

# 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 Rescheduled Session in the conference room of the Administrative Building, WGA, 20 Bunns Lane, Woodbridge, NJ at 5:30 PM on March 2, 2015, the hour and date duly established for the holding of said meeting.

Kathy Blaha 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 February 2, 2014, a copy of the notice of this rescheduled meeting setting forth the date, time and location of this rescheduled 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 (phone)  
Terri Briante, Commissioner  
Gregg Ficarra, Chairman  
John Kenny, Commissioner  
Ketan Shah, Commissioner (phone)  
Betsy Rudowski, Commissioner

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

Councilwoman:

Lizbeth DeJesus, Councilwoman

## ABSENT

Commissioners:

Pedro Rosario, Commissioner

Administration:

Maureen Guiney, Executive Asst.

A motion to approve the minutes of the Rescheduled Meeting held on February 5, 2015 was made by Commissioner Kenny and seconded by Commissioner Briante and upon roll call the vote was as follows:

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

**PUBLIC COMMENT** - none

## **COMMUNICATIONS**

- Seminars – Both Commissioners Ficarra and Kenny stated that they had taken this course.
- SEMAP Score – Chairman Ficarra complimented the staff on the High Performer score.
- Audit Letter – Chairman Ficarra noted that the Audit had no findings

Commissioner Rudowski asked if we were going to encrypt our software.

Executive Director Brightman responded that we are.

Commissioner Rudowski asked for updates.

- Inspection notice – Executive Director Brightman informed the BOC that the WHA received a score of 97 on the senior building inspections – the highest score in 15 years.

Executive Director Brightman informed the BOC that the WHA still has not received the RAD CHAP. She informed them that she was working with Ingerman as the prospective developer. We are not required to go out for RFQ's as there is no federal money being paid for services.

Counsel Corrison gave a brief description of the RAD program.

Commissioner Kenny asked what happens if we do not meet the thresholds.

Executive Director Brightman stated that the CHAP is revoked and we revert back to public housing.

Commissioner Barbee asked about the downside of RAD.

Executive Director Brightman said that you have to continue to operate as public housing until you meet all the RAD thresholds. This means essentially operating two programs. She stated that you also have to raise enough money to meet the 20 year physical needs assessment estimated amount of improvements.

### Monthly Reports

Chairman Ficarra stated that he attended a seminar on Heroin at the League of Municipalities and it's a very scary problem.

## Housing Director's Report

Commissioner Rudowski asked about the smoking complaints and how we address them.

Housing Director Blaha said there is not much we can do. She stated that she did see that there was a devise that you could put in a unit to monitor smoke but they are very expensive.

Chairman Ficarra asked if this was a problem in all the buildings.

Housing Director Blaha stated that it is.

Chairman Ficarra asked about the Eagle Scout project.

Executive Director Brightman explained that it was at Greiner and involved improving the landscaping.

Chairman Ficarra asked if Maintenance Manager Yannuzzi reviewed the plan.

Executive Director Brightman stated that he did.

Commissioner Briante reported that two apartments have seen rats.

Maintenance Manager Yannuzzi stated that we do not have a work order.

Commissioner Briante also stated that someone rattled a tenant's door knob.

Housing Director Blaha stated that she was aware of this.

Commissioner Briante stated that Maintenance Manager Yannuzzi did a good job with snow removal.

## Executive Director Brightman's Report

Commissioner Kenny asked about the Olsen parking lot.

Executive Director Brightman stated that this would not be an extension of the current lot, but a separate lot.

Commissioner Kenny then asked about the use.

Maintenance Director Stecker stated that we do not know.

Commissioner Rudowski stated that we should find out the intended use before proceeding and all the commissioners agreed.

Executive Director Brightman asked if we need to do an RFQ.

Counsel Corrison stated that we are not subject to the local land and building law.

Commissioner Kenny suggested that we consult with the Town.

Chairman Ficarra commented about parking on New Brunswick Ave and stated that it is a problem as there are not enough spaces.

Commissioner Rudowski asked for an update on the wind turbines and thanked Maintenance Director Stecker for the info he sent.

Counsel Corrison responded that they are going to install a sub-meter to identify energy output. He stated that Jim Basile injured himself and there has been a delay. Counsel Corrison stated that he prepared a letter to request that they move in a more timely manner to resolve this problem.

Chairman Ficarra stated we recognize that we were not going to make money on this ECON but we want it to work.

Counsel Corrison agreed that we should be getting the benefit of what was proposed.

Chairman Ficarra brought up Executive Director Brightman's request to amend her contract.

Counsel Corrison stated that we need to go into executive session unless she waives her right.

Executive Director Brightman waived her right to executive session to discuss this matter in public.

Commissioner Rudowski asked if this needs to be voted on.

Counsel Corrison replied that it does.

Chairman Ficarra asked for a motion to eliminate Executive Director Brightman's travel allowance of \$4,800 and to add it into her base pay.

This motion was moved by Commissioner Briante and seconded by Commissioner Rudowski.

Commissioner Rudowski asked if this was an allowance.

Counsel Corrison stated it would be added to the base pay.

Commissioner Shah asked if we can do this and suggested that we check with an accountant.

Chairman Ficarra responded to Commissioner Shah that the allowance is eliminated.

Commissioner Barbee stated that this was discussed three years ago in her review.

All present voted in the affirmative. Commissioner Rosario was absent.

Executive Director Brightman thanked the BOC.

**RESOLUTION #2711**

**AMENDING EXECUTIVE DIRECTOR’S TERMS AND CONDITIONS OF EMPLOYMENT**

**WHEREAS**, on September 29, 2011, the Board of Commissioners of the Woodbridge Housing Authority adopted terms and conditions for the employment of the Executive Director; and

**WHEREAS**, one of the terms was to provide a travel allowance stipend of \$400 per month totaling \$4,800 per annum; and

**WHEREAS**, the Executive Director has requested that the board of Commissioners eliminate the travel allowance and add \$4,800 to her base pay effective April 1, 2015.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Township of Woodbridge, New Jersey, that the \$400 per month/\$4,800 annual travel allowance is hereby eliminated from the Executive Director’s terms and conditions of employment.

**BE IT FURTHER RESOLVED** that the \$4,800.00 will be added to the Executive Director’s base pay effective April 1, 2015.

Motion to adopt Resolution #2711 moved by Commissioner Briante and seconded by Commissioner Rudowski and upon roll call, the vote was as follows:

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

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular Meeting of March 2, 2015.

**NEW BUSINESS**

- a) Reso #2707 – Authorizing the Submission of the WHA Capital Fund Program Formula Grants Amendment

Motion moved by Commissioner Kenny and seconded by Commissioner Barbee to adopt Resolution #2707.

Discussion

Chairman Ficarra asked if this was more or less.

Maintenance Director Stecker stated less and we pay our loan for Capital Levering in the amount of \$304,028 leaving a total fund of \$408,750.

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

The Chair thereupon declared said motion approved.

b) Reso #2708 – Adoption of Medical Marijuana Policy

Motion moved by Commissioner Rudowski and seconded by Commissioner Barbee to adopt Resolution #2708.

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

The Chair thereupon declared said motion approved.

c) Reso #2709 – Adopting Monthly Bill List

Motion moved by Commissioner Kenny and seconded by Commissioner Briante to adopt Resolution #2709.

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

The Chair thereupon declared said motion approved.

d) Reso #2710 – Reso Authorizing the Executive Director to Enter into a Contract with HPHA for Management Services

Motion moved by Commissioner Barbee and seconded by Commissioner Kenny to adopt Resolution #2710.

Discussion

Commissioner Rudowski asked if the fee went up or down.

Executive Director Brightman stated that it increased by \$5,000.

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

The Chair thereupon declared said motion approved.

Comments:

Executive Director Brightman informed the BOC that she was rehiring Jim Kerins as a Working Maintenance Supervisor because he will not be full time or receive benefits.

**ADJOURNMENT**

Motion by Commissioner Kenny and seconded by Commissioner Rudowski to adjourn at 6:35 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary