

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 its regular meeting via a GoToMeeting at <https://global.GoToMeeting.com/join/747276509> at 7PM on June 22, 2020, the hour and date duly established for the holding of such meeting.

Chairman Ficarra called the meeting to order, led the Pledge of Allegiance, and held a moment of silence.

Executive Director Brightman read the Notice of Compliance with the Open Public Meetings Act P.L. 1975, C.231 which provided that notice of this meeting of the Board of Commissioners of the Housing Authority of the Township of Woodbridge was provided in the following manner:

On June 19, 2020, a copy of the notice of this meeting setting forth the date, time and location of this regular meeting was posted on the Housing Authority's official designated bulletin board located at 800B Bunns Lane, Woodbridge, NJ, posted in all senior/disabled buildings and sent to Town Hall for posting and was faxed to the Home News Tribune and Star Ledger.

Upon roll call, those present and absent were as follows:

PRESENT

Commissioners:

Jack Kenny, Vice Chair
Ryan Michelson, Commissioner
Jenny Perez-Rosado, Commissioner
Paul Pires, Commissioner
Gregg Ficarra, Chairman

Absent:

Sharad Agarwal, Commissioner
Shontay Walker, Commissioner

Council Liaison:

Lizbeth DeJesus, Councilwoman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin
(7:45 PM)

Administration:

Donna Brightman, Executive Director

Other:

Bill Katchen, Accountant

PUBLIC COMMENT - none

COMMUNICATIONS

Executive Director Brightman noted the NAHRO award for Red Oak.

REPORTS

Executive Director Brightman reported that all tenants are now out of WGA and it's no longer our responsibility.

Commissioner Kenny inquired about the COVID situation.

Executive Director Brightman replied that the staff is working 20 hours a week in the office and maintenance is working 25 hours. Currently, we have no active cases. We purchased backpack sanitizers, sneeze guards, etc. We are not meeting face-to-face with clients.

NEW BUSINESS

Chairman Ficarra requested that we start with the Audit and the Budget to accommodate Bill Katchen.

a) Reso #3062 – Reso to Accept the Audit for FYE 9/30/19

Motion moved by Commissioner Rosado and seconded by Commissioner Kenny to adopt Resolution #3062.

Discussion

Mr. Katchen explained that the audit was unusual this year as we had the construction of Red Oak and the sale of Phase II WGA. There were no audit findings and very little adjustments.

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra

AYES: Kenny Michelson Perez-Rosado Pires Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Walker

The Chair thereupon declared said motion approved.

b) Reso #3063 – Budget Reso for FY 10/1/20 to 9/30/21 (Introducing State Budget Including Capital Budget)

Motion moved by Commissioner Pires and seconded by Commissioner Rosado to adopt Resolution #3063.

Discussion

Mr. Katchen reported that the total revenues were \$13,450,725 and the total deficit is \$13,427,950. There is a capital fund of \$100,000. There were increased expenditures of the debt service for Red Oak and funding the replacement and reserve account (\$18,000). Utilities are 29% higher this year. We also have an increase in expenditures for maintenance costs due to contracting out for extermination services (\$40,000 vs. \$110,000.) The budget projected a deficit of over \$225,000 due to the increase in insurance costs. Three positions have been eliminated: pest control manager, maintenance manager, and building and grounds keeper. Therefore, a surplus of \$3,880 is predicted.

Executive Director Brightman also mentioned that we lost money at WGA because we left units vacant to facilitate the movers and minimize relocation. She went on to say that those units now need to be constructed before we reach our maximum of 150 units. We lost Admin. fees from the project based vouchers and this contributed to the budget woes.

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

The Chair thereupon declared said motion approved.

c) Reso #3064 – Operating Budget Reso for FY 10/1/20 to 9/30/21

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3064.

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

The Chair thereupon declared said motion approved.

At this point in time Bill Katchen left the meeting.

d) Reso #3054– Reso Terminating the Public Housing Annual Contributions Contract with HUD and Confirming that all Closeout Requirements of the RAD Program Have Been Met

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #3054.

Discussion

Executive Director Brightman explained that this is the last step in the public housing process in converting to PBV's.

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

The Chair thereupon declared said motion approved.

e) Reso #3055 – Authorizing the Submission of the WHA's PHA 5 Year and Annual Plan 2020

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #3055.

Discussion

Chairman Ficarra explained that this plan is done on a yearly basis.

Executive Director Brightman stated that the plan is mainly about how PHA's would spend their capital fund. We don't have a capital fund anymore, so it just covers the PBV's.

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

The Chair thereupon declared said motion approved.

f) Reso #3056 – Adopting Monthly Bill List for May 2020

Motion moved by Commissioner Pires and seconded by Commissioner Rosado to adopt Resolution #3056.

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

The Chair thereupon declared said motion approved.

g) Reso #3057 – Adopting Monthly Bill List for May 2020 (Red Oak)

Motion moved by Commissioner Michelson and seconded by Commissioner Pires to adopt Resolution #3057.

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

The Chair thereupon declared said motion approved.

h) Reso #3058 – Authorizing the Executive Director to Pay the Monthly Bills for July and August 2020

Motion moved by Commissioner Pires and seconded by Commissioner Michelson to adopt Resolution #3058.

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

The Chair thereupon declared said motion approved.

i) Reso #3059 – Authorizing a Shared Services Agreement between the Township of Woodbridge and the WHA for Olsen Towers Replacement Housing

Motion moved by Commissioner Rosado and seconded by Commissioner Kenny to adopt Resolution #3059.

Discussion

Executive Director Brightman explained that the Township is interested in helping us rebuild Olsen Towers. Approving it would give me the authority to look for sites, preferably the former Fords Theater site. We would also receive CDBG funds from the Town to help with expenses.

Counsel Corrison stated that is a very preliminary agreement. He advised Chairman Ficarra to abstain on this vote.

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

The Chair thereupon declared said motion approved.

j) Reso #3060 – Award Contract for Pest Control Services to Pest-A-Cide Exterminating Co., Inc. from 7/1/20 through 6/30/22 for \$21,613.20

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #3060.

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

The Chair thereupon declared said motion approved.

k) Reso #3061 – Ratify the Renewal of the Agreement with Breslin & Breslin to Act as General Counsel from 6/1/20 through 5/31/21 for \$47,580.00

Motion moved by Commissioner Michelson and seconded by Commissioner Pires to adopt Resolution #3061.

Discussion

Counsel Corrison thanked the BOC for their confidence in his firm.

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

NAYS: None
Abstain: None
Absent: Agarwal Walker

The Chair thereupon declared said motion approved.

l) Reso #3065 – Reso Authorizing a Rent Increase in the Amount of 1.7% for Red Oak, 300 Old Road, Port reading, NJ

Motion moved by Commissioner Rosado and seconded by Commissioner Pires to adopt Resolution #3065.

Discussion

Executive Director Brightman explained that the budget was impacted by Red Oak in that the completion date was supposed to be July 2019 but instead it was October 2019. The repayment of the bonds started November 2019. We did not receive the PBV rents until January. So we have to pay two months on the bond issues without having the PBV rents. She asked the Town to extend the bond issues but it was not feasible. Instead they gave us one year to pay the arrears.

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

The Chair thereupon declared said motion approved.

COMMENTS

Commissioner Kenny wished all a good summer.

Commissioner Rosado said to enjoy the 4th of July.

Commissioner Pires stated that all is well and enjoy the summer.

Chairman Ficarra stated that if you listened to the Mayor's daily report there was a slight increase today in COVID cases. The summer concerts are starting soon. The Township is working on a new ordinance that will outlaw the placement of loud mufflers at Woodbridge auto shops.

Councilwoman DeJesus wished all a belated Father's Day and a happy and healthy summer. She thanked Executive Director Brightman for being honest and for carrying the load.

Executive Director Brightman reported that Maureen Guiney will be coming back one day a week to do the board packets and minutes.

Executive Director Brightman reported that she will keep building common areas closed throughout the summer.

ADJOURNMENT

Motion by Commissioner Pires and seconded by Commissioner Rosado to adjourn at 7:58 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary