

**MINUTES OF A VIRTUAL REGULAR MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON APRIL 22, 2021**

A virtual meeting of the Board of Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday April 22, 2021 at 5:00 PM.

The meeting was called to order at 5:03 PM by Chairperson Martin and upon roll call, those present were Vice-Chairperson Tawana Childers, Commissioner Kathryn MacFarland, Commissioner Deborah Williams and Commissioner Shaneece Francis. 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 March 25, 2021 meeting. All members had reviewed the minutes. Commissioner Williams made a motion that the minutes be accepted. Commissioner MacFarland seconded the motion. The minutes were unanimously accepted upon an oral vote.

Report of Secretary/Treasurer

Director Sbrana presented a financial report to the Board. AMP I (Maplewood Garden) generated a total of \$82,253.99 for the month in income and cost \$79,949.31 in expenses. All 100 units of the complex were occupied at the time of the report. AMP II (Senior/Disabled Sites) generated \$152,682.86 for the month while costing \$147,482.85 in expenses. At the time of the report, 237 units were leased. AMP III (HOPE VI) collected \$35,802.00 in subsidy which was transferred to HOPE VI. Central Office garnered \$37,957.42 in income and cost \$36,739.28 in expenses. Section 8 generated \$16,039.06 for the month and cost \$9,571.95 in expenses. Vice-Chairperson Childers made a motion to accept the financial report and Commissioner MacFarland seconded the motion. Upon voting, the report was unanimously accepted. The Board was asked for a motion to pay the bills for the month. Commissioner MacFarland made a motion that the bills for the month be paid. Chairman Martin seconded the motion. The motion was unanimously passed upon an oral vote.

Committee Reports

There were no committee reports.

Public Portion

There were no members of the public present.

Old Business

Tenant surveys were next discussed. The surveys were opened and tallied on April 8. Chairman Martin noted that the results were mainly positive and no decision had been made on what the results would be used for. Director Sbrana noted that the written answers will be gathered but such things as exterminations and the like that were mentioned could be handled through the office. Chairman Martin asked Commissioner Francis what had she experienced regarding pest issues.

Commissioner Francis explained that previously there had been a rodent issue but it appeared to be getting under control. Commissioner MacFarland suggested that in a future newsletter, it is explained to residents how to notify the office of various issues. Director Sbrana noted that residents are given a newsletter that is a housekeeping type of issue. Vice Chairperson Childers pointed out that residents should also be told what products they should not use. Childers also noted that some of the surveys asked that residents be given notices when maintenance is done on their units. Sbrana said that this is a practice that should already be in place but she would check with the Maintenance Supervisor.

The issue of dumpsters at Maplewood Garden was discussed. Director Sbrana had conferred with Maintenance Supervisor Wayne Holt to come up with a way to remove dumpsters from the front of buildings. The idea of a dump site was devised. Generally, a particular area at the site (behind the Maintenance shop) would be set up with extra-large dumpsters and residents would take their trash to that area for disposal. Commissioner Francis noted that it could be an inconvenience to some residents. She also pointed out that with the current dumpsters, people will often leave trash bags on the ground or won't open the dumpster lid and leave bags sitting on the top. Sometimes the dumpsters will be moved so people can park where they want. The idea of having more than one dump site was also considered. Chairperson Martin suggested the idea of residents having their own individual garbage receptacles. Members of the Board pointed out that there could be an issue of space and a possible increase of the rodent problem. Commissioner MacFarland suggested contacting the Cumberland County

Improvement Authority (who currently handles the BHA's trash removal) for suggestions. Sbrana also proposed the idea of community service participants picking up trash. The question was asked of how the Authority would track such individuals and Sbrana pointed out that TANF recipients are already tracked for community service. Vice-Chairperson Childers noted that perhaps the allowable stipend could be used for a tenant performing this duty. Director Sbrana noted that the person would not receive anything directly but would have their rent reduced. Director Sbrana said that the Engineer would also be conferred with to see what other avenues might be taken.

New Business

Director Sbrana addressed the Board regarding potentially having an entry and exit gate installed at Maplewood Garden. The gate would employ an electronic swipe key system for vehicles to enter the site. Visitors would be required to call the person that they are visiting who would then let them in. A record would be kept of who had the gate opened and when. Emergency service would be connected into the system so that they could enter any time. Vice-Chairperson Childers wondered how tenants would be able to let visitors in. Sbrana explained that tenants would be able to use a code from their phones to open the gate. Childers also asked if all entrances would be gated, including those for foot traffic. Sbrana noted that there would be limited areas for foot traffic to enter. Childers also expressed concern that an opening gate could cause issues for traffic. Sbrana explained that the gate would lift up and there should be no issue for traffic. All options are still being investigated with the Engineer.

With no further business to discuss, Vice-Chairperson Childers motioned that the meeting be adjourned and Commissioner Williams seconded. The Board unanimously decided to close the meeting. The meeting closed at 5:52 PM.