

MINUTES OF A REGULAR MEETING FOR THE BOARD OF
COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF BRIDGETON

HELD ON JUNE 22, 2010

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on June 22, 2010 in the Commissioners Conference Room at 429 Oakview on west Vine Street, in Bridgeton New Jersey. Adequate notice for the meeting was provided by publication in the Bridgeton Evening News, and the Atlantic City Press, and by notification of the City Clerk.

The meeting was called to order by Chairman Williams at 5 PM and upon roll call those present were: Chairman Williams, Vice-Chair Thomas, Commissioner Johnson, Commissioner MacFarland, Commissioner Santiago, Executive Director Maier and Assistant Executive Director Maier and Attorney Robert Pryor.

Commissioners Lugardo-Hemple and Greene were absent.

Commissioner Johnson moved that the minutes for the May 11, 2010 be approved as presented, and Commissioner Thomas seconded the motion and upon a voice vote the motion was approved unanimously.

The Section 8 reports were circulated and reviewed: The Disbursement Records for the month ending June 1, 2010 showed an expenditure of \$653.55 in vendor expenses and Section 8 disbursements for HAP payments and utility reimbursements were \$113,494.00 on May 1, 2010.

The PHA reports were also circulated and reviewed. The disbursement records for May 2010 totaled \$322,436.92 for payments from the general fund and \$75,225.39 for gross payroll total earnings and \$23,160.95 for electronic payments including the employees' contribution from their paychecks as well as the Bridgeton Housing Authority's share.

Subsequent to examination of these reports, Commissioner Thomas moved that the reports be approved and that the payment of the bills is approved and said motion was seconded by Commissioner MacFarland.

Upon a roll call vote, the Commissioners voted as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The following Resolution was introduced by Commissioner Johnson, read in full, and considered:

RESOLUTION NO.1026
AUTHORIZATION OF SUBMITTALS OF
ANNUAL AND FIVE YEAR PLANS AND
CAPITAL FUND PROGRAM

WHEREAS, the Housing Authority of the City of Bridgeton has updated its five year annual plan pursuant to the United State Department of Housing & Urban Development guidelines includes the preparation of an Annual and Five Year Plan for the Housing Authority; and

WHEREAS, these plans include the attachment for the modernization expenditure including for the grant known as the 2010 Capital Fund Program in the amount of \$733,581; and

WHEREAS, the Authority has advertized and held two public hearings on June 22nd, 2010 to give residents a chance to voice their concerns and interests for the Annual Plan; and

WHEREAS, the Commissioners have fully considered the residents concerns and have recommended appropriate actions to be taken to satisfy these concerns; and

WHEREAS the Commissioners of the Housing of the City of Bridgeton have also reviewed these submittals and are desirous that they be forwarded to the appropriate U.S. Department of Housing & Urban (HUD) offices.

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton authorize and direct the Executive Director and

the Chairman to forward these submittals to the appropriate HUD officials along with the necessary certifications, contracts and support documents.

Commissioner Johnson moved that the foregoing Resolution No. 1026 be adopted as introduced and read, which motion was seconded by Commissioner Santiago and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The Chair declared such motion carried and said Resolution No 1026 is adopted.

The following Resolution was introduced by Commissioner Thomas read in full, and considered:

RESOLUTION NO. 1027
MUTUAL AGREEMENT TO TERMINATE
CONTRACT DATED JANUARY 6, 2010 BETWEEN
THE BRIDGETON HOUSING AUTHORITY AND
KBD CONSTRUCTION

Whereas, KBD Construction and the Bridgeton Housing Authority did execute a contract dated January 6, 2010; and

Whereas, the Authority only has units suitable for renovation by a private contractor when such units become vacant and are in such deteriorated physical condition that the Authority's own staff cannot invest sufficient time into the unit to rehabilitate the unit pursuant to the applicable codes; and

Whereas, KBD Construction has yet to begin with the renovation of any empty unit at the Authority; and

Whereas, the Authority has just recently had a unit become available for the contractor but the contractor is reluctant or unable to respond in a timely manner as prescribed in the contract; and

Whereas, there are no bid or performance bonds for this contract; and

Whereas, Part II paragraph "2. Termination for the Convenience of the Housing Authority" provides that a contract if "The Authority and Contractor may mutually agree to terminate the contract at an earlier time if so desired." and,

Whereas, it seems efficient and equitable to terminate the contract without any costs, obligations, or penalty to either party of the contract.

Now therefore the Commissioners of the Housing Authority of Authorize the Executive Director to execute an agreement to mutually terminate the contract dated January 6, 2010 with KDB Construction.

Commissioner Thomas moved that the foregoing Resolution No. 1027 be adopted as introduced and read, which motion was seconded by Commissioner Johnson and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The Chair declared such motion carried and said Resolution No. 1027 is adopted.

The following Resolution was introduced by Commissioner Thomas read in full, and considered:

RESOLUTION NO. 1028
AUTHORIZING WeTip PARTICIPATION AND BUDGET

WHEREAS; it is believed that there are people within the City of Bridgeton who engage in criminal activity; and

WHEREAS; it is also believed that some of these persons reside or visit the various low income apartment complexes within the city as well as other neighboring rentals; and

WHEREAS; there are persons who have information about the criminal intent or actual crimes committed by the persons engaging in crime but are intimidated by them for fear of reprisal if they inform the police of the activity; and

WHEREAS; there is a national group known as WeTip that provides a method for persons to report information to this group completely anonymously that information then is forwarded to the police or other officials who may have a need for such information; and

WHEREAS; the major apartment owners in the City of Bridgeton discussed this approach at a City Council Committee meeting with the Chief of Police and are interested in pursuing participation in the program for at least one year; and

WHEREAS; the Participation fee for one year is \$1500 and various apartment groups have agreed to pay \$300 towards this participation; and

WHEREAS; there may be a need to spend additional dollars to promote the program such as signs advertizing the WeTip Anonymous program and their phone number;

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Housing Authority agree that the Housing Authority should participate in the program for one year including making a contribution of \$300 towards the registration fee and spending funds for signs and other materials to advertize the program but that said budget for all of the WeTip expenses should not exceed \$1000 except by specific authorization of the Board of Commissioners of the Housing Authority of the City of Bridgeton.

Commissioner Thomas moved that the foregoing Resolution No. 1028 be adopted as introduced and read, which motion was seconded by Commissioner MacFarland and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The Chair declared such motion carried and said Resolution No. 1028 is adopted.

The following Resolution was introduced by Commissioner MacFarland, read in full, and considered:

RESOLUTION NO. 1029
AUTHORIZING CONTRACT FOR TREE CUTTING SERVICES

WHEREAS, the Housing Authority of the City of Bridgeton believes it is efficient and appropriate to have a contract with a reputable tree cutting firm for routine maintenance and preventative work to reduce the damage that may occur from overgrown or decayed trees during wind storms or other causes; and

WHEREAS, the Housing Authority of the City of Bridgeton did advertise and send bid specifications for tree cutting services to contractors who had requested them; and

WHEREAS, the Housing Authority did received one bid for said work on June 15, 2010; and

WHEREAS, the firm of Arbor-Tech from Cobbs Mill Road, Bridgeton, submitted the lowest responsible bid at a base hourly rate of \$15 for the supervisor, \$15 for the Climber/Trimmer, \$15 for the heavy equipment operator, \$10 for the common labor, \$25 for the dump truck, \$75 for the boom truck, \$50 hour for the brush chipper, and \$25 for the stump grinder;

AND WHEREAS, it is necessary to execute a contract to have these tree cutting services;

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton authorize the Executive Director to execute a contract with the Arbor-Tech for a one year period.

During the discussion of this motion, Executive Director Maier noted that the Authority had advertised that they were taking bids for this work and had mailed notices to several tree contractors. One, Roger Clark, indicated to the Executive Director after the due date that he intended to bid but had not gotten around to it. Executive Director Maier that we generally do not rebid in such situations as it may

give other bidders an unfair advantage to know the lowest bidders prices. Mr. Pryor our attorney was asked if he had any comments and he noted that Arbortech was the lowest responsible bidder.

Commissioner MacFarland moved that the foregoing Resolution No. 1029 be adopted as introduced and read, which motion was seconded by Commissioner Thomas and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The Chair declared such motion carried and said Resolution No. 1029 is adopted.

The following Resolution was introduced by Commissioner Johnson read in full, and considered:

RESOLUTION NO. 1030
SELECTION OF INSURANCE ADJUSTER

WHEREAS, on the evening of May 14th there was a major storm at the housing apartment complexes owned by the Bridgeton Housing Authority known as Oakview Heights and Overlook Apartments; and

WHEREAS, there existed 88 apartment units at Oakview Heights prior to the storm and 14 units at Overlook apartments at the time of the storm; and

WHEREAS, the storm created severe damage at both sites including the uprooting of approximately 15 large old oak trees at Oakview Heights that damaged two buildings so severely that 4 units were posted as uninhabitable by the city's construction code official; and

WHEREAS, many other physical damages occurred including lightning striking at least one building, various lights, windows, sidewalks roof material, facia and other items being destroys; and

WHEREAS, the Authority promptly informed its insurance broker of the loss on the morning of Saturday May 15th; and

WHEREAS, the broker notified the insurance company which in turn appointed an adjuster to assess the damages as well as a builder to begin repairs; and

WHEREAS, the City Code Official requested that the Authority's architect be present when he inspected the buildings with the representatives of the insurance company's builder; and

WHEREAS, several experienced adjusters were contacted with regard to the matter and two predicted that the Authority could receive a greater payment on its losses if they reviewed the damages independent of the insurance company's adjuster; and

WHEREAS, the public adjusters will provide this service for a percentage fee of the final payment for the damages; and

WHEREAS, the Commissioners of the Housing Authority of the City of Bridgeton recognize that there is an inherent risk that the public adjuster(s) would not identify significant extra losses greater than their fee; and

WHEREAS, the Commissioners of the Housing Authority of the City of Bridgeton have carefully considered the best interests of the Housing Authority and its clients; and

WHEREAS, the Commissioners have determined that the public adjuster Anthony T. DiSimone, is the best suited adjuster for the Authority to contract with for the settlement of the claim for damages on May 14th and subsequent repairs and cleanup;

MOREOVER, whereas the local public contract law (NJSA-40A:11-1 et seq) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bidding must be publicly advertised, and

WHEREAS, it is the wish of the Commissioners of the Housing Authority of the City of Bridgeton award a contract to the firm of Anthony T. DiSimone;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the City of Bridgeton, in the County of Cumberland, in the State of New Jersey as follows:

1. That the Officials of the Housing Authority of the City of Bridgeton are hereby directed to execute and deliver agreement with Anthony T. DiSimone, as public adjuster for the Housing Authority of the City of Bridgeton for a percentage rate of 8% for any the settlement of the claim at less than \$500,000 and 9% for any claim settled at a sum greater than \$500,000.
2. That the contract is awarded without competitive bidding as a "Professional Service" under the provisions of the local public contracts law, because said law does not require competitive bidding for such services.
3. Notice of this resolution shall be published in the Bridgeton Evening News, a newspaper giving coverage in the county within ten days of its passage.

Commissioner Johnson moved that the foregoing Resolution No. 1030 be adopted as introduced and read, which motion was seconded by Commissioner Thomas and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The Chair declared such motion carried and said Resolution No. 1030 is adopted.

The following Resolution was introduced by Commissioner Thomas read in full, and considered:

**RESOLUTION NO. 1031
AUTHORIZATION TO INSTALL BIOMETRIC TIME CLOCK**

WHEREAS, there are several staff members who worked flexible or staggered hours in the main office at the Bridgeton Housing Authority's main office at 110 E. Commerce Street; and

WHEREAS, the staff members who work flexible or staggered hours include the security guard, the Assistant Executive Director, the Executive Director and others who for medical reasons are accommodated by letting them come in a little later in the morning and leave a little later in the afternoon; and

WHEREAS, the office is able to maintain efficient operations with this flexible arrangement, and

WHEREAS, it may be helpful for the efficiency of the office if a time clock were installed to record the actual hours people work; and

WHEREAS, a biometric time clock is a useful tool to assure the accuracy of the time clock; and

WHEREAS, the Executive Director and Assistant Executive Director be authorized to make adjustments to the time clock's reports in cases when office workers are working outside of the office or similar excused deviance from the time clock's records;

NOW THEREFORE BE IT RESOLVED, that a biometric time clock be purchased and installed in the office and that the time clock be used to assure the accuracy of the time for which all workers are paid.

Commissioner Thomas moved that the foregoing Resolution No. 1031 be adopted as introduced and read, which motion was seconded by Commissioner Santiago and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The Chair declared such motion carried and said Resolution No. 1031 is adopted.

The following Resolution was introduced by Commissioner MacFarland, read in full, and considered:

RESOLUTION NO 1032
AUTHORIZING SELECTION OF AN ARCHITECTURAL FIRM

WHEREAS, there exists a need for an architectural firm pursuant to the Authority's capital fund program for modernization work beginning during the next year; and

WHEREAS, the Authority did advertise for proposals for this service last year including an exhaustive process and interviews with several architectural firms; and

WHEREAS, the Authority did select the firm of Lindemon, Winckelmann, Deupree Martin, Russell and Associates PC (LWDM) with offices in Jersey City and Millville New Jersey; and

WHEREAS, the Authority used the firm for four major projects including work at Maplewood Gardens, the Senior Citizen High Rise, and Oakview Heights, and

WHEREAS, the firm also prepared and we did receive bids for roof replacement work at Pine, Dare and Overlook but rejected the bids due to insufficient funds; and

WHEREAS, during this time the firm became intimately familiar with each of the sites of the Housing Authority of the City of Bridgeton; and

WHEREAS, the U.S Department of Housing and Urban Development is releasing its capital funds earlier this year and there are many needs including the prompt repairs at Oakview Heights and Overlook Apartments which may not be fully covered by insurance, and

WHEREAS, the firm is willing to work for the same rates and terms as they have in the last year; and

WHEREAS, the local public contract law (NJSA-40A:11-1 et seq) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bidding must be publicly advertised, and

WHEREAS, it is the wish of the Commissioners of the Housing Authority of the City of Bridgeton award a contract to Lindemon, Winckelmann, Deupree Martin, Russell and Associates PC (LWDM);

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the City of Bridgeton, in the County of Cumberland, in the State of New Jersey as follows:

- 1. That the Officials of the Housing Authority of the City of Bridgeton are hereby directed to execute and deliver agreement with of Lindemon, Winckelmann, Deupree Martin, Russell and Associates PC (LWDM), as the Authority's architectural firm for work begun during the next year; and
- 2. That the contract is awarded without competitive bidding as a "Professional Service" under the provisions of the local public contracts law, because said law does not require competitive bidding for such services.
- 4. Notice of this resolution shall be published in the Bridgeton Evening News, a newspaper giving coverage in the county within ten days of its passage.

Commissioner MacFarland moved that the foregoing Resolution No. 1032 be adopted as introduced and read, which motion was seconded by Commissioner Johnson and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Johnson	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	

The Chair declared such motion carried and said Resolution No. 1032 is adopted.

Executive Director Maier noted that the tenants accounts receivable as adjusted for the end of May were \$844.33 and the vacancies were 30.

Executive Director Maier noted that he had several questions about the personnel policy information that had been sent to all Commissioners. As a result of an exchange of emails between Executive Director Maier and Commissioner MacFarland the Authority then asked for and received the personnel policies of Ocean City, Millville and Vineland. Commissioner MacFarland is culling the best language and formats from these personnel policies to prepare a personnel policy that we all can review and modify and adopt as appropriate.

Mr. Pryor was asked to report on hiring outside counsel and he reported the matter is still under HUD review.

Executive Director Maier noted that the maintenance staff was looking at the energy costs associated with freezers and that they were considering charging tenants for the excess utility costs associated with these freezers. It was noted that some larger families may need the freezers and that perhaps if they were not overly large they should be exempted from an excess utility charge. Executive Director Maier stated he would bring the matter back to the board for review when we had more information regarding proposed changes in the excess utility charge for freezers.

Executive Director Maier reviewed Tri-County's energy efficiency program which may provide more energy efficient refrigerators to residents at the Senior Citizen High Rise and perhaps replace the boiler at the High Rise.

Executive Director Maier noted that the Authority had hired a qualified temp, Natasha Harden, to fill in while Mrs. Pernell was recuperating.

Executive Director Maier reported that the new telephones had been distributed to the maintenance workers and to the security guard and construction inspector.

Executive Director Maier had no comment on the financial statements, audit, budget or salaries since the financial statements for the year ending in September 30, 2009 were not quite finished.

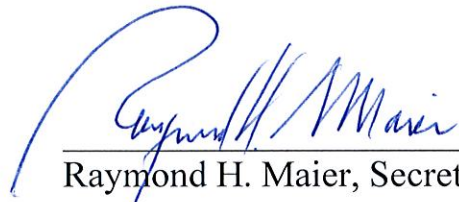
Executive Director Maier noted that the steel fencing and handicap ramp had been picked up by the buyer and loaded with the help of about 30 volunteers. The buyer had signed the sales receipt and GovDeals will be paying the Authority approximately \$14,000 and we will cease to pay storage fees.

Executive Director Maier noted he would be on vacation from July 26 through August 3rd.

The Commissioners present suggested that the Authority forego a July meeting and Chairman Williams agreed unless there was a need for a special meeting. The next meeting will be on the second Tuesday in August.

There were no reports of committees, no public portion, no unfinished business, and no new business.

There being no further business, Commissioner Johnson moved that the meeting be adjourned. The motion was seconded by Commissioner Santiago and upon a voice the vote the motion carried. Chairman Williams declared the meeting adjourned at 6:24 PM.



Raymond H. Maier, Secretary

8-11-2010

date