

MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBIDGE



The Commissioners of the Housing Authority of the Township of Woodbridge met in a Regular Session in the community room of Greiner Towers, 460 Inman Avenue, Colonia, NJ at 7:00 PM on April 1, 2013, the hour and date duly established for the holding of said meeting.

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 Township of Woodbridge was provided in the following manner:

On October 3, 2012, a copy of this regular meeting setting forth the date, time and location of this 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.

A moment of silence was held.

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

PRESENT

Commissioners:

Mark Barbee, Commissioner
Terri Briante, Commissioner
Gregg Ficarra, Chairman
John Kenny, Commissioner
Pedro Rosario, Commissioner

Council Liaison:

Brenda Yori Velasco, Councilwoman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director
Kathy Blaha, Housing Director
Larry Stecker, Maintenance Director
Mike Yannuzzi, Maintenance Manager
Maureen Guiney, Executive Asst.

ABSENT

Commissioners:

Nayan Parikh, Vice Chair
Betsy Rudowski, Commissioner

A motion to approve the minutes of the Regular Meeting held March 4, 2013 was made by Commissioner Barbee and seconded by Commissioner Rosario and upon roll call the vote was as follows:

ROLL CALL: Barbee Briante Kenny Parikh Rosario Rudowski Ficarra
AYES: Barbee Briante Kenny Rosario Ficarra
NAYS: None
Abstain: None
Absent: Parikh Rudowski

A motion to approve the minutes of the Special Meeting held March 19, 2013 was made by Commissioner Briante and seconded by Commissioner Barbee and upon roll call the vote was as follows:

ROLL CALL: Barbee Briante Kenny Parikh Rosario Rudowski Ficarra
AYES: Barbee Briante Kenny Rosario Ficarra
NAYS: None
Abstain: None
Absent: Parikh Rudowski

Public Comment

Cathy Ward, Apt. 209, asked when work will start in the building.

Maintenance Director Stecker stated that we are taking measurements and cabinets will be procured within three to four weeks.

Executive Director Brightman stated that the residents will receive plenty of notice and receive boxes to clean out their cabinets. She asked that the residents please let us know if they need help.

Mrs. Ward then asked if residents have to empty the under cabinets.

Executive Director Brightman responded that they do.

Mrs. Ward then asked how long the workers would be in a unit.

Executive Director Brightman stated that it will probably be one day. She stated that they may put the cabinets in and then do the formica counter tops later. She stated that she doesn't know if they will get new flooring. Again, Executive Director Brightman reiterated that she doesn't want anyone to hurt themselves, therefore, please do not stand on chairs. She stated that Mohammed can help or they can tell Terri Briante and she will tell us.

Marlene Dias, Apt. 112, stated that the residents were supposed to vote on the cabinet color.

Executive Director Brightman stated that they still can as we have not ordered them yet.

Terry Wissing, Apt. 304, then asked if the kitchen will be painted.

Executive Director Brightman responded that this is not in the plan but if your kitchen has not been painted within the past 5 years to please let us know.

Ms. Wissing asked about the cabinets in relationship to the service window.

Maintenance Director Stecker stated that they will have to measure from the floor.

Commissioner Barbee asked if the cabinets were all the same height.

Maintenance Manager Yannuzzi stated that there may be 1 to 1-1/2 inches difference.

Executive Director Brightman stated that she will check it out and have Maintenance Director Stecker check the specs.

A resident stated that several spots of cement are coming loose on the outside sidewalks.

Commissioner Briante stated that some shingles are coming off in the front of the building and that the smoking post was lost to Hurricane Sandy.

Maintenance Director Stecker stated that he sent a company over about 3 or 4 weeks ago regarding the shingles and will follow up on this matter.

Executive Director Brightman stated that will we take care of the cement when the weather gets nicer.

REPORT COMMENTS

Maintenance Director Stecker stated that the obligated percentage amount of his report is much higher than what is shown due to the cabinets but that we are in a good position

Chairman Ficarra stated that this is excellent as we do not want to give any money back to HUD.

Executive Director Brightman stated that Kelley's grant is ending in June or July. She stated that Cooper is finished and the grant is closing on Friday. She mentioned that there will be a kick-off for Olsen Towers at 10 AM on Friday. She stated that regarding Cooper Towers, the bathroom and community room were done over and that the building is being leased from the COAH list.

Chairman Ficarra asked if there will be a punch list to follow when everything is finished.

Executive Director Brightman stated that there will be. She mentioned that the heat at Cooper is between 68 and 72 degrees and that the hole was fixed and new GFI's were put in.

