

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 conference room of the WHA, 20 Bunns Lane, Woodbridge, NJ at 4:03 PM on March 5, 2014, the hour and date duly established for the holding of said meeting.

Kathy Blaha 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 February 28, 2013, 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.

A moment of silence was held.

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

PRESENT

Commissioners:

Mark Barbee, Commissioner (via phone-4:07PM)
Terri Briante, Commissioner (4:13 PM)
Gregg Ficarra, Chairman
John Kenny, Commissioner (via phone-4:13PM)
Nayan Parikh, Vice Chair (via phone-4:13 PM)
Pedro Rosario, Commissioner
Betsy Rudowski, Commissioner

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin
(via telephone-4:20 PM)

Council Liaison:

Brenda Yori Velasco, Councilwoman

Administration:

Donna Brightman, Executive Director
Kathy Blaha, Housing Director
Maureen Guiney, Executive Asst.
Mike Yannuzzi, Maintenance Manager (4:15 PM)

A motion to approve the minutes of the Regular Meeting held on January 6, 2014 was made by Commissioner Rosario and seconded by Commissioner Rudowski and upon roll call the vote was as follows:

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

PUBLIC COMMENT - none

COMMUNICATIONS

Chairman Ficarra thanked the staff for going above and beyond with the Point-in-Time. He also congratulated the staff on a perfect SEMAP score and the wonderful PHAS score. He congratulated Commissioner Briante on the Citizen of the Year Elk's award.

REPORTS

Rents Uncollected: no comment

Resident Services Report: Chairman Ficarra stated that Danielle Fusco found a housekeeper.

Housing Manager Blaha stated that the people are pleased with her.

Chairman Ficarra asked how the relationship with Michelle at Raritan Bay is going.

Housing Manager Blaha stated that Ms. Fusco is trying to schedule dates.

At this time Chairman Ficarra explained to the commissioners on the phone that Raritan Bay would be helping with medical services in lieu of the VNA.

Operating Report

Executive Director Brightman handed out a new report and stated that there were problems with the other excel spreadsheet.

Chairman Ficarra stated that the new sheet will be sent to the commissioners that are on the phone.

Misc.

Chairman Ficarra stated that he and Councilwoman Velasco did the on-line training course.

Commissioner Rudowski stated that this is different than last year.

Executive Director Brightman stated that it is and that she needs five commissioners to accomplish this training in order to get the \$500 discount off the JIF Insurance permium.

Executive Director Brightman stated that converting bathrooms to handicapped accessible at Olsen may not happen due to not being able to fund a plumber but that we would certainly like to accommodate people.

Chairman Ficarra then asked about personnel.

Executive Director Brightman stated that the maintenance manager at Highland Park has resigned and that we will have a hard time replacing him. She stated that the position has been posted on the Highland Park website and an ad was placed in the Home News Tribune. She stated that she is going to take Runi Sriwardena out of Maple Tree Manor and place someone else there. She mentioned that she is looking for a change but that this will be on a trial basis. She stated that there are four more years left on the contract with Maple Tree and that we brought Al Adams back to the WHA.

Chairman Ficarra asked Executive Director Brightman if she had someone in mind for Maple Tree Manor.

Executive Director Brightman responded that she has Diane Boyle in mind but that this matter has not been made public as yet.

Councilwoman Velasco asked about Red Bank.

Executive Director Brightman stated that we are taking care of pest control there but that they have a temporary agreement with Long Branch regarding the management end. She stated that we still have Highland Park and Perth Amboy and are keeping our eyes open for other housing authorities as well.

Chairman Ficarra stated that there is a letter from HUD regarding RAD in the packet.

Executive Director Brightman stated that HUD did not get any additional funding for RAD vouchers and that we are on the waiting list.

NEW BUSINESS

a) Reso #2642 – Award Contract for Green Physical Needs Assessment Audit Services

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2642.

Discussion

Executive Director Brightman stated that we hired this firm for Highland Park and that we were required to do this assessment per HUD.

Commissioner Rudowski asked if the energy audit comes into account with this.

Executive Director Brightman stated that it is not the same. She stated that we already did an ESCO and this contract would take into account all items not just those that save money (ESCO).

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

The Chair thereupon declared said motion approved.

b) Reso #2643 – Adopting Monthly Bill List (February)

Motion moved by Commissioner Briante and seconded by Commissioner Barbee to adopt Resolution #2643.

Discussion

Commissioner Rudowski asked about check #27606 – TD Bank.

Executive Director Brightman stated that this is our payback for the ESCO loan as we borrowed money.

Commissioner Rudowski asked when the commissioners receive reports on this.

Executive Director Brightman responded that she will find out and that the ESCO performance has exceeded our expectations.

Councilwoman Velasco asked about union dues.

Executive Director Brightman responded that this is the Teamsters' Union dues that are taken out as well as VALIC from employee paychecks and we remit the funds to VALIC and the Union.

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

The Chair thereupon declared said motion approved.

c) Reso #2644 – Final Extension of the Contract for Flooring Contractor

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2644.

Discussion

Chairman Ficarra asked what type of work they do.

Maintenance Manager Yannuzzi stated that there work is excellent.

Chairman Ficarra asked about their fees.

Executive Director Brightman stated that they are keeping them the same.

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

The Chair thereupon declared said motion approved.

d) Reso #2645 – Extend Contract for Fire Alarm Monitoring

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2645.

Discussion

Chairman Ficarra asked if this was the same price.

Executive Director Brightman responded that it was.

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

The Chair thereupon declared said motion approved.

e) Reso #2646 – Award Contract for Landscaping Services at all Locations

Motion moved by Commissioner Barbee and seconded by Commissioner Parikh to adopt Resolution #2646.

Discussion

Executive Director Brightman stated that this contractor is excellent.

Chairman Ficarra also stated that they do very good work.

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

The Chair thereupon declared said motion approved.

The Resolution regarding Labor Counsel was pulled as union negotiations were not included in the RFP.

Executive Director Brightman stated that we need a board committee to handle the union negotiations.

Chairman Ficarra asked Counsel Corrison if they have to meet in person.

Counsel Corrison stated that they can work on this separately or three commissioners can come together to meet.

Chairman Ficarra asked if Commissioners Barbee and Kenny can help on this committee.

They stated that they would.

f) Reso #2647 – Adopting Monthly Bill List

Motion moved by Commissioner Briante and seconded by Commissioner Rosario to adopt Resolution #2647.

Discussion

Commissioner Rudowski asked about the payment to TD Bank. It's not on this bill list.

Executive Director Brightman responded that it is quarterly, not monthly.

Commissioner Rudowski stated that this will probably be going on for a long time.

Commissioner Rudowski asked about the union employees purchasing sick time.

Executive Director Brightman stated that this is not a big population.

Commissioner Rudowski then asked about the exempt employees purchasing sick time.

Executive Director Brightman responded that both the exempt and non-exempt employees are entitled to purchase sick time as we try to do the same for both.

Commissioner Rudowski then asked if vacation days can be bought.

Executive Assistant Guiney responded that they cannot.

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

The Chair thereupon declared said motion approved.

Comments from Commissioners

Commissioner Briante stated that the residents at Greiner Towers voted for the parking spot designation but the numbers are too small and people can't see them. She asked if the numbers could be made large or iridescent.

Maintenance Manager Yannuzzi stated that there is not iridescent paint for this but in the spring the numbers will be made larger.

Maintenance Manager Yannuzzi then thanked the Township as they saved us a lot of money on salt during the snow storms and that Pat Kenny helped as well.

Housing Manager Blaha came into the room to answer Commissioner Rudowski's question about the report regarding TD Bank and the answer was that this is a quarterly report.

Commissioner Briante thanked Maintenance Manager Yannuzzi for all of his work with the snow removal.

Councilwoman Velasco thanked Phyllis Wilcher on her Black History Month presentation.

Executive Assistant Guiney wished all a happy St. Patrick's Day!

ADJOURNMENT

Motion by Commissioner Briante and seconded by Commissioner Rosario to adjourn at 4:55 PM.

All commissioners voted in favor.

Donna Brightman
Executive Director/Secretary