

MINUTES OF THE 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 held its regular meeting in the community room of Cooper Towers, 1422 Oak Tree Road, Iselin, NJ, in the Township of Woodbridge, New Jersey at 7:00 PM on June 20, 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 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

ABSENT

Commissioners:

John Kenny, Commissioner (7:05 PM)
Ryan Michelson, Commissioner
Rukmal Rupasinghe, Commissioner
Ketan Shah, Commissioner
Shontay Walker, Commissioner (7:35 PM)
Gregg Ficarra, Chairman

Council Liaison:

Lizbeth DeJesus, Councilwoman

Administration:

Donna Brightman, Executive Director
Larry Stecker, Maintenance Director
Mike Yannuzzi, Maintenance Manager

Other:

Bill Katchen, Accountant

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Maureen Guiney, Executive Asst.

A motion to approve the minutes of the Regular Meeting held on May 1, 2017 was made by Commissioner Shah and seconded by Commissioner Michelson and upon roll call the vote was as follows:

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

PUBLIC COMMENT

Mrs. Lall, apt. 4C, stated that she keeps opening the hallway windows and someone keeps closing them.

Executive Director Brightman stated that they are supposed to be kept closed.

Mrs. Lall then stated that now that the smokers can't use the gazebo, they are using the benches to sit on and smoke and she wants to use them but doesn't want to be bothered by the smoke.

Chairman Ficarra stated that the Housing Authority can only regulate smoking within 25 feet. Perhaps it is something for a resident council to consider.

Hardev Dhillon, apt. 3E, stated that the building is not clean and it smells and the laundry room is always dirty, the garbage room smells, etc.

Chairman Ficarra asked that Maintenance Manager Yannuzzi speak to the maintenance personnel.

COMMUNICATIONS

REPORTS

Maintenance Report:

CFP Reports – Maintenance Director Stecker noted that 2013 is closed out

Master Monthly Reports:

Chairman Ficarra asked about Ana Veliz' report and if we had any hopes of recovering the \$5,717 rent amount owed due to a bankruptcy.

Executive Director Brightman explained that bankruptcies are usually non-recoverable.

Resident Services:

Executive Director Brightman noted that the Congregate Services program is ending June 30.

Commissioner Kenny asked where Phyllis Williams was going.

Executive Director Brightman stated that she is going to the office to assist Ana Veliz as she has a lot of work.

Executive Director's Report:

Chairman Ficarra noted that the temp filling in for Gracy was working out nicely.

Chairman Ficarra asked if WGA Phases II and III were awarded tax credits.

Executive Director Brightman said the awards have not been made yet.

NEW BUSINESS

- a) Reso #2859 – Reso to Urge Representatives from the State of NJ to Support the Legislative Action to Re-authorize and Extend the National Flood Insurance Program (NFIP)

Motion moved by Commissioner Michelson and seconded by Commissioner Rupasinghe to adopt Resolution #2859.

Discussion

Executive Director Brightman stated that JIF asked its members to support this resolution.

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

The Chair thereupon declared said motion approved.

- b) Reso #2860 – Adopting Monthly Bill List for May 2017

Motion moved by Commissioner Rupasinghe and seconded by Commissioner Kenny to adopt Resolution #2860.

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

The Chair thereupon declared said motion approved.

- c) Reso #2861 – Authorizing the Executive Director to Pay the Monthly Bills for June, July and August 2017

Motion moved by Commissioner Shah and seconded by Commissioner Michelson to adopt Resolution #2861.

ROLL CALL: Kenny Michelson Rupasinghe Shah Walker Ficarra

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

The Chair thereupon declared said motion approved.

d) Reso #2862 – Approving Summer Hours for June, July and August 2017

Motion moved by Commissioner Kenny and seconded by Commissioner Shah to adopt Resolution #2862.

Discussion

Commissioner Kenny made the suggestion to extend the date through September 8th as opposed to September 1.

Motion to amend this resolution was moved by Commissioner Kenny and seconded by Commissioner Shah.

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

The Chair thereupon declared said motion approved.

e) Reso #2863 – Shared Services Agreement between the WHA and Perth Amboy for the WHA to Provide Qualified Purchasing Services to the PAHA for the Period of 6/1/17 through 5/31/19 at the Rate of \$100 Per Hour

Motion moved by Commissioner Kenny and seconded by Commissioner Rupasinghe to adopt Resolution #2863.

Discussion

Chairman Ficarra commented that this earns the WHA a little extra money.

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

The Chair thereupon declared said motion approved.

f) Reso #2864 – Authorizing an Unpaid Leave of Absence for Employee Number 983200

Motion moved by Commissioner Michelson and seconded by Commissioner Rupasinghe to adopt Resolution #2864.

Discussion

Commissioner Kenny asked if the employee knows that they lose pension time.

Executive Director Brightman responded that the employee is aware of this.

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

The Chair thereupon declared said motion approved.

g) Reso #2865 – WHA Budget Reso for FY 10/1/17 to 9/30/18 – Introducing State Budget - Including Capital Budget

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #2865.

Discussion

Bill Katchen presented the budget to the commissioners. He stated that the budget process was a real challenge because of the RAD conversion and the timing of the conversions. He explained that the budget reflects a deficit of \$233,146.00 and directed their attention to form C-5. He explained that the projected deficit is due to the number of vacancies on Bunns Lane as buildings 18, 17 and 16 have been vacated/demolished. He also noted that in January for Bunns Lane we will hopefully be earning our Admin. Fee and that number is not in the budget. If that occurs a budget revision will need to be done.

Mr. Katchen then directed the BOC to form F-8. He noted the post-employment benefit liability of \$4,594,261. He stated that the budget shows a surplus of \$5,089,221; however, we have used one-million to fund the debt payoff for Phase I, WGA and we have pledged three-million to the construction of Red Oak, leaving about one-million which is more than adequate to fund the projected deficit.

Chairman Ficarra commented that the BOC is voting to send the budget to the State of NJ to review and upon that review the budget will be presented again this time for adoption.

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

The Chair thereupon declared said motion approved.

- h) Reso #2866 – WHA Operating Budget Reso Approving the AMP Budget for FYE 9/30/18 State Budget - Including Capital Budget

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #2866.

Discussion

Mr. Katchen noted that this is the operating/AMP budget which includes the salary schedule.

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

The Chair thereupon declared said motion approved.

Commissioner Walker was present by telephone at 7:25 PM.

- i) Reso #2867 – Reso Authorizing the Acceptance of a Loan from the Township of Woodbridge for the Construction of Red Oak in an Amount not to Exceed \$7,200,000

Motion moved by Commissioner Rupasinghe and seconded by Commissioner Kenny to adopt Resolution #2867.

Discussion

Commissioner Shah asked where this money was coming from.

Executive Director Brightman explained that the Township was going to float a bond and lend us the money at 3.25% interest over a 30 year period.

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

The Chair thereupon declared said motion approved.

- j) Reso #2868 – Reso Authorizing the Acceptance of a Loan from the Township of Woodbridge for the Rehabilitation of 355 Units in an Amount not to Exceed \$6,500,000

Motion moved by Commissioner Michelson and seconded by Commissioner Shah to adopt Resolution #2868.

Discussion

Commissioner Shah asked what will be rehabilitated.

Executive Director Brightman explained that in order to convert to RAD we are required to have an outside inspection of the buildings to determine what work will need to be done over a 20 year period. We must have that amount to fund the repairs over that time frame. Therefore, whatever was noted on the reports for each building is what encompasses the rehabilitation work. It's different for each building.

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

The Chair thereupon declared said motion approved.

Commissioner Walker ended the telephone conversation at 8 PM.

Chairman Ficarra stated that the Board needed to go into Executive Session to discuss personnel. The Board went into Executive Session at 7:50 PM.

k) Reso #2869 – Executive Session

RESOLUTION #2869

EXECUTIVE SESSION

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Township of Woodbridge (the "Board") that the Board goes into executive session pursuant to N.J.S.A. 10:14-13 et seq. for the purpose of discussing the following matters:

Discussion of a matter involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of a specific prospective, current or appointed public officer or employee unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. (N.J.S.A. 10:4-12 b.8)

Motion to adopt Resolution #2869 moved by Commissioner Kenny and seconded by Commissioner Shah and upon roll call, the vote was as follows:

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

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 Rescheduled Meeting of June 20, 2017.

Donna F. Brightman, Secretary

The Chair thereupon declared said motion approved.

Regular Session resumed at 8:10 PM with the following:

Resolution #2870

Directing the Chairman of the Authority to Review Workloads and Act Accordingly as He Sees Fit

WHEREAS, employees have taken on additional responsibilities due to the Rental Assistance Demonstration conversion and the downsizing of staff; and

WHEREAS, the Board is desirous of directing the Chair to review workloads and make salary adjustments as he sees fit.

NOW, THEREFORE, BE IT RESOLVED that the Chair of the Housing Authority of the Township of Woodbridge is hereby authorized to review employee workloads and make salary adjustments as he sees fit

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #2870.

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

The Chair thereupon declared said motion approved.

Chairman Ficarra stated that it seems odd to be awarding bonuses when we are approving a budget with a deficit; however, when all is said and done we do expect the budget to balance.

Commissioner Comments:

Commissioner Shah stated that hopefully we have a hot summer.

Chairman Ficarra congratulated Commissioner Shah on finishing his required commissioner classes.

Commissioner Shah wished all a belated Happy Father's Day.

Commissioner Kenny told all to have a good summer.

ADJOURNMENT

Motion by Commissioner Michelson and seconded by Commissioner Rupasinghe to adjourn at 8:20 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary