

MINUTES OF A REGULAR MEETING FOR THE BOARD
OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON FEBRUARY 8, 2011

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on February 8, 2010 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, Commissioner Lugardo-Hemple, Commissioner MacFarland, Commissioner Santiago, Commissioner Greene, Executive Director Maier, Attorney Robert Pryor, and Assistant Executive Director James Howell.

Commissioners Thomas and Johnson were absent.

Commissioner Green moved that the minutes for the January 11, 2011 be approved as presented, and Commissioner Lugardo-Hemple seconded the motion and upon a voice vote the motion was approved unanimously.

After the approval of the minutes, the Executive Director noted that the Circulation file included the City Council Resolution re-appointing Commissioner Greene to the Authority and a copy of the Section Eight Management Assessment Report (SEMAP) which indicated the program was considered by HUD to be a high performer.

At that time Attorney Pryor gave Commissioner Greene her oath of office and everyone congratulated her.

Then Section 8 reports were circulated and reviewed: The Disbursement Records for the month ending February 1, 2011 showed an expenditure of \$1,194.24 in vendor expenses and Section 8 disbursements for HAP payments and utility reimbursements were \$118,836 on February 1, 2011.

The PHA reports were also circulated and reviewed. The disbursement records for January 2011 totaled \$192,616 for payments from the general fund and \$68,013.48 for gross payroll total earnings and \$20,148.96 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 Greene moved that the reports be approved and that the payment of the bills is approved and said motion was seconded by Commissioner Santiago.

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

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

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

RESOLUTION NO. 1107
AUTHORIZING TRAVEL & LODGING FOR
NAHRO'S MARCH LEGISLATIVE CONFERENCE

WHEREAS, it is appropriate for Commissioners to attend conferences to keep abreast of changing rules and regulations and methods, as necessary in order to comply with federal regulations affecting our public housing program; and

WHEREAS, National Association of Housing and Redevelopment Officials (NAHRO) is having its Legislative Conference in Washington D.C. beginning on March 27 and continuing through March 30th; and

WHEREAS, the registration cost for this conference is \$475 for members who register prior to March 4, 2011 and may go as high as \$675 if the registration is after March 18th; and

WHEREAS, the travel policy of the Authority specifies that necessary travel, registration, and lodging expenses be paid by the Authority; and

WHEREAS, it is appropriate that Commissioners Greene, and other eligible Commissioners or staff who wish to attend.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Housing Authority of the City of Bridgeton authorize the expenditure of funds for reasonable registration, travel and lodging expenses in accordance with the Authority's travel policy.

Commissioner Santiago moved that the foregoing Resolution No. 1107 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	
Commissioner Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

The Chair declared such motion carried and said Resolution No. 1107 is adopted.

The Executive Director noted that the Tenant's Accounts Receivable for January as adjusted were \$273.40. \

The vacancy report showed that there were 23 vacancies but that 6 of these units were ready for occupancy, the 7 units at Oakview needed repairs due to the May 14th storm or due to major modernization work. There were also 6 move outs in January.

The Executive Director noted that there is an ongoing discussion between the public adjuster and the insurance company but that the Authority had received sufficient funds to begin the repairs on the uninhabitable units.

The Search committee described the progress they had made on the review of the resumes for the Executive Director's position and noted that they had spent several hours reviewing resumes and more were expected before they were ready to pare down the applicants to a group that could be interviewed.

It was noted that the City of Bridgeton may be able to get funding to purchase our Mill Street property from us which would seem to be a desirable way to dispose of the liability of that property.

It was noted that the Authority needed to hire someone to take Valerie Pernell's job after she leaves on February 25th due to her disability. It was suggested that the job be advertized. It is anticipated that the person would be hired on an interim basis without benefits, sick leave, or holiday pay and that the next Executive Director would make a decision on how to organize the office and whether to keep the interim employee or not. It was noted that once the job was advertised that the current Executive Director would make a determination regarding the hiring of the interim employee.

The email comments made by various employees regarding the Employee Manual had been circulated to the Commissioners. Executive Director Maier suggested that since Mrs. MacFarland had worked so much on the Employee manual that he and the Commissioner complete a draft of revisions for the board's consideration at a future meeting with any suggestions by any commissioner being welcomed any time during that process.

The Executive Director noted that the next meeting would be on March 8th and that it would be the reorganizational meeting. It is traditional that after the meeting that just the Commissioners have dinner together. Mrs. Lugardo-Hemple agreed to work with the Executive Director to decide on an appropriate establishment.

Under the report of Committees, Executive Director Maier noted that FamCare was working at Maplewood Gardens one evening a week and that the wished to use their "Sisters Program" there which included making condoms available to adults of at least 18 years old.

The was no comment in the public portion of the meeting and no unfinished business.

During new business Chairman Williams noted that he had been asked by Mayor Kelley if we had considered entering into some sort of shared services agreement with Millville Housing Authority. It was noted that State Senator Sweeney was interested in reducing costs by sharing services whenever possible. Several comments were made regarding the possibility of sharing services with the Millville Housing Authority. In general, it was noted that while it was possible that the Authority might want to share services with Millville Housing Authority that it if it was necessary to seek assistance from another Authority that other South Jersey Authorities would be considered as well as Millville Housing Authority. It was also noted that it was important to have someone "in charge" at the Bridgeton Housing Authority every day and that having collegial advice from some of the other authorities is expected and welcome, but that the necessity of adding the expenses to provide services from another Authority was not yet determined to be prudent, appropriate or efficient.

There being no further business, Commissioner Lugardo-Hemple moved that the meeting be adjourned. The motion was seconded by Commissioner MacFarland and upon a voice the vote the motion carried. Chairman Williams declared the meeting adjourned at 5:55 PM.



Raymond H. Maier, Secretary

3-9-2011

date