

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 regularly scheduled meeting via: <http://global.gotomeeting.com/join/380106477>

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United States: +1 (571) 317-3122

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Access Code: 380-106-477#

or calling into access code at 6:30 PM on December 13, 2021, the hour and date duly established for the holding of such meeting.

Chairman Ficarra called the meeting to order at 6:34 PM. The flag was saluted.

Chairman Ficarra stated that we need to keep the tornado victims in our prayers and thoughts and asked Executive Director Brightman to please notify the commissioners if she knows of any relief activities.

PRESENT

Commissioners:

Jack Kenny, Vice Chair  
Jenny Perez, Commissioner  
Paul Pires, Commissioner  
Gregg Ficarra, Chairman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director

ABSENT

Commissioner:

Sharad Agarwal, Commissioner  
Ryan Michelson, Commissioner  
Shontay Walker, Commissioner

Council Liaison:

Lizbeth DeJesus

A motion to approve the minutes of the Regular Meeting held on November 1, 2021 was made by Commissioner Kenny and seconded by Commissioner Perez and upon roll call the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

**PUBLIC COMMENT:**

Naomi Napolian was present to request an application for housing assistance.

Executive Director Brightman stated that she would mail her one.

**COMMUNICATIONS:**

Chairman Ficarra noted the JIF report for suggested building improvements.

**REPORTS – no comments**

**EXECUTIVE DIRECTOR BRIGHTMAN'S REPORT:**

Chairman Ficarra inquired about the maintenance hire.

Executive Director Brightman stated that two more people were hired but also quit prior to starting.

Chairman Ficarra asked about the Olsen project, specifically, who is dealing with the owner of the property.

Executive Director Brightman responded, it's being handled by our attorneys.

Chairman Ficarra commented that he was happy to see Maureen Guiney coming back to work for two days a week.

**NEW BUSINESS**

a) Reso #3163 – Adopting the Monthly Bill List for November 2021

Motion moved by Commissioner Pires and seconded by Commissioner Kenny to adopt Resolution #3163.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

b) Reso #3164 – Adopting the Monthly Bill List for November 2021-Red Oak

Motion moved by Commissioner Perez and seconded by Commissioner Pires to adopt Resolution #3164.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra  
NAYS: None  
Abstain: None  
Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

c) Reso #3165 – Award Contract for Automatic Door Operator Maintenance and Repair Services Contractor to Automatic Door Systems, LLC from 12/15/21 to 12/14/23

Motion moved by Commissioner Kenny and seconded by Commissioner Perez to adopt Resolution #3165.

Discussion:

Executive Director Brightman stated that most of the following resolutions are new contractors due to the fact that our previous contractors are not compliant with the new law, which would register them as a public works contractor that participates in union apprenticeship programs. In some cases, our hourly rates have doubled. It's sad to lose our mom and pop companies

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
AYES: Kenny Perez Pires Ficarra  
NAYS: None  
Abstain: None  
Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

d) Reso #3166 – Award Contract for Fire Suppression System Inspection, Maintenance and Repair Services Contractor to Newark Fire Sprinkler Corp. from 12/16/21-12/15/23

Motion moved by Commissioner Pires and seconded by Commissioner Kenny to adopt Resolution #3166.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
AYES: Kenny Perez Pires Ficarra  
NAYS: None  
Abstain: None  
Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

e) Reso #3167 – FYE21 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Perez and seconded by Commissioner Pires to adopt Resolution #3167.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
AYES: Kenny Perez Pires Ficarra  
NAYS: None  
Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

f) Reso #3168 – Reso to Adopt Electrical Services Contractor

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3168.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

g) Reso #3169 - Reso Authorizing a Rent Increase in the Amount of 1.57% for Red Oak

Motion moved by Commissioner Perez and seconded by Commissioner Kenny to adopt Resolution #3169.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

h) Reso #3170 – Reso Authorizing a Rent Increase in the Amount of 2.53% Greiner, Cooper and Olsen Towers

Motion moved by Commissioner Pires and seconded by Commissioner Perez to adopt Resolution #3170.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

i) Reso #3171 - Reso Authorizing a Rent Increase in the Amount of 2.47% for Adams and Finn Towers

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3171.

## Discussion

Chairman Ficarra asked why there were different percentages.

Executive Director Brightman replied that it's based on the number of units, bedroom sizes and the rent currently charged

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

## **COMMISSIONER COMMENTS**

Commissioner Perez stated that she won the Board of Education election. She thanked all as it was an amazing experience and she can't wait to start. This Thursday is the annual toy drive for David's Touch at Curtains from 6 to 10 PM. She stated that it's her 11<sup>th</sup> year of sponsoring this effort that provides toys to children in the hospital.

Chairman Ficarra congratulated Commissioner Perez on her election.

Commissioner Pires congratulated Commissioner Perez and wished all Happy Holidays.

Commissioner Kenny congratulated Commissioner Perez and wished all Happy Holidays. He then stated that he would like to sponsor a resolution to give the staff off on December 27, 2021.

## Resolution #3172

### Resolution to Close the WHA Office on 12/27/21

**WHEREAS**, the Board of Commissioners is desirous of granting the WHA staff an additional holiday day off; and

**WHEREAS**, the offices will be closed for business on Monday, December 27, 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the BOC of the Township of Woodbridge that the WHA offices will be closed for business on Monday, December 27, 2021.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

AYES: Kenny Perez Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

**COUNCIL LIAISON COMMENTS** – absent – no report

**EXECUTIVE DIRECTOR'S REPORT** – NO REPORT

**COUNSEL:**

Counsel Corrison stated that things are starting to open up slowly but there is a backlog of \$250,000 cases.

Chairman Ficarra stated that we are having some BOC attendance issues. He asked Executive Director Brightman to please send him the WHA by-laws and he will contact the commissioners involved.

Chairman Ficarra stated that he hopes to resume in-person meetings as opposed to using zoom.

Commissioner Kenny suggested that we keep January as a zoom meeting and maybe think about February. He mentioned that based on what the Health Dept. recommends, as far as COVID, cases are rising again.

Chairman Ficarra stated that this is a good point and that we have seniors to consider and they are vulnerable.

Executive Director Brightman also added that the community rooms are still closed.

Chairman Ficarra stated that he was at Jacobs Landing this past weekend distributing gifts to the tenants. He wished all a Merry Christmas and Happy Holidays.

**ADJOURNMENT**

Motion by Commissioner Pires and seconded by Commissioner Perez to adjourn at 7:11 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary