

**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 a regular meeting via a <https://global.goto.meeting.com/join/796727109> or calling into 1-872-240-3212, at 7:00 PM on December 7, 2020, the hour and date duly established for the holding of such meeting.

Chairman Ficarra called the meeting to order at 7:00 PM, the Pledge of Allegiance was recited. 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 December 1, 2020, a copy of the notice of this meeting setting forth the date and time of this regular meeting was posted on the Housing Authority's official designated bulletin board located at 800B 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:

Ryan Michelson, Commissioner  
Jack Kenny, Vice Chair  
Jenny Perez-Rosado, Commissioner  
Paul Pires, Commissioner  
Shontay Walker, Commissioner  
Gregg Ficarra, Chairman

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

Administration:  
Donna Brightman, Executive Director

**ABSENT**

Commissioners:

Sharad Agarwal, Commissioner

Council Liaison:  
Lizbeth DeJesus, Councilwoman

Chairman Ficarra noted that Commissioner Agarwal's brother recently passed away and that Councilwoman DeJesus' husband was in the hospital.

A motion to approve the minutes of the Regular Meeting held on November 9, 2020 was made by Commissioner Michelson and seconded by Commissioner Rosado and upon roll call the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra

AYES: Kenny Michelson Perez-Rosado Pires Walker Ficarra

NAYS: None

Abstain: None

Absent: Agarwal

**PUBLIC COMMENT: none**

**COMMUNICATIONS:**

Chairman Ficarra noted that HUD accepted our 5 year plan.

**REPORTS**

Resident Services: Chairman Ficarra commented on the amount and type of work Kettly does on our behalf despite these challenging times. The BOC then authorized the Executive Director to give Kettly Gilles a \$1,000 bonus to thank her for her effort.

Maintenance: Chairman Ficarra brought to the BOC's attention that new flooring was being installed at Finn and Adams.

Executive Director's report: Chairman Ficarra noted Executive Director Brightman's commentary about the challenges of senior housing, specifically when family refuses to assist with problematic issues. He also noted the office issues with Ingerman.

Executive Director Brightman stated that we are hoping to install an intercom system to allow access to the second floor.

**NEW BUSINESS**

a) Reso #3096 - Adopting the Collective Bargaining Agreement 10/1/20 through 9/30/23

Motion moved by Commissioner Walker and seconded by Commissioner Pires to adopt Resolution #3096.

Discussion

Chairman Ficarra reminded the BOC that they had previously voted on an MOU and now this is the entire contract.

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra

AYES: Kenny Michelson Perez-Rosado Pires Walker Ficarra

NAYS: None

Abstain: None

Absent: Agarwal

The Chair thereupon declared said motion approved.

b) Reso #3097 - Adopting Monthly Bill List for the Month of November 2020

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #3097.

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra

AYES: Kenny Michelson Perez-Rosado Pires Walker Ficarra

NAYS: None

Abstain: None

Absent: Agarwal

The Chair thereupon declared said motion approved.

c) Reso #3098 - Adopting Monthly Bill List for the Month of November 2020 (Red Oak)

Motion moved by Commissioner Rosado and seconded by Commissioner Walker to adopt Resolution #3098.

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra

AYES: Kenny Michelson Perez-Rosado Pires Walker Ficarra

NAYS: None

Abstain: None

Absent: Agarwal

The Chair thereupon declared said motion approved.

d) Reso #3099 - Reso Adopting a Remote Meeting Procedures Policy

Motion moved by Commissioner Pires and seconded by Commissioner Kenny to adopt Resolution #3099.

#### Discussion

Counsel Corrison reported that the State of New Jersey adopted new regulations in November governing remote meetings, specifically on how to handle the public. He also reported that the notice requires electronic postings on the web with links to the material being presented.

Chairman Ficarra commented that the email address should be changed to a work email.

Counsel Corrison commented that we also need to include an address with the email.

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra

AYES: Kenny Michelson Perez-Rosado Pires Walker Ficarra

NAYS: None

Abstain: None

Absent: Agarwal

The Chair thereupon declared said motion approved.

#### **COMMENTS**

Chairman Ficarra wished all Happy Holidays and to be safe and don't let your guard down. Commissioner Rosado said that she is sponsoring a David's Touch event on 12/10 to raise money for gift cards as this is the 11<sup>th</sup> year.

Commissioner Walker wished everyone a safe and happy holiday and stated that she can't wait until we can meet in-person again.

Commissioner Michelson wished ail Happy Holidays and thanked the WHA team for all they do.

Commissioner Pires wished all Happy Holidays and to stay safe.

Commissioner Kenny wished all Happy Holidays and asked the BOC to grant the staff off on Christmas Eve. All the commissioners agreed.

Executive Director's comments:

Executive Director Brightman informed the BOC that with their approval she would like to limit the staff at the office due to the increase in COVID cases (just through the end of the year.)

The BOC agreed with this.

Executive Director Brightman also informed the BOC that the WHA was being featured in the Affordable Housing News winter publication.

Counsel comments:

Counsel Corriston wished all a safe and happy holiday and mentioned that he is just recovering from COVID and it is rough!

#### **ADJOURNMENT**

Motion by Commissioner Pires and seconded by Commissioner Walker to adjourn at 7:30 PM.

All commissioners present voted in favor.

Donna Brightman  
Executive Director/Secretary