

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 Greiner Towers at 6:30 PM on May 13, 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.

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

ABSENT

Commissioners:

Ryan Michelson, Commissioner
Jenny Perez, Commissioner

Administration:
Larry Stecker, Maintenance Director

A motion to approve the minutes of the Regular meeting of April 8, 2024 was made by Commissioner Pires and seconded by Commissioner Walker 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:

Joann Chin, apt. #307, stated that the windows are not senior friendly and asked if Woodbridge Housing can find a solution. She then mentioned that the call buttons are only in two rooms and asked if they can be voiced activated. She also stated that she would like to extend parking on the side of the building.

Judith Higgins, apt. #314, also agreed with the window problem. She mentioned that she takes care of the garden and the landscapers are not cutting the grass short enough which brings mosquitoes.

Chairman Ficarra stated that he will call the mosquito commission.

Anna Narvaez, apt. #309, stated that they do not have fire drills anymore. She also stated that there is not enough parking for the aides.

Asst. Executive Director Noll stated that we are working with the Fire Dept. on an emergency plan.

COMMUNICATIONS: none

REPORTS: no comments

NEW BUSINESS

a) Reso #3311 – Adopt Bill List for April 2024

Motion moved by Commissioner Walker and seconded by Commissioner Kenny to adopt Resolution #3311.

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 #3312 – Adopt Bill List for April 2024 – Red Oak

Motion moved by Commissioner Agarwal and seconded by Commissioner Pires to adopt Resolution #3312.

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 #3313 – Resolution Revising the Starting Salaries

Motion moved by Commissioner Pires and seconded by Commissioner Walker to adopt Resolution #3313.

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 #3314 – Accept and Adopt Job Descriptions

Motion moved by Commissioner Kenny and seconded by Commissioner Agarwal to adopt Resolution #3314.

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 #3315 – Reso to Adopt the Revised Personnel Policy and Employee Handbook

Motion moved by Commissioner Walker and seconded by Commissioner Pires to adopt Resolution #3315.

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 #3316 – Award Contract for the Façade Upgrade at Finn Towers to Westcraft Builders, Inc. for \$447,350

Motion moved by Commissioner Agarwal and seconded by Commissioner Kenny to adopt Resolution #3316.

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 #3317 – Shared Services with the Woodbridge Fire Dept.

Motion moved by Commissioner Agarwal and seconded by Commissioner Walker to adopt Resolution #3317.

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

The Chair thereupon declared said motion approved.

COMMENTS - none

ADJOURNMENT

Motion by Commissioner Walker and seconded by Commissioner Pires to adjourn at 7:02 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary