

# MINUTES OF A RESCHEDULED MEETING OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE



The Commissioners of the Housing Authority of the Township of Woodbridge met in a Rescheduled Session in the conference room of the Administrative Building, 20 Bunns Lane, Woodbridge, NJ at 5:00 PM on November 18, 2013, the hour and date duly established for the holding of said meeting.

Executive Director Brightman 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 November 9, 2013, a copy of this rescheduled 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:

Mark Barbee, Commissioner  
Gregg Ficarra, Chairman  
Pedro Rosario, Commissioner  
John Kenny, Commissioner (via phone)

Council Liaison:

Brenda Yori Velasco, Councilwoman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin  
(via phone)

Administration:

Donna Brightman, Executive Director

## ABSENT

Commissioners:

Terri Briante, Commissioner  
Nayan Parikh, Vice Chair  
Betsy Rudowski, Commissioner

A motion to approve the minutes of the Reorganization Meeting held October 6, 2013 was made by Commissioner Rosario and seconded by Commissioner Barbee and upon roll call the vote was as follows:

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

A motion to approve the minutes of the Regular Meeting held October 6, 2013 was made by Commissioner Rosario and seconded by Commissioner Kenny and upon roll call the vote was as follows:

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

### COMMUNICATIONS

- Executive Director Brightman explained the active shooter protocol and that the WHA was chosen by the JIF to help develop this policy.
- Executive Director Brightman explained that they are using the call multiplier notification system to inform residents of emergencies.

### REPORT

Chairman Ficarra reviewed the following reports:

- Rent collection – no comment
- Capital program – no comment
- Congregate Services – noted that the housekeeper resigned
- Senior Services – no comment
- Incident Reports – no comment
- Property Manager Report – Chairman Ficarra asked if the coat program sponsored by the Fire Dept. was successful. Executive Director Brightman responded, yes, but hardly any residents showed up to get them – embarrassing.
- Smoking Cessation notice – Chairman Ficarra asked how well attended the sessions were. Executive Director Brightman stated that she did not know.
- Operating Budget – no comment
- JIF Dividend – Executive Director Brightman noted that the WHA received a credit of \$12,649.38.

- Water Leak – insurance – Executive Director Brightman noted that the WHA received \$142,270.43 for the WGA electric problem.
- Executive Director report – Executive Director Brightman noted that the RAD application was filed.

## **NEW BUSINESS**

### a) Reso #2629 – Award Contract for Electrical Repair Services Contractor

Motion moved by Commissioner Barbee and seconded by Commissioner Kenny to adopt Resolution #2629.

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

The Chair thereupon declared said motion approved.

### b) Reso #2630 – Extend Contract for Generator Maintenance and Repair Contractor

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2630.

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

The Chair thereupon declared said motion approved.

### c) Reso #2631 – Award Contract for the Boiler Replacement at Cooper Towers

Motion moved by Commissioner Barbee and seconded by Commissioner Kenny to adopt Resolution #2631.

## Discussion

Chairman Ficarra asked for an explanation.

Executive Director Brightman said replacement is part of the ESCO and will be replaced in the spring. The remaining boiler was refurbished because of a backlog in ordering boilers due to Hurricane Sandy which caused a shortage.

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

Abstain: None  
Absent: Briante Parikh Rudowski

The Chair thereupon declared said motion approved.

d) Reso #2632 – FYE 2013 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Rosario and seconded by Commissioner Barbee to adopt Resolution #2632.

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

The Chair thereupon declared said motion approved.

e) Reso #2633 – Adopting Monthly Bill List

Motion moved by Commissioner Barbee and seconded by Commissioner Rosario to adopt Resolution #2633.

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

The Chair thereupon declared said motion approved.

f) Reso #2634 – Award Contract for the Bathroom Replacements at Olsen Towers

Motion moved by Commissioner Rosario and seconded by Commissioner Barbee to adopt Resolution #2634.

Discussion

Chairman Ficarra asked for an explanation.

Executive Director Brightman stated that when the Township did the kitchen replacement there was extra money; therefore, four bathrooms were converted from tubs to walk-in showers. The request outnumbered the funding, so we are funding the remaining three to four. The work will be done by the Township via the shared services agreement.

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

The Chair thereupon declared said motion approved.

## **ADJOURNMENT**

Motion by Commissioner Rosario and seconded by Commissioner Barbee to adjourn at 5:40 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary