

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

HELD ON OCTOBER 11, 2011

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Tuesday October 11, 2011 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 and by notification of the City Clerk.

The meeting was called to order by Chairman Williams at 5:00 PM and upon roll call, those present were: Chairman Williams, Commissioner Santiago, Commissioner Lugardo-Hemple, Commissioner Cortes, Commissioner Leek, Executive Director Jim Howell and Attorney Robert Pryor. Also present were Susan Brown, Josephine Kantrowitz and Dorothy Calderon of the Housing Authority staff.

Commissioner Lugardo-Hemple moved that the minutes for the September 13, 2011 meeting be approved as presented and Commissioner Leek seconded the motion and upon a voice vote, the motion was approved unanimously.

Section 8 reports were circulated and reviewed: The Disbursement Record for vendor expenses was \$15, 003.95 and disbursements for HAP payments and utility reimbursements was \$113, 936. The PHA gross payroll payments were \$75, 992.01. Electronic payments including employees' contribution from their paychecks as well as the Authority's share were \$20,947.87. Tenant Accounts Receivable was \$894.40. Commissioner Santiago moved that the reports and payment of bills be approved and said motion was seconded by Commissioner Cortes. The move was unanimously passed.

The Board was presented with Resolution Number 1138 which authorized the Commissioners to meet in executive session on Wednesday September 28 to discuss the appointment of an executive director. This was the second version of the resolution as the original needed amending. A motion to accept the resolution was made by Commissioner Lugardo-Hemple and seconded by Commissioner Santiago. The resolution was unanimously passed with the exception of Commissioner Santiago who abstained.

The Board was presented with Resolution Number 1139 which authorized the Board to appoint Joanne Sbrana as Executive Director of the Housing Authority pending approval by the NJ Department of Community Affairs (DCA). Ms. Sbrana will also sign a contract. This was an amended version of the original. A motion to accept was made by Commissioner Lugardo-Hemple and seconded by Commissioner Cortes. The resolution was unanimously passed with the exception of Commissioner Santiago who abstained.

Mr. Pryor relayed that DCA seemed to have some issue with the amount of time that Ms. Sbrana has held a management position. He met with her on October 10 and they composed a letter to forward to DCA that described her experience in finer detail.

The Board was presented with Resolution Number 1140 that acknowledged that all members of the Board had reviewed the audit for FYE 9/30/10 for the Authority. A motion to accept was made by Commissioner Lugardo-Hemple and seconded by Commissioner Cortes. The resolution was passed unanimously.

At the time of the meeting there were 18 vacancies which included four wind damaged units at Oakview. Ten units are ready for occupancy with 2 pending move-ins.

Acting Director Howell presented results from the annual REAC inspection which took place on September 19, 21 and 28. Maplewood Gardens scored 64 while the remaining sites collectively scored 91. Several items from the Maplewood Gardens report will be disputed and possibly help improve the score.

There was discussion regarding holidays for employees. In the past, employees received Columbus Day, Election Day and the day after Thanksgiving off. The employee manual was recently changed eliminating Columbus Day as a paid day off. This year, employees were given Columbus Day off and will work Election Day. The day after Thanksgiving will also be a day off this year. The issue of paid days off will be re-visited next year.

Mr. Pryor gave an update on the situation between the Authority and its former insurance carrier Cumberland Mutual. As Mr. Pryor had previously

reported, the independent adjuster had concluded that Cumberland should submit more funds to the Authority to cover the costs from damages sustained during the storm of May 14, 2010. Since that fact has been revealed, the Authority has heard nothing else from Cumberland. Mr. Pryor feels that the Authority will have to bring suit against Cumberland for the money owed.

During the public portion of the meeting, the Board was addressed by Authority Accounts Clerk Josephine Marrero. Marrero spoke on the amount of time that occurs between when a resident dies and the Authority recovers the apartment. Normally, the Authority does not take over an apartment until the keys for the unit are turned in. Marrero suggested upgrading Authority policy so that upon the death of a tenant, the Authority can reclaim the apartment after 30 days.

The Authority's Social Service Supervisor Susan Brown also addressed the Board regarding the potential selling of the senior care facility Cumberland Manor. This sale could result in the Authority losing its Social Service Block Grant funds. Brown noted that the Authority should have a representative sit on the Board of the Human Services Advisory Council (HSAC). City Councilman Jack Surrency or any Freeholder can be contacted for anyone interested in the HSAC board. There is also a public hearing regarding the manor scheduled for Thursday November 10 at 6:30 PM at the Hopewell Municipal Building.

There were no committee reports.

There was no unfinished or new business.

There being no further business the meeting adjourned at 6:15 PM.

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Jim Howell, Secretary

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Date