

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 Adams Towers, 555 Rahway Avenue, Woodbridge, NJ at 7:00 PM on March 4, 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.

Executive Director Brightman stated that Chairman Ficarra and Councilwoman Velasco are both in the hospital and that Commissioner Barbee is not going to be here tonight.

A moment of silence was held.

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

PRESENT

Commissioners:

Terri Briante, Commissioner
John Kenny, Commissioner
Nayan Parikh, Vice Chair (7:15 PM)
Pedro Rosario, Commissioner
Betsy Rudowski, Commissioner

Authority General Counsel:

Terrence Corrison, 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:

Gregg Ficarra, Chairman
Mark Barbee, Commissioner

Council Liaison:

Brenda Yori Velasco, Councilwoman

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

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

Public Comment

Carol App, 2B, Adams, stated that there is a problem with parking as someone parks their car where she is concerned about hitting it.

Executive Director Brightman asked if the car is parked illegally.

Ms. App stated that it is at night.

Housing Manager Blaha asked where the car is parked.

Ms. App stated that it is next to Philomena in our lot.

Executive Director Brightman stated that we have a towing policy with Noll Bros. and they will tow the car away if it is unauthorized. She stated that if there is not a sticker on the car to call the towing company.

Housing Manager Blaha asked if this was during the day or at night.

Ms. App stated that it is both.

Executive Director Brightman stated that she can call us during the day or see Danielle Fusco, Ileana Colon or Kathy Blaha.

COMMUNICATIONS

- Letter dated 1/28/13 from Donna Brightman to Aaron Lieberman, Acelero, regarding expiration of lease.

Executive Director Brightman stated that their lease is up and that we can't afford to pay what it costs us for this facility. She believes that they will continue using this facility but pay rent. She mentioned that this is not official yet.

- PHAS score

Executive Director Brightman stated that we received High Performer status.

- HUD letter to Executive Director Brightman regarding HCV-FSS funding

Executive Director Brightman stated that this has to do with the Section 8 voucher program where they are counseled and money then goes into an account that can be put toward buying a house, car or tuition. She stated that HUD had incorrect data at first but then awarded us a grant for \$22,000 when it was corrected.

- Smoke Free Housing

Housing Manager Blaha stated that a book was issued regarding this and we were mentioned. Executive Director Brightman stated that Fairfax, VA wanted to use our policy.

- WHA Financial Statement Analysis

Executive Director Brightman stated that we had no findings and no journal entries. She stated that Giampolo performed a financial analysis for us.

Commissioner Rudowski asked if this is the first year we had Giampolo.

Executive Director Brightman stated that it is not but the report was done as a courtesy and the audit will follow. She stated that Giampolo looked at 40 files from the Public Housing program and found no errors.

Commissioner Rudowski asked Executive Director Brightman how she was going to address his concerns.

Executive Director Brightman stated that she is going to meet with the staff shortly. She mentioned that he doesn't like where the computer system is located and thinks the room should be locked. She also stated that we have too much money in reserve and is thinking about offering tenants a discount incentive regarding air conditioning, i.e., pay up front for four months of air conditioning fees and get a 10% discount. She stated that she cannot leave the money on the books.

Commissioner Rudowski stated that there are some negatives in the report but overall it is good. She stated that the financial picture is disconcerting.

Executive Director Brightman stated that the funding has to do with this.

Commissioner Rudowski asked for a response regarding this before the commissioners receive the audit.

- HUD letter regarding Sequestration

Executive Director Brightman stated that we are fully leased and will not renew vouchers. She stated that the maintenance department has to watch their money and that the cuts will take place on April 1, 2013. She stated that we may have to forego High Performer due to the fact that we will not have money to fix sidewalk cracks, etc., and this is part of HUD's inspection.

Maintenance Director Stecker stated that the Woodbridge Gardens and the office are the only ones to be inspected this year.

Executive Director Brightman stated that we need our roof worked on and that she does not anticipate any layoffs at this time but we will have to do more with less.

REPORT COMMENTS

Commissioner Parikh joined the BOC meeting at 7:15 PM.

Executive Director Brightman stated that the heat at Cooper Towers was tested and it is within range.

Commissioner Rudowski asked when Cooper Towers will be finished.

Executive Director Brightman responded that it will be the end of March. She then stated that the project came in under budget and that the extra money has to stay at Cooper Towers. She stated that they may use it for new paint, flooring, a new elevator floor and possibly work will be done on the community room bathrooms.

Commissioner Kenny asked about the heating issues at Cooper.

Executive Director Brightman stated that they were not real with the exception of the ice in the pipes and that was taken care of the next day and the electrical outlets were also changed.

Commissioner Rudowski stated that the heating problem was clearly real.

Executive Director Brightman stated that the heating range was between 68 and 72 degrees. She stated that regarding the bathrooms in the corner, the encasement was removed.

Commissioner Parikh asked why the pipes were covered.

Executive Director Brightman stated that it was a safety issue.

Commissioner Rudowski stated that she does not want the project to end with problems.

Executive Director Brightman assured Commissioner Rudowski that this will not happen.

Commissioner Rudowski asked about the Misc. section in Executive Director Brightman's report regarding WAHC and Tommy Toolbox. She stated that she understands that we are not doing Tooling any more but asked about the antenna money.

Executive Director Brightman stated that this has been realigned with asset management.

Commissioner Rudowski asked if any of the funding goes to Affordable Housing.

Executive Director Brightman stated that this money was realigned a while ago but understands her concern.

Commissioner Rudowski then stated that it is a separate entity.

Executive Director Brightman concurred with this.

NEW BUSINESS

- a) Reso #2578 – Extend Contract for Fire Alarm Monitoring, Inspection & Preventative Maintenance

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

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

Abstain: None
Absent: Barbee Ficarra

The Chair thereupon declared said motion approved.

a) Reso #2579 – Increase Contract Amount for Electrical Contractor

Motion moved by Commissioner Rudowski and seconded by Commissioner Briante to adopt Resolution #2579.

Discussion

Executive Director Brightman stated that this Reso is necessary since we exceeded the contract doing extra electrical work at Cooper with outlets. She stated that they were changed in the kitchen and additional outlets were installed. She also stated that a lot work was done at Adams with the roof fans due to Hurricane Sandy.

Counsel Corrison stated that this is not an award of a contract but just an increase in the amount.

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

The Chair thereupon declared said motion approved.

b) Reso #2580 – Award Contract for the Cabinet Replacement at Greiner Towers

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2580.

Discussion

Executive Director Brightman stated that some people were disqualified due to the submission of improper cabinet specs.

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

The Chair thereupon declared said motion approved.

c) Reso #2581 – Adopting Monthly Bill List

Motion moved by Commissioner Parikh and seconded by Commissioner Rosario to adopt Resolution #2581.

Discussion

Commissioner Rudowski inquired about the dollar amount regarding the plaque that she requested for Commissioner Pierce. She stated that even though the plaque was beautiful, it cost a lot of money and we need to watch spending.

Commissioner Parikh stated that he gets his plaques from J.J. Ryan.

Executive Director Brightman responded that this is the vendor that we use.

Commissioner Rudowski then inquired about #26717 for \$15,000 to WAHC.

Executive Director Brightman stated that this money was left over and had to be returned to them.

Commissioner Rudowski then asked if the account is now depleted.

Executive Director Brightman responded that she kept a couple of thousand dollars for Maple Tree. She stated that this money was already verbally committed to the school project but will be used for Maple Tree only.

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

The Chair thereupon declared said motion approved.

d) Reso #2582 – Annual Update of HCV Utility Allowance

Motion moved by Commissioner Parikh and seconded by Commissioner Briante to adopt Resolution #2582.

Discussion

Executive Director Brightman stated that we are giving the tenant a little more utility allowance.

Commissioner Rudowski asked if this was an increase.

Housing Manager Blaha stated that the electric was increased but the gas was decreased and that overall it is an increase.

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

The Chair thereupon declared said motion approved.

e) Reso #2583 – Authorizing an Agreement with the Woodbridge Affordable Housing Corp. (WAHC) for Renovations of Kitchens at Olsen Towers

Motion moved by Commissioner Rosario and seconded by Commissioner Briante to adopt Resolution #2583.

Discussion

Executive Director Brightman stated that the Town had a home repair project in Woodbridge where they would perhaps fix a roof and only charge the resident 3% in interest, but when the homeowner transferred the title to someone else, the homeowner would pay the Town back the money for the roof. She stated that this was recycled money from home improvement money but the Town has not stopped this program and wants to use this money for the kitchen cabinets at Olsen Towers.

Commissioner Rudowski stated that she doesn't want to relinquish control and asked about HUD's involvement with this project.

Executive Director Brightman stated that this is recycled money and carries procurement rules as HUD money.

Counsel Corrison stated that Bob Landolfi confirmed this and it is from the CDGB.

Commissioner Rudowski stated that we need to follow guidelines.

Executive Director Brightman stated that the carpenters and MAST will be doing the work.

Commissioner Rudowski asked if we have a contract for this.

Counsel Corrison stated that it comes as a package.

Commissioner Parikh then asked who this is coming from.

Counsel Corrison stated that it is from the Town and similar to a gift.

Commissioner Rudowski then stated that it is a novel idea.

Executive Director Brightman stated that the Housing Authority gets block grant money all the time.

Commissioner Rudowski asked if we will go out to bid for this. She stated that we had a problem with the other one and will probably have a problem with this one.

Executive Director Brightman stated that there are no vendors involved as the work is being done by the carpenters.

Commissioner Rudowski asked if this was sent to HUD.

Executive Director Brightman stated that it does not need to go to HUD.

Counsel Corrison stated that he took the agreement and added revisions to it.

Executive Director Brightman stated that all of the red comments were added to the contract by Counsel Corrison.

Counsel Corrison then held up the document with numerous red inked comments.

Executive Director Brightman then stated that Counsel Corrison will not leave us on the lurch.

Counsel Corrison stated that there is nothing negative about someone giving you \$595,000.

Commissioner Rudowski stated that she finds this hard to understand.

Executive Director Brightman stated that she was involved as she picked the cabinets for the building.

Counsel Corrison stated that it is like a turn-key project.

Commissioner Rudowski stated that she would like HUD approval.

Executive Director Brightman stated that she understands her concerns but that this is a win-win situation and helps ensure viability.

Commissioner Rudowski stated that she always put the residents first but this was not proven the last time.

ROLL CALL:	Barbee Briante Kenny Parikh Rosario Rudowski Ficarra
AYES:	Briante Parikh Rosario
NAYS:	Rudowski
Abstain:	Kenny
Absent:	Barbee Ficarra

This Reso fails.

Comments

Commissioner Rudowski wished Commissioner Ficarra and Councilwoman Velasco "God's speed."

ADJOURNMENT

Motion by Commissioner Briante and seconded by Commissioner Parikh to adjourn at 7:50 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary