

MINUTES OF THE REGULAR MEETING  
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF WOODBRIDGE

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The Commissioners of the Housing Authority of the Township of Woodbridge held a regular scheduled meeting in Olsen Towers, 555 New Brunswick Ave., Fords, NJ at 6:30 PM on Monday, December 12, 2022, the hour and date duly established for the holding of such meeting.

Chairman Ficarra called the meeting to order at 6:30 PM. The flag was saluted.

Executive Director Brightman read the notice of compliance as follows:

On October 20, 2022, a copy of the schedule of regular meetings setting forth the date, time and location of this meeting was sent to the Township of Woodbridge and posted on the Woodbridge Housing Authority's website. A copy of said schedule was also faxed to the Star Ledger and The Home News Tribune on the same date.

PRESENT

Commissioners:

Gregg Ficarra, Chairman  
Jack Kenny, Vice Chair (6:34 PM)  
Jenny Perez, Commissioner  
Paul Pires, Commissioner  
Shontay Walker, Commissioner

Council Liaison:

Lizbeth DeJesus

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director

ABSENT

Commissioners:

Sharad Agarwal, Commissioner  
Ryan Michelson, Commissioner

Administration:

Larry Stecker, Maintenance Director

A motion to approve the minutes of the Regular meeting of November 14, 2022 was made by Commissioner Walker 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 Walker Ficarra
NAYS:	None
Abstain:	None
Absent:	Agarwal Michelson

**PUBLIC COMMENT:**

Willie Booker, apt. #1H, stated that he just wanted to say hello and that he has lived in Olsen Towers for 9 years and just got married.

**COMMUNICATIONS** - none

**REPORTS**

Resident Services: Chairman Ficarra inquired as to how many tenants have home health aides.

Executive Director Brightman responded that she would guess about 20%.

Chairman Ficarra stated that the township senior services department and the housing authority work hand-in-hand to help people get housing. Lately, we are getting referrals who become tenants and we are finding out they are having difficulty living independently. Ms. Gilles is only one person and she needs more help. He went on to say Councilwoman DeJesus and I will look into the matter.

**NEW BUSINESS**

a) Reso #3216 – Establishing Revised Payment Standards for HCV Program

Motion moved by Commissioner Walker and seconded by Commissioner Pires to adopt Resolution #3216.

Discussion

Chairman Ficarra commented that if the BOC read the back-up, they will see that the rents in Woodbridge have gone up significantly, to the point where Section 8 tenants were having extreme difficulty in obtaining housing. He mentioned that Executive Director Brightman and her team were proactive and applied for a waiver to increase the rents which HUD approved.

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

The Chair thereupon declared said motion approved.

b) Reso #3217 – Reso Authorizing a Rent Increase in the Amount of 2.72% for Greiner Towers, Cooper Towers and Olsen Towers

Motion moved by Commissioner Perez and seconded by Commissioner Kenny to adopt Resolution #3217.

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

c) Reso #3218 – Reso Authorizing a Rent Increase in the Amount of 2.66% for Adams & Finn Towers

Motion moved by Commissioner Walker and seconded by Commissioner Pires to adopt Resolution #3218.

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

d) Reso #3219 – Reso Authorizing a Rent Increase in the Amount of 1.71% for Red Oak

Motion moved by Commissioner Kenny and seconded by Commissioner Walker to adopt Resolution #3219.

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

e) Reso #3220 – FYE22 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Kenny and seconded by Commissioner Walker to adopt Resolution #3220.

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

f) Reso #3221 – Adopting Monthly Bill List for November 2022

Motion moved by Commissioner Pires and seconded by Commissioner Walker to adopt Resolution #3221.

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

g) Reso #3222 – Adopting Monthly Bill List for November 2022 (Red Oak)

Motion moved by Commissioner Kenny and seconded by Commissioner Walker to adopt Resolution #3222.

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

h) Reso #3223 – Reso to Adopt the Policy and Procedures for Conflicts of Interest to be Included in the Personnel Policy and Employee Handbook

Motion moved by Commissioner Perez and seconded by Commissioner Walker to adopt Resolution #3223.

Discussion:

Executive Director Brightman explained that the auditor wanted his clients to switch from the JIF policy to the HUD conflict of interest policy as it is more comprehensive.

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

i) Reso #3224 – Annual Update of HCV Utility Allowance

Motion moved by Commissioner Pires and seconded by Commissioner Walker to adopt Resolution #3224.

Discussion:

Executive Director Brightman explained that HUD requires PHA's to review utilities annually. It has been a while since we had an independent study done. We hired Nelrod to conduct one and these are the new allowances we will be using.

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

The Chair thereupon declared said motion approved.

## **COMMENTS**

Council Liaison DeJesus stated that all is well and that the toy drive is on Friday. She mentioned that eleven hospitals will receive toys.

Commissioner Kenny wished all Happy Holidays.

Commissioner Pires stated that all is good and that his son just bought a house. He mentioned that he will be spending the holidays in Portugal and wished all Happy Holidays.

Commissioner Walker stated that everything is good. She mentioned that she helped Commissioner Perez with the toy drive and had a great time doing it. She also wished all Happy Holidays.

Chairman Ficarra stated that the township council is working on a few things. He stated that there is a new sex ed curriculum which is generating a lot of controversy.

Chairman Ficarra stated that the town changed its mind regarding development projects and PILOTS about building a complex by Ross Street school due to residents' concerns.

Councilwoman DeJesus wished all Happy Holidays. She mentioned that Saturday is Shop with a Cop. She is helping to deliver food to the needy families. There is so much need despite the number of programs we have. She stated that there is going to be a children's coat drive in January.

Executive Director Brightman stated that near her home, a family has put out a coat rack with coats for people to take as needed.

Executive Director Brightman explained that the cost of health insurance is increasing in January and she asked the BOC to consider paying fifty percent of the employees increase as union negotiations are not until the summer. She will present a resolution for consideration in January.

Counsel Corrison wished all Happy Holidays.

## **ADJOURNMENT**

Motion by Commissioner Pires and seconded by Commissioner Perez to adjourn at 7:25 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary