

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

HELD ON MARCH 9, 2010

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on March 9, 2009 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 and local cable channel 2.

The meeting was called to order by Chairman Williams at 6:03 PM and upon roll call those present were: Chairman Williams, Commissioner Thomas, Commissioner MacFarland, Commissioner Santiago, Commissioner Greene, Executive Director Maier and Attorney Robert Pryor

Commissioner Johnson was absent due to an illness.

Commissioner Lugardo-Hemple joined the meeting while in progress. City Council Liaison William Spence joined the meeting at that time also.

Mr. Pryor asked if there was a motion to suspend the regular meeting for the purposes of holding the Annual Meeting whereupon Commissioner Thomas moved that the regular meeting be suspended and that we move to the Annual Meeting which motion was seconded by Commissioner Greene and unanimously approved.

Attorney Pryor then asked for someone to make a motion to open the meeting for the purpose of taking nominations for the office of chair whereupon Commissioner MacFarland made said motion which was seconded by Commissioner Greene and approved unanimously.

Attorney Pryor asked for nominations for the office of Chair.

Commissioner Thomas nominated Commissioner Williams for the office of chair. which motion was seconded by Commissioner MacFarland.

There being no other nominations, Attorney Pryor asked for a motion to close nominations and Commissioner Greene made said motion which was seconded by Commissioner Thomas and approved unanimously.

Mr. Pryor then noted that since only one Commissioner was nominated, he asked for the Commissioners show of their vote for the one candidate by a show of hands which was unanimous.

Attorney Pryor then asked for someone to make a motion to open the meeting for the purpose of taking nominations for the office of Vice-chair whereupon Commissioner Greene made said motion which was seconded by Commissioner MacFarland and approved unanimously.

Attorney Pryor asked for nominations for the office of Vice-Chair.

Commissioner Thomas nominated Commissioner MacFarland for the office of Vice-Chair but Commissioner MacFarland declined.

Chairman Williams asked if could make a motion and upon the opinion of Mr. Pryor that he could, Chairman Williams nominated Commissioner Thomas for the office of Vice Chair which motion was seconded by Commissioner MacFarland.

There being no other nominations, Attorney Pryor asked for a motion to close nominations and Commissioner Greene made said motion which was seconded by Commissioner Santiago and approved unanimously.

Since only one Commissioner was nominated, Mr. Pryor asked for their vote for the one candidate, Commissioner Thomas, by a show of hands which was unanimous.

At this time, Attorney Pryor asked if there were a motion to adjourn the Annual meeting and return to the regular meeting which motion was made by Commissioner Thomas and seconded by Commissioner MacFarland and unanimously approved.

Chairman Williams noted that the minutes had been distributed to the members and asked if there was a motion to approve or amend the minutes.

Commissioner Thomas moved that the minutes for the February 16, 2010 be approved as presented, and Commissioner Santiago 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 March 1, 2010 showed an expenditure of \$1,247.94 for vendor expenses and Section 8 disbursements for HAP payments and utility reimbursements were \$106,759.00 on March 1, 2010.

The PHA reports were also circulated and reviewed. The disbursement records for February totaled \$469,163.85 for payments from the general fund and \$72,173.35 for gross payroll total earnings and \$22,008.31 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 Greene.

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

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

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

RESOLUTION NO 1007  
AUTHORIZING CONTRACT TO FEE ACCOUNTANT FOR BRIDGETON  
HOUSING AUTHORITY'S SECTION 8 PROGRAM

WHEREAS, there exists a need for a fee accountant for the Housing Authority of the City of Bridgeton's Section 8 Program; and

WHEREAS, Joseph E. Kavanaugh did submit a proposal in the amount of \$5,750 for the year to be paid in installments of \$1,437.50 per quarter with additional work to be billed at the rate of \$85 per hour; 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, Joseph E. Kavanaugh is an accomplished and experienced fee accountant who is familiar with all the Bridgeton Housing Authority's Section 8 Program's accounting; and

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 the contract to Joseph E. Kavanaugh for the year ending March 31, 2011; and
2. That the contract may be 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 (10) days of its passage.

Commissioner MacFarland moved that the foregoing Resolution No. 1007 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 MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1007 is adopted.

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

RESOLUTION NO 1008  
AUTHORIZING CONTRACT TO FEE ACCOUNTANT  
FOR THE PUBLIC HOUSING PROGRAM

WHEREAS, there exists a need for a fee accountant for the Housing Authority of the City of Bridgeton's Public Housing Program; 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, the Authority did receive a proposal for these accounting services from Al Gallner at an annual rate of \$8,400 to be paid at the monthly rate of \$700 per month with additional services to be billed at the hourly rate of \$95.00; and

WHEREAS, Alfred Gallner is an accomplished and experienced fee accountant who is familiar with all the Bridgeton Housing Authority's Public Housing Program's accounting; and

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 the contract to Alfred Gallner for the year ending March 31, 2011; and
2. That the contract may be 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 (10) days of its passage.

Commissioner Thomas moved that the foregoing Resolution No. 1008 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 MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1008 is adopted.

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

RESOLUTION NO 1009  
APPROVAL OF OFFICIAL NEWSPAPERS AND BANKS

BE IT RESOLVED, by the Commissioners of the Housing Authority of the City of Bridgeton, that the following newspapers be approved for the year 2010-2011:

Bridgeton News  
Atlantic City Press

FURTHERMORE BE IT RESOLVED, that the Secretary/Treasurer and the Chair and Vice-Chair are authorized to maintain deposits for the Housing Authority in the following lending institutions or their successors in interest:

T. D. Banknorth  
Bank Of America  
Colonial Bank  
Century Federal Savings & Loan  
Sun National Bank  
Susquehanna Bank

Commissioner Thomas moved that the foregoing Resolution No. 1009 be adopted as introduced and read, which motion was seconded by Commissioner Greene and upon

roll call the "ayes" and "nays" were as follows:

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

The Chair declared such motion carried and said Resolution No. 1009 is adopted.

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

RESOLUTION NO 1010  
AUTHORIZING SELECTION OF AN ADMINISTRATIVE ATTORNEY

WHEREAS, there exists a need for an administrative attorney for the Housing Authority of the City of Bridgeton, and its Section 8 Program; and

WHEREAS, New Jersey's local public contracts law, NJSA-40A:11-1 et seq, allows an award of "professional services" contracts without competitive bidding; and

WHEREAS, the Housing Authority has received one proposal from Robert J. Pryor, its current attorney; and

WHEREAS, the Housing Authority's current attorney has demonstrated a keen ability to master housing authority law as well as applicable state law; and

WHEREAS, it is the wish of the Commissioners of the Housing Authority of the City of Bridgeton to rehire its present attorney, Robert Pryor, at the following terms and conditions:

- a) Compensation of \$7,400 annually for the public housing program; and
- b) \$1,200.00 annually for the Section 8 program; and
- c) \$200 per eviction plus court costs; and

- d) \$75 per repayment agreement; and
- e) 33 1/3% plus costs of collections on written off accounts; and
- f) \$150 per hour for work completed outside of the normally anticipated scope of work when mutually agreed in advance by the Authority and the Attorney.
- g) \$50.00 for every Notice of Lease Termination or Notice to Cease issued by the attorney.
- i) Reimbursement for all certified mail expenses.
- h) \$150 hourly rate for all other services not within the scope of those defined above.

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 Robert J. Pryor, Esquire, as administrative attorney for the Housing Authority of the City of Bridgeton, and it's Section 8 Program for a one year period ending on the last day of March 2011.
- 2, That the contract may be 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 Greene moved that the foregoing Resolution No. 1010 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 MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1010 is adopted.

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

#### RESOLUTION NO. 1011

#### AUTHORIZING CERTIFICATION OF MASS SUBMITTAL

WHEREAS, the U.S. Department of Housing and Urban Development's Public Housing Assessment System includes a component known as the Management Assessment Sub-System (MASS) which is intended to document the management efficiency of the public housing authority in order to improve the efficiency and efficacy of Housing Authorities all across the nation; and

WHEREAS, the Commissioners of the Housing Authority of the City of Bridgeton have made a good faith effort to fairly and accurately evaluate the Authority's performance consistent with the regulations pertaining to MASS; and

WHEREAS, the Commissioners are required to certify that the MASS report sent to the U.S. Department of Housing and Urban Development is true and accurate for the fiscal year ending September 30, 2009; and

WHEREAS, the Commissioners are furthermore required to certify that to their present knowledge there is no evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to present and protect its public housing developments and operate them in accordance with Federal law and regulations; and

WHEREAS, The Commissioners are aware that appropriate sanctions for intentional false certification will be imposed, including suspension or debarment of the signatory; and

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton authorize and direct the Executive Director to submit the appropriate certifications and other documents as may be necessary to the U.S. Department of Housing and Urban Development; and

FURTHERMORE BE IT RESOLVED, the Commissioners certify that the MASS report sent to the U.S. Department of Housing and Urban Development is true and accurate for the fiscal year reported; and

FURTHERMORE BE IT RESOLVED, the Commissioners certify that to their present knowledge there is no evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to present and protect its public housing developments and operate them in accordance with Federal law and regulations;

Commissioner MacFarland moved that the foregoing Resolution No. 1011 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 Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1011 is adopted.

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

RESOLUTION NO. 1012  
PAYMENT FOR ESSENTIAL PERSONNEL  
DURING SNOW OR OTHER DECLARED EMERGENCIES

WHEREAS, the Commissioners of the Housing Authority did previously adopt resolution 1006 regarding essential personnel and their pay at a rate of time-and-one-half of each worker's regular hourly rate for work performed when the office was closed during a declared emergency; and

WHEREAS; it is appropriate to also extend their pay at a rate of time-and-one-half of each worker's regular hourly rate for work performed whenever the office is closed; and

NOW THEREFORE BE IT RESOLVED, the policy of the Authority as stated in resolution 1006 shall now also refer to any work maintenance employees during any time that the office is closed and that workers will be paid at a rate of time-and-one-half of each worker's regular hourly rate for work performed.

During the discussion of this resolution it was noted that it did not apply to regular call outs for the person "on call" for emergencies who received compensation for being on call for regular maintenance emergencies but was for snow emergencies and similar events for which all maintenance personnel were called out as essential personnel as described in resolution 1006.

Commissioner Thomas moved that the foregoing Resolution No. 1012 be adopted as introduced and read, which motion was seconded by Commissioner Lugardo-Hemple and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1012 is adopted.

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

RESOLUTION NO. 1013  
AUTHORIZING WRITE OFFS OF FORMER TENANT ACCOUNTS

BE IT RESOLVED by the Commissioners of the Housing Authority of the city of Bridgeton that the attached list of delinquent tenant accounts, whom have vacated, be written off of the authority's books of account and that the names and former addresses be forwarded to the Authority's attorney for collection purposes, thereof.

Commissioner Greene moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Santiago and upon roll call the "ayes" and "nays" were as followed:

	AYES	NAYS
Chairman Williams	YES	
Vice-Chair Thomas	YES	
Commissioner Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1013 is adopted.

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

RESOLUTION NO. 1014  
RESOLUTION TO DISPOSE OF FURNITURE AND EQUIPMENT  
UTILIZING THE DISPOSITION POLICY

WHEREAS, it is necessary from time to time for the Housing Authority of the City of Bridgeton to dispose of surplus property; and

WHEREAS, the Authority owns furniture and equipment (a complete list of same is attached as Exhibit "A"), which is obsolete; and

WHEREAS, the Authority no longer has use for the aforesaid furniture and equipment; and

WHEREAS, the Authority wishes to dispose of the aforesaid furniture and equipment by public sale utilizing the Authority's Disposition Policy; and

NOW, THERFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Bridgeton that the Executive Director is directed to dispose of the aforesaid furniture and equipment by public sale utilizing the Authority's Disposition Policy.

Commissioner Thomas moved that the foregoing Resolution No. 1014 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 Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

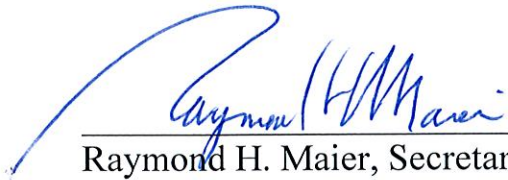
The Chair declared such motion carried and said Resolution No. 1014 is adopted.

There were no reports from the Committees except the personnel committee asked to go into Executive Session which motion was made by Commissioner Thomas and seconded by Commissioner Santiago and approved by a voice vote.

Upon return to the regular meeting, there was no public business, unfinished business, but City Council Liaison William Spence said he had heard from Oakview resident that they would like a regular street mail box at the site which probably would be near the community building. Mr. Spence has been in contact with the local Postmaster and the prospects for such a mail box appear promising. The Commissioners generally thought it was a good idea and expressed no objections.

There being no further business, Commissioner Lugardo-Hemple moved that the meeting be adjourned. The motion was seconded by Commissioner Thomas and

upon a voice the vote the motion carried. Chairman Williams declared the meeting adjourned at 6:01 PM.

  
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Raymond H. Maier, Secretary  
4/14/2010  
\_\_\_\_\_  
date