

MINUTES OF A REGULAR MEETING FOR  
THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON  
HELD ON DECEMBER 13, 2011

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Tuesday December 13, 2011 in the Conference Room at 429 Oakview Heights 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 5:05 PM and upon roll call, those present were: Chairman Williams, Commissioners MacFarland, Commissioner Santiago, Commissioner Lugardo-Hemple, Executive Director Joanne Sbrana, Assistant Executive Director Jim Howell and Attorney Robert Pryor. Vice-Chair Thomas joined the meeting in progress.

Commissioner Santiago moved that the minutes of the November 15, 2011 meeting be approved as presented and Commissioner Lugardo-Hemple seconded the motion and upon an oral 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 were \$112,834.

The PHA reports were also circulated and reviewed and gross payroll earnings totaled \$57,492.63. Electronic payments including employee's contribution from their paychecks as well as well as the Authority's share were \$15,456.68. Tenant accounts receivable was \$694. Commissioner Lugardo-Hemple moved that the reports and payment of bills be approved and the motion was seconded by Commissioner MacFarland. The motion was unanimously approved.

The Board was presented with Resolution Number 1143 authorizing the adoption of the budget for fiscal year ending 9/30/12. The budget had been previously

approved by the Board but approval was also needed from the State Department of Community Affairs. Once approved by both entities, the budget is officially adopted. Likewise, Resolution Number 1144 was also presented to the Board authorizing the adoption of the budget for fiscal year ending 9/30/11. Apparently, the State had failed to approve the previous year's budget in a timely fashion, thereby, delaying its official adoption until this meeting. Both Resolutions were unanimously passed.

The Board was presented with Resolution Number 1145 granting authorization for the Authority to contract with Roy Rogers Management Consultants to aid with the preparation of the Annual Plan. Roy Rogers is an experienced firm that has assisted the Authority in achieving this goal several times in the past. The Resolution was passed unanimously.

There was some brief discussion regarding the Authority's Management Assessment Sub System (MASS) submittal. Generally, each Housing Authority in the nation is evaluated in four categories: management, financial health, physical inspection and resident opinion. It will be unnecessary for the Authority to submit the MASS as part of the financial assessment will evaluate factors normally covered by the MASS. The Authority received an email from HUD's Real Estate Assessment Center noting this change.

A report was given on the Authority's vacancy situation. There are currently 23 vacancies, however, 12 units are ready for occupancy and 11 applicants are waiting for placement into those units.

Assistant Director Howell reported on a visit he had received from officers of the County Sheriff's Department. The officers thought that they may provide some assistance in dealing with potential security issues at the High Rise. Howell suggested that perhaps the Authority could give the Sheriff's Officers Power of Attorney to enforce the BHA lease and policies similar to the agreement with the Bridgeton Police Department. Further research would be necessary before such an agreement could come to life. Attorney Pryor will contact the County Sheriff to investigate amongst other things whether the Officers that visited the High Rise were sent and what options the Authority may have in working with the Sheriff's Department. The discussion of this issue also sparked other suggestions to address

possible High Rise security problems. It was suggested that letters could be sent to each resident noting policy such as visitation and drug use and how violation of these policies could have serious repercussions. The police could be contacted to possibly increase walking patrols through the building. The possibility of hiring another guard could be investigated.

Chairman Williams suggested that the awning over the entryway to the High Rise be cleaned. This will take place.

There were no reports from committees.

Under unfinished business, the search for a new resident commissioner was discussed. City Council is searching for possible candidates to fill the vacant seat. Several potential choices have been put forth.

No new business was discussed.

With there being no further business to discuss, Commissioner Lugardo-Hemple moved that the meeting be adjourned. Commissioner MacFarland seconded the motion and upon a unanimous vote, the meeting was adjourned at 6:12 PM.