

MINUTES OF THE REGULAR MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE TOWNSHIP OF WOODBRIDGE



The Commissioners of the Housing Authority of the Township of Woodbridge held its regular meeting in the community room of Stern Towers, 55 Brook Street, Woodbridge, NJ, in the Township of Woodbridge, New Jersey at 7:00 PM on February 6, 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.

Maureen Guiney 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 4, 2016, 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 Bunns 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 (7:05 PM)
Ryan Michelson, Commissioner
Ketan Shah, Commissioner
Rukmal Rupasinghe, Commissioner (7:05 PM)
Shontay Walker, Commissioner
Gregg Ficarra, Chairman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Council Liaison:

Lizbeth DeJesus, Councilwoman

Administration:

Donna Brightman, Executive Director
Maureen Guiney, Executive Asst.
Larry Stecker, Maintenance Director
Mike Yannuzzi, Maintenance Manager

ABSENT

Commissioners:

Pedro Rosario, Commissioner

Administration:

Kathy Blaha, Housing Director

A motion to approve the minutes of the Regular Meeting held on December 5, 2016 was made by Commissioner Shah and seconded by Commissioner Michelson and upon roll call the vote was as follows:

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

PUBLIC COMMENT

Richard Estock, Apt. #2H, wanted an update on the new building to be built in Port Reading. Chairman Ficarra stated that we are still in the process of securing funding and have no projections of a starting date.

Mr. Estock asked if it has been approved by the zoning board.

Chairman Ficarra stated that it has not.

Executive Director Brightman stated that we have to obtain financing first and then hire an architect to prepare the plans for submission to the planning board.

Mr. Estock stated that he saw the plans already.

Executive Director Brightman stated that it was only the concept that was shown. She stated that Ingerman is not going to be the developer. She stated that they developed a picture of what the development might look like.

COMMUNICATIONS

Chairman Ficarra stated that we received a high performer SEMAP score of 97% and thanked the team of employees.

REPORTS

Chairman Ficarra reviewed the report section of the Board packet and stated that rent collection at Stern Towers is 100%. He then asked Maintenance Director Stecker if there was anything worth noting in his capital reports.

Maintenance Director Stecker stated that everything is good. He mentioned that we are getting new machinery in-place for Olsen elevators.

Chairman Ficarra stated that he visited the office on Bunns Lane today and stated that it is not quite as spacious as the old office but that the staff is making it work and doing a great job with the limited space.

Executive Director Brightman's Report:

Chairman Ficarra reviewed Executive Director Brightman's report and asked if everyone received a copy of the Audit.

Executive Director Brightman stated that they did and she is presently passing out an updated version.

Chairman Ficarra stated that this is a clean audit and thanked the administration for paying attention to detail.

Chairman Ficarra then asked why the elevator was flooded at Adams Towers.

Executive Director Brightman answered that the sump pump did not work.

Chairman Ficarra noted that Dunigan will not be our plumber going forward.

Executive Director Brightman then spoke of the highlights regarding her report and stated that Ingerman is not doing Stern Towers; therefore, the packet has a resolution to rescind the old resolution regarding their participation in the project.

Executive Director Brightman stated that we moved out of the 20 Bunns Lane office and that buildings #17 and #18 and the garage will soon be empty. She stated that we are ready to close on March 1st and immediately go to demolition. She mentioned that the financing is in place and handed out two more resolutions regarding Phase II and Phase III that Ingerman will be in charge of. She plans to submit to HMFA in May and is trying to close the RAD program with 5 senior buildings but doesn't have the final answer. She stated that a new management company is involved and there may be a new wrinkle in our favor with a different way of financing. She mentioned that she will let the commissioners know next month regarding same.

NEW BUSINESS

a) Reso #2822 – Adopting Monthly Bill List for December 2016

Motion moved by Commissioner Shah and seconded by Commissioner Kenny to adopt Resolution #2822.

Discussion

Chairman Ficarra asked if there was anything unusual regarding the bill list.

Executive Director Brightman responded that there was not but we need to pay the bills since we did not have a meeting last month.

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| ROLL CALL: | Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra |
| AYES: | Kenny Michelson Rupasinghe Shah Walker Ficarra |
| NAYS: | None |
| Abstain: | None |
| Absent: | Rosario |

The Chair thereupon declared said motion approved.

b) Reso #2823 – Appointment of a Fund Commissioner for 2017

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #2823.

Discussion

Executive Director Brightman stated that Kathi DiTomasso was reappointed and that she is on the JIF Board.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

c) Reso #2824 – Appointment of an Alternate Fund Commissioner for 2017

Motion moved by Commissioner Michelson and seconded by Commissioner Rupasinghe to adopt Resolution #2824.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

d) Reso #2825 – Award Contract for Generator Maintenance and Repair Contractor to Atlantic Switch & Generator from 1/1/17 – 12/31/18 for an Amount not to Exceed \$40,000

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #2825.

Discussion

Chairman Ficarra stated that this is a new company.

Executive Director Brightman stated that they wanted someone new.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

e) Reso #2826 – Award Contract for Plumbing Repair Contractor to GMH Assoc. of America from 1/1/17 – 12/31/17 for an Amount not to Exceed \$40,000

Motion moved by Commissioner Kenny and seconded by Commissioner Walker to adopt Resolution #2826.

Discussion

Chairman Ficarra asked if this is new plumber.

Maintenance Manager Yannuzzi responded that it is.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

- f) Reso #2827 – Amendment to Energy Performance Contract for Refinancing with TD Equipment Finance Inc.

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #2827.

Discussion

Executive Director Brightman stated that we are having trouble with Constellation over the wind turbines and that we haven't paid them for the last three years. She stated that TD can't close the loan due to this but this resolution will be helpful to them. She mentioned that we decided to close the loan and apply the money to the ESCO balance and write down the debt. She stated that \$100,000 is still owed to Constellation.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

- g) Reso #2828 – Amendment to Energy Performance Contract for Partial Payoff with TD Equipment Finance Inc.

Motion moved by Commissioner Walker and seconded by Commissioner Rupasinghe to adopt Resolution #2828.

Discussion

Executive Director Brightman stated that we are going to close on RAD and debts have to be paid. She mentioned that this is a pro-rated pay-off.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None

Absent: Rosario

The Chair thereupon declared said motion approved.

h) Reso #2829 – Adopting Monthly Bill List for January 2017

It was noted that the title of the Resolution has to be changed from December 2016 to January 2017.

Motion moved by Commissioner Walker and seconded by Commissioner Rupasinghe to adopt Resolution #2829.

Discussion

Commissioner Kenny asked about #39494 – Hunt.

Executive Director Brightman stated that this is the mortgage for RAD.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

i) Reso #2830 – Resolution to Rescind a Ground Lease with Ingerman Development Company LLC

Motion moved by Commissioner Walker and seconded by Commissioner Michelson to adopt Resolution #2830.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

j) Reso #2831 – Adopt the Revision of Chapter 17 of the Section 8 Admin. Plan

Motion moved by Commissioner Shah and seconded by Commissioner Kenny to adopt Resolution #2831.

Discussion

Chairman Ficarra asked about the second paragraph – PBV's – RAD

Executive Director Brightman stated that we already have PBV's. She stated that a special provision is applied to tenants during RAD conversion, e.g., tenants can't be rescreened when

going from WHA to Ingerman, special termination clauses, money for resident organizations. Also, on the other hand there will be no EID for new people.

Executive Director Brightman also stated that there will be no ROSS program due to the conversion.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

k) Reso #2832 – Reso to Adopt the PBV Section 3 Plan to Comply with 24 CFR, Park 135 of the U.S. Dept. of HUD Section 3

Motion moved by Commissioner Walker and seconded by Commissioner Rupasinghe to adopt Resolution #2832.

Discussion

Executive Director Brightman stated that we have been doing this but now it has to be formally adopted as HUD wants to see the policy.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

l) Reso #2833 – Reso to Accept Audit for FYE 9/31/16

Motion moved by Commissioner Rupasinghe and seconded by Commissioner Michelson to adopt Resolution #2833.

Discussion

Executive Director Brightman stated that she will be here 17 years tomorrow and there have not been any audit findings since she started.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

m) Reso #2834 – Reso to Approve an Exclusive Option for Ingerman to Groundlease Certain Property in Connection with the Redevelopment of WGA (PHASE II)

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #2834.

Discussion

Commissioner Kenny stated that he is looking at the way the phases go.

Executive Director Brightman stated that this planning is correct and that the brains of the development are at building 10. She stated that one end of complex is going to be worked on first and then the other end and then the middle.

Commissioner Kenny asked more about the plan.

Executive Director Brightman stated that the zoning and planning with the Township has been approved.

Councilwoman DeJesus stated that Ingerman was at the last affordable housing meeting and there will be another meeting on February 15th.

Commissioner Kenny asked about buildings 7 to 11.

Maintenance Director Stecker stated that this will be done during the second phase and that the main water and electric is in building #10 which goes out to buildings 18 and 1.

Councilwoman DeJesus stated that as each building goes up, they will have their own power.

Commissioner Walker asked if we will still need building #10.

Maintenance Director Stecker stated that the power is at building #10 now but in the future will be building-by-building. He mentioned that buildings #17, 18, 19 and 20 will be demolished first.

Commissioner Kenny was concerned about emergency services and about how all the shut-offs will be handled.

Maintenance Director Stecker stated that each building will have a room – meter wise.

Executive Director Brightman stated that it was never the intention to have three phases but the developer decided and the Township agreed that financially it is more feasible.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

n) Reso #2835 – Reso to Approve an Exclusive Option for Ingerman to Groundlease Certain Property in Connection with the Redevelopment of WGA (PHASE III)

Motion moved by Commissioner Kenny and seconded by Commissioner Shah to adopt Resolution #2835.

ROLL CALL: Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES: Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS: None
Abstain: None
Absent: Rosario

The Chair thereupon declared said motion approved.

Commissioner/Liaison Comments

Commissioner Shah asked about the on-line data for the training that provides \$100 discount per person.

Executive Director Brightman asked that the commissioners that complete the JIF training provide us with a printed certificate and send it in. She stated that the two new commissioners need to register and save their passwords.

Chairman Ficarra thanked the employees of the Woodbridge Housing Authority for their acceptance of the new office and stated that the end result will be a better place for the people that we serve.

Counsel Corrison stated that Kathy Blaha is retiring in May and her duties are going to be assumed by different staff members and he was training these employees this afternoon and is very impressed with their knowledge.

Commissioner Walker stated that she is happy to be a Commissioner for the WHA.

Commissioner Kenny asked that Executive Director Brightman let him know if anything will be held for Kathy Blaha's retirement.

Executive Director Brightman stated that she will let him know about our plans.

Councilwoman DeJesus stated that Greenway opened in Fords and asked that a schedule of events be placed in the newsletter. She stated that the family center is open to all families as it is State funded.

Chairman Ficarra stated that it is open to the Township but Olsen residents have an advantage since it is right there.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Rupasinghe to adjourn at 7:52 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary