

**MINUTES OF A REGULAR MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON JUNE 28, 2012**

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Thursday June 28, 2012 in the Conference Room at 429 Oakview Heights on West Vine Street in Bridgeton New Jersey.

The meeting was called to order by Chairperson Santiago at 5:00 PM and upon roll call, those present were: Chairperson Santiago, Vice Chair Thomas, Commissioner Williams, 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 Williams moved that the minutes of the May 24, 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. Amp 1 (Maplewood) generated 84,822 of operating income and cost \$73,259 in expenses for the month. AMP 2 (Senior Sites) generated \$172,944 in operating income and cost \$173,492 in expenses. Central Office generated \$35,170 and cost \$28,313 in expenses. A motion to accept the financial reports and to pay the previous month's bills was made by Commissioner Lugardo-Hemple and seconded by Commissioner Thomas.

Report of Secretary/Treasurer

The operating budget for the coming program year was presented to the Board for consideration. Executive Director provided a line by line explanation of the budget.

The Board was presented with Resolution Number 1215 was presented authorizing the installation of fencing at Maplewood Garden. It was noted that the fencing was

one of the major areas where the Authority lost points on its REAC inspection. Questions arose regarding the cost of the fencing and exactly what fencing was being repaired/replaced. Commissioner Williams moved to table the vote on Resolution Number 1215 until the next meeting. Commissioner Cortes seconded the motion and the Board unanimously voted to table the resolution.

The Board was addressed by the Authority's auditor Anthony Polcari regarding audit findings. All findings were with the Housing Choice Voucher (HCV) or Section 8 program. He also explained that the Authority is being considered a troubled site by HUD due to its Public Housing Assessment (PHAS) score. The main reason for the lower than normal score was due to the former Fee Accountant not filing the financial report on time. Polcari noted that despite what the report says, the BHA is financially sound and that Executive Director Sbrana has taken necessary steps to correct the issues.

The Board was presented with Resolution number 1216 which authorizes that changes be made to the Authority employee manual to meet standards established by the Joint Insurance Fund (JIF). The JIF has already accepted the Authority's manual but due to some recent JIF policy changes, upgrades to the manual were necessary. The Board wished to review the changes before voting. Commissioner Williams moved that Resolution No. 1216 be tabled until the next meeting. Commissioner Thomas seconded the motion and it was unanimously agreed to table the meeting.

The Board was presented with Resolution number 1217 which authorized the submittals of the Authority's Annual and Five Year Plans. These plans outline the activities that the Authority shall undertake over the next five years and also serves as the application for the federal Capital Fund Program. Commissioner Lugard0-Hemple moved to pass the resolution and Commissioner Cortes seconded. The motion was unanimously passed following a voice vote.

The Board was presented with the possibility of having upgrades made to the HAPPY software system. HAPPY is the computer operating system that the main office uses to carry out many of the daily operations. Upgrades would cost \$16,000 and to get a new system would cost approximately \$31,000. Travel costs included in the HAPPY quote could possibly be removed and reduce the total costs. The

Commissioners agreed to table further discussion on HAPPY until the next meeting.

The Commissioners next discussed the issue of having pools at Maplewood Gardens. Many residents have been observed with pools in their yards that are much larger than the traditional store bought wading pools. The Authority must consider liability issues where these pools are concerned. Other concerns are water costs, damage to water hook ups in apartments and maintenance of areas around pools. The Authority will investigate the possible re-installation of a community water sprinkler that operated at the site years ago at the rear of the Community Hall.

The ongoing problem of trash being placed in recyclable dumpsters at Maplewood Gardens was also discussed. Residents are required to separate recyclables from regular trash, however, every week, recycling bins have been filled with trash which can cause the Authority extra money to have these dumped. The Board agreed that any resident discovered placing trash in recycling bins can be charged a \$25 maintenance fee.

Committee Reports

Drug Elimination - Commissioner Cortes is searching for a possible person to organize an After School Program at Maplewood. The Gear Up program has visited the site but has been met with very limited success. Commissioner Cortes will talk with Bill Waterman of Bridgeton High.

Commissioner Williams will officially chair the Personnel Committee.

Ad Hoc – Commissioner Leek gave a report on the flooding issue at the end of Oakview Heights. Authority Maintenance Supervisor Wayne Holt has been in contact with Dean Dellaquilla of the City Streets & Roads Department and both have discussed what entity should address the issue. Authority Maintenance feels that the problem existed before the Authority and should be a City issue. There is a speed limit sign of 20 mph that seems high for Oakview. The Authority will look into having the sign changed. Commissioner Leek also reported on benches at Oakview that may need repair.

Public Portion

Mike Abbott spoke during the Public Portion and thinks that the public should have input on the resolutions that the Board votes on. He also thinks more money should be spent on security.

Unfinished Business

There was discussion on possibly hiring summer help to repair Section 8 files.

New Business

Commissioners Cortes and Leek have completed all of their courses. The Executive Director has only 4 remaining.

At this time the Committee went into executive session.

The meeting adjourned at 6:18 PM.