

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 Olsen Towers, 555 New Brunswick Ave., Fords, NJ at 7:05 PM on May 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 October 8, 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:

Gregg Ficarra, Chairman
John Kenny, Commissioner
Pedro Rosario, Commissioner
Betsy Rudowski, Commissioner

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Council Liaison:

Brenda Yori Velasco, Councilwoman

Administration:

Donna Brightman, Executive Director
Kathy Blaha, Housing Director
Maureen Guiney, Executive Asst.
Mike Yannuzzi, Maintenance Manager

ABSENT

Commissioners:

Mark Barbee, Commissioner
Terri Briante, Commissioner
Nayan Parikh, Vice Chair

Administration:

Larry Stecker, Maintenance Director

A motion to approve the minutes of the Regular Meeting held on April 7, 2014 was made by Commissioner Rudowski and seconded by Commissioner Rosario and upon roll call the vote was as follows:

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

PUBLIC COMMENT

Mary Toth, 1A, stated that the plumbers are excellent. She stated that she was told not to use the microwave as the inspector stated that there was too much current.

Executive Director Brightman stated that perhaps they meant that you should not use two appliances at one time but that she will check on it.

Chairman Ficarra stated that we will check on the situation.

Executive Director Brightman stated that she will call Vickie Roberts and that she will post the results.

Louie Booker, 4Q, stated that his microwave is on top of his refrigerator and that a test is needed on the circuit breaker. He stated that he cannot put the microwave by the sink. He also stated that the bulletin board needs to be updated as air conditioner fees are listed as \$7 a month and his lease says differently.

Daryl Smith, 4H, stated that he is the grandson of Willie Battle and spoke of having no heat in the living room. He mentioned that he has to use an electric blanket to stay warm and was scolded by maintenance for doing such and told that he could be evicted. He mentioned the need for the resident to sign-off on work orders.

Chairman Ficarra asked Maintenance Manager Yannuzzi about the heating situation in this apartment.

Maintenance Manager Yannuzzi stated that he is not aware of a problem.

Counsel Corrison stated that it sounds like a work order issue.

Executive Director Brightman asked if he called in a work order.

Mr. Smith stated that he did and that they were waiting for a part.

Executive Director Brightman asked if the part was installed.

Mr. Smith stated that it was not.

Executive Director Brightman stated that the new energy conservation valves need to be adjusted and maintenance did go to each apartment. She stated that we have to wait for cold weather to test this. She mentioned that when the weather is cold again to call the office and ask for Kathy Blaha.

Chairman Ficarra asked that we trace the work order on this matter.

Executive Director Brightman stated that we will and that residents do not sign-off on work orders.

Mr. Smith stated that vandalism has taken place for quite some time in the parking lot.

Executive Director Brightman stated that the Police were called regarding this matter and they were going to put on extra patrols.

Vickie Roberts, President of the Resident Council, stated that there was vandalism with the wires of the computer and printer being taken and that she informed Housing Manager Blaha of this situation. She stated that the room is now only open from 9 AM to 8:30 PM and this is working out fine.

Executive Director Brightman asked about the parking lot.

Ms. Roberts stated that her car has been vandalized.

Executive Director Brightman asked Councilwoman Velasco to help with additional Police patrols at Olsen.

Councilwoman Velasco stated that she would.

Mr. Booker stated that he doesn't want to go out at night and asked about a camera.

Chairman Ficarra stated that we would see about a camera.

Executive Director Brightman stated that we installed a camera at the back door.

Mr. Booker then asked when we shut-off the heat as his apartment is too hot.

Executive Director Brightman stated that this will happen at the end of May.

Mr. Booker then asked about the bulletin board again and putting updated information in it.

Housing Manager Blaha stated that the board has not been used in awhile.

Executive Director Brightman stated that we may not have a key.

Andrew Coppa stated that his door is like a vacuum and it slams and mentioned that Sean said that he can do something about it.

Ms. Roberts stated that many doors slam.

Maintenance Manager Yannuzzi stated that they may have adjustable hinges.

Chairman Ficarra asked that he call in a work order.

A resident of 5Q stated that she can't smoke in her apartment and; therefore, needs to go outside at 2 or 3 AM and that we should have a camera outside for security.

Councilwoman Velasco asked how many lights are out in the parking lot.

The same resident stated that there is a man sleeping in the gazebo and that people cut through the parking lot and that she never sees a police officer in the area.

Chairman Ficarra stated that we need spot lights.

Mary Toth asked that the doors be loosened.

Chairman Ficarra stated that we will check on this matter.

A resident stated that there is a new business in the neighborhood that involves pet grooming and that dogs poop on the grass and sidewalks.

Executive Director Brightman stated that Housing Manager Blaha can call the business and ask them to be more mindful of this issue.

Edna Morrison stated that some people stay over and live with a resident for a long time.

Chairman Ficarra stated that there is a time limit but that she could confidentially tell housing about this situation and that we can follow-up on this. He stated that we have the same issue at other buildings.

Mr. Smith, 4H, stated that the police need to check the speed of cars at crosswalks as someone is going to get hurt. He also asked about speed bumps

Chairman Ficarra stated that they do a lot of damage.

Chairman Ficarra ended the public comment by saying that we have taken notes and will follow-up with the comments.

A resident of the building spoke privately to Chairman Ficarra about AWTs transportation.

Executive Director Brightman stated that Vickie Roberts will give him the information.

Councilwoman Velasco asked about two empty units.

Maintenance Manager Yannuzzi stated that they should be turned over by now.

REPORTS

Chairman Ficarra noted that we are trying to pursue the smoking issues and asked about the last paragraph of Housing Manager Blaha's report and if she was receiving good cooperation from the Police Dept.

Housing Manager Blaha stated that she was.

Councilwoman Velasco asked about Danielle Fusco's report and if the phone is now working.

Housing Manager Blaha stated that it is and that most probably the tenant was not setup in the system.

Commissioner Rudowski then asked about the contract and admin. costs being 124% on page 8 of the expense report.

Executive Director Brightman stated that the costs are probably higher from the ESCO contract but she will double check on it.

Chairman Ficarra then reviewed Executive Director Brightman's report for April.

Councilwoman Velasco noted that Kelley Williams is coming back.

Chairman Ficarra noted that we are doing some shuffling with the office staff at the WHA.

Executive Director Brightman stated that the positions are not final as she has to meet with Mr. Tkatch from the Union. She stated that some job descriptions have to be tweaked and the commissioners probably will not get the finalized version and the table of organization until this is settled with the Union.

Executive Director Brightman stated that she doesn't expect an issue.

Executive Director Brightman stated that we sold the van to a church group today.

Executive Director Brightman stated that the personnel issue has been dismissed. Commissioner Rudowski asked if the date regarding the matter can be part of the personnel policy.

Executive Director Brightman stated that the law is one time per year and only one person was involved so this is not an issue but we can put it in the personnel policy.

Chairman Ficarra stated that it would be good to have in writing if we need to refer to it at a later date.

Chairman Ficarra thanked Councilwoman Velasco and Commissioner Rosario for their help with the trash situation at Greiner Towers.

NEW BUSINESS

a) Reso #2655 – Adopting Monthly Bill List

Motion moved by Commissioner Rudowski and seconded by Commissioner Rosario to adopt Resolution #2655.

Discussion

Chairman Ficarra asked if check #27830 was planned.

Maintenance Manager Yannuzzi stated that this is the upgrade to the Fire and Alarm system that was needed.

Executive Director Brightman stated that it was planned.

Chairman Ficarra then asked about check #27872 to TD.

Executive Director Brightman stated that this is the loan on the ESCO.

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

The Chair thereupon declared said motion approved.

b) Reso #2656 – Designate Fee Accountant

Motion moved by Commissioner Kenny and seconded by Commissioner Rosario to adopt Resolution #2656.

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

The Chair thereupon declared said motion approved.

c) Reso #2657 – Designate General Counsel

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2657.

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

The Chair thereupon declared said motion approved.

d) Reso #2658 – Reso to Accept Audit

Motion moved by Commissioner Kenny and seconded by Commissioner Rudowski to adopt Resolution #2658.

Discussion

Commissioner Rudowski stated that this audit is made out a little differently.

Executive Director Brightman stated that it is easier to read. She stated that since the auditors were new to the WHA it was very time consuming.

Chairman Ficarra stated that there is a summary on pages 39 and 40.

Commissioner Rudowski stated that there was a notation on the administration and contract costs and that there is already an issue in office.

Executive Director Brightman stated that she has not filled two positions but there is nothing to worry about.

Chairman Ficarra asked Commissioner Rudowski to reference where this matter was in the report.

Commissioner Rudowski stated that it is on page 8.

Executive Director stated that we do not want HUD to take back our reserves. She also stated that there are contract costs.

Commissioner Rudowski asked why the monthly budget was running high. She stated that the maintenance/admin. expenses come out of the CCO and that we don't want to lay-off employees. She asked what positions were lost.

Executive Director Brightman stated that an employee retired from maintenance and we did not re-hire for the Section 8 job when Mr. Wierzchak left recently.

Chairman Ficarra stated that we have to look at the areas of concern.

Executive Director Brightman stated that there is \$124,000 in contract costs due to the ESCO and that there is no issue in administration.

Commissioner Rudowski asked if she was ready for June (budget).

Executive Director Brightman stated that she doesn't know as she has not met with Mr. Katchen yet.

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

The Chair thereupon declared said motion approved.

e) Reso #2659 – Authorizing a Four Day Work Week for the Months of July and August 2014

Motion moved by Commissioner Rosario and seconded by Commissioner Kenny to adopt Resolution #2659.

Discussion

Commissioner Kenny asked about the 4th of July.

Executive Director Brightman responded that the hours will start the week after the 4th.

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

The Chair thereupon declared said motion approved.

f) Reso #2660 – Application for and Acceptance of 2014 CHSP Grant

Motion moved by Commissioner Rudowski and seconded by Commissioner Kenny to adopt Resolution #2660.

Discussion

Commissioner Rudowski asked if this grant was for Adams, Finn and Stern.

Executive Director Brightman responded that it is.

Chairman Ficarra asked the timing of the grant.

Executive Director Brightman responded that this takes place at some point in January

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

The Chair thereupon declared said motion approved.

g) Reso #2661 – Application for and Acceptance of FY2014 HCV FSS Program Coordinator Grant

Motion moved by Commissioner Rudowski and seconded by Commissioner Rosario to adopt Resolution #2661.

Discussion

Chairman Ficarra asked the timing of the grant.

Executive Director Brightman responded that this is a little late and usually takes place in February.

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

The Chair thereupon declared said motion approved.

Comments from Commissioners

Councilwoman Velasco stated that Commissioner Briante had a big fall and is now using a walker and wheelchair as she fractured her pelvis and shoulder. She stated that there will be a Salute to the Troops on May 21 at George Frederick Plaza and that veterans should attend.

Ms. Roberts asked for a flyer to post on the bulletin board.

Housing Manager Blaha asked if the flyer could be sent to the office and we will distribute it.

All the commissioners wished the mothers a Happy Mother's Day.

Commissioner Rosario stated that he just finished his last class and that Bill Katchen is a good instructor.

Chairman Ficarra stated that Vickie Roberts attended the Greenway meeting.

Ms. Roberts stated that there is a list of people walking and that the police will ride on bikes.

Counsel Corrison thanked the commissioners for his reappointment as attorney.

Commissioner Kenny asked about the turbines at Adams and Finn and stated that they have stopped.

Executive Director Brightman asked when they stopped.

Commissioner Kenny stated that it was within the past week.

Chairman Ficarra stated that we will see about it.

Commissioner Kenny stated that we can get a high resolution camera for \$600 and tie it into the system.

Chairman Ficarra stated that we can check into it.

Executive Director Brightman stated that Certified Protection takes care of our camera security.

Commissioner Kenny stated that we can now receive $\frac{3}{4}\%$ to 1% interest on CD's.

Executive Director Brightman stated that we are locked into a 5 year contract and have to bid banking services.

Commissioner Kenny stated that this would be a way to save money.

Executive Director Brightman stated that by combining jobs we are alright.

Counsel Corriston asked how long we have been with the banking services.

Executive Director Brightman stated that it has been about 3 years.

Commissioner Kenny stated that this rate is available at the Bank of Woodbridge.

Executive Director Brightman stated that we have to follow certain standards and federal requirements. She stated that she will have Christina Smolder double check on this matter.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Rosario to adjourn at 8:13 PM.

All commissioners voted in favor.

Donna Brightman
Executive Director/Secretary