

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 regular scheduled virtual meeting at 5:00 PM on September 11, 2023 as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/8506929169?pwd=b3REbHF2Tm14bTJvdmhHa3RZd0Z6QT09>

Meeting ID: 850 692 9169

Passcode: 362007

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Chairman Ficarra called the meeting to order at 6:30 PM. The flag was saluted.

Executive Director Brightman read the notice of compliance as follows:

On September 6, 2023, a copy of the schedule of regular meetings setting forth the date, time and location of this meeting was sent to the Township of Woodbridge and posted on the Woodbridge Housing Authority's website. A copy of said schedule was also emailed to the Star Ledger and The Home News Tribune on the same date.

PRESENT

Commissioners:

Gregg Ficarra, Chairman  
Jack Kenny, Vice Chair  
Jenny Perez, Commissioner  
Ryan Michelson, Commissioner (5:05 PM)  
Paul Pires, Commissioner

Council Liaison:

Lizbeth DeJesus (5:05 PM)

Administration:

Donna Brightman, Executive Director  
Elizabeth Noll, Section 8 Administrator (5:10 PM)

ABSENT

Commissioners:

Sharad Agarwal, Commissioner  
Shontay Walker, Commissioner

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

Administration:

Larry Stecker, Maintenance Director

Commissioner Agarwal was in India as his dad passed away.

A motion to approve the minutes of the Regular meeting of July 24, 2023 was made by Commissioner Perez and seconded by Commissioner Pires and upon roll call the vote was as follows:

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

**PUBLIC COMMENT:** none

**COMMUNICATIONS:** none

**REPORTS:**

Maintenance Director's report :

Executive Director Brightman reported that we still do not have a generator at Greiner. We are looking into renting a generator truck for \$6,000 a month as it's hurricane season. We had a transformer blow near Finn and Adams during Friday's storm. It blew out all four elevators and fried the surge protector. Current Elevator luckily had two controllers on hand and managed to get one elevator in each building working.

Chairman Ficarra asked about the hot water situation at Red Oak.

Executive Director Brightman stated that it's all fixed and that everyone has hot water.

Executive Director Brightman's report:

Executive Director Brightman noted that the union contract is being negotiated as it expires on 9/30. She stated that she needs the commissioners' input as they want a 3 year contract of \$10,000, \$2,500 and \$2,500. I countered with \$3,000, \$3,000 and \$3,000.

Chairman Ficarra noted that the Township's health mobile unit is going around to the senior buildings. He informed Executive Director Brightman that the grant of \$10,000 was approved to offer yoga to the building residents. He mentioned that the details need to be worked out.

## **NEW BUSINESS**

a) Reso #3261 – Reso to Accept the Audit for FYE 9/30/22

Motion moved by Commissioner Pires and seconded by Commissioner Perez to adopt Resolution #3261.

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

The Chair thereupon declared said motion approved.

b) Reso #3262 – Designate Official Newspapers, FYE 9/30/24

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3262.

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

The Chair thereupon declared said motion approved.

c) Reso #3263 – Reso to Rescind Resolution #3253 – HQS

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3263.

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

The Chair thereupon declared said motion approved.

d) Reso #3264 – Award Contract for HQS Inspection Services to Home Stat Inspections from 8/1/23 through 7/31/25

Motion moved by Commissioner Kenny and seconded by Commissioner Pires to adopt Resolution #3264.

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

The Chair thereupon declared said motion approved.

e) Reso #3265 – Authorizing the ED to Distribute Wages to Exempt Employees for the Time Period Dated 10/1/23 to 9/30/24

Motion moved by Commissioner Pires and seconded by Commissioner Michelson to adopt Resolution #3265.

Discussion

Chairman Ficarra noted that Executive Director Brightman provided back-up for her recommendation as the average increase in 2023 is 4.6%.

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

The Chair thereupon declared said motion approved.

f) Reso #3266 – 2023 Adopted Budget Reso for FY 10/1/23 to 9/30/24

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #3266.

Discussion

Executive Director Brightman stated that the BOC introduced the budget in June, it was sent to the State for approval, and now the BOC is adopting the budget.

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

The Chair thereupon declared said motion approved.

g) Reso #3267 – Write-off Uncollectable Rent Balances for Adams and Finn Towers – FYE 9/30/23

Motion moved by Commissioner Pires and seconded by Commissioner Perez to adopt Resolution #3267.

Discussion

Chairman Ficarra noted that these write-offs are because people died or went to nursing homes.

Executive Director Brightman noted 9/30 is our year-end and we need to clear the books.

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

The Chair thereupon declared said motion approved.

- h) Reso #3268 – Award Contract for the Façade Upgrades at Adams Towers and the Breezeway to Blackstone Group \$1,170,000

Motion moved by Commissioner Perez and seconded by Commissioner Michelson to adopt Resolution #3268.

Discussion

Executive Director Brightman stated that the bids came in much higher than anticipated; therefore, we are going to do the project in phases, Adams and the breezeway first and then Finn maybe next year or so.

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

The Chair thereupon declared said motion approved.

- i) Reso #3269 – Designate Specialized Legal Counsel for the RAD Post Conversion Transfer of Assistance

Motion moved by Commissioner Michelson and seconded by Commissioner Kenny to adopt Resolution #3269.

Discussion

Executive Director Brightman stated that HUD is requiring the WHA to do a full-blown RAD closing for the new Green Oak; therefore, we need specialized legal counsel in order to do the closing documents.

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

The Chair thereupon declared said motion approved.

- j) Reso #3270 – Write-off Uncollectable Rent Balances for Olsen Towers and Red Oak – FYE 9/30/23

Motion moved by Commissioner Pires and seconded by Commissioner Perez to adopt Resolution #3270.

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

The Chair thereupon declared said motion approved.

### **COMMENTS**

Commissioner Perez wanted the BOC to know that she was hosting an event for a family whose 2 month old child needs a heart transplant and the insurance covers very little. She would appreciate any donations.

### **ADJOURNMENT**

Motion by Commissioner Kenny and seconded by Commissioner Pires to adjourn at 5:35 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary