

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 regularly scheduled meeting via an <http://global.goto.meeting.com/join/714749389#> or calling into 1 224-501-3412 access code 714-749-389 at 7:00 PM on September 2, 2021, the hour and date duly established for the holding of such meeting.

Chairman Ficarra called the meeting to order at 7:00 PM.

Executive Director Brightman read the Notice of Compliance with the Open Public Meetings Act . 1975, C.231 which provided that adequate 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 August 25, 2021, a copy of the notice of this meeting setting forth the date and time of this regularly scheduled meeting was posted along with an adequate electronic notice, sent to Town Hall for posting and was faxed to the Home News Tribune and Star Ledger. The link for this meeting was also posted on the WHA website.

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

PRESENT

ABSENT

Commissioners:

Commissioner:

Sharad Agarwal, Commissioner (7:14 PM)  
Ryan Michelson, Commissioner  
Jack Kenny, Vice Chair  
Jenny Perez-Rosado, Commissioner  
Paul Pires, Commissioner  
Gregg Ficarra, Chairman

Shontay Walker, Commissioner  
  
Council Liaison:  
Lizbeth DeJesus

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

Administration:

Donna Brightman, Executive Director

A motion to approve the minutes of the Regular Meeting held on June 7, 2021 and July 26, 2021 was made by Commissioner Agarwal and seconded by Commissioner Michelson and upon roll call the vote was as follows:

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

## **PUBLIC COMMENT**

John Bailey inquired about his position on the waiting list as he applied two years ago.

Executive Director Brightman took his telephone number and stated that she would call him tomorrow.

## **REPORTS**

Chairman Ficarra noted in Executive Director Brightman's report that the windows were repaired at Adams and Finn. He asked about the Personnel Policy.

Executive Director Brightman stated that she needs administrative help as Maureen only comes in once a week.

Chairman Ficarra asked the BOC to let Executive Director Brightman know if they are aware of someone that can help with this matter.

## **NEW BUSINESS**

a) Reso #3140 – Establishing the Payment Standards for the HCV Program

Motion moved by Commissioner Rosado and seconded by Commissioner Kenny to adopt Resolution #3140.

### Discussion

Executive Director Brightman explained that the FMR's change every October and that results in adjusting the Section 8 Payment Standards. These are the rents that tenants cannot exceed including utilities.

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

The Chair thereupon declared said motion approved.

b) Reso #3141 – Designate Official Newspapers FYE 9/30/22

Motion moved by Commissioner Pires and seconded by Commissioner Rosado to adopt Resolution #3141.

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

The Chair thereupon declared said motion approved.

c) Reso #3142 – Adopting the Monthly Bill List for July 2021

Motion moved by Commissioner Kenny and seconded by Commissioner Agarwal to adopt Resolution #3142.

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

The Chair thereupon declared said motion approved.

d) Reso #3143 – Adopting the Monthly Bill List for July 2021-Red Oak

Motion moved by Commissioner Agarwal and seconded by Commissioner Kenny to adopt Resolution #3143.

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

The Chair thereupon declared said motion approved.

e) Reso #3144 – Application for and Acceptance of 2022 HCV FSS Program Coordinator Grant

Motion moved by Commissioner Agarwal and seconded by Commissioner Kenny to adopt Resolution #3144.

Discussion

Executive Director Brightman explained that the FSS program is for Section 8 tenants. They establish a savings account based on rent differentials, set goals and upon completion can receive the savings account. Usually this is used for schooling, a car or down payment for a home.

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

The Chair thereupon declared said motion approved.

f) Reso #3145 – Annual Update of HCV Utility Allowance

Motion moved by Commissioner Michelson and seconded by Commissioner Pires to adopt Resolution #3145.

Discussion

Executive Director Brightman explained that the allowance is updated yearly.

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

The Chair thereupon declared said motion approved.

g) Reso #3146 – Write-Off Uncollectable Rent Balances for Adams Towers FYE 9/30/21

Motion moved by Commissioner Pires and seconded by Commissioner Agarwal to adopt Resolution #3146.

Discussion

Executive Director Brightman explained that this is a year-end activity and mostly based on nursing home placements or deaths..

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

The Chair thereupon declared said motion approved.

h) Reso #3147 – Reso by Commissioners of the WHA Amending an Approved Budget

Motion moved by Commissioner Rosado and seconded by Commissioner Pires to adopt Resolution #3147.

Discussion

Executive Director Brightman stated that the BOC approved the budget in June and it was sent to the State to review. Upon review, it was found out that Tenant Services Salary was omitted; therefore, we need the amendment.

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

The Chair thereupon declared said motion approved.

i) Reso #3148 – 2021 Adopt Budget – 10/1/21-9/30/22

Motion moved by Commissioner Kenny and seconded by Commissioner Michelson to adopt Resolution #3148.

Discussion

Executive Director Brightman stated that the BOC approved the budget in June and it was sent to the State to review. Upon review, it was found out that Tenant Services Salary was omitted; therefore, we need the amendment.

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

The Chair thereupon declared said motion approved.

j) Reso #3149 – Write-Off Uncollectable Rent Balances for Greiner Towers – FYE 9/30/21

Motion moved by Commissioner Michelson and seconded by Commissioner Rosado to adopt Resolution #3149.

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

The Chair thereupon declared said motion approved.

k) Reso #3150 – Write-Off Uncollectable Rent Balances for Cooper Towers – FYE 9/30/21

Motion moved by Commissioner Rosado and seconded by Commissioner Michelson to adopt Resolution #3150.

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

The Chair thereupon declared said motion approved.

l) Reso #3151 – Write-Off Uncollectable Rent Balances for Olsen Towers – FYE 9/30/21

Motion moved by Commissioner Rosado and seconded by Commissioner Michelson to adopt Resolution #3151.

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

The Chair thereupon declared said motion approved.

m) Reso #3152 – Telesystem

Motion moved by Commissioner Pires and seconded by Commissioner Agarwal to adopt Resolution #3152.

### Discussion

Executive Director Brightman explained that this is to switch the phone service from Verizon to Telesystem which is an internet-based communication system. She stated that Ms. Smolder predicts we will save \$1,500 per month.

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

The Chair thereupon declared said motion approved.

n) Reso #3153 – Write-Off Uncollectable Rent Balances for Red Oak – FYE 9/30/21

Motion moved by Commissioner Agarwal and seconded by Commissioner Kenny to adopt Resolution #3153.

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

The Chair thereupon declared said motion approved.

### **COMMENTS**

Commissioner Michelson stated that he hopes everyone was safe during the storm and thanked Executive Director Brightman and her staff for their hard work.

Commissioner Pires stated that he is good and heading overseas next month and is looking forward to it.

Commissioner Agarwal stated that all is well and he has no complaints and that he feels badly for the people that had storm damage.

Commissioner Kenny asked when Jacob's Landing would be completed.  
Executive Director Brightman stated that it would be at the end of the year.

Commissioner Kenny then asked about Bunns Lane being paved.

Executive Director Brightman responded anytime now, it will make it difficult to get to work.

Chairman Ficarra replied that the staff should work virtually.

Commissioner Rosado stated that she has no complaints and is looking forward to the fall.

Chairman Ficarra reminded the BOC that Commissioner Rosado was a candidate for the Board of Elections.

Chairman Ficarra stated that Councilwoman DeJesus is not on the call tonight but he wanted all to know that she spearheaded a book bag drive for the kids that was very successful. One was at Jacob's Landing and vaccines were also given out. He congratulated here on her efforts.

Chairman Ficarra stated that next month is the election of officers. He and Commissioner Kenny will stay on provided that no one else wants the positions and to let him know.

Executive Director Brightman stated that her niece was married this summer and her dad was 90 on Saturday and that she is not looking forward to the fall as she loves summer.

## **ADJOURNMENT**

Motion by Commissioner Rosado and seconded by Commissioner Pires to adjourn at 7:37 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary