

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 Finn Towers, 19 Martin Terrace, Woodbridge, NJ at 7:00 PM on June 3, 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

ABSENT

Commissioners:

Commissioners:

Mark Barbee, Commissioner
Terri Briante, Commissioner (7:15 PM)
Gregg Ficarra, Chairman
John Kenny, Commissioner
Pedro Rosario, Commissioner
Betsy Rudowski, Commissioner

Nayan Parikh, Vice Chair

Council Liaison:

Brenda Yori Velasco, Councilwoman (7:15 PM)

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

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

A motion to approve the minutes of the Regular Meeting held May 6, 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 Kenny Rosario Rudowski Ficarra
NAYS: None
Abstain: None
Absent: Parikh Briante

Chairman Ficarra stated that we will discuss Highland Park updates at the end of the meeting.

Executive Director Brightman stated that we can also discuss the negotiations with Perth Amboy.

Chairman Ficarra asked about the water bill at Cooper.

Executive Director Brightman stated that she thinks the meter needs to be changed as the bills were not always that high.

Chairman Ficarra asked if the water company was of any help.

Executive Director Brightman stated that they were not.

Chairman Ficarra asked that Executive Director Brightman keep the board abreast of what is happening via email.

Public Comment

Elvira Wisnewski, 5G, stated that she has been in the building for 15 years and likes it very much but she stated that they are getting in a new group of people that are not up to par. She mentioned that someone cut the blinds and tore them off the wall.

Executive Director Brightman stated that she thinks that they have a lead that has panned out regarding this and that we are only allowed to take income into account when renting to people.

Marilyn Bannon, 3H, stated that smoke is coming into her air conditioner as people smoke too close to the building.

Ms. Wisnewski stated that Ileana Colon told her that the vents are all together.

Commissioner Kenny asked what side of the building this was on.

Ms. Bannon stated that it is the parking lot side.

Commissioner Kenny asked if this was near the front door.

Ms. Bannon responded that it was.

Executive Director Brightman asked that if anyone knows who is doing this smoking to please call Housing Director Blaha as people need to smoke in designated areas.

Rosemarie Weber, 5E, stated that she smells smoke and pot from the vent.

At this time, Councilwoman Velasco and Commissioner Briante arrived for the meeting at 7:15 PM.

Chairman Ficarra asked that a notice be placed in the newsletter regarding smoking in designated areas.

Ms. Bannon then stated that someone threw a large amount of garbage in the dumpster and they did not belong to the building. She stated that she looked at them and then noticed that she had paint on the front of her car shortly thereafter.

Chairman Ficarra stated that when this happens to get the license plate number.

Ms. Bannon stated that she did not want to get that close.

COMMUNICATIONS - none

REPORT COMMENTS

Chairman Ficarra then proceeded to mention the reports in the packet.

Councilwoman Velasco spoke of the billing questions for Finn and Stern regarding resident services and stated that perhaps this was a misinterpretation and asked if it has been rectified.

Executive Director Brightman stated that it has been as it was an error in the count of people that had lunch.

Commissioner Rudowski asked if Danielle Fusco will be on-site at the building.

Executive Director Brightman stated that she has been for about one year.

Commissioner Rudowski then asked if she changed her office.

Executive Director Brightman responded that she has.

Executive Director Brightman then referenced the Cooper/Olsen report and stated that we made out at Cooper as we came in under budget. She stated that we were able to fix the community room bathroom and paint the first floor, put new tile on the first floor and elevator landings and carpet tiles on all the floors. She stated that we will be installing new handrails. She mentioned that at Olsen Towers the kitchens are just about finished and there was money left over to paint the first floor. She stated that the money is from the Town and has to stay at the building that it was assigned to.

Ms. Wisnewski asked about new elevators at Finn Towers.

Executive Director Brightman stated that they have new elevator cars.

Housing Manager Blaha stated that the girls did a ton of work on the two in-service days at the WHA purging files.

Chairman Ficarra stated that the Mayor and Yvonne were impressed with the staff on Homeless Day and mentioned that they were efficient and kind.

Executive Director Brightman stated that the Section 8 plan was emailed to the commissioners for a 30 day comment. She stated that the commissioners need to review the policy and that we need to have a July meeting regarding the budget and can vote on the plan at this time.

Commissioner Rudowski asked if all the units are leased at Cooper.

Executive Director Brightman stated that they are.

At this time the operating budget was presented.

Executive Director Brightman stated that this is a quarterly report.

Commissioner Rudowski asked why there are 0 percentages.

Executive Director Brightman stated that these will be paid in June and July.

Commissioner Rudowski asked about the meter at Cooper.

Commissioner Kenny stated that he looked at it and the water comes in to the meter then up.

Executive Director Brightman stated that there are no leaks and that the toilets have been changed. She stated that they found a faulty meter at Greiner and wanted several thousands of dollars back. She said that we paid only a portion of this.

At this time, Executive Director Brightman passed out the report of employees working at Highland Park that Commissioner Rudowski requested. She stated that the resolution for Perth Amboy will be voted on tonight. She also mentioned that the electric problem at WGA was repaired.

Chairman Ficarra mentioned Reso #2594 – Granting Employees a Four Day Work Week in July and August and stated that the maintenance staff is not doing this.

NEW BUSINESS

a) Reso #2595 – Designate an Enterprise Income Verification (EIV) Administrator

Motion moved by Commissioner Kenny and seconded by Commissioner Barbee to adopt Resolution #2595.

Discussion

Commissioner Rudowski asked if there is additional compensation for this role.

Executive Director Brightman stated that there is not.

Housing Director Blaha stated that this came up as part of the Section 8 Admin. Plan.

Executive Director Brightman stated that it is just a matter of record.

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

The Chair thereupon declared said motion approved.

b) Reso #2596 – Adopting Monthly Bill List

Motion moved by Commissioner Rosario and seconded by Commissioner Briante to adopt Resolution #2596.

Discussion

Commissioner Rudowski asked about #26968 – Aleman and about reimbursement for this.

Executive Director Brightman stated that the Town will reimburse us.

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

The Chair thereupon declared said motion approved.

c) Reso #2597 – Authorizing the ED to Pay the Monthly Bill List for June, July and August 2013

Motion moved by Commissioner Barbee and seconded by Commissioner Kenny to adopt Resolution #2597.

Discussion

Chairman Ficarra stated that we may have a meeting in July.

Executive Director Brightman stated that if we do, she will have a list of the bills paid.

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

Absent: Parikh

The Chair thereupon declared said motion approved.

d) Reso #2598 – Designate Fee Accountant

Motion moved by Commissioner Kenny and seconded by Commissioner Rosario to adopt Resolution #2598.

Discussion

Chairman Ficarra stated that this is a firm that we are familiar and comfortable with.

ROLL CALL: Barbee Briante Kenny Parikh Rosario Rudowski Ficarra

AYES: Barbee Briante Kenny Rosario Rudowski Ficarra

NAYS: None

Abstain: None

Absent: Parikh

The Chair thereupon declared said motion approved.

e) Reso #2599 – Award Contract for Plumbing Services

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2599.

Discussion

Chairman Ficarra stated that he wasn't sure on how to evaluate this and was concerned about their response time and asked about the helper rate and how this would work.

Maintenance Manager Yannuzzi stated that the plumber doesn't need a helper that often and if they do they have to explain the situation.

Commissioner Rudowski stated that she doesn't recognize the name.

Maintenance Manager Yannuzzi stated that he believes that they subbed for us and will watch them closely for response time and helpers.

Counsel Corrison stated that bids are selected based on the plumber rate.

ROLL CALL: Barbee Briante Kenny Parikh Rosario Rudowski Ficarra

AYES: Barbee Briante Kenny Rosario Rudowski Ficarra

NAYS: None

Abstain: None

Absent: Parikh

The Chair thereupon declared said motion approved.

f) Reso #2600 – Designate General Counsel

Motion moved by Commissioner Rudowski and seconded by Commissioner Barbee to adopt Resolution #2600.

Discussion

Chairman Ficarra stated that Counsel Corrison was the only submission that was made for this RFP.

Commissioner Rudowski asked him how many years he has served the board.

Counsel Corrison stated that it has been a long time.

Councilwoman Velasco stated that she thinks it has been since 1998.

Counsel Corrison stated that it has been a pleasure.

Commissioner Rudowski then addressed Counsel Corrison and mentioned that she would like to see any correspondence from HUD that needs to be voted on.

Counsel Corrison inquired as to what would be a “for instance.”

Commissioner Rudowski answered Cooper Towers and stated that it is the Board’s privy to see such letters.

Counsel Corrison responded in the affirmative and stated that it is a rare case where they address Counsel as they usually write to the Director. He mentioned that if he receives such correspondence, he will make sure that the commissioners receive it.

Commissioner Rudowski stated that this would be for future purposes that would be related to a vote.

Chairman Ficarra stated that this would be beneficial when we are dealing with the Township.

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

The Chair thereupon declared said motion approved.

g) Reso #2601 – Adopt Revised Personnel Policy

Motion moved by Commissioner Barbee and seconded by Commissioner Kenny to adopt Resolution #2601.

Discussion

Chairman Ficarra stated that the same matter is mentioned twice in the Personnel Policy and administration thought that it would be confusing. He stated that the new form gives more details.

Commissioner Rudowski asked if this will be replacing something.

Executive Director Brightman stated that both are in the policy already and this is redundant and contradicts the time limit.

Chairman Ficarra stated that there will still be an investigation process.

Commissioner Barbee stated that the conflict is being removed.

Chairman Ficarra asked about page 13, 3rd paragraph and the word "discharge."

Counsel Corrison stated that it is better than the word "terminate."

Executive Director Brightman stated that was realized when she was putting together the Highland Park Personnel Policy and a Highland Park Commissioner, who is a lawyer, noticed the conflict.

Commissioner Rudowski asked how this works with the Union.

Executive Director Brightman stated that she will send it to him.

Commissioner Barbee stated that he cannot see any problems.

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

The Chair thereupon declared said motion approved.

h) Reso #2602 – Authorizing the Submission of the Five Year and Annual Plan

Motion moved by Commissioner Rudowski and seconded by Commissioner Kenny to adopt Resolution #2602.

Discussion

Maintenance Director Stecker stated that this has to be submitted by July 15 and is hoping to get some money.

Executive Director Brightman stated that we have a renovation package for the year and windows are scheduled for Finn, Adams and Stern Towers.

Maintenance Director Stecker then explained the report.

Commissioner Rudowski asked if when we receive aid from another source will they hold this against us?

Maintenance Director Stecker stated that he doesn't think so. He stated that they have a formula that they use.

Chairman Ficarra stated that we should receive extra credit for our good relationship with the Township.

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

The Chair thereupon declared said motion approved.

i) Reso #2603 – Award Contract for Local and Long Distance Service

Motion moved by Commissioner Kenny and seconded by Commissioner Barbee to adopt Resolution #2603.

Discussion

Commissioner Kenny asked if this is the carrier that we use now.

Executive Director Brightman stated that it is not but that the Township uses them.

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

The Chair thereupon declared said motion approved.

j) Reso #2604 – Designate A/E Professional Services

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2604.

Discussion

Chairman Ficarra stated that this contract is for one year.

Maintenance Director Stecker stated that it is on an as needed basis.

Commissioner Rudowski stated that we have a long relationship with them.

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

The Chair thereupon declared said motion approved.

k) Reso #2605 – Shared Service Agreement between the WHA and Perth Amboy

Motion moved by Commissioner Barbee and seconded by Commissioner Briante to adopt Resolution #2605.

Discussion

Chairman Ficarra stated that Executive Director Brightman gave the commissioners a report on the profit.

Executive Director Brightman stated that Perth Amboy has no QPA and if you have one your purchasing can be for \$36,000 instead of \$17,500. She stated that she struck a deal with Perth Amboy and will see how it goes.

Councilwoman Velasco asked how many units they have.

Executive Director Brightman stated that they manage three other authorities and every project bid is done separately.

Chairman Ficarra stated that shared services is a great idea since the Feds are cutting funding.

Commissioner Rudowski asked if by approving this do the commissioners also approve the memo and that she needs to see a breakdown.

Executive Director Brightman stated that Highland Park has already been approved but regarding Perth Amboy she stated the cost of the staff person is \$60 per hour and this includes the benefit rate and family benefits are expensive.

Commissioner Rudowski asks how this ties in.

Executive Director Brightman stated that this is only for Highland Park and that she doesn't know about the next budget. She mentioned that there is a budget meeting on June 19.

Commissioner Rudowski asked if this can wait until July.

Executive Director Brightman responded that we cannot wait.

Commissioner Rudowski asked why this information was not given previously and why it was handed out on the night of the meeting. She stated that she would like to read this but doesn't have her glasses. She again stated that she doesn't want to receive this info the night of the meeting when a vote is needed and if this is not voted on tonight then we will probably have a meeting at 10AM next week. She stated that this is discourteous to the Board.

Commissioner Kenny asked if this work will be done after hours or within the work week hours.

Executive Director Brightman responded that it will not be after hours.

Commissioner Kenny stated that we are charging \$80 per hour and making \$20. He stated that we are already paying for 35 hours per week. He then stated that whether this is sub-work or Woodbridge work the profit should be \$80 per hour. He stated that if he does other work within his hourly work week he doesn't receive extra pay but may receive a merit raise or bonus.

Counsel Corriston stated that perhaps Executive Director Brightman is not explaining this the right way.

Executive Director Brightman stated that maybe she is explaining this the wrong way. She stated that the cost is \$60 to pay the employee and includes fringe benefits. She stated that it is broken down.

Commissioner Kenny stated that this is less of a drain on the Central Cost Center.

Executive Director Brightman stated that when you do the budget this is a breakdown and all of it would be profit.

Commissioner Kenny stated that it would be \$32,000 in profit in central admin.

Executive Director Brightman stated that QPA's are a hot commodity and that she also tracks utility costs and processes invoices.

Chairman Ficarra stated that the concept is good and this is a good conversation. He stated that it is better to have this explained ahead of time.

Councilwoman Velasco stated that with shared services we are spending less.

Counsel Corriston stated that we are sharing a person.

Councilwoman Velasco stated that a QPA saves you money.

Commissioner Barbee stated that you are still sharing services.

Council Corriston stated that he just received this Wednesday and it has been back and forth since then.

Chairman Ficarra stated that we should tell Perth Amboy that the BOC meeting is on Monday.

Council Corrison stated that it just occurred that way.

Executive Director Brightman stated that she doesn't want to push buttons but that commissioners receive the packet one week ahead of time and if there is a problem to please call. She asked that they look it over and pick up the phone if there is a problem.

Chairman Ficarra stated that he understands the way it evolved but is uncomfortable with this.

Counsel Corrison stated that this is alright and should not be a forced issue.

Chairman Ficarra stated that it happened this way and he can vote on the Reso. He stated that if this is a model then we should have all the information at one time.

Commissioner Rudowski stated that she has seen this many times and asked that 2D in the contract be removed.

Executive Director Brightman stated that she has a certification.

Commissioner Rudowski stated that she wants to see the actual profit and agrees with the hourly fee but wants to know what the net will be. She stated that we can talk about this at the budget meeting and would like to see it with the packet.

The following vote was taken with Commissioner Rudowski voting affirmative on the resolution with the provision that at the budget meeting a discussion will take place regarding the profit to be received and how it is reflected in the budget.

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

The Chair thereupon declared said motion approved.

COMMENTS

Commissioner Kenny wished all a happy Fourth of July.

Commissioner Rudowski stated that we just lost Jean Stapleton and Frank Lautenberg. She stated that he served us well especially with non-smoking provisions. She mentioned that he was the last of the WW II Vets in Congress. She wished all a good summer and stated that she will see us in September.

Counsel Corrison wished all a great summer. He stated that he admires the questions and that the staff works hard and it all starts here where commissioners are devoted and dedicated and he is honored to serve the Board.

Commissioners Barbee and Briante wished all a good summer.

Commissioner Rosario stated that he only has one more class to go in order to complete his required commissioner courses. He proceeded to thank all.

Councilwoman Velasco stated that the Farmer's Market is starting on June 19th and will take place from 3 PM until 8:30 PM on Wednesdays. She stated that the Mayor's concerts are going to take place in the summer on Monday nights and Fireworks will be held on July 3rd.

Executive Asst. Guiney wished all the dads a Happy Father's Day.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Briante to adjourn at 8:34 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary