

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

HELD ON APRIL 12, 2011

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on April 12, 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 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 Lugardo-Hemple, Commissioner MacFarland, Commissioner Santiago, Commissioner Greene, Executive Director Maier, Attorney Robert Pryor and Jim Howell.

Commissioner Johnson was absent. Commissioner Santiago joined the meeting while in progress.

Commissioner Greene moved that the minutes for the March 8, 2011 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 April 1, 2011 showed an expenditure of \$5,769.20 in vendor expenses and Section 8 disbursements for HAP payments and utility reimbursements were \$114,241 on April 1, 2011.

The PHA reports were also circulated and reviewed. The disbursement records for March 2011 totaled \$190,498.24 for payments from the general fund and \$72,474.77 for gross payroll total earnings and \$21,890.83 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 Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

Executive Director Maier noted that Cumberland Mutual Insurance has decided to cancel all of the insurance policies with the Bridgeton Housing Authorities.

Commissioner Santiago joined the meeting at this time.

The following Resolution was introduced by Commissioner Lugardo-Hemple read in full, and considered:

RESOLUTION NO. 1119
AUTHORIZE AWARD OF CONTRACT
FOR OAKVIEW HEIGHTS APARTMENT RENOVATIONS

WHEREAS, the Housing Authority of the City of Bridgeton did advertise for bids to renovate four severely damaged units at Oakview Heights due to the May 14th 2010 wind storm;

WHEREAS, the Authority did receive two 6 bids;

WHEREAS, the lowest bidders was rejected due to significant deficiencies in the firms bid proposal; and

WHEREAS, J. H. Williams Enterprises, Inc. of Moorestown New Jersey is the lowest responsible bidder with a price of \$297,174 including all add alternates and all unit prices;

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton authorize that a contract be awarded to the firm of J. H. Williams Enterprises, Inc. for apartment renovation work consistent with the bid specification and bid proposal.

Commissioner Lugardo-Hemple moved that the foregoing Resolution No. 1119 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. 1119 is adopted.

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

RESOLUTION NO. 1120
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 which includes the use of internet sales via a site called GovDeals; and

NOW, THEREFORE, 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 Greene moved that the foregoing Resolution No. 1120 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. 1120 is adopted.

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

RESOLUTION NO. 1121
AUTHORIZING HIRING OF SUMMER YOUTH MAINTENANCE
WORKERS

WHEREAS, due to financial constraints over the last few years the Authority has reduced its staff including a maintenance worker assigned to grounds keeping work among other tasks appropriate for a maintenance worker, and

WHEREAS, the Authority recognizes the need to keep its ground free of debris and to keep the grass cut among other necessary tasks for a maintenance worker, and

WHEREAS, many of the youth programs have been limited due to the general economic difficulties, and

WHEREAS, it would be helpful to the Authority to hire up to three summer youth workers for up to 26 weeks,

WHEREAS, the cost for one worker at \$8.00 (eight dollars) per hour would be \$280 a week for a 35 hour week or up to \$7,280 for 26 weeks, and

WHEREAS, the cost for three workers at this rate for up to 26 weeks could cost \$21,840, and

WHEREAS, the workers would not be eligible for health care benefits which would be an additional cost to the Authority if they were covered, and

WHEREAS, the operating budget of the Housing Authority for the current year does provide funding for standby labor which would include summer maintenance workers, and

WHEREAS, with the retirement of the Maintenance Supervisor the budget includes additional funds available for standby labor,

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority do authorize the hiring up to three summer youth worker for not more than 26 weeks; and

Commissioner MacFarland moved that the foregoing Resolution No.1121 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. 1121 is adopted.

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

RESOLUTION 1122
AMENDED SALARY RANGES

Consistent with resolution 1122 regarding employee salaries for the fiscal year ending 9/30/2011, the salary ranges are adjusted as follows:

Class Level/ Rank	Position	Minimum	Old Maximum	New Maximum
1	Executive Director	\$45,188	\$89,500	New ED??
2	Assistant Executive Director	\$40,324	\$57,200	
2.5	Secretary to the Executive Director	\$18,000	\$45,00	
3	Director of Staff Operations	\$32,146	\$53,000	
4	Director of Administration	\$31,723	\$63,000	

4	Director of Redevelopment	\$31,723	\$89,000	(Formerly H6 Coordinator)??
4	Director of Urban Initiatives	\$31,723	\$49,000	
5	Supervising Maintenance Repairer	\$27,493	\$65,000	
5.5	Assistant Maintenance Supervising	\$25,000	\$45,000	\$55,000
6	Coordinator Youth Activities	\$23,440 (\$12.87/hr)	\$48,230 (\$26.50/hr.)	\$26.97
6	Youth Opportunities Coordinator	\$23,440 (12.87/hr)	\$45,500 (\$26.00/hr)	
6.5	Construction Inspector	\$17,680	\$57,000	
7	Administrative Secretary	\$21,854	\$45,000	
7.5	Senior Purchasing Assistant	\$25,000	\$35,000	
8	Senior Maintenance Repairer (LPL)	\$21,599	\$39,000	
9	Senior Maintenance Repairer	\$21,166	\$42,378	
10	Maintenance (Carpenter)	\$20,953	\$35,000	
11	Supervising Account Clerk	\$21,166	\$48,124	
12	Administrative Clerk	\$19,034	\$45,000	

13	Maintenance Repairer (LPL)	\$17,624	\$42,000
14	Maintenance Repairer	\$17,271	\$40,027
15	Principal Account Clerk	\$17,130	\$32,000
16	Senior Building Maintenance Worker	\$16,919	\$24,000
17	Principal Clerk Typist	\$16,743	\$31,000
18	Senior Account Clerk	\$15,932	\$40,000
19	Senior Home Service Aide/LPN	\$15,791	\$43,757
20	Senior Clerk Typist	\$15,298	\$29,540
21	Building Maint. Worker/Security Gd.	\$14,099	\$25,000
21.5	Security Guard	\$14,099	\$25,000
22	Building Maintenance Worker	\$14,099	\$23,130
23	Home Service Aide	\$13,394	\$19,000
24	Clerk Typist	\$13,013	\$29,120
25	Account Clerk	\$13,013	\$15,999
26	Clerk	\$13,013	\$19,000
27	Youth Aide	\$13,013	\$14,819
28	Recreation Aide	\$13,013	\$14,819

Class Level/ Rank	Position	Minimum	Old Maximum	New Maximum
29	Domestic Worker/ Homemaker	\$13,195	\$20,000	
30	Building Services Worker	\$13,195 (minimum wage)	\$21,000 (\$11.53)	
31	Student Assistant	\$7.25	\$9.00	

Commissioner MacFarland moved that the foregoing Resolution be adopted with suggested adjustments to provide that the minimum wage was reflected for each title, which motion was seconded by Commissioner Thomas 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 Chairman said such motion carried and said Resolution 1122 is adopted. The Chairman also noted that it would be desirable if we could afford after school tutors for the youth at Maplewood Gardens.

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

**RESOLUTION NO. 1123
AUTHORIZING RAISE FOR WAYNE HOLT**

WHEREAS, the Supervisor for the Maintenance Department retired at the end of March 31, 2011; and

WHEREAS, his assistant, Wayne Holt, will be responsible for the day to day operations of the maintenance department as the Assistant Supervisor; and

WHEREAS, Wayne Holt is currently making an annual salary of \$44,459; and

WHEREAS, the additional daily responsibilities warrant a raise; and

WHEREAS, Wayne Holt has achieved many certifications and taken many courses including reading blue prints, procurement procedures, procurement agent courses, and has a black seal boilers license; and

WHEREAS, it is recommended by the Executive Director that Wayne be given a raise of \$5,200 annually to bring his total annual salary to \$49,659; and

NOW THEREFORE BE IT RESOLVED, that the Commissioners approve the proposed raise for Mr. Holt;

Commissioner Thomas moved that the foregoing Resolution No. 1123 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 Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1123 is adopted.

Commissioner Lugardo-Hemple moved that this following resolution be tabled which motion was seconded by Commissioner Santiago and approved unanimously. The Commissioners asked that the existing travel policy be presented at the next meeting so that proposed changes may be considered with this additional information.

RESOLUTION NO. 1124
TRAVEL POLICY CLARIFICATION

WHEREAS, the reductions in funding from the federal government in support of public housing is making it necessary to operate in the most efficient manner; and

WHEREAS, it is nevertheless, useful and sometimes necessary for Commissioners and staff to travel to conferences and training sessions; and

WHEREAS, past practice has been to limit the number of Commissioners traveling to any conference; and

WHEREAS, past practice has been to rotate the travel to national conferences among the Commissioners; and

WHEREAS, other public housing authorities in our region have taken measures to reduce their travel expenses; and

WHEREAS, the U.S. Department of Housing and Urban Development opposes excessive travel; and

WHEREAS, it is appropriate that once a year two commissioners and one staff person attend a national conference within 500 miles of Bridgeton; and

WHEREAS, it is also appropriate that all travel be requested well in advance of the conference to assure the agency can take advantage of the discounts on registration and lodging when necessary; and

WHEREAS, this policy does not limit the attendance at necessary training sessions; and

WHEREAS, all travel must be approved by the Board of Commissioners except for training sessions that are within the state and are required and necessary for the efficient operation of the Authority as determined by the Executive Director; and

NOW THEREFORE BE IT RESOLVED, that the Commissioners adopt the proposed policy as delineated by adoption of this resolution.

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

RESOLUTION NO. 1125
AUTHORIZATION FOR ARCHITECT PREPARATION OF
PHYSICAL NEEDS ASSESSMENT

WHEREAS, the U.S Department of Housing and Urban Development requires that Housing Authorities update their Physical Needs Assessment once every 5 years; and

WHEREAS, our last Physical Needs Assessment was completed in 2007 and we will need an update for 2012; and

WHEREAS, the Authority has received a proposal from our architect pursuant to our contract with the firm of Lindemon Winckelmann Deupree Martin and Russell for the not to exceed price of \$43,400; and

WHEREAS, there is a great deal of field work required to examine each and every building and site in their entirety; and

WHEREAS, this work is time consuming and best done during warmer weather; and

WHEREAS, it is anticipated that while the field work necessary is inevitably the same, the completion of the final report may or may not be more difficult with the introduction of new HUD software for reporting; and

WHEREAS, the proposal from the firm of LWDMR has unit prices which may allow for the adjustment of prices in the event that preparing the final report is easier than anticipated or harder than anticipated; and

WHEREAS, it is appropriate to have this work begin and be completed in a timely manner; and

NOW THEREFORE BE IT RESOLVED, that the Commissioners do authorize the agreement with the firm of LWDMR to complete the Physical Needs Assessment to be up to date for the 2012 year.

Commissioner Santiago moved that the foregoing Resolution No. 1125 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 Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1125 is adopted.

The Executive Director noted that the Tenants Accounts Receivable for the end of March was \$314.72. It was also noted that there were 24 vacant units but it was anticipated that the number of vacancies would be dramatically down within the next 6 weeks as many units are near readiness for occupancy.

There were no report of committees, no public portion, no unfinished business nor any new business.

There being no further business, Commissioner Thomas moved that the meeting be adjourned. The motion was seconded by Commissioner Lugardo-Hemple and upon a voice the vote the motion carried. Chairman Williams declared the meeting adjourned at 5:50 PM.



Raymond H. Maier, Secretary

5/25/2011

date