

MINUTES OF THE RESCHEDULED 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 rescheduled meeting in the conference room of Jacobs Landing, 800B Bunns Lane, Woodbridge, NJ, in the Township of Woodbridge, New Jersey at 7:05 PM on June 24, 2019, 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 11, 2019, 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 10 Bunns Lane, Woodbridge, NJ, 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, Commissioner
Ryan Michelson, Commissioner
Jenny Perez-Rosado, Commissioner
Paul Pires, Commissioner
Gregg Ficarra, Chairman

Council Liaison:

Lizbeth DeJesus, Councilwoman

Administration:

Donna Brightman, Executive Director
Mike Yannuzzi, Maintenance Supervisor

Other:

Bill Katchen, Accountant

ABSENT

Commissioners:

Sharad Agarwal, Commissioner
Shontay Walker, Vice Chair

Authority General Counsel:

Terrence Corrison, Esq., Breslin & Breslin

A motion to approve the minutes of the Regular Meeting held on May 6, 2019 was made by Commissioner Rosado and seconded by Commissioner Kenny and upon roll call the vote was as follows:

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

NAYS: None
Abstain: None
Absent: Agarwal Walker

PUBLIC COMMENT - none

COMMUNICATIONS - none

REPORTS

Chairman Ficarra commented that the staff was working with the residents in helping them to operate the new stoves. He commented on the amount of work that Kettly Gilles does with the residents. He asked that the Boards' appreciation be extended to Ana Veliz and Elizabeth Noll for a job well done.

Chairman Ficarra asked for an update on the RAD projects.

Executive Director Brightman stated that WGA Phase III should close at the end of the summer. She stated that they are still waiting to occupy the new offices as there are security concerns (elevator, no buzzer system on the doors.)

Executive Director Brightman reminded the BOC that there will be a Grand Opening of the Community Center Celebration on July 10th at 1 PM. She went on to say that Red Oak should receive c/o's by August 1st and that she held two meetings with the tenants to address the move. A moving company has been selected (in your packet) and the residents are excited to move. We are still finishing work on the Olsen 355 and should be completed by September.

NEW BUSINESS

a) Reso #3003 – Authorizing the Submission of the WHA Streamlined Annual PHA Plan for 2019

Motion moved by Commissioner Michelson and seconded by Commissioner Pires to adopt Resolution #3003.

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 #3004 – Adopting Monthly Bill List for the Month of May 2019

Motion moved by Commissioner Rosado and seconded by Commissioner Kenny to adopt Resolution #3004.

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 #3005 –Award Contract to Move the Residents of Stern Towers to Red Oak to the Woodbridge Moving Company, Inc. for an Amount of not to Exceed \$40,000

Motion moved by Commissioner Pires and seconded by Commissioner Kenny to adopt Resolution #3005.

Discussion

Executive Director Brightman stated that the funding for the Stern tenant relocation is through the bond issue, \$25,000 has been allocated but it may cost more than that.

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.

d) Reso #3006 – Authorize the Purchase of 262 Bathroom Vanities, Medicine Cabinets and Light Fixtures from Lowe's for \$28,106.02

Motion moved by Commissioner Rosado and seconded by Commissioner Pires to adopt Resolution #3006.

Discussion

Executive Director Brightman explained that the vanities were being installed after hours by the staff in order to save money.

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 #3007 – Award Change Order for the Supply & Installation of 309 A/C's at Adams, Finn & Greiner Towers to Vanore Electric, Inc. for \$10,489

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #3007.

Discussion

Executive Director Brightman explained that we could not change the air conditioning sleeves at Greiner as they were cemented in, so we just purchased new air conditioning units. We had a difficult time finding a unit to fit the sleeve. She went on to say that the Authority is now

responsible for all air conditioning units in buildings that have sleeves (Finn, Adams and Greiner) as residents repeatedly put the wrong units in the sleeves which in-turn caused leaks. Now that it's the Authority's responsibility, we can control what unit goes in.

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 #3008 – Award Fee Accounting Services to William Katchen

Motion moved by Commissioner Pires and seconded by Commissioner Rosado to adopt Resolution #3008.

Discussion

Bill Katchen thanked the BOC for renewing his contract.

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 #3009 – Award Contract for the Replacement of Hallway Flooring At Olsen Towers to J Morano Contracting for \$40,000

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #3009.

Discussion

Executive Director Brightman took the opportunity to explain to the BOC the new requirements in the Public Contracts Law. As of May 1, 2019 all contractors' bidding on government work must have an apprenticeship program or they are not eligible for renewal. This will eliminate a lot of the contractors that we currently do business with as they will not be able to comply.

Executive Director Brightman stated that she will send more detailed information to the BOC tomorrow.

Chairman Ficarra stated that he will discuss it with Assemblyman Craig Coughlin.

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 #3010 – WHA Budget Reso for FY 10/1/19 to 9/30/20 (Introducing State Budget)

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #3010.

Discussion

Bill Katchen presented the budget which reflects \$12,764,342 in revenue and \$12,630,405 in expenses resulting in a projected surplus of \$133,937. He stated that this budget has the two bond debt payment schedules: the Olsen 355 and Red Oak.

Chairman Ficarra refreshed the Board's memory on the process that was followed.

Mr. Katchen remarked that we got the best RAD deal of all with a 3¼% interest rate and no prepayment penalty (F-6). He went on to say that this budget projects that WGA's Phase III will close on or before 9/30/19 and the WHA will be fully converted to RAD. The budget does anticipate a small capital fund allotment of \$208,000 as tenants will still be living at WGA.

The voucher program has more than doubled and we now have 405 existing Section 8 vouchers and 415 project-based vouchers which results in more administrative dollars. Mr. Katchen pointed out that the rents get increased yearly by an OCAF which is 2.4% for 2019 and 3.1% for 2020. Section 8 reserves have increased by \$541,732 (F-2).

Mr. Katchen directed the commissioners to F-4. Appropriations have increased by \$680,678, staff has decreased, and health benefits are stable. He stated that the State of NJ implemented a new health plan for retirees that has saved them 160 million dollars.

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 #3011 – WHA Operating Budget Reso Approving the AMP Budget for FYE 9/30/20

Motion moved by Commissioner Michelson and seconded by Commissioner Pires to adopt Resolution #3011.

Discussion

Bill Katchen stated that this budget is just Red Oak and Olsen 355 and it does not reflect any voucher revenue. A surplus of \$77,922 is projected. He noted that insurance costs have risen and the JIF has had a lot of claims causing price increases.

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 #3012 – Resolution to Accept the Audit for FYE 9/30/18

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3012.

Discussion

Bill Katchen reviewed the Audit with the BOC. He stated that the Audit was difficult as it was part RAD and part public housing. It reflects the sale of WGA Phase II and the payoff of the CFP and ESCO debts. He stated that the audit discusses in-depth the Authority's pension liability (OPEB) and our liability is \$12,268,328 in which we fund 55% and the state pays the remaining amount.

Mr. Katchen directed the Board to page 46 which summarizes our debt payments to the Township. He also suggested that they read pages 4-18 – management's discussion and analysis. There were no findings as it is a clean report.

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 Rosado stated that David's Touch Billiard's Tournament raised over \$3,000 and the next event is August 3rd which is a motorcycle run.

Commissioner Pires stated that his church fundraiser raised \$3,000. He went on to say that the YMCA is continuing to put more units on-line for the homeless and low-income families.

Commissioner Michelson stated that he is enjoying his new job.

Councilwoman DeJesus spoke about the pop-up libraries in Keasby.

Executive Director Brightman asked about when the traffic light will be installed on Old Road.

Councilwoman DeJesus stated that she will check into the matter.

Chairman Ficarra reminded all that the summer concerts were in full swing and spoke about how gratifying it is to help families in need through the various fundraisers and organizations.

Commissioner Kenny inquired as to whether or not we needed a resolution for Executive Director Brightman to pay the bills for July and August.

j) Reso #3013 – Authorizing the Executive Director to Pay the Monthly Bill List for June, July and August 2019

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3013.

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.

Executive Director Brightman reminded all about the July 10th Grand Opening of the Jacob's Landing Community Center at 1 PM.

ADJOURNMENT

Motion by Commissioner Kenny and seconded by Commissioner Pires to adjourn at 8:25 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary