

**MINUTES OF A REGULAR MEETING FOR  
THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON  
HELD ON APRIL 26, 2012**

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday April 26, 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.

The meeting was called to order by Chairperson Santiago at 5:00 PM and upon roll call, those present were: Chairperson Santiago, Commissioners MacFarland, 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 March 28, 2012 meeting be approved as presented and Commissioner Cortes 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. Amp one loss \$5,700 while Amp 2 earned \$5,000. Section 8 earned \$5,000. The schedule of bill of totaled \$173,000 spent for the month. A motion to accept the financial reports and to pay the previous month's bills was made by Commissioner MacFarland and seconded by Commissioner Lugardo-Hemple.

**Report of Secretary/Treasurer**

The Board was presented with Resolution Number 1208 authorizing that the Authority write off old bills. A motion to accept the resolution was made by

Commissioner Cortes and seconded by Commissioner MacFarland. The motion was unanimously passed.

The Board was presented with Resolution Number 1209 authorizing the Authority to make additions to its personnel policy. The additions were procedures for continuing education (trainings) and a driver's license policy for employees. The additions were made in order that the Authority's personnel policy meet the minimum standards necessary as designated by the NJ Joint Insurance Fund which provides the Authority its insurance coverage. A motion to accept the resolution was made by Commissioner MacFarland and seconded by Commissioner Cortes. The motion was unanimously passed.

The Board was presented with Resolution Number 1210 which authorized the Authority to enter into a pest control contract with Advanced Pest Management. The APM's base bid of \$9,754 was lower than the \$11,860 base bid of the only other bidder, Tri County Pest Control. A motion to accept the resolution was made by Commissioner Lugardo-Hemple and seconded by Commissioner Cortes. The motion passed unanimously.

The Board was presented with Resolution No. 1211 which designates authorized signors for Housing Authority bank accounts. Chairperson Santiago, Vice-Chair Thomas, Executive Director Sbrana and Assistant Director Howell are granted consent so sign checks in behalf of the Authority. A motion to accept the resolution was made by Commissioner MacFarland and seconded by Commissioner Lugardo-Hemple. The motion passed unanimously.

Director Sbrana reported that the Authority has been approved for Capital Fund Budget funds in the amount of \$560,715.

### **Committee Reports**

In behalf of the Drug Elimination Committee, Commissioner Cortes reported that she had been investigating some potential options for programming to replace the After School Program. There were no other Committee Reports.

### **Public Portion**

Commissioner Cortes made a motion for the meeting to go into the public portion. The motion was seconded by Commissioner Lugardo-Hemple and passed unanimously.

Mike Abbott reported that the Adopt-A-Block people found various drug paraphernalia around the High Rise. He also made claims that prostitutes were coming into the building and the evening security guard was not fulfilling his duties. He had no evidence to support these claims. He also stated that High Rise custodial staff were buying their own cleaning supplies. Director Sbrana explained that cleaning supplies can be purchased with office petty cash and if staff uses their own money, they would be refunded through petty cash by turning in receipts.

Representatives Barbara Jewell and Norma Santiago from the organization Caring made a presentation on their organization and benefits they may bring Authority residents. Generally, Caring would provide services to residents that are similar to an assisted living facility and allow elderly residents to remain living independently longer.

### **Unfinished Business**

There was no unfinished business.

### **New Business**

Executive Director Sbrana proposed that the Authority raise its flat rent amounts. The BHA's rents are much lower compared to those of other sites. The Authority may wish to consider raising the flat rents or re-metering apartments.

### **Executive Session**

The Office of Inspector General case regarding Dorothy Calderon of the Section 8 Department was discussed. Attorney Pryor met with Lydia Rivera who made charges against Calderon. Rivera now denies making allegations that Calderon was aware of her boyfriend living illegally with her. However, Rivera did claim that the Authority has never made inspections of her unit. The OIG inspector has no proof of the allegations that have been made.

With no further business to discuss, the meeting was adjourned at 6:00 PM.