

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

The Commissioners of the Housing Authority of the Township of Woodbridge met in a Regular Session in the community room of Adams Towers, 555 Rahway Ave., Woodbridge, NJ at 7:00 PM on September 10, 2015, the hour and date duly established for the holding of said meeting.

Kathy Blaha 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 8, 2014, a copy of the notice of this regular 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.

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

ABSENT

Commissioners:

Mark Barbee, Commissioner
Ketan Shah, Commissioner

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

Administration:
Donna Brightman, Executive Director
Kathy Blaha, Housing Director
Larry Stecker, Maintenance Director
Mike Yannuzzi, Maintenance Manager

Administration:
Maureen Guiney, Executive Asst.

Councilwoman:
Lizbeth DeJesus, Councilwoman (7:05 PM)

A motion to approve the minutes of the Regular Meeting held on June 1, 2015 was made by Commissioner Kenny and seconded by Commissioner Rosario and upon roll call the vote was as follows:

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

A motion to approve the minutes of the Special Meeting held on June 17, 2015 was made by Commissioner Kenny and seconded by Commissioner Rosario and upon roll call the vote was as follows:

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

A motion to approve the minutes of the Special Meeting held on June 25, 2015 was made by Commissioner Kenny and seconded by Commissioner Rudowski and upon roll call the vote was as follows:

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

PUBLIC COMMENT

Ron Pocansky, 2G, Adams Towers, spoke about the need to screen tenants as it seems like the place is going downhill. There are tenants with psychiatric problems and they keep going in and out the door which lets the air conditioning out. This affects the quality of life. It has been brought to the offices attention. Also, tenants abuse the housing authority's privileges such as the TV in the community room, as they are too cheap to buy their own and the same with the computer. Another tenant's apartment is a mess because he is downstairs all day instead of cleaning.

Chairman Ficarra thanked him for his comments.

Carol App complained about the First Aid squad as they came in the wrong way to the building. They need to observe the one-way sign before someone gets killed. We need to have speed bumps.

Maintenance Manager Yannuzzi stated that he would check the signage.

COMMUNICATIONS

Letter from J. Manzella – Housing Director Blaha stated the situation is being rectified.

Commissioner Rudowski asked if he was offered another apartment.

Housing Director Blaha stated that he was but he did not want to move.

Bayway Catering letter – Commissioner Rudowski asked Housing Director Blaha if she received a response.

Housing Director Blaha stated that she did not and she would follow-up.

Commissioner Rudowski stated, okay, especially regarding the delivery window. She asked if they had a dietician on staff.

Executive Director Brightman stated that it is required that one sign-off on the menu.

Catholic Charities – Chairman Ficarra asked if we have received any complaints.

Housing Director Blaha stated that Kelley Williams suggested using a vacant apartment for the program; however, they too have lost funding and also need to cut services. In fact, they were relieved when I informed them about the RAD program as they did not have to make the decision.

Councilwoman DeJesus asked what services they provided.

Housing Director Blaha stated that they helped with homework from 3:30 PM to 7 PM. They also had a summer program. All services were free of charge to the tenants.

Chairman Ficarra stated that the schools provide after care.

Councilwoman DeJesus stated that it costs \$8 an hour and it's only to 6:30 PM.

Housing Director Blaha stated that Catholic families offered the program in Perth Amboy and said WGA kids can go to that site but there was not any interest.

Chairman Ficarra mentioned that he spoke to the Perth Amboy YMCA about providing services.

PHAS score – Chairman Ficarra asked that we extend the Board's appreciation to the staff for a great score.

Maintenance Director Stecker stated that it was our best score to date.

Monthly Reports

Police Incidents:

Commissioner Rudowski asked how we handle overdoses.

Housing Director Blaha said the tenant was issued a letter to cease.

Commissioner Rudowski asked what else could be done.

Counsel Corrison explained that Bon Jovi's law trumps one-strike when assisting in the reporting of overdoses. Therefore, we issued a letter to cease which lets the tenant know that

we are aware of the situation. It also serves as a warning. The entire one-strike is not negated; it's only that narrow window portion.

Counsel Corrison stated he would research what else could be done.

Commissioners Rudowski and Kenny felt that the Authority should alert the police to do searches and surveillance.

Executive Director Brightman mentioned that tenants cannot be rescreened under the RAD program.

Chairman Ficarra asked Councilwoman DeJesus to discuss this with the police department.

Housing Director Blaha stated we have an excellent rapport with the police department.

Chairman Ficarra stated that there is obviously a conflict between HUD policy and the Bon Jovi law.

Commissioner Rudowski noted that it is the first time she saw the congregate state report.

Maintenance Director Stecker stated that a new revenue and expense report was handed out as there was a typo.

Executive Director Brightman's report:

Commissioner Rudowski asked if the agreement with Ingerman was finalized.

Executive Director Brightman responded, no, not yet, they will send it beforehand.

Chairman Ficarra asked about the JIF inspection.

Executive Director Brightman stated it is standard procedure.

NEW BUSINESS

a) Reso #2740 – Application for and Acceptance of FY2015 HCV FSS Program Coordinator Grant

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2740.

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

The Chair thereupon declared said motion approved.

b) Reso #2741 – Adopting Monthly Bill List for August 2015

Motion moved by Commissioner Kenny and seconded by Commissioner Briante to adopt Resolution #2741.

Discussion

Commissioner Rudowski asked what the check was from Capital to Operating.

Maintenance Director Stecker explained that the Capital Grant allows for 20 percent of the grant to be used for operating expenses.

Chairman Ficarra asked if the landscapers cut in the dry spells.

Counsel Corriston stated that they are not paid by the cut.

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

The Chair thereupon declared said motion approved.

c) Reso #2742 – Designate Official Newspapers, FYE 9/30/16

Motion moved by Commissioner Rudowski and seconded by Commissioner Rosario to adopt Resolution #2742.

Discussion

Commissioner Rudowski stated that she recently saw an ad in the Star Ledger from University Hospital stating that they will no longer use the newspaper to advertise instead everything will be on their website.

Chairman Ficarra asked Councilwoman DeJesus to see what the Town does.

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

The Chair thereupon declared said motion approved.

d) Reso #2743 – Reso for Increasing Bid Threshold to \$40,000

Motion moved by Commissioner Rosario and seconded by Commissioner Rudowski to adopt Resolution #2743.

Discussion

Executive Director Brightman stated that it was increased from \$36,000 to \$40,000 and that we still continue to obtain three quotes.

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

The Chair thereupon declared said motion approved.

e) Reso #2744 – Reso Amending the Personnel Policy & Employee Handbook regarding FMLA & FLA

Motion moved by Commissioner Kenny and seconded by Commissioner Briante to adopt Resolution #2744.

Discussion

Chairman Ficarra stated that he called about this resolution as he wanted to make sure that the employees were not losing a benefit.

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

The Chair thereupon declared said motion approved.

f) Reso #2745 – Write-Off Uncollectable Rent Balances

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2745.

Discussion

Chairman Ficarra stated that we do this every year as it's a bookkeeping item for the audit.

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

The Chair thereupon declared said motion approved.

Reso #2746 – Procurement Policy Amendment Due to Recent Changes to the Local Public Contracts Laws was pulled.

g) Reso #2747 – Award Contract for HVAC

Motion moved by Commissioner Kenny and seconded by Commissioner Rosario to adopt Resolution #2747.

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

The Chair thereupon declared said motion approved.

h) Reso #2748 – Elimination of Discretionary Allowances

Motion moved by Commissioner Rudowski and seconded by Commissioner Kenny to adopt Resolution #2748.

Discussion

Executive Director Brightman explained that we have to eliminate the discretionary allowances of storage, child support, alimony and medical for families due to budget constraints.

Commissioner Rudowski asked how much this would save.

Housing Manager Blaha replied that we don't really know. The medical is the biggest savings as storage was a \$12 credit per month and child support \$480 per year. She stated that HUD has mandatory allowances but gives the PHA the latitude to have discretionary allowances.

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

The Chair thereupon declared said motion approved.

i) Reso #2749 – Authorizing the Submission of the WHA 2015 PHA Plan Amendment

Motion moved by Commissioner Kenny and seconded by Commissioner Rosario to adopt Resolution #2749.

Discussion

Executive Director Brightman explained that this amendment was a HUD requirement for RAD. It was put out for tenant comment as well.

Commissioner Rudowski asked about Stern Towers.

Executive Director Brightman said she does not have any concrete information at this time.

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

The Chair thereupon declared said motion approved.

j) Reso #2750 – Acknowledging the Authority’s Conflict of Interest Policy

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2750.

Discussion

Executive Director Brightman stated that she just finished an audit in Highland Park and the auditor recommended that we do this.

Chairwoman Rudowski stated that this is good to have.

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

The Chair thereupon declared said motion approved.

k) Reso #2751 – Establishing the Payment Standards for the HCV Program

Motion moved by Commissioner Briante and seconded by Commissioner Kenny to adopt Resolution #2751.

Discussion

Commissioner Rudowski asked if these changed.

Executive Director Brightman stated that the FMR’s changed but not the payment standard.

Commissioner Rudowski asked if the CHAPS rents were this amount.

Executive Director Brightman answered, no, RAD rents are much lower. She went on to comment about the OIG report on over-income tenants in public housing.

Executive Director Brightman and Housing Manager Blaha stated that this does not apply to us.

ROLL CALL: Barbee Briante Kenny Rosario Rudowski Shah Ficarra
AYES: Briante Kenny Rosario Rudowski Ficarra

NAYS: None
Abstain: None
Absent: Barbee Shah

The Chair thereupon declared said motion approved.

l) Reso #2746 – Revision of Flat Rents (This was originally Reso #2752 but is now renumbered.)

Motion moved by Commissioner Briante and seconded by Commissioner Kenny to adopt Resolution #2746.

Discussion

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

The Chair thereupon declared said motion approved.

Comments

Executive Director Brightman handed out 3 of the OIG's recent integrity bulletins.

Comment from Attorney:

Counsel Corrison stated that we received a complaint from DCA about our board and a possible conflict. The law states that only one member may be an officer or member of a municipality. The Township received a similar letter regarding their Redevelopment Agency. Our response is that the fire commission is not part of the municipality, it's a separate entity.

Counsel Corrison will prepare a response to DCA.

Commissioner Kenny stated that he questioned this when Kyle Anderson was appointed.

Executive Director Brightman stated that this may be Commissioner Rudowski's last meeting and; therefore, thanked her for her service.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Rudowski to adjourn at 8:20 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary