

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

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The Commissioners of the Housing Authority of the Township of Woodbridge met in a Regular Session in the community room of Stern Towers, 55 Brook Street, Woodbridge, NJ at 7:05 PM on May 6, 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:

Terri Briante, Commissioner  
Gregg Ficarra, Chairman  
John Kenny, Commissioner  
Pedro Rosario, Commissioner  
Betsy Rudowski, Commissioner (7:10 PM)

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  
Maureen Guiney, Executive Asst.

ABSENT

Commissioners:

Mark Barbee, Commissioner  
Nayan Parikh, Vice Chair

Administration:

Mike Yannuzzi, Maintenance Manager

A motion to approve the minutes of the Regular Meeting held April 1, 2013 was made by Commissioner Rosario and seconded by Commissioner Briante and upon roll call the vote was as follows:

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

### Public Comment

Carol Leitner, Cooper Towers, stated that she has lived at WGA from 1952-1960 and then again from 1967-1990 and is now living at Cooper Towers and likes it. She stated that she was on a committee back in the '80's for trying to acquire air conditioners for Bunns Lane and wanted to meet the commissioners. She stated that she has three questions to ask:

1. When will the hallway flooring and molding be done at Cooper Towers?

Chairman Ficarra stated that there was an issue with installation and that the Township did the project. He stated that it is coming to an end and asked for her patience. He then asked Council Liaison Velasco to bring up the issue to the Town.

Executive Director Brightman stated that this will be done in a couple of weeks. She stated that the tenants feel it is a tripping hazard and needs to be taken care of.

Ms. Leitner then asked her second question.

2. She mentioned that she was on the waiting list for 2 years and 2 months waiting for a one bedroom and that she had no problem with that as she was informed that it would take time. She then asked if you have to be a Woodbridge resident to get into Woodbridge Housing.

Executive Director Brightman stated that applications are rated and you receive 5 additional points for living or working in Woodbridge. Therefore, Woodbridge residents would be housed first.

Housing Manager Blaha stated that this does not apply to Cooper.

Counsel Corrison stated that residency is a treated as a preference, not a requirement.

Ms. Leitner then stated that she has another question but cannot think of it momentarily.

Chairman Ficarra stated that we can come back to that question when she thinks of it.

Ken Murray, Stern Towers, asked about the air conditioners and the article in the newsletter and stated that the info in the newsletter was wrong. He said that he has a 5,000 BTU in his bedroom.

Housing Manager Blaha stated that you can have two 5,000 BTU's air conditioners in your apartment. She stated that she will check the newsletter to see about the information in it.

Ms. Leitner then remembered question #3.

3. Is there a ratio to buildings regarding ethnic backgrounds?

Chairman Ficarra responded that there is not.

### COMMUNICATIONS

- a) Chairman Ficarra stated that the Maple Tree's 10<sup>th</sup> Anniversary celebration was a very nice event.
- b) Chairman Ficarra congratulated Maple Tree Manor on their excellent rating.

### REPORT COMMENTS

Chairman Ficarra spoke of the line items in the report section of the packet.

Maintenance Director Stecker explained the Constellation Energy Savings report. He then handed out a report on the excess water rise at Cooper Towers and also explained this to the commissioners. He mentioned that he does not understand why water usage is higher at this building.

Executive Director Brightman stated that it may have to do with the construction and that we called Middlesex Water and they were of no help. She may see if the plumber can do a study for us.

Commissioner Kenny asked about the meter in the building and if it goes into the ground.

Maintenance Director Stecker stated that it is flushed.

Executive Director Brightman stated that she will see if the contractor can find out or maybe we could hire someone.

Further discussion took place regarding this matter with it concluding with Executive Director Brightman asking Commissioner Kenny if he could help us with this matter.

Chairman Ficarra then asked about the wind turbines.

Executive Director Brightman stated that they are on Adams Towers.

Chairman Ficarra asked about the noise from them.

Maintenance Director Stecker stated that it is minimal and is not functioning due to the need of approval for the meter.

Commissioner Rudowski asked how it operates.

Maintenance Director Stecker stated that it looks like airplane wings and is active when the wind blows.

Commissioner Rudowski asked if this is the only building where it is located.

Maintenance Director Stecker stated that it is due to the proximity of the wind.

At this time, Executive Director Brightman stated that the resident grant is coming to an end. She stated that we filed for a new one but doubts that it will be awarded in a timely fashion.

Executive Director Brightman spoke of the renovations at Olsen.

Commissioner Rudowski asked if Cooper Towers has been completed.

Executive Director Brightman stated that all but the flooring. She mentioned that they had enough money to redo the bathroom areas.

Executive Director Brightman stated that for the last 13 years the police reports that we received had a narrative with them and now we only receive names with the information blacked out. She stated that we are trying to get more information.

Housing Manager Blaha stated that they are not allowed to give out domestic violence information.

Chairman Ficarra asked if other housing authorities are having the same problem.

Executive Director Brightman stated that she doesn't know.

Counsel Corrison stated that possibly they gave us too much information in the past and now are giving us less.

Chairman Ficarra asked if Executive Director Brightman could follow through with this matter.

Commissioner Briante asked about the smoking stand for Greiner Towers and stated that she has not received it yet.

Executive Director Brightman stated that the item came in and is possibly in the maintenance room.

Commissioner Kenny asked about the fourth bullet point under personnel.

Executive Director Brightman stated that this is a medical problem and should be short-term.

Commissioner Briante asked if the parking spot numbers could be made bigger in the Greiner Towers parking lot. She stated that a car was towed.

Housing Director Blaha stated that they should know where to park.

Commissioner Briante stated that the trouble is with the aids. She stated that the numbers are wearing off.

Housing Director Blaha stated that we could have them repainted.

Councilwoman Velasco stated that there is a sign in the doorway as soon as you walk into the building regarding parking and that they could park at St. John's.

Chairman Ficarra asked how the man that was run over was doing.

Housing Manager Blaha stated that now he had a heart attack.

Chairman Ficarra then asked about the child that was run over.

Housing Manager Blaha stated that the child is fine.

Commissioner Rudowski asked about the second bullet point in the Executive Director's report under personnel and wanted to know if this was the same person as years ago.

Executive Director Brightman stated that this has to do with worker's comp and it is not the same person as years ago.

Council Corrison stated that he does not feel comfortable discussing this at a public meeting.

## **NEW BUSINESS**

a) Reso #2589 – Approving an Acceptable Use Policy

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

### Discussion

Chairman Ficarra stated that this policy was recommended by the Auditor.

Commissioner Rudowski asked if this policy applies to both WHA and HP.

Executive Director Brightman stated that this was recommended to all clients and is a more stringent policy that was also adopted at Highland Park.

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

The Chair thereupon declared said motion approved.

b) Reso #2590 – Reso Authorizing the ED to Enter into a Contract with Highland Park Housing Authority

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2590.

## Discussion

Executive Director Brightman stated that the Highland Park contract is up. She stated that the Section 8 part is up in May and the management agreement is up in July; therefore, she put the two together for a period of two years and added a little more money to it.

Commissioner Rudowski asked how much of the \$220,000 is for Section 8.

Executive Director Brightman stated that she does not know off-hand. She stated that we have one part-timer and Ms. Lower oversees him periodically. She stated that the part-timer also does HQS for Highland Park.

Commissioner Rudowski stated that the last contract was for \$150,000 and Section 8 was included.

Executive Director Brightman stated that one contract was for \$50,000 for Section 8 and the other contract was for \$150,000 for the rest of the management.

Housing Manager Blaha stated that the Section 8 amount was about \$48,900.

Commissioner Rudowski stated that she would like to see all the receipts to the cost center for next month with the budget breakdown on Highland Park as a courtesy to the board after all the compensation is paid. She stated that this is something that she would like to see.

Chairman Ficarra then asked Executive Director Brightman to show a breakdown of how the money is distributed to the staff and also attributed to the Authority.

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

The Chair thereupon declared said motion approved.

c) Reso #2591 – Extend Contract for Coin Operated Laundry Services

Motion moved by Commissioner Briante and seconded by Commissioner Kenny to adopt Resolution #2591.

Commissioner Rudowski asked where this was in the budget.

Executive Director Brightman stated that it was under miscellaneous. She stated that this applies to the regular budget not the cost center.

Chairman Rudowski asked if we get any income from them.

Executive Director Brightman stated that we do not and mentioned that we receive money for the cell towers that has to stay in the AMP.

Chairman Rudowski asked where.

Maintenance Director Stecker stated in the AMP.

Executive Director Brightman stated that we still need money for capital improvements and that we have not yet received capital fund money for this year and HUD has decreased the budget.

Chairman Ficarra stated that at this point in time every penny counts.

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

The Chair thereupon declared said motion approved.

d) Reso #2592 – Adopt Monthly Bill List

Motion moved by Commissioner Rosario and seconded by Commissioner Briante to adopt Resolution #2592.

Discussion

Commissioner Rudowski asked about #26909-Birsall.

Executive Director Brightman stated that this is a supply house.

Maintenance Director Stecker stated that it is not the other engineering firm.

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

The Chair thereupon declared said motion approved.

e) Reso #2593 – Rental Agreement for the Charles Molnar Recreation Center

Motion moved by Commissioner Rosario and seconded by Commissioner Briante to adopt Resolution #2593.

Chairman Ficarra stated that we need to make corrections to this resolution. Paragraph six should read 2016 not 2006 and in the be it further resolved paragraph the date should be March 31, not March 3. He mentioned that we have a rental agreement with Acelero and that they provide good service.

Executive Director Brightman stated that there used to be a Head Start that was in building #4. She stated that they moved to building #19 and we were charging them \$2 a year and can't do this anymore. She mentioned that we need to obtain the funds from them that it costs us to run the building (utilities.)

Chairman Ficarra thanked the administration on their outstanding negotiating skills.

Councilwoman Velasco asked about the Head Start program for the summer months.

Housing Director Blaha stated that they close for three weeks in August.

Council Corrison stated that they pay rent by the year.

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

The Chair thereupon declared said motion approved.

#### Comments

Commissioner Briante wished all a Happy Summer.

Commissioner Rudowski stated that she was glad that people are feeling better.

Chairman Ficarra thanked her for her concern.

Commissioner Kenny wished all mothers a Happy Mother's Day.

Chairman Ficarra asked Commissioner Kenny to look at the water meter in question at Cooper Towers.

Commissioner Rosario wished all mothers a Happy Mother's Day and thanked Executive Asst. Guiney for her help in getting him into a Rutgers Commissioner training class at the last moment.

Chairman Ficarra asked how the commissioners are doing with the MEL/JIF training.

Executive Asst. Guiney responded that only he and Commissioner Rosario have completed it.

Chairman Ficarra asked that the commissioners complete the training so that the WHA can save money. He then wished the mothers a Happy Mother's Day.

Councilwoman Velasco stated that there is a Fair on May 18 and St. John's will be having their Fair in June and wished the mothers a Happy Mother's Day.



Chairman Ficarra stated that he has discussed and considered a four day work week for the WHA employees during the summer with Housing Director Blaha and Executive Director Brightman. He stated that the hours would be from 8 AM to 5:30 PM with a 45 minute lunch and that the office would be closed on Friday. He stated that by doing this we could save energy on electric and would be able to serve the public for an additional 1½ hours each day. He also stated that this would allow the employees to spend extra time with their families and that if an employee wanted to take off on Monday's, this would be closely monitored. He stated that this four day work week would be a kindness to the staff and provide energy savings and allow clients an extra 1½ each day to come to the office.

Commissioner Kenny stated that a lot of places are doing this and mentioned that some summer months include holidays. He stated that he is alright with this.

Chairman Ficarra stated that we can come up with a plan.

Commissioner Rudowski asked when this would take place.

Chairman Ficarra stated that it would be in the hot summer months.

Executive Director Brightman stated that the only holiday would be July 4, 2013.

Commissioner Kenny stated that some places have a four day work week starting in May.

Councilwoman Velasco asked that we get this information into the newsletter.

Executive Director Brightman stated that this is the reason that it has to be voted on tonight.

Commissioner Rudowski asked about Highland Park regarding this matter.

Executive Director Brightman stated that the whole municipality has a four day work week and that a number of municipalities do this right after Memorial Day.

Chairman Ficarra stated that he would like to allow this as the staff members are not clock watchers.

f) Reso #2594 – Approve a Four Day Work Week for the Months of July and August 2013

Motion moved by Commissioner Kenny and seconded by Commissioner Briante to adopt Resolution #2594.

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

The Chair thereupon declared said motion approved.

Chairman Ficarra asked that this information be provided in newsletters, posted where necessary and also be posted on the website.

Counsel Corrison wished all moms a Happy Mother's Day.

Housing Director Blaha stated that she is going to email the commissioners the updated Section 8 Admin. Plan as they have 30 days to review this prior to it being on the June agenda.

Commissioner Kenny asked that she highlight the changes.

Housing Director Blaha stated that basically the whole thing has changed.

Executive Director Brightman stated that there is no big change as it was just reorganized.

Housing Director Blaha stated that it is more detailed.

### **ADJOURNMENT**

Motion by Commissioner Briante and seconded by Commissioner Rudowski to adjourn at 8:12 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary