

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

HELD ON AUGUST 9, 2011

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Tuesday August 9 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, Vice-Chair Thomas, Commissioner MacFarland, Commissioner Lugardo-Hemple, Commissioner Cortes, Commissioner Leek, Executive Director Jim Howell and Attorney Robert Pryor. Also present for the public portion was resident Nelly Chann.

Commissioner Lugardo-Hemple moved that the minutes for the June 14, 2011 meeting be approved as presented and Commissioner Thomas seconded the motion and upon a voice vote, the motion was approved unanimously.

Section 8 reports were circulated and reviewed: The Disbursement Records for the months ending July 1 and August 1 showed an expenditure of \$15,003.95 in vendor expenses and Section 8 disbursements for HAP payments and utility reimbursements were \$116,415 on July 1, 2011 and \$114,825.00 on August 1, 2011.

The PHA reports were also circulated and reviewed. The disbursement records for June 2011 totaled \$147,717.13 for payments from the general fund and \$265,674 for July. Gross payroll payments were \$75,997.33 for June and \$75,431.67 for July. Electronic payments including employees' contribution from their paychecks as well as the Authority's share were \$24,524.37 for June and \$21,033.82 for July.

Commissioner Thomas moved that the reports be approved and that the payment of bills be approved and said motion was seconded by Commissioner Cortes.

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

|                             | AYES | NAYS |
|-----------------------------|------|------|
| Commissioner Williams       | Yes  |      |
| Commissioner Thomas         | Yes  |      |
| Commissioner MacFarland     | Yes  |      |
| Commissioner Lugardo-Hemple | Yes  |      |
| Commissioner Cortes         | Yes  |      |
| Commissioner Leek           | Yes  |      |

Acting Director Howell requested authorization to grant a contract to Ottinger Cleaning Services to provide custodial service to the Authority. Ottinger was the lowest bidder of a bid opening for cleaning agencies that took place on August 3 with a price of \$4,847.70. The Commissioners unanimously agreed to have Resolution No. 1133 drawn granting the contract between the Authority and Ottinger Cleaning Services.

Acting Director Howell requested authorization to extend the contract of the Authority's current tree trimming firm Arbortech. The contract is to be extended another year at the same rates as the previous agreement. The Commissioners unanimously agreed to have Resolution 1134 drawn extending for one year the Authority's tree trimming contract with Arbortech.

Acting Executive Director Howell reported that the Tenant's Accounts Receivable for the end of June was \$1,208.46 and for July \$2,332.05.

At the time of the meeting there were 18 vacancies which included four wind damaged units at Oakview and one fire damaged unit at Pine Street. Ten units are ready for occupancy with 6 pending placements.

There was some discussion regarding the Authority's annual audit. Copies were previously mailed to all Commissioners. There were several findings noted and the Authority is in the process of correcting them.

Mr. Howell reported that the Authority has been approved for \$605, 738 in Capital Fund monies.

Mr. Pryor gave a report on the Authority's settlement with Cumberland Mutual Insurance Agency regarding the storm damage at Oakview Heights. Cumberland Mutual feels that they have provided the Authority adequate funding to complete repairs. However, public adjuster Anthony DiSimone points out that there are more costs that Cumberland is obligated to cover. Maintenance Supervisor Wayne Holt confirms that repair costs exceed Cumberland Mutual's proposed settlement.

Mr. Howell informed the Board that he would be attending training for the PIC program Albany, NY.

There were no committee reports.

During the public portion of the meeting, the Board was addressed by Nellie Chann of 430 Oakview on two points. Her first concern was about the windows in the units. She wondered if handles could be put on the windows of apartments for easier lifting. It was suggested that WD40 or some other lubricant be applied to ease opening. Ms. Chann also expressed concern regarding the "choking vines" growing around many of the trees at Oakview. Maintenance will check with the tree contractor on the best way to approach removal.

There was no unfinished or new business.

Commissioner Lugardo-Hemple moved that the meeting go into executive session and was the movement was seconded by Commissioner Cortes. At this time Acting Director Howell announced to the Board that due to medical issues, he would be required to step down from the Executive Director position.

There being no further business Commissioner MacFarland moved that the meeting be adjourned. The motion was seconded by Commissioner Thomas and upon a voice vote, the motion carried. Chairman Williams declared the meeting adjourned at 6:05 PM.

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James Howell, Secretary

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Date