

**MINUTES OF A VIRTUAL MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON JANUARY 28, 2021**

A virtual meeting of the Board of Commissioners of the Housing Authority of the City of Bridgeton was held on Monday January 28, 2021 at 5:00 PM.

The meeting was called to order at 5:00 PM by Chairperson Martin and upon roll call, those present were Vice-Chairperson James Cowles, Commissioner Kathryn MacFarland, Commissioner Deborah Williams and Commissioner Diana Sandoval. Commissioner Tawana Childers later joined the meeting in progress. Also present were Attorney Robert Pryor, Executive Director Joanne Sbrana and Assistant Executive Director James Howell.

Chairperson Martin asked the Board if all members had received a copy of the minutes from the previous meeting. All members had reviewed the minutes and did not suggest any changes. Chairperson Martin made a motion that the minutes be accepted. Commissioner Childers seconded the motion. The minutes were unanimously accepted with an oral vote.

Report of Secretary/Treasurer

Director Sbrana presented a financial report to the Board. AMP I (Maplewood Garden) generated a total of \$80,713 for the month in income and cost \$72,994.49 in expenses. AMP II (Senior/Disabled Sites) generated \$155,845.63 for the month while costing \$143,321.60 in expenses. AMP III (HOPE VI) collected \$39,733.00 in subsidy which was transferred to HOPE VI. Central Office garnered \$36,801.15 in income and cost \$34,498.09 in expenses. Section 8 generated \$12,071.48 for the year and cost \$9,114.47 in expenses. Commissioner MacFarland made a motion to accept the financial report and Commissioner Cowles seconded the motion. Upon voting, the report was unanimously accepted.

The Board was next presented with Resolution 2101 which would allow the Authority to adopt a policy addressing the protection and safe treatment of minors. Each Board member had previously received a copy of the proposed policy for their review. Director Sbrana read the resolution and there were no suggested changes for the proposed policy. Commissioner Cowles made a motion to approve

Resolution 2101. Commissioner MacFarland seconded the motion. Upon voting, the Resolution was unanimously passed.

The Board was presented with Resolution 2102 which would allow the Authority to enter a shared service agreement with the Vineland Housing Authority. Director Sbrana read the Resolution and explained that through the agreement, Bridgeton would supply Vineland maintenance landscaping services. The contract is the same as the one in effect the previous year. Sbrana noted that the former agreement worked well and Vineland Housing Authority has requested to continue the arrangement. Commissioner MacFarland asked if would be the same contract and Sbrana confirmed it would and would not exceed \$36,000. Chairman Martin made a motion that the Resolution be accepted. Commissioner MacFarland seconded the motion. Upon voting, Resolution 2102 was unanimously passed.

The Board was presented with Resolution 2103 which would authorize the award of a non-fair and open contract to the firm of Robert J. Pryor for legal services. The Resolution was read by Director Sbrana who explained that Mr. Pryor had submitted a contract to continue services as he had done in the previous year. Commissioner Williams made a motion to accept it. The motion was seconded by Commissioner Cowles. After an oral vote, Resolution 2103 was unanimously passed.

The Board was presented with Resolution 2104 which would allow the Authority to enter into a non-fair and open contract for auditor services. The Authority had earlier received a proposal from the firm of Polcari & Company to complete these services. Copies of the proposal had also been forwarded to all Board members for review previously. Director Sbrana read the Resolution. With no questions, Commissioner MacFarland made a motion to accept the Resolution. The motion was seconded by Commissioner Williams. Upon voting, Resolution 2104 was unanimously passed.

The Board was presented with Resolution 2105 which would allow the Authority to enter into a non-fair and open contract for architectural and engineering services. The Authority had previously received a proposal from the firm of Habitech Architects. Director Sbrana read the Resolution and explained that the Authority has retained the services of Habitech in the past. Chairman Martin asked what the next project would be. Sbrana answered that the firm would be on hand for whatever the next project would be. She also noted that the next project would likely be upgrading security cameras at Maplewood Garden. Attorney Pryor also noted that the firm would put together all bids, monitor projects and other tasks.

Martin asked how long had the Authority worked with Habitech and Sbrana answered approximately 8 years. Martin next asked how long would the Authority keep the firm and Sbrana informed all that the contract would be for a year. Commissioner Cowles made a motion that the Resolution be passed. Commissioner MacFarland seconded the motion. Upon an oral vote, Resolution 2105 was unanimously passed.

The Board was presented with Resolution 2106 which would have the Authority appoint a Fund Commissioner to correspond with the Joint Insurance Fund (JIF). James Howell would be appointed to the role with Sbrana acting as the alternate. Director Sbrana read the proposed Resolution. Commissioner Williams asked about the duties of a Fund Commissioner. Sbrana explained that this individual is generally the liaison between the Authority and the JIF and attends meetings, trainings and the like. Commissioner Cowles made a motion that the Resolution be accepted and Commissioner Williams seconded the motion. Upon an oral vote Resolution 2106 was unanimously passed.

The Board was presented with Resolution 2107 which would allow the Authority to enter into an agreement with a Risk Management Consultant. Director Sbrana read the Resolution on the table. As the Resolution explained, the Risk Management Consultant is an insurance professional that assists the Authority with insurance related matters. The Joint Insurance Fund requires all members to retain such an individual. The firm of Colson and Gosweiler has served in this capacity for the Housing Authority in the past and wishes to continue. All Board members were previously sent a copy of the proposed agreement for review. Commissioner MacFarland made a motion that the resolution be accepted. Chairman Martin seconded the motion. Upon an oral vote by the Board members, Resolution 2107 was unanimously passed.

The Board was presented with Resolution 2108 which would authorize the adoption of an upgraded Admissions and Occupancy Policy and Housing Choice Voucher Administration Plan. Director Sbrana read the Resolution on the table. All members of the Board had previously received copies of both upgraded policies. Commissioner Cowles made a motion that the Resolution be accepted. Commissioner MacFarland seconded the motion. Upon an oral vote Resolution 2108 was unanimously passed.

Public Portion

There were no members of the public present.

Committees

There were no Committee reports.

Old Business

The Board discussed the creation of surveys that could be distributed to residents. A tentative survey had been sent to Board members to review. There were two versions to review and the Board decided which would be best to disseminate. It was decided that 20 surveys would be distributed – 10 to Authority staff members and ten to tenants. As the survey still required some adjustments, it was tabled until the next meeting.

New Business

There was no new business to discuss.

With no further business to discuss, Vice-Chairperson Cowles motioned that the meeting be adjourned and Commissioner MacFarland seconded. The meeting closed at 6:06 PM.