

MINUTES OF THE ANNUAL  
REORGANIZATION/REGULAR MEETING  
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE TOWNSHIP OF WOODBRIDGE

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The Commissioners of the Housing Authority of the Township of Woodbridge held its Annual Reorganization/Rescheduled meeting on October 11, 2023 virtually as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/88007132000?pwd=dE5tWG9TbVQrTG9SU3Rqa3Jqek50UT09>

Meeting ID: 880 0713 2000

Passcode: 891119

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One tap mobile

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Chairman Ficarra called the meeting to order at 6:30 PM, 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 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 October 5, 2023, a copy of the notice of this meeting setting forth the date, time and location of this reorganizational and regular scheduled meeting was posted on the Woodbridge Housing Authority's website, sent to Town Hall for posting and was emailed to the Home News Tribune and Star Ledger.

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

PRESENT

Commissioners:

Sharad Agarwal, Commissioner  
Ryan Michelson, Commissioner  
Jenny Perez, Commissioner  
Paul Pires, Commissioner (6 :40 PM)  
Shontay Walker, Commissioner (6:40 PM)  
Gregg Ficarra, Chairman

Council Liaison:

Lizbeth DeJesus, Councilwoman

Authority General Counsel:

Terrence Corriston, Esq., Breslin & Breslin

ABSENT

Commissioners:

John Kenny, Commissioner

Administration:

Donna Brightman, Executive Director  
Elizabeth Noll, Section 8 Admin.

Motion to designate Counsel Corrison to be temporary Chairperson for the reorganization meeting was moved by Commissioner Agarwal and seconded by Commissioner Perez and all present voted in favor.

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

Counsel Corrison opened the floor to nominations for chairperson.

Motion to nominate Commissioner Ficarra for Chairperson of the Housing Authority of the Township of Woodbridge for the ensuing fiscal year moved by Commissioner Michelson and seconded by Commissioner Agarwal.

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

There were no more nominations for Chairperson.

Motion to close nominations for Chairperson was moved by Commissioner Agarwal and seconded by Commissioner Perez.

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

Roll call to elect Commissioner Ficarra as Chairman was moved by Commissioner Perez and seconded by Commissioner Agarwal:

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

Counsel Corrison returned the Chair to Chairman Ficarra.

Chairman Ficarra asked for nominations for Vice-Chair.

Motion to nominate Commissioner Kenny for Vice Chairman moved by Commissioner Perez and seconded by Commissioner Michelson.

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

There were no more nominations for Vice Chair.

Motion to close nominations for Vice Chairperson was moved by Commissioner Perez and seconded by Commissioner Agarwal.

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

Roll call to elect Commissioner Kenny as Vice Chairman was moved by Commissioner Perez and seconded by Commissioner Agarwal:

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

The reorganization meeting commenced at 6:40 PM and was followed immediately by the regular meeting.

A motion to approve the minutes of the Regular Meeting held on September 11, 2023 was made by Commissioner Michelson 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 Michelson Perez Ficarra  
NAYS: None  
Abstain: None  
Absent: Kenny Pires Walker

**PUBLIC COMMENT** - none

**COMMUNICATIONS** - none

## **REPORTS**

### Resident Services

Chairman Ficarra commented that the mobile health unit has been going to the buildings monthly and has been well received by the residents.

### Executive Director

Executive Director Brightman commented that the Highland Park Housing Authority and that the transition will end on 12/31/23.

Executive Director Brightman stated that there is still no union contract settlement. She then mentioned that the façade work has begun on Adams and the panels for Green Oak are going up.

Chairman Ficarra noted that he and Elizabeth Noll met with the town hall wellness group to initiate the \$10,000 grant for chair yoga in our buildings.

## **NEW BUSINESS**

a) Reso #3271 – Establishing the Payment Standards for the HCV Program

Motion moved by Commissioner Pires and seconded by Commissioner Walker to adopt Resolution #3271.

### Discussion

Executive Director Brightman explained that last year we received a waiver from HUD to use 120% of the FMR's as payment standards. Every October, HUD issues the FMR's and this year they have increased considerably by \$300.00 plus per bedroom size. We will no longer need a waiver. Tenants will have an easier time finding housing.

Counsel Corrison added that the tenants still pay 30% of their income for rent, HUD picks up the increase.

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

The Chair thereupon declared said motion approved.

b) Reso #3272 – NJ PHA JIF Renewal

Motion moved by Commissioner Perez and seconded by Commissioner Michelson to adopt Resolution #3272.

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

The Chair thereupon declared said motion approved.

c) Reso #3273 – Creating a Temporary Position Entitled Asst. Executive Director

Motion moved by Commissioner Pires and seconded by Commissioner Walker to adopt Resolution #3273.

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

The Chair thereupon declared said motion approved.

d) Reso #3274 – Adopt Bill List for Sept. 2023

Motion moved by Commissioner Walker and seconded by Commissioner Agarwal to adopt Resolution #3274.

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

The Chair thereupon declared said motion approved.

e) Reso #3275 - Adopt Bill List Red Oak – Sept. 2023

Motion moved by Commissioner Pires and seconded by Commissioner Perez to adopt Resolution #3275.

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

The Chair thereupon declared said motion approved.

f) Reso #3276 – Annual Notice of Regular Meetings – 11/23 through 10/24

Motion moved by Commissioner Walker and seconded by Commissioner Michelson to adopt Resolution #3276.

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

The Chair thereupon declared said motion approved.

g) Reso #3277 – Designate General Counsel from 11/1/23 to 10/1/25

Motion moved by Commissioner Perez and seconded by Commissioner Michelson to adopt Resolution #3277.

### Discussion

Chairman Ficarra thanked Counsel Corrison for his service to the WHA.

Counsel Corrison thanked the BOC for renewing the contract.

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

The Chair thereupon declared said motion approved.

h) Reso #3278 – FYE23 Annual SEMAP Certification Form 52648

Motion moved by Commissioner Michelson and seconded by Commissioner Walker to adopt Resolution #3278.

### Discussion

Asst. Executive Director Lower explained that this is HUD's assessment of the Section 8 program.

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

The Chair thereupon declared said motion approved.

i) Reso #3279 – Terminating the Accounting Contract with William Katchen CPA

Motion moved by Commissioner Agarwal and seconded by Commissioner Pires to adopt Resolution #3279.

### Discussion

Chairman Ficarra stated that if the leadership is not comfortable, he supports the change

Executive Director Brightman stated that we need to issue a 30 day notice first.

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

The Chair thereupon declared said motion approved.

## **COMMENTS**

Commissioner Walker stated that she is back in school attending Berkely College for business. The BOC wished her good luck.

Commissioner Perez stated that she is starting to collect toys for David's Touch and the event is 12/21. Also, the little baby that she told the commissioners about last month is having the heart surgery on 10/29 and to please keep the family in your prayers.

Commissioner Pires stated that all is well.

Commissioner Agarwal thanked the BOC for the prayers, thoughts and condolences on the loss of his father.

Chairman Ficarra stated that he just found out that his daughter is having twins.

Executive Director Brightman stated that her niece is pregnant too.

Asst. Executive Director Noll thanked all for their votes of confidence.

## **ADJOURNMENT**

Motion by Commissioner Walker and seconded by Commissioner Perez to adjourn at 7:10 PM.

All commissioners present voted in favor.

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Donna Brightman  
Executive Director/Secretary