

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

HELD ON JANUARY 11, 2011

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on January 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 News, and the Atlantic City Press, and by notification of the City Clerk.

The meeting was called to order by Vice-Chair Thomas at 5:06 PM and upon roll call those present were: Vice-Chair Thomas, Commissioner Lugardo-Hemple, Commissioner MacFarland, Commissioner Santiago, Executive Director Maier, Attorney Robert Pryor, and City Council representative Bill Spence.

Commissioners Williams and Johnson were absent. Commissioner(s) Commissioner Greene joined the meeting just after approval of the December minutes.

Commissioner MacFarland moved that the minutes for the December 14, 2010 be approved as presented, and Commissioner Lugardo-Hemple 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 January 1, 2011 showed an expenditure of \$457.68 in vendor expenses and Section 8 disbursements for HAP payments and utility reimbursements were \$120,971 on January 1, 2010.

The PHA reports were also circulated and reviewed. The disbursement records for December 2010 totaled \$214,252.48 for payments from the general fund and \$82,860.20 for gross payroll total earnings and \$24,521.85 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 MacFarland moved that the reports be approved and that the payment of the bills is approved and said motion was seconded by Commissioner Lugardo-Hemple.

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

	AYES	NAYS
Vice-Chair Thomas	YES	
Commissioner Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene	YES	

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

RESOLUTION NO. 1101

RATIFYING SUBMITTAL OF MASS SUBMITTAL FOR FYE 9, 30, 2010

WHEREAS, the Commissioners of the Housing Authority of the City of Bridgeton did authorize the submittal of the MASS (Management Assessment SubSystem) for the fiscal year and

WHEREAS, the Commissioners had previously adopted resolution 1047 to authorize the submittal of the MASS report when it was in final form; and

WHEREAS, it was agreed that the final MASS report for the fiscal year ending 9/30/2010 was complete it would be presented to the commissioners at a subsequent meeting; and

WHEREAS, the final MASS report was submitted to the Board at its December 14, 2010 meeting;

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing ratify the submission of the MASS report.

Commissioner MacFarland moved that the foregoing Resolution No. 1101 be adopted as introduced and read, which motion was seconded by Commissioner Greene and upon roll call the “ayes” and “nays” were as follows:

	AYES	NAYS
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. 1101 is adopted.

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

RESOLUTION NO. 1102  
AMENDMENT #1 OF EMPLOYEE MANUAL

WHEREAS, the Authority has from time to time adopted changes to its personnel policy; and

WHEREAS, the Authority did adopt resolution 1102 to authorize the adoption of an Employee Manual which updated and changed various aspects of the previous Personnel Policy; and

WHEREAS, the Employee Manual has been in use for several months now and it is appropriate to review it for any clerical errors, ambiguities or desired changes; and

WHEREAS, through a clerical error the Employee Manual omitted the celebration of Martin Luther King Day as a holiday for the employees; and

WHEREAS, the Commissioners wish to remedy this omission and add Martin Luther King Day back into the Employee Manual as an approved holiday; and

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton do adopt the amendment to the Employee Manual to authorize the inclusion of Martin Luther King Day as an approved holiday for the employees of the Housing Authority and authorize its immediate implementation.

Commissioner Greene moved that the foregoing Resolution No. 1102 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
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. 1102 is adopted.

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

RESOLUTION NO. 1103  
AUTHORIZING CONTRACT FOR MAPLEWOOD GARDENS  
CAMERA SYSTEM UPGRADE CONTRACT

WHEREAS, the Housing Authority of the City of Bridgeton did previously advertise and distributed 8 bid specifications for security camera upgrades and then did receive two bids to replace and upgrade the security camera system at Maplewood Gardens; and

WHEREAS, the Commissioners rejected the two bids on November 9, 2010 due to inadequacies in the bid submissions; and

WHEREAS, the work was rebid and specifications were distributed to five interested firms; and

WHEREAS, the Authority did receive one reasonable and qualified bid from Integrated Systems for a total price of \$24,395; and

WHEREAS, it is appropriate to award the bid to this firm for this work;

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton authorize the Executive Director to execute a contract with this firm for this construction work.

Commissioner Greene moved that the foregoing Resolution No. 1103 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
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. 1103 is adopted.

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

RESOLUTION NO. 1104  
REJECTING BIDS FOR CLEANING APARTMENTS

WHEREAS, the Housing Authority of the City of Bridgeton solicited bids for cleaning apartments and common areas and offices at the High Rise; and

WHEREAS, 3 firms responded to the specifications which included unit prices for the various tasks for the cleaning firm during the year, and

WHEREAS, the tasks to be completed during the year are unlikely to be in the same proportion as every other task; and

WHEREAS, it is appropriate to calculate the prices in accordance with a pre-determined most likely case for the tasks to be completed; and

WHEREAS, there is also some confusion regarding the different methods of floor care; and

WHEREAS, given this confusion with regard to the prices given by the bidders it is impossible to tell who the lowest responsible bidder is; and

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton reject the bids and authorize the rebidding of this work.

Commissioner Lugardo-Hemple moved that the foregoing Resolution No. 1104 be adopted as introduced and read, which motion was seconded by Commissioner Greene and upon roll call the "ayes" and "nays" were as follows:

	AYES	NAYS
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. 1104 is adopted.

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

RESOLUTION NO. 1105

AUTHORIZING CONTRACT WITH APARTMENT PAINTER

WHEREAS, the Housing Authority did publicly advertise for separate sealed bids for painting contractors to paint apartments after they have been vacated and renovated, and

WHEREAS, the Housing Authority did receive 8 requests for the copy of the RFP; and

WHEREAS, the Authority did receive three bids for the painter's work; and

WHEREAS, the bid specifications requested unit prices for different size apartments and different items needing paint; and

WHEREAS, the totals of these unit prices were \$28,585 and \$15,805.00 and \$29,274; and

WHEREAS, James Hoffman's Painting did provide the lowest responsible bid with a schedule of prices for various painting activities as required in the request for bids; and

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton do authorize the execution of a contract with this firm to paint apartments during the next year.

Commissioner MacFarland moved that the foregoing Resolution No. 1105 be adopted as introduced and read, which motion was seconded by Commissioner Greene and upon roll call the "ayes" and "nays" were as

follows:

	AYES	NAYS
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. 1105 is adopted.

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

RESOLUTION NO. 1106  
AUTHORIZING CONTRACT WITH ASBESTOS CONTROL FIRM

WHEREAS, the Housing Authority of the City of Bridgeton wishes to be adequately informed and prepared to respond to concerns about the asbestos in the ceilings of the High Rise Senior Citizen building; and

WHEREAS, it is appropriate for the Authority to contract with a firm in advance in anticipation of other problems which may arise at a per unit cost fee; and

WHEREAS, the Housing Authority has solicited proposals for this work, and received four proposals; and

WHEREAS, upon review of the proposals based on the solicitation criteria the firm best meeting the Authority's criteria is Westchester Environmental, LLC. of West Chester Pennsylvania; and

WHEREAS, Westchester Environmental a licensed firm for Asbestos Monitoring Control Work in New Jersey;

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Bridgeton authorize the Executive Director



to execute a two year contract with Westchester Environmental LLC of West Chester Pennsylvania for this work.

Commissioner Lugardo moved that the foregoing Resolution No. 1106 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
Vice-Chair Thomas	YES	
Commissioner Lugardo-Hemple	YES	
Commissioner MacFarland	YES	
Commissioner Santiago	YES	
Commissioner Greene		ABSTAIN

The Chair declared such motion carried and said Resolution No. 1106 is adopted.

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

RESOLUTION NO. 1107  
POSTING OF ADVERTISEMENT FOR EXECUTIVE DIRECTOR

WHEREAS, the Executive Director of the Housing Authority of the City of Bridgeton is retiring effective June 1, 2011; and

WHEREAS, it is appropriate that the Authority advertise the position for a full time Executive Director; and

WHEREAS, the Search Committee for the Commissioners of the Housing Authority have made recommendations for this purpose; and

WHEREAS, it is proposed to place an ad in the monster.com/Philadelphia Inquirer for a period of 90 days for a price of approximately \$807.50; and

WHEREAS, it is also proposed to place an ad in the Press of Atlantic City for a period of 30 days at a price of approximately \$179.00; and

WHEREAS, free ads will be placed in the pertinent NAHRO and PHADA publications; and

NOW THEREFORE BE IT RESOLVED, that Executive Director is directed to place the approved ad as soon as possible in accordance with the wishes of the Commissioners of the Housing Authority of Bridgeton;

Commissioner Greene 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
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. 1107 is adopted.

Executive Director Maier reported that the Tenant's Accounts Receivable (TARs) as adjusted for December were \$325.00.

It was also noted that as of the meeting date, there were 22 vacancies with 8 units ready for occupancy and 6 units undergoing major renovations at Oakview Heights.

Executive Director Maier noted that Mr. Kavanaugh had been expected to review the audit report with the board members but due to the inclement weather the Executive Director asked him to postpone his attendance for the February meeting.

During the public portion of the meeting the Commissioners listened to the report from Commissioner Greene regarding Mrs. Childers' request to have some additional fencing at her apartment at 1 Birch Street. Commissioner Green had personally visited the site along with Executive Director Maier, and Maintenance Supervisor Barry Barber as well as Mrs. Childers. Mrs. Childers and her daughter were present as well. The Commissioners were generally in agreement that Mrs. Childers could purchase and install a fence at her property along the lines discussed and that she would be responsible for cutting the grass there. It was noted that the maintenance supervisor would get the information regarding the appropriate type and style of fence to blend in with the existing perimeter fencing. Moreover, it was noted that the maintenance of the fence and the area with in it would be the responsibility of the tenant and an addendum to her lease would clarify the duties and responsibilities of everyone involved.

There being no further business, Commissioner Santiago moved that the meeting be adjourned. The motion was seconded by Commissioner Lugardo-Hemple and upon a voice the vote the motion carried. Vice-Chairman Thomas declared the meeting adjourned at 6:43 PM.

  
\_\_\_\_\_  
Raymond H. Maier, Secretary

2-10-2011

\_\_\_\_\_  
date