Councilwoman Velasco asked how many vacancies were at Cooper Towers.

Executive Director Brightman stated that there are about 10 and that we are having trouble renting them.

Commissioner Kenny asked if there was a larger pool of people.

Housing Manager Blaha stated that the list was exactly the same people on our list and that we took applications but they are not on the list yet.

Executive Director Brightman stated that they will be shortly.

Chairman Ficarra asked about the Property Manager's report – paragraph 2.

Housing Manager Blaha stated that everything worked out fine.

Chairman Ficarra then thanked Executive Director Brightman for her follow-up report.

Executive Director Brightman explained that the price for J.J. Ryan was for Jean Pierce's plaque and new name plates for the attendees of the BOC meeting.

Chairman Ficarra then went on to discuss Executive Director Brightman's report for the month.

Councilwoman Velasco asked how many units Doug Dzema from Perth Amboy has.

Executive Director Brightman stated that he manages four authorities. She then mentioned that they don't have a QPA and they were interested in us performing services. She stated that she gave him a price that he would need to pay for these services as there is a lot of organizing to be done.

Executive Director Brightman then informed the BOC that there was a huge electrical problem at WGA with a wet box that was almost condemned. This cost us about \$20,000 and it was a good thing that it happened now in order to prevent further damage.

Councilwoman Velasco agreed and asked how this was discovered.

Executive Director Brightman stated that it was the meter reader.

Maintenance Director Stecker stated that a repair needs to be made and that residents of WGA will be without power for about 7 to 8 hours.

Chairman Ficarra stated that this is a far cry from what could have happened.

Executive Director Brightman stated that the roof at the WHA office was just patched as it was damaged by Hurricane Sandy.

Councilwoman Velasco asked about compensation.

Executive Director Brightman stated that there is federal money and spending requirements. She stated that we are getting items remediated that did not have full damage. She stated that she is interested in applying for extra generator power as our generators only power certain parts of the building. She mentioned that this is not due to Hurricane Sandy but is a competitive process and FEMA will rate us regarding this.

Commissioner Barbee asked about sewer backups.

Executive Director Brightman stated that we always have problems with this as people clog the pipes with grease and wipes.

Chairman Ficarra then mentioned the next to last item of Executive Director Brightman's report.

Executive Director Brightman stated that she thought that they were taking residents out of the developmental center and putting them in public housing but they are not. This has to do with people in nursing homes that have partially or fully rehabilitated and have no place to live; therefore, they continue to stay in the nursing home. With this program these people could live in public housing with a little bit of services that would be provided. She stated that they would have to be able to live independently.

Councilwoman Velasco asked if they would be considered disabled.

Executive Director Brightman stated that they would and also be homeless. She stated that they would follow our usual waiting list requirements.

Councilwoman Velasco asked if the State or County would provide extra services.

Executive Director Brightman stated that we have two clients like this – one at Finn and one at WGA.

Housing Manager Blaha stated that we revamped the entire apartment. She also stated that the program is called "Money Follows the Person" and does not cost us any money.

Executive Director Brightman stated that if they leave, the apartment is corrected for normal usage.

NEW BUSINESS

a) Reso #2584 – Appointing a Fund Commissioner

Motion moved by Commissioner Kenny and seconded by Commissioner Rosario to adopt Resolution #2578.

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| ROLL CALL: | Barbee Briante Kenny Parikh Rosario Rudowski Ficarra |
| AYES: | Barbee Briante Kenny Rosario Ficarra |
| NAYS: | None |
| Abstain: | None |
| Absent: | Parikh Rudowski |

The Chair thereupon declared said motion approved.

b) Reso #2585 – Appointing an Alternate Fund Commissioner

Motion moved by Commissioner Barbee and seconded by Commissioner Briante to adopt Resolution #2585.

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| ROLL CALL: | Barbee Briante Kenny Parikh Rosario Rudowski Ficarra |
| AYES: | Barbee Briante Kenny Rosario Ficarra |
| NAYS: | None |

Abstain: None
Absent: Parikh Rudowski

The Chair thereupon declared said motion approved.

c) Reso #2586 – Reso for Compliance to the DCA

Motion moved by Commissioner Rosario and seconded by Commissioner Barbee to adopt Resolution #2586.

Discussion

Executive Director Brightman stated that the State (DCA) used to manage Executive Director and commissioner qualifications and notify the WHA if commissioners did not complete their required courses. They did not have time to do this but now are requiring proper documentation from us. She stated that this is why Executive Assistant Guiney reminds the commissioners of their required courses in order to be in compliance. She mentioned that Executive Asst. Guiney did all the research and did not bother the commissioners and this resolution will be sent to the DCA with the proper backup that they require.

ROLL CALL: Barbee Briante Kenny Parikh Rosario Rudowski Ficarra
AYES: Barbee Briante Kenny Rosario Ficarra
NAYS: None
Abstain: None
Absent: Parikh Rudowski

The Chair thereupon declared said motion approved.

d) Reso #2587 – Adopting Monthly Bill List

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2587.

Discussion

Commissioner Kenny asked about check #26827 regarding WGA and inquired as to whether we contest this bill. He stated that when the water main busted they reduced our bill from \$45,000 to \$3,000.

Executive Director Brightman stated that we do not have enough evidence but will ask Christina Smolder to check on this.

Commissioner Kenny stated that last time they changed the meter and validated it and replaced the main and then we received a reduction in the bill.

Executive Director Brightman stated that she will have Christina Smolder investigate this.

Councilwoman Velasco then asked about the discrepancy regarding the sewer use fee with Cooper Towers.

Maintenance Director Stecker stated that Cooper is always higher and we do not know why. He stated that he has made calls in the past and that Christina Smolder tracks every invoice methodically.

Executive Director Brightman stated that she will talk to Ms. Smolder about this matter.

Commissioner Kenny stated that the bill at Cooper is double the amount of other buildings.

Executive Director Brightman stated that possibly this is for two payments.

Commissioner Kenny asked where the meter was.

Maintenance Manager Yannuzzi stated that it is in the water room.

Chairman Ficarra asked that we follow-up on this matter.

At this time, Maintenance Director Stecker stated that Adirondack Contracting was asking about payment for the roofing work that was done at WHA. He stated that the amount due was \$14,994 and was approved by JIF. He mentioned that he would like to pay them instead of having them wait another 30 days.

Chairman Ficarra asked if we pay this does JIF reimburse us.

Executive Director Brightman stated that they do.

Chairman Ficarra mentioned that he would like to add this to the bill list and a motion was made by Commissioner Barbee and seconded by Commissioner Rosario to do so.

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| ROLL CALL: | Barbee Briante Kenny Parikh Rosario Rudowski Ficarra |
| AYES: | Barbee Briante Kenny Rosario Ficarra |
| NAYS: | None |
| Abstain: | None |
| Absent: | Parikh Rudowski |

The Chair thereupon declared said motion approved.

e) Reso #2588 – Authorizing Highland Park Maintenance Staff to Utilize the WHA’s 16 Passenger Van

Motion moved by Commissioner Kenny and seconded by Commissioner Briante to adopt Resolution #2588.

Discussion

Chairman Ficarra asked what benefit this would have for us.

Executive Director Brightman stated that we are also in charge of this housing authority and that part of JIF is to share resources. She stated that she has received approval from JIF and that Rich Sweeney will be driving this van.

ROLL CALL: Barbee Briante Kenny Parikh Rosario Rudowski Ficarra
AYES: Barbee Briante Kenny Rosario Ficarra
NAYS: None
Abstain: None
Absent: Parikh Rudowski

The Chair thereupon declared said motion approved.

f) Reso #2589 – Reso to Accept the Audit for FY 9/30/12

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2589.

Discussion

Chairman Ficarra stated that we received a clean audit.

ROLL CALL: Barbee Briante Kenny Parikh Rosario Rudowski Ficarra
AYES: Barbee Briante Kenny Rosario Ficarra
NAYS: None
Abstain: None
Absent: Parikh Rudowski

The Chair thereupon declared said motion approved.

Comments

Commissioner Barbee thanked everyone for their support during the time of his brother's passing.

Commissioner Rosario stated that he took a Rutgers class already and is scheduled for two more. He thanked Executive Asst. Guiney for her help with this.

Commissioner Kenny told all to have a good spring.

Councilwoman Velasco thanked everyone for their prayers and good wishes. She stated that on April 13 there will be a 5K race on Inman Avenue and the Avenue will be closed from 8:20 AM until 10 AM. She mentioned that on April 6 there will be a parade on Inman Avenue for the Little Fellows League and Colonia Cleanup will take place on April 13.

Executive Director Brightman asked which commissioners will be coming to Maple Tree Manor's 10th Anniversary celebration.

Chairman Ficarra stated that he will try to make it.

Councilwoman Velasco thanked Executive Director Brightman for this housing complex that was started 10 years ago.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Barbee to adjourn at 8:00 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary