

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 scheduled meeting at 6:35 PM on June 12, 2023 at Olsen Towers, 555 New Brunswick Ave., Fords, NJ.

Chairman Ficarra called the meeting to order at 6:35 PM. The flag was saluted.

Executive Director Brightman read the notice of compliance as follows:

On October 17, 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 emailed to the Star Ledger and The Home News Tribune on the same date.

PRESENT

ABSENT

Commissioners:

Commissioners:

Sharad Agarwal, Commissioner  
Gregg Ficarra, Chairman  
Jack Kenny, Vice Chair  
Ryan Michelson, Commissioner (6:50 PM)  
Paul Pires, Commissioner (6:35 PM to 6:50 PM)

Jenny Perez, Commissioner  
Shontay Walker, Commissioner

Council Liaison:  
Lizbeth DeJesus

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

Administration:  
Donna Brightman, Executive Director  
Larry Stecker, Maintenance Director

Other:  
William Katchen, Accountant

A motion to approve the minutes of the Regular meeting of May 8, 2023 was made by Commissioner Kenny and seconded by Commissioner Agarwal and upon roll call the vote was as follows:

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

Abstain: None  
Absent: Michelson Perez Walker

**PUBLIC COMMENT:**

Debbie Tuddles, apt. 2H, stated that a tenant fell today with their walker as they tripped over the mat. The EMT's came and they did not have a wheelchair. Can we get one?

Executive Director Brightman answered, no, the insurance company will not allow it.

Ms. Tuddles stated that we also need a better camera system. I hope the new building has one. She also stated that the building needs to be kept cleaner and notices should be put in the locked case as tenants rip them down otherwise. She mentioned that the contractors building Green Oak are good and very respectful.

Tenants at apts. 4E, 5B, 5C and 1D were present and stated that they have no issues and like it at Olsen.

Juliana Baez, 1D stated that she needed help giving her husband a shower as he can't get over the tub.

Executive Director Brightman stated that she would have Kettly Giles call her.

**COMMUNICATIONS** : none

**REPORTS**

Chairman Ficarra thanked Maintenance Director Stecker for the follow-up on Greiner.

Maintenance Director Stecker reported on the hot water problem currently at Red Oak.

Chairman Ficarra stated that the minutes from the Donuts and Discussion meetings were helpful and informative. He asked Councilwoman DeJesus to follow-up on the issue at Greiner with the school children walking through the backyard of the building.

Executive Director Brightman stated that the Union contract is expiring and that they are in negotiations.

Executive Director Brightman mentioned that we may have to call a special meeting to award the Adams/Finn façade contract.

**NEW BUSINESS**

a) Reso #3250 - Adopting the Monthly Bill List for May 2023

Motion moved by Commissioner Agarwal and seconded by Commissioner Michelson to adopt Resolution #3250.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

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

The Chair thereupon declared said motion approved.

b) Reso #3251 – Adopting the Monthly Bill List for May 2023 (Red Oak)

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #3251.

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

The Chair thereupon declared said motion approved.

c) Reso #3252 – Authorizing the Submission of the WHA Streamlined Annual PHA Plan 2023

Motion moved by Commissioner Agarwal and seconded by Commissioner Michelson to adopt Resolution #3252.

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

The Chair thereupon declared said motion approved.

d) Reso #3253 – Award Contract for HQS Inspection Services to Gilson Inspection Services from 7/1/23 through 6/30/25

Motion moved by Commissioner Kenny and seconded by Commissioner Agarwal to adopt Resolution #3253.

Discussion

Chairman Ficarra asked if this is the company we use.

Executive Director Brightman answered, no, it is a new one.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
AYES: Agarwal Kenny Michelson Ficarra

NAYS: None  
Abstain: None  
Absent: Perez Pires Walker

The Chair thereupon declared said motion approved.

- e) Reso #3254 – Housing Authority of the Township of Woodbridge’s Budget Reso for FY October 1, 2023 to September 30, 2024 (Introducing State Budget including Capital Budget)

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #3254.

Discussion

Bill Katchen reported that there is a new system for budget submissions called the FAST system and everything is done on-line. In September, anyone will be able to access your budget. He stated that health and property insurance increased and so did your bank interest income.

The budget reflects \$15,315,062 in revenue and \$15,157,810 in expenses. There is no deficit. The budget projects \$1,000,000 to be spent on Capital Improvements.

Commissioner Kenny asked if that was the budget for the Finn/Adams façade.

Mr. Katchen replied, yes.

Chairman Ficarra clarified that with this vote, we are saying that we reviewed the budget submission to the State and then in September, we formally adopt it.

Mr. Katchen stated that this is correct.

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

The Chair thereupon declared said motion approved.

- f) Reso #3255 – Housing Authority of the Township of Woodbridge’s Operating Budget Reso for Fiscal Year October 1, 2023 to September 30, 2024

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #3255.

Discussion

Mr. Katchen explained that this budget only covers the converted public housing units and projects, a surplus of \$152,661.

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

The Chair thereupon declared said motion approved.

### **COMMENTS**

Commissioner Agarwal stated that a notice should be kept in the elevators stating that if you spill something, please clean it up.

Counsel Corrison commented that in every donuts and discussions report, tenants were spitting and ripping up notices in the elevators.

### **ADJOURNMENT**

Motion by Commissioner Kenny and seconded by Commissioner Michelson to adjourn at 7:20 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary