioner Reh to adopt Resolution #2014-8.

Discussion

Commissioner Weltman asked who is presenting the budget.

Executive Director Brightman responded that she was.

Commissioner Weltman stated that the resolution should reflect that.

Commissioner Reh asked if shared services were having an impact in the budget.

Mr. Katchen responded, yes, it helps.

Commissioner Reh stated that the budget is pretty straightforward and the BOC has little to do.

Commissioner Weltman asked what the budget surplus could be used for.

Mr. Katchen said it's a rainy day fund.

Commissioner Reh asked if HUD could take it.

Mr. Katchen stated that HUD did that last year and taking more this year is unlikely.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

f) Reso #2014-9 – HPHA Operating Budget Reso Approving the Budget for FYE 3/31/15

Motion moved by Commissioner Weltman and seconded by Commissioner Quaintance to adopt Resolution #2014-9.

Discussion

Commissioner Weltman noted that the attorney's name needed to be changed.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

g) Reso #2014-10 – Designate General Counsel

Motion moved by Commissioner Weltman and seconded by Commissioner Sedehi to adopt Resolution #2014-10.

Discussion

Commissioner Weltman asked that we add to the Reso who evaluates the proposals.

ROLL CALL: Barnes Chen Quaintance Reh Sedehi Thomas Weltman
AYES: Quaintance Reh Sedehi Thomas Weltman
NAYS: None
Abstain: None
Absent: Barnes Chen

The Chair thereupon declared said motion approved.

The BOC congratulated Counsel Corrison.

Second Public Comment

M.P. wanted to know when the backslashes will be installed.

Executive Director Brightman stated that it will be shortly.

M.P.stated that it should be announced over the PA system when contractors are not coming as scheduled.

Nancy Bernstein, 5R, commented that the DPW cleans the Town lots better than they clean ours.

Ms. Welkovits stated that she will look into it.

Ms. Bernstein wanted to know what the waiting list communication was on the agenda.

Executive Director Brightman responded that it was a letter from a prospective tenant asking about her status.

M.P. said she calls public works herself and they come and do the lot.

ADJOURNMENT

Motion by Commissioner Weltman and seconded by Commissioner Reh to adjourn at 7:30 PM.

All commissioners present voted in favor.

Donna Brightman, Exec. Director/Secretary