

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 rescheduled meeting in Cooper Towers, 1422 Oak tree Road, Iselin, NJ at 6:33 PM on Monday, June 13, 2022, the hour and date duly established for the holding of such meeting.

Chairman Ficarra called the meeting to order at 6:33 PM. The flag was saluted. A moment of reflection took place.

Executive Director Brightman read the notice of compliance.

PRESENT

ABSENT

Commissioners:

Sharad Agarwal, Commissioner
Jack Kenny, Vice Chair
Ryan Michelson, Commissioner
Jenny Perez, Commissioner
Paul Pires, Commissioner
Shontay Walker, Commissioner (6:50 PM)
Gregg Ficarra, Chairman

Council Liaison:
Lizbeth DeJesus

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

Administration:
Donna Brightman, Executive Director
Larry Stecker, Maintenance Director

Other:
Bill Katchen, Accountant

A motion to approve the minutes of the Regular Meeting held on May 2, 2022 was made by Commissioner Pires and seconded by Commissioner Agarwal and upon roll call the vote was as follows:

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

PUBLIC COMMENT:

Ranjan Bhalja, 2F, stated that there is no air conditioner in the library room and people leave the window open and someone could get into the building.

Rameshchandra Shah, 5C, stated that we had no hot water and we had to wait for parts. The Authority should keep spare parts in the shop. The fence was removed and now people are cutting through the parking lot. People other than the tenants are using our parking lot.

Chairman Ficarra stated that you can call the towing company to have the cars removed if staff is not here.

Ms. Dhillion stated that we have a lot of trespassers and inquired as to whether the cameras are working.

Ranjan Bhalia, 2F, stated that there have been robberies in the area and we are afraid to walk in the parking lot.

Wanda Coriano, 4E, stated that their car has been sabotaged in the parking lot as it was scraped and the police did nothing and that she has \$2,200 in damage.

Chairman Ficarra stated that maybe we can get Detective Zino to come out and speak with the tenants.

Ms. Coriano stated that there are two cameras that show the parking lot but they cover the same area.

Chairman Ficarra stated that we will have that checked.

Shirish Badshah, 1A, stated that we should have assigned spaces and this way we could see the cars that don't belong here.

Ms. Coriano stated that we took a vote a while ago and tenants do not want assigned spaces. We need more handicapped spaces.

Chairman Ficarra asked if Cooper Towers has a resident council.

Ms. Coriano stated that we do not.

Chairman Ficarra stated that perhaps you need to try to get one formed so issues can be addressed earlier as opposed to waiting for us to come.

Commissioner Perez asked if residents had parking passes.

Executive Director Brightman responded that they do.

Chairman Ficarra stated that it is incumbent upon each resident to have parking passes on their cars so illegally parked cars can be identified.

Ms. Dhillion stated that tenants see non-residents parking here and they do nothing.

Ms. Coriano stated that someone left powder in front of her door and they don't clean up after themselves, especially in the laundry room.

Paul Ende, 2P, stated that we need more washers and dryers. He stated that the trash room is locked on weekends and holidays.

Chairman Ficarra responded that is so because tenants were leaving garbage all over.

Ms. Coriano stated that she was in the shower and the exterminators came into her apartment and now she lives in fear.

Ranjan Bhalia stated that they need more washers and dryers.

Commissioner Pires asked if we had the room.

Executive Director Brightman responded that we do not.

Mr. Ende stated that there are only three washers.

Vinod Modjil, 5M, stated that a resident left garbage in the hall and people are smoking.

Ranjan Bhalja stated that the residents should have been made aware of the rooftop antennae upgrade.

Chairman Ficarra stated that the residents need to work on getting a resident council to communicate their needs.

Minnaxi Desai, 5P, stated that their heater is not working

Chairman Ficarra stated that it may be time to start the donuts and discussion groups again. He informed the group that he would look into the above issues.

COMMUNICATIONS:

Chairman Ficarra noted that the authority received a SEMAP score of 97 – high performer.

REPORTS: no comments

NEW BUSINESS

- a) Reso #3189 – Reso Amending the By-Laws to Change the Day and Time of the BOC Meetings

Motion moved by Commissioner Michelson and seconded by Commissioner Walker to adopt Resolution #3189.

Discussion

Commissioner Michelson thanked the BOC for changing the date.
Chairman Ficarra stated that we need to change October's date as it falls on Columbus Day.
He stated that he will get back to the group.

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

The Chair thereupon declared said motion approved.

- b) Reso #3190 – Authorizing the Submission of the WHA Streamlined Annual PHA Plan 2022

Motion moved by Commissioner Perez and seconded by Commissioner Kenny to adopt Resolution #3190.

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

The Chair thereupon declared said motion approved.

- c) Reso #3191 – Ratify the Renewal of the Plumbing Services Contract with Owen S. Dunigan for Two Twelve Month Periods to 1/31/24

Motion moved by Commissioner Agarwal and seconded by Commissioner Pires to adopt Resolution #3191.

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

The Chair thereupon declared said motion approved.

- d) Reso #3192 - Adopting Monthly Bill List for the Month of May 2022

Motion moved by Commissioner Michelson and seconded by Commissioner Walker to adopt Resolution #3192.

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

NAYS: None
Abstain: None
Absent: None

The Chair thereupon declared said motion approved.

e) Reso #3193 – Adopting Monthly Bill List for the Month of May 2022 – Red Oak

Motion moved by Commissioner Perez and seconded by Commissioner Kenny to adopt Resolution #3193.

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

The Chair thereupon declared said motion approved.

f) Reso #3194 – Amend Contract for Electrical Repair Services Contractor with Magic Touch Construction from 12/16/21 – 12/15/23

Motion moved by Commissioner Walker and seconded by Commissioner Agarwal to adopt Resolution #3194.

Discussion

Maintenance Director Stecker stated that when they submitted the bid, they made an error on the overtime prices.

Executive Director Brightman stated that this is a new company as our prior electrician could not bid as he did not comply with the new bid law of having an apprenticeship program. Therefore, this reflects an increase in hourly rates from our prior contract with Lou's Electric.

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

The Chair thereupon declared said motion approved.

g) Reso #3195 – Award Fee Accounting Services to William Katchen from July 1, 2022 to June 30, 2023 in the Amount of \$39,000

Motion moved by Commissioner Pires and seconded by Commissioner Kenny to adopt Resolution #3195.

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra

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

The Chair thereupon declared said motion approved.

h) Reso #3196 – Resolution Authorizing a \$2,500/\$1,000 Employee Bonus

Motion moved by Commissioner Kenny and seconded by Commissioner Perez to adopt Resolution #3196.

Discussion

Executive Director Brightman stated that this would be paid from the \$500,000 money from the lawsuit. This is being recommended due to the small increase of \$500 being given as part of the union contract in October.

Chairman Ficarra stated this is well deserved as the staff worked so well at Red Oak during the flood. They are a well-oiled machine and they do more with less.

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

The Chair thereupon declared said motion approved.

i) Reso #3197 – Reso Authorizing the Bill List Payment for the Months of June, July and August 2022

Motion moved by Commissioner Michelson and seconded by Commissioner Agarwal to adopt Resolution #3197.

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

The Chair thereupon declared said motion approved.

j) Reso #3198 – WHA Budget Reso for FY 10/1/22 to 9/30/23 (introducing state budget including capital budget)

Motion moved by Commissioner Kenny and seconded by Commissioner Walker to adopt Resolution #3198.

Discussion

Bill Katchen presented the budgets (a state budget and an operating budget.) The HUD budget only includes the 415 units and projects a surplus of \$75,413.00. This is a conservative estimate based on revenues.

He stated that there has been an increase in insurance and health benefits.

The NJ budget is a new form that is now submitted on-line, \$200,000 was put in reserves for capital fund expenses and the 415 units have a reserve of \$134,490.

Budgets are due on August 1, 2022.

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

The Chair thereupon declared said motion approved.

k) Reso #3199 – WHA Operating Budget Reso for FY 10/1/22 to 9/30/23

Motion moved by Commissioner Kenny and seconded by Commissioner Walker to adopt Resolution #3199.

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

The Chair thereupon declared said motion approved.

l) Reso #3200 – Adopt Procurement Policy

Motion moved by Commissioner Agarwal and seconded by Commissioner Michelson to adopt Resolution #3200.

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

The Chair thereupon declared said motion approved.

m) Reso #3201 – Reso to Approve Shared Services with the DPW of Woodbridge Township for Tree Trimming/Removal at all of the WHA Buildings in the Amount of \$24,233

Motion moved by Commissioner Walker and seconded by Commissioner Kenny to adopt Resolution #3201.

Discussion

Chairman Ficarra asked if this is for all six buildings.

Maintenance Director Stecker replied that it is.

Chairman Ficarra asked if we are replacing the trees that we cut down.

Maintenance Director Stecker answered no, it's mostly removal of overhanging branches.

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

The Chair thereupon declared said motion approved.

COMMENTS

Commissioner Agarwal stated that all is well.

Commissioner Walker stated that her key fob is not working. She mentioned that she is taking care of her parents as they are both ill.

Commissioner Perez stated that she just started a new position with the Rutgers Foundation today.

Commissioner Pires stated that all is good.

Commissioner Kenny asked if the WHA is working summer hours.

Executive Director Brightman answered, no.

Chairman Ficarra wished all the dads a Happy Father's Day.

ADJOURNMENT

Motion by Commissioner Agarwal and seconded by Commissioner Pires to adjourn at 8 PM.

All commissioners present voted in favor.

Donna Brightman
Executive Director/Secretary