

**MINUTES OF A REGULAR MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON FEBRUARY 23, 2012**

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday February 23, 2012 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 5:00 PM and upon roll call, those present were: Chairman Williams, Vice Chairman Thomas, Commissioners MacFarland, Commissioner Santiago, Commissioner Lugardo-Hemple, Commissioner Cortes and Commissioner Leek. Also present were Executive Director Joanne Sbrana, Assistant Executive Director James Howell and Attorney Robert Pryor.

Commissioner Lugardo-Hemple moved that the minutes of the January 10, 2012 meeting be approved as presented and Commissioner Thomas seconded the motion and upon an oral vote, the motion was approved unanimously

Financial Reports

Director Sbrana presented financial reports to the Board. The reports were broken down by AMP (Asset Management Project) with Amp 1 being Maplewood Gardens and Amp 2 being the collective remaining sites.

Report of Secretary/Treasurer

The Board was presented with Resolution Number 1203 authorizing that the Authority enter into a contract with the firm of Lindemon Winckelman Deupree Martin and Russell for architectural and engineering services. Of the 7 bids received, Authority staff met with 4 firms for interviews and two of the firms did not have the proper experience. The Authority's former architect dropped his

prices and due to this and his past experience, this firm was chosen. The resolution was passed unanimously.

The Board was presented with Resolution Number 1204 authorizing the Authority to enter into a contract with Farroni Builders to complete apartment upgrades. The Authority received 5 bids and accepted the second lowest bidder, Farroni. The lowest bidder did not identify his sub-contractor as required. He claimed he was not told at the pre-bid meeting that he needed to do this, however, the bid specifications noted that this was necessary. The law also specifies that this must be done. The resolution was unanimously passed.

The Board was presented with Resolution Number 1205 which approved William Gosweiler of the firm Colson & Gosweiler as the Risk Management Consultant for the Authority. The consultant shall basically serve as an advisor to the Authority with its insurance dealings. As a member of the NJ Joint Insurance Fund, such a consultant is required.

Director Sbrana reported that the Authority has been approved for Capital Fund Budget funds in the amount of \$560,715. Capital Funds will be used to make upgrades at the various Authority sites based on the Annual Plan and the 5 Year Plan and where the Authority lost points on its REAC score.

Committee Reports

In the area of Committee reports, for the Drug Elimination Committee, it was announced that After School Program Beverly Dairsow resigned. The Authority is looking into other programming to fill the void. Among those possible alternatives are the City's Municipal Alliance, High school tutoring volunteers and Cumberland County College's GEAR UP program. Chairman Williams noted that the sign for the George Jamison Community Center needed replacing. For the vacant Ad Hoc Committee, Commissioner June Leek will return to chair. For the Budget Committee, Commissioner MacFarland wanted to insure that the Authority was using comparative shopping techniques when making purchases.

Unfinished Business

The Board scheduled its annual reorganization meeting for March 29, 2012 at 5:00 PM. Dinner will follow immediately afterward at the Coach Room.

Mr. Pryor gave an update of the issues with Cumberland Mutual Insurance. He has received information regarding additional storm damage from Maintenance Supervisor Wayne Holt and will be filing suit against Cumberland Mutual for additional funds owed to the Authority. Cumberland Mutual is claiming that the Authority misrepresented its damages and says that the Authority should only get paid for bid results on four damaged apartments. They hired assessor but then disagreed on the results of the appraisal so now refuse to pay.

New Business

Executive Director Sbrana will be taking a property manager course from March 13 to 15 in Millville

Executive Director Sbrana wishes to look into possibly raising the flat rents that the Authority currently charges. After checking with other Authorities, Bridgeton's are low comparatively speaking. Sbrana will have staff check with other local complexes to see what they charge for their rents.

Executive Director Sbrana spoke of residents with extra electric using utilities in their apartments, particularly washers, dryers and freezers. Residents should be responsible for the extra power these items use. One way of addressing this is to meter individual apartments and have residents pay their own electricity. A more likely approach is to note which apartments have these amenities and charge them similarly to how residents are charged for having air conditioners

With no further business to discuss, the meeting was adjourned at 6:00 PM. The Next meeting shall take place on Wednesday March 28 at 5:00 PM.