

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 6:30 PM on February 12, 2024 as follows:

Chairman Ficarra called the meeting to order at 6:30 PM. The flag was saluted and a moment of silence was held for all that is going on in the world.

Executive Director Brightman read the notice of compliance as follows:

On October 17, 2023, 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

Commissioners:

Sharad Agarwal, Commissioner
Jack Kenny, Vice Chair
Paul Pires, Commissioner
Shontay Walker, Commissioner
Gregg Ficarra, Chairman

Council Liaison:

Lizbeth DeJesus

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Donna Brightman, Executive Director
Elizabeth Noll, Asst. Executive Director
Larry Stecker, Maintenance Director

ABSENT

Commissioners:

Ryan Michelson, Commissioner
Jenny Perez, Commissioner

A motion to approve the minutes of the Regular meeting of January 8, 2024 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 Walker Ficarra
NAYS:	None
Abstain:	None
Absent:	Michelson Perez

PUBLIC COMMENT: None

A motion took place to close the public comment portion of the meeting and was made by Commissioner Pires and seconded by Commissioner Walker.

COMMUNICATIONS:

Chairman Ficarra noted Executive Director Brightman’s resignation letter and stated that she is a tough one to replace.

Chairman Ficarra acknowledged the High Performer SEMAP score.

REPORTS:

Maintenance Report:

Chairman Ficarra stated that the breezeway and entrance to Adams Towers looks amazing.

Chairman Ficarra then asked how the generator is coming along.

Executive Director Brightman stated that it should be up and running this week.

Executive Director Brightman told Commissioner Agarwal that the tenants of Cooper Towers have written a petition of sorts complaining about the elevator being down and a homeless man in the lobby. She stated that we are doing what we can and that Asst. Executive Director Noll is having a meeting at Cooper Towers next Thursday to address concerns. She then asked Commissioner Agarwal if he would like to attend. He accepted and offered to help translate and explain what is happening to the tenants.

Councilwoman DeJesus suggested that perhaps Community Relations Officers can also attend and that she will send out an email.

Executive Director’s Report:

Chairman Ficarra asked about the situation with the meeting regarding veteran’s housing.

Executive Director Brightman stated that there is no movement or follow-up from them; they just wanted our vouchers.

NEW BUSINESS

a) Reso #3294 – Adopt Bill List for January 2024

Motion moved by Commissioner Walker and seconded by Commissioner Pires to adopt Resolution #3294.

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

NAYS: None
Abstain: None
Absent: Michelson Perez

The Chair thereupon declared said motion approved.

b) Reso #3295 – Adopt Bill List for January 2024 – Red Oak

Motion moved by Commissioner Walker and seconded by Commissioner Agarwal to adopt Resolution #3295.

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

The Chair thereupon declared said motion approved.

c) Reso #3296 – Reso Freezing Employee Health Benefit Contribution at the 2022 Level for Non-Union Staff

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3296.

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

The Chair thereupon declared said motion approved.

d) Reso #3297 – Amending WHA Annual Operating Budget for FY 10/1/23 to 9/30/24

Motion moved by Commissioner Agarwal and seconded by Commissioner Walker to adopt Resolution #3297.

Discussion

Chairman Ficarra explained that this is amended due to the fact that we have a shared agreement with Highland Park for our social worker and for the employee raises.

Executive Director Brightman pointed out that \$106,000 are for insurance costs.

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

Absent: Michelson Perez
The Chair thereupon declared said motion approved.

e) Reso #3298 – Award Auditing Services for the Year Ending September 30, 2023 to Polcari & Co. for \$15,000

Motion moved by Commissioner Pires and seconded by Commissioner Kenny to adopt Resolution #3298.

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

The Chair thereupon declared said motion approved.

f) Reso #3299 – Award Contract for Plumbing Repair to Vinci Plumbing, LLC from 2/1/24 – 1/31/26 for an Amount not to Exceed \$40,000

Motion moved by Commissioner Agarwal and seconded by Commissioner Kenny to adopt Resolution #3299.

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

The Chair thereupon declared said motion approved.

g) Reso #3300 – Reso to Accept FY2023 HCV FSS Funds in the Amount of \$35,000

Motion moved by Commissioner Pires and seconded by Commissioner Walker to adopt Resolution #3300.

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

The Chair thereupon declared said motion approved.

h) Reso #3301 – Renew the Contract for Electrical Repair Services Contractor 12/16/23 - 12/15/25

Motion moved by Commissioner Pires and seconded by Commissioner Walker to adopt Resolution #3301.

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

The Chair thereupon declared said motion approved.

- i) Reso #3302 – Renew the Contract with Anchor Pest Control for Pest Control Services from 2/1/24 – 1/31/26

Motion moved by Commissioner Agarwal and seconded by Commissioner Kenny to adopt Resolution #3302.

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

The Chair thereupon declared said motion approved.

- j) Reso #3303 – Renew the Contract with Automatic Door Systems, Automatic Door for Maintenance and Repair Services Contractor from 1/31/24 – 12/31/24

Motion moved by Commissioner Kenny and seconded by Commissioner Agarwal to adopt Resolution #3303.

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

The Chair thereupon declared said motion approved.

COMMENTS

Councilwoman DeJesus agreed that Adams Towers looks great! She stated that Executive Director Brightman really left her mark here in Woodbridge.

Executive Director Brightman stated that she has been here 24 years. She said that Maple Tree was accomplished in April of 2004 and then we did Tooling Around the Town.

Commissioner Walker stated that she is busy with school and is taking accelerated classes and is proud of herself.

Counsel Corrison stated that he has nothing to report.

Chairman Ficarra then asked him about any trends.

Counsel Corrison answered just more problems and mental health problems.

Chairman Ficarra asked if the Town ever gave social worker support?

Executive Director Brightman answered, no.

Councilwoman DeJesus suggested a mental health fair for resources that are available.

Commissioner Agarwal stated that he has no complaints.

Commissioner Pires then talked about his catalytic converter being stolen right from his driveway.

Commissioner Kenny spoke about the history of the volunteer fire department and that due to the Garcia Act of the 90's, people cannot volunteer and work at the same place. He mentioned that with tougher restrictions this leads to membership/volunteer loss.

Chairman Ficarra and Commissioner Kenny urged everyone to vote.

Commissioner Kenny then informed the board that the fire department will be entering into a shared service agreement with the WHA to utilize the services of our purchasing coordinator.

Executive Director Brightman stated that she will be taking a trip to Thailand and will be gone for the next two meetings.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Agarwal to adjourn at 7:13 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary