

**MINUTES OF A REGULAR MEETING FOR
THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGETON
HELD ON DECEMBER 18, 2013**

A regular meeting of the Commissioners of the Housing Authority of the City of Bridgeton was held on Wednesday December 18, 2013 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-Chairperson Thomas, Commissioner Leek, Commissioner Williams, Lugardo-Hemple and Commissioner MacFarland. Also present were Executive Director Joanne Sbrana, Assistant Executive Director James Howell and Attorney Robert Pryor.

A motion was made by Commissioner Lugardo-Hemple to approve the minutes from the November 21 meeting and the motion was seconded by Commissioner Williams. The minutes were approved unanimously via an oral vote.

Audit Report

Anthony Polcari of Polcari and Company was on hand and gave a presentation on the most recent audit of the Authority. Polcari reported that the Authority had complied with all HUD requirements. The ratio of assets to liabilities was approximately 4 to 1. Polcari predicted that the Authority would receive a high financial score for their PHAS report.

Report of Secretary/Treasurer

Director Sbrana presented financial reports for November to the Board. Amp 1 (Maplewood) generated \$63,311 of operating income and cost \$63,252 in expenses for the month. AMP 2 (Senior Sites) generated \$134,612 in operating income and

cost \$134,774 in expenses. AMP 3 (HOPE 6) pulled in \$34,383 through subsidy which was transferred to HOPE 6. Section 8 generated \$8,563 and cost \$11,966. Central Office generated \$35,811 and cost \$36,174 in expenses. A motion to accept the financial reports and to pay the monthly bills was made by Commissioner Thomas and seconded by Commissioner Williams. The motion was unanimously approved.

The Board was presented with Resolution 1319 in which a Fund Commissioner would be designated to the New Jersey Joint Insurance Fund. Assistant Director James Howell would be appointed as the Fund Commissioner with Executive Director Joanne Sbrana acting as the alternate. A motion to accept the resolution was made by Commissioner Thomas and seconded by Commissioner Williams. Upon an oral vote, the Resolution unanimously passed.

The Board was presented with Resolution 1320 authorizing the purchase of software for the Authority. The Authority's current software, HAPPY, is in need of updating. Software proposals were received from PHA-WEB, Tenmast and Yardi with Yardi best suiting the Authority's needs. A motion to accept the resolution was made by Commissioner Thomas and seconded by Commissioner Lugardo-Hemple. Upon a call of names, all Commissioners voted "aye" and Resolution 1320 was unanimously passed.

Committee Reports

There were no Committee reports.

Public Portion

Ruth Collins of 15 Overlook addressed the Board regarding a couple of issues she had at her apartment. She complained of the condition of her kitchen cabinets saying that they "looked bad." She also complained of stains on her carpet claiming they were present when she moved in. Executive Director Sbrana will personally visit with Collins and inspect the conditions for herself.

Unfinished Business

There was no unfinished business to be discussed.

New Business

There being no further business to discuss, the meeting adjourned to Executive Session at 5:30 PM.

Joanne Sbrana, Secretary

Date