

**MINUTES OF THE SPECIAL MEETING  
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF WOODBRIDGE**

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The Commissioners of the Housing Authority of the Township of Woodbridge held its special meeting in the Administrative Office of 10 Bunn's Lane, Woodbridge, NJ, in the Township of Woodbridge, New Jersey at 5:30 PM on October 23, 2017, the hour and date duly established for the holding of such meeting.

The Chair called the meeting to order, led the Pledge of Allegiance, and held a moment of silence.

Executive Director Brightman 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 October 17, 2017, a copy of the notice of this meeting setting forth the date, time and location of this regular meeting was posted on the Housing Authority's official designated bulletin board located at 20 Bunn's Lane, Woodbridge, NJ, sent to Town Hall for posting and was faxed to the Home News Tribune and Star Ledger.

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

**PRESENT**

Commissioners:

John Kenny, Commissioner (5:37 PM)  
Ryan Michelson, Commissioner  
Rukmal Rupasinghe, Commissioner  
Shontay Walker, Commissioner  
Gregg Ficarra, Chairman

Authority General Counsel:  
Terrence Corriston, Esq., Breslin & Breslin

Administration:  
Donna Brightman, Executive Director  
Mike Yannuzzi, Maintenance Manager

**ABSENT**

Jenny Perez-Rosado  
Ketan Shah, Commissioner

Council Liaison:  
Lizbeth DeJesus, Councilwoman

**NEW BUSINESS**

- a) Reso #2892 – Reso of the WHA Concerning Review of the Findings of the Local Finance Board Made at a Meeting of Said Board on October 11, 2017 in Accordance with the Provision of N.J.S.A. 40A:5A-7 with Respect to the Issuance of a Housing Revenue Bond (RAD Project), Series 2017 of the Authority

Motion moved by Commissioner Michelson and seconded by Commissioner Rupasinghe to adopt Resolution #2892.

Discussion

Executive Director Brightman stated that she attended the Local Finance Board meeting whereby they approved the loan between the Township and the authority. It was the first loan the Board saw whereby a Town floated a bond for the Authority's improvements.

ROLL CALL:           Kenny Michelson Rupasinghe Shah Walker Ficarra  
AYES:                Kenny Michelson Rupasinghe Walker Ficarra  
NAYS:                None  
Abstain:             None  
Absent:               Perez-Rosado Shah

The Chair thereupon declared said motion approved.

- b) Reso #2893 – Reso of the WHA Authorizing the Issuance of a Not to Exceed \$6,500,000 Housing Revenue Bond (RAD Project), Series 2017 and Related Instruments and Determining Other Matters in Connection Therewith

Motion moved by Commissioner Walker and seconded by Commissioner Rupasinghe to adopt Resolution #2893.

ROLL CALL:           Kenny Michelson Perez-Rosado Rupasinghe Shah Walker Ficarra  
AYES:                Kenny Michelson Rupasinghe Walker Ficarra  
NAYS:                None  
Abstain:             None  
Absent:               Perez-Rosado Shah

The Chair thereupon declared said motion approved.

- c) Reso #2894 – Approve Management and Leasing of Property Agreement between Woodbridge Housing Authority and the Woodbridge Affordable Housing Corp.

Motion moved by Commissioner Michelson and seconded by Commissioner Walker to adopt Resolution #2894.

Discussion

Executive Director Brightman stated that RAD prohibits the owner from being the management agent. The WAHC will be the management agent and receive \$40,000; the maximum allowed without violating the bidding law.

Chairman Ficarra stated that both he and Commissioner Kenny sit on the WAHC Board as the WHA representatives.

Executive Director Brightman explained that the WAHC will use the WHA employees to perform the management functions.

ROLL CALL: Kenny Michelson Perez-Rosado Rupasinghe Shah Walker Ficarra  
AYES: Kenny Michelson Rupasinghe Walker Ficarra  
NAYS: None  
Abstain: None  
Absent: Perez-Rosado Shah

The Chair thereupon declared said motion approved.

d) Reso #2895 – FYE17 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Walker and seconded by Commissioner Michelson to adopt Resolution #2895.

#### Discussion

Executive Director Brightman explained that this is a certification that is submitted to HUD which verifies that we have met the Section 8 requirements.

ROLL CALL: Kenny Michelson Perez-Rosado Rupasinghe Shah Walker Ficarra  
AYES: Kenny Michelson Rupasinghe Walker Ficarra  
NAYS: None  
Abstain: None  
Absent: Perez-Rosado Shah

The Chair thereupon declared said motion approved.

e) Reso #2896 – Revision of Flat Rents

Motion moved by Commissioner Kenny and seconded by Commissioner Rupasinghe to adopt Resolution #2896.

#### Discussion

Executive Director Brightman explained that the Flat Rents are adjusted annually based on the Fair Market Rents. Furthermore, Flat Rents will be phased out when the Authority converts to RAD.

ROLL CALL: Kenny Michelson Perez-Rosado Rupasinghe Shah Walker Ficarra  
AYES: Kenny Michelson Rupasinghe Walker Ficarra  
NAYS: None  
Abstain: None  
Absent: Perez-Rosado Shah

The Chair thereupon declared said motion approved.

f) Reso #2897 – Authorizing Monthly Bill Payment for October 2017

Motion moved by Commissioner Kenny and seconded by Commissioner Walker to adopt Resolution #2897.

ROLL CALL: Kenny Michelson Perez-Rosado Rupasinghe Shah Walker Ficarra  
AYES: Kenny Michelson Rupasinghe Walker Ficarra  
NAYS: None  
Abstain: None  
Absent: Perez-Rosado Shah

The Chair thereupon declared said motion approved.

## **COMMENTS**

Chairman Ficarra asked for a RAD update.

Executive Director Brightman said that the senior buildings should close in November.

Chairman Ficarra asked about Olsen and the parking spaces that the Township is creating.

Executive Director Brightman said the work has not yet been started.

Executive Director Brightman stated that Ingerman was moving along quickly in constructing the new units at WGA. The first phase will be ready to occupy in December and will be completed by July 2018. She went on to say that Phase II is underway and that she was vacating buildings one and two.

## **ADJOURNMENT**

Motion by Commissioner Kenny and seconded by Commissioner Rupasinghe to adjourn at 5:55 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary