

MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE TOWNSHIP OF WOODBRIDGE



The Commissioners of the Housing Authority of the Township of Woodbridge held its regular meeting in the community room of Cooper Towers, 1422 Oak Tree Road, Iselin, NJ, in the Township of Woodbridge, New Jersey at 7:00 PM on May 2, 2016, the hour and date duly established for the holding of such meeting.

The Chair called the meeting to order, led the Pledge of Allegiance, and held a moment of silence.

Maureen Guiney 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 Township of Woodbridge was provided in the following manner:

On October 6, 2015, 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 20 Bunns Lane, Woodbridge, NJ, sent to Town Hall for posting and was faxed to the Home News Tribune and Star Ledger.

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

PRESENT

Commissioners:

John Kenny, Commissioner
Ryan Michelson, Commissioner
Pedro Rosario, Commissioner
Ketan Shah, Commissioner
Gregg Ficarra, Chairman

Council Liaison:

Lizbeth DeJesus, Councilwoman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director
Maureen Guiney, Executive Asst.
Mike Yannuzzi, Maintenance Manager

ABSENT

Commissioners:

Mark Barbee, Commissioner
Terri Briante, Commissioner

Administration:

Kathy Blaha, Housing Director
Larry Stecker, Maintenance Director

A motion to approve the minutes of the Regular Meeting held on March 7, 2016 was made by Commissioner Kenny and seconded by Commissioner Michelson and upon roll call the vote was as follows:

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

PUBLIC COMMENT

Richard Estock, Stern Towers, asked about the air conditioner installation.

Maintenance Manager Yannuzzi stated that Housing Manager Blaha is away and when she comes back a notice will be given regarding air conditioners.

Mr. Estock asked when this would happen.

Executive Director Brightman stated that ample notice will be given.

Mr. Estock asked about the decals that are on doors regarding oxygen. He stated that some residents do not have oxygen tanks and still have old stickers on their doors and this would confuse the Fire Dept. and waste their time.

Executive Director Brightman stated that she would look into it.

Mr. Estock then asked about utilities at the new building in Port Reading and if they would be included.

Executive Director Brightman stated that this hasn't been decided as yet.

Mr. Estock then asked about Maple Tree Manor.

Executive Director Brightman stated that some people at Maple Tree are part of the Section 8 program and Ingerman manages this building not the Authority.

Mr. Estock then asked if Ingerman will be taking over the new senior building.

Executive Director Brightman stated that the details have not been worked out. She stated that regarding Maple Tree Manor it was built by the Woodbridge Affordable Housing Corp. and is not part of our inventory and is not public housing.

Chairman Ficarra stated that the utilities may be built in but he is not sure of this.

Executive Director Brightman stated that if it is not, you will get a utility allowance.

Mr. Estock wanted to know if it would be adequate.

Executive Director Brightman stated that a study has to be done and submitted to HUD to ensure adequacy.

Chairman Ficarra questioned Mr. Estock as to whether he was in charge of the resident council at the building since he stated that he is representing people on their behalf.

Mr. Estock stated that these are the questions that people in the building are interested in and there is not a resident council.

Chairman Ficarra asked that he speak on behalf of himself.

Mr. Estock then asked about parking and if there was a plan available for the new building because parking is inadequate.

Executive Director Brightman stated that the plan was redesigned.

Mr. Estock asked if residents would have to walk through hallways to gain access to the building.

Executive Director Brightman stated that she did not think so.

Mr. Estock then asked if Maple Tree is Section 8 and wanted to know if all project based apartments are also Section 8.

Executive Director Brightman stated that some of Maple Tree is existing Section 8.

Mr. Estock asked if residents can move to Florida.

Executive Director Brightman stated that after a year a resident can request an existing voucher to move under the RAD program.

Counsel Corrison stated that this is based on availability of vouchers.

Executive Director Brightman stated that this was discussed extensively at the meeting that was held for the residents and that people can move after one year based on availability.

Mr. Estock asked where the vouchers are from.

Executive Director Brightman stated that we have 405 existing vouchers that we manage.

Chairman Ficarra reiterated that this is based on availability.

Ronald Shapiro, 5P, Cooper Towers asked if it would be feasible to put a water softener in the building as there is calcium buildup.

Chairman Ficarra asked Maintenance Manager Yannuzzi about this.

Maintenance Manager Yannuzzi stated that he doesn't know about this problem.

Executive Director Brightman stated that she will discuss this with Maintenance Director Stecker.

Mr. Shapiro asked if the drain lines could be hydro jetted quarterly.

Executive Director Brightman responded that this is a little too much as it is done once a year.

Chairman Ficarra asked Mr. Shapiro if there was a problem.

Mr. Shapiro responded, a little.

Executive Director Brightman stated that this is due to people letting food go down the sink and not using the strainer. She will discuss this with Maintenance Director Stecker.

Mr. Estock then stated that hard water can cause calcium problems and aerators become clogged.

Mr. Black, Apt. #2B, stated that he has a problem with glue coming up through the floor.

Executive Director Brightman stated that he should see Ramesh.

Dhillon stated that there is a flyer to sign if you have this issue.

COMMUNICATIONS

Chairman Ficarra reviewed the communication section of the packet.

Commissioner Kenny asked if we have a chart that shows actual Constellation usage as he is trying to decipher the cost of electric as compared to last year.

Executive Director Brightman stated that this is a summary of savings.

Chairman Ficarra asked if Maintenance Director Stecker would forward this to Commissioner Kenny and then asked Commissioner Kenny to look at it for the commissioners.

REPORTS

Chairman Ficarra reviewed the report section of the packet and inquired about the last bullet in Housing Manager Blaha's report. He stated that we have two first time home buyers and asked if the Section 8 money continues.

Executive Director Brightman stated that they are participants in the first time home buyer program.

Commissioner Shah asked if they put money down.

Executive Director Brightman answered yes and that we pay the difference between their share and the mortgage.

Counsel Corrison stated that it is equivalent to the rent only it is applied to a mortgage.

Executive Director Brightman stated that they have to provide a down payment.

Chairman Ficarra then inquired about the new housekeeper.

Executive Director Brightman stated that she is working out so far.

Commissioner Kenny then asked about the elevator at Cooper.

Maintenance Manager Yannuzzi stated that there was a problem with the door handler and the relay oil handler.

NEW BUSINESS

a) Reso #2778 – Adopting Monthly Bill List for March 2016

Motion moved by Commissioner Rosario and seconded by Commissioner Shah to adopt Resolution #2778.

ROLL CALL:	Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES:	Kenny Michelson Rosario Shah Ficarra
NAYS:	None
Abstain:	None
Absent:	Barbee Briante

The Chair thereupon declared said motion approved.

- b) Reso #2779 – Application for & Acceptance of 2016-17 CHSP Grant (not to exceed \$52,784)

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #2779.

Discussion

Chairman Ficarra asked why there was a cap.

Executive Director Brightman stated that this is what we are allowed.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

- c) Reso #2780 – Application for & Acceptance of FY2015 HCV FSS Program Coordinator Grant – \$22,100

Motion moved by Commissioner Rosario and seconded by Commissioner Michelson to adopt Resolution #2780.

Discussion

Executive Director Brightman stated that this is a renewal and we have 25 slots in Section 8. She stated that the coordinator works with the people and enrolls them in the program. She mentioned that we have a lot of success stories that come from this program. She stated that money goes into a savings account for them and their goals have to be met in order to collect it.

Counsel Corriston stated that then the person gets off subsidy.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

- d) Reso #2781 – Resolution Adopting Personnel Policies and Procedures for the WHA – May 2016

Motion moved by Commissioner Kenny and seconded by Commissioner Shah to adopt Resolution #2781.

Discussion

Chairman Ficarra stated that these updates are required by JIF.

Executive Director Brightman stated that the new areas are in bold.

Commissioner Kenny asked about page 45 and if we qualify for FMLA.

Counsel Corrison stated that with the Federal Act we are a public agency but with the State Act we do not qualify.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

e) Reso #2782 – Extend Contract for Landscaping Services – 4/1/16 through 11/20/16

Motion moved by Commissioner Rosario and seconded by Commissioner Michelson to adopt Resolution #2782.

Discussion

Maintenance Manager Yannuzzi stated that the landscaper was going too fast with the lawn mower but we asked him to slow down and he did.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

f) Reso #2783 – Reso to Accept the Audit for FYE 9/30/15

Motion moved by Commissioner Kenny and seconded by Commissioner Shah to adopt Resolution #2783.

Discussion

Chairman Ficarra stated that we don't have any findings.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

g) Reso #2784 – Authorizing the Submission of the WHA’s Streamlined Annual Plan 2016

Motion moved by Commissioner Kenny and seconded by Commissioner Shah to adopt Resolution #2784.

Discussion

Executive Director Brightman stated that this is a requirement every year.

Commissioner Rosario asked if this includes Phase I (WGA.)

Executive Director Brightman stated that the prior plan did and that the RAD significant amendment has already been filed.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

h) Reso #2785 – Approve a Four Day Work Week for the Month of August 2016 (8/1 through 8/28/16)

Motion moved by Commissioner Rosario and seconded by Commissioner Shah to adopt Resolution #2785.

Discussion

Chairman Ficarra stated that this is what the staff normally does for the summer.

Executive Director Brightman stated that we had a vote and ½ of the staff wanted summer hours and the other half did not; therefore, this is a happy medium. We will work normal hours for July and summer hours for August.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

i) Reso #2786 – Extend Contract for Boiler Repair – 4/1/16 to 3/31/17

Motion moved by Commissioner Shah and seconded by Commissioner Michelson to adopt Resolution #2786.

Discussion

Chairman Ficarra asked if this contractor is good and is the price the same.

Maintenance Manager Yannuzzi stated that he is and yes, it's the same.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

j) Reso #2787 – Adopting Monthly Bill List for April 2016

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2787.

Discussion

Chairman Ficarra asked Maintenance Manager Yannuzzi about Finn Tower's motor and elevator.

Maintenance Manager Yannuzzi stated that it was the oil pump and many parts were needed for the elevator.

Executive Director Brightman stated that there is a series of issues lately with elevators.

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra
AYES: Kenny Michelson Rosario Shah Ficarra
NAYS: None
Abstain: None
Absent: Barbee Briante

The Chair thereupon declared said motion approved.

More Public Comment

A tenant from 5J stated that her kitchen fan was shaking and she needed a new valve for the radiator.

Maintenance Manager Yannuzzi stated that Mohammed will look at it in the morning.

A tenant from 1B stated that squirrels put a hole in the screen of the living room and bedroom windows.

Maintenance Manager Yannuzzi stated that they will also look at this in the morning.

Commissioner Comments

Several of the commissioners and counsel wished the mothers a Happy Mother's Day.

Commissioner Rosario stated that the carnival will be held Wednesday through Saturday.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Rosario to adjourn at 7:45 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary