

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 community room of Cooper Towers, 1422 Oak Tree Road, Iselin, NJ, in the Township of Woodbridge, New Jersey at 6:05 PM on June 26, 2018, the hour and date duly established for the holding of such meeting.

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

Donna 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 1, 2018, a copy of the notice of this meeting setting forth the date, time and location of this rescheduled meeting was posted on the Housing Authority's official designated bulletin board located at 20 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:

John Kenny, Commissioner  
Jenny Perez-Rosado, Commissioner  
Rukmal Rupasinghe, Commissioner  
Gregg Ficarra, Chairman

ABSENT

Commissioners:

Sharad Agarwal, Commissioner  
Ryan Michelson, Commissioner  
Shontay Walker, Commissioner

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

Council Liaison:  
Lizbeth DeJesus, Councilwoman

Administration:

Donna Brightman, Executive Director  
Mike Yannuzzi, Maintenance Manager

A motion to approve the minutes of the Regular Meeting held on May 7, 2018 was made by Commissioner Kenny and seconded by Commissioner Rupasinghe and upon roll call the vote was as follows:

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

AYES: Kenny Perez-Rosado Rupasinghe Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

## **NEW BUSINESS**

- a) Reso #2937 – Authorizing the Submission of the WHA 2018 PHA Plan Significant Amendment Update

Motion moved by Commissioner Rupasinghe and seconded by Commissioner Perez-Rosado to adopt Resolution #2937.

### Discussion

Executive Director Brightman stated that this amendment is for WGA RAD Phase II. It was required once before for Phase I but HUD wanted it adopted once again.

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

The Chair thereupon declared said motion approved.

- b) Reso #2938 – Authorizing the Submission of the WHA Streamlined Annual PHA Plan 2018

Motion moved by Commissioner Perez-Rosado and seconded by Commissioner Kenny to adopt Resolution #2938.

### Discussion

Chairman Ficarra commented that the plan is for FY 2018.

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

The Chair thereupon declared said motion approved.

- c) Reso #2939 – Ratify the Renewal of the Agreement with Breslin & Breslin to Act as General Counsel from 6/1/18 through 5/31/19 for \$46,380

Motion moved by Commissioner Kenny and seconded by Commissioner Rupasinghe to adopt Resolution #2939.

### Discussion

Chairman Ficarra commented that Counsel Corrison has been our attorney for a very long time and has served us well.

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

The Chair thereupon declared said motion approved.

d) Reso #2940 – Adopting Monthly Bill List

Motion moved by Commissioner Kenny and seconded by Commissioner Rupasinghe to adopt Resolution #2940.

Discussion

Executive Director Brightman noted that the bill list is now separated by RAD projects.

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

The Chair thereupon declared said motion approved.

e) Reso #2941 – Authorizing the Executive Director to Pay the Monthly Bill List for June, July and August 2018

Motion moved by Commissioner Perez-Rosado and seconded by Commissioner Rupasinghe to adopt Resolution #2941.

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

The Chair thereupon declared said motion approved.

f) Reso #2942 – Reso Amending the Personnel Policy & Employee Handbook as Required by the Municipal Excess Liability Joint Insurance Fund

Motion moved by Commissioner Perez-Rosado and seconded by Commissioner Rupasinghe to adopt Resolution #2942.

Discussion

The Executive Director stated in order to stay in the JIF we need to make periodic adjustments to the Personnel Policy. This one pertains to the breastfeeding, media and OPMA.

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

The Chair thereupon declared said motion approved.

g) Reso #2943 – WHA Budget Reso for FY 10/1/18 to 9/30/19 (introducing State Budget including Capital Budget)

Motion moved by Commissioner Kenny and seconded by Commissioner Perez-Rosado to adopt Resolution #2943.

### Discussion

Mr. Katchen, our accountant, presented the budget to the BOC.

Total operations - \$12,213,320  
Expenses - \$11,949,727  
Projected surplus of \$272,883

He stated that preparing the budget was complex as we have 66 units removed from WGA and 84 remaining as public housing in this budget year.

The 355 RAD converted units and 60 units at Stern remaining as public housing.

The public housing units will still receive a portion of operating subsidy and capital funds.

We are now also receiving administrative fees for the project based vouchers.

The debt service includes the bond repayment to the Township and funding the reserve account, also the PILOT payment is suspended until the debt is paid-off.

The Authority is doing about 2.5 million in Capital work.

If we do have the surplus at the end of the year, we can prepay the loan from the Township without penalty.

Commissioner Kenny asked for a clarification on the WGA units.

Mr. Katchen continued stating that this budget is submitted to the State, they then review it and then the BOC approves it after their review in September.

Chairman Ficarra thanked Mr. Katchen and the staff.

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

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

h) Reso #2944 – WHA Operating Budget Reso FYE 9/30/19

Motion moved by Commissioner Perez-Rosado and seconded by Commissioner Rupasinghe to adopt Resolution #2944.

#### Discussion

Mr. Katchen stated that this is the HUD budget, most likely our last one, as we should be fully RAD converted for 10/19. This budget just consists of public housing. A surplus of \$112,061 is projected.

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

AYES: Kenny Perez-Rosado Rupasinghe Ficarra

NAYS: None

Abstain: None

Absent: Agarwal Michelson Walker

The Chair thereupon declared said motion approved.

#### **PUBLIC COMMENT**

Apartments 3E, 5C and 4D complained about the cleanliness of the building stating that a part-time maintenance person is not enough.

Executive Director Brightman commented that the residents need to clean-up after themselves if they spill something. Also, the rug is not even five years old and had to be replaced in all the hallways due to tenant negligence.

Maintenance Manager Yannuzzi stated that we are currently out to bid for the floor stripping and waxing. However, your floors are brand new. He went on to say that they must use proper garbage bags so they do not tear and spill on the floor or elevator.

Maintenance Manager Yannuzzi stated that this building has the most sewer backups because tenants throw food down the sink instead of using the garbage.

Ramesh Bhalja, 2F, complained about elevator 2 and getting stuck and also said someone is singing too loud in the community room.

Executive Director Brightman asked her to address that with Diane Boyle.

#### **COMMISSIONER COMMENTS**

Commissioners Kenny and Ficarra asked that Maintenance Manager Yannuzzi send a team of maintenance in to do the floors.

**ADJOURNMENT**

Motion by Commissioner Rupasinghe and seconded by Commissioner Perez-Rosado to adjourn at 6:45 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary